

**REGULAR SCHOOL BOARD MEETING
6:30 PM
TUESDAY, JUNE 11, 2013
DISTRICT OFFICE BOARD ROOM**

**OUR VISION
NO BOUNDARIES TO LEARNING**

**OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR
PROGRAMS**

BOARD MEETING AGENDA

6:30 p.m. A reception for Pete Olson - Retiring High School Principal

PROCEDURAL ITEMS

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Citizen Comments

STUDENT COMMENDATIONS (Presenter Chair Ulm)

REPORTS

1. Committee Reports
2. Board Member Reports
3. Superintendent Report

APPROVE AGENDA

3

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

CONSENT AGENDA

The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.

1. Gifts 10
2. Personnel 11
3. Fundraiser 12

DISCUSSION

1. ATTPS Year End Report (Presenter Elaine Maples and Melinda Jezierski) 13
2. 1st Reading - Policy #214 Out-of-State Travel by School Board Members 17
(National School Board Association Conference - April 5-7, 2014, New Orleans, LA)

ACTION ITEMS

1. Kraus Anderson or ICS (Presenter Keith Barlage) 20
Motion to approve administration to enter into negotiations with _____ company.

2. Staffing Changes (Presenter: Brenda Alexander) 23
Motion to approve staffing changes as presented.

MEETING DATES FOR SCHOOL BOARD and SCHOOL BOARD COMMITTEE MEETINGS 36

MEETINGS TO BE SET

ADDITIONS TO AGENDA

ADJOURN

PROCEDURAL ITEMS

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 28th day of May 2013, at 7:00 p.m. in the District Office Board Room.

Roll Call

Members present: Eric Minks, Chuck Nagle,
Deb Ulm, Howard Vaillancourt, Jeremy Miller,
Chad Young

Others present: Superintendent Julia Espe,
Director of Business Services Michelle Czech
Student Council Representative Casey Mordal

Members absent

Craig Johnson

Citizen Comments

None

Student commendations were presented to students with accomplishments in the Class AA Speech event, and to students that competed in the Hamline Elite Track & Field event.

REPORTS

Committee Reports:

Howard Vaillancourt:

Attended the Activities Board Committee meeting, and
Community Education Advisory Committee meeting

Chad Young:

Attended the Policy meeting.

Deb Ulm:

Attended the Negotiations Certified meeting for the
Superintendent's contract, the High School Principal
Interviews, and a meeting with Superintendent Espe to
compile the board meeting agenda.

Chuck Nagle:

Attended North Elementary Carnival, Schools for Equity in
Education meeting, and sat in the audience during the High
School Principal interviews.

Eric Minks:

Attended the Activities Committee meeting, and the
Principal Interviews.

Jeremy Miller:

Negotiations Certified for the Superintendent

Student Council Report

Finished up fundraiser for student in need and all proceeds
going to the students family, and this Friday is Spring Fling

Superintendent Report

Presented to the board, information from MREA
(organization for greater MN districts), which provided an
overview of what occurred in Legislation. Our formula was
increased which helps us to provide more opportunities for
our students. All day every day grade K will be fully funded
starting in 2014-15. In addition, our school district qualified
for the LEI levy, and the MN Math Corps is established and
the extra funding is now available to us – this is for grades
4-8.

APPROVE AGENDA

Motion by Howard Vaillancourt, seconded by Jeremy Miller **to approve the agenda as it is presented** with the removal of the Principal Contract and the Superintendent Contract from the consent agenda because they are on the action agenda. By roll call the following voting in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Chuck Nagle, Eric Minks, and Jeremy Miller. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Howard Vaillancourt, seconded by Chad Young **to approve the May 28, 2013 Regular School Board meeting minutes, and the Closed Meeting Minutes.** By roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller, and Chuck Nagle. Motion passed unanimously.

DISCUSSION

1. Financial Calendar for 2013-14

A working document for the business office to assist the district financial planning was presented to the board.

CONSENT AGENDA

The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.

Motion by Jeremy Miller, and seconded by Eric Minks, **to approve the consent agenda items:** Gifts, Field Trip, and Personnel (without the Principal and Superintendent contracts), Non Resident Student Agreements, Bills, Wire Transfers, and Cash Flow Report. Motion passed unanimously.

ACTION ITEMS

Motion by Howard Vaillancourt, and seconded by Chad Young, **to approve the High School Principal Contract for Barbara Muckenhirn.** By roll call the following voted in favor of: Jeremy Miller, Deb Ulm, Howard Vaillancourt, Chad Young, and the following voted against the same, Chuck Nagle, and Eric Minks. Motion passed 4:2

Motion by Howard Vaillancourt, and seconded by Eric Minks, **to approve the call for bids for the elevator project.** By roll call the following voted in favor of: Jeremy Miller, Howard Vaillancourt, Chad Young, Eric Minks, Deb Ulm, and the following voted against the same, Chuck Nagle. Motion passed 5:1

A member wondered why we would fix an elevator when we might move the offices in the future. The district's Buildings & Grounds Director stated that the elevator needs to be brought up to code whether we stay or not. This is motion to ask for bids.

Motion by Eric Minks, and seconded by Chad Young, **to approve the call for milk bids** as presented. By roll call the following voted in favor of: Jeremy Miller, Howard Vaillancourt, Chad Young, Eric Minks, Deb Ulm, and Chuck Nagle. Motion passed unanimously.

Motion by Chad Young, and seconded by Howard Vaillancourt, **to approve the Middle School handbook** as presented. Motion carried unanimously.

Motion by Jeremy Miller, and seconded by Chad Young, **to approve the Superintendent's contract** as presented. There was discussion related to Section 5 of the proposed contract. Upon roll call the following voting in favor of, Eric Minks, Jeremy Miller, Howard Vaillancourt, Deb Ulm, Chad Young, and the following voted against the same, Chuck Nagle. Motion passed 5:1.

Motion by Howard Vaillancourt, and seconded by Jeremy Miller, **to approve policy #498 Substitute (Casual and Long-Term), Homebound Teachers, and Classified Staff Employment** as presented. Motion carried unanimously.

Motion by Jeremy Miller, and seconded by Howard Vaillancourt, **to approve the Joint Powers Agreement for Rum River Special Education Cooperative** as presented. Upon roll call the following voted in favor of Jeremy Miller, Howard Vaillancourt, Chad Young, Eric Minks, Deb Ulm, and Chuck Nagle. Motion passed unanimously.

