

Princeton Public Schools - ISD 477

Tuesday, May 5, 2015 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

1. **PROCEDURAL ITEMS**
2. Call to Order and Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
6. **APPROVE AGENDA**
7. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
8. **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.

 - a. Personnel 6
 - b. Gifts and Donations 7
 - c. Fundraising 9
 - d. Open Enrollment Agreements 11
 - e. Enrollment Update
9. **INFORMATION**
 - a. Construction Update
10. **ACTION**
 - a. 1st Readings of Policies - #208, 209, 210, 211, 212, 301, 302, 303, 306, 401, 402, 403, 404, 405, 406, 408 12

b. Approval of Capital Budget	66
c. Meridian Consulting Group	70
d. Princeton Youth Hockey Association Arena Lease	73
e. Budget Adjustments	76
f. Mission, Vision, Core Values	78
g. Personnel	79
11. ADDITIONS TO AGENDA	
12. ADJOURN	

Prior to the beginning of the board meeting, performances were given by some of the Princeton Middle School Band members and members of the Princeton Speech Team.

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 **21st of April, at 7:23 p.m.** in the District Office Board Room.

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

Members Absent: None

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Stacie Vos, Director of Teaching and Learning Julie Williams and Director of Technology Eric Simmons.

Student Council Representative: None

Citizen Comments: None

REPORTS

Board committee meeting(s) and School Events each Board member attended.

Howard Vaillancourt:	Policy Meeting, Activities Committee Meeting
Craig Johnson:	Activities Committee Meeting
Chad Young:	Oakland Board Meeting, Policy Meeting
Eric Minks:	Activities Meeting, Project Oversight Meeting
Jeremy Miller:	Wellness Committee meeting, Transportation Committee Meeting
Deb Ulm:	Policy Meeting, Project Oversight Meeting, Agenda Planning and Wellness Committee Meeting

Superintendent Report: Concert choir performed at Orchestra Hall. It is testing season! Superintendent Espe received an email from Sondra Erickson stating she is aggressively pursuing a plan to have the same type of facility funding in outlying areas as they have in the larger districts.

APPROVE AGENDA

Motion made by Craig Johnson and seconded by Chad Young to approve the agenda. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Howard Vaillancourt, and seconded by Craig Johnson, to approve the April 7th Regular Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Craig Johnson and seconded by Eric Mink, to approve the consent agenda items: Personnel, Open Enrollments, Gifts, Milk bid, and Enrollment Update. Motion passed unanimously

INFORMATION

Collaborative Strategic Planning Report

Erin Engness, Alex Murkve and Emily Rustmann presented on the collaborative strategic planning overview. The draft Vision, Mission and Core Values were reviewed.

Technology Report

Eric Simmons and Anthony VonBank provided the technology report. They discussed current learning tools happening in the classroom and talked about the March Madness competition that staff participated in during the month of March. There will also be technology classes available over the summer for staff to attend. There was also some additional discussion about technology needs and plans for the future.

Capital Budget

Information was provided on two different options for board review relating to the capital budget approval.

ACTION ITEMS

Second Readings of Policies: Motion was made by Craig Johnson and seconded by Eric Minks to waive the readings of the second policies. Upon Roll Call the following voted in favor: Craig Johnson, Chuck Nagle, Eric Minks. The following opposed: Jeremy Miller, Howard Vaillancourt, Chad Young, Deb Ulm. Motion failed 3:4. Motion made by Eric Minks and seconded by Craig Johnson to approve the second readings of policies as presented. Motion passed unanimously.

Recommendations for Breakfast and Lunch Prices: Motion was made by Eric Minks and seconded by Craig Johnson to accept the student lunch rates as provided. Motion passed unanimously.

Community Education Agreement: Motion was made by Eric Minks and seconded by Craig Johnson to approve the Community Education agreement as presented. Motion passed unanimously.

Board Approval of Budget Adjustment Amount: Motion was made by Craig Johnson and seconded by Eric Minks to accept option B of the budget adjustment amount. Upon Roll Call the following voted for: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller. The following voted against: Chuck Nagle. Motion passed 6:1.

South Elementary RFP Process and Decision: No interested parties in purchasing South Elementary. Motion made by Eric Minks and seconded by Howard Vaillancourt to decommission the building as stated in the packet provided. The motion was withdrawn and a new motion made by Eric Minks and seconded by Howard Vaillancourt to decommission the building, raze it, and demolish it. *Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks. The following voted against Jeremy Miller and Chuck Nagle. Motion passed 5:2.*

FUTURE BOARD MEETING(S) INFORMATION

ADDITIONS TO AGENDA –

ADJOURN - The meeting was adjourned at __9:12__p.m.

Recorder: Sonia Strickland

Chair Deb Ulm

Clerk Eric Minks

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

In compliance with school district Policy 706 (Acceptance of Gifts), this form must be completed for approval by the School Board before the district receives the gift or donation.

Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: Lisa Gross - 763-389-2298 (Title One-No)

Description of gift: BMX style Bike

Pre-Condition, Condition, or Limitation on use:

DAPE program donation

How this gift specifically relates to the program or school: Balance Bicycle Program

This gift meets all requirements of Policy 706

Accepted Not Accepted _____ Date: _____
Principal or Director Staff Name

Accepted Not Accepted Julia Espe Date: 4.30.15
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: N/A Program Name DAPE

Routing:
Principal or Director (thank you note attached) Copy to Building
Business Services

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board from booster clubs, commercial venues, individuals or other organizations.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

VI. GUIDELINES

- A. Acceptance of Gifts Form #706 must be complete and contain all necessary signatures prior to requesting board approval.
- B. Approval **MUST** be obtained from School Board prior to implementation or acceptance of gift.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References: Form 706

Adopted: September 25, 1984
Revised: May 14, 2002
Revised: September 14, 2004
Revised: October 27, 2009
Revised: May 14, 2013

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>9/18/15</u>		Projected profit: <u>?</u>	Amount earned: <u>?</u>
Group or organization proposing the fundraiser: <u>Tackle Cancer - (Ready Shaver club)</u>		Item(s) being sold: <u>- Donation</u>	
Company/organization supplying items to be sold: <u>- Koro II. - Ready Shaver - Tackle Cancer fund.</u>			
The money raised will be used for: <u>- Donate for Cancer</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.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>	<input 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"/>	<input 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: • 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"/>	<input type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions: <u>Roy Lanenberg</u>			
Date: <u>4/27/15</u>	Teacher/Sponsor Signature: <u>Roy Lanenberg</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>4/28/15</u>	Administrator Signature: <u>[Signature]</u>		
Date: <u>4/30/15</u>	Superintendent Signature: <u>Julia Espe</u>		
Date: _____	School Board Chair Signature: _____		

Open Enrolled Students (Out/In) as of May 5th, 2015					
In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
In	4/28/2015	Princeton	Elk River	Pre K	Preferred district

PRINCETON PUBLIC SCHOOLS

DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both

meetings prior to final school board action.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual **online**. ~~A hard copy is available at the district office and a copy shall be placed in the office of each school attendance center.~~ Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 214 Out-of-State Travel by School Board Members; 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; and 616

School District System Accountability.

- E. When there is no school board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References:

Adopted: March 11, 2003
Revised: October 27, 2009
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS**CODE OF ETHICS****I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.

3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a

school board member.

2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics
Attachment A School Board Member Code of Conduct

Adopted: May 13, 2003
Revised: September 14, 2010
Revised: December 21, 2010
Reviewed: May 5, 2015

ATTACHMENT A

SCHOOL BOARD MEMBER CODE OF CONDUCT

A. Purpose

The purpose of this document is to assist school board members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual school board members. It is the responsibility of the school board to make reasonable rules and regulations for the governance of school board member behavior and conduct. All rules and regulations regarding school board member conduct will be approved by the school board.

B. Policy

It is the policy of the school board to regulate the proper functions of a school board member. The effectiveness of the school board depends upon community respect and confidence in individual school board members. Conduct which detracts from this respect and confidence is detrimental to the public interest and is prohibited. It is the policy of the school board to investigate claims that an individual school board member has engaged in unbecoming conduct. Each school board member shall follow the code of conduct set forth in this document and policy #209.

C. Scope

This document applies to the conduct of all school board members. The following principles shall serve as guidelines for school board member conduct. A school board member shall:

1. Make the well-being of students the fundamental value of all decision-making and actions;

2. Conduct him or herself in accordance with all applicable laws, ordinances, and rules, and shall not knowingly exceed his or her authority in his or her official actions on behalf of the school board or school district.
3. Support the principle of due process and protect the civil and human rights of all individuals;
4. Observe the confidentiality of information available to him or her due to his or her status as a school board member, and shall not knowingly violate any legal restrictions regarding the release or dissemination of school district information, records, and/or data;
5. Not exhibit any conduct which discredits himself or herself, or the school board, or otherwise impairs his or her ability to perform school board duties or represent the school board in a manner consistent with the integrity and trustworthiness expected by the public;
6. Not make any disparaging remarks, in or out of school board meetings, about other members of the school board;
7. Not make any promises regarding votes on any proposition in advance of a meeting at which the proposition will be considered by the school board;
8. Refer all complaints to proper school district administration;
9. Treat all members of the public with courtesy and respect, and exercise reasonable courtesy when dealing with fellow school board members, school district administrators, and school district employees, agents, representatives, and volunteers; and
10. Not compromise the integrity of the school board by accepting, giving, or soliciting any gratuity which could be reasonably interpreted as capable of influencing official acts or judgments.

