

Princeton Public Schools - ISD 477  
Tuesday, February 20, 2018 at 6:00 PM  
Work Session  
District Office Board Room Located @ City Hall (Use City Hall Entrance)

**Our Mission**

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

**Our Vision**

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

1. **PROCEDURAL ITEMS**
2. Call to Order and Pledge of Allegiance
3. Roll Call
4. **REPORTS**
  - a. Board Members Committee Reports
  - b. Student Council Report
  - c. Superintendent Report
5. **APPROVE AGENDA**
6. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
7. **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 7
  - b. Field Trips 10
  - c. Bills 13
  - d. Wire Transfers 19
  - e. Call for Bid on High School Kitchen Freezer and Cooler 20
  - f. 2018 Early Retirement Memorandum of Understanding 21
  - g. ATTPS Memorandum of Understanding 25
  - h. Community Education Agreement 30
  - i. Princeton 2018 School Board Committees/Appointments 33
8. **WORKSHOP**
9. 2017-2018 Revised Budget 35
10. Parameters for 2018-2019 Budget

a. Enrollment	44
b. Class Size	49
11. Long Term Facility Maintenance Planning	52
12. Capital and Assigned Building Projects Planning	57
13. Superintendent Search Process	60
14. <b>FUTURE MEETINGS</b>	
Finance Meeting- March 6, 2018, 4:30 P.M.	
Regular Board Meeting- March 6, 2018, 6:00 P.M.	
15. <b>ADJOURN</b>	

**Call to Order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Eric Minks on the **6th day of February, at 5:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Deb Ulm, Eric Strandberg, Sue VanHooser, and Eric Minks.

Members Absent: Craig Johnson, Chad Young

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen

Student Council Representative: Lacey Broding- The Student Council held their Snow Daze dance and it went well.

Citizen Comments: None

**REPORTS**

**Board committee meeting(s) and school events each Board member attended.**

Howard Vaillancourt	Community Education
Eric Strandberg	Finance; Agenda planning
Deb Ulm	Finance
Eric Minks	Finance, Agenda Planning
Sue VanHooser	Rum River Special Education Coop; Community Education

Superintendent Report: Today was spent on C4I's, Coaching for Implementation. A team will observe the teachers for a short time, and then meet up and with the teacher and the teacher coaches to discuss. It was a wonderful day of professional development.

Presentation On Robotics team: The following students, Elsa Wogen, Isabella Knutson, Alexis Diedrich and Kevin the Robot, from the robotics team, "Fabulous 4" presented to the board on the most recent robotics competition with their robot Kevin. This team took 4th in State and will be competing at the World Championship.

**APPROVE AGENDA**

Motion made by Eric Strandberg, seconded by Howard Vaillancourt **to approve the**

**agenda as presented.** Howard Vaillancourt would like to pull policy 213 be removed from the group and be voted on separately. Motion passed unanimously.

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES**

Motion made by Deb Ulm seconded by Howard Vaillancourt, **to approve the January 16, regular meeting minutes.** Motion passed unanimously.

**CONSENT AGENDA**

Motion made by Deb Ulm, seconded by Howard Vaillancourt **to approve the consent agenda as presented.** Personnel, Gifts, Fundraiser, Tri 2 Class size. Motion passed unanimously. Sue VanHooser and Howard Vaillancourt would like more information on the Tri 2 Class sizes for the work session. Including the name of the teacher, what they taught and class size.

**INFORMATION-**

**ATPPS MOU-**Sarah Marxhausen reported on the ATPPS MOU which is required by law when you receive Q Comp funds.

**Rum River Special Education Cooperative-**Julia Espe reported on a change regarding the fiscal host of Rum River Special Education Coop. Currently Cambridge is the fiscal host. After extensive research and discussion, the Governing Board of Rum River Special Education voted to end the agreement with Cambridge as the fiscal host. Starting July 1, 2018, Rum River Special Education will be their own fiscal host.

**2018-2019 and 2019-2020 School Calendar-** Julia Espe reported on the proposed 2019-2020 school calendars.

**ACTION**

**Secretary Tentative Contract-** Motion to accept the secretary tentative contract as presented was made by Eric Stranberg and seconded by Sue VanHooser. Upon roll call the following voted for: Sue VanHooser, Deb Ulm, Eric Minks, Eric Strandberg, Howard Vaillancourt. Motion passed unanimously.

**Paraprofessional tentative contract-** Motion to accept the paraprofessional tentative contract was made by Eric Strandberg and seconded by Howard Vaillancourt. Upon roll call the following voted for: Howard Vaillancourt, Eric Strandberg, Eric Minks, Deb Ulm, Sue VanHooser. Motion passed unanimously.

**Retirement Incentives-**Motion to accept the teacher retirement incentive of \$10,000 per early retirement up to eight retirees was made by Howard Vaillancourt and seconded by Eric Strandberg. Upon roll call: Sue Vanhooser, Deb Ulm, Eric Minks, Eric

Strandberg, Howard Vaillancourt. Motion passed unanimously.

**Second Reading of Policies**-Second reading of policies 206, 417, 510, 517, 597, 599 and 610. Motion to accept the second reading of the policies as presented with policy 213-School Board Committees removed for discussion was made by Deb Ulm and seconded by Sue VanHooser. Motion passed unanimously.

**ADDITIONS TO AGENDA**

Policy 213-School Board Committees-Motion was made by Howard Vaillancourt seconded by Deb Ulm to approve policy 213-School Board Committees. Discussion on policy 213. Upon voting: Howard Vaillancourt abstained. Motion passed: 4:1.

**FUTURE MEETINGS INFORMATION**

Policy Meeting- February 20th, 5:00 PM  
Long Range Planning Meeting - 4:30 PM

**ADJOURN**

Motion to adjourn the meeting was made by Deb Ulm and seconded by. The meeting was adjourned at 5:42 p.m.

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Chair Eric Minks

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Clerk Sue VanHooser

Recorder-Kari Plafcan

Long Range Planning Agenda  
2.12.18

1. Long Term Facility Maintenance Planning  
The committee discussed three options in order to address the long term facility needs in the district; pay as you go, 15 year bond or 8 year bond. Moved to the February 20th Board Work Session.
2. Comparison of Bond Options  
The committee discussed two bond options ranging from \$3,500,000 to \$9,000,000 and the impact each would have regarding interest and pay as you go projects. Moved to the February 20th Board Work Session.
3. Capital Planning  
The committee discussed the previous decision regarding spending down capital and the impact of three project needs that could impact the spend down plan. Moved to the February 20th Board Work Session.
4. Building Assigned Planning (Onward & Classroom)  
The committee discussed the impact of spending down the Building Assigned area by moving three projects from Capital. The projects are Onward renovation, 1st and 2nd grade classrooms, and the public address system at the District Center. Moved to the February 20th Board Work Session.
5. 11/12 grade enrollment planning  
The committee discussed exploring 11th and 12th grade students doing internships once a week with a local business in a career path of their interests and what they may look like. Currently the Teaching and Learning and High School staff are schedule to explore the option throughout next school year.
6. Revenue Rankings (General Education)  
The committee reviewed where the district ranks with all revenue from the State. Princeton ranks 229 out of 331 districts.
7. Purpose of Committee  
Programs, facilities, and tasks that take more than 1 year to plan or accomplish.

**02.20.2018**

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Gross	Ashely	Family Center	Tiger Club Preschool Lead	Community Ed	Alyssa Sookdeo	01/04/18	
New Hire	Hudkins	Katy	High School	Server	Food Service	Melissa Wright	01.22.2018	\$11.86

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Paddock	Dave	Middle School	MS Baseball Coach	Activities	N/A	2.2.18	
Resignation	Fillat	Isabel	Primary School	1st Gr. Spanish Immersion Teacher	PEA	N/A	6.1.18	
Resignation	Mellen	Tammy	High School	SpEd Para	Para	N/A	3.2.18	
Retiring	Finck	Greg	Primary School	Principal	Principals	N/A	7.31.2018	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Fransen-Huss	Andrea	Primary	2nd Gr. Teacher	PEA	N/A	4.2.18-6.18 (Approx.)	
Intermittent LOA	Alderink	Kristi	High School	Security	Para	N/A	1.12.18	
LOA	Sampson-Breimhorst	Sherry	Family Center	SpEd Para	Para	N/A	3.17.18 (6-12 weeks approx.)	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Joseph	Jade	High School	LTS-Dean	PEA	Sarah Durch	4.23.18-6.1.18 (Approx.)	
Change in Assignment	Atkins	Tammy	Student Services	SpEd Para-New start time of 7:25	Para	N/A	1.31.18	
Change in Assignment	Hunn	Lynn	Student Services	SpEd Para-New Schedule-Student Services (AM); Primary (PM)	Para	N/A	2.5.18	
Change in Assignment	McKinnon	Emily	District Center	Executive Assistant to the Superintendent	At-Will	Kari Plafcan	2.20.18	\$23.00
Change in Assignment	Anderson	Emily	High School	LTS-English Teacher	PEA	Jade Joseph	4.23.18-6.2018 (Approx.)	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Clark	Jodi	High School	Math League Advisor .5	Activities	Heather Kociemba	11.2017-3.2018	\$989.00
Extra Duty	Solberg	Alyssa	High School	Math League Advisor .5	Activities	Heather Kociemba	11.2017-3.2018	\$989.00



# PRINCETON

PRIMARY SCHOOL



February 12, 2018

Dear Dr. Julia Espe and Members of the Princeton School Board:

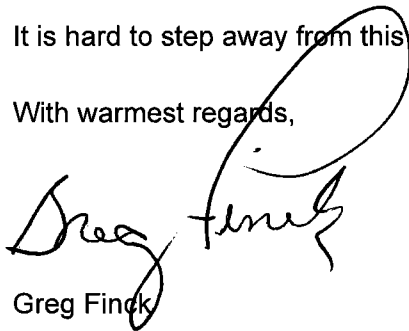
This letter is to let you know that I am retiring from my position as principal of Princeton Primary School effective July 31, 2018.

My twenty years serving the Princeton district have been full and happy years. I have been blessed to work alongside fantastic educators, great kids and families, and a wonderful community.

All three of our children went through the Princeton Schools, and they are now thriving as adults. The schools here played a major positive role in their lives. My wife and I have been welcomed and embraced by the community. Princeton has been (and still is) a good place to call home.

It is hard to step away from this dream job, but I know it is time for the next chapter of my life.




With warmest regards,



Greg Fink

### Core Values



 1206 7th Ave N  
Princeton, MN 55371  
 763-389-6901  
 763-389-6920  
[isd477.org](http://isd477.org)



# PRINCETON

PUBLIC SCHOOLS



Barb, Erin, Steve, Abby

Please accept this letter as notice of my resignation from my position as a Para Professional for school district 477. My last day will be March 2, 2018.

I received an offer from my past employer and after careful consideration I realize that this opportunity is something I should take to benefit my family.

It has been a pleasure working with you all over the past three years. The staff in the DCD room Abby Thompson, Carolyn Burke and Kathy Fischer are amazing coworkers and phenomenal at their jobs. It was an honor to get to work with them and with the students.

I would like to help in anyway I can to make this a smooth transition for the students. I can arrange a temp sub that they are familiar with if needed or train anyone about my average day.

I am not even sure if this is possible but I would be willing to stay on in any small capacity if you need help as an activity para before or after school, help with prom, graduation or senior all night party, ESY sub etc.

Thank You again for the opportunity to work for ISD477. I wish you all the best.

Tammy Mellen  
763-389-1067  
763-458-1547

## Core Values



# PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

Bus

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

(Updated 5/16/17)

Name of Field Trip Supervisor: <u>J Lupkes</u> <u>K Duden</u>	Name of group, club, or department: <u>FFA</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>Ag Career + College Tours</u>	Destination: Round Trip Miles: <u>150/175 miles</u> *Complete Transportation Request & fax to Palmer Bus
Number of Students expected to participate: <u>30</u> Number of Teacher/Advisor Chaperones: <u>2</u> Number of adult volunteers/chaperones: # male students _____ #female students _____ (if Perkins funded)	Grade level/s of student participants: (circle all that apply) <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: fit-content; margin: 0 auto; padding: 5px;">                     9   10   11   12                 </div>
Date of Departure: <u>March 9, 2018 Friday</u> Time of Departure: <u>TBD - Maybe 8 AM or 7:30 AM</u> <u>March 9, 2018 Saturday</u>	Date of Return: <u>March 10, 2018 Saturday</u> Time of Return: <u>TBD Early Afternoon</u>
School Hours Missed: (for single day trips) <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 2 2.5 3 3.5 4 other _____ <input type="checkbox"/> outside the school day
Yes <input type="radio"/> No <input checked="" type="radio"/> This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input type="radio"/> No <input checked="" type="radio"/> This field trip occurs on a Sunday.

**How will this field trip be funded? (Check all that apply.)**

- Department budget (Code: FFA)
- Students will be assessed a fee to cover transportation and/or registration/admission fee
- Students will pay for their own lunch
- Building funds are requested
- Grant funds (name of grant: \_\_\_\_\_)
- Outside group, booster club, individual, or agency funding (name: \_\_\_\_\_)

**A. What is the purpose of this field trip? (choose 1 CATEGORY only)**

- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study) (Section F of this form is required for instructional trips) (check all that apply)
  - Required for all students enrolled in the course
  - Only students in selected section/s of this course will participate
  - Students participate by choice
  
- CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
  - All students in a course or club/activity will participate
  - Students participate by choice or selection
  - This is an enrichment opportunity
  
- CATEGORY C: Extended** (policy 610: trip that involves at least one overnight stay) (check all that apply)
 

**ATTACH ITINERARY**

  - Regional or state level competition, training or meeting
    - have qualified
    - anticipating to qualify
  - Selected or invited to participate in honorary event or competition
    - have been invited or selected
    - have applied to be invited or selected
    - will apply to be invited or selected

E. What are the estimated costs of the field trip? (If codes are unknown, leave blank. Complete cost estimate calculations.)

*Just to Padma 2/19/18*

**I. Transportation Code:**  
 # of round trip miles 150 X \$1.51 = \$ 226.50 # of hours 24 X \$18.00 = \$ 432  
 # of buses needed \_\_\_\_\_ X the combination of the two subtotals above = \$ \_\_\_\_\_ (A) 658.50

**II. Lodging Code:**  
 # of rooms 10 X # of nights 1 = total rooms 125 X cost of room 10 = \$ 1250.00 (B)

**III. Registration Code:**  
 # of students \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \$ \_\_\_\_\_ (C)  
 # of adults \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \$ \_\_\_\_\_ (D)

**IV. Substitute Code:**  
 # of teachers needing a substitute \_\_\_\_\_ X # of hours \_\_\_\_\_ X \$25 (approx) = \$ \_\_\_\_\_ (E)  
 OR  
 # of teachers needing a substitute 1 X # of days 1 X \$125 (approx) = \$ 125.00 (F)

**V. Meals Code:**  
 # of students & adults \_\_\_\_\_ X approximate cost of meal \_\_\_\_\_ X # of meals = \$ \_\_\_\_\_ (G)

**TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G):** \$ \_\_\_\_\_ 2033.50

F. Complete this section for instructional field trip requests.

- Name of course: \_\_\_\_\_
- What is the learning goal for this trip? (Reminder, this should appear on the learning progression.)  
 \_\_\_\_\_

3. Is this trip approved and funded through the Carl Perkins grant?  Yes  No

4. If yes to 3, what amount was included in Perkins grant? \_\_\_\_\_

NOTE: If cost of actual trip exceeds the approved amount, this must be funded through other means.