MEETING DATES FOR SCHOOL BOARD and SCHOOL BOARD COMMITTEE MEETINGS On file in the Superintendent's office at the District Office Building.

Next Meetings: Finance meeting change from June 11, 2013 5:30p.m. to June 6, 2013 7:00 a.m.
Location: Superintendent's Office.

ADDITIONS TO AGENDA - None

The Regular Board meeting was **adjourned** at 7:59 p.m. to enter into the Board of Education Workshop Session.

Deb Ulm, Chair

Recorder: Bridget Sorensen

Chad Young, Clerk

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 28th day of May 2013, at 7:00 p.m. in the District Office Board Room.

Members present: Eric Minks, Chuck Nagle, Deb Ulm, Howard Vaillancourt, Jeremy Miller, Chad Young. Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Student Council Representative Casey Mordal. Member absent: Craig Johnson

Citizen Comments: None

Student Commendations were presented to students with accomplishments in the Class AA Speech event, and to students that competed in the Hamline Elite Track & Field event.

APPROVE AGENDA Motion by Howard Vaillancourt, seconded by Jeremy Miller **to approve the agenda as it is presented** with the removal of the Principal Contract and the Superintendent Contract from the consent agenda because they are on the action agenda. By roll call the following voting in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Chuck Nagle, Eric Minks, and Jeremy Miller. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Motion by Howard Vaillancourt, seconded by Chad Young **to approve the May 28, 2013 Regular School Board meeting minutes, and the Closed Meeting Minutes.** By roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller, and Chuck Nagle. Motion passed unanimously.

DISCUSSION Financial Calendar for 2013-14

CONSENT AGENDA Motion was made by Jeremy Miller, and seconded by Eric Minks, **to approve the consent agenda items:** Gifts, Field Trip, and Personnel (without the Principal and Superintendent contracts), Non Resident Student Agreements, Bills, Wire Transfers, and Cash Flow Report. Motion passed unanimously.

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Motion by Eric Minks, and seconded by Chad Young, **to approve the call for milk bids** as presented. By roll call the following voted in favor of: Jeremy Miller, Howard Vaillancourt, Chad Young, Eric Minks, Deb Ulm, and Chuck Nagle. Motion passed unanimously.

Motion by Chad Young, and seconded by Howard Vaillancourt, **to approve the Middle School handbook** as presented. Motion carried unanimously.

Motion by Jeremy Miller, and seconded by Chad Young, **to approve the Superintendent's contract** as presented. Upon roll call the following voting in favor of, Eric Minks, Jeremy Miller, Howard Vaillancourt, Deb Ulm, Chad Young, and the following voted against the same, Chuck Nagle. Motion passed 5:1.

Motion by Howard Vaillancourt, and seconded by Jeremy Miller, **to approve policy #498 Substitute (Casual and Long-Term), Homebound Teachers, and Classified Staff Employment** as presented. Motion carried unanimously.

Motion by Jeremy Miller, and seconded by Howard Vaillancourt, **to approve the Joint Powers Agreement for Rum River Special Education Cooperative** as presented. Upon roll call the following voted in favor of Jeremy Miller, Howard Vaillancourt, Chad Young, Eric Minks, Deb Ulm, and Chuck Nagle. Motion passed unanimously.

MEETING DATES FOR SCHOOL BOARD and SCHOOL BOARD COMMITTEE MEETINGS On file in the Superintendent's office at the District Office Building.

Next Meetings: Finance meeting change from June 11, 2013 5:30p.m. to June 6, 2013 7:00 a.m. Location: Superintendent's Office.

ADDITIONS TO AGENDA The Regular Board meeting was **adjourned** at 7:59 p.m. to enter into the Board of Education Workshop Session.

The full details of the meeting are on file in the Superintendent's Office located at the School District Office Building and on the District Web Site at www.princeton.k12.mn.us

Deb Ulm, Chair

Chad Young, Clerk

Recorder: Bridget Sorensen

A workshop of the School Board of District #477 was held on the 28th day of May, 2013, At 8:10 p.m. in the District Office Board Room.

Members present: Eric Minks, Chuck Nagle, Howard Vaillancourt, Deb Ulm, Jeremy Miller, and Chad Young. Members absent Craig Johnson. Others Present Superintendent Julia Espe, Michelle Czech Director of Business Services.

Discussion Items: Information related to construction projects with ICS or Kraus Anderson.

A representative from each company attended the workshop.

The board then held a discussion of each company and it was decided take it to a vote at the June 11, 2013 Board Meeting. Members requested a timeline of all phases with the project.

The meeting was **adjourned** at 9:34 p..m.

The full details of the meeting are on file in the Superintendent's Office located at the School District Office Building and on the District Web Site at www.princeton.k12.mn.us

Deb Ulm, Chair

Chad Young, Clerk

Recorder: Bridget Sorensen

Gifts to Princeton Schools				
(June 11, 2013)				
Item #	School/Program	Amount/Other	Donor	Purpose
1	Girls Soccer	\$500.00	Princeton Girls Soccer Booster Clud	For new uniforms
2	Sandlot Baseball	\$150.00	Princeton Lions Club	To keep costs low and provide t-shirts to the youth program
3				
4				
5				
6				
7				

	A	B	C	D	E	F	G
1	June 11, 2013						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Borich, Melissa	Non-Renewal	G&T Teacher	PEA	N/A	6/7/2013	N/A
4	Levering, Andrea	New Hire	Math Teacher - HS	PEA	Amy Davison	2013-14 school year (8/26/13)	\$34,115 (BA, step 1)
5	McCartney(Hewitt), Roberta	Non-Renewal	Special Needs Nurse	Non-Affiliated	N/A	6/6/2013	N/A
6	Simanski, Cally	New Hire	Math Teacher - HS	PEA	Jessica Morgan	2013-14 school year (8/26/13)	\$34,981 (BA, step 2)
7	Trier, Patty	Retirement	Paraprofessional	ESA	N/A	6/6/2013	N/A
8	Wolf, Tiffany	Non-Renewal	ELL Teacher	PEA	N/A	6/7/2013	N/A
9							
10							
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21							
22							
23							
24							
25							
26							

This is an individual fundraiser for the cheerleaders to do to earn \$ to help pay for cheerleading expenses

FUNDRAISING APPROVAL FORM

Date of fundraiser: 5/20/13 - 6/10/13		Projected profit:		Amount earned:	
Group or organization proposing the fundraiser: Cheerleading				Item(s) being sold: Butter Breads Beef Jerky + Gourmet Snacks	
Company/organization supplying items to be sold: Adrenaline Fundraising					
The money raised will be used for: to offset cost for cheerleading					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
		Yes	No		
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	✓			
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			N/A	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	✓			
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	✓			
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	✓			
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	✓			
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.	✓			
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 5-1-13		Teacher/Sponsor Signature: [Signature]			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED					
Date: 5.3.13		Administrator Signature: [Signature]			
Date: 5.29.13		Superintendent Signature: Julia Espe			
Date:		School Board Chair Signature:			

Q Comp Annual Report 2012-13

Please provide the following **District Identification Information**.

