

Princeton Public Schools - ISD 477
Tuesday, April 1, 2014 at 7:00 PM
Regular School Board Meeting
District Office Board Room

OUR VISION
NO BOUNDARIES TO LEARNING

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

PROCEDURAL ITEMS

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

REPORTS

1. Board Members Committee Reports
2. Student Council Report
3. Superintendent Report

APPROVE AGENDA

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

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. Personnel 7
2. Fundraisers 9
3. KDV Letter of Engagement for 2014, 2015, 2016 12

POLICIES - 1st Readings

1. School Board Agenda 21
2. Open and Closed Meetings 23
3. Transportation 32

POLICIES - 2nd Readings

1. Facility Use 41
2. Data Requests-Data Access Policy 58

INFORMATIONAL ITEMS

1. Native American Family Meeting 63
2. Referendum Update 87

ACTION

1. Native American Family Resolution 88
2. Resolution Appointing Election Judges 89
3. Motion to Accept Early Retirement - Memo of Understanding (MOU) 93
4. Motion to go out to bid (Food Services) 95
5. PEA Contract 96

MEETINGS TO BE SET

1. New Finance Meeting Time for the May 6, meeting: 4:30pm
2. Activities (late May)
3. Curriculum Meeting in May

ADDITIONS TO AGENDA

ADJOURN

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 **18th day of March, at 7:00 p.m.** in the District Office Board Room.

Roll Call: Members Present: Craig Johnson, Eric Minks, Jeremy Miller, Chuck Nagle, Deb Ulm, and Chad Young

Members Absent: Howard Vaillancourt

Others present: Superintendent Julia Espe
Director of Business Services Michelle Czech

Citizen Comments: None

Student Council Rep: Absent

REPORTS

Board Reports:

Deb Ulm Attended: The Agenda meeting, the John Baylor seminar, and the Facilities Project Committee meeting.

Chuck Nagle Attended: The Policy Board Committee meeting, and Rum River Special Education Governing Board meeting.

Superintendent Report: This month is Music in Our Schools month and the following students played solos for the board tonight: Collin Vogel (Trumpet):The Carnival of Venice, Alex Kruschek (Tuba): In the Hall of the Mountain King, McKenzie Eckert (Clarinet): Irish Gems, and Sarah Tarvestad (Alto Saxophone): Gigue. In addition, North Elementary has two nationally recognized PBIS videos out.

APPROVE AGENDA

Motion made by Craig Johnson, and seconded by Jeremy Miller, to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Chad Young, and seconded by Craig Johnson, to approve the March 4, 2014 Regular School Board meeting minutes, and the March 4, 2014 Closed meeting minutes. Motion passed unanimously.

CONSENT AGENDA

Motion made by Eric Minks, and seconded Jeremy Miller, **to approve the consent agenda items: Personnel, Bills, Fundraiser, Non Resident Agreements, Wire Transfers, Treasurer's Report, and Gifts.** Motion passed unanimously.

INFORMATION

PHS Strategic Growth and Change

Principal Muckenhirn provided an overview of the High School's Strategic Growth and Change Framework.

Monsanto Presentation

Brian Orton of Orton farms won a \$2500.00 award from the Monsanto American Farmers Grow Rural Community and presented it to the Princeton Senior High School FAA. The FAA will use the funds to landscape around the greenhouse, and to improve the landscape at North Elementary.

Referendum Update

The ballots were ordered and delivered, Town Halls are reserved, a message was sent to all staff informing them about the Bond Referendum, and Superintendent Espe will give an informational presentation at each of the schools. In addition, Superintendent Espe sent a document to administrators and the School Board about the legalities of distinction between informational campaign and vote yes campaign. A mailing was sent to election judges in the area, resident mailing labels from the four counties have been ordered and delivered. Referendum Central is live on the website, and the following items are now available to view: frequently asked questions, the tax calculator. A letter was submitted to the Princeton Union Eagle to tell the community about the rationale and process thus far.

2nd Policy Reading – Data Use Policy

This will be presented at the next board meeting.

ACTION – 2013-2014 Revised Budget

Director of Business Services, Michelle Czech, provided the board with an overview of the district's revised budget.

Motion made by Jeremy Miller, and seconded by Eric Minks, **to approve the 2013-2014 revised budget.**

Upon roll call the following voted in favor of: Deb Ulm, Eric Minks, Craig Johnson, Chad Young, Jeremy Miller, and the following voted against the same: Chuck Nagle. Motion passed 5:1

Calendars – 2015, 2016, 2017

Motion was made by Jeremy Miller, and seconded by Craig Johnson, to approve the 2014-15, 2015-16, and 2016-17 school calendars as presented. Motion passed unanimously.

FUTURE MEETINGS

Finance Board Committee meeting: April 1 at 5:30p.m.

Activities Board Committee meeting: To be set at the next regular board meeting.

ADDITIONS TO AGENDA – None

ADJOURN Meeting adjourned at 8:25p.m.

Chair Deb Ulm

Recorder: Bridget Sorensen

Clerk Eric Minks

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 18th day of March, at 7:00 p.m. in the District Office Board Room. Roll Call:Members Present: Craig Johnson, Eric Minks, Jeremy Miller, Chuck Nagle, Deb Ulm, and Chad Young. Members Absent: Howard Vaillancourt.. Others present: Superintendent Julia Espe, and Director of Business Services Michelle Czech Student Council Rep:Absent . Citizen Comments: None

APPROVE AGENDA: Motion made by Craig Johnson, and seconded by Jeremy Miller, to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Chad Young, and seconded by Craig Johnson, to approve the March 4, 2014 Regular School Board meeting minutes, and the March 4, 2014 Closed meeting minutes. Motion passed unanimously.

CONSENT AGENDA *Motion made by Eric Minks, and seconded Jeremy Miller, to approve the consent agenda items: Personnel, Bills, Fundraiser, Non Resident Agreements, Wire Transfers, Treasurer's Report, and Gifts. Motion passed unanimously.*

INFORMATION: The PHS Strategic Growth and Change was presented by Principal Muckenhirn. She provided an overview of the High School's Strategic Growth and Change Framework.

The Monsanto Award: Brian Orton of Orton farms won a \$2500.00 award from the Monsanto American Famers Grow Rural Community and presented it to the Princeton Senior High School FFA. The FFA will use the funds to landscape around the greenhouse, and to improve the landscape at North Elementary. Referendum UpdateThe ballots were ordered and delivered, Town Halls are reserved, a message was sent to all staff informing them about the Bond Referendum, and Superintendent Espe will give an informational presentation at each of the schools. In addition, Superintendent Espe sent a document to administrators and the School Board about the legalities of distinction between informational campaign and vote yes campaign. A mailing was sent to election judges in the area, resident mailing labels from the four counties have been ordered and delivered. Referendum Central is live on the website, and the following items are now available to view: frequently asked questions, the tax calculator. A letter was submitted to the Princeton Union Eagle to tell the community about the rationale and process thus far.

2nd Policy Reading – Data Use Policy This will be presented at the next board meeting.

ACTION – 2013-2014 Revised Budget Director of Business Services, Michelle Czech, provided the board with an overview of the district's revised budget. Motion made by Jeremy Miller, and seconded by Eric Minks, to approve the 2013-2014 revised budget. Upon roll call the following voted in favor of: Deb Ulm, Eric Minks, Craig Johnson, Chad Young, Jeremy Miller, and the following voted against the same: Chuck Nagle. Motion passed 5:1

Calendars – 2015, 2016, 2017 Motion was made by Jeremy Miller, and seconded by Craig Johnson, to approve the 2014-15, 2015-16, and 2016-17 school calendars as presented. Motion passed unanimously.

FUTURE MEETINGS Finance Board Committee meeting: April 1 at 5:30p.m. Activities Board Committee meeting: To be set at the next regular board meeting. ADDITIONS TO AGENDA – None

ADJOURN *Meeting adjourned at 8:25p.m.*

Recorder: Bridget Sorensen

Chair Deb Ulm

Clerk Eric Minks

	A	B	C	D	E	F	G
1	April 1, 2014						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Anderson, Angela	New	Web Coordinator	PEA	Kellie Bloom	2014-15 school year	\$665.00 (class J, step 1)
4	Arens, Patrick	New	Head Girls Soccer Coach	PEA	Heidi Finstad	August 2014 - November 2014	\$3382.00 (class C, step 6)
5	Burczyk, Beverly	LTS	SPED Paraprofessional	ESA	Rachelle Olson	3/19/14 - 6/5/14	\$12.90/hour (class III, step 1-3)
6	Hanson, Jeff	Overload	Teacher - HS	PEA	N/A	3/10/14 - 6/9/14 (3rd Trimester)	\$2,998.45
7	Kalinowski, Cory	New	.5 JV and .5 MS Boys Tennis Coach	PEA	Rob Essig	2013-14 school year season	\$2388.00 (class E, step 2)
8	Nelson, Mitch	New	MS Baseball Coach	PEA	New Position	2013-14 school year season	\$1364.00 (class H, step 2)
9	Payne, Stacy	Resignation	Teacher - HS	PEA	N/A	2014-15 school year	N/A
10	Perkins, Angela	LOA	Teacher - MS	PEA	N/A	~ 8/26/14 - 11/3/14	N/A
11	Pruett, Chris	New	.5 JV and .5 MS Boys Tennis Coach	PEA	Rob Essig	2013-14 school year season	\$2388.00 (class E, step 2)
12	Ross, Erik	New	MS Baseball Coach	PEA	Nathan Daubner	2013-14 school year season	\$1434.00 (class H, step 4)
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FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>April 1</i>		Projected profit: <i>2000.00</i>	Amount earned:	
Group or organization proposing the fundraiser: <i>Princeton Football Booster Club</i>			Item(s) being sold: <i>Pizza</i>	
Company/organization supplying items to be sold: <i>Haggies Pizza</i>				
The money raised will be used for: <i>Sending Kids to Camp.</i>				
<p>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.</p> <p>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:</p>			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
			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.		<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		<input checked="" type="checkbox"/>	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		<input checked="" type="checkbox"/>	
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.		<input checked="" type="checkbox"/>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		<input checked="" type="checkbox"/>	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		<input checked="" type="checkbox"/>	
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.		<input checked="" type="checkbox"/>	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> K-8: Only allowed if a parent or guardian is with the student 9-12: Groups of two or more students working together. 		<input checked="" type="checkbox"/>	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>3/14/14</i>		Teacher/Sponsor Signature: <i>Ray Dandrey</i>		
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: <i>3/14/14</i>		Administrator Signature: <i>David J. Hawks</i>		
Date: <i>3/25/14</i>		Superintendent Signature: <i>Julia Espe</i>		
Date:		School Board Chair Signature:		

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>Fall 2014</u>		Projected profit: <u>\$,000⁰⁰</u>	Amount earned: <u>10,000⁰⁰</u>
Group or organization proposing the fundraiser: <u>Princeton Football booster club</u>		Item(s) being sold: <u>Discount cereal</u>	
Company/organization supplying items to be sold: <u>Princeton Business.</u>			
The money raised will be used for: <u>Coaches, Equipment, transportation</u>			
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.	X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	X	
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.	X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
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.	X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 	X	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <u>3/14/14</u>	Teacher/Sponsor Signature: <u>[Signature]</u>		
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: <u>3/14/14</u>	Administrator Signature: <u>[Signature]</u>		
Date: <u>3/25/14</u>	Superintendent Signature: <u>[Signature]</u>		
Date: _____	School Board Chair Signature: _____		

FUNDRAISING APPROVAL FORM

Date of fundraiser: Fall 2014		Projected profit: - Part of Discount card		Amount earned:	
Group or organization proposing the fundraiser: Princeton Football booster club				Item(s) being sold: CARD	
Company/organization supplying items to be sold: As part of the discount card, 1 Free admission to First home Game.					
The money raised will be used for: Additional coaches, Equipment, Transportation					
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.			X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X	
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.			X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X	
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.			X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 			X	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 3/14/14		Teacher/Sponsor Signature: Roy Danahy			
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: 3/14/14		Administrator Signature: Devin J. Leaks			
Date: 3/25/14		Superintendent Signature: Julia Espe			
Date:		School Board Chair Signature:			



March 14, 2014

Ms. Michelle Czech
Director of Business Services
Independent School District No. 477
706 First Street
Princeton, MN 55371

Dear Ms. Czech:

We are pleased to confirm our understanding of the services we are to provide the Independent School District No.477, Princeton, Minnesota (District) for the year ended June 30, 2014, 2015 and 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the District as of and for the year ended June 30, 2014, 2015 and 2016. U.S. generally accepted accounting standards provide for certain Required Supplementary Information (RSI), to accompany the District's basic financial statements. As part of our engagement, we will apply certain limited procedures to the District's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Funding Progress and Employer Contributions – Other Post Employment Benefits.

Supplementary information other than RSI, such as combining and individual fund financial statements, also accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

1. Schedule of Expenditures of Federal Awards
2. Combining and Individual Fund Financial Statements
3. Supplemental Schedules

Minneapolis
3800 American Blvd W.
Suite 1000
Minneapolis, MN 55431
T (952) 563 6800
F (952) 563 6801

St. Cloud
220 Park Ave S.
St. Cloud, MN 56301
T (320) 251 7010
F (320) 251 1784

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on the following.

- Internal control related to financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements and grants, noncompliance with which could have a material effect on financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of *OMB Circular A-133*, and will include tests of accounting records, a determination of major program(s) in accordance with *OMB Circular A-133*, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the single audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the District and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for federal award program compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

You are responsible for management decisions and functions. As part of the audit, we will prepare a draft of your financial statements, Schedule of Expenditures of Federal Awards and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management level individual to be responsible and accountable for overseeing our services.

Management is responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements and grants. Additionally, as required by *OMB Circular A-133*, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by *OMB Circular A-133*, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program.

However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *OMB Circular A-133*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards* and *OMB Circular A-133*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to *OMB Circular A-133*.

Audit Administration, Fees and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings.