Date Received (Office): 2/12/18 - BBB Semifinal - BHOC State Tournament

**G. Building Administrative Review**

[Signature] 2/12/18 Approved  Not Approved   
 Activities Director Signature Date

[Signature] 2/12/18 Approved  Not Approved   
 Principal Signature Date

**District Review for Extended Trips**

[Signature] 2.14.18 Approved  Not Approved   
 Superintendent Signature Date

\_\_\_\_\_  
 School Board Chairperson Signature Date



**Princeton Public Schools #477**  
**Detail Payment Register By Check No.**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$1,190,480.98
02 Food Service	\$108,402.88
04 Community Service	\$31,924.96
10 Student Activities	\$46,154.31
<b>Report Total</b>	<b>\$1,376,963.13</b>

Princeton Public Schools #477  
Check Register by Bank and Check Number

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount
0477	001	74457	167893	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	01/12/2018	967.97	
		74453	167894	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	01/12/2018	2,537.30	
		74494	167895	Check	1	4353	2	MN DEPT OF NATURAL RESOURCES	Yes	No	No	USD	01/12/2018	43.00	
		74495	167896	Check	1	4363		MN HISTORICAL SOCIETY	Yes	Yes	No	USD	01/12/2018	600.00	
		74510	167897	Check	1	7980		NORBY ERICK	Yes	No	No	USD	01/12/2018	78.00	
		74464	167898	Check	1	13898		NORLAND LAWRENCE	Yes	Yes	No	USD	01/12/2018	113.00	
		74483	167899	Check	1	15899		OGDEN NEWSPAPERS OF MINNESC	Yes	Yes	No	USD	01/12/2018	5,275.11	
		74484	167900	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	01/12/2018	550.00	
		74496	167901	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	01/12/2018	1,535.18	
		74472	167902	Check	1	14818	2	PKS-PROFESSIONAL KARATE STUDI	Yes	Yes	No	USD	01/12/2018	144.00	
		74497	167903	Check	1	5167		PRO-ED, INC.	Yes	Yes	No	USD	01/12/2018	130.79	
		74498	167904	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	01/12/2018	339.29	
		74478	167905	Check	1	15833		REKSTAD JONAH	Yes	Yes	No	USD	01/12/2018	121.00	
		74481	167906	Check	1	15897		RYAN NOWLIN ENTERPRISES, INC.	Yes	No	No	USD	01/12/2018	1,000.00	
		74499	167907	Check	1	5506	2	SAUK RAPIDS - RICE HIGH SCHOOL	Yes	Yes	No	USD	01/12/2018	75.00	
		74450	167908	Check	1	11189	2	SCSCC	Yes	No	No	USD	01/12/2018	18.00	
		74515	167909	Check	1	9494	1	SNA	Yes	Yes	No	USD	01/12/2018	13.00	
		74516	167910	Check	1	9494	1	SNA	Yes	Yes	No	USD	01/12/2018	50.00	
		74500	167911	Check	1	5617	7	ST CLOUD STATE UNIVERSITY	Yes	Yes	No	USD	01/12/2018	22,220.00	
		74477	167912	Check	1	15713		ST. CLOUD CARTRIDGES	Yes	Yes	No	USD	01/12/2018	709.96	
		74501	167913	Check	1	6079		TEAM SPORTING GOODS INC	Yes	Yes	No	USD	01/12/2018	221.60	
		74502	167914	Check	1	6308	1	US BANK	Yes	Yes	No	USD	01/12/2018	1,950.00	
		74465	167915	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	01/12/2018	320.16	
		74503	167916	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	01/12/2018	199.50	
		74507	167917	Check	1	7175		WAHMAN JILL	Yes	Yes	No	USD	01/12/2018	162.00	
		74461	167918	Check	1	13262	1	WALMART COMMUNITY/GEGRB	Yes	Yes	No	USD	01/12/2018	2,809.58	
		74475	167919	Check	1	15458		WINDSPERGER AFTON	Yes	No	No	USD	01/12/2018	162.00	
		74456	167920	Check	1	12558		WINTER PATRICK	Yes	Yes	No	USD	01/12/2018	78.00	
		74480	167921	Check	1	15896		WRPA ARIEL	Yes	Yes	No	USD	01/12/2018	113.00	
		74452	167922	Check	1	11367		ZIESKA VICKI	Yes	No	No	USD	01/12/2018	162.00	
		74517	167923	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	01/18/2018	18,973.44	
		74523	167924	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	01/19/2018	1,445.95	
		74570	167925	Check	1	2816		ANDERSON GREG	Yes	Yes	No	USD	01/19/2018	1,416.00	
		74576	167926	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	01/19/2018	3.49	
		74584	167927	Check	1	7007		BECKER CHAR	Yes	No	No	USD	01/19/2018	132.00	
		74547	167928	Check	1	15578		BECKER COMMUNITY EDUCATION	Yes	No	No	USD	01/19/2018	312.50	
		74536	167929	Check	1	1409		BERNICKS PEPsi-COLA	Yes	Yes	No	USD	01/19/2018	682.20	
		74533	167930	Check	1	13696		BJORKLUND COMPENSATION CONS	Yes	Yes	No	USD	01/19/2018	140.00	
		74521	167931	Check	1	10752		BOURDEAUX DAWN	Yes	No	No	USD	01/19/2018	15.00	
		74563	167932	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	01/19/2018	1,297.65	
		74561	167933	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	Yes	No	USD	01/19/2018	864.48	

Princeton Public Schools #477  
Check Register by Bank and Check Number

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	74545	167975	Check	14886		QP PHOTOGRAPHY	Yes	Yes	USD	01/19/2018	768.00
		74549	167976	Check	15833		REKSTAD JONAH	Yes	Yes	USD	01/19/2018	121.00
		74546	167977	Check	15051		ROBERTS ERIC	Yes	No	USD	01/19/2018	143.00
		74554	167978	Check	15903		SCHARDIN ANTHONY	Yes	Yes	USD	01/19/2018	113.00
		74540	167979	Check	14527		SCHIMETZ SCOTT	Yes	No	USD	01/19/2018	113.00
		74557	167980	Check	15906		SCHMECK DEREK	Yes	No	USD	01/19/2018	121.00
		74552	167981	Check	15901		SHEPHERD MORGAN	Yes	No	USD	01/19/2018	143.00
		74541	167982	Check	14528		SHREVE BRIAN	Yes	No	USD	01/19/2018	113.00
		74520	167983	Check	10194		SMEKTA BOB	Yes	No	USD	01/19/2018	113.00
		74590	167984	Check	9494	1	SNA	Yes	Yes	USD	01/19/2018	80.00
		74524	167985	Check	11407		STURGES SHANE	Yes	No	USD	01/19/2018	113.00
		74539	167986	Check	14477		TEACHERS ON CALL	Yes	Yes	USD	01/19/2018	13,704.70
		74581	167987	Check	6079		TEAM SPORTING GOODS INC	Yes	Yes	USD	01/19/2018	627.64
		74535	167988	Check	14018		TEAMWORKS INTERNATIONAL INC.	Yes	No	USD	01/19/2018	681.18
		74543	167989	Check	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	USD	01/19/2018	341.54
		74544	167990	Check	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	USD	01/19/2018	190.24
		74582	167991	Check	6376		VIKING COCA COLA BOTTLING	Yes	Yes	USD	01/19/2018	201.75
		74553	167992	Check	15902		VOSS BRANDON	Yes	No	USD	01/19/2018	113.00
		74586	167993	Check	7175		WAHMAN JILL	Yes	No	USD	01/19/2018	132.00
		74556	167994	Check	15905		WEBER JOHANNA	Yes	Yes	USD	01/19/2018	132.00
		74548	167995	Check	15716		WILHELM MARCUS	Yes	Yes	USD	01/19/2018	60.00
		74558	167996	Check	15907		ZADIO MARIA	Yes	Yes	USD	01/19/2018	15.00
		74592	167997	Check	14820		NATIONAL INSURANCE SERVICES of	Yes	No	USD	01/23/2018	7,757.11
		74594	167998	Check	14950		SPRUNK ENTERTAINMENT SERVICE	Yes	Yes	USD	01/25/2018	550.00
		74632	167999	Check	7706	3	AMAZON.COM	Yes	No	USD	01/26/2018	6,309.59
		74597	168000	Check	1140	3	AMERICAN RED CROSS	Yes	No	USD	01/26/2018	300.00
		74631	168001	Check	7008		BERTRAM TRACY	Yes	No	USD	01/26/2018	132.00
		74596	168002	Check	11358		BOYSEN CRAIG	Yes	No	USD	01/26/2018	113.00
		74634	168003	Check	8001		CHILDERS DAVE	Yes	No	USD	01/26/2018	78.00
		74612	168004	Check	15504		DAHL DENIS	Yes	No	USD	01/26/2018	113.00
		74601	168005	Check	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	USD	01/26/2018	1,875.04
		74595	168006	Check	10038		DEPATTO ALAN	Yes	No	USD	01/26/2018	145.00
		74610	168007	Check	15421		DRAACK PAIGE	Yes	No	USD	01/26/2018	132.00
		74619	168008	Check	2270		ECM PUBLISHERS INC.	Yes	Yes	USD	01/26/2018	176.50
		74620	168009	Check	2361		ELK RIVER HIGH SCHOOL	Yes	No	USD	01/26/2018	50.00
		74621	168010	Check	2501		FEDERATED CO-OPS INC	Yes	Yes	USD	01/26/2018	427.84
		74608	168011	Check	14566		FRIESE CHRIS	Yes	No	USD	01/26/2018	113.00
		74618	168012	Check	15912		HINDBERG RODNEY	Yes	No	USD	01/26/2018	113.00
		74622	168013	Check	3140		HOFMAN OIL CO. INC.	Yes	Yes	USD	01/26/2018	732.36
		74604	168014	Check	13217		HOLT-PETERSON CHARTER BUS	Yes	No	USD	01/26/2018	1,720.00
		74616	168015	Check	15910		JACK AND JIMS, INC.	Yes	No	USD	01/26/2018	624.76

Princeton Public Schools #477  
Check Register by Bank and Check Number

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Red	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	74670	168057	Check	1301	2	BARNES & NOBLE	Yes	No	No	USD	02/02/2018	2,488.00
		74665	168058	Check	11277		BEYER ADAM	Yes	No	No	USD	02/02/2018	84.00
		74675	168059	Check	14021		BEYOND SPORT MARTIALARTS & FI	Yes	No	No	USD	02/02/2018	258.80
		74688	168060	Check	15846		BUHL COLE	Yes	No	No	USD	02/02/2018	121.00
		74694	168061	Check	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	02/02/2018	180.00
		74684	168062	Check	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	02/02/2018	4,800.00
		74699	168063	Check	4290		CENTERPOINT ENERGY	Yes	No	No	USD	02/02/2018	21,509.22
		74691	168064	Check	15879		CENTERSHOT INDUSTRIES, INC.	Yes	No	No	USD	02/02/2018	40.00
		74692	168065	Check	15881		CLASSROOM FRIENDLY SUPPLIES	Yes	No	No	USD	02/02/2018	24.99
		74696	168066	Check	1825	1	CLINICAL RESEARCH INSTITUTE	Yes	No	No	USD	02/02/2018	559.00
		74686	168067	Check	15663		CTBOOK HOLDINGS, LLC	Yes	No	No	USD	02/02/2018	517.56
		74673	168068	Check	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	02/02/2018	6,100.00
		74706	168069	Check	7144		DEVAK BRIAN	Yes	No	No	USD	02/02/2018	121.00
		74697	168070	Check	2169		DISCOUNT SCHOOL SUPPLY	Yes	No	No	USD	02/02/2018	188.56
		74685	168071	Check	15603		EMERGENCY OUTFITTERS, INC.	Yes	No	No	USD	02/02/2018	351.50
		74707	168072	Check	7493		FRIDLEY HIGH SCHOOL	Yes	No	No	USD	02/02/2018	240.00
		74681	168073	Check	14843		GBR INTERPRETING & TRANSLATIO	Yes	No	No	USD	02/02/2018	175.00
		74687	168074	Check	15821		GEARED UP SPORTS	Yes	No	No	USD	02/02/2018	2,700.00
		74698	168075	Check	2823		GREAT BOOKS FOUNDATION	Yes	No	No	USD	02/02/2018	387.72
		74674	168076	Check	13998		HEWITT DANIEL	Yes	No	No	USD	02/02/2018	84.00
		74671	168077	Check	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	02/02/2018	1,850.00
		74690	168078	Check	15878		I.S.D. #832 WASHINGTON COUNTY	Yes	No	No	USD	02/02/2018	20.00
		74689	168079	Check	15848		KELLERMAN RICH	Yes	No	No	USD	02/02/2018	113.00
		74663	168080	Check	10824		MEDICS TRAINING INCORPORATED	Yes	No	No	USD	02/02/2018	1,600.00
		74669	168081	Check	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	02/02/2018	406.14
		74668	168082	Check	11477		MINUTEMAN PRESS	Yes	No	No	USD	02/02/2018	25.00
		74680	168083	Check	14820	1	NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	02/02/2018	6,250.00
		74676	168084	Check	14055		NELSON PAUL	Yes	No	No	USD	02/02/2018	84.00
		74700	168085	Check	4687		NORTH BRANCH PUBLIC SCHOOL	Yes	No	No	USD	02/02/2018	75.00
		74664	168086	Check	10961		NORTHERN LIGHTS BALLROOM	Yes	No	No	USD	02/02/2018	1,500.00
		74695	168087	Check	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	02/02/2018	7.97
		74701	168088	Check	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	02/02/2018	8.60
		74661	168089	Check	10224	2	REGENTS OF THE UNIVERSITY OF A	Yes	No	No	USD	02/02/2018	96.00
		74702	168090	Check	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	02/02/2018	36.00
		74682	168091	Check	15051		ROBERTS ERIK	Yes	No	No	USD	02/02/2018	121.00
		74709	168092	Check	8085		RONNING RAPE	Yes	No	No	USD	02/02/2018	113.00
		74679	168093	Check	14527		SCHMIDT SCOTT	Yes	No	No	USD	02/02/2018	113.00
		74703	168094	Check	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	02/02/2018	107.28
		74683	168095	Check	15059		ST. CROIX FALLS WRESTLING CLUB	Yes	No	No	USD	02/02/2018	25.00
		74677	168096	Check	14062		STEEL SALES CORP.	Yes	No	No	USD	02/02/2018	3,057.06
		74672	168097	Check	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	02/02/2018	578.50