D. Enforcement

1. Allegations of violations of this document and/or policy #209 may be received from sources, which may be either internal or external. Whenever such an allegation is made, the school board shall:
 - a. Advise the school board member of the allegation, in writing, within a reasonable time period;
 1. If the allegation cannot be readily resolved, conduct an investigation into the allegation to determine whether any school board member has violated this policy;

2. All the individual school board member an opportunity to be heard by the school board in defense of the allegation, and to present any relevant information regarding the allegation; and
 3. Specify the expected conduct or modification of conduct to be required from the individual school board member.
- b. The determination of whether a violation has occurred is to be made by the school board.
 - c. The school board retains the right to remove a school board member for a violation of the Code of Ethics or Code of Conduct, subject to the relevant governing law, including Minnesota Statutes, Section 123B.09, subdivision 9, as amended.

PRINCETON PUBLIC SCHOOLS**CONFLICT OF INTEREST -
SCHOOL BOARD MEMBERS****I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is

elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the

price at which the goods or services could be obtained from other sources.

5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.)*
 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
 Minn. Stat. § 123B.195 (Board Member's Right to Employment)
 Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
 Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
 Minn. Stat. § 471.89 (Contract, When Void)
 Op. Atty. Gen. 437-A-4, March 15, 1935
 Op. Atty. Gen. 90-C-5, July 30, 1940
 Op. Atty. Gen. 90-A, August 14, 1957

Cross References: Princeton Policy 101 (Legal Status of the School Board)
 Princeton Policy 209 (Code of Ethics)
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: April 8, 2003
 Revised: May 25, 2010

Reviewed: November 23, 2010
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS**CRIMINAL OR CIVIL ACTION AGAINST
SCHOOL DISTRICT, SCHOOL BOARD MEMBER,
EMPLOYEE OR STUDENT****I. PURPOSE**

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical

injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

D. Service of Subpoenas

It is the policy of the school district that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employee

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations.

1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. §§121A.40 - 121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 123B.25(b) (actions against teachers)
 Minn. Stat. § 466.07, Subd. 1 (Indemnification)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

42 U.S.C. § 1983 (Civil Action for deprivating rights)
 Op. Atty. Gen. 169 (Minn, Mar. 7, 1963);
 Op. Atty. Gen. 169 (Minn, Nov. 3, 1943).
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983);
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975);

Cross References: MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
 MSBA Model Policy 406 (Public and Private Personnel Data)
 MSBA Model Policy 408 (Subpoena of a School District Employee)
 MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA Model Policy 506 (Student Discipline)
 MSBA Model Policy 515 (Protection and Privacy of Pupil Records)

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 8, 2003
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. Board candidates will be offered a general inservice before the election.
- B. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association.
- C. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- D. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops and will be placed on a future board agenda.
- E. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.
- F. The school board believes that the national leadership conference sponsored by NSBA is valuable, and the school district will provide funds for a school board member to attend the conference once during a member's elected term.

Legal References: Minn. Stat. §123B.09, Subd. 2 (School board member training)

Cross References: [MSBA/MASA Model Policy 412 \(Expense Reimbursement\)](#)

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 22, 2003
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district **and annual evaluation of each principal**, the school board also recognizes the direct responsibility of principals for educational results and effective **administration, supervisory, and instructional** leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. §123B.143 (Superintendent)
Minn. Stat. §123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 5, School Board-Staff Relationships

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 8, 2003
~~Revised: January 8, 2013~~
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- ~~B. C.~~ C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- ~~C. D.~~ D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. §123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA Model Policy 304 (Superintendent Contract, Duties and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
 MSBA/MASA Model Policy 412 (Expense Reimbursement)
 MSBA/MASA Model Policy 510 (School Activities)
 MSBA/MASA Model Policy 511 (Student Fundraising)
 MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
 MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
 MSBA/MASA Model Policy 605 (Alternative Programs)
 MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
 MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed
 Assets and a Fixed Asset Accounting System)
 MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
 MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
 MSBA/MASA Model Policy 905 (Advertising)
 MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
 MSBA/MASA Model Policy 907 (Rewards)
 MSBA Service Manual Chapter 5, School Board-Staff Relationships

Independent School District #477
 Princeton, Minnesota 55371

Adopted: April 8, 2003
~~Revised: January 8, 2013~~
 Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school board and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota ~~Department of Children, Families and Learning~~ Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. §123B.143 (Superintendent)

Minn. Rules, Chapter 3512

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 8, 2003
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS
ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity and shall not engage in conduct involving dishonesty, fraud or misrepresentation in the performance of professional duties.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Will implement and follow all school board policies.
6. Pursues appropriate measures to correct those laws, policies, and

regulations that are not consistent with sound educational goals.