We will provide copies of our reports to the District; however, it is management's responsibility to submit the reporting package (including financial statements, Schedule of Expenditures of Federal Awards, summary schedule of prior audit findings, auditors' reports and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement are the property of KDV, Ltd. and constitute confidential information. However, we may be requested to make certain audit documentation available to oversight, regulatory or state agencies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of KDV, Ltd personnel. Furthermore, upon request, we may provide photocopies of selected audit documentation to oversight, regulatory or state agencies. The oversight, regulatory or state agencies may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies. This engagement letter includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

The audit documentation for this engagement will be retained for a minimum of five years after the date the auditors' report is issued or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

During the course of our engagement, we will request information, and explanations from management regarding the District's operations, internal controls, future plans, specific transactions and accounting systems and procedures. At the conclusion of our engagement we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the District's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

Our fees for these services will be \$ 19,200, \$ 19,400 and \$ 19,600 for the audit of the District's basic financial statements for the years ending June 30, 2014, 2015 and 2016 respectively. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Any disputes between us that arise under this agreement, or for a breach of this agreement or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorney's fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24 month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24 month period, then the period of limitation shall be extended by 60 days, to allow the parties to conduct nonbinding mediation.

Our role is strictly limited to the engagement described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your District will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

You agree that it is appropriate to limit the liability of KDV, Ltd. its shareholders, directors, officers, employees and agents and that this limitation of remedies provision is governed by the laws of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

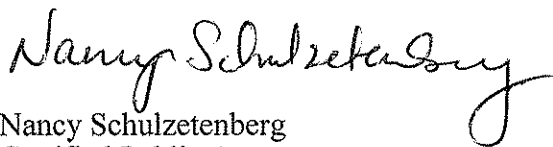
Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our 2011 peer review report accompanies this letter.

Nancy Schulzetenberg is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We appreciate the opportunity to be of service to the Independent School District No.182, Crosby, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

KERN, DEWENTER, VIERE, LTD.



Nancy Schulzetenberg
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of the Independent School District No. 477, Princeton, Minnesota.

By: _____

Title: _____

Date: _____

Lewis, Kisch & Associates, Ltd.

CERTIFIED PUBLIC ACCOUNTANTS
1303 South Frontage Road, Suite 3
Hastings, Minnesota 55033

James V. Lewis, C.P.A.
Carol J. Sailer, C.P.A.
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SYSTEM REVIEW REPORT

August 18, 2011

To the Shareholders
Kern, DeWenter, Viere, Ltd.
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Kern, DeWenter, Viere, Ltd. (the firm) in effect for the year ended March 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Kern, DeWenter, Viere, Ltd. in effect for the year ended March 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Kern, DeWenter, Viere, Ltd. has received a peer review rating of *pass*.

Respectfully submitted,

Lewis, Kisch & Associates, Ltd.



Members
Minnesota Society of Certified Public Accountants
American Institute of Certified Public Accountants
Minnesota Association of Public Accountants

PRINCETON PUBLIC SCHOOLS

SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

- C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the

meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: February 11, 2003

Revised May 25, 2010

Revised: March 18, 2014

PRINCETON PUBLIC SCHOOLS

OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special

meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.

- b. If matters not directly related to the emergency are discussed or

acted upon, the minutes of the meeting shall include a specific description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget

period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. ~~except when closed by~~ These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods are prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting,

subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Non Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Ch. 5510 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)

The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
 Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
 Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
 Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
 Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
 Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
 Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
 Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

Princeton Policy 204 (School Board Meeting Minutes)
 Princeton Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
 Princeton Policy 207 (Public Hearings)
 Princeton Policy 406 (Public and Private Personnel Data)
 Princeton Policy 515 (Protection and Privacy of Pupil Records)
 MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: December 17, 2002
 Revised: August 26, 2008
 Revised: April 14, 2009
 Revised: November 23, 2010
 Revised: October 9, 2012
 Revised: March 18, 2014

Princeton School District

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the

student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall ~~not~~ be

subject to ~~any~~ a 50 mile radius distance requirement. (Minn. Stat. § 123B.88, Subd. 1)

- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours and within a 50 mile radius of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district within a 50 mile

radius of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services

between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

Each school year, the School Board authorizes the Superintendent and/or designee to determine the safest method to stop the buses. Locations will be along Hwy 95 and certain in town bus stops based on statute 169.443. The use of a 4-way light system versus using the 8-way amber light system will be labeled on all stops within the routing system. All drivers will be trained in the appropriate manner regarding both types of stopping.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))

- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)

Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

Revised: August 23, 2011
Reviewed: April 23, 2013
Revised: May 14, 2013
Revised: January 22, 2013
Revised: March 18, 2014

FACILITY USE POLICY CHANGES:

1. Added Sundays to the times schools would be open and available to the public new Sunday hours are from noon to 4:00pm unless otherwise scheduled. We did have a church recently contact us, and they may want a classroom on Sundays. We are unsure of the hours at this point.
2. The Sunday hours and new wording in the policy would ensure that renters and other users are accommodated by the district providing a Site Supervisor for after school and weekend activities. We have an established job description and would hire 3 part time individuals. They would work, based on the facility schedule and would travel to multiple schools to oversee usage.
3. Surcharges and a special access fee were removed. Language was added, ensuring the renter absorbs additional costs for off hours, as they are not enforced or reasonable, and prohibit use.
4. Clarified exceptions to holidays with asterisk.
5. Removed the Special Use of Facility application. Users just call Community Education Director. Removed the Holiday surcharge as we have never rented on a holiday and would apply all charges incurred by the district if we were to do so.
6. Removed building closure checklist, as when the schools are opened without the use of custodial services, a district employee is responsible for opening and closing the facilities. They are listed on the facility use scheduler.
7. Removed the \$100 fee for district events not scheduled on the facility scheduler, as this would not happen. In the event that an unauthorized and unscheduled district user was found, we would speak to them in an attempt to avoid the situation in the future.
8. The schools were opened up for booster club and local business to use conference rooms for meetings at no cost. There remains a cost for large events as the district incurs a cost.
9. Facility Use applications can be found on the district website or an email can be sent to CE.
10. Building Principals no longer need to approve all facility use applications. They are sent a copy of the reservation and can express any concerns at that time.
11. Weekly calendars are now available online and are no longer mailed weekly to principals and custodians.

12. Liability bodily injury coverage remained the same property damage amount, increased to 1.5million.
13. District owned equipment for to be used for private purposes on or off school grounds must be predetermined and indicated on the use agreement.
14. All PAC requirements moved to page 9.
15. Prohibited E-Cig's.
16. Changed announcements of Emergency procedures to website and local media.
17. Added: If renters choose to serve food without the use of District Food Services, they must hold a food service license or obtain a concession license through the Minnesota Department of Health. A copy of said licenses must be on file in the Princeton Community Education Services office prior to the first date of the event. The obtained license must also be posted by the food stand during the event.
18. Superintendent no longer approves use of district equipment. It is included in the agreement.
19. Removed District calendar language. This is a separate entity and is handled independently from facility usage.
20. Lifeguard rate changed to \$15 per hour to match payscale.
21. No show fee removed as this infrequently occurs if at all.
22. Internet access charge removed as we have a guest network that can be used at no cost to the district.
23. Revision date changed.

Thank you all. I think this version of the policy is much more conducive to community use and is a very positive gesture.

Gwen Anderson

PRINCETON PUBLIC SCHOOLS

FACILITY USE

Policy

It is the policy of Independent School District 477 to make the use of school facilities available primarily by citizens of the district. The implementation of this policy requires both individual and community cooperation. School facility rules and regulations under this policy apply to all property owned and managed by the school district and are in effect at all times when the school property is not in use for regular educational programs.

Administration

The administration, through the Community Education Department, will develop and execute appropriate guidelines for the use of school facilities.

Scheduling

Community Education processes requests for use of all district facilities before and after the regular school day, as well as weekends and vacations. Individuals or groups interested in using school facilities should make such requests through Community Education, which will determine the availability and appropriate usage of the facilities.

District Facilities are available for use according to the following hours of operation.

North	Mon.– Fri.	6AM -10:30 PM			
South	Mon.– Fri.	6AM -10:30 PM			
District Center	Mon.– Fri.	6AM -10:30 PM			
Middle School	Mon – Fri.	6AM -10:30 PM	Sat. 8AM - 4PM	Sun. 12 – 4PM	
High School	Mon.– Fri.	6AM -10:30 PM	Sat. 8AM - 4PM	Sun. 12 – 4PM	

Sunday usage would require a Site Supervisor to oversee practice events. Custodial coverage is required for all public performances and games. Sunday rentals are based on an hourly rate only. Usage outside of these hours of operation may be requested and additional staffing charges will be incurred based on needs.

Class 1 (District sanctioned events) will absorb additional costs for events held outside of the building hours of operation.

Classes 2-4 Will absorb additional costs based on needs.

Designated Contract Holidays

Labor Day*
 Memorial Day*
 Presidents Day*
 Christmas Eve
 Christmas Day

Thanksgiving Day
 Day-after Thanksgiving*
 New Years Eve*
 New Years Day
 Independence Day
 Good Friday*
 Other Dates - to be determined

***Exceptions:**

District sponsored practice type events must have a designated school employee responsible for supervision of attendees and securing school buildings on the following Designated Contract Holidays:

1. Labor Day
2. Memorial Day
3. Presidents Day
4. Day-After Thanksgiving
5. New Years Eve
6. Good Friday

All events held on these days must follow the requirements outlined below:

1. Practice & Scrimmage type events are allowed.
2. Games or Performances are not allowed.
3. Princeton High School & Middle School are the only buildings available for access on these days.
4. Only events with a valid Facility Use Permit issued by the Community Education are allowed on these days.
5. The holder of the permit is responsible for securing the High School during and at the conclusion of the event.
6. Onsite Supervisors must be trained in securing the building.
7. Any expenses incurred by the district (i.e. alarm fees, damages, staff expenses or other costs) as a result of these events will be billed to the event.
8. Program or events that do not comply with these guidelines will be denied the privilege
 of further building use on these designated contract holidays.

Any party found to be using district facilities without a facility use permit issued by the Community Education Department will be charged for the time used and may be charged a \$100 fee per instance of unauthorized usage.

Sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization directly and completely coordinates, funds, plans, and operates.

Co-sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization, through a joint arrangement with another agency, organization or individual, assists in one or more of the following ways: coordinating, funding, planning or operating.

The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class I activities.

Wednesday evenings are designated as Activity-Free for students in the district. School authorities will schedule and/or plan all District Sponsored E-12 student programs or meetings must conclude before 6:00 p.m. on Wednesday. Certain Community Education sponsored events may take place at this time. Facilities may be rented to groups on Wednesdays after 6:00pm.

Should the need to schedule events (i.e. games, performances etc.) at these times be unavoidable, special request must be completed and submitted to the Director of Community Education and Superintendent. If approved, a Facility Use permit will be issued for the event.

Only events with a valid Facility Use Permit issued by the Community Education are allowed at these times. Program or events that do not follow these guidelines will be denied the privilege of further building use at these times.

User Group Classifications

The Superintendent, or his/her designee, has the authority to alter the fees for the use of Princeton Public Schools facilities and equipment. However, in no instance will the school district incur additional expenses to accommodate a request for facility use (i.e., direct custodial costs).

To make maximum use of school facilities with minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities are classified as 1 through 4, with Class 1 having highest priority for use when developing the annual master calendar. Thereafter, priority is on a first-come, first-served basis.

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities. Examples of users in each classification have been listed.

CLASS 1 - DISTRICT SANCTIONED EVENTS

All directly related school activities and events such as musical events, athletic events, school productions, All-Night Senior Class Party, staff meetings, and community education activities. Any direct personnel, equipment costs or damages may be assessed to the activity. Any student meetings or booster club non-event meetings are also included in class 1. Outside local agencies wishing to use district conference rooms during hours of operations will not incur a charge.

No Rental Cost

CLASS 2 - LOCAL NONPROFIT GROUPS & PUBLIC AGENCIES

Public Agencies, School Booster Organizations major events, youth nonprofit organizations and nonprofit civic and service groups with nonprofit tax status. (Non-

Profit Filing Number issued by the Secretary of State is required.)

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 30% of established Rental Rate or by alternate agreement for youth activities.

CLASS 3 - RESIDENT INDIVIDUALS AND GROUPS

Individuals, groups or organizations that have headquarters within the boundaries of District 477. Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 60% of established Rental Rate.

CLASS 4 - OUT-OF-DISTRICT GROUPS

Nonresidents whose headquarters are outside the Princeton School District boundaries.

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 100% of established Rental Rate

Application Procedure

1. A person requesting use of district facilities or grounds will obtain a School Facility Use Application from the Community Education Office. Applications are available on the district web page under Community Education/Facility Use Application.
2. Complete Facility Use Application and include a \$15 non-refundable Application Fee payable to District 477. Return it to the Community Education Office either by mail or in person at least 10 working days in advance of the proposed date(s) of usage. District Sanctioned Events need not include Application Fee.
3. Community Education staff will review the form, complete the approval section, and establish costs according to the Facility Use Policy.

Facility Use Application will be reviewed to:

- A. Determine availability and appropriate facility to meet the request (including personnel and equipment, if applicable).
 - B. Determine the requester's classification.
 - C. Determine estimated cost of application.
 - D. Determine method of fee collection.
4. When these criteria have been determined, a confirmation (Facility Use Permit) will be prepared and emailed to applicant and other parties that may be impacted such as the Building Principal, Buildings and Grounds Coordinator, PAC Manager (when PAC is reserved) and Custodian at the facility being used.

5. External applicants will be informed through Facility Use Permit after the Community Education Office completes approval. Internal applicants receive booking into requested facility unless conflicts exist. (Permits may not be issued to internal applicants for routine facility use.) Community Education will prepare billings for charges or fees pursuant to this policy.
6. If the request is to be denied, the requester needs to be informed with reason(s). They may appeal by calling, writing or meeting with the Community Education Director. If the Director upholds the decision, the requester can appeal to the Superintendent, who will review the request and make a final decision.
7. Facilities calendar is available on the district website under Community Education for Building Principal, Buildings and Grounds Coordinator, Lead Building Custodian and general public.
8. Requests for use of school grounds or equipment will utilize the same procedures and applicants will complete a similar form.

Application Fee

A \$15 nonrefundable Application Fee payable to District 477 for all external rental groups or individuals will be submitted along with each use Facility Use Application before an application is processed.

A \$10 non-refundable rescheduling fee is charged for each revision of an existing permit.