**Princeton Public Schools #477  
Check Register by Bank and Check Number**

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount
0477	001	74719	168139	Check	1	11147		LABARRE MICHELLE	Yes	No	No	USD		02/09/2018	49.00
		74749	168140	Check	1	15916		LENZMEIER WAYNE	Yes	No	No	USD		02/09/2018	85.00
		74768	168141	Check	1	4331		M.A.S.P.	Yes	No	No	USD		02/09/2018	40.00
		74771	168142	Check	1	4467		M.S.B.A.	Yes	No	No	USD		02/09/2018	2,100.00
		74734	168143	Check	1	14606		MANTHIEI JOHN	Yes	No	No	USD		02/09/2018	121.00
		74767	168144	Check	1	4030		MASA	Yes	No	No	USD		02/09/2018	816.00
		74787	168145	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD		02/09/2018	85.00
		74736	168146	Check	1	14991		MEED TREVOR	Yes	No	No	USD		02/09/2018	121.00
		74723	168147	Check	1	12394		MESABI EAST HIGH SCHOOL	Yes	No	No	USD		02/09/2018	100.00
		74725	168148	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD		02/09/2018	1,294.24
		74721	168149	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD		02/09/2018	20.30
		74769	168150	Check	1	4354		MN DEPARTMENT OF PUBLIC SAFET	Yes	No	No	USD		02/09/2018	25.00
		74770	168151	Check	1	4354		MN DEPARTMENT OF PUBLIC SAFET	Yes	No	No	USD		02/09/2018	25.00
		74762	168152	Check	1	2179		MN DNR ECO-WATERS	Yes	No	No	USD		02/09/2018	231.44
		74789	168153	Check	1	9725		OTHOUDT KIMBERLY	Yes	No	No	USD		02/09/2018	98.00
		74760	168154	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD		02/09/2018	30.23
		74773	168155	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD		02/09/2018	252.00
		74774	168156	Check	1	5040		PIZZA BARN	Yes	No	No	USD		02/09/2018	205.85
		74775	168157	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD		02/09/2018	50.00
		74776	168158	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD		02/09/2018	208.80
		74744	168159	Check	1	15856		READ TO THEM	Yes	No	No	USD		02/09/2018	5,712.00
		74717	168160	Check	1	10753		RYHORCHUK DUNCAN	Yes	No	No	USD		02/09/2018	121.00
		74777	168161	Check	1	5491		SARTELL HIGH SCHOOL	Yes	No	No	USD		02/09/2018	75.00
		74778	168162	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD		02/09/2018	21.24
		74739	168163	Check	1	15386		SELL GARY JR	Yes	No	No	USD		02/09/2018	121.00
		74747	168164	Check	1	15901		SHEPHERD MORGAN	Yes	No	No	USD		02/09/2018	121.00
		74746	168165	Check	1	15869		SITEIMPROVE, INC.	Yes	No	No	USD		02/09/2018	1,959.26
		74786	168166	Check	1	9494	1	SNA	Yes	No	No	USD		02/09/2018	50.00
		74750	168167	Check	1	15918		SOLOMON RICARDO	Yes	No	No	USD		02/09/2018	113.00
		74780	168168	Check	1	5836	2	ST MICHAEL ALBERTVILLE-SPEECH	Yes	No	No	USD		02/09/2018	318.50
		74779	168169	Check	1	5873	5	STAR TRIBUNE	Yes	No	No	USD		02/09/2018	360.00
		74745	168170	Check	1	15859		STARKWEATHER CARLY	Yes	No	No	USD		02/09/2018	132.00
		74732	168171	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD		02/09/2018	21,317.55
		74729	168172	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD		02/09/2018	89.40
		74735	168173	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD		02/09/2018	341.54
		74738	168174	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD		02/09/2018	97.93
		74730	168175	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD		02/09/2018	320.16
		74728	168176	Check	1	13262	1	WALMART COMMUNITY/GEGRB	Yes	No	No	USD		02/09/2018	1,257.00
		74781	168177	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD		02/09/2018	328.59
		74790	168178	Check	1	10584		CARD SERVICES	Yes	No	No	USD		02/09/2018	1,495.79
		74931	168179	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD		02/20/2018	8,290.00

**Princeton Public Schools #477**  
**Check Register by Bank and Check Number**

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount
0477	001	74912	168221	Check	1	4537		NASCO	Yes	No	No	USD		02/20/2018	100.40
		74913	168222	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	No	No	USD		02/20/2018	380.00
		74914	168223	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD		02/20/2018	645.20
		74884	168224	Check	1	15148		OFFISOURCE, INC	Yes	No	No	USD		02/20/2018	9,660.00
		74871	168225	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD		02/20/2018	231,646.34
		74889	168226	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD		02/20/2018	1,367.62
		74915	168227	Check	1	5040		PIZZA BARN	Yes	No	No	USD		02/20/2018	1,465.11
		74916	168228	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD		02/20/2018	338.60
		74917	168229	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD		02/20/2018	59,114.99
		74868	168230	Check	1	12243		PROVISION MEDIA INC	Yes	No	No	USD		02/20/2018	3,144.00
		74918	168231	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD		02/20/2018	1,412.83
		74919	168232	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD		02/20/2018	482.76
		74921	168233	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD		02/20/2018	445.00
		74920	168234	Check	1	5301	2	RESOURCES FOR EDUCATORS	Yes	No	No	USD		02/20/2018	239.00
		74878	168235	Check	1	14420		ROBOTICS EDUCATION & COMPETITI	Yes	No	No	USD		02/20/2018	595.00
		74930	168236	Check	1	8024	2	SCHOOL FINANCES	Yes	No	No	USD		02/20/2018	200.00
		74922	168237	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD		02/20/2018	411.60
		74890	168238	Check	1	15763		SCHWICHTENBERG HEIDI J	Yes	No	No	USD		02/20/2018	244.00
		74874	168239	Check	1	13872		SEPTIC CHECK	Yes	No	No	USD		02/20/2018	325.00
		74885	168240	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD		02/20/2018	612.00
		74870	168241	Check	1	13064		SUPER TEACHER WORKSHEETS	Yes	No	No	USD		02/20/2018	300.00
		74923	168242	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD		02/20/2018	20.98
		74924	168243	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD		02/20/2018	10,375.82
		74869	168244	Check	1	12874		TOP 20 TRAINING	Yes	No	No	USD		02/20/2018	3,252.00
		74892	168245	Check	1	15938	1	TRIMARK	Yes	No	No	USD		02/20/2018	1,874.88
		74877	168246	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD		02/20/2018	68,690.92
		74888	168247	Check	1	15491		VIDEO SERVICES, INC. - VSI	Yes	No	No	USD		02/20/2018	675.00
		74925	168248	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD		02/20/2018	218.25
		74886	168249	Check	1	15293		VISUAL EDGE INC.	Yes	No	No	USD		02/20/2018	66.00
		74926	168250	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD		02/20/2018	194.85

Bank Total: 001 \$1,376,963.13  
 Report Total: \$1,376,963.13

# Princeton Public Schools - ISD #477

## Wire Transfer Report

February 20, 2018

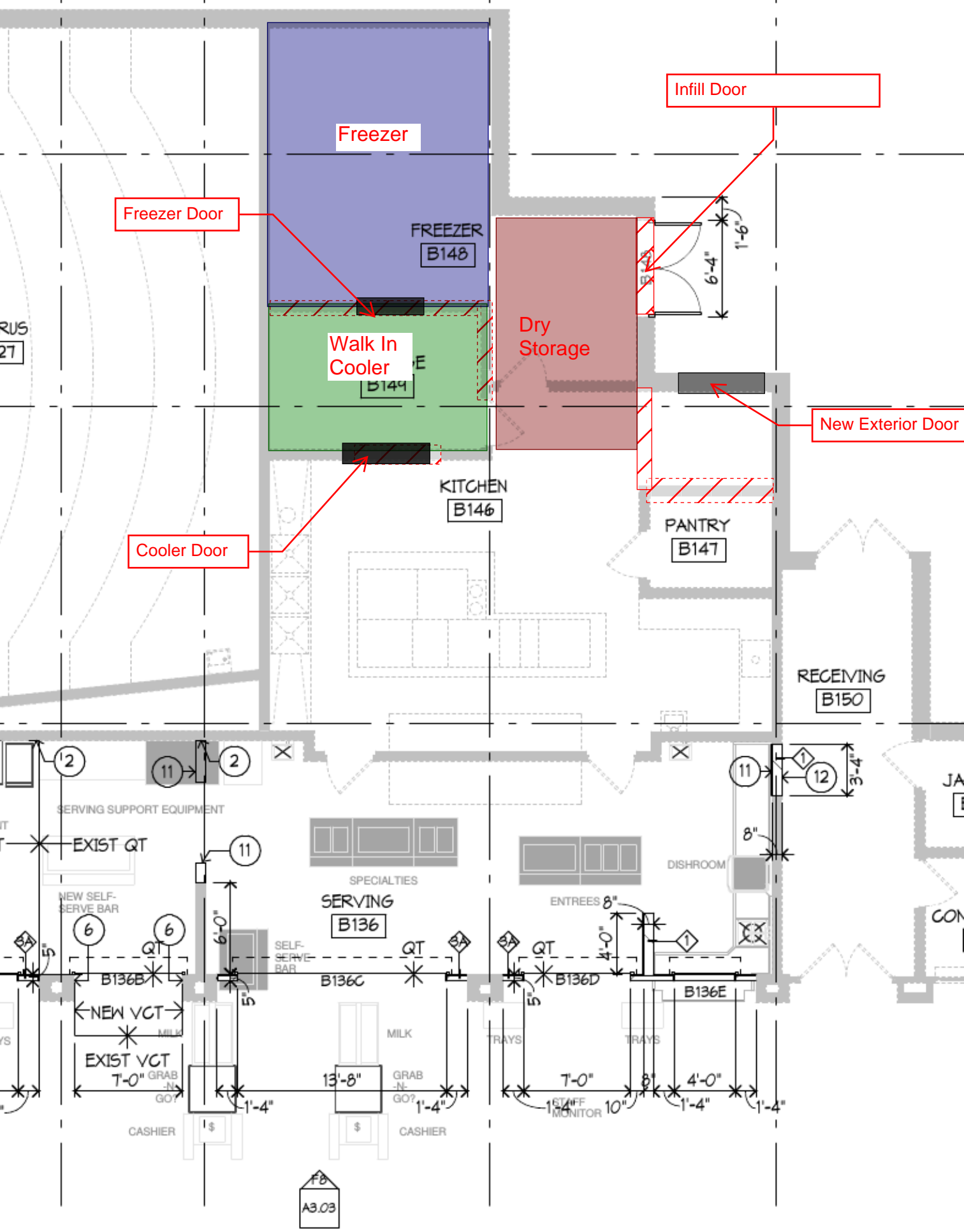
<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
1/12/2018	\$ 518,881.34	ACH File Transfer
1/12/2018	\$ 190,793.23	Federal Tax Wire Transfer
1/12/2018	\$ 29,634.66	State Tax Wire Transfer
1/12/2018	\$ 13,194.29	Select Account HSA
1/12/2018	\$ 90,255.36	TRA File Transfer
1/12/2018	\$ 29,356.68	PERA File Transfer
1/12/2018	\$ 241.50	MN Child Support File Transfer
1/12/2018	\$ 44,925.61	TSA File Transfer
1/31/2018	\$ 591,913.92	ACH File Transfer
1/31/2018	\$ 215,622.02	Federal Tax Wire Transfer
1/31/2018	\$ 33,445.64	State Tax Wire Transfer
1/31/2018	\$ 13,463.18	Select Account H S A
1/31/2018	\$ 95,270.34	TRA File Transfer
1/31/2018	\$ 37,799.95	PERA File Transfer
1/31/2018	\$ 241.50	MN Child Support File Transfer
1/31/2018	\$ 43,915.85	TSA File Transfer
2/5/2018	\$ 19,951.61	BMO Harris Bank - (Pcards)
2/5/2018	\$ 329.00	MN Revenue - (Sales tax)
1/4/2018	\$ 4,664.11	SelectAccount
1/11/2018	\$ 3,698.51	SelectAccount
1/18/2018	\$ 2,387.31	SelectAccount
1/25/2018	\$ 1,438.53	SelectAccount
	\$	
<b>TOTAL</b>	<b>\$ 1,981,424.14</b>	

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

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

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

WHEREAS, the District would like to offer eligible teachers a one-time early retirement incentive that would be in addition to any retirement benefits, insurance benefits, or severance provided under the 2017-2019 CBA between the District and the Union; and

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

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

1. **Eligibility.** To be eligible for the severance payment provided under this MOA, a teacher must meet all of the following requirements:
  - a. On or before 4:00 p.m. on March 15 2018, the teacher must use the attached form to apply for the severance payment and to submit an irrevocable notice of retirement, effective June 30, 2018, to the District’s Director of Human Resources.
  - b. The teacher must be one of the first eight (8) otherwise eligible teachers to submit the attached form to the District’s Director of Human Resources.
  - c. The teacher must have at least twenty-five (25) years of teaching service in the District after the 2017-2018 school year.
  - d. The teacher must be licensed, in good standing, and a member of the teachers’ collective bargaining unit through June 30, 2018. A teacher who is discharged for cause or who resigns after receiving notice that the District intends to initiate termination or discharge proceedings, is not in good standing for purposes of this MOA.
2. **Severance Payment.** On or before June 30, 2018, the District will make a one-time payment in the amount of ten thousand dollars and zero cents (\$10,000) to each eligible teacher’s Minnesota State Retirement System (“MSRS”) account. This payment is in addition to any severance, retirement, insurance, or other benefits described in the CBA.
3. **Limitation.** The District’s obligation to make the payment described in the preceding paragraph of this MOA is subject to all Federal and State laws. If the payment under this MOA plus the amount of any severance under the CBA (excluding payments for

accumulated sick leave, if any) exceeds the teacher's annual salary for 2016-2017, the payment under this MOA will be reduced in compliance with Minnesota Statutes section 465.72 so that the total amount of severance does not exceed the teacher's annual salary for 2016-2017.

4. **No Future Employment.** Teachers who accept the benefit provided under this MOA may not apply for full-time employment with the District in the future.
5. **Sunset.** This MOA provides a "one-time" benefit and will sunset on June 30, 2018.
6. **Separate from CBA.** This MOA is separate from, and not a part of, the CBA. Nothing in this MOA may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOA or submit it in any proceeding or case as evidence of a precedent or practice.
7. **Entire Agreement.** This MOA constitutes the entire agreement between the parties related to the early retirement incentive provided under this MOA. Neither party has relied on any statements, promises, or representations that are not stated in this MOA. The terms of this MOA supersede any and all prior agreements between the parties related to the early retirement incentive provided under this MOA. No amendments or modifications of this MOA will be valid unless they are in writing and signed by both parties. A copy of this MOA will have the same legal effect as the original.

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

**PRINCETON EDUCATION ASSOCIATION**

\_\_\_\_\_  
Union President

Date: \_\_\_\_\_

**INDEPENDENT SCHOOL DISTRICT NO. 477, PRINCETON**

\_\_\_\_\_  
School Board Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
School Board Clerk

Date: \_\_\_\_\_

**INDEPENDENT SCHOOL DISTRICT NO. 477, PRINCETON  
EARLY RETIREMENT INCENTIVE APPLICATION  
AND NOTICE OF INTENT TO RETIRE**

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

I am an employee of Independent School District No. 477, Princeton ("District"). By signing this document, I am applying to receive the early retirement incentive (severance payment) that is fully described in the attached Memorandum of Agreement ("MOA") between the District and my union, the Princeton Education Association. By signing this document, I am also providing written notice to the District that I am voluntarily retiring from all employment with the District effective June 30, 2016.

Except as stated below, my notice of retirement is irrevocable and cannot be rescinded. I understand and agree that upon retiring, I may not apply for, or be granted, full-time employment with the District in the future. I acknowledge that I have no right to any future employment with the District after June 30, 2018.

I am fully aware that my receipt of the severance payment described in the attached MOA is subject to all the terms and conditions stated in the MOA. For example, I understand that to be eligible to receive the severance payment described in the attached MOA, the District must conclude that I meet all the criteria set forth in the MOA. I also understand that the District is the sole arbiter of whether I am eligible for the severance payment described in the MOA. If the District determines that I am not an eligible teacher under the MOA, this notice will be null and void and my retirement will be rescinded.

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

cc: Personnel file



## **Memorandum of Understanding**

This Memo of Understanding is entered into between Independent School District No. 477, Princeton, Minnesota (hereinafter referred to as the School District) and Princeton Education Association (hereinafter referred to as the Association), to outline the provisions of the Alternative Teacher Professional Pay System (hereinafter referred to as ATPPS) plan:

### **A. ATPPS Steering Committee**

- a. The ATPPS Steering Committee will select teachers serving on the ATPPS Steering committee except where noted.
- b. The ATPPS Steering Committee will be a committee comprised of the following:
  - One representative from each ATPPS Site Committee
  - One non-classroom instructional support representative
  - One DILT teacher representative annually selected by Director of Teaching and Learning
  - Two PEA representatives appointed by the PEA Executive Board
  - One administrative representative from each building
  - One district office representative
  - Director of Teaching and Learning
- c. The ATPPS Steering Committee shall coordinate all aspects of implementing the Princeton ATPPS plan.

### **B. ATPPS Site Committees**

- a. The ATPPS Site Committee shall be comprised of three teachers.
- b. Site Committee members will be selected by the ATPPS Steering Committee.