District Name: Princeton Public Schools

District Number: 477

Date Presented to the School Board: June 11, 2013

Please provide an update on the district Q Comp program that includes the summary of findings and recommendations from the annual board report as required under Minnesota Statutes, section 122A.414, subdivision 3(a). Each question should be addressed with a brief summary of no more than 2-5 sentences. Attachments or additional materials are not required but may be provided at the discretion of the school district.

Please provide the following information regarding performance awards and salary schedule movement, based on the results from the **2011-12 school year**.

1. Schoolwide student achievement goal(s):

- a. What percentage of all licensed staff members in the district earned performance pay for meeting the schoolwide student achievement goal in the 2011-12 school year?

Two sites or about 48.39% met both their math and reading goal.
One site or about 21.66% met their math goal. One site or about 29.95% met their reading goal.

- b. What school sites (organizational units) in the district met the schoolwide student achievement goal(s) in the 2011-12 school year?

South Elementary and the Middle School met both their math and reading goal.
North Elementary met their math goal. The High School met their reading goal.

- c. What school sites (organizational units) in the district did not meet the schoolwide student achievement goal(s) in the 2011-12 school year?

North Elementary did not meet their reading goal. The High School did not meet their math goal.

2. Measures of student achievement:

- a. What percentage of all licensed staff members **in the district** earned performance pay for meeting the measures of student achievement in the 2011-12 school year?

97.24%

- b. What percentage of licensed staff members **at each school site** (organizational unit) in the district earned performance pay for meeting the measures of student achievement in the 2011-12 school year?

High School 93.85%
Middle School 95.83%
North Elementary 97.87%
South Elementary/District Office 100%

3. Teacher observations/evaluations:

- a. What percentage of **all** licensed staff members in the district earned performance pay for meeting the expected standard of performance on the annual teacher observations/evaluations?

96.77%

- b. What percentage of **tenured** licensed staff members in the district earned performance pay for meeting the expected standard of performance on the annual teacher observations/evaluations?

I am not sure of the percentage. There were 7 tenured teachers who did not meet the expected standard

- c. What percentage of **probationary** licensed staff members in the district earned performance pay for meeting the expected standard of performance on the annual teacher observations/evaluations?

I am not sure of the percentage. There was 1 probationary teacher who did not meet the expected standard.

4. Vertical movement on the salary schedule or an increase in base salary:

- a. What percentage of **all** licensed staff members in the district earned vertical movement on the salary schedule or an increase to base salary?

Of those not at the top of the salary schedule, 100% received vertical movement.

- b. What percentage of **tenured** licensed staff members in the district earned vertical movement on the salary schedule or an increase in base salary?

Of those not at the top of the salary schedule, 100% received vertical movement.

- c. What percentage of **probationary** licensed staff members in the district earned vertical movement on the salary schedule or an increase in base salary?

100%

Please provide the following information regarding the results of the Q Comp Program through the **2012-13 school year**.

1. How has the Q Comp program improved classroom instruction within the district?

Q Comp has had the following positive impacts on the Princeton teachers and students:

- a. Teachers have designed goals in order to improve student performance.
- b. Teachers have increased their focus when planning purposeful lessons and activities.
- c. Teachers have increased and improved their accountability through the use of data collection methods.
- d. Teachers have increased their networking and collaboration opportunities.
- e. Teachers have increased their use of research in finding best practice instructional strategies identified in the Marzano model.
- f. Teachers have increased their use of research in finding best practice instructional strategies for improving student performance.
- g. Teachers have been trained in RTI(Response to Intervention).

2. How has the Q Comp program improved student achievement within the district?

Data has shown the MCA Mathematics and Reading scores are generally improving across the district. Data from South Elementary using AIMS also has shown growth in the area of reading fluency.

We do not have data for the 2012-13 school year at this time.

- How has the Q Comp program helped the district to close achievement gaps between various student populations?

PLCs have provided time for teachers to examine the data of the various subgroups and provide interventions accordingly. Title 1 or lower achieving students have been provided more hands on instruction specific to their needs through PLCs' regular review of data. PLCs have collaboratively researched and designed strategies to meet the needs of students. Q Comp placed added focus on developing Gap Goals and PLCs have given the teachers time to accomplish this for their students.

3. What other impact has implementing the Q Comp program had on teaching and learning in the district?

Career ladder teachers continue to serve the district in important and various ways. Through the Q Comp career ladder program, Princeton School District is able to involve many teachers in leadership positions. Successes include: teachers meeting together to discuss shared content and/or shared students; teachers being observed by peers as well as observing and being able to look more closely at instruction, teaching, and learning; and teacher leaders being involved at the building and district levels in order to provide input for district initiatives. Teacher coaching provides powerful feedback for teachers. The strong mentoring program helps to retain teachers and trains them to be successful in the classroom.

When Q Comp is discussed during interview of new teachers it has drawn a great deal of positive interest from the candidates. We can report that many of our career teachers comment that this is the best form of staff development they have experienced.

4. What changes might be needed to make the district Q Comp program more effective in improving classroom instruction?

Using the Marzano scale/rubric in teacher coaching will help teachers to align and connect the teacher coaching experience to their PLC and IGP goals as well as the site goals. The scales in the Marzano model are research based instructional strategies shown to increase student achievement.

Next year, our district has created four late start dates which will give teachers time to collaboratively meet during the duty day as well as provide additional time for staff development.

