

Princeton Public Schools - ISD 477
Tuesday, May 3, 2016 at 7:00 PM
Regular School Board Meeting
District Office Board Room

Our vision

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

our mission

Princeton will equip every student to be career and college ready through personalized instruction, community partnerships and collaboration.

1. PROCEDURAL ITEMS

- a. Presentation of Student Artwork-6:45 PM
- b. Call to Order and Pledge of Allegiance
- c. Roll Call
- d. Citizen Comments

2. REPORTS

- a. Board Members Committee Reports
- b. Student Council Report
- c. Superintendent Report

3. APPROVE AGENDA

4. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

5. 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 8
- b. Open Enrollment 9
- c. Gifts 10
- d. Grant - Fuel Up And Play 11
- e. Calendar 17

6. INFORMATIONAL ITEMS

a. Americorps Presentation	
b. Strategic Plan	18
c. Construction Report	20
7. ACTION	
a. Audio Systems/SMARTboard Building Project	23
b. Primary School Equipment Proposal	24
c. Personnel Contracts	36
d. Non Renewal of Personnel	37
e. Secretary Contract and Memo	41
f. Gifted and Talented Program	68
g. Transportation Contract	73
h. Bus Route Options	103
i. Budget Adjustment Recommendations	104
8. FUTURE MEETING(s) INFORMATION - School Board Scholar Banquet May 11, 2016 at 6 pm	
9. ADDITIONS TO AGENDA	
10. ADJOURN	

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **19th day of April, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: None

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

Student Council Representative: Absent

Citizen Comments: None

REPORTS

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

Howard Vaillancourt:	Policy Committee Meeting
Craig Johnson:	No Report
Chuck Nagle:	No Report
Deb Ulm:	Project Oversight Committee
Eric Minks:	Project Oversight Committee
Jeremy Miller:	Agenda Planning Meeting, Policy Committee Meeting
Chad Young:	Project Oversight Committee

Superintendent Report: Dr. Espe asked the board members to mark their calendars for the School Board Scholar Banquet on May 11th at 6 pm. It is the testing season. All Juniors at the High School took the ACT test on April 19th. The Robotics program that Brenda Baird supervises has been contacted by dosomething.org. They want to do a feature on them for a program called Science Sleuth.

APPROVE AGENDA

Motion made by Deb Ulm seconded by Craig Johnson to move the discussion regarding the ALC location to a closed meeting. Motion passed 6:1.

Motion made by Howard Vaillancourt, seconded by Chad Young to approve the agenda with the changes. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Howard Vaillancourt and seconded by Craig Johnson, to approve the April 5th 2016 Regular Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt and seconded by Craig Johnson to to approve the consent agenda as presented: Open Enrollment, Gifts, Construction Change Orders, Personnel, Bills, Wire Transfers, Treasurer's Report, Field Trips, and Enrollment Update. Motion passed unanimously.

INFORMATION

Princeton Online Academy Update - Julie Williams presented on the program which started in the Fall of 2015. The program is for kids in grades 3 through 12. There are 134 courses available. The Online Academy is planning to have 5 graduates this Spring.

Personnel Contracts - Stacie Vos presented information on the Director of Technology and the Director of Food Services contracts which expired in July 2015. There will be standard percentage increases on those contracts. There is also a request to provide longevity pay to one of the Lunchroom Monitors who has worked in the district for 17 years.

Gifted and Talented Program - The Gifted and Talented Program is one of the district initiatives. This year, development of the program was completed by teacher coordinators but next year the plan calls for a teacher with Gifted and Talented certification. This person would work with other teachers and do instruction with the goal being a Levels of Service Program.

Transportation Contract - Michelle Czech reviewed the specifications of the two year transportation contract.

Bus Route Options - Three bus route options were reviewed by Michelle Czech. The recommendation was to add two additional afternoon buses to shorten routes.

Refuge and Recycling-Request For Proposals - The district requested proposals for garbage disposal and recycling. There are three providers in the area and the district received two proposals, one from ACE Solid Waste and one from Jim's Disposal. Ace Solid Waste will remain the provider..

Budget Analysis - Michelle Czech reviewed parameters for the 2017 budget. Areas to consider which may affect budget setting would be the need for additional custodial help due to the increase in square footage of buildings and grounds, estimated revenues and expenditures, and some additional miscellaneous items.

ACTION ITEMS

Resolution Discontinuing and Reducing Educational Programs and Positions - This is a state statute that must be voted on every year. *A motion was made by Craig Johnson and seconded by Howard*

Vaillancourt to accept the resolution as presented. Upon roll call the following voted for: Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, Eric Minks, Deb Ulm, Jeremy Miller. Motion passed unanimously.

Memorandum of Agreement and Application for Early Retirement Incentive - This is the same memorandum that has been used in previous years. *A motion was made by Craig Johnson, seconded by Howard Vaillancourt to accept the Memorandum of Agreement and Application as presented. Upon roll call the following voted for: Craig Johnson, Chad Young, Chuck Nagle, Eric Minks, Deb Ulm, Howard Vaillancourt, Jeremy Miller. Motion passed unanimously.*

Paraprofessional Contract and Highlights - *A motion was made by Eric Minks and seconded by Craig Johnson to accept the paraprofessional contract as proposed. Upon roll call the following voted for: Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks. Motion passed unanimously.*

Director of Student Services and Secretary Positions - This has been in the program initiatives plan and budget. *A motion was made by Craig Johnson and seconded by Chad Young to accept the job descriptions and hiring of these positions. Upon roll call the following voted for: Chad Young, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson. Opposed: Chuck Nagle. Motion passed 6:1.*

Location for the Area Learning Center - *Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), motion was made by Howard Vaillancourt and seconded by Chad Young to move to a closed meeting to discuss real estate and the location for the Area Learning Center. Motion passed unanimously. The meeting went into a closed meeting at 8:31 pm. When the meeting reconvened, Jeremy Miller reported that no action would be taken at this time as a result of the closed meeting.*

Disposal Process - *A motion was made by Craig Johnson and seconded by Chad Young to authorize the Superintendent and Director of Business Services to dispose of obsolete furniture and equipment as written in the agenda. Upon roll call the following voted for: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks, Deb Ulm. Motion passed unanimously.*

ADDITIONS TO AGENDA

Future Meetings - School Board Scholar Banquet May 11th at 6 pm

ADJOURN - Deb Ulm made a motion to adjourn the meeting, Howard Vaillancourt seconded the motion. Meeting was adjourned at 8:49 p.m.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Sonia Strickland

Call to order

The closed meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **19th day of April, at 8:35 p.m.** in the District Office Board Room.

Closed meeting minutes: The two properties that were available are no longer up for consideration. The Board will continue looking for a suitable location and plan on utilizing existing space until that location is found.

Howard Vaillancourt made a motion to adjourn the closed meeting, seconded by Craig Johnson. Closed meeting was adjourned at 8.45 pm.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Sonia Strickland

05.03.16

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Baird, Brenda	Extra Duty	Continuing Ed Committee Member			07.01.15 to 06.30.16	\$600.00
Blood, Gina	Resignation	SPED Teacher-MS	PEA		09.01.16 to 06.30.17	
Dohrmann, Erin	Assignment Change	Director of Student Services	At Will		07.01.16 to 06.30.17	\$98,450.00
Dorr, Kelly	Extra Duty	MS Boys Tennis Coach		Shane Doyle	03.28.16 to 05.07.16	\$2,132.00
Farmer, Joan	Extra Duty	Continuing Ed Committee Member			07.01.15 to 06.30.16	\$600.00
Gorecki, Charles	New Hire	EBD Teacher	PEA	Tim Brannick	09.01.16 to 06.30.17	\$66,624.00
Kornell, Becky	Extra Duty	Continuing Ed Committee Member			07.01.15 to 06.30.16	\$600.00
Loch, Gary	New Hire	Academic & Social Advisor			05.02.16 to 06.30.16	\$3100 (stipend)
Maples, Elaine	Extra Duty	Continuing Ed Committee Member			07.01.15 to 06.30.16	\$600.00
Meyer, Eric	New Hire	Assistant Maintenance Engineer	Custodial	Aaron Kisch	04.18.16	\$18.89/hr
Miron, Margaret	Retirement	Business/Mktg Teacher-HS	PEA		06.30.16	
Moore, Julie	Extra Duty	Continuing Ed Committee Member			07.01.15 to 06.30.16	\$600.00
Oliverius, Hannah	Extra Duty	9th Grade Softball		Mike Rademacher	3.1.16 to 6.1.1.6	
Olson, JoEllen	Extra Duty	Continuing Ed Committee Member			07.01.15 to 06.30.16	\$600.00
Ruzek, Allison	LOA	Teacher-NE	PEA		04.22.16 to end of school year	
Schossow, JoAnn	LOA	Teacher-MS	PEA		04.22.16 to 06.22.16	
Solberg, Alyssa	Extra Duty	Asst. Track Coach		Ashley Magnussen	3.10.16 to 6.14.16	\$2,954.00
Zook, Matthew	Extra Duty	Asst. Track Coach		Cali Symansky	3.10.16 to 6.14.16	\$2,954.00

Open Enrolled Students (Out/In) as of May 3, 2016

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
In	04.04.16	Elk River	Princeton	9	Moving
Out	09.01.16	Princeton	Elk River	3	Moving

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: Milk Lacs County Dairy Association

Description of gift: donation of money to help off-set the cost of ice cream for spring fling.

Pre-Condition, Condition, or Limitation on use: N/A

How this gift specifically relates to the program or school: the money will be used to help buy ice cream for the spring fling program/day at the high school.

This gift meets all requirements of Policy 706

Accepted Not Accepted Leif Spilbakken
Barb Muckenheim Date: 4-29-16
Principal or Director Staff Name

Accepted Not Accepted Julia Espe Date: 4.28.16
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval

Revised: October 29, 2013



BOARD PACKET

Letter of Agreement – Princeton School District

This Letter of Agreement (LOA) outlines the responsibilities to be assumed by Midwest Dairy and Princeton School District to ensure implementation of the agreed upon program and funds provided.

Midwest Dairy Council agrees to assume the following responsibilities:

1. Provide resources, tools, and support to help implement the agreed upon strategy(s) that improves access to and consumption of low-fat and fat-free dairy products.
2. Provide funds in the amount of **\$3500 to Princeton High School** to support successful implementation of an expanding breakfast grab and go program (*outside of the cafeteria*) that includes increased access to and consumption of low-fat and fat-free dairy products and increase school breakfast participation.
3. Send Grants to Grow School Meals Spreadsheet to School Nutrition director for monthly Breakfast and Lunch ADP data collection.
4. Perform at least one site visit during the school year of project implementation.

Princeton School District agrees to assume the following responsibilities:

1. Utilize funds to implement a **Grab & Go Breakfast Cart** that improves access to and consumption of reimbursable breakfast in Princeton High School for the next twelve months **beginning September 2016 through June 2017**
2. Ensure a positive dairy experience by including a plan for keeping milk cold as part of your project, storing and serving dairy at 35-40°F degrees and documenting temperatures throughout service times.
3. The estimated start date for the project is **September 6, 2016**. Contact Midwest Dairy Council Representative within two days of initial start date of this project.
4. Send via email to Midwest Dairy Council Representative, baseline breakfast and lunch data for the School(s) on spreadsheet for the **previous 12 months. (Beginning September 2015 through June 2016)**
 - a. Total meals for breakfast and lunch
 - b. Total number of serving days in the month for both breakfast and lunch
5. Send via email to Midwest Dairy Council Representative, the following monthly breakfast and lunch data for funded schools for the **next 12 months** by the 15th of each month. (**Beginning October 2016 through June 2017**):
 - a. Total meals for breakfast and lunch
 - b. Total number of serving days in the month for both breakfast and lunch
6. Send via email to Midwest Dairy Council Representative breakfast and lunch data for the funded schools in October and May for the **next school year : (October 2017 and May 2018**
 - a. Total meals for breakfast and lunch
 - b. Total number of serving days in the month for both breakfast and lunch
7. Complete any additional qualitative and quantitative reporting and evaluation components on use of and impact of the funding (i.e. pictures, dairy sales information) using the forms provided by the local dairy council, as requested.
8. Funded schools in the district are to be enrolled in Fuel Up to Play 60 and will be responsible for designating a program advisor, kicking off the funded program with promotional activities, involve students in menu development and/or marketing of program and submitting a success story showcasing



program success and student involvement. The above activities will be documented in the Fuel Up to Play 60 school dashboard.

9. Must utilize Fuel Up to Play 60 branded equipment as part of agreed upon strategy.
10. Work with key adult stakeholders and students (principals/administrators, teachers, custodians, parents and/or student groups) to support the school involved in the agreed upon strategy.
11. Provide at least 5 photos taken during the first two weeks of implementation of this project with signed photo release forms provided by Midwest Dairy Council for use in promotional and informational materials. Provide an additional 5 photos after six weeks of implementation and 5 photos at the conclusion of the funding period. Provide success stories as requested with photos.
12. Document use of funds and repay unused funding by June 15, 2016. District will promptly repay Midwest Dairy Council any portion of the funds that was not used for the purposes of the agreed upon strategy by June 15, 2016.
13. Strive to achieve a 20% overall Breakfast ADP.

The signatures below indicate that Midwest Dairy Council and Princeton School District accept the responsibilities outlined above and will make every effort to increase access to and participation in the funded program and successfully implement the agreed upon strategy(s). It is also understood that the failure to implement the agreed upon strategy(s) will result in loss of funding.

Midwest Dairy Council Representative:

Sign and print corresponding names below.

By: *Lisa McCann* / Lisa McCann _____
 Title: Health & Wellness Program Manager Date: 4/25/16

School Nutrition Director:

By: *Deanna Cooley* / Deanna Cooley _____
 Title: School Nutrition Director Date: 4-25-16

Princeton School District Official:

By: *Michelle Czech* / Michelle Czech _____
 Title: Dir of Business Services Date: 4.25.16



Fuel Up to Play 60 Program Advisor ***:

By: _____ School: _____

Title: _____ Date: _____

Title: _____ Date: _____

***The Fuel Up to Play 60 Program Advisor can be a District Official if more than one school is represented on this Letter of Agreement. Please provide list of designated Fuel Up to Play 60 program advisors at each school.



Letter of Agreement – Princeton School District

This Letter of Agreement (LOA) outlines the responsibilities to be assumed by Midwest Dairy and Princeton School District to ensure implementation of the agreed upon program and funds provided.

Midwest Dairy Council agrees to assume the following responsibilities:

1. Provide resources, tools, and support to help implement the agreed upon strategy(s) that improves access to and consumption of low-fat and fat-free dairy products.
2. Provide funds in the amount of **(\$3000)** to support of the purchase of Waring or VitaMix Commercial Blenders through Atlanta Fixture to make smoothies that includes increased access to and consumption of low-fat and fat-free dairy products and increased school breakfast and lunch participation.
 - a. Princeton High School \$1500
 - b. Princeton Middle School \$ 1500
3. Provide Grants to Grow School Meals Spreadsheet to School Nutrition director for monthly Breakfast and Lunch ADP data collection.
4. Perform at least one site visit during the school year of project implementation.

Princeton School District agrees to assume the following responsibilities:

1. Utilize funds to purchase equipment to offer smoothies at reimbursable breakfast and/or lunch at **Princeton Middle and High schools** for the next twelve months **beginning September 2016- June 2017**
2. Use dairy products as a main (milk and/or yogurt) ingredient in the smoothies.
3. Serve smoothie at breakfast and/or lunch at least three days per week.
4. Ensure a positive dairy experience by including a plan for keeping the smoothies cold as part of your project, storing and serving dairy at 35-40°F degrees and documenting temperatures throughout service times.
5. The estimated start date of this project will be **September 6, 2016**. Contact Midwest Dairy Council Representative within two days of initial start date of this project.
6. Send via email to Midwest Dairy Council Representative, baseline breakfast and lunch data for the School(s) on spreadsheet for the **previous 12 months. Beginning Sept/2015 through June 2016**
 1. Total number of meals for breakfast and lunch
 2. Total number of serving days in the month for both breakfast and lunch
7. Send via email to Midwest Dairy Council Representative, the following monthly breakfast and lunch data for funded schools for the **next 12 months** by the 15th of the following month (**October 2016 through June 2017**):
 1. Total number of meals for breakfast and lunch
 2. Total number of serving days in the month for both breakfast and lunch
8. Send via email to Midwest Dairy Council representative, the following breakfast and lunch data for funded schools in October and May for the **next school year : (October 2017 and May 2018)**
 1. Total number of meals for breakfast and lunch
 2. Total number of serving days in the month for both breakfast and lunch



School Nutrition Director:

By: Deanna Cooley / Deanna Cooley

Title: School Nutrition Director Date: 4-25-16

School District Official:

By: Michelle Czech / Michelle Czech

Title: Dir. of Business Services Date: 04-25-16

Fuel Up to Play 60 Program Advisor ***:

By: _____ School: _____

Title: _____ Date: _____

Title: _____ Date: _____

***The Fuel Up to Play 60 Program Advisor can be a District Official if more than one school is represented on this Letter of Agreement. Please provide list of designated Fuel Up to Play 60 program advisors at each school.