### **C. Selection Process for Career Ladder Positions**

- a. The following positions as deemed necessary by the ATPPS Steering Committee shall be interviewed and selected by the ATPPS Site Committee:
  1. Mentor teacher
  2. Teacher coach
  3. PLC facilitator
  4. Data coach
  5. Technology coach
- b. The following positions as deemed necessary by the ATPPS Steering Committee shall be interviewed and selected by the ATPPS Steering Committee and the AFT PD (American Federation of Teachers Professional Development) Coordinator:
  1. AFT PD (Formerly ER & D) Course Trainer
  2. AFT PD (Formerly ER & D) Coordinator

c. The following positions as deemed necessary by the ATPPS Steering Committee shall be interviewed and selected by the ATPPS Steering Committee:

1. Mentor Coordinator
2. ATPPS Steering Committee member
3. ATPPS Site Committee member

d. The ATPPS Steering Committee and Site Committees will review and evaluate all appointments annually and ensure that all responsibilities for each Career Ladders position are fulfilled.

#### **D. Career Ladder Positions, Descriptions and Stipends**

(For specific descriptions of career ladder positions, refer to the ATPPS plan.)

a. Mentor Teachers will provide guidance and support for new teachers. (Positions are added as needed based on available ATPPS funds.)

1. 1st Year Mentor: \$1000.00
2. 2nd and 3rd Year (as needed) Mentor: \$500.00

b. PLC Facilitator will guide and facilitate the PLC in the process of achieving the site goal.

1. Facilitator: \$700.00

c. Teacher Coaches will formatively evaluate and conference with teachers.

1. Teacher Coach: \$2000.00

d. AFT PD (Formerly ER & D) Course Trainers will disseminate educational research to teachers.

1. Trainer: \$3000.00/class

e. AFT PD (Formerly ER & D) Coordinator will coordinate all aspects of AFT PD course offerings within the Princeton School District.

1. Coordinator: \$200/class

f. ATPPS Steering Committee Members will coordinate all aspects of implementing the Princeton ATPPS plan.

1. Member: \$750.00 and release time through substitutes as needed
2. Additional \$500 for teacher serving as Co-Chair

g. ATPPS Site Committee Members will coordinate all aspects of implementing the Princeton ATPPS plan at each site.

1. Member: \$2550.00 and release time through substitutes as needed

h. Data Coaches will assist the sites, grade levels, departments, and PLCs in data collection, interpretation, and creating actionable plans.

1. Data Coach: \$700.00

i. Technology Coach will support teachers and PLCs to implement digital-age learning strategies to maximize student learning and 21st century skills.

1. Technology Coach: \$700.00

j. Technology Coach-Assistive Technology will support teachers through the implementation of the Quality Indicators for Assistive Technology (QIAT).

1. Technology Coach \$700.00

k. PLC Facilitator Coordinator will coordinate all aspects of PLC's.

1. Coordinator: \$1000.00

l. Data Coach Coordinator will coordinate all aspects of data coaching.

1. Coordinator: \$1000.00

m. Teacher Coach Coordinator will coordinate all aspects of teacher coaching.

1. Coordinator: \$1000.00

n. Technology Coach Coordinator will coordinate all aspects of technology coaching.

1. Coordinator: \$1000.00

o. Mentorship Coordinator will coordinate aspects of the mentorship program.

1. Coordinator: \$1000.00

**E. Performance Pay Compensation** Teachers will be eligible for annual performance pay as outlined in the approved ATPPS plan as follows:

a. Individuals may receive \$200.00 for school wide achievement gains as a result of site goals being met which were based on standardized assessment results from the MCA II and/or other standardized assessment. Individuals will receive \$100 if only one site goal is met.

b. Individuals may receive \$700.00 for developing and successfully completing a Student Learning Goal or Learning Plan.

c. Individuals may receive \$300.00 based on individual teacher evaluations. Each teacher must be observed by at least two different teacher coaches in order to receive this compensation. Each observation shall include pre- and post-conferences. Each teacher will demonstrate implementation of the majority of observed Marzano strategies at the developing level or higher.

d. Individuals may receive \$800.00 for actively participating in Professional Learning Communities. Individuals must be present at 80% of scheduled PLC meetings and the PLC must show evidence that the majority of students are growing toward and/or meeting the PLC student achievement goal in order to receive the stipend. Active participation is defined as attending meetings, contributing to discussions, sharing ideas and samples of student work, and taking strategies learned back to the classroom and implementing them.

**F. Additional Training Provided for Members by Members** Training facilitated by members for members related to the ATPPS Program not addressed in the above career ladder positions will be reimbursed in the following manner:

1. Trainers will be allowed up to three hours of prep for every hour of training provided.
2. They will be reimbursed at the curriculum-writing rate for the prep time and for the time they are training. Trainers will be paid for the time they are training only if the training occurs outside of the duty day.

3. Any training must be pre-approved by the ATPPS Steering Committee.

**G. Reformed Salary Schedule** The salary schedule is restructured as follows: Step advancements will be based on performance and renamed Performance Increments. To receive a Performance Increment, a teacher must fully participate in the ATPPS program and meet one or more of the following performance pay components:

1. School-wide site goals identified in component two of the Q-Comp plan are met,
2. Show evidence that a majority of students have shown measurable growth on the chosen learning progression(s).
3. Will demonstrate implementation of the majority of observed Marzano strategies at the developing level or higher.

Career Increments (Steps 15, 18, 21) will continue to be reflected in the salary schedule and are not affected by ATPPS.

Credit Lanes are renamed Education Increments and will be earned in 10 semester credit increments. No one will make less than they would have on the negotiated 2017-2018 salary schedule.

#### **H. Funds and Termination of Plan**

##### a. Funds

1. Any Q-Comp funds not expended in any fiscal year will be carried over to the following year for Q-Comp purposes only.
2. If adequate Q-Comp funds are not available because of declining enrollment or other factors, all Q-Comp awards will be prorated.
3. Compensation provided outside of the salary schedule (i.e. extra-curricular, hourly) is not affected by Q-Comp.

##### b. Termination of Plan

If future participation in Q-Comp is terminated by the Association, the Board, or the State:

1. The most recent negotiated salary schedule structure will be reinstated.
2. Members will remain at the Career Increment/step they achieved during the last year of Q Comp. (Career Increments/steps missed as a result of lack of participation will not be reinstated.)
3. Members will remain at the Education Increment/lane they achieved during the last year of Q-Comp.

**I. Dispute Process** If an individual participating in the ATPPS programs disputes a decision made involving the terms outlined in this memorandum of understanding or the ATPPS plan, that individual must reduce the dispute to writing. The signed dispute must be received by the chairperson(s) of the ATPPS Steering Committee within 30 calendar days of the incident giving rise to the dispute.

The ATPPS Steering Committee will review all disputes and make a determination in writing to the individual making the dispute.

**J. Duration of ATPPS Program**

This memorandum of understanding shall remain in effect commencing on July 1, 2017 through June 30, 2019. The Association or School District may withdraw their participation in the ATPPS program if there is a reduction in the level of ATPPS funding provided by the State or there are required changes to the ATPPS plan imposed by the State with which either party does not agree. Additionally, the parties may mutually agree to terminate the ATPPS program at anytime.

PRINCETON EDUCATION ASSOCIATION

INDEPENDENT SCHOOL DISTRICT # 477

\_\_\_\_\_  
Mary Bahe, PEA Co-President                      Date

\_\_\_\_\_  
Chairperson, Eric Minks    Date

\_\_\_\_\_  
Cindy Kluempke, PEA Co-President              Date  
Date

\_\_\_\_\_  
Clerk, Sue VanHooser

**Princeton Public Schools**  
**Community Education Agreement**  
**Updated February 1, 2018**

**At-Will Employment**

The District will employ Community Education employees, on an at-will basis, to perform the outlined duties. This is an at-will agreement where the District may discipline as the District sees fit. The District may also discharge Community Education employees and unilaterally terminate this Agreement as the District sees fit. The District is not required to provide advance notice or show cause in connection with disciplining or discharging Community Education employees from employment or in connection with terminating this Agreement. Community Education employees may resign from the District at any time and for any reason.

**Pay Schedules**

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

**Benefits**

The Community Education Agreement will follow the Paraprofessional CBA (Collective Bargaining Agreement) regarding health insurance, dental insurance, life insurance, LTD (Long-term disability), and tax deferred matching plan (403b) for any employee who qualifies based on the definition of the Affordable Care Act. Currently, under the ACA, positions working less than 30 hours per week do not receive the below listed benefits.

**Leaves of Absence**

**Sick Leave and Emergency Family Leave**

The Community Education Agreement will follow the Paraprofessional CBA (Collective Bargaining Agreement) regarding sick leave and emergency family leave.

**Vacation**

Employees who are School Board approved to work (12) twelve months in a school year will earn vacation on a monthly basis. Two (2) vacation days may be rolled over to the next year.

- a) Upon hire through year six (6) of consecutive employment, employees will earn one day of vacation per month. - 12 days (96 hours)
- b) Years 7 through 15 of consecutive employment, employees will earn 1.25 days of vacation per month. - 15 days (120 hours)

**Personal Leave**

Employees who are School Board approved to work 9 months or more in a school year will be eligible for two (2) days of personal leave per year, non-accumulative, for situations requiring the employee's personal attention.

**Paid Holidays**

Employees who work 30 or more hours in a week and 9 months or more, may be granted the following holidays:

- |                        |                          |
|------------------------|--------------------------|
| Independence Day       | New Year's Eve Day       |
| Labor Day              | New Year's Day           |
| Thanksgiving Day       | President's Day          |
| Day after Thanksgiving | Good Friday Memorial Day |
| Christmas Eve Day      | Memorial Day             |
| Christmas Day          |                          |

Holidays will be paid based on the employees regular scheduled duty day. Less than 12-month employees will receive all listed holidays that fall within their working calendar.

***Tiger Club***

<b>Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Tiger Club Site Supervisor</b>	Wage Scale is based on Para Contract Class IV			
<b><i>Tiger Club Lead</i> - seasonal</b>	Wage Scale is based on Para Contract Class III			
<b><i>Tiger Club Assistant</i> - seasonal</b>	Min. Wage	Min. Wage Plus \$0.25	Min Wage Plus \$.50	Min. Wage Plus \$.75

Paraprofessional within District will receive same rate of pay as they do during the school year for Tiger Club Lead position

***ECFE***

<b>Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>ECFE Childcare</b>	Wage Scale is based on Para Contract Class II			
<b>ECFE Classroom Assistant &amp; Lead Childcare</b>	Wage Scale is based on Para Contract Class III			

***Aquatics- Part time positions***

<b>Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b><i>Pool Coordinator</i></b>	Wage Scale is based on Para Contract Class IV			
<b>Lead WSI - (Swimming Lessons)</b>	Min. Wage Plus \$3.50	Min. Wage Plus \$4.00	Min. Wage Plus \$4.50	Min. Wage Plus \$5.00
<b>WSI - Assisting with Swimming Lessons</b>	Min. Wage	Min. Wage Plus \$1.00	Min. Wage Plus \$2.00	Min. Wage Plus \$3.00
<b>Lifeguard or Aid</b>	Min. Wage	Min. Wage Plus \$0.25	Min. Wage Plus \$0.50	Min. Wage Plus \$0.75

LifeGuard with WSI certification = Additional \$0.25/hour

***CE - Recreation and Enrichment***

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

<b>Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Assistant</b>	Min. Wage	Min. Wage Plus \$0.20	Min. Wage Plus \$0.40	Min. Wage Plus \$0.60
<b><i>Publication layout and design</i></b>	Based on Secretary Class III			

## PRINCETON 2018 SCHOOL BOARD COMMITTEES/APPOINTMENTS

### BOARD COMMITTEES

#### **EXECUTIVE COMMITTEE**

The Board Chair and Vice Chair will serve as board representatives along with the Superintendent and will meet before each board meeting to plan agendas. Meetings are held prior to board/work session meetings.

- Eric Minks
- Eric Strandberg

#### **FINANCE COMMITTEE**

Three Board Members will serve as board representative's along with the Director of Business Services and the Superintendent to review finance and business topics. Meeting are held monthly before the first board meeting.

- Board Member Chair of Committee--Eric Minks
- Board Member--Chad Young
- Board Member--Deb Ulm

#### **LONG RANGE PLANNING COMMITTEE**

Three Board members serve on the Committee to review topics such as program initiatives, facilities projects, enrollment, and levies. Director of Business Services, Director of Building and Grounds and the Superintendent also participate. Meets three times a year.

- Board Member Chair of Committee--Deb Ulm
- Board Member--Eric Minks
- Board Member--Eric Strandberg

#### **POLICY COMMITTEE**

Three Board members serve on the Committee to review/revise policies. Director of Business Services, Human Resources Director and the Superintendent also participate. Meets once per month before the second board meeting.

- Board Member Chair of Committee--Chad Young
- Board Member--Sue Vanhooser
- Board Member--Craig Johnson

#### **PUBLIC ENGAGEMENT COMMITTEE**

Three Board members serve on the Committee to review Engagement Opportunities, such as marketing, legislative efforts, building momentum for levies, good will messages in the community and accountability for strategic goals. Director of Business Services, Director of Human Resources and the Superintendent also participate. Meets three times a year.

- Board Member Chair of Committee--Chad Young
- Board Member--Eric Strandberg
- Board Member--Deb Ulm

## **BOARD APPOINTMENTS**

### **COMMUNITY EDUCATION/EARLY CHILDHOOD FAMILY EDUCATION ADVISORY**

Two Board Members will serve as board representative on committee. The advisory board makes program recommendations to the school board. Meets five times per year at noon.

- Board Representative--Howard Vaillancourt
- Board Representative--Craig Johnson

### **MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)**

One board member represents the District in the State meetings to vote on numerous issues. Meets two times per year in the fall and spring area meetings.

- Board Representative-Eric Strandberg

### **RUM RIVER SPECIAL EDUCATION COOPERATIVE GOVERNING BOARD**

One board member represents the District, along with the Superintendent, to govern over the program that meets the needs of some of our special education programs. Meets at 7:00 PM two times per year.

- Board Representative--Sue VanHooser

### **SCHOOLS FOR EQUITY IN EDUCATION**

One board member represents the district, along with the Superintendent, for General Membership Meetings. Morning meetings held five times per year on Friday mornings.

- Board Representative--Sue VanHooser

### **WELLNESS**

Three board members serve on the Committee, along with the Director of Business Services, Director of Food Services, Director of Community Education and the Superintendent. Addresses policy and implementation issues around the federal wellness law. Meets three times per year.

- Board Representative--Deb Ulm
- Board Representative--Sue VanHooser

**PRINCETON PUBLIC SCHOOL  
REVISED BUDGET 2017-2018  
February 2018**

	2018 REVISED ESTIMATED REVENUES		2018 REVISED ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 35,329,347	\$	36,946,410
FOOD SERVICE (02)	\$ 1,747,000	\$	1,880,513
COMMUNITY EDUCATION (04)	\$ 1,502,229	\$	1,530,055
BUILDING FUND (06)	\$ -	\$	24,034
DEBT SERVICE (07)	\$ 3,717,688	\$	3,733,742
<b>TOTAL ALL FUNDS</b>	<b>\$ 42,296,264</b>	<b>\$</b>	<b>44,114,754</b>

	2017 FUND BALANCE
GENERAL FUND	\$ 10,477,930
FOOD SERVICE	\$ 471,373
COMMUNITY EDUCATION	\$ 258,264
BUILDING FUND	\$ 24,034
DEBT SERVICE	\$ 5,424,702

**PRINCETON PUBLIC SCHOOLS  
GENERAL FUND REVISED BUDGET  
February 2018**

	2018 Estimated Revenues	2018 Estimated Expenses	Variance
Gifted & Talented-Restricted	\$ 46,166	\$ 66,346	\$ (20,180)
LTFM-Restricted	\$ 655,094	\$ 922,271	\$ (267,177)
Operating Capital-Restricted	\$ 565,443	\$ 720,000	\$ (154,557)
Staff Development-Restricted	\$ 439,496	\$ 455,938	\$ (16,442)
Qcomp-Assigned	\$ 868,627	\$ 855,433	\$ 13,194
Technology-Assigned	\$ 22,500	\$ 36,000	\$ (13,500)
Building Improved-Assigned	\$ 51,080	\$ 298,508	\$ (247,428)
Program Initiatives-Assigned	\$ 798,230	\$ 1,035,840	\$ (237,610)
Activity Account-Assigned	\$ 500,000	\$ 500,000	\$ -
Unassigned	\$ 31,382,711	\$ 32,056,074	\$ (673,363)
<b>Total</b>	<b>\$ 35,329,347</b>	<b>\$ 36,946,410</b>	
	<b>\$ (35,329,347)</b>	<b>\$ (36,946,410)</b>	

**2017 Fund  
Balance**

Gifted & Talented-Restricted	\$ 24,360
LTFM-Restricted	\$ 606,617
Med Asst-Restricted	\$ 7,057
Operating Capital-Restricted	\$ 2,225,980
Staff Development-Restricted	\$ 199,312
Severance-Committed	\$ 812,308
Qcomp-Assigned	\$ 161,349
Technology-Assigned	\$ 48,463
Building Improved-Assigned	\$ 422,542
Program Initiatives-Assigned	\$ 649,982
Activity Acct-Assigned	\$ 124,117
Non Spendable	\$ 81,513
Unassigned	\$ 5,114,331
<b>Total</b>	<b>\$ 10,477,930</b>

Audit report for 2017 was presented at the 1st board meeting in November and the fund balances for the 2016-2017 school year for each category are reflected above.