Cancellations & No Shows

Changes, additions or cancellations must be made through the Community Education Department at least seven working days in advance of scheduled use to receive a refund. Application fees will not be refunded for any reason. Any direct costs already incurred on the user's behalf must be paid in full.

No-Shows will be responsible for all estimated charges and will be assessed a \$50 No-Show fee. All charges for No-Shows must be paid prior to further use of facilities.

Indemnification and Liability Insurance

1. All organizations (including an individual, informal groups, commercial entities, political subdivisions, and nonprofit entities regardless of legal status) must agree to indemnify and hold harmless the district, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the district, its officers and employees in connection with defending any actions relating thereto.

2. All commercial and nonprofit organizations that are legally established within the State of Minnesota are required to furnish a yearly certificate confirming liability insurance in the minimum amounts of \$1,000,000 for bodily injury and \$1,500,000 property damage.

General Rules and Regulations

1. All permits are revocable and are not considered as a lease. The School Board or its authorized agent may reject any applications or cancel any permit. It may be necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or preemption of any application/permit must have the approval of the Community Education Director with notification to the user within 48 hours or sooner, if possible.
2. The district will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those organizations of the school will have first priority.
3. A school district employee capable of providing for the security of the school facility and for service to the user must be on duty as "site supervisor" whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building staff, and co-curricular supervisors during the time they are supervising students assigned to their co-curricular assignment. Cost for the school district employee and other charges may be billed to the user.
4. Permits are nontransferable and are restricted to the stated hours and intended use of the facility as stated on the Facility Use Permit. The requester is responsible for notifying Community Education when their group wants to make changes to a confirmed permit.
5. Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Children will have adult supervision at all times. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district employee will supervise the operation of the facilities but not be required to supervise a group or its activities.
6. The use of school district-owned equipment for private purposes either on or off school property is prohibited without predetermined use of district property being included in the facilities use contractual agreement.
7. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the E -12 school program.

8. All facilities and grounds of the Princeton School District are TOBACCO/E-Cig-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.
9. All local and state ordinances and laws of the police and fire department must be observed.
10. Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility.
11. The school district is not responsible for lost or stolen items.
12. The school district shall not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property. OSHA standards will apply.
13. Any use of recreational, audio-visual, stage lighting, piano or other music or other school equipment must show item approval on the facility use permit prior to use. Competent equipment operators, approved by the administration, must be available; and any charge will be assessed to the permit holder.
14. The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.
15. Any donation or gift solicitation must follow District Policy #706 which requires the submission of the Acceptance of Gifts Form as well as approval by the School Board.

Fees

Community Education will determine the appropriate charges for the use of district facilities based on the following:

1. Classification of the organization or individual requesting use
2. Nature of the activity
3. Size of the facility necessitated by the activity
4. Personnel costs
5. Equipment
6. Fee schedule

Class 1 users will not be charged facility use fees. However, all classes of users may be charged a standard hourly rate for additional costs (equipment, personnel, etc.). Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs

incurred as a result of their use of the facility. Facility users will be billed for overtime pay for district employees on designated holidays.

Payment Procedures

Facility Use Application Fee (\$15) is due at the time the application is submitted. This fee is non-refundable any circumstances.

A payment of 50% of the estimated charges is due upon receipt of contract or permit. Facility Use charges of \$20 or less are due in full at this time. Remaining charges will be billed monthly and must be paid within 30 days. A late charge of \$20 will be assessed if the bill is overdue.

Checks are to be made payable to District 477. Failure to pay will result in future permits being denied. If personnel services are necessary, the hours will be verified and the user charged accordingly.

A deposit may be required for any or all groups at the discretion of the Community Education Department.

Supervision

Building custodial personnel or designated site supervisor will supervise the use of facilities. Community Education will inform the facility user and building custodian of the rules and regulations specific to each facility.

The district reserves the right to require police supervision at any event as deemed necessary by the administration or Community Education. The requester will pay for the police supervision.

Overnight Use

Overnight stays by local groups are not encouraged but are permitted by the district. Facilities may be used to house out-of-town visitors for a one-time use under the following conditions:

1. The district will require a district employee or a paid supervisor to be assigned to the building during use.
2. The visiting agency or group will have a roster of all participants available at all times.
3. No heating appliances of any type will be allowed (hot plates, hair dryers) except in those areas so designated (kitchen, restrooms).
4. The requester/supervisor must be present at all times while the activity is in session. This requester/supervisor will be provided at no cost to the district. No one will be admitted to the facility until the requester/supervisor is present. The group will assume liability for any accidents that occur on the facilities during the time school grounds and buildings are in use.

Food, Alcoholic Beverages and Tobacco

Food and beverages are permitted in designated areas only. The use of alcoholic beverages or illegal drugs in any form is prohibited. All district facilities and grounds are tobacco-free/E-Cig free.

Emergency Procedures

The district reserves the right to cancel facility use if required by weather conditions. Local media stations and district website will carry announcements of school closing and, when possible, Community Education will notify the facility user.

Damages and Maintenance

Any person found willfully damaging or defacing property belonging to the district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charge may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damages and costs. If the group refuses to make payment, it will not be allowed to use district facilities again.

Performing Arts Center (PAC)

The PAC may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their equipment needs when making a request. School principals or appropriate administrator will verify all requests for PAC use by internal users. No food or beverages allowed in the Performing Arts Center.

Requester is required to check permanent equipment at start of usage to determine any previous damage with PAC Director and designee. Such damage is to be documented on Walk-Through form and shown to the PAC Director and designee. If requestor refuses or fails to complete the walk-through, they will be denied use of the school district facility, as stated on the Walk-Through form. All groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.

Equipment from the PAC such as lights, sound or grand piano may not be taken from the PAC without approval of the PAC Manager or administration. If the grand piano is moved to a location within the high school, it must be moved by no less than two adults and be included in the facility use agreement. Requestor will be charged custodial time and tuning of the piano after it is returned to the PAC stage.

Swimming Pool

Properly certified Lifeguards are required anytime the pool is in use. Community Education will determine proper certification standards for Lifeguards. (Basic standards, current Lifeguard, First Aid & CPR certifications.)

The district will provide certified lifeguards during rentals. In certain long-term relationships the renter may be allowed to provide their own certified lifeguard. Certified personnel must be on duty at all times during the rental. Community Education must grant approval for all Lifeguard personnel and copies of their current Lifeguard, First Aid & CPR certifications must be on file with Community Education.

In-district users are required to have properly certified Lifeguards on duty at all times during pool use. Community Education may assist in providing lifeguards to these users.

Cafeterias - Food Service Guidelines

Use of kitchen facilities and/or equipment before and after the regular school day may be permitted, subject to the following conditions:

1. The Food Service Director will be notified of all functions relating to the use of the kitchen prior to the event. Adequate time must be allowed for appropriate staffing.
2. To maintain a safe and sanitary food production environment, the Minnesota Department of Health recommendations regarding food preparation and storage will be followed.
3. Food and beverages must be served in the cafeteria or other approved lounges or locations within the school buildings.
4. No home baked/cooked foods may be stored, sold, or served in district facilities, except as allowed by Minnesota Statutes, section 157.22.
5. No food may be prepared or warmed outside of licensed food preparation areas.
6. A food service staff member is required when preparing food or using kitchen equipment. Cost of actual hours worked is billed to group requesting kitchen use.
7. The group is responsible for loss of food service inventory when using coolers, milk coolers or freezers for group events.
8. An estimate of fees for personnel and/or use of facilities and equipment will be provided by Community Education prior to the event.
9. Food service personnel may be assigned to supervise the use and clean up of all non production equipment (sinks, warming carts, refrigerator, servicing tables). This employee will be trained and knowledgeable of equipment and sanitation requirements and may remain in the kitchen during the entire event.
10. Dinners and banquets may be catered through the district catering service or by an

outside catering service. The Food Service Director must approve any requests for food service.

11. The Food Service Department will collect appropriate fees from the user to pay for food service personnel and equipment supplied for internal users. Community Education will collect appropriate fees from the user to pay for other direct personnel costs for a district function.

If renters choose to serve food without the use of District Food Services, they must hold a food service license or obtain a concession license through the Minnesota Department of Health and a copy of said licenses must be on file in the Princeton Community Education Services office prior to the first date of the event. The obtained license must also be posted by the food stand during the event.

Community Education will collect all fees aside from food service fees for non-district functions (community use).

Classrooms

The public (for purposes and activities appropriate to the facility) may schedule classrooms in elementary and secondary schools for use. Each building will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teacher's and students' equipment, supplies and materials. Users also will be expected to leave the classroom in the same (if not better) condition than they found it.

Equipment

The primary purpose of equipment in a school is education of students by district staff. Requests for equipment may be made with Community Education at the time a facility is reserved. Community Education will include equipment requests on all facility confirmations. Designated personnel will be responsible for the supervision and operation of requested equipment. When a usage cost is involved, the requester will pay the charge. Any loss or damage to district equipment is the full obligation of the requester. Property belonging to the district is not to be removed from the district premises for any reason except when included as part of the facility use agreement.

Media Centers

Media centers may be used for approved use, meetings and quiet study. Materials are to be requested in advance. Materials are not to be removed from the media centers.

Multi-Purpose Rooms and/or Gymnasiums

School gymnasiums and multi-purpose rooms may be used for purposes and activities appropriate to the facility. Gym shoes are required of participants in all active sports and games.

Scheduling Space

Community Education will facilitate all scheduling of gymnasiums and facilities for organized community programs.

Outside Areas

The use of outside areas (football, softball, baseball and soccer fields, tracks, parking lots) will also require completion of the Facility Use Application form.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields. Organizations not providing the clean-up will be charged for groundskeeper/custodian wages as indicated on the fee schedule.

All outside facilities and grounds of District 477 Schools are TOBACCO-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.

Community Education may require users to allow a minimum of one-half hour between the end of school activities and the beginning of community user activities, practices and games.

All non-district outdoor practices, games and activities may be canceled when it rains to prevent damage to the fields. Community Education may rotate use of fields for aeration, drainage, re-seeding and maintenance. Fields may be fenced off by the Maintenance Department to prevent use. Signs will be posted to prevent trespassing and use.

Revision

The Community Education Director and the School Board Policy Committee will review these administrative guidelines annually. Should revisions be made, the approval of the Superintendent and the Board will be necessary before the changes take effect.

Facility Use Charges

Extra charges for air-conditioning or other special services may be added to these charges.

<u>Class 1:</u>	No Rental Charge
<u>Class 2:</u>	30% of established Rental rate
<u>Class 3:</u>	60% of established Rental rate
<u>Class 4:</u>	100% of established Rental rate

Facility Types	Hourly Rate
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Rates in this section are eligible for class discounts

Classroom	\$20
Cafeteria/HS Commons	\$100
Kitchen	\$100
Media Center	\$100

(Continued next page)

Facility Types	Hourly Rate
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Rates in this section are eligible for class discounts

Hallway	\$20
Computer Room	\$200
Band Room	\$40
Choir Room	\$40
Gymnasium /Per Court (North-South)	\$40
Gymnasium /Per Court (PHS-PMS)	\$60
Wrestling Room	\$40
Stadium	\$300
Track	\$100
Swimming Pool (No Lifeguards Included)	\$80
Concession Stand	\$20
Ballfield	\$20
Tennis Court/Court	\$10
Locker Room	\$50
Weight Room	\$200
Ballfields - Tournament Use	\$50
PAC - Performance/Tech/ Dress Rehearsal Use	\$200
PAC - Non-Performance Use	\$100

Additional Fees (Not subject to class discounts)

Lifeguard	\$15 hr., 2-hour minimum
Application Fee	\$15 Non-refundable
Permit Revision Fee	\$10
Building Monitor	\$16/hr., 2-hour minimum
Custodian	\$30/hr., 2-hour minimum
Kitchen Staff	\$25/hr., 2-hour minimum
PAC or Tech Manager	\$30/hr., 2-hour minimum
Additional PAC Tech Student Staff	\$12/hr., 2-hour minimum
Express Application Processing Fee	\$40
(Less than 10 working days prior to event)	
Unapproved Event Fee	\$100
Riser/Platform	\$10/use
Resuscitation Annie	\$35/use
Portable Projection Screen	\$10/use

Overhead or Projector	\$5/use
Piano	\$75/use
Scoreboard	\$5/use

Other Fees

1. Any time custodial services are needed; a custodian will be hired at the assigned rate. If special furniture and/or equipment are used for an activity, an additional custodial charge may also be assessed. The Community Education Director will determine such charge. A damage deposit may also be required.
2. Any time kitchen facilities are used; a facility use charge will be assessed and a kitchen employee assigned to the event will be charged at the assigned rate.
3. Other charges for facilities not identified in this policy will be determined when the request for facility use is made.
4. Additional fees may be charged for services such as police security, ticket takers, field lining (marking), waste removal or additional cleanup.

Cross References:

Princeton Policy 706 Acceptance of Gifts

Princeton Policy 801 Equal Access to School Facilities

Princeton Policy 901 Community Education

Adopted: June 27, 2000

Revised: December 19, 2000

Revised: February 12, 2002

Revised: March 23, 2004

Revised: November 23, 2004

Revised: May 24, 2005

Revised: April 25, 2006

Revised: April 24, 2007

Revised: October 13, 2009

Revised: December 21, 2010

Revised: April 4 2014

Princeton School District
Data Access Policy for Members of the Public

It is the policy of Independent School District 477 that data access will be provided to the public as stipulated by law.

PROCEDURES

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Princeton Public must keep all government data in a way that makes it easy to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Princeton Public Schools keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document. You may make your written request for data by email, mail, and fax or in person with the data request form.

If you choose not to use the data request form, your written request should include:

■ that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;

■ whether you would like to look at the data, get copies of the data, or both; and

■ a clear description of the data you would like to inspect or have copied.

Princeton Public Schools cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your written request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data is not data for the public, we will notify you writing as soon as reasonably possible and state which specific law says the data are not public.
- Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
- **Copy or scan charges are 25 cents per page. We also expect pre-payment for the copies.** There will be a \$5.00 fee for a CD-Rom.
- Reports in electronic email versions/PDF format will be charged \$5.00 per file.