5. What changes might be needed to make the district Q Comp program more effective in improving student achievement?

Using the Marzano scale/rubric in teacher coaching will help teachers to align and connect the teacher coaching experience to their PLC and IGP goals as well as the site goals. The scales in the Marzano model are research based instructional strategies shown to increase student achievement.

We have seen a dramatic difference in the scores between our all day, every day kindergarten and our all day, every other day kindergarten. We are excited to have all of our kindergarten in all day, every day school.

We are hoping the school district will levy money so that we can offer ER&D classes and mini-classes in order to train our teachers in instructional methods to meet the needs of our diverse student groups.

- What changes might be needed to make the district Q Comp program more effective in closing achievement gaps between various student populations?

We need to improve our skills in disaggregating the data to identify the gaps. Some of our sites are more skilled in this area. The next step would be to facilitate the design both classroom and school wide RTI strategies to help close the gaps. We have discussed the need to do more training/facilitating in RTI at our secondary sites. This would be an important skill to add to our PLC facilitators tool box.

PRINCETON PUBLIC SCHOOLS**OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS****I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

**School board members will be allowed to attend one National Conference per term of service.*

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement (refer to Princeton Policy 412.1).

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
 Minn. Stat. § 471.661 (Out-of-State Travel)
 Minn. Stat. § 471.665 (Mileage Allowances)
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: Princeton Policy 212 (School Board Member Development)
 Princeton Policy 412 (Expense Reimbursement)
 Princeton Policy 412.1 (Employee Travel & Related Expenses)

Adopted: February 14, 2006
 Revised: October 27, 2009
 Revised: November 23, 2010
 Reviewed: November 8, 2011
 Reviewed: June 11, 2012

NSBA CONFERENCES

Board Member	2014 April 5-7 New Orleans	2015 April 11-13 San Francisco	2016 April 9-11 Boston
Deb Ulm			
Eric Minks			
Craig Johnson			
Jeremy Miller			
Chuck Nagle			
Howard Vaillancourt			
Chad Young			

Date : June 6, 2013
To : Dr. Julia Espe, Superintendent
Subject: Princeton Public Schools Proposed Compensation Structure

Julia,

Per your request, the following is a brief outline of our proposed compensation structure based on the information that was provided in your email. ICS is committed to providing value-based professional services on behalf of our District clients. In order to fulfill our role of a true Owner's advocate for the District, our compensation is structured as a "lump sum" fixed fee amount for the various phases of the project as detailed below:

Total Basic Fee for Pre-Referendum Phase Services:

ICS proposes to provide services during the Pre-Referendum phase for a lump sum fixed fee of \$11,000. This lump sum amount may be deferred until after the referendum date if requested by the District.

Total Basic Fee for Project-Related Services:

ICS proposes to provide all project-related representation services required to manage all phases of the project for a lump sum fixed fee of \$474,000.

Total for Construction Phase Site Services:

ICS compensation for all construction phase site supervision and management is included in our Basic Fee as described above. These services and all associated personnel are included and will not be billed as reimbursable or as project General Conditions Expense.

Total for Reimbursable Expenses:

The lump sum fixed fees by project phase as described above include all anticipated resources, services, and personnel required by ICS Consulting for the performance of our services. Reimbursable expenses will be limited to project-related travel, printing and reproduction, and postage/courier expenses. All personnel costs have been included in our proposed Basic Fee as described above and will not be billed as a reimbursable to the District. We propose to bill reimbursable expenses as accrued on a monthly basis with a total cost not-to-exceed \$25,000 for the duration of the project.

If you should have any question and/or require any additional clarification regarding any of the information provided above please feel free to contact me as your earliest convenience. We look forward to working on behalf of the District to make this an extremely successful project!

Sincerely,

Patrick S. Overom

Pat Overom, PE
ICS Consulting, Inc.

Assume:

Total project cost of: \$20M

Total construction cost of: \$16M

Design phase: 6 months

Construction phase: 14 months

Provide:

Total basic fee:

Total for construction phase site services including personnel (if not included above):

Total for all proposed reimbursable expenses (if not included above):

Total for any other compensation or fee related services (if not included above):

We feel that the 14 month construction phase is too long, and have used our basis at 12 months. If you want us to modify that back, let me know. Otherwise, we broke this down to Prereferendum, Preconstruction, and Construction.

Please let me know if you have any questions.

Chad Rettke | Senior Project Manager | LEED Green Associate

Kraus Anderson Construction Company

chad.rettke@krausanderson.com | direct 763-792-3670 | cell 612-819-4495



Owner: Princeton Schools - ISD 477
 Project: Elementary School
 Location: Princeton, MN
 Designer: Wold Architects & Engineers
 Date: June 7, 2013

PREREFERENDUM LUMP SUM FEE			
Time Frame	Start Date:		7/1/13
	Finish Date:		6/30/14
12.0	52	364	2080
Months	Wks	Days	Hours

PRECONSTRUCTION LUMP SUM FEE			
Time Frame	Start Date:		7/1/14
	Finish Date:		12/30/14
6.0	26	182	1040
Months	Wks	Days	Hours

CONSTRUCTION LUMP SUM FEE			
Time Frame	Start Date:		5/1/15
	Finish Date:		5/1/16
12.0	52	366	2080
Months	Wks	Days	Hours

Administrative Labor	Hours	Rate	Total
Project Director	52	\$135	In Fee
Senior Project Manager	156	\$105	In Fee
Quality Control Manager	20	\$95	In Fee
Project Superintendent	80	\$90	In Fee
Front End Spec Writer	0	\$100	In Fee
Project Assistant / Clerical	100	\$42	In Fee
Prereferendum Lump Sum Fee			\$0

Administrative Labor	Hours	Rate	Total
Project Director	26	\$135	In Fee
Senior Project Manager	156	\$105	\$16,380
Quality Control Manager	26	\$95	In Fee
Project Superintendent	80	\$90	In Fee
Front End Spec Writer	80	\$100	In Fee
Project Assistant / Clerical	100	\$42	In Fee
Preconstruction Lump Sum Fee			\$16,380

Administrative Labor	Hours	Rate	Total
Project Director	52	\$135	In Fee
Senior Project Manager	300	\$105	\$31,500
Project Manager	1,200	\$95	\$114,000
MEP Coordinator	120	\$95	In Fee
Quality Control Manager	120	\$95	In Fee
Project Superintendent	2,080	\$90	\$187,200
Project Assistant / Clerical	1,000	\$42	\$42,000
General Superintendent	100	\$100	\$10,000
Safety Director	100	\$95	\$9,500
Accounting	100	\$42	\$4,200
Construction Administrative Labor			\$398,400