**PRINCETON PUBLIC SCHOOLS  
COMMUNITY EDUCATION FUND ORIGINAL BUDGET  
February 2018**

		2018 Estimated Revenues	2018 Estimated Expenses	
Community Ed-Restricted		\$ 884,669	\$ 971,315	
Early Childhood-Restricted		\$ 206,098	\$ 205,850	
School Readiness-Restricted		\$ 394,809	\$ 334,799	
Other-Restricted		\$ 16,653	\$ 18,091	
		\$ 1,502,229	\$ 1,530,055	\$ (27,826)

**2017 Fund  
Balance**

Community Ed-Restricted	\$ 149,889
Early Childhood-Restricted	\$ 100,334
School Readiness-Restricted	\$ 5,124
Other-Restricted	\$ 1,079
Non-Spendable	\$ 1,839
	\$ 258,264

Community Education is broken into four Restricted areas according to law. Other consists of Nonpublic aid that the state flows money through us to homeschool families for counseling, nursing, and textbooks based on homeschool families' applications. Preschool Screening is also in the other restricted fund. We receive funding based on the number of 3-5 year olds we screen each school year.

## **2018 Revised Budget Document Explanation-Noted by \***

### **Gifted and Talented**

#### Revenue Sources

- State Aid

#### Expenditures

- Board approved on May 5, 2017
- Plan to spend out fund balance\*

### **Long Term Facility Maintenance**

#### Revenue Sources

- Property Tax Levy
- Previously Health & Safety & Deferred Maint.

#### Expenditures

- Board approved on June 6, 2017
- Revised based on which year projects were completed\*

### **Operating Capital**

#### Revenue Sources

- State Aid
- Property Tax Levy

#### Expenditures

- Board approved on June 6, 2017

### **Staff Development**

#### Revenue Sources

- State Aid

#### Expenditures

- Board approved on 05.02.17
- Minor changes to original\*

### **ATPPS (Qcomp)**

#### Revenue Sources

- State Aid
- Property Tax Levy

#### Expenditures

- Board approved on 05.02.17
- No changes at revised.\*

#### **Building Improved Assigned**

##### Revenue Sources

- Previous revenue set aside for specific purpose

##### Expenditures

- None budgeted at this time
- Board approved on 09.17.17\*

#### **Program Initiatives Assigned**

##### Revenue Sources

- Previous revenue set aside for specific purpose
- Student Enrollment

##### Expenditures

- Board approved on 05.02.17
- Updated staffing\*
- Updated for employment settlements\*

#### **Technology Assigned**

##### Revenue Sources

- Student Fees

##### Expenditures

- Repairs of student devices
- Updated based on revenue received\*

#### **Activity Account Assigned**

##### Revenue Sources

- Student fundraising
- Donations
- Participation Fees

##### Expenditures

- Field Trips
- Rewards for instructional participation
- Recreational Supplies

## Unassigned

### Revenue Sources

- State Aid
- Property Tax Levy
- Federal and/or State Grants
- Participation Fees
- Donations

### Based Revenue on:

- Enrollment of 3230 PK-12
- State Formula Increase
- Special Education Increase-Estimated
- Updated Special Education\*
- Updated Enrollment 3254 PK-12\*

### Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Building Instructional Supplies (Based on Per student amount)
- Operational Costs: Building Repairs, Utilities, Insurance, and Transportation
- Technology: Software, Technology Repairs
- Teaching and Learning: Instructional Materials
- Activities
- Severance
- Estimated Salary Increases
- Budget Guideline
  - Board approved on April 4, 2017
  - Math Coach Position
  - Primary Intervention Position
  - Delivery/Custodial add .375
  - Staff Containment when Positions Open
- Updated for employment settlements\*
- Addition of 1 FTE teacher for 1st Grade\*
- Updated for current staffing changes\*
- Reviewed and updated all areas based on current data\*

## **Food Service**

### Revenue Sources

- State Aid
- Federal Aid
- Participation Fees

### Base Revenue on

- Breakfast and Lunch Price increase
  - Board approved on 05.16.17

### Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Food Costs
- Supply Costs
- Operational Costs: Utilities and Custodial
- Equipment Costs
- Updated for employment settlements\*
- Updated for staffing changes\*
- Reviewed and updated all areas based on current data\*

## **Community Education Budget**

### Revenue Sources

- State Aid
- Property Tax Levy
- Participation or Registration Fees
- Grants
- Donations

### Expenditures

- Staff salaries, benefits and other contractual requirements
- General, Instructional Supplies & Field Trips
- Operational Costs: Utilities, Custodial, and Transportation
- Technology Costs which includes software
- Updated for employment settlements\*
- Updated for staffing changes\*
- Reviewed and updated all areas based on current data\*

## **Overall structure to ensure vitality of Community Education**

- **Recreation and Enrichment Category**
  - Pay 70% of total participation to fees collected to on-staff instructors after supply expenses and administrative expenses are subtracted from the total participation fees.
  - Pay 80% of total participation fees collected for outside service providers as there are no employer paid benefits.
- **Aquatics and School Age Child Care**
  - Instructors are paid an hourly rate and participants are charged a set fee.
- **Drivers Education**
  - Registration fee only
- **Adults with Disabilities**
  - Instructors paid an hourly rate and currently is a break even program.
- **School Readiness Program**
  - Instructors paid based on beginning steps/lanes of the teacher contract. Participants are charged a fee based on the choice they choose.

## **New Programs 2018**

- Programs are continually added throughout the year

## **Discontinued Programs 2017**

- Programs may be discontinued during the year.

Budget is developed based on previous year's revenue and expenditures. We also look at possible impacts of new programs and discontinued programs.

## **Building Construction Fund**

- Construction project will be finalized in 2017
- Last project to be expended in 2018\*

## **Debt Service Fund**

### Revenue Sources

- Property Tax Levy
- State Aid

### Expenditures

- Building Bond Payments

**\*Note: Does not represent all chargebacks that may be taken between funds.**



<b>2017-2018 Revised-Projected Enrollment</b>							
<b>Includes all Programs</b>							
	<b>School Finance</b>	<b>September to Year End</b>	<b>Avg of Current (Sept.- Dec.) Tracking</b>	<b>End of Year to End of Year (Average)</b>	<b>Administration</b>	<b>Average</b>	<b>Revised Budget</b>
<b>Primary School</b>	707.2	700.7	710.8	706.8	716.0	708.3	709
<b>Intermediate School</b>	773.4	772.0	769.3	766.7	784.0	773.1	775
<b>Middle School</b>	749.4	749.7	745.5	744.2	742.0	746.2	748
<b>High School</b>	1025.1	1028.7	1033.5	998.3	1034.0	1023.9	998
<b>Total</b>	<b>3255.1</b>	<b>3251.2</b>	<b>3259.0</b>	<b>3215.9</b>	<b>3276.0</b>	<b>3251.4</b>	3230.0
<b>2018-2019 Enrollment</b>							
	<b>School Finance</b>	<b>Average Based on Prior 3 Years</b>	<b>Highest Based on K Projections</b>	<b>Lowest Based on K Projections</b>	<b>Administration</b>	<b>Average</b>	
<b>Primary School (K)</b>	210.8	231.6	258.5	211.8	230.0	228.5	
	<b>School Finance</b>	<b>End of Year to End of Year (Average)</b>	<b>End of Year to End of Year (Lowest)</b>	<b>Administration</b>	<b>Average</b>		
<b>Primary School (1-2)</b>	491.5	491.5	483.0	500.0	491.5		
<b>Intermediate School</b>	746.3	740.7	694.3	766.0	736.8		
<b>Middle School</b>	804.8	780.6	770.7	800.0	789.0		
<b>High School</b>	1007.2	972.7	955.5	1012.0	986.8		
<b>Total</b>	<b>3049.8</b>	<b>2985.5</b>	<b>2903.4</b>	<b>3078.0</b>	<b>3004.2</b>		
<b>K+Grades 1-12</b>	<b>3260.6</b>	<b>3217.1</b>	<b>3161.9</b>	<b>3289.8</b>	<b>3234.2</b>		

<u>School Year</u>	<u>Number of Possible K Students in District</u>	<u>Year End Enrollment</u>	<u>% Enrolled out of Possible</u>	<u>Average</u>	<u>Best Percentage</u>	<u>Worst Percentage</u>
2018-2019	359		65%	231.6	258.48	211.81
2017-2018	354	255 (72%)	72%			
2016-2017	372	222(60%)	60%			
2015-2016	365	217 (59%)	59%			
2014-2015	343	230 (67%)	67%			

**ENROLLMENT ANALYSIS (END OF SEPTEMBER TO END OF YEAR)**

	2014-2015			2015-2016			2016-2017			2017-2018			2017-2018		
	End of Sept	End of Year	Variance	End of Sept	End of Year	Variance	End of Sept	End of Year	Variance	End of Sept	End of Year	Total 3 Year Average Variance	End of Sept	End of Year	Total Largest Lowest Variance
All Programs															
Grades K-2	696.00	701.87	5.87	688.00	681.73	-6.27	688.00	687.75	-0.25	707.00	706.78	-0.22	707.00	700.73	-6.27
Grades 3-5	709.00	709.03	0.03	750.00	766.01	16.01	754.00	755.23	8.39	772.00	780.14	8.14	772.00	772.03	0.03
Grades 6-8	779.00	789.80	10.80	719.00	744.20	25.20	748.00	745.65	-2.35	752.00	763.22	11.22	752.00	749.65	-2.35
Grades 9-12	1,024.00	987.60	-36.40	1,042.00	987.35	-54.65	1054.00	984.70	-69.30	1098.00	1044.55	-53.45	1098.00	1028.70	-69.30
<b>TOTAL</b>	<b>3,208.00</b>	<b>3188.30</b>	<b>-19.70</b>	<b>3,199.00</b>	<b>3,179.29</b>	<b>-19.71</b>	<b>3244.00</b>	<b>3173.33</b>	<b>-63.51</b>	<b>3329.00</b>	<b>3294.69</b>	<b>-34.31</b>	<b>3329.00</b>	<b>3251.11</b>	<b>-77.89</b>
										Budgeted	<b>3206.39</b>		Budgeted	<b>3206.39</b>	
											<b>88.30</b>			<b>44.72</b>	

### GRADE PROGRESSION ANALYSIS

Grade Level	2013-2014	2014-2015	2015-2016	2016-2017		Grade Progression Change to the Next Year					2017-2018	2017-2018	2018-2019	2018-2019
	End of Year	End of Year	End of Year	End of Year		14 to 15	15 to 16	16 to 17	Average Variance	Lowest Variance	End of Year Using Average	End of Year Using Lowest	Average Variance	Lowest Variance
						Note used Average of Current Year Enrollment								
Grade K	222.88	230.45	216.92	221.62	Enter K	Note used Average of Current Year Enrollment					255.00	255.00		
Grade 1	242.16	221.58	239.44	219.62	K-1st Grade	1.30	8.99	2.70	4.33	1.30	225.95	222.92	259.33	256.30
Grade 2	248.99	249.84	225.37	246.51	1st-2nd Grade	7.68	3.79	7.07	6.18	3.79	225.80	223.41	232.13	226.71
<b>Sub Total</b>	<b>714.03</b>	<b>701.87</b>	<b>681.73</b>	<b>687.75</b>							<b>706.75</b>	<b>701.33</b>	<b>491.46</b>	<b>483.01</b>
Grade 3	230.34	243.34	267.13	229.58	2nd-3rd Grade	-5.65	17.29	19.49	10.38	-5.65	256.89	240.86	236.18	217.76
Grade 4	223.48	238.24	254.44	269.11	3rd-4th Grade	7.9	11.1	1.98	6.99	1.98	236.57	231.56	263.88	242.84
Grade 5	255.67	227.45	244.44	256.54	4th-5th Grade	3.97	6.20	2.10	4.09	2.1	273.20	271.21	240.66	233.66
<b>Sub Total</b>	<b>709.49</b>	<b>709.03</b>	<b>766.01</b>	<b>755.23</b>							<b>766.66</b>	<b>743.63</b>	<b>740.72</b>	<b>694.26</b>
Grade 6	262.87	254.26	222.24	248.29	5th-6th Grade	-1.41	-5.21	3.85	-0.92	-5.21	255.62	251.33	270.29	266.00
Grade 7	267.97	264.28	255.44	230.98	6th-7th Grade	1.41	1.18	8.74	3.78	1.41	252.07	249.70	255.11	252.74
Grade 8	256.91	271.26	266.52	266.38	7th-8th Grade	3.29	2.24	10.94	5.49	2.24	236.47	233.22	255.19	251.94
<b>Sub Total</b>	<b>787.75</b>	<b>789.80</b>	<b>744.20</b>	<b>745.65</b>							<b>744.16</b>	<b>734.25</b>	<b>780.58</b>	<b>770.68</b>
Grade 9	257.89	265.59	276.77	266.38	8th-9th Grade	8.68	5.51	-0.14	4.68	-0.14	271.06	266.24	241.15	233.08
Grade 10	264.91	248.97	257.12	269.97	9th-10th Grade	-8.92	-8.47	-6.80	-8.06	-8.92	258.32	257.46	263.00	257.32
Grade 11	247.10	239.44	225.43	235.03	10th-11th Grade	-25.47	-23.54	-22.09	-23.70	-25.47	246.27	244.50	234.62	231.99
Grade 12	234.85	233.60	228.03	213.32	11th-12th Grade	-13.5	-11.41	-12.11	-12.34	-11.41	222.69	223.62	233.93	233.09
<b>Sub Total</b>	<b>1004.75</b>	<b>987.60</b>	<b>987.35</b>	<b>984.70</b>							<b>998.34</b>	<b>991.82</b>	<b>972.70</b>	<b>955.48</b>
<b>TOTAL</b>		<b>3188.30</b>	<b>3179.29</b>	<b>3173.33</b>							<b>3215.91</b>	<b>3171.03</b>		

# ENROLLMENT GRAPHS & TABLES

2/12/2018

PRINCETON

477

Method

The selected History for Tables & Graphs was: **END OF YEAR A.D.M.**

with **Wt Ratio 2 Yrs**

(2)