7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the ~~e~~Code of ~~e~~Ethics for School aAdministrators in Minnesota ~~law~~ Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: Princeton Public Schools Policy 301 School District Administration
Princeton Public Schools Policy 302 Superintendent

Adopted: October 14, 2003
Revised: April 14, 2009
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS

EQUAL EMPLOYMENT OPPORTUNITY**I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ The policy of the school district's ~~policy~~ to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every school district employee to follow this policy.
- E. Any person having any questions regarding this policy should discuss it with the Human Resource ~~Coordinator~~– Director.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)
 29 U.S.C. § 2615 (Family and Medical Leave Act)
 38 U.S.C. § 4301 et seq. (Vietnam Era Veterans' Readjustment Assistance Act)
 38 U.S.C. § 4211 et. seq. (Veterans' Reemployment Rights Act)
 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: Princeton School District Policy 402 (Disability Nondiscrimination)
 Princeton School District Policy 405 (Veteran's Preference)
 Princeton School District Policy 413 (Harassment and Violence)

Adopted: May 11, 2004
Revised: August 10, 2010
Revised: May 5th, 2015

PRINCETON PUBLIC SCHOOLS

DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the **Human Resource Coordinator Director**. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: 29 U.S.C. 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
 42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
 29 C.F.R. Part 32
 34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Independent School District #477
Princeton, Minnesota 55371

Adopted: May 11, 2004
Revised: May 5th, 2015

PRINCETON PUBLIC SCHOOLS

**DISCIPLINE, SUSPENSION AND DISMISSAL
OF SCHOOL DISTRICT EMPLOYEES**

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules.

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance.

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;

12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.

4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; contracts; termination)
Minn. Stat. § 122A.41 (Teacher tenure)
Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 122A.44 (Contracting with teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; contracts for services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 et seq. (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

Independent School District #477
Princeton, Minnesota 55371

Adopted: October 28, 2003
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

VETERAN'S PREFERENCE

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran

and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points, including teaching positions, whenever possible. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: Princeton Policy 401 (Equal Employment Opportunity)

Adopted: May 13, 2003
Revised: November 23, 2010
Revised: January 14, 2014
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

EMPLOYEE PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the

suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- H. “Public official” means business manager, human resource director, and an individual defined as superintendent, principal, or director who is employed in a position requiring an administrative license.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;

12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
23. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that

release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on applicants for employment is public:
 - 1. veteran status;
 - 2. relevant test scores;
 - 3. rank on eligible list;
 - 4. job history;
 - 5. education and training; and
 - 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
 - 1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;

this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.

N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.

P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the

school district will comply with all privacy requirements.

- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Coordinator as the authority responsible for personnel data. If you have any questions, contact Kristine Voce at 763-389-6181.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: May 11, 2004
Revised: December 8, 2009
Revised: January 14, 2014
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

Adopted: May 13, 2003
Revised: August 26, 2008
Reviewed: May 5, 2015

CAPITAL, DEFERRED & ASSIGNED PLANNING FOR 2016		
OPTION 1		
2015 ESTIMATED FUND BALANCES		
CAPITAL		\$2,453,385.42
DEFERRED MAINTENANCE		\$56,236.68
TECHNOLOGY ASSIGNED		\$110,504.00
BUILDING IMPROVEMENT ASSIGNED		\$3,600,000.00
2016 ESTIMATED REVENUES		
DEFERRED MAINTENANCE		\$215,000.00
CAPITAL		\$550,000.00
TOTAL REVENUE		\$765,000.00
2016 SUMMARY OF REQUESTS		
DEFERRED MAINTENANCE		\$1,002,000.00
TECHNOLOGY-INCLUDES PHONE SYSTEM		\$1,124,500.00
ENHANCEMENT & EQUIPMENT		\$165,500.00
FFE		\$132,500.00
BUILDING & DEPARTMENT & EMERGENCY		\$170,000.00
TOTAL ESTIMATE OF REQUESTS		\$2,594,500.00
DEFERRED MAINTENANCE		
DISTRICT OFFICE & OTHER BUILDINGS	TUCK POINTING	\$65,000.00
DISTRICT OFFICE	ROOF	\$100,000.00
HIGH SCHOOL	FLOORING REPLACEMENT	\$20,000.00
NORTH ELEMENTARY	FLOORING REPLACEMENT	\$20,000.00
NORTH ELEMENTARY	REPLACE CAFETERIA CEILING TILE	\$7,000.00
TOTAL DEFERRED MAINTENANCE		\$212,000.00
CAPITAL RESERVE		
DISTRICT	PHONE SYSTEM	\$330,000.00
TECHNOLOGY	TECH PLAN	\$240,000.00