Princeton Public Schools

2016-2017 School Calendar

July 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				



March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

 School Closed
 Last Day of Trimester

 Staff Development Day
 First and Last Day of School

Aug 29-31	New Teacher Workshop
Sep 5	Labor Day
Sep 6-8	Staff Development Days
Sep 12	First Day of School for Students
Oct 20-21	MEA--No School for Staff/Students
Oct 28	Staff Development Day--No School for Students
Nov 11	Staff Development Day--No School for Students
Nov 24-25	Thanksgiving Break--No School for Staff/Students
Dec 2	Last Day of Trimester 1
Dec 5	Staff Development/Grading--No School for Students

Dec 23-Jan 2	Winter Break--No School for Staff/Students
Jan 16	Staff Development Day--No School for Students
Feb 20-21	No School for Staff/Students
March 10	Last Day of Trimester 2
March 13	Staff Development/Grading--No School for Students
March 14	Staff Development Day--No School for Students
April 14-17	No School for Staff/Students
May 29	Memorial Day--No School for Staff/Students
June 2	High School Graduation
June 7	Last Day of School/Trimester 3
June 8	Staff Development/Grading--No School for Students

Totals: 171 student days; T1 = 54 days, T2 59 days, T3 58 days

Board Approved 5/3/16



STRATEGIC PLAN GOALS

2016-2017



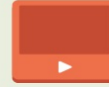
PERSONALIZED INSTRUCTION



COLLEGE AND CAREER READY



INNOVATIVE PROGRAMMING



DIGITAL LEARNING



COMMUNICATION

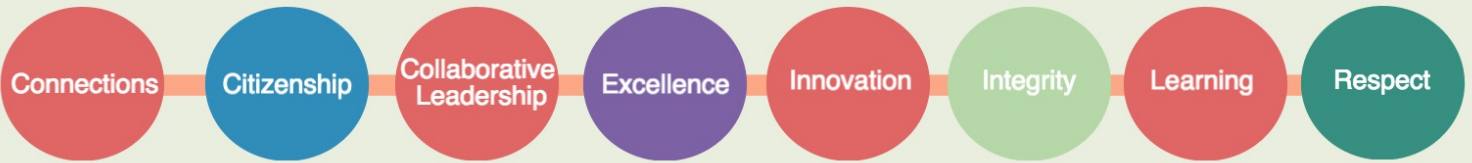
Mission

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

Vision

Princeton will equip every student to be career and college ready through personalized instruction, community partnerships and collaboration.

Core Values



STANDARDS-BASED LEARNING GOALS AND PROGRESSIONS

Professional development on the creation of learning progressions and PLC time used to complete and modify learning progressions.

Identify clear and measurable goals/expectations for student performance.

Establish baseline data to identify student level.

Establish teaching strategies for individualized instruction toward progressing to the next level.

Administrative monitoring to assure implementation of learning goals and progressions.

Identify time within each building for work completion.

Monitor the completion and use of learning progressions via PLC facilitators and administrator observations.

Publish learning progressions via website and share with colleagues.



ARTICULATE NEW SKILLS NECESSARY FOR COLLEGE & CAREER

Identify skills required to be successful in college & career.

Generate community discussions of skills and competencies of required skills.

Communicate the above to staff, students and community.

Do an audit to ascertain if all 21st Century skills are embedded in the Minnesota Content Standards.



ANALYZE, ALIGN AND PRIORITIZE

Begins 2017/2018 school year.



ALIGN LEADERSHIP TO DRIVE INSTRUCTION

Define digital learning strategies & assessments. Leadership roles focus on learning and integrating 21st century skills into their daily interactions with teachers and staff.



ASSESS CURRENT INFRASTRUCTURES

Identify and develop core competencies required to be educated in the digital-age. Align instructional and technical support staff to support 21st century teaching and learning.

Infrastructure and Internet speeds exceed the current and future capacity. Develop a plan to assess and prioritize future instructional technology needs.



PROVIDE TEACHERS WITH ANY WHERE LEARNING, DIFFERENTIATED TO MEET EVERY NEED.

Explicitly connect technology to Princeton's learning map utilizing research-based models for technology integration and 21st Century Learning. (SAMR, TPACK, 21st Century Learning).

GOALS 2016-2017



ASSURE STAFF FEEL VALUED, INFORMED AND PREPARED TO BE OUR NUMBER ONE AMBASSADORS.

Develop partnership processes and capacity to address practices, transparency, and collaboration between adults.



BUILD AN OPEN AND WELCOMING IMAGE THAT ENCOURAGES PARENTS TO FEEL CONNECTED.

Define digital learning strategies & assessment. Leadership roles focus on learning and integrating 21st century skills into their daily interactions with teachers and staff.



RECRUIT STUDENTS EARLY AND IMPROVE DISTRICT WIDE TIGER PRIDE.

Continue and improve upon kindergarten readiness activities.

Celebrate Tiger Pride across schools and community.



PERSONALIZED INSTRUCTION



COLLEGE AND CAREER READY



INNOVATIVE PROGRAMMING



DIGITAL LEARNING



COMMUNICATION



Monthly Project Status Report

Date: 5-3-16

Project: Princeton Bond Referendum Projects

A. Notable Activities this Period:

Planning & Design:

1. All projects are designed and bid as part of Referendum Scope.
2. Furniture and Equipment selections for High School and Family Center are continuing.
3. Moving of staff, equipment and materials has been arranged and scheduled.

Construction:

Primary School

1. Interior finishes continue with Ceilings, Carpet, Tile, Paint, Doors, Lighting, Gym Equipment, etc. all 90% complete or higher.
2. Mechanical equipment is being finalized and preparing for the startup process and commissioning.
3. Exterior concrete work was started after cold weather. Sidewalks, curbs and playground area are underway.
4. Kitchen Doors, cooler/freezer and finishes are 90% complete.

High School

1. Gym is painted and equipment is installed.
2. Finishes in restrooms are started and ceiling grid is being installed.
3. IT foundations are in and utilities are being installed.

Family Center/District Office

1. Finishes in the District office area are underway and will be complete by May 19 for move.

2. Transition/Tech area being drywalled and finishes will follow the D.O. but allow for moving by the first of June.
3. Work on the Family Center is being prepped and will start first week of June.

B. Activities Planned for Next Period:

Planning & Design:

1. Continue to finalize furniture, technology and security items to be implemented over the summer.

Construction:

1. POC meetings will continue on an on-going basis into the school year to review on-going design and project progress.
2. Construction meetings are held every other Thursday in ICS trailer, High School and City Hall.

Primary School

1. All finishes will be completed.
2. Mechanical equipment will be started and tested.
3. Commissioning will continue and systems will be reviewed.
4. Moving will commence in the beginning of June.

High School

1. Exterior walls of the IT area will start.
2. Wood floor in the gym will be installed.
3. Mechanical unit start up in the Gym will take place.

Family Center / District Office

1. Demolition of 2nd floor will start.
2. Installation of finishes will be completed in the Transition / B&G area.
3. Punch list will be completed in the District Office area.

C. Budget Status:

1. All projects are at or under budget at this time.
2. POC and Finance committees will be recommending additional projects to be completed over the next few weeks.

D. Schedule Status:

1. All projects under construction are on schedule.

E. Critical Issues:

1. Traffic, Pick Up/Drop Off at Intermediate and Primary Schools is continuing to be analyzed and evaluated for time, safety and ease of use by all visitors.

(End of Report)

AUDIO SYSTEM & SMART BOARD BUILDING PROJECT		
Pre K Space	(6) SMART Boards/Installation	\$27,244.83
	Pre K Total	\$27,244.83
	This expense would be covered in the Assigned Building Fund (7.04)	
Primary School	(39) SMART Boards	\$203,266.52
	(44) Pro Digital Audio Systems/Speakers	\$73,297.46
	Installation	\$36,901.71
	Primary School Total	\$313,465.69
	This expense would be covered in the Original Building Project Funds (4.08)	



May 2, 2016

Michelle Czech
Princeton Public School District #477
706 First Street
Princeton, Minnesota 55371

Re: Princeton Public School District #477
Princeton Primary Equipment Package
Commission No. 152194

Dear Michelle:

We have quotes for the equipment items (see attached).

Submitted proposals are as follows:

Blinds – Offisource Inc.:	\$ 11,930.00
Signage – Designer Sign Systems:	\$ 6,604.31
Kiln – Minnesota Clay:	\$ 2,385.00
Volleyball/ Tennis Standards – Schelde:	\$ 3,398.00
Scoreboard – Aim Electronics:	\$ 3,945.00
Equipment Total:	\$ 28,209.28

This is below the preliminary remaining estimated FF &E budget.

We recommend awarding these contracts and issuing a Purchase Order to the above vendors at your earliest opportunity.

Upon your action, we will provide notice to proceed to all vendors to expedite delivery.

Sincerely,

Wold Architects and Engineers

Melissa Stein

Enclosure

cc: Superintendent Julia Epse, ISD #477
Vaughn Dierks, Wold
Michael Klass, Wold

MH/ISD_477/152194/crsp/may16

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**

OFFISOURCE

Furniture
Window Treatments
File Systems

WBE Women-Owned Business
SBE Small Business

Offisource, Inc. • 2137 Niles Avenue, St. Paul, MN 55116-1141 • Tel: 651.690.0456 • Fax: 651.690.0457

26 April 2016

Melissa Stein
Wold Architects & Engineers

Following is my quote to provide **Window Treatments** at **Princeton Elementary** based on the plans provided.

Scope

Manufacturer: SWF Contract

Heritage 2" aluminum horizontal blinds with .008 slats: 95 total

W2: 14 @ 48 x 46

W3: 76 @ 96 x 70

W4: 5 @ 72 x 72

Sizes to be field verified.

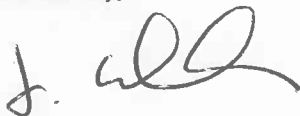
Assumes mounting to wood/sheetrock, aluminum or similar substrate. If installation needs to be made into steel or masonry additional charges may be incurred.

\$11930

- Quote includes materials, freight, and installation. Tax is not included.
- This quote is valid for 60 days.

Thank you for the opportunity to provide this quote.

Sincerely,



Julie Gronholm



9975 Flanders Court NE Minneapolis, MN 55449 • www.designersign.com
Phone: 763-784-5858 • Toll Free: 866-784-5830 • Fax: 763-784-2300

PROPOSAL

Proposal #: 13034



9975 Flanders Court NE Minneapolis, MN 55449 • www.designersign.com
Phone: 763-784-5858 • Toll Free: 866-784-5830 • Fax: 763-784-2300

PROPOSAL
Proposal #: 13034



9975 Flanders Court NE Minneapolis, MN 55449 • www.designersign.com
Phone: 763-784-5858 • Toll Free: 866-784-5830 • Fax: 763-784-2300

PROPOSAL
Proposal #: 13034

9975 FLANDERS COURT NE
BLAINE, MINNESOTA 55449

763.784.5858 • 866.784.2300
www.designersign.com

This drawing is the exclusive property of Designer Sign Systems and is the result of original work by its employees. This drawing is submitted solely in conjunction with a proposal to manufacture the product depicted within this drawing. It is not to be used, copied, or distributed to anyone other than the recipient or recipient's employees or the incorporation of any design features that are unique to this document in any other projects is expressly prohibited. In the event the recipient chooses not to purchase the product depicted in this drawing, all copies thereof shall be returned forthwith to Designer Sign Systems.

ISD 477 - PRINCETON
Princeton Elementary

ST-2
5" x 7" Room ID
with Insert Window
PRODUCTION READY

CUSTOMER APPROVAL

NAME: _____
DATE: _____

REV 1: 4-20-16 KN
REV 2:
REV 3:
REV 4:
REV 5:
REV 6:
REV 7:

SALES: RJ
DESIGN: KN
DATE: 04.14.16
DWG:

FAB to PAINT
(sheet stock for backer):
.080 non-glare clear acrylic
subsurface painted to match
SW 7033 Brainstorm Bronze

FAB:
(backer)
.080 non-glare clear acrylic
5" x 7", square corners
(face - knife cut)
knife cut window as shown
subsurface on .080 non-glare
clear acrylic

PAINT (face):
subsurface paint knifed material
to match SW 7033 Brainstorm
Bronze

FAB (face - re-cut):
cut knifed & painted material to
5" x 7", square corners

ENGRAVE:
(raised text & logo)
Rowmark 311-201 White profile
Helvetica Bold, 1" UC
1/2" top/center
1-1/2" logo, 1/4" top/left
(Braille)
clear rasters
3/8" below text/center

ASSEMBLY/MOUNTING:

- assemble face to backer with 4466B foam tape to accommodate insert by customer
- 4611 VHB tape on back of backer





2960 Niagara Lane N, Plymouth, MN 55447

Customer Code: 1332333

QUOTATION

Date Number
 4/4/2016 14314

BILL TO

ISD 477 PRINCETON PUB SCHLS
 ACCOUNTS PAYABLE
 706 1ST STREET

PRINCETON, MN 55371-2163

SHIP TO

PRINCETON PRIMARY SCHOOL
 1206 7TH AVE N

PRINCETON, MN 55371

Reference

TERMS

Shipped Via

	NET 30 DAYS 1.5% Per Month Finance Charge	Contact Cartage
--	---	-----------------

Quantity	Description	Part Number	Price	Extended
1	****AS PER QUOTE****	QUOTE	\$0.0000	\$0.00
1	SKUTT KM-1027 208V 3PH KILN W/LID LIFTER	KM1457	\$2,325.9740	\$2,325.97
1	FREIGHT	FREIGHT	\$59.8500	\$59.85
	TOTAL BID			\$2,385.82

In an effort to provide you with the lowest possible price we have based on quote on payment by check, cash or wired funds within 30 days of delivery. Should you choose to pay via a credit card we reserve the right to increase the invoice by 3.6%, which is our merchant discount from our credit card provider.

Schelde North America LLC

4180 44th Street SE, Suite C
Grand Rapids, MI 49512-4057

www.scheldesports.com

Phone: 800.823.0182

Fax: 616-554-1623

Federal Tax ID# 38-3284590

QUOTATION

Date: Apr 5, 2016

Quote #: MM3139-REV

Quoted To:

Wold Architects and Engineers
332 Minnesota Stree
Suite W2000
Princeton, MN 55101

Ship To:

Wold Architects and Engineers
332 Minnesota Stree
Suite W2000
Princeton, MN 55101

Phone: 651-227-7773

Customer ID	Good Thru	Payment Terms	Sales Rep
Wold Architects MN	5/5/16	Net 30 Days	Madelyn Meneghetti

Quantity	Item	Description	Unit Price	Amount
1	SNAVB4000C4	Complete Collegiate System to include: Floor Sleeves&Covers, Posts w/Padding, Net w/Cable Covers, Sideline Markers & Antennas. Choose from 16 pad colors.	3,490.00	3,490.00
1	ABC52nc	Custom Lettering at No Charge on Pair of VB Pads (\$116 Value)		
1	MISC-VB	NEW CONSTRUCTION DISCOUNT	314.00	-314.00
			Subtotal	3,176.00
			Sales Tax	
			Freight	222.00
			TOTAL	3,398.00

PLEASE NOTE: This quote does not include installation expense, unless noted above. Returns are subject to a restocking fee. All prices are in U.S. dollars.



Melissa Stein,

**Wold Architect
Price Quotation Princeton Schools
Contractor Price Quotation
April 20, 2016**

Daktronics Gymnasium Scoreboards

<u>Description</u>	<u>Quant.</u>	<u>Price</u>	<u>Total</u>
1. Daktronics BB-2101-13 (LED) Gymnasium Scoreboard. Includes AS-5010 console Controller and soft side carry case. (Size 4'H x 8'W x 6"D)	1	\$2455.00	\$2455.00
2. Wireless controller	1	800.00	800.00
Shipping			140.00
Installation			550.00
Total			\$3945.00

Includes removal of existing scoreboard if needed, mounting new scoreboard, installing wireless control, test out and training. Electrical installation if needed is responsibility of customer, also an airlift must be provided for installation

Options

Hard side carry case \$150.00
Corner Ad Panels \$85.00 per panel, 2 panels per board
Protective screen \$950.00 each

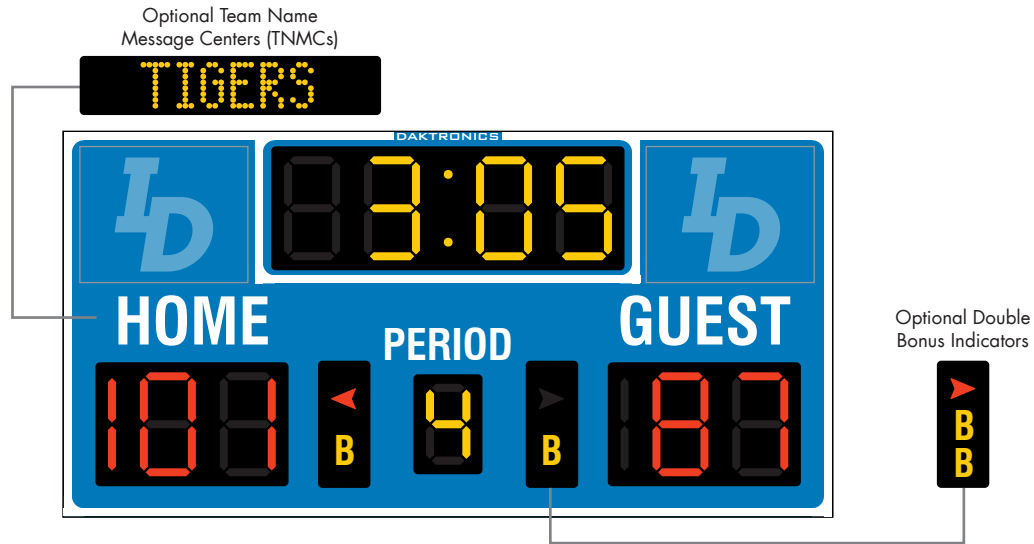
Other Information

Warranty (5) five year factory warranty
Lead time; (5) five weeks
Payment due net (30) thirty days
Prices valid (60) sixty days
Prices do not include MN State and City Sales Taxes

Brian Grandstrand
AIM Electronics, Inc.