Estimated Reimbursable Expenses	Months	Rate	Total
Office Supplies	12.0	\$250	In Fee
Reproduction costs	12.0	\$250	In Fee
Postage / Courier services	12.0	\$150	In Fee
Travel & Misc. Expenses	12.0	\$450	In Fee
Prereferendum Reimbursable Expenses			\$0

Estimated Reimbursable Expenses	Months	Rate	Total
Office Supplies	12.0	\$250	In Fee
Reproduction costs	12.0	\$250	In Fee
Postage / Courier services	12.0	\$150	In Fee
Travel & Misc. Expenses	12.0	\$450	\$5,400
Preconstruction Reimbursable Expenses			\$5,400

Estimated Reimbursable Expenses	Months / Week	Rate	Total
Field office trailer - (1)	12.0	\$1,000	\$12,000
Supt. Truck, Computer, Phone	12.0	\$2,500	\$30,000
Misc. Expenses	52.0	\$100	\$5,200
Construction Reimbursable Expenses			\$47,200

SUMMARY	
Construction Fee	\$320,000
Prereferendum Administration	\$0
Prereferendum Reimbursable	\$0
Preconstruction Administration	\$16,380
Preconstruction Reimbursable	\$5,400
Construction Site Services	\$398,400
Construction Reimbursable	\$47,200
TOTALS	\$787,380

Fee - Overhead & Profit	Construction \$	%	Total
Fee - Elementary	16,000,000	2.00%	\$320,000
Construction Lump Sum Fee			\$320,000

STAFFING CHANGES 2013 – 2014

South Elementary

- Elimination of Security Paraprofessional

North Elementary

- Addition of .5 Dean of Students – no additional dollars
 - Job Description attached

Middle School

- Additional hire of Spec. Ed. Paraprofessional

High School

- Elimination of Security Paraprofessional
- Elimination of Special Needs Nurse 1:1 due to student graduating

Community Education

- Change current Lead WSI (Water Safety Instructor) to Pool Coordinator due to retirement. Move from aquatics pay scale to coordinator pay scale with advancement on the pay scale after 1000 worked (every other year).

<i>Pool Coordinator (primarily summer hours) advancement based on 1000 hr increments and evaluation july 1 each year)</i>	\$15.04	\$15.92	\$16.81	\$17.58	\$18.26	\$18.77	\$19.24	\$19.62
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- Addition of Lead Day Care. Pay scale below:

\$15.04	\$15.92	\$16.81	\$17.58	\$18.26	\$18.77	\$19.24	\$19.62
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District Office

- Addition of Technology Director
 - Job description and beginning salary range attached

Princeton Public Schools ISD 477

Job Description

Job Title: Technology Director **Reports To:** Superintendent **Union:** Non-Affiliated

Department: Technology **FLSA:** Exempt **Revised:** 6/6/2013

Starting Pay Range: \$60,000 - \$80,000 (depending on qualifications and experience)

Job Summary:

Provide leadership, coordination and management of district-wide voice, video and data network infrastructure. Work involves establishing the strategic plan, goals and objectives; developing policy; reviewing guidelines, procedures, rules and regulations; establishing priorities, standards and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; reviewing and approving budgets; and planning, assigning, and supervising the work of others. Works under general direction with latitude for the use of initiative and independent judgment.

Essential Job Functions:

Provide leadership, direction and technical support for administrative and instructional applications of technology district-wide. Coordinate and manage the district-wide email, voicemail, internet, web page services, student information system, office productivity software and instructional applications of technology. Coordinate and manage technical support and troubleshooting for data hardware and software as well as voice, video and data networks.

Recommend and coordinate the selection, purchase and successful implementation and utilization of administrative and instructional hardware and software.

Provide leadership and coordination for district-wide administrative and instructional technology-related staff development activities.

Establish District technology standards and policies and procedures (e.g. network and workstation security, virus protection, email and internet use).

Supervise the daily activities of the technical support staff responsible for the installation, testing, maintenance, documentation, and support of systems software and hardware. Plan and provide for staff implementation and support of new systems.

Maintain the security of electronic data.

Supervise the preparation and submission of all required federal, state, and district reports related to the areas of responsibility.

Other duties as assigned.

Education Training and Experience:

Master's degree preferred. Bachelor's degree with major coursework in computer science, information management, or a related field preferred and 3-5 years of administrative experience in the management of information systems; or equivalent combinations of experience and training. Experience must include strategic and operational planning, and supervision of employees. Experience in an educational setting preferred.

Knowledge, Skills and Abilities:

Technical: Knowledge of network operating systems and network management tools; communication hardware and software; electronic devices; audio-visual equipment; and cabling infrastructures. Knowledge of computer software applications applicable to an educational environment and microcomputer and peripheral hardware commonly used in administrative and academic settings. Knowledge of computer systems planning and implementation.

Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematics: Ability to understand, interpret, apply and use mathematics and statistical methods and procedures typically gained through professional and post secondary educational training.