COPIERS/SECURITY		\$20,000.00
BUILDING CAPITAL	20,000/BUILDING OR DEPT	\$120,000.00
EMERGENCY	FOR EMERGENCY BREAKDOWNS	\$50,000.00
TOTAL CAPITAL		\$760,000.00
TECHNOLOGY ASSIGNED		
TECHNOLOGY	TECH PLAN	\$110,504.00
TOTAL ASSIGNED TECHNOLOGY		\$110,504.00
BUILDING IMPROVED ASSIGNED		
GRANT	EARLY CHILDHOOD GRANT	\$509,000.00
TOTAL ASSIGNED BUILDING IMPROVED		\$509,000.00

CAPITAL, DEFERRED & ASSIGNED PLANNING FOR 2016

Option 2

2015 ESTIMATED FUND BALANCES

CAPITAL	\$2,453,385.42
DEFERRED MAINTENANCE	\$56,236.68
TECHNOLOGY ASSIGNED	\$110,504.00
BUILDING IMPROVEMENT ASSIGNED	\$3,600,000.00

2016 ESTIMATED REVENUES

DEFERRED MAINTENANCE	\$215,000.00
CAPITAL	\$550,000.00
TOTAL REVENUE	\$765,000.00

2016 SUMMARY OF REQUESTS

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BUILDING & DEPARTMENT & EMERGENCY	\$170,000.00
TOTAL ESTIMATE OF REQUESTS	\$2,594,500.00

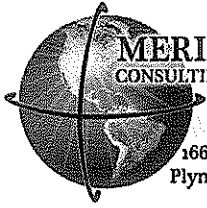
DEFERRED MAINTENANCE

DISTRICT OFFICE & OTHER BUILDINGS	TUCK POINTING	\$65,000.00
DISTRICT OFFICE	ROOF	\$100,000.00
HIGH SCHOOL	FLOORING REPLACEMENT	\$20,000.00
NORTH ELEMENTARY	FLOORING REPLACEMENT	\$20,000.00
NORTH ELEMENTARY	REPLACE CAFETERIA CEILING TILE	\$7,000.00
TOTAL DEFERRED MAINTENANCE		\$212,000.00

CAPITAL RESERVE

DEFERRED MAINTENANCE	CHIP SEAL AND REPAIR MS PARKING LOT	\$50,000.00
TRANSPORTATION	SHARED COST FOR CAMERAS	\$5,000.00
STUDENT FURNITURE DISTRICT WIDE	ALLOCATED BETWEEN NE, HS, EC & MS	\$100,000.00

TECHNOLOGY	TECH PLAN	\$275,000.00
COPIERS/SECURITY		\$20,000.00
ACTIVITIES-ADDITIONAL	WRESTLING MAT	\$10,000.00
BUILDING CAPITAL	20,000/BUILDING OR DEPT	\$120,000.00
EMERGENCY	FOR EMERGENCY BREAKDOWNS	\$50,000.00
TOTAL CAPITAL		\$630,000.00
TECHNOLOGY ASSIGNED		
TECHNOLOGY	TECH PLAN	\$110,504.00
TOTAL ASSIGNED TECHNOLOGY		\$110,504.00
BUILDING IMPROVED ASSIGNED		
GRANT	EARLY CHILDHOOD GRANT	\$509,000.00
TOTAL ASSIGNED BUILDING IMPROVED		\$509,000.00



MERIDIAN
CONSULTING GROUP

16620 61st Avenue North
Plymouth, MN 55446 • (612) 834-4406

April 20th, 2015

Michelle Czech
Director of Business Services
Princeton Public Schools
706 1st Street
Princeton, MN 55371

Dear Ms. Czech,

Thank you for the opportunity to present this contract for health and safety consulting services.

Scope of Work

Meridian Consulting Group, LLC (hereinafter “Meridian”) will perform health, safety, environmental, and facilities-related tasks as directed by Princeton Public Schools at the amount of 400 hours per year. The services will generally be performed one day-per-week, but may be allocated differently depending on the District’s varying needs during the contract period. The project will commence on July 1st, 2015, and will continue until June 30th, 2018.

Anticipated tasks include, but are not limited to:

- Regulatory compliance program creation, implementation, and management
- Recordkeeping
- Safety and facilities budget creation and management
- Asbestos six-month periodic inspections
- Employee training
- Inventories and assessments
- Safety committee management
- General safety program management and coordination
- Energy management and consultation
- Facilities planning and consultation
- Indoor air quality management and consultation
- Other activities as directed by the District

Tasks not included under this proposal include asbestos project management, sample analysis, database hosting, or subcontracted projects.

Services are anticipated to occur on the District's premises. Occasionally, Meridian staff may conduct work off-site in order to take advantage of resources not available on-site, or to perform work that arises on a day Meridian is not scheduled to be on-site.

Deliverables will be in the form of hard-copy and/or electronic documents, as specified by the District. All deliverables are the property of Princeton Public Schools.