Bloomer, WI 715-568-1288 Fax: 715-568-1287	Madison, WI 608-827-5155 Fax: 608-833-8433	Perham, MN 218-346-4194 Cell: 877-613-7627
--	--	--

DAKTRONICS BB-2101 PRODUCT SPECIFICATIONS



This single-sided LED basketball scoreboard displays period time to 99:59, HOME and GUEST scores to 199, PERIOD to nine and indicates possession and bonus. Scoreboard can also score volleyball and wrestling. When period time is less than one minute, the scoreboard displays time to 1/10 of a second. Scoreboard shown with optional striping and UniView® digits.

DIMENSIONS	UNCRATED WEIGHT	POWER (120 VAC)
4'-0" H x 8'-0" W x 6" D (1.22 m, 2.44 m, 152 mm)	120 lb (54 kg)	200 Watts, 1.7 Amps

Notes:

- 1) Models with 240 VAC power at half the indicated amperage are also offered (International Use Only).
- 2) Optional 8x48 TNMCs add 100 Watts to scoreboard power and 15 lb (7 kg) to scoreboard weight.

DIGITS & INDICATORS

- Period digit is 10" (254 mm) high. All other digits are 13" (330 mm) high. Bonus indicators are 4" (102 mm) high and possession arrows are 3" (76 mm) high.
- Clock and PERIOD digits are amber. Bonus indicators and optional TNMCs are amber. All other digits and indicators are red.
- Select PanaView® or UniView® LED digit technology (see [SL-04729](#)).

CAPTIONS

- HOME and GUEST captions are 6" (152 mm) high. PERIOD caption is 4" (102 mm) high. Optional TNMCs are 6" (152 mm) high.
- Standard captions are vinyl, applied directly to the display face.

DISPLAY COLOR

Choose from 150+ colors (from Martin Senour® paint book) at no additional cost.

CONSTRUCTION

Durable, lightweight aluminum Tuff Sport® cabinet withstands high-velocity impact from air-filled sports balls without the need for protective screens.

PRODUCT SAFETY APPROVAL

ETL listed to UL 48, tested to CSA standards, and CE labeled

OPERATING TEMPERATURES

- Display: -22° to 122° Fahrenheit (-30° to 50° Celsius)
- Console: 32° to 130° Fahrenheit (0° to 54° Celsius)

DAKTRONICS BB-2101 PRODUCT SPECIFICATIONS

CONTROL CONSOLES	CONTROL OPTIONS
<p>All Sport® 5000 (see SL-03991)</p>	<p>Wired (standard): One-pair shielded cable of 22 AWG minimum is required. A cover plate with mounted connector and standard 2" x 4" x 2" (51 mm x 102 mm x 51 mm) outlet box is provided. Connector mates with signal cable from control console.</p> <hr/> <p>Wireless (optional): 2.4 GHz spread spectrum radio features 64 non-interfering channels and 8 broadcast groups (see SL-04370).</p>
<p>RC-100 (see SL-07397)</p>	<p>Optional wireless handheld controller features 900 MHz spread spectrum radio with 15 non-interfering channels and up to 10 hours of operation via internal rechargeable battery. <i>Not compatible with Team Name Message Centers.</i></p>

HORN

A vibrating horn, mounted behind the scoreboard face, sounds automatically when period clock counts down to zero or manually as controlled by the operator.

SEGMENT TIMER MODE

The segment timer mode is ideal for keeping practices on schedule. The horn at the end of a segment allows coaches and athletes to focus on the practice and to listen for the horn when it is time to change drills (see [SL-04004](#)).

GENERAL INFORMATION

Scoreboard provides scoring capabilities for two teams. 100% solid state electronics are housed in an all aluminum cabinet. Scoreboard arrives at the site fully assembled. Mounting hardware not included. Specifications and pricing are subject to change without notice.

OPTIONS & ACCESSORIES

- Scoreboard border striping
- Multiple caption and striping colors (see [DD2101644](#))
- Team name caption in place of HOME *
- Team names on changeable panels *
- Programmable Team Name Message Centers (see [SL-04342](#))
- Double bonus indicators
- Two 17" (432 mm) tall x 21" (533 mm) wide logo/sponsor panels in one or both upper corners
- Standalone Time of Day – scoreboard acts as a clock when control console is unplugged/off
- Different sounding 12 VDC horn in place of buzzer
- Visual horn indicator (see [SL-02093](#) or [SL-05489](#))
- Protective screen (see [SL-02551](#))
- Suspension installation kit
- Corner mounting kit
- Advertising/identification panels
- Decorative accents
- Electronic message centers and video displays in multiple sizes

* Only for scoreboard without Team Name Message Centers

ADVERTISING/IDENTIFICATION PANELS

Backlit & Non-Backlit:

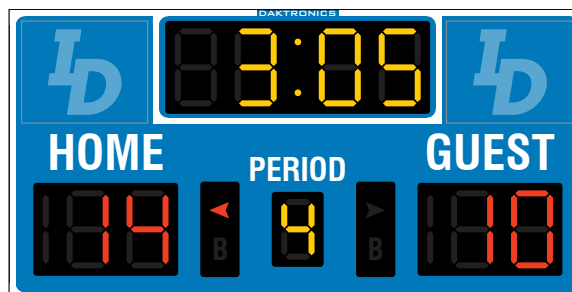
- 1'-6" H x 8'-0" W (457 mm, 2.44 m)
- 2'-0" H x 8'-0" W (610 mm, 2.44 m)
- 2'-6" H x 8'-0" W (762 mm, 2.44 m)

For additional backlit panel sizes, see [SL-03664](#).
For additional non-backlit panel sizes, see [SL-03917](#).

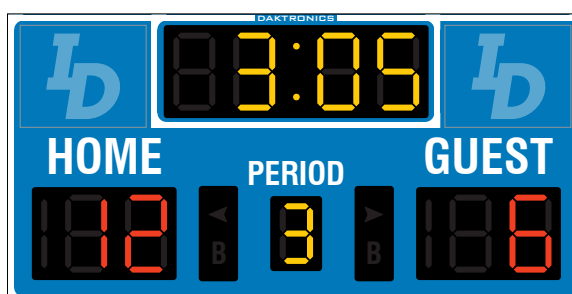
FOR ADDITIONAL INFORMATION

- Mechanical Specifications: DWG-1130092 (attached)
- Component Locations: DWG-1130102 (attached)
- Architectural Specifications: See [SL-04785](#)
- Installation Manual: See [DD2481645](#)
- Service Manual: See [DD2481648](#)

ALTERNATE SCORING MODES



Volleyball Mode



Wrestling Mode

Contract Change Proposals

Director of Technology:

- a. Current Pay - \$78,200.00
- b. 3% increase = 2,346 = 80,546.00
- c. 4% increase = 3,221 = 83,767.84
- d. Duty Days - = 250

Director of Food Services:

- a. Current Pay = \$53,000
- b. 3% increase = \$1,590 = \$54,900.00
- c. Increase contract daily rate of pay by 15 days (281.53 X 15= 4,223.07)
 - i. Total 2015-2016 salary = 59,123.07
- d. 4% increase = 2,364.92= \$61,487.99
- e. Increase Health Insurance Contribution by \$50.00
- f. Increase Dental Insurance Contribution by \$10.00
- g. Add 3 vacation days

High School Lunch Monitor:

- a. 17 years in the District, Current rate of pay \$12.62
- b. Requested longevity pay
- c. Propose a \$0.40 hourly increase.

RESOLUTIONS FOR TERMINATIONS OF PROBATIONARY TEACHERS

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

WHEREAS, Heidi Magner 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 Heidi Magner, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2015-2016 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 2015-2016 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 ERIC WOGEN A PROBATIONARY TEACHER

WHEREAS, Eric Wogen 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 Eric Wogen, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2015-2016 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 NICOLE MCIALWAIN-LEHMAN A PROBATIONARY TEACHER

WHEREAS, Nicole Mcialwain-Lehman 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 Nicole Mcialwain-Lehman, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2015-2016 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 ALYSSA SOLBERG A PROBATIONARY TEACHER

WHEREAS, Alyssa Solberg 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 Alyssa Solberg, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2015-2016 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 DANIELLE MATHSON A PROBATIONARY TEACHER

WHEREAS, Danielle Mathson 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 Danielle Mathson, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2015-2016 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 ADELE MUNSTERMAN A PROBATIONARY TEACHER

WHEREAS, Adele Munsterman 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 .5 FTE of the teaching contract of Adele Munsterman, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2015-2016 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 GEORGE WALKER A PROBATIONARY TEACHER

WHEREAS, George Walker 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 .92 FTE of the teaching contract of George Walker, a probationary teacher, is hereby terminated at the conclusion of the current assignment for the 2015-2016 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
706 First Street, Princeton, MN 55371
763.389.2422 ISD477.org

Dr. Julia Espe, Superintendent 763.389.6190
Michelle Czech, Director of Business Services 763.389.6183
Stacie Vos, Director of Human Resources 763.389.6181
Julie Williams, Director of Teaching & Learning 763.389.7278
Eric Simmons, Director of Technology 763.389.6163
Erin Dohrmann, Special Education Coordinator 763.389.6191
Gwen Anderson, Director of Community Education & ECFE Coordinator 763.389.6199

**Secretary Contract Changes
Report to Board
2015-2017**

1. Rates of Pay - Temporary Assignment

In the event an employee is temporarily assigned out of classification, the employee will receive his/her rate of the temporary assigned position, whichever is greater. Such rate shall apply only if the temporary reassignment exceeds four (4) workdays. Starting the fifth (5th) day the greater rate will be applied and retro pay will go back to first (1st) day of the temporary assigned position.

2. Anniversary Date

When there is a ratified contract, employees will progress through wage steps annually based on a common anniversary date of 6/30 of each year for wages. For purposes of the first wage step increase after hire, employees with hire dates between 7/1 and 12/31 will be considered to have worked one year and will receive their first year step increase on the first 6/30 of their employment. Employees with hire dates between 1/1 and 6/30 will not be considered to have worked one year and will wait for their first year step increase until the second 6/30 of their employment. The anniversary of hire date will be used to determine vacation, sick, and seniority.

3. Rates of Pay- Salary increases during negotiation year

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

4. Tax Deferred Matching Plan

Effective July 1, 2016, the school district will match eligible secretary contributions up to \$550.00 for eligible secretaries with less than ten (10) years of service and up to \$1000 for secretaries with ten

Committed to Excellence!



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477
706 First Street, Princeton, MN 55371
763.389.2422 ISD477.org

Dr. Julia Espe, Superintendent 763.389.6190
Michelle Czech, Director of Business Services 763.389.6183
Stacie Vos, Director of Human Resources 763.389.6181
Julie Williams, Director of Teaching & Learning 763.389.7278
Eric Simmons, Director of Technology 763.389.6163
Erin Dohrmann, Special Education Coordinator 763.389.6191
Gwen Anderson, Director of Community Education & ECFE Coordinator 763.389.6199

(10) or more years of service per year, for each full-time employee who participates in the school district's matching 403(b) tax deferred compensations plan. For purposes of this section, full-time

shall be defined as 2080 hours/year. Upon initial hire, the employee will have 30 days to submit salary reduction authorization form to qualify for participation in the plan. Subsequent revisions to an employee's matching contribution will be permitted annually provided a revised salary reduction authorization form is submitted prior to July 1. Part-time employees will receive a prorated school district contribution.

5. Layoffs

Subd.1.: If a Class IV Secretary is to be laid off and she/he has seniority, she/he may displace the least senior Class IV employee or the least senior Class III employee or the least senior Class II employee.

Subd. 2.: If a Class III Secretary is to be laid off and she/he has seniority, she/he may displace the least senior Class III employee or the least senior Class II employee.

Section 3. Recall: Recall shall be consistent with the procedure established in Section 1 of this Article.

6. Job Change Step Placement:

If an employee is promoted or changes jobs within the present group to a classification requiring additional responsibilities associated with a higher wage schedule that employee shall receive the entry level wage of the new position. If the employee's present wage rate is equal to or greater than the entry level of the new position, the employee shall be placed on the next step of the appropriate wage schedule that results in an increase.

7. Anniversary Date:

When there is a ratified contract, employees will progress through wage steps annually based on a common anniversary date of 6/30 of each year for wages. For purposes of the first wage step increase after hire, employees with hire dates between 7/1 and 12/31 will be considered to have worked one year and will receive their first year step increase on the first 6/30 of their employment. Employees with hire dates between 1/1 and 6/30 will not be considered to have worked one year

Committed to Excellence!

PRINCETON PUBLIC SCHOOLS
 INDEPENDENT SCHOOL DISTRICT NO. 477
 706 First Street, Princeton, MN 55371
 763.389.2422 ISD477.org



Dr. Julia Espe, Superintendent 763.389.6190
Michelle Czech, Director of Business Services 763.389.6183
Stacie Vos, Director of Human Resources 763.389.6181
Julie Williams, Director of Teaching & Learning 763.389.7278
Eric Simmons, Director of Technology 763.389.6163
Erin Dohrmann, Special Education Coordinator 763.389.6191
Gwen Anderson, Director of Community Education & ECFE Coordinator 763.389.6199

and will wait for their first year step increase until the second 6/30 of their employment. The anniversary of hire date will be used to determine vacation, sick leave, and seniority.

8. HRA

Sick Leave HRA (Health Reimbursement Account) Beginning September 1, 2017 employees who have: 1) Accumulated 65 days of sick leave and 2) Who have used four (4) or less sick leave days during the prior contract year: will have four (4) days of pay, determined at their daily rate of pay based upon the prior year's contract, deposited into a Health Reimbursement Account. Employees must participate in a group-sponsored health insurance plan to participate and if qualifications are met, participation is mandatory.

If an employee also has an HSA (Health Savings Account) the HRA will only cover approved dental and vision costs. Those restrictions will remain in place until retirement or selection of a different health plan option.

Employees hired before October 4, 2005 will be allowed to participate in both the HRA reimbursement benefit as well as accruing their 125 days for severance purposes.

Salary:

Longevity - .15

Wages 2015-2016

2015-2016	
Class III	Class IV
16.72	18.02
17.54	18.84
18.36	19.66
19.18	20.48

Wages 2016-2017 - +.60

Year One - 5.67%



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477
706 First Street, Princeton, MN 55371
763.389.2422 ISD477.org

Dr. Julia Espe, Superintendent 763.389.6190
Michelle Czech, Director of Business Services 763.389.6183
Stacie Vos, Director of Human Resources 763.389.6181
Julie Williams, Director of Teaching & Learning 763.389.7278
Eric Simmons, Director of Technology 763.389.6163
Erin Dohrmann, Special Education Coordinator 763.389.6191
Gwen Anderson, Director of Community Education & ECFE Coordinator 763.389.6199

Year Two - 3.11%
Total - 8.78%

Movement of Community Education Secretary to a Class IV position.

Master Agreement

between

**Independent School District No. 477
Princeton, Minnesota**

and

The Princeton Secretarial Association

July 1, 2015 through June 30, 2017

ARTICLE I. PURPOSE: THIS AGREEMENT, is entered into between Independent School District No. 477, Princeton, Minnesota, hereinafter referred to as the school district and the Princeton Secretarial Association, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for Secretarial and Clerical employees during the duration of this Agreement.

ARTICLE II. RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the Princeton School District recognizes the Princeton Secretarial Association, as the exclusive representative for Secretarial and Clerical employees, employed by the Princeton School District, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2, and in as certified by the Bureau of Mediation Services.

ARTICLE III. DEFINITIONS

Section 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of a school district. The terms in both cases are subject to the provisions of the P.E.L.R.A., regarding the rights of public employers and the scope of negotiations.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the Secretarial, and Clerical employees shall mean all persons in the appropriate unit employed by the school district in such classifications excluding the following: confidential employees, supervisory employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: For purposes of administering this Agreement, the term, "school district," shall mean the school board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV. SCHOOL BOARD RIGHTS

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

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the school district to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 3. Effect of Law, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the school district and shall be governed by the laws of the State of Minnesota, and by school district rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the school district and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the school district insofar as such rules, regulation, directives and orders are not inconsistent with the terms of this Agreement. The exclusive representative also recognizes that the school district, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the school board.

ARTICLE V. EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or her/his representative to the expression or communication of a view, grievance, complaint or opinion or any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for

the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the school board.