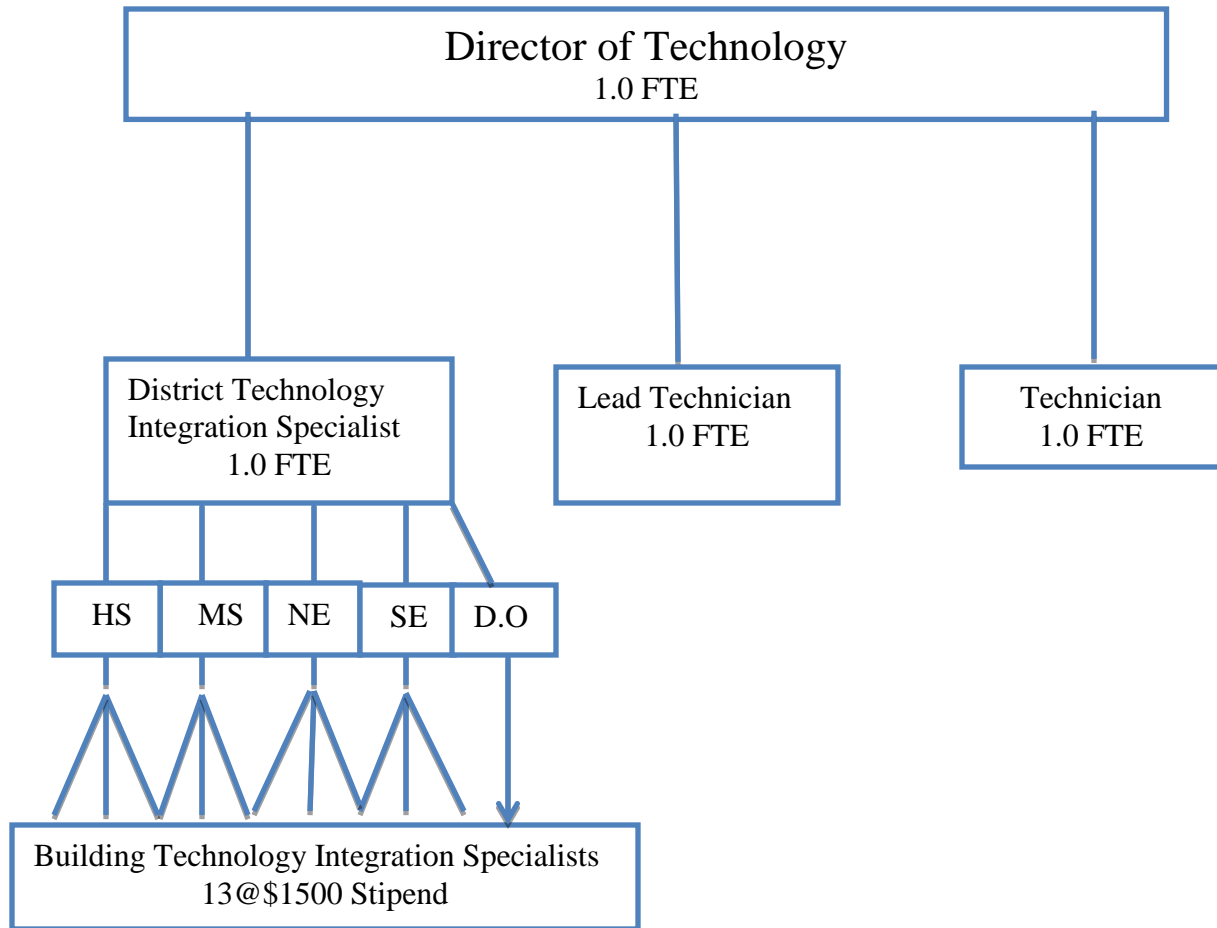
Human Relations: Requires the skill to provide basic client services to the public and other agencies within the organization. Requires tact, courtesy, and cooperation in dealing with others where the primary purpose is the exchange of information.

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 45 pounds. Vision abilities required include close vision and color discrimination.

Other:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition to regular attendance, the requirements listed above are representative of the characteristics necessary to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.



STATEMENT OF UNDERSTANDING: COMMUNITY EDUCATION EMPLOYEES

GA BA 7/2011
Rev. GA BA 5/2013
Rev. BA 6/2013

*This Statement of Understanding is for approval for the 2013/2014 school year. Any necessary adjustments to title, job description, wage and benefits are subject to the recommendations of an outside consulting firm upon findings of a compensation and classification study.



SACC/Tiger Club

- Coordinator
- Site Supervisor
- CE activities/floater (summer)
- Classroom lead (summer)
- Tiger Club Assistant

School Readiness/ECFE

- Early Childhood Screening Coordinator/Program Specialist
- School Readiness Instructor
- ECFE Classroom Assistant
- Lead ECFE Child Care
- ECFE Child Care

Aquatics

- Aquatics Coordinator
- WSI
- Lead WSI
- Lifeguard

Community Education
Recreation and Enrichment Coordinator
Instructors
Assistants

Benefit Package A

GROUP INSURANCE

Health and Hospitalization/Life Insurance:

The school district shall contribute \$6,339.38 towards the cost of a single premium for each employee electing single coverage; \$7,512.16 for each employee electing employee and children coverage; and \$8,639.31 for each employee electing family coverage. Coverage shall be provided for all eligible, full-time employees (30 hours per week) employed by the school district who are enrolled in the school district group health and hospitalization plan. The cost not contributed by the school district shall be paid by the employee through payroll deduction.

Life Insurance: The school board shall provide group term insurance for all full-time employees (30 hours per week) in the amount of \$50,000.00. Employees have the option of purchasing more as within the guidelines of the insurance company.

Long Term Disability: The school district shall provide group long term disability insurance for all full-time employees (i.e. 30 hours per week). Coverage shall be based on 66 2/3% of the employee's basic salary. Benefits are to begin after 90 days of total disability.

Dental Coverage: The School District shall contribute a sum not to exceed \$13.00 per month towards group dental coverage for employees who are working 30 hours per week or more and who are enrolled in the School District's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Employees must work at least 30 hours per week to be eligible for this benefit.

Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Eligibility: Benefits provided in this Article are designed for full-time personnel, (30 hours per week), as described in Article X, and shall not apply to part-time personnel.

Tax Deferred Matching Plan: The school district will match employee contributions, up to \$450 per year, for each full-time employee who participates in the school district's matching 403(b) tax deferred compensations plan. For purposes of this section, full-time shall be defined as 2080 hours/year. Upon initial hire, the employee will have 30 days to submit a salary reduction authorization form to qualify for participation in the plan. Subsequent revisions to an employee's matching contribution will be

permitted annually provided a revised salary reduction authorization form is submitted prior to July 1. Part-time employees will receive a prorated school district contribution.

LEAVES OF ABSENCE

Sick Leave:

A full-time employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's.

Unused sick leave days may accumulate to a maximum credit of 170 days of sick leave per employee.

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented her/his attendance and performance of duties on that day or days.

The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as the eligibility of an employee for sick leave is reserved to the school district. In the event that a medical certificate will be required, the employee will be so advised.

Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Sick leave is available to an employee for the necessary care of a child who is ill pursuant to M.S. §181.9413.

Child Care and Family Leave:

Child care and family leave will be given under the FMLA (Family Medical Leave Act) as set forth in District Policy 410.

Other Personal Leave:

Employees may be granted up to two (2) days of personal leave per year, non-accumulative, for situations requiring the employee's personal attention. These days will be deducted from sick leave.