Fees for Services

Fees will be charged on a time-and-materials basis at a rate of \$75 per hour. There will be no charge for travel time or mileage.

Terms

Meridian will invoice Princeton Public Schools once per month. Payment terms are net 30 after date of invoice.

Disclosure of Information

Meridian agrees to not disclose private information protected by law. Meridian places no restrictions on the sharing of work produced by Meridian during this project, as the nature of the work is such that it is routinely viewed and/or used by District staff and the public.

Insurance

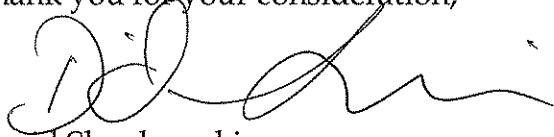
Meridian maintains, and agrees to maintain for the duration of the project, comprehensive business liability insurance in the amount of \$1,000,000 for each occurrence, and \$2,000,000 general aggregate.

Termination

Princeton Public Schools may terminate the agreement at any time and with no notification period.

Please let me know if you have any questions related to this contract. If you would like to proceed, you may sign and mail the document back to our office, or you may send via e-mail to david@meridianconsult.net.

Thank you for your consideration,



David Slomkowski
Managing Director

Signature Page

Project: Princeton Public Schools – Health and Safety Services 2015-2018.

The project will start on July 1st, 2015, and will continue through June 30th, 2018.

Fees: \$75 per hour, estimated at one day per week, or 400 hours of service per year at a cost of \$30,000.00. The District may add or subtract time from this estimate as desired. There will be no charge for travel time or mileage.

Terms: Net 30 from date of invoice.

Certification

To indicate your acceptance and understanding of the terms specified in this contract, please sign and date below.

Name and Title

Signature

Date

This signature page may be mailed to Meridian Consulting Group, LLC, 16620 61st Avenue North, Plymouth, MN 55446, or e-mailed to [david@meridianconsult.net](mailto: david@meridianconsult.net)

PRINCETON PUBLIC SCHOOLS

PRINCETON YOUTH HOCKEY ASSOCIATION ARENA LEASE

TERMS OF AGREEMENT

The Independent School District #477 ("District") hereby leases the arena and associated facility described below from the Princeton Youth Hockey Association ("PYHA") in accordance with the terms set forth below.

1. **Subject Property.** The arena and associated facility is located at 511 Ice Arena Drive, Princeton, MN 55371.
2. **Term.** The term of this lease shall be for a period of 3 years commencing on July 1, 2015 and terminating June 30, 2018.
3. **Financial Contribution of District.** Contributions of the District upon execution hereof shall be made in accordance with the following schedule:

A. July 1, 2015	\$30,500.00
B. January 1, 2016	\$30,500.00
C. July 1, 2016	\$33,000.00
D. January 1, 2017	\$33,000.00
E. July 1, 2017	\$35,000.00
F. January 1, 2018	\$35,000.00
4. **Cost of High School Games.** In addition to the contributions noted above, any and all revenue from the sale of tickets for High School games shall be the property of "PYHA". However, any additional section games will be billed at a rate of \$195 per hour if not covered by the section. Students participating in school activities will be allowed to attend events at no cost with proper student ID, except for section games.
5. **Use of Facility by District.** The use of the above-described facility shall be made available to the District annually during the "ice in" season and days that school is in session from 8 a.m. until 4:50 p.m. in one rink and 5:15 p.m. in one rink of the below-described activities utilizing the facility.
 - A. **District Hockey Program.** The District Hockey Program including the boys and girls Varsity and J.V. hockey season, as defined by the Minnesota State High School League (MSHSL), under the present game format. Additional ice time on Saturday's shall be arranged between PYHA and the Coaches/District Athletic Director, this ice shall be paid for separately by each team's booster club. The District Hockey Program is allowed 13 hours for girls, and 13 hours for boys from 5:00 p.m. until 6:00 p.m. on one rink not to exceed more than (2) times per week. This time shall be arranged between the arena management and the hockey coaches/activities director.
 - B. **District Intramural Program.** During school days between 9 a.m. and 3 p.m. the facility shall be available for either intramural hockey or recreational skating. Times and dates to be scheduled through PYHA.
 - C. **Physical Education Program.** The District may utilize the facility for purpose of physical education classes during school hours for skating related activities. Specific times and dates shall be scheduled through PYHA to avoid scheduling conflicts with other programs.