Copy/Scan	25 cents per page
CD Rom	\$5.00
PDF	\$5.00 per request

Data Access Policy for Members of the Public

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time. In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Princeton Public Schools will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge. *Minnesota Statutes, section 13.03, subdivision 2(b), requires us to have this document.*

Data Practices Contacts

Princeton Public Schools:

Responsible Authority Superintendent

Name Dr. Julia Espe
Address 706 1st St
Phone 763-389-6190
Fax 763-389-9142
Email julia.espe@isd477.org

Data Practices Designee(s) Superintendent Executive Assistant

Name Bridget Sorensen
Phone 763-389-6184
Fax 763-389-9142
Email bridget.sorensen@isd477.org

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

(Note: Inspection is free but Princeton Public Schools does charge for copies - 25 cents per page).

Inspection Copies Both inspection and copies

The data I am requesting is:

(Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form).

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Princeton Public Schools will respond to your request as soon as reasonably possible.

Reference

MN Department of Administration, Information Policy Analysis Division 201 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155
Voice: 651.296.6733 or 800.657.3721 Fax: 651.205.4219 Email: info.ipad@state.mn.us Website: www.ipad.state.mn.us June 2010

Adopted: March 18, 2014

NATIVE AMERICAN FAMILY NIGHT

PRINCETON PUBLIC SCHOOLS

MARCH 20, 2014

NATIVE AMERICAN FAMILY NIGHT

- ✘ Annual meeting with Native American Families to discuss educational needs that are or can be provided by the Princeton School District.
- ✘ Attendees:
 - ✘ 6 parents and 9 children
 - ✘ Deb Ulm, School Board Chair
- ✘ Required to provide this meeting at least once per year.

NATIVE AMERICAN FAMILY NIGHT

✘ I have a child in the following school.

Early Childhood

1 South Elementary

2 North Elementary

Middle School

1 High School

NATIVE AMERICAN FAMILY NIGHT

✘ The school tries to improve student learning.

Strongly Disagree

Disagree

1 Agree

2 Strongly Agree

1 Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ I feel welcomed and respected at this school.

Strongly Disagree

Disagree

1 Agree

2 Strongly Agree

1 Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ I know how to access my student's progress through Skyward Family Access.

Strongly Disagree

1 Disagree

2 Agree

Strongly Agree

1 Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ My school has high academic standards for my child.

Strongly Disagree

Disagree

4 Agree

Strongly Agree

Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ The principal addresses and resolves problems.

Strongly Disagree

Disagree

4 Agree

Strongly Agree

Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ The principal values family input.

Strongly Disagree

Disagree

4 Agree

Strongly Agree

Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ There is an atmosphere of trust and mutual respect in this school.

Strongly Disagree

Disagree

3 Agree

Strongly Agree

1 Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

- ✘ The school recognizes and acknowledges accomplishments of all students and staff toward a positive school culture.

Strongly Disagree

Disagree

3 Agree

Strongly Agree

1 Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ The staff show respect for students.

Strongly Disagree

Disagree

3 Agree

1 Strongly Agree

Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ Students show respect for other students.

Strongly Disagree

Disagree

3 Agree

1 Strongly Agree

Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ I feel my child is safe at this school.

Strongly Disagree

Disagree

3 Agree

1 Strongly Agree

Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ Student handbook policies are provided and available.

Strongly Disagree

Disagree

2 Agree

1 Strongly Agree

1 Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ The school communicates effectively.

Strongly Disagree

Disagree

3 Agree

1 Strongly Agree

Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

✘ Overall, the school meets my child's academic and social needs.

Strongly Disagree

Disagree

3 Agree

1 Strongly Agree

Not enough information to respond

NATIVE AMERICAN FAMILY NIGHT

- What are our strengths?
 - Those in attendance were very positive about special programs at Princeton School District. Most have participated or had children that participated in and were helped by:
 - PASS program at the high school
 - SPED department
 - Complimentary of SPED Coordinator and the outstanding assistance they received when first enrolling in Princeton School District.
 - “Really went out of her way to make sure my child receive the appropriate interventions.”

NATIVE AMERICAN FAMILY NIGHT

✘ What are our strengths?

+ SPED department continued

✘ Being able to utilize the Rum River Cooperative to help students learn appropriate behaviors and transition back to regular education.

+ Title 1 and Speech therapy were two additional programs that have helped students be successful.

NATIVE AMERICAN FAMILY NIGHT

✘ What are our strengths?

- + Tiger Pride—like that we have PBIS program that continually teaches and rewards kids for appropriate behaviors.
- + Honor Roll programs that recognize students.
- + Teachers are very helpful.
- + Teachers allow students flexibility in learning
 - ✘ Social Studies lesson on Abraham Lincoln, teacher allowed Native Student to report on the Native American perspective and Mankato massacre during Lincoln's Presidency.

NATIVE AMERICAN FAMILY NIGHT

- ✘ What areas could we improve?
 - + Provide post-secondary planning for students.
 - ✘ More information on options after high school.
 - ✘ Trades, college, technical college.
 - + Provide transportation for preschool children
 - ✘ Not always able to attend because parents do not have a way to transport them
 - + Cut time off of bus schedule.
 - ✘ Some students are riding the bus for up to 1 hour 15 minutes

NATIVE AMERICAN FAMILY NIGHT

- ✘ What areas could we improve?
 - + Student interactions
 - ✘ Bullying
 - ✘ Student discipline
 - ✘ Accountability for all parties
- ✘ Everyone agreed that Tiger Pride (PBIS) is a good thing. Asked that we continue to address issues and educate students on appropriate interactions.

NATIVE AMERICAN FAMILY NIGHT

✘ What areas could we improve?

+ Security

✘ Are the buildings secure?

✘ Are there security measures in place to protect students?

NATIVE AMERICAN FAMILY NIGHT

To: School Board
From: Julia Espe
Date: April 1, 2014
Subject: Referendum Update

Here are the items that we have completed since the last Board Meeting:
Presentations to:

- District Office Staff
- District Para Professionals
- Community Education Advisory

Created new power point for presentations

Submitted articles for the District Newsletter and Princeton Union Eagle

Confirm and begin advertisement on the Union Eagle Website

Start the Facebook Monday Update "Did You Know?"

Prepare the two page and four page flyers

Complete the Marketing Plan

Arrange upcoming 34 presentations

Training as an official election clerks

Complete the Referendum Song:

"Referendum Song"
(to the tune of "Rockin' Robin")

It's that time of year now, time to ask you
To think of the children and improvin' our
school

A new elementary, fix the high school, too
A few important things we are needing to do

Referendum (Vote! Vote! Vote!)

Referendum (Vote! Vote! Vote!)

Vote Referendum

Grab a ballot and hop into line!

Children in a building, no more mobile rooms
South Elementary, watch as it blooms
Space for new technology, and high school
gyms

A cool cafeteria; when does lunch begin?

Referendum (Vote! Vote! Vote!)

Referendum (Vote! Vote! Vote!)

Vote Referendum

Grab a ballot and hop into line!

(Instrumental)

We see Tiger Pride all around this town
Our community has really got this down
Children are our future, this we know
Tuesday, May 20, get----out to vote!

It's that time of year now, time to ask you
To think of the children and improvin' our
school

A new elementary, fix the high school, too
A few important things we are needing to do

Referendum (Vote! Vote! Vote!)

Referendum (Vote! Vote! Vote!)

Vote Referendum, Grab a ballot and hop into
line

2013-14 PARENT COMMITTEE RESOLUTION

WHEREAS, the Princeton Independent School District# 477 provides an opportunity for all of its citizens to participate in district program communities, and

WHEREAS, the Indian Education Parent Committee of the Princeton Independent School District #477 is the duly elected and established Parent Committee comprised of parents of children eligible to be enrolled in American Indian programs, secondary students, representatives from community groups, school administrators, and

WHEREAS, the Parent Committee's current responsibilities are addressed in adopted by-laws and apply to programs specifically designed for American Indian learners implemented through Indian Education Program, and

WHEREAS, the Parent Committees responsibilities have been expanded to include involvement in and advisement of all educational programs, programs for elementary and secondary grades, special education programs and support services, and

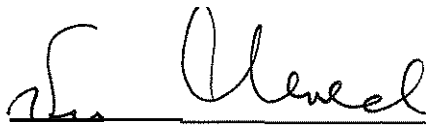
WHEREAS, the Indian Education Parent Committee of the Princeton Independent School District did meet on March 20, 2014, to review, recommend and approve this Resolution, and

WHEREAS, the Parent Committee has found most of the District's educational programs to be adequate in meeting the needs of American Indian students.

THEREFORE BE IT RESOLVED that, the Parent Committee of Princeton School District does concur that the district's programs meet American Indian student needs.

In favor of Resolution

Not in favor of Resolution



Chairperson,
Vera Cleveland
Indian Education Parent Committee

3-20-14
Date

**If the committee does not concur with the Resolution, the reasons for the non-concurrence and recommendations shall be submitted with this Resolution. By resolution, the Board must respond, to each recommendation made by the committee and state its reasons for not implementing the recommendation. (Minn. Stat. § 1240.78, Subd.1)*

Chair

CERTIFICATION OF MINUTES RELATING

TO

SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)
PRINCETON, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A _____ meeting, held _____, 2014, at _____ o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents attached: Extract of Minutes of said meeting.

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE MAY 20, 2014
SCHOOL DISTRICT SPECIAL ELECTION**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of _____, 2014.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of the School Board of Independent School District No. 477 (Princeton Public Schools), State of Minnesota, was duly held in said school district on _____, 2014, at _____ o'clock p.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE MAY 20, 2014
SCHOOL DISTRICT SPECIAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 477, State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's special election on May 20, 2014, to act as such at the polling places and combined polling places listed on said exhibit.

2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

POLLING PLACES AND
COMBINED POLLING PLACES

ELECTION JUDGES

Baldwin Town Hall

Head Election Judge _____

Blue Hill Town Hall

Head Election Judge _____

Greenbush Town Hall

Head Election Judge _____

Wyanett Town Hall

Head Election Judge _____

Princeton Depot/Museum

Head Election Judge _____

Spencer Brooke Town Hall

Head Election Judge _____

EXHIBIT A

**Polling Places and
Combined Polling Places**

Election Judges

Blue Hill Town Hall	Head Election Judge:	Anderson, Janice	All Day
		Heidorf, Bid (Estelle)	All Day
		Beis, Jo	All Day
		Nelson, Marlene	All Day
		Harshman, Jeanette	All Day
		Pasch, Ann	All Day
	Alternate:	Horngren, Lora	All Day
Baldwin Town Hall	Head Election Judge:	Mueller, Jerry	All Day
		Good, Kimberly	All Day
		Hovorka, Sharon	All Day
		Harris, Richard	All Day
		Matz, Sharon	All Day
		Massey, Linda	All Day
	Alternate:	Kriesel, Lester	All Day
Greenbush Town Hall	Head Election Judge:	Trunk, Marlene	All Day
		Skogen, Martha	All Day
		Vanderweyst, Joan	All Day
		Topliff, Delores	All Day
		Volker, Emma	All Day
Princeton Depot/Museum	Head Election Judge:	Bien, Ann	All Day
		Gould, Maureen	All Day
		King, Evelyn	2-Close
		Quickstrom, Joan	Open-2
		Seifert, Jo	2pm-Close
		Stay, Norma	All Day
		Akers, Lori	Open-2
		Britt, Don	Open-2
		Stevenson, Anne	2pm-Close
	Alternate:	Trunk, Marilyn	Open-3pm
Spencer Brook	Head Election Judge:	Misiura, Audrey	All Day
		Schultz, Diane	All Day
		Capeder, Jenine	All Day
		Franke, Diane	Open-3:00
		Jenkins, Jennifer	Open-2:30
		Smith, Steve	3:00-Close
	Alternate:	Jenson, Sharon	All Day
Wyanett	Head Election Judge:	Lundeen, Cathy	All Day
		Blackbird, Roberta	All Day
		Helps, Patricia	All Day
		Prince, Barbara	All Day
	Alternate:	Anthony, Frank	All Day

**MEMORANDUM OF AGREEMENT:
EARLY RETIREMENT INCENTIVE PLAN**

This Memorandum of Agreement (“MOA”) is entered into by and between Independent School District No. 477, Princeton (“District”) and the Princeton Education Association (“Union”).

WHEREAS, the Union and the District are parties to a collective bargaining agreement (“CBA”) governing the general terms and conditions for teachers employed by the District; and

WHEREAS, the District would like to offer eligible teachers a one-time early retirement incentive that would be in addition to any retirement benefits, insurance benefits, or severance provided under the 2013-15 CBA between the District and the Union; and

WHEREAS, the District’s reasons for offering a one-time early retirement incentive are to protect jobs, to provide greater stability in the workplace, to improve staff morale, and to improve the District’s financial status;

NOW, THEREFORE, the District and the Union agree as follows:

1. **Eligibility.** To be eligible for the severance payment provided under this MOA, a teacher must meet all of the following requirements:
 - a. On or before 4:00 p.m. on April 30, 2014, the teacher must use the attached form to apply for the severance payment and to submit an irrevocable notice of retirement, effective June 30, 2014, to the District’s Director of Human Resources.
 - b. The teacher must be one of the first eight (8) otherwise eligible teachers to submit the attached form to the District’s Director of Human Resources.
 - c. The teacher must have at least twenty-five (25) years of teaching service in the District.
 - d. The teacher must be licensed, in good standing, and a member of the teachers’ collective bargaining unit through June 30, 2014. A teacher who is discharged for cause or who resigns after receiving notice that the District intends to initiate termination or discharge proceedings, is not in good standing for purposes of this MOA.
2. **Severance Payment.** On or before June 30, 2014, the District will make a one-time payment in the amount of ten thousand dollars and zero cents (\$10,000) to each eligible teacher’s Minnesota State Retirement System (“MSRS”) account. This payment is in addition to any severance, retirement, insurance, or other benefits described in the CBA.
3. **Limitation.** The District’s obligation to make the payment described in the preceding paragraph of this MOA is subject to all Federal and State laws. If the payment under this MOA plus the amount of any severance under the CBA (excluding payments for accumulated sick leave, if any) exceeds the teacher’s annual salary for 2013-2014, the payment under this MOA will be reduced in compliance with Minnesota Statutes section

465.72 so that the total amount of severance does not exceed the teacher's annual salary for 2013-2014.