		Enrollment History - END-OF-YEAR ADM DATA							Enrollment Projections - END-OF-YEAR ADM DATA				
		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
48	EC	19.1	24.7	28.4	30.4	31.0	29.3	24.0	24.0	24.0	24.0	24.0	24.0
	K	260.1	230.5	222.9	230.5	216.9	221.6	254.0	225.0	226.6	229.0	232.6	228.0
	1	247.4	258.7	242.2	221.6	239.4	219.6	232.0	263.0	232.9	234.6	237.1	240.9
	2	228.0	240.2	249.0	249.8	225.4	246.5	222.0	236.0	267.5	236.9	238.6	241.2
	3	261.0	223.3	230.3	243.3	267.1	229.6	263.0	233.3	248.0	281.1	248.9	250.7
	4	262.9	256.3	223.5	238.2	254.4	269.1	239.0	270.8	240.2	255.3	289.4	256.4
	5	282.9	263.1	255.7	227.5	244.4	256.5	273.0	242.0	274.2	243.2	258.5	293.0
	6	260.6	278.0	262.9	254.3	222.2	248.3	261.0	277.6	246.0	278.8	247.3	262.9
	7	271.8	257.9	268.0	264.3	255.4	231.0	260.0	272.6	290.0	257.0	291.2	258.3
	8	285.3	252.4	256.9	271.3	266.5	266.4	228.0	261.5	274.2	291.6	258.5	292.9
	9	262.4	273.9	257.9	265.6	276.8	266.4	277.0	234.0	268.4	281.4	299.3	265.3
	10	269.4	253.6	264.9	249.0	257.1	270.0	270.0	277.2	234.2	268.6	281.7	299.6
	11	226.8	248.4	247.1	239.4	225.4	235.0	226.0	233.0	239.2	202.1	231.8	243.0
	12	238.1	206.2	234.9	233.6	228.0	213.3	225.0	215.5	222.2	228.1	192.7	221.0
	K-12	3356.5	3242.4	3216.0	3188.3	3179.3	3173.3	3230.0	3241.4	3263.5	3287.8	3307.7	3353.1
	Pre K-12	3375.5	3267.1	3244.4	3218.7	3210.3	3202.6	3254.0	3265.4	3287.5	3311.8	3331.7	3377.1
	% Change K-12		-3.40%	-0.81%	-0.86%	-0.28%	-0.19%	1.79%	0.35%	0.68%	0.74%	0.61%	1.37%

## Enrollment by Grade for Current Year 2017-18

# CLASS SIZE

# RANGES

- Administrators and Board Approved 2013, 2014, 2015, 2016
  - Kindergarten- 19-21
  - 1st Grade- 20-23
  - 2nd & 3rd Grade- 22-25
  - 4th & 5th Grade- 23-26
  - 6th through 8th- 25-30
  - 9th through 12th- 25-30

- Proposed for 2017

Kindergarten	-	19 - 21
1 <sup>st</sup> Grade	-	20 - 23
2 <sup>nd</sup> & 3 <sup>rd</sup> Grade	-	22 - 25
4 <sup>th</sup> & 5 <sup>th</sup> Grade	-	24 - 27
6 <sup>th</sup> through 8 <sup>th</sup>	-	25 - 30
9 <sup>th</sup> through 12 <sup>th</sup>	-	25 - 30

**2017-2018 CLASS SIZE DATA (Qtr2/Tri 2)**

**12/21/2017- Ran Class Size Reports**

**Primary/Intermediate by Grade** \*Does not include SPED Sections (Non-Immersion Sections)

Grade	Guideline	Total Students	Sections	Average	Sections Below Guideline	Sections Above Guideline	Sections within Guideline
Kindergarten	19-21	255 (211)	12 (10)	21 (21)	PS Total-6%	PS- 34% * 2 teachers added	PS 60%
First Grade	20-23	234 (194)	10 (8)	23 (24)			
Second Grade	22-25	225 (189)	10 (8)	23 (24)			
Third Grade	22-25	264	11	24	IS Total-0%	IS Total-7%	IS 93%
Fourth Grade	24-27	235	9	26			
Fifth Grade	24-27	272	10	27			

**Middle School by Grade** \*Does not include Special Education Sections

(Sections below guideline = Intervention/enrichment sections & 8th grade class/Sections Above = Music & PE)

Grade	Guideline	Total students (Duplicated)	Sections	Average	Total Students (Non-Duplicated)	Average	Sections Below Guideline	Sections Above Guideline	Section within Guideline
Sixth Grade	25-30	1,767	60	29	261	29	MS Total-48%	MS Total-19%	MS 33%
Seventh Grade	25-30	1,828	70	26	259	26			
Eighth Grade	25-30	1,586	65	24	*227	24			

**High School by Department** \*Does not include SPED & PASS

(Sections below guideline = Phasing out German/Sections Above = Music & PE)

Department	Guideline	Total Students	Sections	Average	Sections Below Guideline	Sections Above Guideline	Section within Guideline
Ag	25-30	258	10	26	HS Total-36%	HS Total-11%	HS 53%
Art	25-30	242	10	24			
Business	25-30	211	8	26			
English	25-30	716	27	27			
Math	25-30	862	33	26			
FACS	25-30	215	10	22			
PE/Health	25-30	317	12	26			

<b>Science</b>	25-30	752	30	25			
<b>Social Studies</b>	25-30	571	22	26			
<b>World Lang</b>	25-30	341	15	23			
<b>Industrial Tech</b>	25-30	227	10	23			
<b>Music</b>	25-30	343	9	38			

**PROPOSED SUMMER 2018 PROJECTS**

<b>Location</b>	<b>Project</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Not currently in 10 yr plan</b>	<b>Priority</b>
High School	Pool - Required Repairs	\$17,500	LTFM		2018
High School	Freezer Project	\$140,000	LTFM		2018
High School	Clearstory Water Leak	\$65,000	LTFM		2018
Middle School	Clearstory Water Leak	\$65,000	LTFM		2018
Middle School	Lighting Control	\$75,000	LTFM	X	2018
Intermediate School	Replace CO2 Sensors	\$18,350	LTFM	X	2018
Intermediate School	Storm Drainage Issue	\$50,000	LTFM	X	2018
High School	Wrestling mat replacement - Fire Safety	\$22,000	LTFM		2018
Family Center	Public Address System	\$4,896	LTFM	X	2018
		<b>LTFM 2018</b>	<b>\$457,746</b>		

**PROPOSED SUMMER 2019 PROJECTS**

<b>Location</b>	<b>Project</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Priority</b>
High School	Roof Replacement (39,020 SF)	\$702,360	LTFM	Summer 2019
High School	HS Pool Restoration Project	\$803,125	LTFM	Summer 2019
High School	Drainage Issue (Lake Debbie)	\$35,000	LTFM	Summer 2019
High School	Replace CU / Packaged Unit	\$60,000	LTFM	Summer 2019
High School	Door Replacement	\$57,500	LTFM	Summer 2019
High School	Tennis Courts	\$200,000	LTFM	Summer 2019
High School	Remodel Shop Area/Abatement	\$250,000	LTFM	Summer 2019
Intermediate School	HVAC Upgrade	\$635,500	LTFM	Summer 2019
Student Services	Roof - Shingles	\$38,000	LTFM	Summer 2019
Student Services	Window Replacement	\$35,000	LTFM	Summer 2019
Family Center	Building Automation System upgrade	\$69,986	LTFM	Summer 2019
<b>Family Center</b>	<b>HVAC Upgrade</b>	<b>\$995,000</b>	<b>LTFM</b>	<b>Summer 2019</b>
		<b>LTFM Level 1</b>	<b>\$3,881,471</b>	

**LTFM PRIORITIES IN 10 YEAR PLAN**

Location	Project	Estimated Cost	Funding Source	Priority
High School	Remodel Chemistry/Science Labs Exhaust/Electrical	\$125,000	Capital/LTFM	2
High School	Parking lot - Chip seal, crack fill, Striping	\$55,000	LTFM	2
High School	Upgrade Security System	\$35,000	LTFM	2
High School	Paint Atrium	\$12,000	LTFM	2
Middle School	Roofing	\$2,625,000	LTFM	2
Middle School	Condensing unit replacement (4)	\$160,000	LTFM	2
Intermediate School	Maint. Garage Shingle Replacement	\$20,000	LTFM	2
Student Services	Paint	\$20,000	LTFM	2
Student Services	Replace 2 condensing units	\$65,000	LTFM	2
Student Services	Landscaping	\$35,000	LTFM	2
Student Services	Replace Walks/Install retaining	\$20,000	LTFM	2
Family Center	Elevator	\$147,191	LTFM	2
District Center	Entrance/Landscaping	\$87,000	LTFM	2
		<b>LTFM Level 2</b>	<b>\$3,406,191</b>	
Location	Project	Estimated Cost	Funding Source	Priority
High School	UV Disinfection system	\$50,000	LTFM	3
High School	Carpet - 8000 SF	\$32,000	LTFM	3
High School	Paint High School (Less Atrium & Addition)	\$213,150	LTFM	3
High School	Upgrade Track & CC timing system	\$5,000	LTFM	3
High School	Power to ticket booths	\$18,700	LTFM	3
High School	Update BAS	\$48,500	LTFM	3
High School	Folding Gym Wall	\$22,500	LTFM	3
High School	Add RTU's and ducting for commons area cooling	\$250,000	LTFM	3
High School	Concrete Walks/Drives/Curbs	\$136,000	LTFM	3
Middle School	Paint Gym	\$16,000	LTFM	3
Middle School	Water Heater Replacement	\$25,000	LTFM	3
Middle School	Bathroom Dividers	\$48,000	LTFM	3
Primary School	Parking lot - Chip seal, crack fill, Striping	\$50,000	LTFM	3
Intermediate School	Carpet Media Center & Comp Lab	\$21,684	LTFM	3
Intermediate School	Replace sports floor in gym	\$30,000	LTFM	3
Intermediate School	Playground Asphalt	\$25,460	LTFM	3
Family Center	Classroom LED Lighting	\$40,000	LTFM	3
Family Center	Final Roof Section (PVC Roof)	\$100,000	LTFM	3
Family Center	Paint	\$85,000	LTFM	3
Building and Grounds (Firehall)	Roof 3600 SF	\$63,000	LTFM	3
Building and Grounds (Firehall)	Garage/Office LED	\$30,000	LTFM	3
		<b>LTFM Level 3</b>	<b>\$1,309,994</b>	

**LTFM MAINTENANCE PLANNING (PAY-AS-YOU GO)**

2017-2018 Estimated Budget		2018-2019 Estimated Budget		2019-2020 Estimated Budget		2020-2021 Estimated Budget		2021-2022 Estimated Budget	
<b>2017 Unaudited Fund Balance</b>	<b>\$606,617.20</b>	<b>2018 Estimated Fund Balance</b>	<b>\$340,183.70</b>	<b>2019 Estimated Fund Balance</b>	<b>\$610,440.70</b>	<b>2019 Estimated Fund Balance</b>	<b>\$123,429.70</b>	<b>2019 Estimated Fund Balance</b>	<b>\$100,216.70</b>
<b>Estimated Revenue</b>	<b>\$658,797.00</b>	<b>Estimated Revenue</b>	<b>\$1,052,989.00</b>	<b>Estimated Revenue</b>	<b>\$1,052,989.00</b>	<b>Estimated Revenue</b>	<b>\$1,089,962.00</b>	<b>Estimated Revenue</b>	<b>\$1,126,934.00</b>
<b>Total Funds Available</b>	<b>\$1,265,414.20</b>	<b>Total Estimated Funds Available</b>	<b>\$1,393,172.70</b>	<b>Total Estimated Funds Available</b>	<b>\$1,663,429.70</b>	<b>Total Estimated Funds Available</b>	<b>\$1,213,391.70</b>	<b>Total Estimated Funds Available</b>	<b>\$1,227,150.70</b>
<b>Expenditures</b>		<b>Expenditures</b>		<b>Expenditures</b>		<b>Expenditures</b>		<b>Expenditures</b>	
<b>Health &amp; Safety</b>	<b>\$98,500.00</b>	<b>Health &amp; Safety</b>	<b>\$140,000.00</b>	<b>Health &amp; Safety</b>	<b>\$120,000.00</b>	<b>Health &amp; Safety</b>	<b>\$120,000.00</b>	<b>Health &amp; Safety</b>	<b>\$140,000.00</b>
<b>Primary School</b>		<b>Primary School</b>		<b>Primary School</b>		<b>Primary School</b>		<b>Primary School</b>	
<b>Intermediate School</b>		<b>Intermediate School</b>		<b>Intermediate School</b>		<b>Intermediate School</b>		<b>Intermediate School</b>	
Ventilation & Air Handling Unit #6	\$46,460.00	Replace CO2 Sensors	\$18,350.00						
		Storm Drainage Issue	\$50,000.00						
<b>Middle School</b>		<b>Middle School</b>		<b>Middle School</b>		<b>Middle School</b>		<b>Middle School</b>	
Tennis Court Surfacing	\$36,766.50	Clearstory Water Leak	\$65,000.00					Lighting Control	\$75,000.00
<b>High School</b>		<b>High School</b>		<b>High School</b>		<b>High School</b>		<b>High School</b>	
Tennis Court Surfacing 5 courts	\$200,000.00	Pool Required Repairs	\$17,500.00	Drainage issue (Lake Debbie)	\$35,000.00	Pool Project	\$803,175.00	Replace CU/Packaged Unit	\$60,000.00
Wrestling Mat H&S	\$20,000.00	Kitchen Freezer	\$140,000.00	Tennis Courts	\$200,000.00			Door Replacement	\$57,500.00
		Clearstory Water Leak	\$65,000.00					Remodel Shop	\$250,000.00
		Wrestling Mat Upgrade (H&S)	\$22,000.00						
<b>Family Center/District Center</b>		<b>Family Center/District Center</b>		<b>Family Center/District Center</b>		<b>Family Center/District Center</b>		<b>Family Center/District Center</b>	
Roofing	\$319,700.00	PA Upgrade	\$4,896.00	HVAC Upgrade	\$995,000.00				
		Building Automation System Upgrade	\$69,986.00						
<b>Student Services</b>		<b>Student Service</b>		<b>Student Service</b>		<b>Student Service</b>		<b>Student Service</b>	
Retaining Wall & Steps	\$13,400.00							Roof	\$38,000.00
								Window Replacement	\$35,000.00
<b>District Wide</b>		<b>District Wide</b>		<b>District Wide</b>		<b>District Wide</b>		<b>District Wide</b>	
Yearly Maintenance Costs (crs801)	\$75,000.00	Yearly Maintenance Costs(801)	\$75,000.00	Yearly Maintenance Costs(801)	\$75,000.00	Yearly Maintenance Costs(801)	\$75,000.00	Yearly Maintenance Costs(801)	\$75,000.00
Professional Fees, Building Permits, Construction Testing for summer projects	\$50,404.00	Professional Fees, Building Permits, Construction Testing for summer projects	\$50,000.00	Professional Fees, Building Permits, Construction Testing for summer projects	\$50,000.00	Professional Fees, Building Permits, Construction Testing for summer projects	\$50,000.00	Professional Fees, Building Permits, Construction Testing for summer projects	\$50,000.00
<b>DW Maintenance Cycles</b>		<b>DW Maintenance Cycles</b>		<b>DW Maintenance Cycles</b>		<b>DW Maintenance Cycle</b>		<b>DW Maintenance Cycle</b>	
Interior and exterior doors		Interior and exterior doors		Interior and exterior doors		Interior and exterior doors		Interior and exterior doors	
Flooring		Flooring		Flooring		Flooring		Flooring	
Painting		Painting		Painting		Painting		Painting	
Tuckpointing		Tuckpointing		Tuckpointing		Tuckpointing		Tuckpointing	
Bathroom Partitions		Bathroom Partitions		Bathroom Partitions		Bathroom Partitions		Bathroom Partitions	
Curbs & Walks		Curbs & Walks		Curbs & Walks		Curbs & Walks		Curbs & Walks	
<b>Emergency Maintenance (crs803)</b>	<b>\$65,000.00</b>	<b>Emergency Maintenance</b>	<b>\$65,000.00</b>	<b>Emergency Maintenance</b>	<b>\$65,000.00</b>	<b>Emergency Maintenance</b>	<b>\$65,000.00</b>	<b>Emergency Maintenance</b>	<b>\$65,000.00</b>
<b>Total for 2017-2018</b>	<b>\$925,230.50</b>	<b>Total for 2018-2019</b>	<b>\$782,732.00</b>	<b>Total for 2018-2019</b>	<b>\$1,540,000.00</b>	<b>Total for 2018-2019</b>	<b>\$1,113,175.00</b>	<b>Total for 2018-2019</b>	<b>\$845,500.00</b>
<b>VARIANCE</b>	<b>\$340,183.70</b>	<b>VARIANCE</b>	<b>\$610,440.70</b>	<b>VARIANCE</b>	<b>\$123,429.70</b>	<b>VARIANCE</b>	<b>\$100,216.70</b>	<b>VARIANCE</b>	<b>\$381,650.70</b>