Section 3. Request for Dues Check Off: Exclusive representative shall have the right to request and be allowed dues check off for the employee. The proceeds, thereof, shall not be allowed any employee organization that has lost its right to dues check off pursuant to the P.E.L.R.A. Upon receipt of a properly executed authorization card of the employee involved, the school district will deduct, from the employee's paycheck, the dues that the employee has agreed to pay to the employee organization during the period provided in said authorization.

Section 4. Fair Share Fee: In accordance with the P.E.L.R.A., any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85 percent of the regular membership dues.

ARTICLE VI. RATES OF PAY

Section 1. Rates of Pay:

Subd. 1.: The wages and salaries reflected in Schedule A, attached hereto, shall be part of the Agreement for the period commencing July 1, ~~2013~~ through June 30, 2015.

Subd. 2.: All pay will be on a time card basis and paid according to the number of actual hours worked. The school district shall determine the number of hours to be worked.

Subd. 3. Duration: During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement.

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

Subd. 4. Increments: The school district may withhold the increment in individual cases where there is a demonstrable deficiency in the performance of the employee, provided the employee affected shall receive notice of such action to withhold advancement on the rate progression before June 1st.

Subd. 5. Anniversary Date: When there is a ratified contract, employees will progress through wage steps annually based on a common anniversary date of 6/30 of each year for wages. For purposes of the first wage step increase after hire, employees with hire dates between 7/1 and 12/31 will be considered to have worked one year and will receive their first year step increase

on the first 6/30 of their employment. Employees with hire dates between 1/1 and 6/30 will not be considered to have worked one year and will wait for their first year step increase until the second 6/30 of their employment. The anniversary of hire date will be used to determine vacation, sick leave, and seniority.

Subd. 6.: The Princeton Secretarial Association President (or designee) and one additional Princeton Secretarial Association member will be allowed to attend contract negotiations meetings during working hours without loss of pay.

Subd. 7.: **Pay Dates:** Pay periods will be on the fifteenth and the last day of each month or on the preceding Friday when either date falls on a Saturday or Sunday.

Section 2. Regular Overtime: Each employee shall be paid one and one-half times their basic hourly rate for each authorized hour worked in excess of forty hours in a calendar week for which overtime has not been paid on any other basis.

Section 3. Emergency Sunday and Holiday Overtime: Each employee shall be paid double time if the district finds it necessary to call in employees on Sundays or holidays.

Section 4. Temporary Assignment:

In the event an employee is temporarily assigned out of classification, the employee will receive his/her rate of the temporary assigned position, whichever is greater. Such rate shall apply only if the temporary reassignment exceeds four (4) consecutive work-days. Starting the fifth (5th) day the greater rate will be applied and retro pay will go back to first (1st) day of the temporary assigned position.

ARTICLE VII. GROUP INSURANCE

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

Section 2. Health and Hospitalization/Life Insurance:

Subd. 1.: -Effective July 1, 2015, the School District shall contribute up to \$6776.00 toward the premium cost of single coverage; up to \$8,026.00 toward the cost of employee plus children coverage; or up to \$9,230.00 toward the premium cost of family coverage for each full-time employee who qualifies for and is enrolled in the School District's group health and hospital plan. For a married couple on staff, the School District shall contribute the stipulated amounts for each member of the couple, not to exceed the cost of a family premium. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2.: **Life Insurance:** The school district shall provide group term insurance for all full-time employees (30 hours per week) in the amount of \$50,000.00. Employees have the option of purchasing more as within the guidelines of the insurance company.

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

Subd. 4.: Dental Coverage: The school district shall contribute a sum not to exceed \$13.00 per month towards group dental coverage for employees who are working 30 hours per week or more and who are enrolled in the School District's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Employees must work at least 30 hours per week to be eligible for this Subdivision.

Section 3. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 4. Eligibility: Benefits provided in this Article are designed for full-time personnel, (30 hours per week), as described in Article X, and shall not apply to part-time personnel.

Section 5. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium of such insurance commencing with the beginning of the leave and shall pay to the school district the monthly premium in advance.

Section 6. Duration of Insurance Contribution: An employee is eligible for board contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all board participation and contribution shall cease effective on the last paid working day.

ARTICLE VIII. SEVERANCE PAY

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

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

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

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

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

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

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

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

Section 2. Tax Deferred Matching Plan: Effective July 1, 2016, the school district will match employee contributions, up to \$550.00 per year for secretaries with one through nine years of service and \$1000.00 per year for secretaries with 10 or more years of service. Secretaries must be a full-time employee to participate in the school district's matching 403(b) tax deferred compensation plan. For purposes of this section, full-time shall be defined as 2080 hours/year. Upon initial hire, the employee will have 30 days to submit salary reduction authorization form to qualify for participation in the plan. Subsequent revisions to an employee's matching contribution will be permitted annually provided a revised salary reduction authorization form is submitted prior to July 1. Part-time employees will receive a prorated school district contribution.

ARTICLE IX. LEAVES OF ABSENCE

Section 1. Sick Leave:

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

Subd. 2.: Unused sick leave days may accumulate to a maximum credit of 170 days of sick

leave per employee.

Subd. 3.: Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented her/his attendance and performance of duties on that day or days.

Subd. 4.: The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as the eligibility of an employee for sick leave is reserved to the school district. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5.: Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 6.: Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 7.: Sick leave is available to an employee for the necessary care of a child who is ill pursuant to M.S. §181.9413.

Subd. 8.: Sick Leave HRA (Health Reimbursement Account) Beginning September 1, 2017 employees who have: 1) Accumulated 65 days of sick leave and 2) Who have used four (4) or less sick leave days during the prior contract year: will have four (4) days of pay, determined at their daily rate of pay based upon the prior year's contract, deposited into a Health Reimbursement Account. Employees must participate in a group-sponsored health insurance plan to participate and if qualifications are met, participation is mandatory.

If an employee also has an HSA (Health Savings Account) the HRA will only cover approved dental and vision costs. Those restrictions will remain in place until retirement or selection of a different health plan option.

Employees hired before October 4, 2005 will be allowed to participate in both the HRA reimbursement benefit as well as accruing their 125 days for severance purposes.

Section 2. Emergency Family Leave:

Subd. 1.: A full-time employee may be granted a paid leave of no more than 5 days per year, non-accumulative, in the event of a death or serious illness of someone in the employee's immediate family.

Subd. 2.: The employee's immediate family shall be deemed to include spouse, children, father mother, brother, sister, father-in-law, mother-in-law, grandparent, grandchildren, brother-in-law and sister-in-law.

Subd. 3.: This allowance may be extended at the discretion of the Superintendent in unusual

circumstances.

Subd. 4.: Request for emergency family leave must be made in writing to the Superintendent of Schools at least 3 days in advance except in the event of emergencies. The request shall state the reason for the proposed leave.

Subd. 5.: The school board may require an employee to furnish competent evidence of family illness in order to qualify for emergency family leave.

Subd. 6.: In the event that a medical certificate will be required in a case of proposed family sick leave the employee will be so advised.

Section 3. Child Care Leave:

Subd. 1.: A child care leave may be granted by the school district, subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2.: An employee making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three calendar months before commencement of the intended leave.

Subd. 3.: If the reason for the childcare leave is occasioned by pregnancy, a secretary may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of physical disability. However, a secretary shall not be eligible for sick leave during a period of time covered by a childcare leave, for conditions not resulting from pregnancy. A pregnant secretary will also provide at the time of the leave application, a statement from her/his physician indicating the expected date of delivery.

Subd. 4.: The school district may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacation, semester break or quarter break, end of the school year, or the like. The availability of a substitute employee may also be considered by the school district on the granting of a childcare leave or the duration, thereof.

Subd. 5.: In making a determination concerning the commencement and duration of a childcare leave, the school district shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to his or her employment prior to the date designated in the request for childcare leave.

Subd. 6.: If the employee complies with all provisions of the Article and a child care leave is granted by the School District, the School District shall notify the employee in writing of its action.

Subd. 7.: An employee returning from child care leave shall be re-employed in the same position or one for which she/he is qualified, the first case the primary consideration provided:

- a. That the position has not been abolished.
- b. That she/he is not physically or mentally disabled from performing the duties of such position, or
- c. That she/he returns on the date designated on the request for leave approved by the School District.

Subd. 8.: Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

Subd. 9.: An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave, except for the time that paid sick leave was utilized.

Subd. 10.: An employee on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs will terminate in accordance with state and federal laws if the employee does not return to the district pursuant to this section.

Subd 11.: Leave under this section, other than pregnancy-related shall be without pay or fringe benefits.

Section 4. Medical Leave:

Subd. 1.: An employee, who has completed her/his probationary period, who is unable to perform her/his duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the school district.

Subd. 2.: A request for leave of absence or renewal thereof, under this section, shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume her/his normal responsibilities.

Section 5. Insurance Application:

Subd. 1.: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the school district the monthly premium in advance.

Subd. 2.: To comply with the requirements of the Public Employees Retirement Association, any employee covered by this Agreement whose sick leave is entirely used, and who is not able to return to normal duties because of illness, the School District will pass a resolution granting a temporary leave of absence and will notify the office of the Public Employees Retirement Association of this action.

Section 6. Credit: An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which she/he had accrued at the time she/he went on leave. No credit shall accrue for the period of time that an employee was on unpaid leave.

Section 7. Other Personal Leave:

Subd. 1.: Effective July 1, 2010, employees hired before May 10, 2010, may be granted up to two (2) days of personal leave per year, non-accumulative, for situations requiring the employee's personal attention. These personal leave days will not be deducted from sick leave.

Employees hired after May 10, 2010, may be granted up to two (2) days of personal leave per year, non-accumulative, for situations requiring the employee's personal attention. These days will be deducted from sick leave.

Subd. 2.: Requests for personal leave must be made in writing to the Superintendent at least three (3) days, in advance, except in the event of an emergency. The Superintendent may, at her/his discretion, grant personal leave under the provisions of this subdivision without pay.

Section 8. Legal Business Leave: One day absence with pay may be allowed by the Superintendent for personal or legal transactions involving a legal instrument pertaining to deeds, mortgages, property titles, etc. Requests for a legal business leave must be made in writing to the Superintendent at least three (3), days in advance, except in the event of an emergency. The one-day per year allowed is not cumulative. Additional days beyond the one allowed shall be deducted at the full rate of daily pay.

Section 9. Worker's Compensation:

Subd. 1.: Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the school district will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Subd. 2.: A deduction shall be made from the employee's accumulated vacation or sick leave

accrual time according to the prorata portions of days of sick leave or vacation time which is used to supplement workmen's compensation.

Subd. 3.: Such payment shall be paid by the school district to the employee only during the period of disability.

Subd. 4.: In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

ARTICLE X. HOURS, TYPES OF SERVICE, AND CONDITIONS OF EMPLOYMENT

Section 1. Basic Work Week: The work week shall be determined by the School District and shall consist of five consecutive eight-hour days. Employees shall work on all days that school is in session.

Section 2. Basic Work Year: The work year shall be determined by the school district. Employees may work on the same weekly basis as her/his respectful administrator is employed.

Section 3. The employee's service shall include tasks of the nature indicated on job description consistent with the normal duties of the secretarial/clerical group which will vary with the nature of the building program. Custodial and clean up activities are to be done by other classified employees.

Section 4. Part-time Employees: The school district reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 5. Full-time Employees: Employees who work thirty (30) hours per week or more on a regular basis will be defined as full-time employees and will be eligible to participate in the school district's group health and hospitalization plan.

Section 6. Starting Time: All employees will be assigned starting time and shifts as determined by the School District.

Section 7. If, at the request of the employer, an employee is given a reduced number of hours below the minimum number required to qualify for fringe benefits, the employee shall continue to receive the benefits on a prorata basis according to the number of hours worked and shall not forfeit benefits earned prior to the reduction in hours. Participation in insurance benefits shall be subject to the approval of the insurance carrier.

Section 8. School Closing: In the event that school is closed on a day to day emergency and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. In case of a bomb scare, a full days pay will be paid and the time missed shall be made up by the employee.

Section 9. Bad Weather: In the event that school is officially closed due to inclement weather,

employees shall report to work unless it is physically impossible or the employee deems it hazardous to his/her health or safety. If the employee does not report to work, he or she will be permitted to make up the time by using unused vacation, personal leave or unpaid days.

Section 10. Jury Duty: Employees required to perform jury duty shall receive from the employer sufficient amounts of compensation for the period of such service which, taken together with their pay for jury duty, will equal the amount they would have received if employed solely by the School District at base pay in their usual occupation during that period.

Section 11. Paid Holidays: Full-time twelve month employees shall be granted the following paid holidays:

Independence Day	New Year's Day
Labor Day	President's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Eve Day	Floating Holiday-
Christmas Day	(1, as needed)

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

Subd. 1.: If a holiday falls on Saturday, the preceding Friday will be observed. If on Sunday, the following Monday.

Subd. 2.: Double-time shall be paid for any work performed on a holiday in addition to the holiday pay.

Section 12. Vacations:

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

12 Months

- a. After one (1) year of consecutive employment – six (6) days or (48 hours) (up to three (3) days or (24 hours) of this period may be used after six (6) months of employment).
- b. After two (2) years of consecutive employment – 10 days (80 hours).
- c. After four (4) years of consecutive employment – 12 days (96 hours).
- d. After six (6) years of consecutive employment – 15 days (120 hours).
- e. After eight (8) years of consecutive employment – 17 days (136 hours).
- f. After ten (10) years of consecutive employment – 19 days (152 hours).
- g. After twelve (12) years of consecutive employment – 20 days (160 hours).
- h. After twenty-two (22) years of consecutive employment – 25 days (200 hours) employment commencing before 2010.

11 Months

- a. After one (1) year of consecutive employment six (6) days or (48 hours) (up to three (3) days or (24 hours) of this period may be used after six (6) months of employment).
- b. After two (2) years of consecutive employment – 9 days (72 hours).
- c. After four (4) years of consecutive employment – 12 days (96 hours).
- d. After six (6) years of consecutive employment – 15 days (120 hours).
- e. After eight (8) years of consecutive employment – 17 days (136 hours).
- f. After ten (10) years of consecutive employment – 18 days (144 hours).
- g. After twelve (12) years of consecutive employment – 19 days (152 hours).
- h. After twenty-two years of consecutive employment – 23.5 days (188 hours) employment commencing before 2010.

10 Months

- a. After one (1) year of consecutive employment – four (4) days or (32 hours) up to two (2) days or (16 hours) of this period may be used after six (6) months of employment).
- b. After two (2) years of consecutive employment – 8 days (64 hours).
- c. After four (4) years of consecutive employment – 10 days (80 hours).
- d. After six (6) years of consecutive employment – 13 days (104 hours).
- e. After eight (8) years of consecutive employment – 15 days (120 hours).
- f. After ten (10) years of consecutive employment – 16 days (128 hours).
- g. After twelve (12) years of consecutive employment – 17 days (136 hours).
- h. After twenty-two (22) years of consecutive employment – 22 days (176 hours) employment commencing before 2010.

Section 13. Application of Vacation Benefits:

Subd. 1.: Vacations shall be determined as of July 1 of each year. Employees hired between January 1 and July 1 are not eligible for vacation as a matter of right until July 1 of the following year but may be permitted to take vacation at the discretion of the school district.

Subd. 2.: If the employee resigns before completing a full year of service, she/he shall not be entitled to any vacation pay and shall have the salary paid for any vacation days taken deducted from the final check. An employee who has completed at least one year of service shall be entitled to receive the prorata pay for unused vacation time provided such employee provides the school district with at least two (2) weeks advance notice of resignation time.

Subd. 3.: The scheduling of all vacation time shall be determined by the school district.

Subd. 4.: Vacation days may be used during times that school is in session with the approval of the principal or supervisor and the Superintendent or her/his designee.

Subd. 5.: Vacation days will be paid at the rate of number of hours employee works on a daily or weekly basis.

Subd. 6.: If an employee is terminated because of a layoff, reduction in staff, early retirement, normal retirement, disability retirement or voluntary quits with two weeks notice to the district

office, the employee shall be entitled to a prorata share of vacation earned.

Subd. 7.: Vacation time shall not be cumulative or carried over from year to year except with the written approval of the superintendent or designee.

Subd. 8.: Employees starting after July 1, shall receive a prorata vacation for the balance of the fiscal year.

Subd. 9.: Employees who are less than full-time but work at least 4 hours per day during the school year are eligible for vacation benefits prorated based upon the ratio of their schedule to that of the full-time employees.

Section 14. Personal Vehicles: Employees will not be asked to use their own vehicles for school business except as authorized and mutually agreed upon and paid at the district's mileage rate. In the event of an accident that involves liability, the employee's automobile insurance would have to cover first and the school district insurance would take over in the event the liability limits were exceeded and the school had assigned the employee to use his or her car.

ARTICLE XI. TERMINATION OF EMPLOYMENT

Section 1. Probationary Period: An employee under the provisions of this Agreement, shall serve a probationary period of six months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Transition Period For Change of Position: In addition to the initial probationary period, an employee transferred or promoted to a different position shall serve a transition period of three (3), calendar months in any such new position. During this three (3) month period, if it is determined by the school district that the employee's performance in the new position is unsatisfactory, the school district shall have the right to reassign the employee to the employee's former position. Employees may also, request and be granted to return to their previous position as a replacement is available.