- 4. **No Future Employment.** Teachers who accept the benefit provided under this MOA may not apply for full-time employment with the District in the future.
- 5. **Sunset.** This MOA provides a "one-time" benefit and will sunset on June 30, 2014.
- 6. **Separate from CBA.** This MOA is separate from, and not a part of, the CBA. Nothing in this MOA may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOA or submit it in any proceeding or case as evidence of a precedent or practice.
- 7. **Entire Agreement.** This MOA constitutes the entire agreement between the parties related to the early retirement incentive provided under this MOA. Neither party has relied on any statements, promises, or representations that are not stated in this MOA. The terms of this MOA supersede any and all prior agreements between the parties related to the early retirement incentive provided under this MOA. No amendments or modifications of this MOA will be valid unless they are in writing and signed by both parties. A copy of this MOA will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOA on the dates shown by their signatures. This MOA will not become effective unless and until it is approved by the District's School Board and is signed by both parties.

PRINCETON EDUCATION ASSOCIATION

Union President

Date: _____

INDEPENDENT SCHOOL DISTRICT NO. 477, PRINCETON

School Board Chair

Date: _____

School Board Clerk

Date: _____

RASW: 10005

Notice of Bids

FOLEY PUBLIC SCHOOL # 51, PRINCETON PUBLIC SCHOOL # 477, ONAMIA PUBLIC SCHOOL #480

Call for Proposals For Prime Vendor – School Food

Mandatory Attendance Pre-Proposal Meeting, Monday April 14, 2014@ 1:00 P.M.

Notice is hereby given that sealed proposals will be received by Independent School District # 51, Benton County, Foley, Minnesota 56329 until 1:00 P.M., Monday, April 28, 2014.

The proposals will be publicly opened in the Foley High School Conference Room at 1:00 P.M. on Monday April 28, 2014. Prime Vendor recommendation will be presented to each district's Board of Education for official action at their May Board Meeting.

Proposals are to be submitted to the District Office, Independent School District No. 51, P.O. Box 297, Foley, Minnesota, 56329 with envelopes clearly identified on the outside as "Food Service-Prime Vendor Proposal". Specifications and general information may be obtained by writing the Business Manager at the above address or by calling 320-968-8602.

The Board of Education reserves the right to reject any and/or all bids and to waive any informalities in the bidding process.

Erick Minks, Clerk

I.S.D. #477

Princeton, MN 55371

PRINCETON PUBLIC SCHOOLS

MASTER CONTRACT

BETWEEN

**PRINCETON INDEPENDENT SCHOOL
DISTRICT 477**

AND

PRINCETON EDUCATION ASSOCIATION

FOR

~~2011-2012~~ **2013-2014** AND ~~2012-2013~~ **2014-2015**

TABLE OF CONTENTS

ARTICLE I
PURPOSE..... ERROR! BOOKMARK NOT DEFINED.

ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE..... ERROR! BOOKMARK NOT DEFINED.

ARTICLE III
OFFICIAL COPIES ERROR! BOOKMARK NOT DEFINED.

ARTICLE IV
DEFINITIONS ERROR! BOOKMARK NOT DEFINED.

ARTICLE V
RIGHTS AND OBLIGATIONS OF EMPLOYERS..... ERROR! BOOKMARK NOT DEFINED.

ARTICLE VI
RIGHTS AND OBLIGATIONS OF EMPLOYEES..... ERROR! BOOKMARK NOT DEFINED.

ARTICLE VII
RESIDUAL RIGHTS ERROR! BOOKMARK NOT DEFINED.

ARTICLE VIII
BASE SALARY AND EXTRA SALARY..... ERROR! BOOKMARK NOT DEFINED.

ARTICLE IX
INSURANCE, SEVERANCE AND TSA CONTRIBUTIONS..... ERROR! BOOKMARK NOT DEFINED.

ARTICLE X
SCHOOL CALENDAR..... ERROR! BOOKMARK NOT DEFINED.

ARTICLE XI
PREPARATION TIME..... ERROR! BOOKMARK NOT DEFINED.

ARTICLE XII
LEAVES OF ABSENCE16

ARTICLE XIII
UNREQUESTED LEAVE OF ABSENCE AND SENIORITY POLICY19

ARTICLE XIV SERVICES	21
ARTICLE XV	
ISSUANCE OF INDIVIDUAL CONTRACTS	22
ARTICLE XVI	
EARLY CHILDHOOD FAMILY EDUCATION TEACHERS	22
ARTICLE XVII	
GRIEVANCE PROCEDURE.....	23
ARTICLE XVIII	
PUBLICATION OF CONTRACT	25
ARTICLE XIX	
CONFORMITY TO LAW	25
ARTICLE XX	
DURATION.....	25

ARTICLE I

PURPOSE

THIS AGREEMENT, entered into between the school board of Independent School District No. 477, Princeton, Minnesota, hereinafter referred to as the school board, and the Princeton Education Association, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as P.E.L.R.A. The purpose of this contract is to establish the terms and conditions of employment for teachers.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with P.E.L.R.A., the school board recognizes Princeton Education Association as the exclusive representative of teachers employed by the school board of Independent School District No. 477, which exclusive representative shall have those rights and duties as prescribed by P.E.L.R.A., and as described in the provisions of this agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the teachers of the district as defined in this agreement and in said act.

ARTICLE III

OFFICIAL COPIES

There shall be three (3) signed copies of the final contract for the purposes of the record: One (1) retained by the school board, one (1) by the Princeton Education Association, and one (1) by the superintendent.

ARTICLE IV

DEFINITIONS

Section 1. Teacher: Shall mean all persons in the appropriate unit as defined by P.E.L.R.A. employed by the school board **District** in a position for which the person must be licensed by the State Board of Education or the State Board of Teaching, excluding supervisory employees, confidential employees, principals and assistant principals and other employees excluded by P.E.L.R.A.

Section 2. Other Terms: Terms not defined in this agreement shall have those meanings as defined by P.E.L.R.A.

Section 3. Continuous: Years of service and/or employment are continuous unless interrupted by enrichment leave, unrequested leave of absence, resignation, or termination of employment.

ARTICLE V

RIGHTS AND OBLIGATIONS OF EMPLOYERS

Section 1. Inherent Managerial Rights: The ~~school board~~ District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Meet and Negotiate: The ~~school board~~ District has an obligation to meet and negotiate in good faith with the exclusive representative of the public employees in an appropriate unit regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the public employer or its representative to agree to a proposal or require the making of a concession.

Section 3. Meet and Confer: The ~~school board~~ District has the obligation to meet and confer with professional employees to discuss policies and those matters relating to their employment not included in negotiable subjects described in P.E.L.R.A.

Section 4. Incorporation by Reference: References to any state statute, rule, regulation, charter, ordinance or resolution shall not incorporate such into this Contract by reference.

Section 5. Exclusive Representative: The ~~school board~~ District shall not meet and negotiate or meet and confer with any employee or group of employees who are at the time designated as a member or part of an appropriate employee unit, except through the exclusive representative if one is certified for that unit or as provided for in P.E.L.R.A.

Section 6. Time Off for Exclusive Representative: The ~~school board~~ District must afford reasonable time off to the exclusive representative for the purposes of conducting the duties of the exclusive representative and must, upon request, provide for leaves of absence to elected or appointed officials of the exclusive representative at no cost to the district.

Section 7. Teacher Discipline

Subd. 1. The School District shall have the right to discipline teachers for just cause. All discipline is subject to the grievance procedure.

Subd. 2. A teacher may be suspended without pay for just cause. Any such suspension is subject to the grievance procedure and may not exceed five (5) days in length.

ARTICLE VI RIGHTS AND OBLIGATIONS OF EMPLOYEES

Section 1. Right to Views: Nothing contained in P.E.L.R.A. shall be construed to limit, impair or affect the right of any teacher or his or her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of teacher employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative; nor shall it be construed to require any teacher to perform labor or services against his/her will.

Section 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for terms and conditions of employment for such employees with the employer of such unit. All teachers who are not members of the exclusive representative may be required by said representative to contribute a fair share fee for services rendered by the exclusive representative in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed eighty-five percent (85%) of the regular membership dues. The exclusive representative shall provide advance written notice of the amount of the fair share fee assessment to the Commissioner of the Bureau of Mediation Services, the employer and to the employee who will have the fair share fee deduction. A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner of the Bureau of Mediation Services, the public employer, and the exclusive representative within 30 days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The employer shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the employer pending a decision by the Commissioner of the Bureau of Mediation Services pursuant to P.E.L.R.A.

Section 3. Meet and Confer: Teachers who are professional employees as defined by P.E.L.R.A. have the right to meet and confer with the ~~school board~~ District regarding policies and matters not included as negotiable subjects under P.E.L.R.A.

Section 4. Meet and Negotiate: Teachers through their certified exclusive representative have the right and obligation to meet and negotiate in good faith with their employer regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the exclusive representative to agree to a proposal or require the making of a concession.

Section 5. Request for Dues Check-off: Teachers shall have the right to request and be allowed dues check-off for the exclusive representative. In the absence of an exclusive representative, teachers shall have the right to request and be allowed dues check-off for the organization of their choice. Dues will be checked-off, equally, over a ten-month period.

Section 6. Personnel Files: All evaluations and files relating to each individual teacher shall be available during regular school business hours to each individual teacher upon written request. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained therein. However, the school district may destroy such files as provided by law.

ARTICLE VII

RESIDUAL RIGHTS

A notice of intent to begin to write or manufacture will be filed with the person to whom the employee is administratively responsible. This administrator will then prepare a report containing the following information: a description of the product, the name of the person involved in creating the product, the percentage of the duty time, if any, of the person's normal job responsibility which was devoted to creating the product and recommendation of compensation as deemed reasonable. The report will be filed with the office of the superintendent. Within thirty (30) working days after receipt of the report, the superintendent shall issue a written opinion as the rights of the teacher and of the school district in any said product and the compensation for such product shall be negotiated by the parties concerned.

ARTICLE VIII

BASE SALARY AND EXTRA SALARY

Section 1. Basic Salaries:

Subd. 1. Teachers will be compensated pursuant to Appendix A effective July 1, 2011 **2013** through June 30, 2013 **2015**.

Subd. 2. Teachers using the 20-pay plan option as of July 1, 1988, will have the option to continue to use the 20-pay plan. All other teachers shall be paid on the fifteenth (15th) and the last day of each calendar month.

Subd. 3. Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment as determined by the school district.

Subd. 4. To apply on the salary schedule, all credits beyond the bachelor degree must be graduate credits. Such credits will be based on semester hours. Any earned quarter hours will be converted as follows: 15 quarter hours equals 10 semester hours (1.5 quarter hour equals 1 semester hour). A teacher shall not advance more than two (2) lane progressions in any one (1) year.

Due to the change from quarter credits to semester credits, the following conversion chart will be used to determine placement on the salary schedule:

Quarter Credits	Semester Credits	Quarter Credits	Semester Credits
BA	BA	BA+90	BA+60
BA+15	BA+10	MA	MA
BA+30	BA+20	MA+15	MA+10
BA+45	BA+30	MA+30	MA+20
BA+60	BA+40	MA+45	MA+30
BA+75	BA+50		

Subd. 5. All credits, in order to be considered for application on the salary schedule, must be submitted on the appropriate district form and be approved by the superintendent in writing prior to the taking of the course.

Subd. 6. Individual contracts will be modified to reflect qualified lane changes up to twice every year providing application for lane change on the appropriate district form is submitted to the superintendent's office no later than June 1st for a beginning of the school year lane change and no later than December 1st for a March 1st lane change. A transcript of satisfactory evidence of credits earned must be submitted to the superintendent's office by ~~September~~ **October** 1st for a beginning of the school year lane change, and by February 1st for a March 1st lane change. A March 1st lane change will be pro-rated accordingly.

Subd. 7. A new teacher shall be placed on the lane of the salary schedule provided in this Article and on such step of the salary schedule as agreed between the school district and the teacher.

Subd. 8. Salary for additional months beyond the designated school year will be determined by the administration and the teachers involved as is presently done. The same method will be used to determine salary for the teaching of night courses.

Subd. 9. In order to earn an increment on the salary schedule, a teacher must actually teach one hundred (100) days during a single school year. Any paid leaves will count toward this 100-day requirement.

Subd. 10. School vacancies will be posted in the Central Office and offices of each building. Applicants wishing to make transfer to other positions must make application to the administration. Final decision will be made by the school district.

Subd. 11. Salaries for part-time teachers shall be paid on a pro rata basis. Leave benefits as described in Article XII shall also be on a pro rata basis. Fringe benefits as described in this Article and Article IX shall be paid on a pro rata basis if the part-time teacher averages more than fourteen (14) hours a week and works more than one hundred (100) days in any single school year.

Subd. 12. Teachers on the BA + 45 lane on February 23, 1982, may progress to the BA + 60, BA + 75, and BA + 90 equivalencies. Teachers who had not attained the BA + 45 lane (that is, teachers on the BA, BA + 15, or BA + 30 lanes) on February 23, 1982 may progress only to the BA + 60 equivalency.

Subd. 13. Merger of Steps: Steps 0-1-2-3 have been merged for the 1991-92 and 1992-93 salary schedules. Teachers placed on this consolidated step work at the stipulated salary figure for one (1) year and move to the next salary figure the following year, assuming contractual criteria for step movement are met. No other teachers are affected by this consolidation of steps.

Subd. 14. A licensed school nurse who is also a licensed teacher will be paid at the appropriate step and lane on the teacher salary schedules.

Subd. 15. Longevity: The salary schedule contained in Appendix A (2011–2013–2013 2014) contains longevity steps numbered 19, 20 and 21. Teachers are eligible for placement on these steps after completion of 18, 19 or 20 years of actual service (excluding time spent on long-term leaves; child care leave, enrichment leave, or other long-term leave) to Independent School District No. 477. The salary schedule contained in Appendix A 2014 – 2015 contains longevity steps numbered 15, 19 and 21. Teachers are eligible for placement on these steps after completion of 14, 18 or 20 years of actual service (excluding time spent on long-term leaves; child care leave, enrichment leave, or other long-term leave) to Independent School District No. 477.

Subd. 16. The salary schedules are not to be construed as a part of a teacher's continuing contract. In the event a successor agreement is not entered into prior to the expiration date of this agreement, a teacher shall be compensated according to the previous year's compensation until such time as a successor agreement is executed. The school board reserves the right to withhold increments, advancements, lane changes, or any other salary increases for just cause.