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**LONG TERM FACILITIES MAINTENANCE**

**COMPARISON OF BOND OPTIONS**

This does not affect property taxes for individuals

<b>15 Year Bond</b>	<b>\$3,500,000.00</b>	<b>\$4,500,000.00</b>	<b>\$7,600,000.00</b>	<b>\$9,000,000.00</b>
<b>Interest</b>	\$1,014,488.00	\$1,302,113.00	\$2,199,600.00	\$2,605,525.00
<b>LTFM Remaining each Year</b>	\$820,000 up to \$975,000	\$745,000 up to \$890,000	\$510,000 up to \$610,000	\$405,000 up to \$480,000
<b>Last Payment Year</b>	2034	2034	2034	2034
<b>8 Year Bond</b>	<b>\$3,500,000.00</b>	<b>\$4,500,000.00</b>	<b>\$4,500,000.00</b>	
<b>Interest</b>	\$474,460.00	\$609,280.00	\$589,400.00	
<b>LTFM Remaining each Year</b>	\$630,000 up to \$749,000	\$500,912 up to \$695,000	\$437,000 up to \$650,000	
<b>Last Payment Year</b>	2027	2027	2027	

2017-2018 Capital Plan			2018-2019 Preliminary Capital Recommendation		
2017 Estimated Fund Balance		\$2,225,980.00	2018 Estimated Fund Balance		\$2,071,423.00
2018 Estimated Revenue		\$565,443.00	2019 Estimated Revenue		\$550,000.00
	<b>Project Needs</b>	<b>Project Plan</b>		<b>Project Needs</b>	<b>Project Plan</b>
<b>FAMILY CENTER</b>			<b>FAMILY CENTER</b>		
<b>PRIMARY</b>			<b>PRIMARY</b>		
			Walk between PS & IS		\$3,500.00
<b>INTERMEDIATE</b>			<b>INTERMEDIATE</b>		
Playground Surface			Playground Surface		
<b>MIDDLE</b>			<b>MIDDLE</b>		
Add Door to Office	\$2,500.00		Add Door to Office	\$2,500.00	
Create a MS Counseling Area	\$30,000.00		Create a MS Counseling Area	\$30,000.00	
<b>HIGH SCHOOL</b>			<b>HIGH SCHOOL</b>		
3rd Station Gym Floor	\$50,000.00		3rd Station Gym Floor	\$50,000.00	
Storage Units for Activities	\$60,000.00		Storage Units for Activities	\$60,000.00	
Banners/Murals & Records Disp	\$20,000.00		Banners/Murals & Records Di	\$20,000.00	
			3 New building Gym Lights	\$6,000.00	
			Signage		
			Pole Vault & High Jump Pits	\$20,000.00	
<b>TRANSPORTATION</b>			<b>TRANSPORTATION</b>		
Van-aging out	\$40,000.00	\$50,000.00	Van-aging out	\$50,000.00	
Bus Cameras	\$10,000.00	\$10,000.00	Bus Cameras	\$10,000.00	\$10,000.00
<b>BUILDINGS &amp; GROUND</b>			<b>BUILDINGS &amp; GROUND</b>		
Bucket Truck & Cube Van	\$40,000.00		Bucket Truck & Cube Van		\$40,000.00
Other Equipment		\$20,000.00	Other Equipment		\$20,000.00
<b>STUDENT SERVICES BUILDING</b>			<b>STUDENT SERVICES BUILDING</b>		
Create two classrooms			Create two classrooms		
<b>TECHNOLOGY</b>			<b>TECHNOLOGY</b>		
One to One Student Technology Initiative	\$307,000.00	\$307,000.00	One to One Student Technology Initiative	\$307,000.00	\$307,000.00
Classroom Hardware	\$67,000.00	\$33,500.00	Classroom Hardware	\$67,000.00	\$33,500.00
Copier operational lease	\$20,000.00	\$20,000.00	Copiers operational lease	\$20,000.00	\$20,000.00
Infrastructure	\$35,000.00	\$35,000.00	Infrastructure	\$35,000.00	\$35,000.00
Staff Devices	\$117,000.00	\$58,500.00	Staff Devices	\$117,000.00	\$58,500.00
(There may be movement among the technology categories based on priority)			(There may be movement among the technology categories based on priority)		
(Student technology would be first priority)			(Student technology would be first priority)		
<b>OTHER</b>			<b>OTHER</b>		
Furniture, Fixtures, and Equipme	\$150,000.00	\$130,000.00	Furniture, Fixtures, and Equip	\$150,000.00	\$150,000.00
Districtwide Emergency	\$15,000.00	\$15,000.00	Districtwide Emergency	\$15,000.00	\$15,000.00
Kindergarten Classroom		\$41,000.00	1st & 2nd Grade Classroom		\$80,000.00
			Onward Classroom		\$60,000.00
			Public Address System		\$8,046.00
<b>Total</b>	<b>\$963,500.00</b>	<b>\$720,000.00</b>	<b>Total</b>		<b>\$840,546.00</b>
<b>Variance</b>		<b>-\$154,557.00</b>	<b>Variance</b>		<b>-\$290,546.00</b>

<b>Building Improved-Assigned</b>			
<b>2017 Fund Balance</b>	<b>\$422,542.00</b>		
<b>Estimated Expenses</b>			
City of Princeton Police Station	\$50,000.00	Working on	
Professional Turf PO	\$10,000.00	Done 01.17.18	
Council/Board Chambers	\$60,000.00	Done 01.17.18	
Storm Sewer-Lake Debbie	\$0.00	Move to LTFM	\$45,000.00
Hook Irrigation to City	\$50,000.00	Still Checking on	
City-7th ST	\$0.00	Pay each year	\$54,654.00
Update Security at Intermediate	\$35,000.00	Done 01.17.18	
<b>Tota Estimated Expenses</b>	<b>\$205,000.00</b>		
<b>Estimated 2018 Fund Balance</b>	<b>\$217,542.00</b>		
<b>Summer 2019 Projects</b>			
1st & 2nd Grade Rooms	\$80,000.00		
Onward Remodel	\$60,000.00		
District Center PA	\$8,046.00		
<b>Total Estimated Expenses</b>	<b>\$148,046.00</b>		
<b>Variance</b>	<b>\$69,496.00</b>		

4 6 7 8 9 10

AREA 'A'  
AREA 'B'

D5  
A1.11

SEE ENLARGED PLAN  
FOR CONCRETE INFILL  
AT GARAGE

F7  
A5.02

CORRIDOR  
B101

F7  
A5.02

8'-6"

AREA 'A'  
AREA 'B'  
C

D3  
A3.01

Remove Walls

Relocate Cubbies

Create Opening & Install  
Ramp

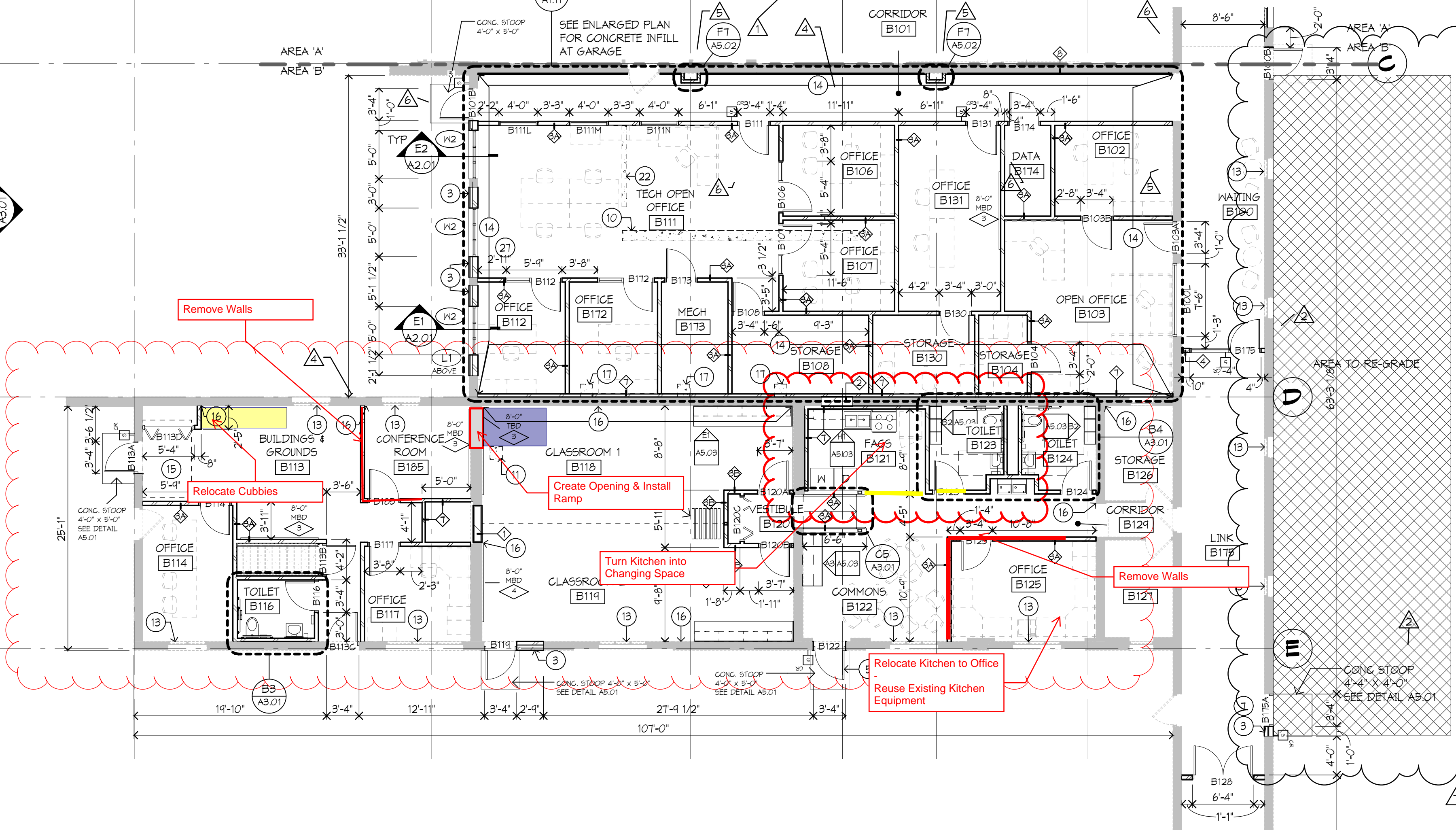
Turn Kitchen into  
Changing Space

Relocate Kitchen to Office  
Reuse Existing Kitchen  
Equipment

Remove Walls

AREA TO RE-GRADE  
D

CONC. STOOP  
4'-4" X 4'-0"  
SEE DETAIL A5.01





# PRINCETON

PUBLIC SCHOOLS



Princeton Schools, 2018 Superintendent Search  
February 20, 2018

1. [School board and Superintendent Search](#)
2. Develop a plan & process
  - a. Follow laws affecting Superintendent search
    - i. All meetings = open to public
    - ii. Applicant information = private data
    - iii. Finalist names = public information
  - b. Finding the right “fit” for Princeton
3. Job Description = guides us (with all hiring)
  - a. [Superintendent Job Description](#)
4. Princeton Policies
  - a. [401 Equal Employment Opportunity](#)
  - b. [402 Disability NonDiscrimination](#)
  - c. [405 Veteran's Preference](#)
  - d. [406 Employee Public and Private Personnel Data](#)
5. Process and Timeline
  - a. [Superintendent Hiring Process](#)
  - b. [Past Survey results](#)
  - c. [Superintendent Search sample](#)
6. Superintendent Contract, consider:
  - a. Employment attorney reviews
  - b. [Sample contract](#) (Current & approved by our attorney)
  - c. 2 year or 3 year
  - d. Salary, benefits, etc.
7. Next Steps
  - a. Determine: Should we hire an agency outside of Princeton schools to assist with the Superintendent search
    - i. Costs
    - ii. Timeline & Process
    - iii. What can they do for us? How is this different from what we can do?

## Core Values



 706 1st Street,  
Princeton, MN 55371  
 763-389-2422  
 763-389-9142  
 isd477.org

## **Staff Accomplishment List**

We want the superintendent to help us:

1. Recruit, hire, and retain the best staff. (52)
2. Resolve problems we have with our buildings. (38)
3. Implement an aligned, specific, and focused growth plan. (34)
4. Improve community pride in our schools. (34)
5. Develop and maintain a positive, respectful culture. (32)
6. Improve test scores by intentionally supporting teacher development. (21)
7. Establish transparent budgets. (18)
8. Put a visionary plan firmly in place. (16)
9. Bring back lost staff/programs. (15)
10. Improve technology and related resources. (14)
11. By being visible in our buildings; by building relationships. (13)
12. Advocate for our schools at the state level. (11)

## **Staff Attribute List**

We seek an individual who:

1. Is honest, trustworthy, and has integrity. (49)
2. Collaborates well and allows others to lead. (37)
3. Is knowledgeable, resourceful, and a visionary. (29)
4. Is fair and respectful. (26)
5. Supports staff. (24)
6. Is an excellent communicator. (24)
7. Understands the broad spectrum of teaching and learning. (24)
8. Has high expectations for all. (17)
9. Knows the values and needs of staff development. (15)
10. Is involved and invested in the community and schools. (15)
11. Is not afraid to make decisions and follows through. (13)

## **Administrative Staff Accomplishment List**

We want the superintendent to help us:

1. Build and improve our facilities – including security. (27)
2. Improve student achievement. (27)
3. Build lasting and trustworthy relationships within the team and community. (25)
4. Improve instruction and curriculum. (14)
5. Maintain a stable budget and provide for the greatest benefit for our students. (13)
6. Build board cohesion. (11)
7. Develop and follow a focused growth plan for the district including PBIS, technology, and data based decision-making. (10)
8. Increase our enrollment. (2)

## **Administrative Staff Attribute List**

We seek an individual who:

1. Has a high level of personal/professional integrity – honest, ethical, respectful, etc. (59)
2. Makes decisions based on what is best for kids. (49)
3. Can see the big picture, has a clear vision, and is goal-oriented. (37)
4. Can keep us focused on our goal areas within the curriculum and instructional programs. (28)
5. Is positive and solution-oriented. (27)
6. Has experience working with a school board and can lead them. (20)
7. Has effective communications skills. (16)
8. Can make thoughtful, educated decisions. (16)
9. Is supportive of staff and the administrative team. (15)
10. Has experience with passing bonds/levies. (12)
11. Is reliable and consistent. (10)
12. Is experienced. (7)
13. Can use appropriate humor and build teams while being approachable. (6)
14. Is active and involved in our schools and community. (2)

### **Board Accomplishment List**

We want the superintendent to help us:

1. Focus on continuously improving teaching and learning to produce better student outcomes. (38)
2. Build a new school. (31)
3. Develop a long-range strategic plan. (20)
4. Market our school district and increase enrollment. (18)
5. Attract and retain quality employees. (16)
6. Maintain staff and administrative accountability. (16)
7. Continue to build the district as an important community asset. (16)
8. Keep us fiscally sound. (16)
9. Improve our three core initiatives – the “Big Rocks.” (5)
10. Keep our forward progress with our existing teams and programs (0)
11. Focus on our many large and small projects. (0)