Requests for personal leave must be made in writing to the Superintendent at least three (3) days, in advance, except in the event of an emergency. The Superintendent may, at her/his discretion, grant personal leave under the provisions of this subdivision without pay.

Paid Holidays: Full-time twelve month employees shall be granted the following paid holidays:

Independence	Day New Year's Day
Labor Day	President's Day

Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Eve Day	Floating Holiday-
Christmas Day	(1, as needed)

Less than 12-month employees will receive the floating holiday and all listed holidays that fall within their working calendar.

If a holiday falls on Saturday, the preceding Friday will be observed. If on Sunday, the following Monday.

Vacations:

Subd. 1.: Vacations shall be granted on the basis of the following:

	11 Months	12 Months
1 Year	40 hours	40 hours
2 Years	72 hours	80 hours
6 Years	112 hours	120 hours
12 Years	148 hours	160 hours
22 Years	188 hours	200 hours

Note: vacation hours pro-rated based on scheduled hours worked (ex. 36 hour work week would earn 36 hours of vacation year 1)

ARTICLE VIII. SEVERANCE PAY FOR TIGER CLUB COORDINATOR

Section 1.: Employees must have been hired prior to October 4, 2005 to be eligible for the provisions of this section.

Subd. 1.: The school district will pay severance pay to a **coordinator** upon her/his retirement from work. This severance pay will be paid by the school district in equal annual installments over a time period not to exceed two (2) years from the effective date of the retirement and shall not be granted to any employee who is discharged by the school district. Severance pay will commence 90 days after retirement. In the event that an employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lacking same, to the deceased's estate. In no event, shall severance pay provided for a coordinator exceed an amount equivalent to 68 days. An employee will accumulate severance pay at the rate of five (5) days per year of work experience in the Princeton Public School System. Employees hired after July 1, 1991, are required to have fifteen (15) years of employment with the District to be eligible for this benefit.

Subd. 2.: In applying these provisions, an employee's daily rate of pay shall be the basic daily rate at the time of retirement, as provided in the basic salary schedule for the basic school year.

Subd. 3.: In addition, full health insurance will be paid for retired employees from age 55. Payment will be from accumulated sick leave, up to 125 days. In the event of the retired employee's death, full premiums will be paid for the spouse of the retired employee. Payments will continue until the accumulated sick leave is exhausted.

Subd. 4.: Subject to the limitations listed below, the School District will contribute an amount equal to the value of the employee's severance pay directly into the retiree's 403(b) account. The retiree will not receive any direct payment from the School District for severance pay.

The School District's annual contribution into the retiree's 403(b) account must not exceed the I.R.S. contribution limit. If the retiree has any severance remaining after the limit is reached in the year of separation, the School District will make a contribution up to the I.R.S. maximum into the retiree's 403(b) account in the following year(s).

The School District contribution(s) into the retiree's 403(b) account will be made according to the same timeline as was provided for the direct payment of severance pay.

The School District will only make contributions to investment vendors that have hold harmless agreements on file with the School District. For purposes of calculating the maximum deferral limit, the School District will provide the retiree with contribution information for the previous twelve (12) months. The retiree will then submit the calculation of maximum deferral from the vendor.

Benefit Package B

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board as provided by law.

Section 2. Health and Hospitalization and Life Insurance:

Subd. 1. Health Coverage: The School Board shall contribute \$5,512.50 towards the cost of a single premium for each employee electing single coverage; \$6,532.31 for each employee electing employee and children coverage; and \$7,512.44 for each employee electing dependent coverage. Coverage shall be provided for all eligible employees employed by the school district who are enrolled in the school district group health and hospitalization plan. The cost not contributed by the school district shall be paid by the employee through payroll deduction.

Subd. 2. Life Insurance: The School Board shall provide group term insurance for all employees employed thirty (30) or more hours per week, in the amount of \$10,000. Employees have the option of purchasing more within the guidelines of the insurance company.

Subd. 3. Long Term Disability: The School Board shall provide group long term disability insurance for all employees who are employed thirty (30) or more hours per week. Coverage shall be based on 66 2/3% of the paraprofessional's basic salary. Benefits are to begin after ninety (90) calendar days of total disability.

Subd. 4. Health Insurance Eligibility: In determining eligibility for health insurance contributions as identified in Subd. 1 of this section, full-time employment shall be considered 32 ½ hours a week. Health insurance contributions shall be paid on a pro rata basis if the part-time employee averages more than fourteen (14) hours a week and works more than one hundred (100) days in any single year.

Section 3. Dental Insurance: Effective March 1, 2010, the School Board shall contribute a sum not to exceed \$13.00 per month towards group dental coverage for employees who are working 32 ½ hours a week or more and who are enrolled in the school district's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Employees must work at least 32 ½ hours per week to be eligible for this Section.

Section 4. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 5. Duration of Insurance Contribution: An employee is eligible for board contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all board participation and contribution shall cease, effective on the last paid working day.

Section 6. If at the request of the employer, an employee is given a reduced number of hours below the minimum number required to qualify for fringe benefits, the employee shall continue to receive the benefits on a prorated basis according to the number of hours worked and shall not forfeit benefits earned prior to the reduction in hours. Participation in insurance benefits shall be subject to the approval of the insurance carrier.

LEAVES OF ABSENCE

Sick Leave:

A full-time employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's.

Unused sick leave days may accumulate to a maximum credit of 100 days of sick leave per employee.

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented her/his attendance and performance of duties on that day or days.

The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as the eligibility of an employee for sick leave is reserved to the school district. In the event that a medical certificate will be required, the employee will be so advised.

Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Sick leave is available to an employee for the necessary care of a child who is ill pursuant to M.S. §181.9413.

Child Care and Family Leave:

Child care and family leave will be given under the FMLA (Family Medical Leave Act) as set forth in District Policy 410.

Other Personal Leave:

Employees may be granted up to two (2) days of personal leave per year, non-accumulative, for situations requiring the employee’s personal attention. These days will be deducted from sick leave.

Requests for personal leave must be made in writing to the Superintendent at least three (3) days, in advance, except in the event of an emergency. The Superintendent may, at her/his discretion, grant personal leave under the provisions of this subdivision without pay.

One (1) personal leave day may be granted for reasons not listed under legal business and other personal leave and this day shall be deducted from sick leave.