Section 3. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or discharged only for cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 4. Seniority Date: Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of service. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the initial date of

employment application.

Section 5. Discharge:

Subd. 1.: The employer shall have the right to impose disciplinary actions on employees for just cause.

Subd. 2.: Disciplinary actions by the employer shall include the following actions and will normally take the course of #1, 2, 3 and 4, depending on the seriousness of the infraction.

1. Oral reprimand
2. Written reprimand
3. Suspension without pay
4. Discharge

Subd. 3.: Employees who are subjected to the above shall have the right to request that such actions be reviewed through the recourse of the grievance procedure.

ARTICLE XII. REDUCTION IN FORCE

Section 1. The parties recognize the principle of seniority in the application of this Agreement, within bargaining unit, concerning reduction in force, provided the employee is fully qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain her/his seniority and right to recall, within classification, in seniority order for a period of twelve (12) months after the date of layoff.

Section 2. Order of Layoff:

Subd.1.: If a Class IV Secretary is to be laid off and she/he has seniority, she/he may displace the least senior Class IV employee or the least senior Class III employee.

Subd. 2.: If a Class III Secretary is to be laid off and she/he has seniority, she/he may displace the least senior Class III employee.

Section 3. Recall: Recall shall be consistent with the procedure established in Section 1 of this Article.

ARTICLE XIII. VACANCIES

Section 1. Postings: Notice of new positions or vacancies within the unit, of more than thirty (30) days duration, will be posted in the Office of the Superintendent of Schools for a period of ten (10) calendar days. Applicants must submit their bids in writing within the ten (10) days notice period to the Office of the Superintendent or her/his designee.

Section 2. Bids: Bids must be in writing and received in the Office of the Superintendent before the expiration of the ten (10) calendar day notice period. Administration shall then notify

selected applicant within ten (10) calendar days after close of posting.

Section 3. Transfers: Effective 7-1-91, senior bidders shall advance within each classification automatically. In bidding into a higher classification, seniority will be considered along with qualifications and ability. The School District shall make the final decision on promotions to a higher pay grade.

Section 4. Job Change Step Placement: If an employee is promoted or changes jobs within the present group to a classification requiring additional responsibilities associated with a higher wage schedule, that employee shall receive the entry-level wage of the new position. If the employee's present wage rate is equal to or greater than the entry level of the new position, the employee shall be placed on the next step of the appropriate wage schedule that results in an increase.

ARTICLE XIV. MEDICAL EXAMINATION

Section 1. All applicants, upon beginning employment, shall be required to undergo a physical examination at the expense of the school district.

Section 2. Physician's Statement: A physician's statement of fitness with notation of any physical defects must be filed in the Office of the Superintendent as a pre-employment requirement and as a record for reference in possible compensation insurance claims.

ARTICLE XV. WORKSHOPS AND CONVENTIONS

Section 1. Employees desiring to attend workshops, seminars, conferences, or other professional improvement opportunities, shall forward such requests including all pertinent details to the supervisor and be subject to approval by the Superintendent, or designee.

Subd. 1.: The district will pay such reasonable expenses to include transportation, registration, and meals and lodging to employees who attend such sessions.

ARTICLE XVI. RETIREMENT AND RESIGNATION

Section 1. Two weeks notice shall be required of an employee if the employee wishes to resign in good standing.

Section 2. Two weeks notice shall be given to an employee if the employee is to be laid off.

ARTICLE XVII. GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The employee, administrators, or School District may be

represented during any step of the procedure by any person or agent designated by such party to act in her/his behalf.

Section 3. Extension: Time limits specified in this Agreement may be altered by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by this Agreement.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a holiday, in which event the period runs until the end of the next day which is not a Saturday, or a Sunday, or a holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein, shall be timely if it bears a dated postmark of the United States mail within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within ten days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver, thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 5. Adjustment of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner.

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or her/his designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or her/his designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five days

after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered in the event the School Board reviews to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party and such request must be filed in the Office of the Superintendent within ten days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to the P.E.L.R.A., providing such request is made within twenty days after request for arbitration. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein, shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a. Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
 1. The issues involved.
 2. Statement of the facts.
 3. Position of the grievant.

4. The written documents relating to Section 5, Article XVII, of the grievance procedure.

b. The School Board may make a similar submission of information relating to the grievance whether before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate and the parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to the grievance properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In consideration to the statutory rights and obligations to the public School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XVIII. DURATION:

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2015 through June 30, 2017, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the school board and the exclusive representative representing the employees. The provisions herein relate to terms and conditions of employment supersede any and all prior Agreements, resolutions, past practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable and if any provisions thereof, or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provisions, thereof.

Section 5. Delivery: This contract shall be delivered to the employees covered within thirty days of signature date.

IN WITNESS WHEREOF, The parties have executed this AGREEMENT as follows:

For Princeton Secretarial Association

For Independent School District #477
706 First Street
Princeton, Minnesota 55371

Negotiator

School Board Chairperson

Negotiator

School Board Clerk

Dated this _____ day of _____,
_____.

Dated this _____ day of _____,
_____.

SCHEDULE A

2015 - 2016

STEP	B21 <u>CLASS III</u>	B23 <u>CLASS IV</u>
1	\$16.72	\$18.02
2	\$17.54	\$18.84
3	\$18.36	\$19.66
4	\$19.18	\$20.48

2016 - 2017

STEP	B21 <u>CLASS III</u>	B23 <u>CLASS IV</u>
1	\$17.32	\$18.62
2	\$18.14	\$19.44
3	\$18.96	\$20.26
4	\$19.78	\$21.08

Longevity After 15 Years of Consecutive Service \$.40

Class III
Assistant Principal Secretary

Class IV
Building Secretary

Counselor/Attendance Secretary Community Education Secretary
Activities Secretary
Office Assistant/Food Service
Office Assistant/K-5
Technology/Teaching & Learning Secretary

SENIORITY LIST

1. Gwen Rapp	08-15-88
2. Julie Bathke	10-16-89
3. Debra Jenson	09-24-90
4. Sandra Gray	08-30-93
5. Dina Scandinato	06-25-99
6. Paula Green	08-30-00
7. Kimberly Myers	01-06-03
8. Laura Pipenhagen	01-06-03
9. Jacqueline Lindenfesler	01-17-05
10. Carrie Tarvestad	08-19-08
11. Anna Oldenkamp	08-12-09
12. Christine Hazelton	01-04-11
13. Greta Schimming	08-19-13
14. Sonia Strickland	07-07-14
15. Kelly Breault	05-26-15



POSITION DESCRIPTION

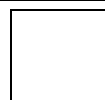
SECTION I: GENERAL INFORMATION

Position Title: Gifted and Talented Program Coordinator	Department: Teaching & Learning	Bargaining Unit:
Immediate Supervisor: Director of Teaching and Learning	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary: Under the direction of the Director of Teaching and Learning, the Gifted and Talented Program Coordinator is responsible for working collaboratively with district and building leadership to develop, implement, and direct a leveled-services model for gifted and talented services which is research based. This includes but is not limited to guiding teachers in best practices of instructional differentiation; Total School Cluster Grouping; enrichment activities; advanced readiness grouping with appropriate curriculum materials; direct instruction for formally identified students; and other acceleration as necessary.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<p>Knowledge and Pedagogy</p> <ul style="list-style-type: none"> • Has knowledge and understanding of the cognitive, social, and emotional characteristics, needs and problems found in gifted students as a result of their atypical mental development. <p>District/Professional Leadership</p> <ul style="list-style-type: none"> • Remain informed of most current research related to gifted students and programming through courses, networking, reading and conference attendance. • Ensure compliance with state/federal requirements of gifted programming. • Manage the gifted program budget and where necessary, presents the case for funding increases or adjustments; acquires resources and manages their use and storage • Regularly review district programming and set goals for improvement <p>Identification Process</p> <ul style="list-style-type: none"> • Coordinate the formal gifted and talented identification process ensuring it is holistic, multi-faceted, consistent with best practice, and committee-driven
--



- Update the identification process as needed in alignment with current research
- Make recommendations for students about class placement, acceleration, and send-out services

Collaboration

- Assist teachers with development of gifted curriculum in grades K-12, for all content areas
- Serve as a resource for classroom teachers; providing support and ideas to ensure appropriate educational experiences for the gifted student in the regular classroom (May include co-planning, doing a classroom observation, modeling a technique, working with small groups in the classroom, etc.)
- Find, order, and organize materials that can be appropriately used with gifted students by classroom teachers.
- Work with classroom teachers to plan and develop instruction in higher level thinking skills and problem solving skills for all students, leading activities when time allows

Staff Development

- Provide training to develop instructional skills necessary to meet the needs of the gifted in the regular classroom
- Plan follow-up training for staff involved in professional development on gifted education
- Work with district staff to ensure material relating to gifted learners is part of the school's on-going cycle
- Inform staff of available conferences and encourage attendance

Instructional Responsibilities

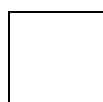
- Develop and implement a curriculum for gifted students, to be used during building intervention periods. Ensure activities follow program goals and have appropriate academic challenge.
- Create a classroom environment in which gifted students can use their strengths, explore their personal and interpersonal development, risk new areas of thought and action, and be challenged on a consistent basis.

Communications

- Communicate effectively with other staff members, district specialists and administrators.
- Keep district leadership well informed about the status of gifted programming, achievements, and any emerging needs
- Communicate to parents regarding gifted and talented identification and programming for students
- Maintain a school website with sections for students, parents and teachers

Other Responsibilities

- Perform any and all other duties as prescribed by the District Administrator



SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor's Degree	
High school diploma or GED.		Major field of study or degree emphasis: Gifted & Talented Certificate or Endorsement	
1 year college	2 years college		
3 years college	4 years college		
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level			

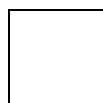
Required Work Experience in Addition to Formal Education/Training: Minimum of a completion of assigned internship/practice teaching experience and degree program.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Licensed teacher in the State of MN and licensure to teach in assigned areas of responsibility.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities



Physical requirements associated with the position can be best summarized as follows:

Light Work:

**HAZARDOUS WORKING
CONDITIONS**

Unusual or hazardous working conditions related to performance of duties:

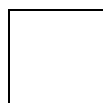
SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
Prepared 5/2013 by BCC.



Gifted and Talented Program Proposed Milestones

2016-2017 Goals: Set a Solid Foundation, Build Relationships

- Work with leadership and staff (and parents, when appropriate) to:
 - Clarify philosophy/mission of program
 - Create a district definition of gifted and talented
 - Examine existing programming and resources, based on levels of service
 - Lay the groundwork for adding programming and resources based on levels of service
- Create section for program on school website
- Organize a formal identification process, including grade level screening to identify students for high clusters
- Assist with cluster grouping in grades 3 through 6 (i.e. placement card/Differentiated Education Plan)
- Professional development for all teachers in both higher-level thinking skills and the characteristics and needs of gifted kids
- Classroom-based support/Professional Development for Cluster Teachers (i.e. Differentiation)
- WIN Time / intervention period classes for formally identified students (January start?), using curriculum designed for gifted and talented students (sample here).

Future Goals: Build Program Options, Ongoing Evaluation

- Expand program options, based on levels of service
 - Increase the number of accelerated courses, especially for 6-12
 - Support advanced courses with material specifically for gifted students
 - Start pull-out programming for highly gifted math students
- Organize an informal identification process for primary grades, to assist with cluster grouping, using Achievement and Parent/Teacher Rating Scales.
- Find/write materials specifically for gifted students in the core content areas, K-12
- Work on an acceleration policy/process – both content area and full grade-level
- Create mentorship opportunities for high school students
- TBD - based on needs of district

**Princeton School District
Independent School District 477
PUPIL TRANSPORTATION SERVICES AGREEMENT**

In accordance with Minnesota Statutes, section 123(b).52, subdivision 1 or 3, this agreement is made and entered into as of the 1st day of December, 2015, by and between Princeton Public Schools, Princeton, MN, Mille Lacs County, Minnesota, hereinafter called "District" and Palmer Bus Service of Princeton, Inc., hereinafter called "Contractor."

WITNESSETH

WHEREAS, District has selected Contractor to provide the pupil transportation services described herein; and

WHEREAS, Contractor desires to provide such pupil transportation service to the District,

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

1. TERM

The term of this agreement shall commence August 1, 2016 and shall continue through July 31, 2018. For Purposes of this Agreement, the term "Contract Year" shall mean each one year period commencing August 1 during the term of this Agreement. In addition, the District parties reserves the right to negotiate extensions to the contract.

2. SCOPE OF SERVICES REQUIRED

Contractor shall, during the term of this Agreement, supply and maintain such number of school buses and personnel as are required to fulfill District's needs for pupil transportation services as described in the Specifications for Pupil Transportation Services which is incorporated by reference into this agreement.

3. COMPENSATION AND BILLING

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in Appendix A attached hereto and made a part hereof, as may be adjusted from time to time as provided herein.

BASIC TRANSPORTATION

Regular To and From, Midday and Specialized Services Transportation

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in Appendix A attached hereto no later than 30 calendar days after the receipt of invoice.

Supplemental Transportation

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in Appendix A attached hereto for the service categories – all other school transportation services, extra-curricular and athletic trips, and activity and field trips. After verification of the statement, District shall pay the amount due to Contractor within 30 days of receipt of invoice.

4. FUEL COST ADJUSTMENT

Contractor shall furnish all fuel to be used in its performance of this agreement with copies of invoices to be provided to the District monthly. Contractor's "Base Fuel Cost" shall be \$2.00 - \$3.50 per gallon (gasoline or diesel) exclusive of applicable federal gasoline taxes. The Contractor's invoice shall include an adjustment for increases or decreases in fuel costs calculated by multiplying (i) the number of gallons of fuel purchased by the Contractor for consumption in the performance of this agreement by (ii) the difference between the appropriate Base Fuel Cost and the average price per gallon of fuel paid during the month for which the invoice is issued.

5. CONTRACTOR RESPONSIBILITIES

Upon request, Contractor shall provide the District preceding each Contract Year with a "service plan for pupil transportation services." Contractor shall work with District's Administration or designee in planning services and otherwise implementing the Agreement. The "service plan" must include at a minimum the following:

- a. list of drivers, both primary and substitutes
- b. list of bus and van equipment that will be used in providing the contract services, along with make of equipment, year of manufacture, vehicle type, passenger size, and special equipment.
- c. Staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in the Contract.
- d. Insurance information required by the Agreement.
- e. Staff training plan including materials and schedule
- f. Transportation crisis plan
- g. Customer Service Philosophy and Plan and 3 trainings per year with an orientation for all new drivers.

6. RECORDS AND REPORTS

Contractor shall provide those reports and records, which may be reasonably requested by District and necessary for proper payment, for evaluation of Contractor's performance or for state and District reporting hereunder. Reports may include, but are not limited to:

- Crash Reports
- Student Discipline Reports
- Bus Inspections
- Monthly or Yearly Mileage, Hour or Route Reports
- Bus Ridership Reports - for each route including special education transportation routes
- Community Communications Ledger
- Driver Qualification Reports

7. STATUS OF CONTRACTOR

In the interpretation of this Agreement and the relations between Contractor and District, Contractor shall be construed as being an independent contractor hired to provide pupil transportation services only. Neither Contractor nor any of its employees shall be held or deemed in any way to be an employee or official of the District. Contractor shall be responsible for, and hold District harmless from any liability for unemployment taxes or contributions, payroll taxes or other federal or state employment taxes.

8. INSURANCE

Contractor shall, at its expense, procure and keep in force during the entire term of this Agreement, public liability and property damage liability insurance protecting District, its board, officers, employees and agents, and Contractor, its drivers and other personnel. Contractor must provide the above referenced insurance with the following minimum limits:

Automobile Liability Insurance	\$1,000,000 Combined Single Limit
Commercial General Liability Insurance	\$1,000,000 Per Occurrence
Worker's Compensation	Statutory
Umbrella Liability Insurance	\$4,000,000

Contractor agrees to provide District a certificate of insurance evidencing such coverage and designating District as an additional insured with respect to Automobile Liability. Worker's compensation insurance shall be maintained as required by law. All insurance policies shall provide that no coverage shall be cancelled except by thirty (30) days written notice to District.

9. INDEMNIFICATION

Contractor shall hold District, its governing board, officers and employees harmless and does hereby indemnify District, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of Contractor in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the

negligence or willful misconduct of District, its agents or employees. The Contractor also agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, Contractor's acts in providing transportation of assigned pupils.

To the extent permitted by law, District shall hold Contractor, its officers, employees, agents, successors and assigns harmless and does hereby indemnify Contractor, its officers, employees, agents, successors and assigns from and against every claim or demand which may be made by any act neglect, default or omission of District, its governing board, officers, employees or agents, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Contractor, its agents or employees.

10. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT (E.E.O)

Contractor must show evidence of a non-discriminatory equal employment opportunity program in the selection of employees that follow the guidelines established by District E.E.O. program. Such program must provide E.E.O. opportunities regardless of person's race, creed, sex, national origin, and sexual orientation, or any other characteristic protected under state or federal law.