In addition to the hours stated above, the facility shall be available for the District Hockey Program for the purpose of playing regularly scheduled games according to the District Hockey Program schedule, with the

facility to be cleared for game preparation by 5:00 p.m. for JV/V and 7:00 p.m. for Varsity only games. In the event that two or more games scheduled in one week, the District Hockey Program should make an effort to schedule one game on a Saturday. The District shall, on or before May 1st of each year, provide a detailed schedule of the games for the upcoming season. All Varsity games shall be scheduled at 7:00 p.m. except when there are 2 game on the same day. Then one game will start at 7:00 p.m. and the other at 7:15 p.m. Any changes after October 1st need to be coordinated with PYHA. Additionally, any home game added after October 1st shall be subject to additional fees, to be paid by the District:

- \$100 dollar fee per PYHA practice that needs to be rescheduled
- \$300 dollar fee per PYHA game that needs to be re-scheduled

On school days when the District Hockey program participants are not using the facility, PYHA shall have the right to schedule existing youth hockey programs or other high school hockey programs. The revenue generated during this ice time will be solely that of PYHA.

- 6. Combined Use of Facility by the PYHA.** The parties understand that other use beyond the District use can and shall be made of the above described facility during the ice season for the implementation of existing youth hockey programs, other high school hockey programs, as well as programs which may be developed. The times and dates thereof shall be scheduled by PYHA.
- 7. Obligations of PYHA.** PYHA shall, during the term of this Agreement, provide the following:
 - A. The care and maintenance of the ice in said facility during each calendar year.
 - B. The necessary equipment for the care and maintenance of ice during the calendar year.
 - C. Custodial services for the entire building during the term of this Agreement, except JV/Varsity locker rooms.
 - D. Maintenance of the facility and equipment.
 - E. All utilities during the term of this Agreement.
 - F. Insurance on said facility as set forth below.
 - G. PYHA will provide two (2) adults for ticket sales and collection.
 - H. PYHA will provide one (1) adult to be a game scorekeeper and one (1) adult to be a time keeper, one of which will be an announcer. They will also supply two (2) net removers during periods when the ice is being resurfaced.
 - I. Certain events may require a police officer to attend for crowd control, this decision will be made by the District's Athletic Director at his/her discretion.
- 8. Concessions.** It is understood by the parties that the concession sales within said facility shall, during the term of this Agreement, be operated by PYHA, with all costs, disbursements and profits being the obligation of and belonging to PYHA.
- 9. Management of Facility.** The facility described herein shall be subject to the supervision of the PYHA, Day-to-day management, scheduling and control of the facility shall be vested in the PYHA. Any decision which would go beyond the terms of this Agreement shall however be made by the respective Board of Directors and School Board of the parties hereto. Should a dispute or controversy arise, the parties shall appoint one (1) arbitrator who shall arbitrate the matter in accordance with the Minnesota Bureau of Mediation Services, and the decision of the majority thereof be final.
- 10. Insurance – Association.** PYHA agrees that during the term of this Agreement, it will carry liability insurance and casualty insurance with an approved insurance company in such amounts as will cover the replacement value of the facility and related equipment. Such insurance policies shall carry the District as named co-insureds. The insurance shall not be cancelled without the consent of the District. Also the District will list PYHA as an additional insured under the general liability insurance beginning July 1st 2015. Upon failure to do so, any of the remaining parties shall be entitled during the term of this Agreement, to purchase such insurance for the benefit of the parties, and to deduct the cost of the premiums for same from the monies such party is to pay hereunder. Such insurance shall specifically include the coverage of the structures and the liquid refrigeration artificial ice

plant, it being the intention of the parties hereto that payment obligations hereunder shall be contingent upon the continuing availability of artificial ice.

11. **Damage or Destruction of Facility.** In case the above described facility is damaged or destroyed by any cause against which insurance coverage is carried as set forth herein, the proceeds of such insurance shall be used to repair, restore, or rebuild the facility for use under the terms of this Agreement throughout the remainder of the term hereof. The parties may agree to relocate the structure if they mutually agree to do so in event of total destruction under terms of insurance.

12. **Assignment.** It is mutually agreed that all the terms and conditions of this Agreement shall extend, apply to and bind the successors and assigns of the respective parties hereto as fully as the respective parties are themselves bound, but these provisions shall not authorize the assignment or subletting of this Agreement without the written consent of all of the parties hereto. This provision does not prohibit ice rentals to outside groups.

IN WITNESS WHEREOF, the undersigned have executed this consent on the dates indicated below.