Pay Schedules

Lane advancement based on annual performance evaluation conducted by Program Coordinator or Community Education Director.

Program Coordinators

Position	A	B	C	D	E	F	G	H	Benefits
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EC Screening Coordinator	\$15.0	\$15.9	\$16.8	\$17.5	\$18.2	\$18.7	\$19.2	\$19.6	A
Tiger Club Coordinator	\$15.0	\$15.9	\$16.8	\$17.5	\$18.2	\$18.7	\$19.2	\$19.6	A
Recreation and Enrichment Coordinator	\$15.0	\$15.9	\$16.8	\$17.5	\$18.2	\$18.7	\$19.2	\$19.6	A
Pool Coordinator <i>(primarily summer hours)</i> <i>advancement based on 1000 hr increments and evaluation July 1 each year</i>	\$15.0	\$15.9	\$16.8	\$17.5	\$18.2	\$18.7	\$19.2	\$19.6	None

Tiger Club

Position	A	B	C	D	Benefits
Tiger Club Site Supervisor - Benefit bearing Package A (based on sec. schedule as these are year round positions)	\$14.72	\$15.19	\$16.01	\$16.57	A
SACC Classroom Lead - seasonal non-benefit bearing (based on para schedule for 11/12 school year)	12.71	13.05	14.25	14.58	None
SACC Assistant - seasonal non-benefit bearing (based on student summer rates in this and other CE programs)	7.75	8.25	8.75	9.25	None
SACC CE activities/floater - seasonal non-benefit bearing (based on end of assistant scale going up to what experienced person in this position was paid last summer)	9.25	9.75	10.25	10.75	None

School Readiness/ECFE

Position	A	B	C	D	Benefits
School Readiness Instructor - (Wage based on pre-existing rate going up to ECFE teacher starting rate) progress yearly	\$17.68	\$18.82	\$19.96	\$22.22	B
ECFE Childcare (based on SACC floater) progress July 1 after reaching 500 hour increments	9.25	9.75	10.25	10.75	None
ECFE/SR Classroom assistant and Lead ECFE Childcare less than 14hrs/wk and 67 days per yr. (Based upon Para 12/13) progress July 1 after reaching 500 hour increments	12.90	13.25	14.46	14.79	None
ECFE/SR Classroom assistant more than 14hrs/wk and 67 days per yr progress as per contract	See Para. pro. contract				

Aquatics- Part time positions

Position	A beg.	B (after 20 classes) Progress determined July 1 each year	C (after 35 classes) Progress determined July 1 each year	D (after 50 classes) Progress determined July 1 each year	Benefits
(Pool Coordinator see Coordinators Schedule above)					
Lead WSI				13.00	None
WSI	9.00	10.00	11.00	12.00	None
Lifeguard or Aid (based on pre-existing scale)	7.35	7.55	7.80	8.50	None
Lifeguard with WSI Certification (+.25)	7.60	7.80	8.05	8.75	None

CE - Recreation and Enrichment

(The typical CE course is proposed by the instructor and individual agreements, based on these proposals, are established - most instructors, if paid, are paid a percentage of proceeds and based on individual instructor agreements. In the event that we pay an instructor an hourly rate the maximum hourly rate is set at \$25/hour)

Position	A	B	C	D	Benefits
Instructor (based on pre-established parameter)	0			25.00	none
Assistant (based on minimum wage and lifeguard rates)	7.35	7.55	7.80	8.50	none
<i>Publication layout and design (based on Sec. contract)</i>	\$12.65	13.29	13.59	14.07	none

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site www.princeton.k12.mn.us located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME	MEETING	LOCATION
5/14/2013 Tuesday 5:00 p.m.	Finance Committee Meeting (Capital Budget)	Superintendent's Office
5/14/2013 Tuesday 6:30 p.m.	Regular School Board Meeting	District Office Board Room
5/14/2013 Tuesday Approx. 7:10p.m	Closed Board Meeting (Personnel Matter)	TBD
5/14/2013 Tuesday Approx. 8:10p.m	(Re-Open) Regular School Board Meeting	District Office Board Room
5/20/2013 Monday 8:00 a.m.	Activities Committee Meeting	K-Bob Café
5/20/2013 Monday 12:00 p.m.	Community Education Advisory Council Meeting	District Office Board Room
5/20/2013 Monday Time- 5:00 p.m.	2 nd Interviews for PHS Principal Position	District Office Board Room
5/20/2031 Monday Time-Approx. 8:00p.m	Negotiations/Certified Negotiating the Superintendent's Contract	Superintendent's Office
5/28/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
5/28/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
5/28/2013 Tuesday Approx.7:40 p.m	Board of Education Workshop	District Office Board Room
6/4/13 Tuesday 12:00p.m.-1:00p.m.	Curriculum Committee Meeting	District Office Technology Conference Room
6/5/2013 Wednesday 7:00 a.m.	Security Committee Meeting	District Office Board Room
6/6/2013 Thursday 7:00 a.m.	Finance Committee Meeting	Superintendent's Office
6/11/2013 Tuesday 5:30 p.m.	Finance Committee Meeting CHANGED TO 6/6/13	Superintendent's Office
6/11/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site www.princeton.k12.mn.us located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME	MEETING	LOCATION
6/25/2013 Tuesday 5:30p.m.	Policy Committee Meeting	Superintendent's Office
6/25/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
6/25/2013 Tuesday Approx. 7:40 p.m	Board of Education Workshop	District Office Board Room
7/16/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
7/16/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/13/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
8/13/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/27/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
8/27/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/27/2013 Tuesday, Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
9/10/2013 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
9/10/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
9/10/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
9/24/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
9/24/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
9/24/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site www.princeton.k12.mn.us located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME	MEETING	LOCATION
10/1/2012 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
10/8/2012 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
10/8/2012 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/22/2012 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
10/22/2012 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/22/2012 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
11/12/2012 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
11/12/2012 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/26/2012 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Meeting
11/26/2012 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/26/2012 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
12/3/2012 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
12/17/2012 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
12/17/2012 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
2/4/2013 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
6/3/2013 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site www.princeton.k12.mn.us located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME

MEETING

LOCATION

April 5-7, 2014	NSBA Conference	New Orleans, LA
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Updated 6/5/13 Added the NSBA (National School Board Association) Conference in 2014

Updated 5/30/13 Finance meeting change from 6/11/13 to 6/6/13