11. FORCE MAJEURE

In the event Contractor is unable to provide the transportation services herein specified because of any act of nature, civil disturbance, fire, flood, war, governmental action, labor dispute involving District personnel, picketing, strike, or lockout, or any condition or cause beyond Contractor's control, District may excuse Contractor from performance under this Agreement.

12. FAILURE TO DELIVER & PENALTIES

If by any reason of any acts of nature, fires, strikes, present or future laws, ordinances, government orders, rules or regulations, the Contractor shall be prevented from carrying out the terms of this Agreement, District shall have the right to hire others to continue service, and operating expenses incurred will be deducted from payments owed to Contractor.

13. INCLEMENT WEATHER / SCHOOL CLOSINGS

In the event of inclement weather or impassability of roads or whenever school is cancelled, delayed or is dismissed early, District shall notify Contractor prior to such cancellation or delay. Should the number of days transportation is required to decrease during the school year, as a result of weather conditions, strikes, gas shortages, school closing and emergencies, the base contract will be decreased by an amount equal to 50% of the daily contract charge per day decreased.

14. EMERGENCY RESPONSE PROGRAM

Contractor shall understand and participate in the District Emergency Plan. In addition, Contractor shall develop and implement an emergency plan responsive to the District Emergency Plan. District may review and require changes or additions to plan.

15. MANAGEMENT PERSONNEL

The contractor shall designate a permanent regular, full-time manager/supervisor to be directly responsible for the provision of all services required in the District contract. The manager/supervisor will be responsible for providing safe and efficient transportation services required by this Agreement and will supervise necessary support staff required for on-site management. This person shall work with the District Designee for purposes of service coordination. The District expects that the manager/supervisor is an experienced person who has demonstrated skills for fulfilling the responsibilities of this Agreement. Contractor shall inform District of the name(s) and business address(s) of such management personnel.

16. OPERATIONS PERSONNEL/DRIVER QUALIFICATIONS

Contractor shall employ a sufficient number of qualified drivers and support personnel to assure District of continuous and reliable service. The Contractor will consistently conduct a proactive recruitment campaign and periodically update the District on these efforts (may not be necessary to include). Contractor shall provide qualified drivers, trained and licensed in accordance with the laws of this State and the rules and regulations of District. Accordingly, Contractor agrees that each driver shall:

- a. Possess a valid license issued by this State (or a reciprocal state) authorizing such person to operate a school bus.
- b. Be certified by a duly licensed medical practitioner as medically qualified and free of medical or physical conditions, which, absent reasonable accommodation, would limit safe operation of a school bus qualified without reasonable accommodation, to safely operate a school bus. The physical examination shall be conducted prior to employment and periodically thereafter as required by State law.
- c. Successfully complete a course of training, including instruction in school bus safety, student discipline, human relations, behind-the-wheel school bus driving instruction, defensive driving, first aid, use of fire extinguisher, traffic laws, and applicable District policies and regulations.
- d. Possess a satisfactory driving record and criminal history record, after review of such records prior to employment and periodically thereafter to the extent permitted or available by law.
- f. Satisfy all applicable requirements of the U.S. Department of Transportation, Federal Highway Administration in rendering transportation services regulated by that agency.
- g. Meet any other criteria required by State law or by District's policies, rules or regulations.

Contractor shall hold each driver responsible for:

- a. Supervising the safe loading and unloading of his or her bus at every pick-up and delivery point.
- b. Keeping informed of all rules and regulations affecting the safe operation of school buses and standards of conduct.
- c. Complying with all federal, state and local traffic laws while operating buses under this agreement.
- d. Carrying appropriate identification at all times while on duty.
- e. Carrying a timepiece while on duty so that the driver can maintain established schedule times.
- f. Communicating to Staff any issues or needs related to the route assignment and all passengers transported.

A driver orientation and instruction program will be provided before a driver is allowed to drive while students are on board. Training must include:

- a. Enough to safely operate the type of school bus the driver will be driving
- b. Emergency procedures
- c. Student Management procedures, including issues relating to students with disabilities
- d. Knowledge of relevant laws, rules of the road, and local school bus safety policies
- e. Knowledge of student loading and unloading procedures

An ongoing performance monitoring and assistance program should include:

- a. Random drug testing
- b. Daily observance of employees to detect violations of drug policy
- c. Advance knowledge of routes, including substitutes
- d. Route accuracy including proper stops and updated paperwork
- e. Demonstrated driver-passenger professionalism
- f. Competency in physically driving the assigned vehicle and equipment

Contractor shall take reasonable steps to prevent its employees from exposing any student to impropriety of word or conduct. Contractor shall not knowingly permit its drivers to smoke on the bus nor to drink any intoxicating beverage or be under the influence of drugs or alcohol while operating any bus. Contractor shall regulate the use of prescription and non-prescription drugs, which impair the safe operation of the bus. Contractor shall enforce all District Rules and Regulations in place.

Contractor shall be responsible for hiring and discharging personnel employed by Contractor to perform its obligations hereunder; provided, however, that District shall have the right to require Contractor to remove from service under this agreement any employee who, at District's sole discretion, is deemed unsuitable for the performance of transportation services for District; and provided further that District shall make such request in writing and state the reasons therefore.

17. EQUIPMENT

All school buses supplied by Contractor pursuant to this Agreement shall meet or exceed the standards established by the laws and regulations of the State and the United States. Contractor shall maintain the school buses used to provide pupil transportation services under this Agreement in accordance with law and accepted industry maintenance standards.

Buses supplied by the Contractor will be no older on August 1 on any contract year, unless approved by District, than:

Regular Route Buses – not older than 12 model years – District and Contractor agree to waive this requirement during this 2 year agreement. It is agreed that Contractor will be using SY 2015-16 fleet with addition of 83 passengers for the 2 year contract period.

Type III Vans – not older than 12 model years

Spare Route Buses – not older than 18 model years

Contractor shall provide buses in sufficient number to efficiently transport all students for whom District orders services, including an adequate number of spares.

Buses shall be of sufficient capacity to permit every student transported to be seated in conformance with State laws at all times. Buses must be clean, neat-appearing and display appropriate exterior and interior markings as required by state law.

ADDITIONAL DEVICES AND EQUIPMENT REQUIRED

Contractor shall provide a facility that enables the Contractor to respond to an emergency within 30 minutes. The location of the facility shall not impact the contract.

Contractor must equip facility with proper furniture, facsimile machine, maintenance equipment, and basic comforts for staff and employees.

Contractor will have cameras in all route buses, should cameras need to be purchased or replaced District will share costs with Contractor on an equal basis.

18. STUDENT DISCIPLINE/VANDALISM

The ultimate responsibility and authority to suspend or expel any student from transportation services hereunder shall rest with District. Contractor's drivers are responsible only for such discipline as is required to safely and properly operate Contractor's buses. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus without authorization. All discipline problems shall be reported in writing following completion of the route. Procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

Vandalism damages to Contractor's equipment or facilities shall be the responsibility of Contractor. However, District shall give Contractor reasonable assistance in obtaining restitution for damaged equipment or facilities.

19. ASSIGNMENT

The Contractor shall not assign or transfer any part of the obligation and responsibility in this contract without the prior written approval of the District.

20. TERMINATION

If either party shall willfully violate any of the covenants or duties imposed upon it by the Agreement, such material willful violation shall entitle the other party to terminate this Agreement. The party desiring to terminate for such cause shall give the offending party thirty (30) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this Agreement shall be deemed terminated.

District and Contractor agree to meet and make good faith efforts to resolve any disputes within thirty (30) days of the development of any dispute, prior to filing any action in a court of competent jurisdiction. Good faith efforts may include mediation and arbitration by mutual agreement.

21. PLACE OF CONTRACT

This Agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Minnesota. All references in the contract to the "State" shall mean State of Minnesota.

22. SURVIVAL

The mutual obligations described in COMPENSATION AND BILLING; and INDEMNIFICATION hereof shall survive the termination or expiration of this Agreement.

23. SEVERABILITY

In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.

24. MODIFICATIONS

Contractor and District may modify the terms of this Agreement in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the parties. Any other additions or modifications would be provided at cost outlined in Appendix A.

25. NOTICE TO PARTIES

All notices to be given by the parties to this Agreement shall be in writing and served by depositing same in the United States Mail, postage prepaid, registered or certified mail.

Notices to District shall be addressed to:

Princeton School District, ISD 477
Supt. Julia Espe
706 1st Street
Princeton, MN 55371-1820

Notices to Contractor shall be addressed to: (Contractor)

Palmer Bus Service of Princeton, Inc.
Chris Champlin, COO
PO Box 2026
North Mankato, MN 56002

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

26. ENTIRE AGREEMENT

This Agreement sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no prior representations, either oral or written, between District and Contractor other than those contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____ 2016.

By: _____

Officer of Contractor

By: _____

Chair, Board of Education

By: _____

Clerk, Board of Education

APPENDIX A
2016-17 School Year

1. Regular "To and From" Routes
 - a. 71-77 Passenger - \$229.70 per route per day (Based on 34 Routes)
 - b. 83-90 Passenger - \$245.81 per route per day (Alternate)
 - c. Open Enrollment - \$1.75 per mile (above base mileage SY 2015-16)
 - d. Second Pass Runs (Above SY 2015-16 quantity 12) - \$35.00 per run per day
2. Special Education Routes – In District
 - a. Class C/D Bus - \$228.64 per route per day, midday route \$116.60
 - b. Class A/B Bus - \$228.31 per route per day, midday route \$114.15
 - c. Type III Van - \$210.35 per route per day, midday route \$105.18 per day
 - d. Bus Aide \$13.90 per hour
 - e. District Van Minimum \$93.39 or \$17.69 per hour and \$.69 per mile
3. Special Education Routes – Out of District
 - a. Class A/B/C/D - \$17.69 per hour and \$1.48 per mile
 - b. Type III - \$17.69 per hour and \$1.20 per mile
 - c. Bus Aide \$13.90 per hour
 - d. District Van Minimum \$84.90 or \$17.69 per hour and \$.68 per mile
4. Extra Curricular and Athletic Trips
 - a. All Vehicle Types \$17.69 per hour and \$1.48 per mile, minimum \$42.45
 - b. Trailer \$53.06 per trip

2017-18 School Year

1.75% Increase on all Rates

Independent School District 477, Princeton, Minnesota
GENERAL SPECIFICATION FOR STUDENT TRANSPORTATION SERVICES

Independent School District 477, Princeton (“District”), is requesting Written Quotations for the provision of student transportation services herein described. Responsible service providers who meet the District’s criteria are requested to submit their Written Quotation for these services, which will be performed under the statutes and regulations of the State of Minnesota, the Minnesota Department of Education, and the District.

SECTION 1.1: General Description

This General Specification outlines all the requirements and conditions for furnishing these services. If the District determines that a contract(s) should be awarded, the contract(s) will be awarded, consistent with Minnesota Statutes, Section 123B.52, to the lowest responsible service provider as determined by the District. Recognizing the complicated nature of delivering safe, reliable, efficient student transportation, the District will evaluate each quotation received in order to adequately assess the capabilities and responsiveness of the service provider. The District reserves the right to consider all relevant and reasonable criteria, which may or may not be described herein. The School District also reserves the right to waive technicalities or irregularities, accept or reject any or all portions of a Written Quotation, award portions of the contract to separate service providers, and make arrangements that will be in the best interest of the District.

SECTION 1.2: Definitions

All definitions set forth in this section are also applicable to the documents submitted by the service provider.

- 1.2.1. General Specification: This includes the Invitation for Quotations, the instructions to service providers included in this document, and any addenda issued prior to receipt of Written Quotations.
- 1.2.2. Service Provider: One who submits a Written Quotation to the District to provide the services described in this General Specification.
- 1.2.3. Contractor: One who agrees to a contract with the District for the services described in this General Specification and the approved contract.
- 1.2.4. Written Quotation: Complete and properly signed document(s) offering to provide the described services for the price(s) in the Written Quotation(s) and supported by the date required by this General Specification.

- 1.2.5. Proposed Contract Price(s): The stated price(s) in the Written Quotation for which the service provider offers to perform the work described in this General Specification and other documents composing the Written Quotation.
- 1.2.6. Addenda: Written or graphic instruments issued by the District prior to the execution of the contract which modify or interpret the General Specifications by addition, deletions, clarifications or corrections.

SECTION 1.3: Equal Employment and Non-Discrimination; General Policy

The District is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination against any employee, applicant or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The service provider shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex veteran status, or political opinion or affiliation. Such action shall include, although not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training. The service provider agrees to post in conspicuous places notices setting forth the provisions of this Equal Opportunity clause. The utilization of minority vendors and subcontractors is encouraged, wherever possible, on public contracts.

ARTICLE 2: Requirements for Submitting Written Quotations

SECTION 2.1: Price of Services; Proposed Costs

- 2.1.1. The service provider shall submit, with its Written Quotation, prices for the student transportation services described herein using APPENDIX A, along with any detailed support of the calculations as determined to be appropriate by the service provider. All prices quoted by the service provider must remain effective for up to one hundred twenty (120) days from the date for receipt of Written Quotations to allow the review and decision by the District.
- 2.1.2. The prices shall include all buses and vans, labor, materials, equipment, supplies, overhead and profit, and all other related costs. Amounts shall also include all fuel costs, maintenance and repair costs, and all related taxes, except that the service provider must include an explicit statement that the quoted prices include fuel costs or any conditions related to fuel cost, consistent with SECTION 3.3 (excluding District van maintenance costs other than basic maintenance).
- 2.1.3. Alternative pricing methods may be considered only if the service provider is not considered to be unresponsive to the cost requirements of this General Specification. The District will consider such alternatives at its sole discretion.

- 2.1.4. The District reserves the right to correct mathematical errors in extensions and additions by the service provider. The District's computed annual totals, with consideration for corrections, shall take preference over the service provider's computed annual totals.

SECTION 2.2: Quotation Security

- 2.2.1 Each Written Quotation shall be accompanied by a personal check, bond or irrevocable letter of credit in an amount of \$75,000 or not less than five percent (5%), of the amount of the annual proposed price, pledging that the service provider will enter into a contract with the District on the terms stated in its Written Quotation. Should the service provider refuse to enter into a contract or fail to comply with the terms of this General Specification, the quotation security shall be forfeited to the District as liquidated damages and not as a penalty. The District may waive this requirement at its discretion.
- 2.2.2. The District will retain the quotation security of service provider(s) until either (a) the contract has been executed and performance bond has been furnished, or (b) the specified time has elapsed so that the Written Quotations may be withdrawn, or (c) all Written Quotations have been rejected.

SECTION 2.3: Qualifications of Service Provider

- 2.3.1 A service provider may be (a) an independent private contractor; (b) a group of independent private contractors operating in a partnership or as a formal or informal alliance; or (c) a single company. Section 5.3, and Section 5.3.2 in particular, should be followed if a group of independent, private contractors submit a joint Written Quotation.
- 2.3.2. Each service provider shall submit as part of the Written Quotation a statement of service provider's qualifications. The District shall have the right to take such actions as it deems necessary to determine the ability of the service provider to perform in a prompt and efficient manner the work in this General Specification. In determining the service provider's qualifications, the District shall take into consideration those criteria which relate to, but are not limited to, school transportation, transportation services and safety, school bus drivers, and vehicular equipment.
- 2.3.3. Each service provider shall supply a list of references and contracts held, with names, addresses and phone numbers, describing their experience in transporting regular developing school-age and physically challenged children.

SECTION 2.4: Modification or Withdrawal of Written Quotation

- 2.4.1. A Written Quotation may not be modified, withdrawn or canceled by the service provider during the time period following the time and date designated for the receipt of Written Quotations.
- 2.4.2. Prior to the closing time and date designated for the receipt of Written Quotations, Written Quotations submitted early may be modified or withdrawn only by notice to the party receiving Written Quotations at the place and prior to the closing time designated for receipt of Written Quotations. Such notice shall be in writing over the signature of the service provider and be received by the District prior to the official closing time and date for receipt of Written Quotations herein identified. Withdrawn Written Quotations may be resubmitted up to the closing time designated provided that they are then fully in conformance with these instructions to service providers.

ARTICLE 3: Description and Scope of Services

SECTION 3.1: Scope of Transportation Services

3.1.1. This General Specification consists of supply buses, vans and drivers necessary to perform those services required to transport public and non-public students of the District during the school year consisting of 172 student days, including the following services:

1. Regular “To and From” Route Services -

- i. **Present System:** a system with all public school buildings having “like” times, and requiring a determined number of AM/PM routes with a determined number of buses completing a short second pass within town between the north and south school campuses.

2. Special education (SPED) route and shuttle transportation

i In-District services

- 1) Type A and C school buses as required.
- 2) Type III school buses as required.
- 3) Lift equipped vehicles as required.

ii Out-of-district services:

- 1) Rum River Special Education Coop:
 - Cambridge campus (Rum River South)
 - Milaca campus (Rum River North)
 - Additional service as may be required during the term of service.

2) Intermittent use vehicles. The District has a need from time to time to transport students during the school day. We request a rate, as a time and mileage rate, be included for same in Appendix A.

iii. **Drivers for District vans.** Contractor shall provide drivers for the District owned vans, as needed.