PRINCETON YOUTH HOCKEY ASSOCIATION
A Non-Profit Minnesota Corporation

INDEPENDENT SCHOOL DISTRICT #477
706 First Street
Princeton, MN 55371

By: _____
PYHA President

By: _____
District Chairperson

Contract Date: _____

2015-2016 BUDGET ADJUSTMENT LIST

REVENUE IDEAS

INCREASE ACTIVITY FEES
 ADVERTISING IN THE SCHOOLS
 INCREASE PARKING PERMITS

EXPENDITURE REDUCTIONS IN UNASSIGNED

CLOSE 2 BUILDINGS IN THE SUMMER
 REDUCE OVERTIME
 RETIREMENT SAVINGS
 SOFTWARE SAVINGS
 SUPPLY SAVINGS
 PARA-PROFESSIONAL REDUCTIONS

LICENSED FTE STAFF CHANGES

HIGH SCHOOL	FTE REDUCTION	FTE INCREASE
AGRICULTURE	0.50	
ART		0.08
ENGLISH	0.08	
FACS	0.17	
INDUSTRIAL TECHNOLOGY	1.00	
PASS PROGRAM	0.25	
PHYSICAL EDUCATION	0.25	
MATH	0.25	
SOCIAL STUDIES	1.37	
WORLD LANGUAGE	0.47	
TOTAL	4.34	0.08
TOTAL REDUCTION	4.26	

MIDDLE SCHOOL	FTE REDUCTION	FTE INCREASE
MATH ENRICHMENT	1	

PHYSICAL EDUCATION	1		
MEDIA SPECIALIST	0.5		
TOTAL REDUCTION	2.5		
NORTH ELEMENTARY	FTE REDUCTION	FTE INCREASE	
MEDIA SPECIALIST	0.5		
TOTAL REDUCTION	0.5		
SOUTH ELEMENTARY	FTE REDUCTION	FTE INCREASE	
2ND GRADE	1		
TOTAL REDUCTION	1		
DISTRICT	FTE REDUCTION	FTE INCREASE	
STAFF DEVELOPMENT-SPECIAL ASSIGN	1		
GIFTED & TALENTED COORDINATOR	0.8		
TOTAL REDUCTION	1.8		

Princeton Public School District
April 2015
Draft

MISSION

Princeton Public School District is an innovative leader in instruction, developing in EVERY learner, the ability to succeed in an ever-changing world.

VISION

Princeton Public School's Vision is to equip every student to be career and college ready through personalized instruction, community partnerships, and collaboration.

CORE VALUES

Citizenship: An educated population is essential to a democratic society.

Collaborative Leadership: Working together interdependently, learning from each other, and taking responsibility for our individual and collective actions.

Connections: Engage in our shared purpose with our stakeholders: staff, students, families, community, organizations, and school board.

Excellence: A persistent and deliberate endeavor in continuous improvement.

Innovation: Intentional, courageous, continuous improvement through analysis and action.

Integrity: Always aligning our actions with our values and beliefs.

Learning: Continuous, meaningful, and challenging growth that results in student success.

Respect: Listen to, accept, and value each individual in the school district and community.

RESOLUTIONS FOR TERMINATIONS OF PROBATIONARY TEACHERS

1. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF JACKIE STRANDBERG, A PROBATIONARY TEACHER

WHEREAS, Jackie Strandberg is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Jackie Strandberg, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

2. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF AMANDA LaFERVE A PROBATIONARY TEACHER

WHEREAS, Amanda LeFerve is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Amanda LeFerve, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

3. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF FAITH CONNORS A PROBATIONARY TEACHER

WHEREAS, Faith Connors is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Faith Connors, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

4. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF RACHEL NELSON A PROBATIONARY TEACHER

WHEREAS, Rachel Nelson is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Rachel Nelson, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

5. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF KATIE JACOBSON A PROBATIONARY TEACHER

WHEREAS, Katie Jacobson is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Katie Jacobson, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

6. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF SANDY THOMPSON-SLINDE A PROBATIONARY TEACHER

WHEREAS, Sandy Thompson-Slinde is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Sandy Thompson-Slinde, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

7. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF JORDAN NEUBAUER A PROBATIONARY TEACHER

WHEREAS, Jordan Neubauer is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Jordan Neubauer, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

8. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF KATHY SYLVESTER A PROBATIONARY TEACHER

WHEREAS, Kathy Sylvester is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Kathy Sylvester, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

9. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF CALLY SIMANSKI A PROBATIONARY TEACHER

WHEREAS, Cally Simanski is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Cally Simanski, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.

10. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF BRAD GROSE A PROBATIONARY TEACHER

WHEREAS, Brad Grose is a probationary teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477 that pursuant to Minnesota Statutes 122A.40, Subd 5, that 1.0 FTE of the teaching contract of Brad Grose, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by law, and a copy of the notice be placed in said teacher's personnel file.



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477
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TO: Princeton School Board

FROM: Stacie Vos, Director of Human Resources

RE: Notice of Personnel Action

DATE: April 30, 2015

Effective for the 2015-2016 School Year:

High School Physical Education reduction of .25 FTE.
Sara Clemons from 1.00 to .75

High School Spanish reduction of .30 FTE.
Katie Poe from .80 to .50

High School German reduction of .17
Ellen Siewert from 1.0 to .83

High School Language Arts reduction of .25.
Lindsey Bednar from 1.0 to .75

Committed to Excellence!