Section 8. Extracurricular Salaries:

Subd. 1. Teachers will be compensated pursuant to Appendix B, effective July 1, ~~2014~~ 2013 through June 30, ~~2013~~ 2015.

Subd. 2. The payment for such activities shall be made at the conclusion of the assignment. Employees who have a year-long extracurricular assignment, shall have the compensation for that assignment paid in two installments. One half (50%) of the stipend will be paid at the halfway point of the assignment and the remainder (50%) will be paid upon the completion of all duties related to the assignment.

Subd. 3. Each lane of this schedule is based on a percentage of the BA lane of the basic salary schedule through the 8th step based on years experience in the given activity. The schedule contained in Appendix B includes longevity step 19. Teachers are eligible for placement on this step after completion of eighteen (18) years of actual service to Independent School District No. 477. (Article VIII, Section 1, Subd. 15).

Subd. 4. Teachers employed on the extracurricular salary schedule will be placed on such step as agreed between the teacher and the school district.

Subd. 5. Extracurricular assignments not listed on the extracurricular salary schedule may be included on the advisement of the Exclusive Representative and the school district.

Subd. 6. Extracurricular contracts will be issued prior to beginning of the activity.

Section 3. Extra-Duty Salaries:

Subd. 1. Appendix C (~~2011~~ 2013-~~2013~~ 2015).

Subd. 2. The payment for such duties shall be made December 15, March 15 and June 15.

Subd. 3. Extra duties not listed on this schedule may be included on the advisement of a teacher and administrator. Final approval to be made by the superintendent.

Subd. 4. Specific personnel necessary for adequate supervisory duty are to be selected by the building principal. The principal may offer employment to personnel of other buildings, in the event of insufficient building personnel.

Subd. 5. Duties that are related to teaching duties shall not receive extra pay, such as: orientation, parents night, open house, graduation, rehearsals, prom, class and club advisorships, etc. (unless already indicated on the extracurricular schedule).

Section 4. Salary Contribution and Payment:

Commencing July 1, 2014 2013 for year one and July 1, 2012 for year two, teachers will be given both steps and lanes according to Appendix A of 2011 2013 -2013 2014 salary schedule. For the 2013-2014 school year those on longevity step 21 who do not receive at least a \$1,350.00 increase in pay will receive an additional amount to equal a \$1,350.00 increase in pay. This additional pay will carry forward to 2014 – 2015 pay increase. Commencing July 1, 2014 for year two, teachers will remain on the 2013-2014 step and will be given lanes according to Appendix A of the 2014-2015 salary schedule. Teachers on longevity will qualify for any longevity movement on the pay scale. For the 2014-2015 school year, due to significant changes in the salary schedule, all teachers will receive a minimum salary increase of \$1,350.00. These amounts will become part of the permanent costing model on the pay scale and is not one-time money.

ARTICLE IX

INSURANCE, SEVERANCE AND TSA CONTRIBUTIONS

Section 1. Health Insurance:

Subd. 1. **Effective January 1, 2010**, the school district shall contribute **\$476.51** per month toward the cost of a single premium for each teacher electing single coverage; **\$626.01** per month for each teacher electing employee and children coverage; and **\$719.95** per month for each teacher electing dependent coverage.

Coverage shall be provided for all eligible teachers employed by the school district who are enrolled in the school district group health and hospitalization plan. The cost of the insurance premium which is not contributed by the school district shall be paid by the employee through payroll deduction.

Subd. 2. For a married couple on staff, the school district shall contribute the stipulated amounts for each member of the couple, not to exceed the cost of a family premium for the indemnity carrier.

Subd. 3. The ~~school board~~ District will ask for and accept only quotes on equivalent or better coverage and will retain the right to accept or reject all quotes.

Section 2. Life Insurance: The school district shall provide group term life insurance for all full-time teachers in the amount of \$50,000.00, plus AD and D coverage. Each teacher may purchase additional group term life insurance up to the maximum amount allowed by the insurance company. Any cost of the additional group term life insurance premium shall be borne by the employee and paid by payroll deduction.

Section 3. Long Term Disability Insurance: The school district shall purchase long term disability insurance for each eligible teacher. Coverage shall be based on 66-2/3 percent of the teacher's basic salary (excluding extended year contracts, extracurricular contracts, etc.) per month. Benefits are to begin after ninety (90) calendar days of disability.

Section 4. Severance:

Subd. 1. Teachers employed full-time prior to the 1986-87 school year who have completed at least ten (10) full-time years of continuous service with the school district (not including enrichment leave or unrequested leave of absence), or twenty (20) cumulative full-time years of service with the school district who are at least fifty-five (55) years of age shall be eligible for severance pay pursuant to the provisions of this subdivision upon submission of a written resignation accepted by the ~~school board~~ District. Teachers who fail to give notice of retirement by March 1 of the school year of retirement shall not receive their severance pay until the school year following the year of retirement.

Subd. 2. This subdivision shall apply only to teachers whose service has been full-time, as defined by this Agreement.

Subd. 3. The school district will pay severance pay to a teacher upon his/her retirement from teaching. This severance pay will be paid by the school district in equal annual installments over a time period of two (2) years from the effective date of the retirement and shall not be granted to any teacher who is discharged by the school district. Severance payments will commence ninety (90) days after retirement. In the event that a teacher 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 teacher exceed an amount equivalent to one hundred twenty (120) days.

Subd. 4. Teachers must make an irrevocable selection between the following two severance pay options prior to the time of eligibility.

Option A. A teacher will accumulate severance pay at the rate of five (5) days per year of teaching experience in the Princeton Public School System, to a maximum of 120 days.

Option B. Severance pay shall be based on the teacher's accrued unused sick leave to a maximum of 120 days.

Subd. 5. Teachers who fail to make a selection between Options A and B pursuant to this Section will automatically be enrolled in Option A.

Subd. 6. In applying these provisions, a teacher's daily rate of pay for the last full year actually worked shall be the basic daily rate at the time of retirement, as provided in the basic salary schedule for the basic school year, and shall not include any additional compensation for extracurricular activities, extended employment or other compensation.

Section 5. Insurance Coverage for Retirees:

Subd. 1. For teachers employed full-time prior to September 1, 1972, and retiring on or before June 30, 1998, full single and dependent health insurance shall be provided by the school district for any teacher who has completed at least ten (10) full-time years of continuous service with the school district (not including enrichment leave or unrequested leave of absence), or twenty (20) cumulative full-time years of service retiring at age fifty-five (55) or thereafter until such teacher attains eligibility for Medicare or dies prior thereto.

Effective for teachers employed full-time prior to September 1, 1972, who have completed at least ten (10) full-time years of continuous service with the school district (not including enrichment leave or unrequested leave of absence), or twenty (20) cumulative full-time years of service retiring at age fifty-five (55) or thereafter and retiring after June 30, 1998, the school district's contribution for the retiree shall not exceed the premium cost for the school district's lowest cost health insurance plan.

If such retired teacher's spouse is under age of eligibility for Medicare when the teacher attains eligibility for Medicare, the school district shall continue to pay the full insurance premium for such spouse for two (2) more years, or until such spouse attains eligibility for Medicare, whichever first occurs. If a retired teacher dies before attaining eligibility for Medicare, full premium for single coverage will be paid for the spouse of such a retired teacher until such spouse attains eligibility for Medicare, remarries, or obtains group-medical-hospital insurance through other employment, whichever first occurs.

Subd. 2. For full-time teachers employed on September 1, 1972 or thereafter, the school district will contribute the same amount toward health insurance provided in the collective bargaining agreement effective at the time of that teacher's retirement, who has completed at least ten (10) full-time years of

continuous service with the school district (not including enrichment leave or unrequested leave of absence), or twenty (20) cumulative full-time years of service retiring at age fifty-five (55) or thereafter until such teacher attains eligibility for Medicare or dies prior thereto.

Subd. 3. If a retiree obtains employment with an employer other than the school district and such retiree is covered by a group-medical-hospital insurance plan or HMO, such coverage shall be considered primary.

Subd. 4. If a retiree is entitled or would be entitled if enrolled, to have any part of the cost of eligible services or supplies paid by Medicare Parts A or B even though the retiree does not enroll in Medicare or waives or fails to claim medical benefits, the district's insurance carrier will reduce the amount furnished under this Contract so that the total amount paid under this Contract and Medicare or what could be paid under Medicare does not exceed the total charges for covered benefits.

Subd. 5. The retiree health insurance provisions shall apply to teachers hired prior to January 1, 2010. Thereafter, no health insurance contribution by the school district shall be applicable to retiring teachers.

Section 6. 403(b) Matching Contribution Plan:

Subd. 1. Teachers employed prior to the 1986-87 school year will continue to be covered under the severance language of Article IX, Section 4, and shall not be eligible for the provisions of this section.

Subd. 2. Teachers employed in the 1986-87 school year and thereafter, who occupy at least a one-half time position in the school district, and has completed at least one (1) year of service within the school district, shall be allowed to participate in a 403(b) matching contribution plan. Teachers employed less than full time, but at least one-half time, shall be allowed to participate on a pro rata basis.

Subd. 3. The school district will match eligible teacher contributions up to \$400 for eligible teachers with at least one (1) year and less than five (5) years of service, and up to \$700 for teachers with at least five (5) years and less than ten (10) years of service, and up to \$1000 for teachers with ten (10) or more years of service for the 2011-2012 and 2012-2013 contract years.

Subd. 4. A salary reduction authorization agreement must be completed by the eligible teacher by October 1 of each year for the teacher to participate in the 403(b) matching contribution plan.

Subd. 5. Teachers on unpaid leaves may not participate in the matching program while on leave.

Section 7. Dental Insurance:

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 Section.

**ARTICLE X
SCHOOL CALENDAR**

Section 1. School Calendar: The ~~school board~~ District shall, prior to April 1, establish the number of student days and teacher workshop days. For the ~~2011-2012~~ 2013-2014 and ~~2012-2013~~ 2014-2015 school years, there will be one hundred eighty-four (184) teacher duty days. Within this number, the number of student days and teacher workshop days will be determined by the ~~school board~~ District and the teacher shall perform services on those days as determined by the ~~school board~~ District, including those legal holidays on which the ~~school board~~ District is authorized to conduct school and pursuant to such authority has determined to conduct school.

Section 2. School Closing: In the event of school closing for any reason, the teacher agrees to teach on such days as the ~~school board~~ District shall determine in lieu of such normal school days canceled because of said emergency.

**ARTICLE XI
PREPARATION TIME**

Section 1. Elementary Teachers: ~~Each full-time elementary teacher will receive a minimum of two and one-half (2 ½) hours of instructional preparation time per week during the elementary student classroom day. A minimum of an additional two and one-half (2 ½) hours per week will be provided during the basic teacher work day.~~ Each full time elementary teacher will receive a minimum of 45 minutes of preparation time (exclusive of travel time) daily during the student day. A minimum of an additional two and one half (2.5) hours per week will be provided during the basic teacher work day. Preparation time will be provided in useable blocks of thirty (30) minutes or longer when ever possible.

Section 2. Secondary Teachers: Each full-time secondary classroom teacher shall be provided with a minimum of one (1) teaching period per day for the purpose of instructional preparation time.

Section 3. Special Education Compensation for Paperwork: Special Education teachers and Speech Language Clinicians will be compensated at the curriculum writing rate for up to 4 hours per trimester, for a total of 12 hours per school year to complete paperwork outside of the duty day for the purpose of due process. Nothing in this

Subd. 1. Any teacher who becomes pregnant shall have the right to continue in regular employment and utilize accrued sick leave, long-term disability and all other rights afforded under this Contract for disability due to pregnancy, delivery and recovery. The District may require medical verification of disability under this section.

Subd. 2. Any teacher shall have the right to receive a child care leave of absence up to twelve (12) months without pay for the purpose of maternity, adoption, care of a pre-school child or combination thereof. This leave may also be taken following the utilization of the disability provisions provided in Subd. 1 above.

Subd. 3. The teacher shall submit a written request for child care leave, indicating the beginning date and approximate ending date, to the Superintendent not less than thirty (30) days prior to the intended commencement of such leave except in an emergency. The Superintendent shall consult with the teacher regarding the ending date of the leave and may make moderate adjustments in the ending date so as to coincide with natural breaks in the school year. When the ending date falls during the school year, the teacher shall have the right to extend the leave to the end of that school year.

Subd. 4. An extension to the child care leave of absence of twelve (12) months or less may be granted by mutual agreement between the teacher and the school district.

Subd. 5. If the teacher complies with all provisions of this section and a child care leave is granted by the school district, it shall notify the teacher in writing of its action.

Subd. 6. A teacher returning from child care leave shall be re-employed in a position for which qualified commensurate with a position occupied prior to the leave, subject to the following conditions:

1. That the position has not been abolished.
2. That the return occurs on the date designated on the request for leave approved by the ~~school board~~ District unless a different date for return is mutually agreed upon by the parties.

Subd. 7. A teacher who returns from child care leave within the provisions of this section shall retain all previous experience credit and any unused leave time accumulated prior to the commencement of the child care leave. The teacher shall not accrue experience credit for salary schedule advancement or leave time during the period of absence for child care leave.

Subd. 8. Substituting is permitted while on child care leave.

Subd. 9. The teacher may continue any desired insurance program, subject to the approval by the carrier, at the teacher's own expense as a member of the group, at the teacher's option, while on leave. The school district's contribution toward the annual insurance premiums for the teacher shall be based on a proration of actual days worked over one hundred eighty-four (184) days.

Section 3. Bereavement Leave: Up to three (3) days absence with pay will be allowed for death in the immediate family or those considered family (as determined by the superintendent). This allowance may be extended at the discretion of the superintendent in unusual circumstances and shall be deducted from sick leave. Days are per year and not cumulative.

Section 4. Enrichment Leave:

Subd. 1. Leave of absence, for a maximum of two (2) years, may be granted for advance study, exchange teaching or such other related reasons as may warrant such leave.

Subd 2. All such leaves of absence shall be without pay and all fringe benefits. A teacher who returns from enrichment leave shall be re-employed in a position for which qualified commensurate with a position occupied prior to the leave subject to the following conditions:

1. That the position has not been abolished.
2. That the return occurs on the date designated on the request for leave approved by the ~~school board~~ District unless a different date for return is mutually agreed upon by the parties.