3. Summer programs and services. Contractor shall furnish service as required by District for summer programs.

4. In-district shuttles between public schools. Contractor shall furnish service as required by District that can occur daily.

5. Out-of-district shuttles between nonpublic and public schools. Contractor shall furnish morning and afternoon shuttle service daily as required by District with one (1) conventional bus for shuttle service to Community Christian School (located in Pease about 8 miles north of Princeton) and Faith Christian School (located in Foreston located about 15 miles to the north of Princeton). This bus will be one of the route buses and not an additional route bus. This service shall be provided as part of the daily per bus charge with no additional time or mileage charges.

6. Extra-curricular and athletic trips; field and activity trips. Contractor shall furnish equipment and personnel as required by the School District to provide transportation of students to field trips, athletic events, and other activities as designated by the District. Contractor shall have sufficient buses available for these trips, especially between the peak afternoon route times of 2:00 p.m. and 3:45 p.m. District representatives and Palmer representatives will meet when necessary to come up with solutions on days that have a large number of requests. If the District and Palmer see no other solution to providing transportation to all events, the solution may be to hire a coach contractor to provide services. Palmer and the District would split the cost above and beyond the normal charge of a Palmer school bus.

3.1.2. **Midday Kindergarten.** The District offers an all-day kindergarten program and does not require midday kindergarten transportation at this time.

3.1.3. **Service Guidelines and Qualities.** In the design and operation of its student transportation services, The District expects the service provider(s) to provide the requested services and satisfy the following student bus service guidelines, consistent with Minnesota Statutes 123B.88, other applicable state laws and regulations, and District policy and practices.

1. operate regular and special needs “to & from” routes, where the District uses the following definitions:
 - a. A run is defined as one trip delivering students to or from one or more school(s) during a single time period morning and afternoon.
 - b. A daily route is defined as a bus used for one or more runs for up to four (4) “live” [i.e. with students] hours per day, split however the District

- defines routes from time-to-time. Run or route time to be defined from first pickup to last drop-off for any run session (e.g.: 2.0 hours a.m. and 2.0 hours p.m.).
- c. Route time for in district regular, midday and special education routes is calculated from the first pick up to the last drop off. The time taken to travel from the terminal and back to the terminal is not figured in “live” time. Out of District special education service shall be billed based on time and mileage from terminal to terminal.
 - d. Open enrollment mileage shall be billed as excess miles at a per mile rate exceeding the base out of district miles mutually agreed to by the District and Contractor. Base out of district miles will be defined by service provided during SY2016.
2. Operate regular routes to transport public and nonpublic students between home and their school as follows and as defined by the District at the present time::
 - a. elementary [grades K-5] students 0.5 miles from home to school
 - b. secondary [grades 6-12] students 0.5 miles from home to school
 - c. less than the designated eligibility distances above, where hazardous conditions exist or as modified by the District from time-to-time. As a result the District transports each student needing busing.
 - d. walking distances to bus stops will not exceed three (3) blocks in town and 0.2 mile elsewhere in the District.
 3. The District reserves its right to modify the eligibility policy as enrollments, natural conditions and District circumstances dictates. At this time, The District has no plans to change this eligibility policy.
 4. comply with District performance criteria including:
 - a. buses will arrive during an “AM” window” of 15 minutes prior to the start of the school and/or designated school program;
 - b. buses will be in the designated loading area prior to the dismissal time for the school and depart within 10 minutes after the dismissal bell;
 - c. operating regular “to and from” routes that will not exceed 60 minutes for resident pupils;
 - d. bus loads will not exceed manufacturer’s capacity per bus and van;
 - e. reasonable bus loads for secondary and elementary students considering ride lengths and the age of students transported; and
 - f. student safety will be foremost in all services.
 5. transport, in the most cost-efficient manner, charter and non-public students who may be transferred from their route bus and shuttled to and from their school as designated by the District.

6. comply with the District policies for student transportation, bus safety and video equipment.
7. the District may utilize the state law for the voluntary surrender by parents and guardians of the bus privileges, as it deems appropriate from time to time.

SECTION 3.2: Description of the District Relative to Student Transportation Services

The district covers 238 square mile geographic area and serves about 3,500 students in grades K through 12, and their families, and operates at four school sites - South Elementary, North Elementary, Princeton Middle and Princeton High Schools - all located in Princeton. There is one nonpublic school located in the District, and the District provides route service for resident students and shuttles their students to the two nonpublic schools located in Pease and Foreston.

SECTION 3.3: Fuel Price Adjustment Provision

The District understands that the prices for fuel used in providing student transportation services have been volatile in the past year or so with decreased prices after recent years of steadily increasing prices. The service provider(s) will purchase the fuel and the District will agree to a fuel price adjustment which will be based on an indexed fuel price (Index Price) and compensation determined for actual prices compared to the Index Price.

- 3.3.1. For school years 2016-17 and 2017-18, the Index Price for diesel and unleaded gasolines will be the range of \$2.00 - 3.50 per gallon excluding the federal fuel excise taxes.
- 3.3.2. The District and the service provider(s) will share equally (50%/50%) in fuel price adjustments above and below this Index Price.
- 3.3.3. The service provider(s) awarded contract(s) will be required to substantiate the (1) quantity of fuel used in fulfilling the service requirements of this General Specification and the contract(s) and (2) the price paid for the fuel purchased from time to time.
- 3.3.4. The actual diesel fuel cost for this clause shall be the lesser price of the service provider's price paid for their diesel fuel or the pump price at a designated service station in the District for the same period of time, month or day.

SECTION 3.4: Transportation of Students Ineligible for Bus Services

While the District transports all students at this time. Should the District at any time in the future increase walking distances, the District will encourage the service provider to make

regular “to and from” transportation services available to transport those public and nonpublic students between home and their school who are not eligible for transportation, as defined by the District at that time.

The District understands that should the service provider decide to provide these services, the service provider will be solely responsible for collecting the fees established in compliance with Minnesota Statute 123B.36, Subd. 1 (b) (11), and understands that the District will be held harmless relative to these services. A copy of this provision of state law is included for reference purpose:

“123B.36 Authorized fees.

Subdivision 1. School boards may require fees. (a) For purposes of this subdivision, “home school” means a home school as defined in sections 120A.22 and 102A.24 with five or fewer students receiving instruction

(b) A school board is authorized to require payment of fees in the following areas:

(11) transportation to and from school of pupils living within two miles from school and all other transportation services not required by law. If a district charges fees for transportation of pupils, it must establish guidelines for that transportation to ensure that no pupil is denied transportation solely because of inability of pay;...”

SECTION 3.5: Program Growth

The District will reserve the right to increase or decrease the number of buses or vans over the life of the contract(s), based on the terms described in this General Specification. The cost of the added or reduced buses or vans will be at the unit cost approved in the basic contract(s). Should the program significantly change in scope then either party may request, following provisions in the Contract, that appropriate pricing adjustments be considered.

ARTICLE 4: Contract and Contractual Requirements

SECTION 4.1: Period of Contract

The period of the contract will be two (2) school years (2016-17 and 2017-18) ending July 31, 2018, and is subject to applicable statutes and regulations.

SECTION 4.2: Possible Extension of the Period of the Contract

The District, at its sole discretion, will reserve the option, consistent with applicable statutes, to extend the contract for a third or fourth year, school years 2018-19 and 2019-20, respectively.

SECTION 4.3: Award of Contract(s)

The issuance of an award of contract is contingent upon securing a Written Quotation acceptable at the District’s sole discretion. The District may award one or more contracts for these services, as provided by law. The contract entered into will be evidenced and finalized upon the approval of the District.

SECTION 4.4: Contract Form and Provisions

The District intends to execute a contract with the selected service provider(s) that includes the provisions, terms and conditions included in these specifications and those negotiated with the selected service provider(s).

SECTION 4.5: Performance Security

The successful service provider may be required to provide performance security in the form of a bond or irrevocable letter of credit equal to 100% of the estimated annual cost of services. The decision to require performance security rests in the sole discretion of the District and shall be provided in a form acceptable to the District. If required, the service provider shall deliver the performance security to the District no later than the date of execution of the Contract. This performance security may be waived by the District upon the satisfactory completion of a period of service by the successful service provider.

ARTICLE 5: Written Quotations, Content and Review (REMOVED)

ARTICLE 6: Operating Requirements - Services and Equipment

Section 6.1: Service Provider Annual Service Plan

Service provider shall provide the District on or before the tenth (10th) day of August preceding each Contract Year with a “service plan for student transportation services”, which requires the approval of the District. Service provider shall work with District’s Superintendent of Schools or his/her designee in planning services and otherwise performing the Contract. The “service plan” must include at a minimum the following:

- a. route or routes including bus route numbering, route maps, and route times.
- b. list of drivers, both primary and substitutes, and the assigned routes and buses for the primary drivers.
- c. list of students assigned to each bus and route, together with grade levels
- d. list of bus and van equipment that will be used in providing the contract services, along with make of equipment, year of manufacture, and mileage.
- e. staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in the Contract.
- f. operating policies and procedures of the Contractor related to their fulfilling the terms of the Contract.
- g. insurance information required as specified in Section 6.7 of this Specification.
- h. provision of services to students living within the areas not eligible for regular bus services as outlined in Section 3.4 of this General Specification
- i. compliance with District performance criteria as outlined in Section 3.1 of this General Specification.

The District requires that this Annual Service Plan be maintained on a current basis, with the service provider(s) submitting supplements to the District as needed from time-to-time.

SECTION 6.2: District Student Transportation Policies

This service provider will state in its Written Quotation that it has reviewed and will comply with the District **Student Transportation Policies**, which are linked to the District website and included in this General Specification as **APPENDIX B**.

SECTION 6.3: District Crisis Management Policy

The service provider will state in its Written Quotation that it has reviewed and will comply with the District **Crisis Management Policy**, which is linked to the District website and included in this General Specification as **APPENDIX B**.

SECTION 6.4: Transportation Equipment

6.4.1. Buses and Vans

The service provider shall submit a proposed list of buses (service provider-owned) to be used to satisfy this General Specification. All equipment must meet all provisions of this General Specification and must conform to all standards and specifications set forth by the State of Minnesota, Minnesota State Patrol, the Minnesota Department of Children, Families and Learning, and all Federal laws and regulations.

- a. The majority of the buses used on daily regular routes must have at least a manufacturer's capacity of 71 passengers.
- b. The service provider(s) shall provide four (4) buses with at least 83 passenger capacity.
- c. Vehicles assigned to daily routes shall be no older at the start of each contract year than:

Conventional buses - twelve (12) model years

Vans - twelve (12) model years

Spare Vehicles - not older than eighteen (18) model years

6.4.2. Buses and Vans Used for Daily Services for Special Needs Students

The District shall reserve, at its sole discretion, the right to require a bus or Type III vehicle size, as it shall determine to meet the requirements of student with special needs using each vehicle. All vehicles to be used to transport students in wheelchairs shall be equipped in compliance with State of Minnesota rules on minimum standards promulgated in Minnesota Rules 7470.1600. The service provider shall provide approved car seats, supports and/or protective devices for those students who will require such devices to insure their safe transportation, as provided in Minnesota Rules 7470.1600, subparts 6 and 7:

“Subp. 6. **Special equipment.** Specially adapted seats, support, or protective devices must be provided for all pupils who require the devices to ensure their safe transportation. These devices must be selected by the school district in consultation with the pupil's parents and on the basis of the specific needs of the individual pupil with a disability.

Subp. 7. **Wheelchair securement.** A school bus used to transport pupils in wheelchairs must be equipped with fastening devices that will hold the wheelchairs securely in a fixed position.

STAT AUTH: MS x 169.449"

6.4.3. **Replacement and Stand-By Buses**

Each Written Quotation shall address the provision for replacement, substitute and stand-by buses, in the amount equal to twenty percent (20%) of the total fleet required to serve this General Specification and needed for performance under the terms of the resulting contract, for emergencies and for co-curricular and field trips. Substitute and stand-by buses required by this provision shall not be older than eighteen (18) model years at the start of each school year during the contract term.

6.4.4. **Trailer.** The District would like the option of using a trailer with co-curricular and field trips, as the District may purchase or lease the vehicles and equipment used in the District by the service provider, for the purpose of operating its own system at the expiration or termination of the contract.

SECTION 6.5: Fleet Maintenance

6.5.1. The service provider shall maintain all equipment in first class condition. The equipment must pass any and all inspections by the Minnesota State Patrol. Every service provider must list its experience with its most recent Minnesota State Patrol annual inspection(s).

6.5.2. Proper maintenance of all equipment is of the utmost importance to the District, and therefore the following additional minimum requirements must be met:

- a. The service provider must have a system for preventative maintenance scheduling and inspections.
- b. The service provider must be able to supply the District with monthly maintenance reports summarizing all repairs, parts and responsible mechanics.

6.5.3 The service provider must also supply the District with a list of the experience of mechanics and maintenance supervisors currently under the service provider's employment, or local providers of such services. Service provider shall also describe its mechanic certification process and requirements if any.

6.5.4. The District reserves the right to inspect any and all buses at any time for purposes of assuring the successful service provider's compliance.

SECTION 6.6: Diesel Exhaust

Operators of diesel-powered school buses are required to minimize, to the extent possible, idling of school bus engines and exposure of children to diesel exhaust fumes. The District requires service provider(s) to affirm their understanding and agreement with this law.

On or after July 1, 2003, diesel-powered school buses must be parked and loaded at sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems. School boards may be exempt from this provision, if in their judgment, alternative locations block traffic, impair student safety, or are not cost effective.

SECTION 6.7: Terminal and Physical Plant

The District does not own a terminal. The service provider shall maintain a terminal and physical plant within the boundaries of the District adequate, as determined by the District, for the maintenance and operation of the equipment required. The terminal should be located near enough to the District served if less than the entire District. Should the service provider have a main terminal located not within the thirty (30) minute limit, they should identify the provision of satellite facilities and arrangements within the District to meet the requirements of these General Specifications.

SECTION 6.8: Insurance Coverage

Service provider agrees, at its sole expense, to procure and keep in force during the entire period of this contract public liability, property damage liability and workers' compensation insurance. While the District reserves the right to determine the extent of coverage for each item of insurance coverage, the service provider must provide the above referenced insurance with the following minimum limits:

Auto Liability Insurance	\$1,000,000 Combined Single Limit
Commercial General Liability Insurance	\$1,000,000 Per Occurrence
Worker's Compensation	Statutory
Umbrella Liability Insurance	\$4,000,000

A certificate of insurance naming the District as an "additional insured" must be provided not later than August 10th prior to the start of each school year. Any changes in insurance coverage and policies should also be provided to the District within thirty (30) days of their effective date.

SECTION 6.9: Two-Way Radios and Cellular Communications

The Contractor shall own the radio communication system. The service provider shall install and maintain compatible two-way radios in all busses provided under the Contract. The District shall be provided a two-way radio and may monitor the two-way radios continuously and at all times during the scheduled school days, and hours before and after school and during the school day. The District requires that the service provider ensures that cell phone access is maintained with drivers who will complete out-of-district field trips and co-curricular trips.

SECTION 6.10: On Board Video Cameras.

The District requires on-board video camera capability, including both functional security video cameras and housing boxes, on all type III, A, B, C and D buses that will be used for the District service. A system providing 3 cameras (front, back and mid-bus) shall be required on Type C and D buses. The service provider will provide a description of the type and features of the video camera system they use, if any. Service provider should describe the training and supervision for making the video camera system an effective safety tool. District and Contractor will share cost of any cameras added to the current fleet equally.

SECTION 6.11: Routing and Communications

- 6.11.1. All routing shall be the primary responsibility of the Contractor. The District expects that the Contractor will cooperate with the District in making routing decisions and determining all pick-up and drop-offs.

- 6.11.2 The Contractor will be responsible for determining each passenger’s bus information at the beginning of school and in the event of a major change in a bus route. The Contractor will be required to respond to all public inquiries and handle all daily transportation concerns. District will be responsible for printing and delivery of student bus information for start up at each school year.

- 6.11.3. Versa Trans routing system. The District owns a licensed Versa Trans routing system that has been installed at the present service provider’s terminal and office. The Contractor shall furnish hardware at their terminal to operate and access this routing system.

ARTICLE 7: Operating Requirements - Personnel

SECTION 7.1: Personnel

7.1.1. Contractor Management and Supervision

- a. A supervisor and necessary support personnel shall be required for on-site management at the terminal. The service provider shall be required to have personnel available to respond to all public inquiries and handle all daily transportation concerns.
 - 1. Manager/Supervisor who has full operational authority to manage all contracted operations. The Manager/Supervisor will have authority to implement all District requests or resolve District problems and complaints. The Manager/Supervisor’s authority will include but not be limited to hiring, reassigning or terminating drivers and staff, policy, procedures, late buses, accidents, emergencies, maintenance and incidents.
 - a) The Manager/Supervisor will work closely with the District designated administrator to ensure full compliance with all contract requirements.
 - b) The Manager/Supervisor and other staff will be available, on-site during route times while students are being transported to and from school.

2. The service provider shall also employ or assign personnel to handle responsibilities for safety, dispatching and bus operations, including and not limited to:
 - a) dispatch buses, provide daily ongoing assistance to drivers during bus operations in regard to problems, scheduling, routing, and special needs routing, parent/guardian communications and be available from 6:00 AM during route times while students are being transported to and from school.
 - b) daily supervision of safe bus operations and the implementation and management of safety programs to include, but not restricted to driver safety training, student school bus safety training, bus evacuation drills, and any other safety efforts deemed necessary by the District or Contractor.
 - c) The Contractor shall have the necessary support staff available on-site at the terminal. The service provider shall be required to have personnel available to respond to all public inquiries and handle all daily transportation concerns.
 - d) The Service Provider shall include in its Written Quotation a proposed staffing they would be prepared to employ if selected to provide the services identified in this General Specification.

7.1.2. Drivers

- a. The Service Provider shall submit a list of bus driver qualifications, certifications, and indications of ability to meet all driver requirements under Minnesota law and regulations. The Service Provider shall indicate how it proposes to provide the drivers, knowing that driver turnover occurs.
 1. A new successful service provider will be required to offer employment to the qualified existing driving staff of the present Contractor, provided they meet insurability requirements, state law, and the service provider's established driver and service standards.
- b. Drivers shall be carefully chosen based upon their driving skill and character. At the minimum all drivers must also be pre-screened. Service providers shall provide a description of their hiring process and selection criteria. Each prospective applicant must have his or her traffic and criminal records researched, and the District will consider the provision of a drug screen.

7.1.3. Bus Aides/Assistants

The District requests that the service provider provide a minimum of six (6) bus aides/assistants. The District will require that each prospective applicant to be hired by the service provider have their criminal records researched and a drug screen completed. The service provider will include a rate per hour for such services in Exhibit A.

7.1.4. Service Provider's Responsibility All Taxes and Payroll Deductions

Service provider will be required to accept liability for payment of all applicable payroll taxes or deductions required by local and federal law, social security, Medicare, and unemployment. Service provider shall pay all taxes imposed on any equipment or

service to be furnished. District will have no liability for any tax of any kind imposed on the service provider thereon.

SECTION 7.2: Bus Driver and Student Safety Program

- 7.2.1. The service provider shall employ and designate a safety official with primary responsibility to effectively administer and conduct a bus driver safety program and student safety program. The District will assist in the scheduling of student related bus safety programming and activities.
- 7.2.2. The service provider shall provide all necessary reports to the District to assure compliance with District policies, practices and guidelines and State of Minnesota laws and regulations regarding safety.

SECTION 7.3: Driver Training

- 7.3.1. The District will require that training of new drivers meet applicable federal and state laws and regulations. The service provider shall provide an overall description of the service provider's training process and shall have established in-service programs addressing specific transportation topics including, but not limited to:
- a. proper backing procedures
 - b. railroad crossing safety
 - c. seasonal weather conditions,
 - d. behavior based accident prevention,
 - e. loading and unloading procedures, and
 - f. evacuation procedures.
- 7.3.2. Service providers shall describe their accident prevention and awareness program.

SECTION 7.4.: Student Services and Discipline: Responsibilities and Reporting

- 7.4.1. The District is ultimately responsible and has authority to determine student eligibility for transportation, consistent with applicable state laws, and to suspend or expel any student from transportation services. Service provider's drivers are responsible only for such discipline as is required to safely and properly operate service provider's buses. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus for misbehavior except in the event of an extreme emergency endangering the safety of the student, other students, the driver or the bus assistant, and then only after radio notice to service provider's terminal and to the student's building principal.
- 7.4.2. Additional procedures and regulations for the administration of discipline, not addressed in the District discipline policies, shall be established cooperatively

between district and service provider, and included with the service plan identified in Section 6.1.

7.4.3. All discipline problems shall be reported in writing following completion of the route, and the District should receive the report not later than the end of the next school day.

7.4.4. The service provider shall provide the District with a monthly report of bus discipline incidents, including date, time of day, bus route, and disposition. The District's designated person shall receive such monthly report not later than the tenth (10th) school day after the close of the month.

SECTION 7.5: Substitutions

Substitutions of prior approved buses, personnel, equipment and materials are permitted in the following instances:

- a. Failure to meet this General Specification.
- b. Failure of a driver to pass physical examination or meet statutory or regulatory requirements.
- c. Failure of the supplier to meet delivery schedule or other conditions of the contract.

SECTION 7.6: INDEMNITY

The service provider agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, providing transportation of assigned students.

SECTION 7.7: Customer Relations Philosophy

The importance of providing high quality services to students is of paramount importance to the District. The service provider shall describe its customer relations philosophy and its program in this area. The District reserves the right to employ a District employee to coordinate student transportation services if it deems it necessary for providing quality, efficient bus services, with appropriate cost adjustments made.

SECTION 7.8: State Report Required

The Contractor shall provide the District's Director of Business Services with the appropriate information required by the departments and agencies of the State of Minnesota.

SECTION 7.9: District Personnel

The District does not now, but is contemplating establishing the Transportation Coordinator position and employ a person to handle the District responsibilities for student transportation. This position would be responsible for the coordination of student transportation services the District deems necessary for providing quality, efficient bus services. This position would serve as the primary District contact for the day-to-day operations of the student

transportation services and the agreement(s) with the Contractor(s). This position would also have certain responsibilities for routing and scheduling as identified in Section 6.11, and Section 6.11.3, specifically.

APPENDIX B
STUDENT TRANSPORTATION POLICIES

The District has adopted a Student Transportation Policies, copies of which can be reviewed on the District website at:

http://www.princeton.k12.mn.us/se3bin/client_genie.cgi

Student Transportation Policies

- 707 - Transportation of Public Schools Students
- 708 - Transportation of Nonpublic School Students
- 709 - Student Transportation Safety
- 710 - Extracurricular Transportation
- 711 - Videotaping on School Vehicles

Crisis Management Policy

- 806 - Crisis Management

APPENDIX C

DISTRICT MAP FOR STUDENT TRANSPORTATION SERVICES

The District map included in this Appendix shows the location of District schools.

http://education.state.mn.us/MDE/Data/Maps/School_District_Locations/index.html

Bus route options for 2016-2017 school year.

Assumptions

Bell Times

High School	8:05am	2.55pm
Middle	8:15am	3:05pm
Primary	8:20am	3:15pm

Assumptions

K-2 (in town) will be approximately the same size: currently 244

Some flexibility with K-2 length of academic day

Length of bus ride is no more than 1 hour from transfer

Use of 4 83 passenger buses

AM riders may not be on the same bus in the PM

AM buses would pick up K-2 students after H.S drop

Bus ridership overall remains relatively flat

K-5 bus lot is the main transfer lot

Option 1

Add 2 PM buses

\$40,000

Option 2

Early dismissal at Primary K-2

120 students dismiss early

Most of Primary remains for 2nd run.

Option 3

Late dismissal at Primary K-2

120 students would be held for 2nd run

STAFFING OPTIONS

17A2 Option

Reductions to Unassigned		Increases to Unassigned		
Transfer to ALC	\$88,000.00	.25 Increase in Phy Ed	\$16,000.00	To provide Phyed to Primary
Retirement Advantages	\$88,000.00	Sub Cost Increase	\$20,000.00	
.83 to .67 Teacher	\$10,000.00	.92 Teacher to FT	\$4,000.00	
District Wide Curriculum Materials	\$75,000.00	Benefit Cost	\$45,000.00	
Move 1 day District Staff Development Day to Staff Development Restricted	\$75,000.00	Speech Language Pathologist Assistant	\$50,000.00	
\$10 per student reduction in building supplies	\$30,000.00	Gifted & Talented District Lead Teacher	\$50,000.00	
General Para Reduction	\$21,000.00	Stop & Think Para	\$29,000.00	
1.5 Special Ed Para Reduction	\$32,000.00	Operations-Custodial	\$88,000.00	
1 Playground Para Reduction	\$5,500.00		\$302,000.00	
Staff Containment District Wide	\$35,000.00	Pending Additions		
2nd Transfer to ALC		Intermediate Class Room Teacher		
	\$459,500.00	Technology Technician		
		Door Monitor		

17A3 OPTION

Reductions to Unassigned		Increases to Unassigned		
Transfer to ALC	\$88,000.00	.25 Increase in Phy Ed	\$16,000.00	To provide Phyed to Primary
Retirement Advantages	\$88,000.00	Sub Cost Increase	\$20,000.00	
.83 to .67 Teacher	\$10,000.00	.92 Teacher to FT	\$4,000.00	
District Wide Curriculum Materials	\$75,000.00	Benefit Cost	\$45,000.00	
Move 1 day District Staff Development Day to Staff Development Restricted	\$75,000.00	Speech Language Pathologist Assistant	\$50,000.00	
\$15 per student reduction in building supplies	\$50,000.00	Gifted & Talented District Lead Teacher	\$50,000.00	
General Para Reduction	\$21,000.00	Operations-Custodial	\$69,000.00	
1.5 Special Ed Para Reduction	\$32,000.00		\$254,000.00	
1 Playground Para Reduction	\$5,500.00			
Staff Containment	\$35,000.00	Pending Additions		
2nd Transfer to ALC		Intermediate Class Room Teacher		
	\$479,500.00	Technology Technician		
		Stop and Think Para		
		.5 Custodial Position		
		Door Monitor		

2017A3

A		B		C		D	
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 98% of Expenditures Expended		101% of Revenues Received & 98% of Expenditures Expended		100.5% of Revenues Received & 99% of Expenditures Expended	
2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00
2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,608,196.46	2016 Estimated Revenues	\$29,461,621.23
2016 Estimated Expenses	\$30,240,457.00	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,938,052.43
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended	
2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses	
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00
2017 Estimated Expenses	\$31,044,957.00	2017 Estimated Expenses	\$31,044,957.00	2017 Estimated Expenses	\$31,044,957.00	2017 Estimated Expenses	\$31,044,957.00
2017 Estimated Fund Balance	\$2,664,032.00	2017 Estimated Fund Balance	\$3,268,841.14	2017 Estimated Fund Balance	\$3,561,991.60	2017 Estimated Fund Balance	\$3,113,011.80
	-\$929,796.00		-\$929,796.00		-\$929,796.00		-\$929,796.00
		10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00
		Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	-\$46,988.20
		100% of Revenues Received & 98% of Expenditures Expended		101% of Revenues Received & 98% of Expenditures Expended		100.5% of Revenues Received & 99% of Expenditures Expended	
		2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
		2016 Estimated Revenues	\$30,115,161.00	2016 Estimated Revenues	\$30,416,312.61	2016 Estimated Revenues	\$30,265,736.81
		2016 Estimated Expenses	\$30,424,057.86	2016 Estimated Expenses	\$30,424,057.86	2016 Estimated Expenses	\$30,734,507.43
		2017 Estimated Fund Balance	\$3,889,740.28	2017 Estimated Fund Balance	\$4,484,042.35	2017 Projected Fund Balance	\$3,574,037.17
			-\$308,896.86		-\$7,745.25		-\$468,770.63
		10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00
		Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00
		10% of unassigned Expenditures	\$3,160,000.00				
		Reductions to maintain 10% in Unassigned	-\$495,988.00				

105

GENERAL FUND

March 31, 2016

Expenditures	2016 Estimated Revised Budget	% Spent	2015 Estimated Revised Budget	% Spent	2014 Estimated Revised Budget	% Spent	2013 Estimated Revised Budget	% Spent
Salary	\$18,627,016.00	60%	\$17,812,844.00	61%	\$17,406,573.00	59%	\$16,619,776.00	61%
Benefits	\$5,308,299.00	67%	\$5,190,573.00	68%	\$5,055,637.00	68%	\$5,064,069.00	69%
Other	\$8,968,652.00	64%	\$8,668,284.00	65%	\$7,802,296.00	68%	\$8,219,915.00	70%
Total	\$32,903,967.00	62%	\$31,671,701.00	63%	\$30,264,506.00	63%	\$29,903,760.00	65%
	Final		Final	98%	Final	98%	Final	97%

2016 ESTIMATED FUND BALANCE

2016A

2016A	2015 Actual Fund Balance	2016 Estimated Revenues	2016 Estimated Expense	2016 Estimated Fund Balance	2016 Estimated Variance
UNASSIGNED	\$4,519,239.07	\$29,315,046.00	\$30,240,457.00	\$3,593,828.07	-\$925,411.00
TOTAL FUND BALANCE	\$12,551,274.92	\$32,220,520.00	\$36,403,967.00	\$11,214,448.05	-\$1,336,826.87
Unassigned Fund Balance History					
2013 Actual UA Fund Balance	\$4,730,680.97				
2014 Actual UA Fund Balance	\$4,448,158.41				
2015 Actual UA Fund Balance	\$4,519,239.07				
Total Fund Balance History					
2013 Actual Total Fund Balance	\$14,020,156.14				
2014 Actual Total Fund Balance	\$12,508,726.79				
2015 Actual Total Fund Balance	\$12,551,274.92				

2017 ESTIMATED FUND BALANCE					
2017A1					
Without Additions Requested	2016 Estimated Fund Balance	2017 Estimated Revenues	2017 Estimated Expense	2017 Estimated Fund Balance	2017 Estimated Variance
UNASSIGNED	\$3,593,828.07	\$30,115,161.00	\$31,270,457.00	\$2,438,532.07	-\$1,155,296.00
2017A2					
Requested Changes for 2016-2017					
UNASSIGNED	\$3,593,828.07	\$30,115,161.00	\$31,112,957.00	\$2,596,032.07	-\$997,796.00
2017A3					
Requested Changes for 2016-2017					
UNASSIGNED	\$3,593,828.07	\$30,115,161.00	\$31,044,957.00	\$2,664,032.07	-\$929,796.00

2017A2

A		B		C		D	
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 98% of Expenditures Expended		101% of Revenues Received & 98% of Expenditures Expended		100.5% of Revenues Received & 99% of Expenditures Expended	
2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00
2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,608,196.46	2016 Estimated Revenues	\$29,461,621.23
2016 Estimated Expenses	\$30,240,457.00	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,938,052.43
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended	
2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses	
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00
2017 Estimated Expenses	\$31,112,957.00	2017 Estimated Expenses	\$31,112,957.00	2017 Estimated Expenses	\$31,112,957.00	2017 Estimated Expenses	\$31,112,957.00
2017 Estimated Fund Balance	\$2,596,032.00	2017 Estimated Fund Balance	\$3,200,841.14	2017 Estimated Fund Balance	\$3,493,991.60	2017 Estimated Fund Balance	\$3,045,011.80
	-\$997,796.00		-\$997,796.00		-\$997,796.00		-\$997,796.00
		10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00
		Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	-\$114,988.20
100% of Revenues Received & 98% of Expenditures Expended		100% of Revenues Received & 98% of Expenditures Expended		101% of Revenues Received & 98% of Expenditures Expended		100.5% of Revenues Received & 99% of Expenditures Expended	
		2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
		2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,416,312.61	2017 Estimated Revenues	\$30,265,736.81
		2017 Estimated Expenses	\$30,490,697.86	2017 Estimated Expenses	\$30,490,697.86	2017 Estimated Expenses	\$30,801,827.43
		2017 Estimated Fund Balance	\$3,823,100.28	2017 Estimated Fund Balance	\$4,417,402.35	2017 Projected Fund Balance	\$3,506,717.17
			-\$375,536.86		-\$74,385.25		-\$536,090.63
		10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00
		Reductions to maintain 10% in Unassigned	-\$563,968.00	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00

2017A1

A		B		C		D	
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 98% of Expenditures Expended		101% of Revenues Received & 98% of Expenditures Expended		100.5% of Revenues Received & 99% of Expenditures Expended	
2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00
2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,608,196.46	2016 Estimated Revenues	\$29,461,621.23
2016 Estimated Expenses	\$30,240,457.00	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,938,052.43
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended	
2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses	
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,115,161.00
2017 Estimated Expenses	\$31,270,457.00	2017 Estimated Expenses	\$31,270,457.00	2017 Estimated Expenses	\$31,270,457.00	2017 Estimated Expenses	\$31,270,457.00
2017 Estimated Fund Balance	\$2,438,532.00	2017 Estimated Fund Balance	\$3,043,341.14	2017 Estimated Fund Balance	\$3,336,491.60	2017 Estimated Fund Balance	\$2,887,511.80
	-\$1,155,296.00		-\$1,155,296.00		-\$1,155,296.00		-\$1,155,296.00
		10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00
		Reductions to maintain 10% in Unassigned	-\$116,658.86	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	-\$272,488.20
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 98% of Expenditures Expended		101% of Revenues Received & 98% of Expenditures Expended		100.5% of Revenues Received & 99% of Expenditures Expended	
		2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
		2017 Estimated Revenues	\$30,115,161.00	2017 Estimated Revenues	\$30,416,312.61	2017 Estimated Revenues	\$30,265,736.81
		2017 Estimated Expenses	\$30,645,047.86	2017 Estimated Expenses	\$30,645,047.86	2017 Estimated Expenses	\$30,957,752.43
		2017 Estimated Fund Balance	\$3,668,750.28	2017 Estimated Fund Balance	\$4,263,052.35	2017 Projected Fund Balance	\$3,350,792.17
			-\$529,886.86		-\$228,735.25		-\$692,015.63
		10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00
		Reductions to maintain 10% in Unassigned	-\$721,468.00	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00