The teacher returning from enrichment leave within the provisions of this section shall retain all previous experience credit and any unused leave time accumulated prior to the commencement of the enrichment leave. The teacher shall not accrue experience credit for the probationary period or for salary schedule advancement or leave time during the period of absence for enrichment leave.

Subd. 3. Teachers shall have the option of retaining their health insurance coverage while on leave; however, premiums for such insurance shall be paid by the teacher.

Section 5. Educational Leaves: Absence with pay may be allowed by the superintendent for worthwhile educational trips involving school business. This may also allow for a delegate or an officer in a community service organization to attend a function which would be of value to the school system. Only the principal's approval will be required for one (1) day trips by classroom teachers. The superintendent's advance approval will be required for overnight and longer trips or community service attendance.

Section 6. Professional Leaves: Teachers desiring to attend workshops, seminars, conferences, conventions, and other professional improvement opportunities shall

forward such requests including all pertinent details to the principal subject to approval by the superintendent. If acceptable, the school district will pay such reasonable expenses to include registration fees, meals, lodging, and transportation incurred by teachers.

Section 7. Association Leave: At the beginning of every school year, the Association shall be granted five (5) Association leave days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. Leave requests shall be presented in writing to the superintendent at least three (3) days in advance and shall state the purpose for the leave. All leaves shall be granted at the discretion of the superintendent and be subject to adequate replacement in the classroom. Leaves that are granted shall be at no cost to the district.

Section 8. Personal Leaves:

Subd. 1. The first and second day of personal leave taken by any teacher shall be without pay deduction.

Subd. 2. A third day of personal leave may be taken by reimbursing the school district for the cost of a casual substitute.

Subd. 3. If a teacher employed 184 days during the previous school year, and if the teacher used five (5) or less sick leave days during such year, then a fourth day of personal leave may be taken by reimbursing the school district for the cost of a casual substitute. **One of the personal leave days from Subd. 1 above may be carried over to the next school year if not used.**

Subd. 4. Additional days of personal leave may be granted at the discretion of the Superintendent. 1/184 of the individual teacher's salary shall be deducted for any such days granted by the Superintendent.

Subd. 5. Additional requirements:

- a. Requests for personal leave must be made **electronically** ~~in writing to the Superintendent~~ at least three (3) days in advance, except in the event of an emergency.
- b. No more than four (4) teachers from the high school and three (3) teachers from the other buildings may be on personal leave on the same day. Personal leave will be granted on a first come-first served basis.

ARTICLE XIII

UNREQUESTED LEAVE OF ABSENCE AND SENIORITY POLICY

Section 1. Unrequested Leave: Unrequested leaves shall be administered pursuant to Minn. Stat. § 122A.40, Subd. 11, except as modified herein.

Section 2. Seniority: The seniority status of part-time teachers shall be listed on a separate seniority list. Part-time teachers shall not be able to displace full-time teachers or claim vacant full-time positions. Provided, however, that a part-time teacher who formerly taught full-time in the Princeton School District shall be able to displace a junior full-time teacher. Probationary teachers and teachers working less than fourteen (14) hours per week shall not have the protection of this unrequested leave Article.

Section 3. Ties in Seniority: Ties in seniority will be broken in the following order:

- 1) Teacher(s) on a lower lane of the salary schedule shall be placed on unrequested leave first. A lower lane of the salary schedule indicates lesser formal academic preparation. Lane placement for this purpose is to be determined as of March 1, 1982, or when the first seniority list is posted reflecting the teacher(s) continuing contract status.
- 2) If still tied, the teacher with the higher state teacher **licensing** number will be placed on unrequested leave.

Section 4. Eligibility for Benefit Plans: Any teacher placed on unrequested leave of absence shall remain eligible for all employee benefit plans, subject to the approval of the insurance carrier, but must pay the entire premium during the period of such leave.

Section 5. Vacancies: When placed on unrequested leave, a teacher shall file the teacher's name and address with the school district personnel office to which any notice of reinstatement or availability of position should be mailed. Notice of any applicable vacancies shall be sent to all qualified teachers by registered mail and it shall be the responsibility of each teacher to respond within a fifteen (15) calendar day period if the teacher wishes to accept the position. The senior qualified teacher indicating willingness to accept the position shall be offered a contract. Failure of a notice to reach a teacher on unrequested leave shall not be the responsibility of the school district if the notice has been mailed as provided herein.

Failure to reply in writing within such fifteen (15) calendar day period shall constitute waiver on the part of any teacher to any further rights of employment or reinstatement, and shall forfeit any future reinstatement or employment rights. The ~~school board~~ **District** shall also be free to fill any position on an emergency basis pending completion of the reinstatement procedure.

In order to be eligible for recall in the following school year, a teacher on unrequested leave shall notify the school district in writing prior to February 1st of each year of the teacher's willingness to accept recall to a position for which such teacher is licensed.

Section 6. Establishment of a Seniority List:

Subd. 1. On or before November 15th of each year, the school district shall cause a seniority list (by name, amount of seniority, licensure, salary lane placement, and salary step placement) to be prepared from its records. It shall thereupon post such list in an official place in each school building of the district.

Subd. 2. Any person whose name appears on such list and who may disagree with the findings of the school district and the order of seniority in said list shall have twenty (20) working days from the date of posting to supply written documentation, proof and request for seniority change to the school district.

Subd. 3. Within twenty (20) working days thereafter, the school district shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make appropriate changes. A final seniority list shall thereupon be prepared by the school district. Any teacher may challenge the final seniority list so prepared by filing a grievance. In the absence of a grievance filed within twenty (20) working days from the date of posting of the amended list, the posted seniority list will be conclusively deemed to be correct. Each year thereafter the school district shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, new employees, or lane changes. Such yearly revised list shall govern the application of the unrequested leave of absence policy until thereafter revised.

Section 7. Assignment: The school district retains the right to assign teachers to positions for which they are licensed. The school district shall not be required to transfer a more senior teacher to a different assignment in order to accommodate the seniority claim of a teacher proposed for unrequested leave of absence, or the possible claim of a teacher to recall from unrequested leave of absence.

ARTICLE XIV

SERVICES

Section 1. Basic Services: Said teacher shall faithfully perform the teaching and nonteaching services prescribed by the ~~school-board~~ District or its designated representative, abide by the rules and regulations as established by the ~~school-board~~ District for the said school year and any additions or amendments thereto made necessary by emergency conditions for the annual salary indicated in the Appendix, and agrees to teach in the schools of said district as assigned in such grades or subjects for which the teacher has the necessary licensure. The basic teacher's day, inclusive of lunch, shall be eight (8) hours. On work days immediately prior to a nonduty day, teachers may leave the building after the students have departed.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the school district. The specific hours for each building will be designated by the superintendent.

Section 3. Assignments: ~~The school board~~ District, or its designated representative, may assign the teacher to extracurricular assignments subject to teacher approval and subject to established compensation for such services which exceed the teaching or nonteaching services prescribed in Section 1. Said extracurricular assignments shall, insofar as possible, be described in Appendix B of this contract, together with a recitation of the compensation, if any, to be paid for said assignment during the term of this contract. ~~The school board~~ District, or its designated representative, with teacher approval, except on a temporary basis in the case of an emergency, may make any additions or amendments to these assignments during the term of the school year as shall be necessary to relieve emergency conditions. Said extracurricular assignment shall not become a part of the teacher's continuing contract rights, unless expressly set forth in Appendix B.

ARTICLE XV

ISSUANCE OF INDIVIDUAL CONTRACTS

The ~~school board~~ District will issue individual letters of assignment to returning teachers within thirty (30) days after the adoption of the master contract, and the terms and conditions of these letters of assignment will be consistent with the terms and conditions of the master contract. Teachers shall receive individual contracts upon initial employment and upon a change in level of FTE.

ARTICLE XVI

EARLY CHILDHOOD FAMILY EDUCATION TEACHERS

Section 1. Statutory Considerations: Pursuant to Minn. Stat. § 125.032, an Early Childhood Family Education (ECFE) teacher who teaches in an early childhood and family education program, which is offered through a community education program which qualifies for community education aid or ECFE aid, must meet licensure requirements as a teacher. However, Minn. Stat. § 125.03 specifically provides that such licensure shall not be construed to bring such an ECFE teacher within the definition of a teacher for purposes of Minn. Stat. § 122A.40, Subd. 1.

Section 2. Probationary Period: The probationary period of ECFE teachers shall be three school years of continuous service. During the probationary period the school district shall have the unqualified right to discharge an employee, and the employee shall have no recourse to the grievance procedure. Upon completion of the probationary period, an employee may be suspended or discharged only for just cause and such employee shall have access to the grievance procedure.

Section 3. Layoff and Recall: ECFE teachers shall have seniority only as an ECFE teacher and shall have a separate seniority list consisting only of ECFE teachers. An ECFE teacher shall not have any rights to any other teaching position in the School District. ECFE teachers shall be laid off and recalled within order of seniority with other ECFE teachers.

Section 4. ECFE teachers: shall be compensated at the rate as provided in Appendix D. However, those ECFE teachers employed as of March 1, 1998 shall be compensated pursuant to the regular teacher salary schedule.

ARTICLE XVII

GRIEVANCE PROCEDURE

Section 1. Definitions and Time Limit: A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication as to the interpretation or application of terms and conditions of employment, insofar as such matters are contained in this Agreement may be processed as a grievance as hereinafter provided. In the event that a teacher believes there is a basis for a grievance, the problem would first have to be processed through the executive and the grievance committee of the Association. These two committees must make every effort to interpret, clarify, and to resolve the problem with the teacher or teachers. If the problem cannot be resolved in the above committees, it may then be handled as a grievance and must be filed within twenty (20) working days of the claimed violation, misinterpretation or misapplication of the contract. The first day of the above twenty-day period is the day after the claimed violation occurred.

Section 2. Informal Discussion: In the event of a grievance, the grievant shall first discuss the alleged grievance with his/her building principal either personally or accompanied by the Association representative(s).

Section 3. Formal Procedures:

Subd. 1. Written Grievance Level One – Principal:

- a. If, as a result of the informal discussion with the building principal, a grievance still exists, he/she may invoke the formal grievance procedure through the Association on the form set forth in annexed Appendix F, signed by the grievant and a representative of the Association, which form shall be available for the Association representative in each building. A copy of the grievance form shall be delivered to the principal. If the grievance involves more than one school building, it may be filed with the superintendent or a representative designated by him/her.

- b. Within ten (10) working days of receipt of the grievance, the principal shall meet with the Association in an effort to resolve the grievance. The principal shall indicate his or her disposition of the grievance, in writing, within five (5) working days of such meeting, and shall furnish a copy thereof to the Association.

Subd. 2. Level Two:

- a. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting (or fifteen (15) calendar days from the date of filing, whichever shall be later), the grievance shall be transmitted to the superintendent.
- b. Within seven (7) working days, the superintendent or his/her designee shall meet with the Association on the grievance and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Association.

Subd. 3. Level Three: If the Association is not satisfied with the disposition of the grievance by the superintendent or his/her designee, or if no disposition has been made within five (5) working days of such meeting (or twelve (12) working days from the date of filing with the superintendent, whichever shall be later), the grievance shall be transmitted to the school board by filing a written copy thereof with the secretary or other designee of the board. The board, no later than its next regular meeting or two (2) calendar weeks, whichever shall be later, shall meet with the Association on the grievance. Disposition of the grievance in writing by the board shall be made no later than ten (10) working days thereafter. A copy of such disposition shall be furnished to the Association.

Section 4. Arbitration Level:

Subd. 1. Written Appeal: If the Association is not satisfied with the disposition of the grievance by the board, or if no disposition has been made within the period above provided, the Association may appeal the matter to arbitration by notifying the Superintendent within ten (10) days of its intention. The arbitrator shall be selected through the procedures promulgated by the Bureau of Mediation Services. The arbitrator shall have no power to alter, add to or subtract from the terms of this contract.

Subd. 2. Fees and Expenses: The fees and expenses of the arbitrator shall be shared equally by the parties.

Section 5. Time Limits: The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may

result in hardship to any party, the board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

Section 6. Expired Contract: If the contract should expire, any claim or grievance arising under the old contract shall be processed through the grievance procedure until resolution.

Section 7. No Reprisal: No reprisals of any kind will be taken by the board or the school administration against any teacher because of his/her participation in this grievance procedure. No record of this grievance procedure shall be placed or recorded in the personnel files of the teacher involved.

Section 8. Board Review: The school board has the right to review the decisions of the administration and reverse or modify the decisions.

ARTICLE XVIII

PUBLICATION OF CONTRACT

Copies of this contract titled, "Master Contract between the Princeton Education Association," shall be ~~printed at the expense of the school district~~ available online within thirty (30) days after the contract is signed by both parties and shall be given to all ~~teachers now employed or hereafter employed.~~

ARTICLE XIX

CONFORMITY TO LAW

If any provision of this contract or any application of the contract to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XX

DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2011 2013 through June 30, 2013 2015 and thereafter pursuant to P.E.L.R.A.

Section 2. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 3. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

PRINCETON PUBLIC SCHOOLS

APPENDIX A

SALARY SCHEDULE ~~2011—2012~~ 2013-2014

***PLACEMENT ON STEPS 19, 20 AND 21 IS BASED ON YEARS OF ACTUAL SERVICE TO INDEPENDENT SCHOOL DISTRICT NO. 477.**

2011- 2012 2013- 2014	BA	BA+10	BA+20	BA+30	BA+40	BA+50	BA+60	MA+30
STEP					MA	MA+10	MA+20	
1	34541	35708	36915	38171	39783	40360	40965	41502
2	35418	36770	38126	39543	41383	42045	42707	43302
3	36295	37831	39337	40915	42984	43731	44449	45102
4	37172	38893	40548	42287	44583	45416	46192	46901
5	38048	39955	41759	43660	46183	47102	47935	48700
6	38926	41017	42969	45032	47784	48787	49677	50501
7	40553	42081	44180	46404	49385	50472	51421	52301
8	40553	43143	45393	47776	50985	52159	53162	54099
9	40553	44215	46614	49156	52594	53853	54912	55907
10	41161	45277	47824	50528	54195	55538	56654	57706
11	41161	46337	49027	51884	55772	57197	58370	59476
12	41161	47831	50217	53227	57337	58845	60075	61236
13	41161	47831	50217	53227	57337	58845	60075	61236
14	41161	47831	50217	53227	57337	58845	60075	61236
15	41161	47831	50217	53227	57337	58845	60075	61236
16	41161	47831	50217	53227	57337	58845	60075	61236
17	41161	47831	50217	53227	57337	58845	60075	61236
18	41161	47831	50217	53227	57337	58845	60075	61236
19	43762	48427	51406	54572	58902	60495	61779	62996
20	43762	49489	52618	55944	60503	62180	63521	64794
21	43762	52248	55647	59422	64085	65362	66571	67724

PRINCETON PUBLIC SCHOOLS
APPENDIX A
SALARY SCHEDULE 2012-2013 2014-2015

*PLACEMENT ON STEPS 15, 20 AND 21 IS BASED ON YEARS OF ACTUAL SERVICE TO INDEPENDENT SCHOOL DISTRICT NO. 477.

2012-2013 2014-2015	BA	BA+10	BA+20	BA+30	BA+40	BA+50	BA+60	MA+30
STEP					MA	MA+10	MA+20	
1	36295	37831	39337	40915	42984	43731	44449	45102
2	37095	38881	40537	42265	44584	45381	46149	46852
3	37895	39831	41737	43615	46184	47031	47849	48602
4	38695	40831	42937	44965	47784	48681	49549	50352
5	39495	41831	44137	46315	49384	50331	51249	52102
6	40295	42831	45337	47665	50984	51981	52949	53852
7	41095	43831	46537	49015	52584	53631	54649	55602
8	41095	44831	47737	50365	54184	55281	56349	57352
9	41095	45831	48937	51715	55784	56931	58049	59102
10	41895	46831	50137	53065	57384	58581	59749	60852
11	41895	47831	51337	54415	58984	60231	61449	62602
12	41895	48831	52537	55765	60584	61881	63149	64352
13	41164	47831	50217	53227	57337	58845	60075	61236
14	41164	47831	50217	53227	57337	58845	60075	61236
15	42895	49831	53537	56765	61584	62881	64149	65352
16	41164	47831	50217	53227	57337	58845	60075	61236
17	41164	47831	50217	53227	57337	58845	60075	61236
18	41164	47831	50217	53227	57337	58845	60075	61236
19	44095	51031	54737	57965	62784	64081	65349	66552
20	43762	49489	52618	55944	60503	62180	63521	64794
21	45895	52831	56537	59765	64584	65881	67149	68352

Year One (Step 21 teachers get a minimum increase of \$1,350)

Year Two (All teachers get a minimum increase of \$1,350)

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>2013-14</u> <u>Additional increase to get to \$1350</u>	<u>2014-15</u> <u>Additional increase to get to \$1350</u>
<u>Baxter</u>	<u>James</u>	-	<u>807.65</u>
<u>Levno</u>	<u>Desirae</u>	-	<u>807.65</u>
<u>Long</u>	<u>Samantha</u>	-	<u>807.65</u>
<u>Paddock</u>	<u>David</u>	-	<u>807.65</u>
<u>Storbakken</u>	<u>Kristy</u>	-	<u>403.83</u>
<u>Kettelhodt</u>	<u>Patty</u>	-	<u>807.65</u>
<u>Ruzek</u>	<u>Janna</u>	-	<u>807.65</u>
<u>Ruzek</u>	<u>Chad</u>	-	<u>807.65</u>
<u>Storbakken</u>	<u>Leif</u>	-	<u>616.16</u>
<u>Tschumper</u>	<u>Thomas</u>	-	<u>616.16</u>
<u>Olson</u>	<u>JoEllen</u>	-	<u>616.16</u>
<u>Bahe</u>	<u>Mary</u>	-	<u>851.17</u>
<u>Brovold</u>	<u>Cynthia</u>	-	<u>830.94</u>
<u>Scheffel</u>	<u>Shelley</u>	-	<u>830.94</u>
<u>Farmer</u>	<u>Joan</u>	-	<u>722.10</u>
<u>Ostroot</u>	<u>Thomas</u>	-	<u>722.10</u>
<u>Hoffer</u>	<u>Alice</u>	<u>663.00</u>	<u>460.00</u>

<u>Siewert</u>	<u>Ellen</u>	<u>663.00</u>	<u>460.00</u>
<u>Rademacher</u>	<u>Joan</u>	<u>616.40</u>	<u>1,006.60</u>
<u>Busch</u>	<u>Amy</u>	<u>558.83</u>	<u>851.17</u>
<u>Dorr</u>	<u>Kelly</u>	<u>558.83</u>	<u>851.17</u>
<u>Henke</u>	<u>Thomas</u>	<u>558.83</u>	<u>851.17</u>
<u>Kinney</u>	<u>Stephen</u>	<u>558.83</u>	<u>851.17</u>
<u>Lorentz</u>	<u>Terri</u>	<u>558.83</u>	<u>851.17</u>
<u>Maples</u>	<u>Elaine</u>	<u>558.83</u>	<u>851.17</u>
<u>Moosbrugger</u>	<u>Karen</u>	<u>558.83</u>	<u>851.17</u>
<u>Nelson</u>	<u>Mark</u>	<u>558.83</u>	<u>851.17</u>
<u>Olson</u>	<u>Yvette</u>	<u>558.83</u>	<u>851.17</u>
<u>Seurer</u>	<u>Claudia</u>	<u>558.83</u>	<u>851.17</u>
<u>Torkelson</u>	<u>Eric</u>	<u>558.83</u>	<u>851.17</u>
<u>Arens</u>	<u>Patrick</u>	<u>543.06</u>	<u>830.94</u>
<u>Dettmer</u>	<u>Lee</u>	<u>543.06</u>	<u>830.94</u>
<u>Janssen</u>	<u>Barbara</u>	<u>543.06</u>	<u>830.94</u>
<u>Lindell</u>	<u>Michelle</u>	<u>543.06</u>	<u>830.94</u>
<u>Miron</u>	<u>Margaret</u>	<u>543.06</u>	<u>830.94</u>
<u>Vanhooser</u>	<u>Susan</u>	<u>543.06</u>	<u>830.94</u>
<u>Arens</u>	<u>Shannon</u>	<u>528.14</u>	<u>771.86</u>
<u>Meidl</u>	<u>Marianne</u>	<u>528.14</u>	<u>771.86</u>
<u>Zytkovicz</u>	<u>Josephine</u>	<u>528.14</u>	<u>771.86</u>
<u>Bullivant</u>	<u>JoAnn</u>	<u>513.90</u>	<u>722.10</u>
<u>Fillafer</u>	<u>Carol</u>		

		<u>513.90</u>	<u>722.10</u>
<u>Huberty</u>	<u>Sandra</u>	<u>513.90</u>	<u>722.10</u>
<u>Jorgenson</u>	<u>Ann</u>	<u>513.90</u>	<u>722.10</u>
<u>Ward</u>	<u>Mary</u>	<u>513.90</u>	<u>722.10</u>
		<u>15,501.76</u>	<u>34,064.35</u>

PRINCETON PUBLIC SCHOOLS
APPENDIX B

2013-2014		EXTRACURRICULAR SCHEDULE								
CLASS	A	B	C	D	E	F	G	H	I	J
1	4145	3454	3109	2763	2418	2072	1727	1382	1036	691
2	4250	3542	3188	2833	2479	2125	1771	1417	1063	708
3	4355	3630	3267	2904	2541	2178	1815	1452	1089	726
4	4461	3717	3345	2974	2602	2230	1859	1487	1115	743
5	4566	3805	3424	3044	2663	2283	1902	1522	1141	761
6	4671	3893	3503	3114	2725	2336	1946	1557	1168	779
7	4866	4055	3650	3244	2839	2433	2028	1622	1217	811
8	4866	4055	3650	3244	2839	2433	2028	1622	1217	811
19	5251	4376	3939	3501	3063	2626	2188	1750	1313	875

2014-2015		EXTRACURRICULAR SCHEDULE								
CLASS	A	B	C	D	E	F	G	H	I	J
1	4355	3630	3267	2904	2541	2178	1815	1452	1089	726
2	4451	3710	3339	2968	2597	2226	1855	1484	1113	742
3	4547	3790	3411	3032	2653	2274	1895	1516	1137	758
4	4643	3870	3483	3096	2709	2322	1935	1548	1161	774
5	4739	3950	3555	3160	2765	2370	1975	1580	1185	790
6	4835	4030	3627	3224	2821	2418	2015	1612	1209	806
7	4931	4110	3699	3288	2877	2466	2055	1644	1233	822
8	4931	4110	3699	3288	2877	2466	2055	1644	1233	822
19	5291	4410	3969	3528	3087	2646	2205	1764	1323	882

ATHLETICS: Elementary (I)
BASEBALL: HEAD (B), Assistant (D),
 9th Grade (E), 7th & 8th Grade (H)
BAND: HS (C), MS (I)
BASKETBALL: HEAD (A), Assistant (C),
 9th Grade (D), 7th and 8th Grade (G)
CHEMICAL HYGIENE OFFICER: (J)
CHEERLEADING: HS (G), Assistant (I)
CLUB ADVISOR: HS (J), MS (J)
CONTINUING ED COMMITTEE: (J)
CROSS COUNTRY: HEAD(C), Asst(E), MS(G)
DANCELINE: HS (G)
DEBATE: HS (H)
ELEMENTARY SCHOOL PATROL: (I)
FFA ADVISOR: (J)
FOOTBALL: HEAD (A), Assistant (C),
 9th Grade (D), 7th and 8th Grade (G)
FULL-LENGTH PLAY:
 HS (G)
 Assistant (J)
GOLF: HEAD (C), Asst (E), MS (H)
GYMNASTICS: HEAD (B), Assistant (D),
 7th and 8th Grade (H)
HOCKEY: HEAD (A), Assistant (C)
INTRAMURALS: HS (H), MS (\$23/session)
JAZZ BAND <SIZZLN' JAZZ> <HOT JAZZ>
 Grades 5-6: (I)
KNOWLEDGE BOWL: HS (G), MS (J)
LINK CREW: (J)
MATH LEAGUE: HS (J), MS (J), Elem (J)
MOCK TRIAL: (J)

MUSICAL: Artistic Director (C)
Choreographer (J)
Assistant(s) (G)
MUSICAL: MS (J)
NATIONAL HONOR SOCIETY: (J)
NEWSPAPER: HS (C); MS (J), Elem (J)
ODYSSEY OF THE MIND: HS(I) MS(I) Elem(I)
ONE-ACT PLAY: HS (I), MS (J)
PROM: HS (J)
SADD: (J)
SOCCER: HEAD (C), Assistant (E), MS (G)
SOFTBALL: HEAD (B), Assistant (D),
 9th Grade (E), 7th and 8th Grade (H)
SPEECH: HS (C), Assistant HS (E)
 9th Grade (F), MS (H)
STRENGTH COACH: HEAD (C) per season
STUDENT COUNCIL: HS (G), MS (H), Elem (J)
SWIMMING: HEAD (B), Assistant (D),
 Synchronized (H)
TENNIS: HEAD (C), Assistant (E)
TRACK: HEAD (B), Assistant (D),
 7th and 8th Grade (H)
VOCAL MUSIC: <TREBLE CHOIR>
<SENSATIONS> HS (D), MS (I), Elem (J)
VOLLEYBALL: HEAD (B), Asst (D) 9th Grade (E)
 7th & 8th Grade (H)
WEB: MS (J)
WINTER COLOR GUARD: HS (J)
WINTER DRUM LINE: HS (J)
WRESTLING: HEAD (A), Asst (C), MS (G)
YEARBOOK: HS (B), Asst (J), MS (J), Elem (J)

PRINCETON PUBLIC SCHOOLS
APPENDIX C
EXTRA DUTY SCHEDULE ~~2011-2013~~ 2013-2015

2013-2015	
26.49	Ticket taking and other work assignments at athletic events not connected with extracurricular responsibilities. (Per event)
26.49	Ticket taking at musical and dramatic events. (Per event)
23.36	Unscheduled extra classes and/or supervision. (Per class)
42.08	School bus chaperone and supervisor. (Per trip)
	1/8 salary for teaching a class in lieu of a conference period in the Middle School and 1/5 salary for teaching a class in lieu of a conference period in the High School.
23.36	Curriculum writing (Per hour)
32.00	Summer School and Targeted Services (per hour) (2 hour class plus 15 minutes preparation) (3 or 4 hour class plus 30 minutes preparation) (Per hour)
\$936	Reimbursement for teachers with teaching assignments between buildings which cause loss of preparation time/lunchtime. (Per year)
\$511 600	National Board of Teaching Standards Certificate (per year) Payment will commence upon issuance of certificate and will be pro-rated if issued after July 1. Payment will cease upon expiration of certificate.
\$250	BLT/Core Members
\$600	CCC for Speech Language Clinicians (all documentation required for third party billing must be submitted)

	according to timelines established by the co-op and District)
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PRINCETON PUBLIC SCHOOLS
APPENDIX ~~D~~

EARLY CHILDHOOD SCHEDULE ~~2011 - 2013~~

Hired after March 1, 1998

Year of Service	2011-2013
1st	\$23.22 / hr
2nd	\$23.65 / hr
3rd	\$24.07 / hr
4th	\$24.51 / hr

PRINCETON PUBLIC SCHOOLS
GRIEVANCE REPORT FORM

Name: _____ **Building:** _____

Date Grievance Occurred: _____

Level: Principal (Circle one)
 Superintendent

Special Provisions of Agreement Allegedly Violated:
(Article, Section, Subdivision)

Statement of Facts:

Particular Relief Sought:

Date of Filing: _____

Signature of Grievant

Association Representative

cc: Superintendent
 Princeton Education Association - President

LETTER OF UNDERSTANDING

This Letter of Understanding is entered into between the **School District of Independent School District No. 477**, Princeton, Minnesota (hereinafter referred to as the school district) and **Princeton Education Association** (hereinafter referred to as the Association), as follows:

The School District's contribution for retirees under Section 5, Subdivision 1 shall not exceed the premium cost for the School District's \$200 CMM health insurance plan.

PRINCETON EDUCATION ASSOCIATION	INDEPENDENT SCHOOL DISTRICT NO. 477
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PEA Co- President

Chairperson

PEA Co- President

Clerk