### **Board Attribute List**

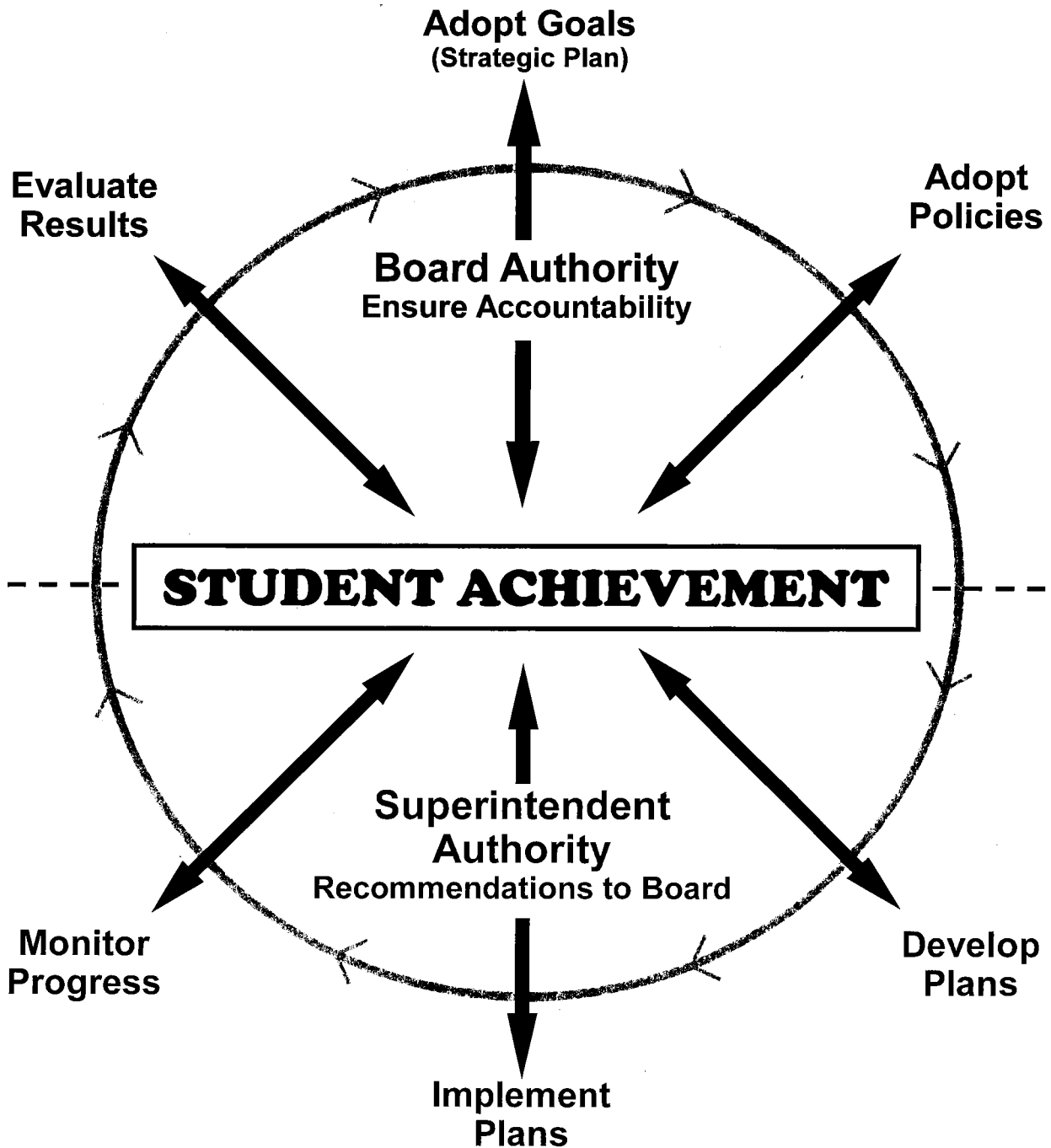
We seek an individual who:

1. Has vision and can engage in strategic thinking/planning. (36)
2. Can motivate people and build teams. (34)
3. Is a person of integrity. (31)
4. Is a strong communicator. (29)
5. Has knowledge and experience in the classroom and in administration. (28)
6. Is committed to the long-term success of the district. (23)
7. Is fiscally responsible. (21)

8. Is community-oriented (16)
9. Is an organized leader. (14)
10. Is open with others. (10)
11. Shows confidence. (6)
12. Has a caring disposition. (0)
13. Is even-tempered. (0)

# BOARD GOVERNANCE MODEL

THE BOARD GOVERNS  
Sets expectations and parameters



THE SUPERINTENDENT MANAGES  
Provides leadership and supervision to staff

# Princeton Public Schools New Superintendent Process and Timeline

## Step 1: Superintendent announces retirement (January 26, 2018)

- Notify School Board
- Notify Administrators
- Notify Staff
- Notify Parents and Students
- Notify Community Partners
- Notify Regional Partners
- Notify Publicly

## Step 2: Develop and distribute survey

- Develop criteria questions (INSERT DATE)
- Distribute to staff & community members (INSERT DATE)
- Gather survey responses until (INSERT DATE)

## Step 3: Post Position

- Post position through Department of Human Resources. Closes on (INSERT DATE)

## Step 4: Develop criteria and review applications (INSERT DATE)

- School board representative(s), Director of Human Resources, Director of Teaching and Learning, & Director of Business Services develop criteria categories based on survey feedback
- Representatives review each candidate based on identified criteria and score each anonymous candidate
- Based on criteria, identify candidates to interview
- Do reference checks on candidates selected

## Step 5: Create Interview Questions & Set-up interviews (INSERT DATE)

- Job Description/Survey = resource for developing questions
  - Create questions for round 1 and round 2

## Step 6: Assemble Round 1 Interview Team (INSERT DATE)

- Identify Round 1 Interview team members
  - Recommended team members: School board members, Director of Human Resources, Director(s), School Principal(s), teacher and classified staff representatives (Superintendent Administrative Assistant)

## Step 7: Interview Round 1 (INSERT DATE)

- Review interview expectations for confidentiality and process for determining top candidates
  - Process: Rate each question, compile data and document (same as Step 4), select top candidates based on data for Round 2 interview
- Interview team signs guidelines and agreement
- Director of Human Resources = Reference checks for selected candidate(s)
  - Complete reference check form

## Step 8: Interview Round 2 (INSERT DATE)

- Round 2 Interview team members: School board members, Director of Human Resources, Director of Teaching and Learning, and Director of Business Services
- Review district goals, strategic plan, expectations, job description

- Develop interview questions and follow same expectations and process from Round 1
- Select top candidate

**Step 9: Board Approval (INSERT DATE)**

- Top candidate receives board approval

**Step 10: New Superintendent begins July 1, 2018**

- Transitional Plan

## SUPERINTENDENT'S EMPLOYMENT CONTRACT

Pursuant to Minnesota Statutes section 123B.143 (2015), the School Board of Independent School District No. 477, Princeton ("District" or "School Board") enters into this employment contract ("Contract") with **INSERT NAME** ("Superintendent"). In consideration of the mutual promises contained in this Contract and for other valuable consideration, the sufficiency of which is acknowledged, the District and the Superintendent agree as follows:

### ARTICLE I DURATION AND TERMINATION

**Section 1: Duration.** This Contract is for a term of three (3) years beginning on **INSERT DATE** and ending on **INSERT DATE**. This Contract will remain in full force and effect unless it is modified by mutual written consent of the School Board and the Superintendent, or unless the Board discharges the Superintendent in accordance with this Contract.

**Section 2: Expiration.** This Contract will automatically expire on **INSERT DATE**. When this Contract expires neither party will have any further claim against the other and the District's employment of the Superintendent will automatically end, unless the District and the Superintendent enter into a subsequent employment contract in accordance with Minnesota Statutes section 123B.143. At the Superintendent's written request, the School Board will evaluate the Superintendent's performance between three to six months before the expiration of this Contract.

**Section 3: Termination During the Term.** During the term of this Contract, the District may immediately discharge the Superintendent and thereby terminate this Contract based on any of the grounds stated in Minnesota Statutes section 122A.40, subdivisions 9 or 13. If the School Board votes to discharge the Superintendent from employment during the term of this Contract, the Board must give the Superintendent written notice of the grounds for discharge. The Superintendent is entitled to a hearing before an arbitrator to challenge whether the asserted grounds for discharge exist. To exercise this right, the Superintendent or the Superintendent's representative must mail or hand-deliver a written request for arbitration to the School Board Chair within ten (10) calendar days after receiving written notice of the grounds for discharge. If the Superintendent or a representative makes a timely request for a hearing, the parties may attempt to mutually agree on an arbitrator. If the parties cannot mutually agree on an arbitrator within five calendar days, the District will petition the Minnesota Bureau of Mediation Services ("BMS") for a list of five arbitrators. Within ten calendar days after receiving the list, the parties (or their representatives) will select an arbitrator from the list by using an alternating striking process. The arbitrator must conduct a hearing and issue a written decision within sixty (60) calendar days after being selected by the parties, unless the parties agree to extend the timeline. The arbitrator's decision will be final and binding upon the parties, subject to judicial review of arbitration decisions as provided by law. If the Superintendent or the Superintendent's representative fails to mail or hand-deliver a written request for arbitration to the School Board Chair within ten calendar days, the Superintendent will be deemed to have acquiesced to the discharge, and the Superintendent will have no further right to challenge the discharge or to bring a claim against the District.

**Section 4: Mutual Consent.** This Contract may be terminated at any time by the mutual consent of the School Board and the Superintendent.

**Section 5: Superintendent's Option.** The Superintendent may terminate this Contract at any time by providing written notice to the School Board one hundred fifty (150) calendar days in advance of the date of termination. If the Superintendent terminates this Contract with less than one hundred fifty calendar day's notice, the Superintendent must pay the District liquidated damages in the amount of **INSERT AMOUNT.**

**Section 6: Limited Application of Minnesota Statutes Section 122A.40.** Except as explicitly stated in this Contract, the provisions of Minnesota Statutes section 122A.40 do not apply to the District's employment of the Superintendent or to this Contract. The Superintendent does not have any continuing contract rights under Minnesota Statutes section 122A.40. By operation of law, Minnesota Statutes section 122A.40, subdivisions 3 and 19 apply to the Superintendent's employment with the District. In addition, the parties mutually agree that Minnesota Statutes section 122A.40, subdivision 12, relating to suspension and leave of absence for health reasons, will apply to the Superintendent's employment with the District.

## **ARTICLE II RESPONSIBILITIES**

**Section 1: Licensure.** Throughout the term of this Contract, the Superintendent must hold a valid and appropriate license to work as a superintendent in the State of Minnesota. The Superintendent must provide a copy of her superintendent's license to the District's Director of Human Resources before July 1 of each year this Contract is in effect.

**Section 2: Compliance with Laws and Policies.** The Superintendent must comply with all applicable federal and state laws. The Superintendent must comply with all rules, regulations, and policies of the School Board and the State of Minnesota, including those rules, regulations, and policies that currently exist and any that are established or amended during the term of this Contract.

**Section 3: Assigned Duties.** The Superintendent must faithfully perform all services that the School Board prescribes or assigns to the Superintendent, regardless of whether those services are specifically described in this Contract or in a general job description. At any time during the term of this Contract, the School Board may place the Superintendent on paid administrative leave. Regular and prompt attendance is an essential function of the Superintendent's job.

**Section 4: Basic Duties.** The Superintendent will have charge of the administration of the schools under the direction of the School Board. Toward that end, the Superintendent will perform the following functions: serve as the chief executive officer of the School District; direct and assign teachers and other District employees under the Superintendent's supervision; organize, re-organize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, but subject to the approval of the School Board; select all personnel subject to the approval of the School Board; recommend policies, regulations, rules and procedures that are necessary for the District; visit and supervise the schools in the District; report and make recommendations about the condition of the schools in the District when advisable or at the Board's request; to the extent required by law, annually evaluate each school principal assigned responsibility for supervising a school building in the District; superintendent school grading

practices and examinations for promotions; make reports that are required by the Commissioner of the Minnesota Department of Education; and perform all duties incident to the office of the Superintendent. The Superintendent will serve as an ex-officio member of the School Board and all School Board committees, and will provide administrative recommendations on each item of business considered by each of these groups.

### ARTICLE III COMPENSATION

**Section 1: Basic Salary.** The District will pay the Superintendent a gross annual salary of **INSERT SALARY** for the **INSERT DATE** school year. The District will pay the Superintendent a gross annual salary of **INSERT SALARY** for the **INSERT DATE** school year and **INSERT SALARY** for the **INSERT DATE** school year. **CONSIDER- 2 or 3 year contract?**

During each school year covered by this Contract, the District will pay the Superintendent her gross annual salary in equal installments, less applicable withholdings and deductions, based on the District's regular payroll schedule for administrators in the District.

**Section 2: Health Savings Account.** At the end of each school year covered by this Contract, the District will make a payment in the amount of **INSERT AMOUNT** to the Superintendent's health savings account.

**Section 3: TRA.** The Superintendent has notified the District that she qualifies for retirement benefits pursuant to the Teachers Retirement Association ("TRA") and that neither she nor the District is obligated to pay TRA a percentage of the wages that she earns while this Contract is in effect. Accordingly, during the term of this contract, the District will not pay a percentage of the Superintendent's salary to TRA, and the District will not withhold or otherwise deduct the ordinary employee contribution from the Superintendent's salary. By mutual agreement, the parties terminated the previous contract effective June 30, 2015. Although this 364-day Contract is intended to serve as a return to work agreement under Minnesota Statutes section 354.444, the District makes no representations, promises, or guarantees with respect to the impact of this Contract on the Superintendent's eligibility for, receipt of, or amount of retirement benefits from TRA. The parties recognize and agree that those items are issues between the Superintendent and TRA.

### ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

**Section 1: Basic Work Year.** The position of superintendent has exempt status under the Fair Labor Standards Act. The Superintendent's duty year is twelve months in length and runs from July 1 through June 30 of each school year covered by this Contract. The Superintendent's duty year consists of 260 duty days, less paid time off, paid holidays. The Superintendent must perform services on those legal holidays on which the School Board is authorized to conduct school, if the School Board so determines. The Superintendent must be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

**Section 2: Paid Time Off.** The Superintendent will accrue three days of paid time off (“PTO”) on the fifteenth day of each month that she performs services during the term of this Contract. The Superintendent may accumulate up to 108 days of PTO during the term of this Contract. However, upon termination of her employment for any reason, including the expiration or nonrenewal of this Contract, the Superintendent will not receive payment for any accumulated days of PTO. The Superintendent must complete the appropriate documentation for each day of PTO she uses and must obtain prior approval from the School Board Chair before taking more than ten (10) consecutive days of PTO, unless the PTO is being utilized for a leave taken pursuant to the Family Medical Leave Act (“FMLA”). The Superintendent may annually elect to have the District contribute to her Health Savings Account or to a post-retirement health care savings account the value of up to ten days of accumulated PTO. The value of one day of PTO equals the Superintendent’s gross annual salary at the time of the contribution divided by 260.

**The Superintendent will be compensated for five (5) days of unused PTO, at her daily rate of pay, at the end of each fiscal year. (June 30) DETERMINE**

**Section 3: Paid Holidays.** The Superintendent is entitled to eleven (11) paid holidays each Contract year. Unless otherwise designated by the School Board, the paid holidays will be:

- |                        |   |
|------------------------|---|
| Independence Day       | New Year’s Day                          |
| Labor Day              | Duty Day before or after New Year’s Day |
| Thanksgiving Day       | Martin Luther King, Jr. Day             |
| Day after Thanksgiving | Good Friday                             |
| Day before Christmas   | Memorial Day                            |
| Christmas Day          |   |

## **ARTICLE V INSURANCE**

**Section 1: Health and Hospitalization.** The District will select and offer at least one group health and hospitalization insurance plan to the Superintendent. The District will pay the full amount of the monthly premium regardless of whether the Superintendent elects single or family coverage.

**Section 2: Dental.** The District will select and offer at least one dental plan. The District will pay the full amount of the monthly premium for dental insurance regardless of whether the Superintendent elects single or family coverage.

**Section 3: Life Insurance.** The District will select and offer a group term life insurance policy with a maximum death benefit that is at least twice the Superintendent’s salary for the **INSERT DATE** school year. This paragraph will not apply unless the Superintendent qualifies for and enrolls in the plan that is offered by the District. During the term of this Agreement, the District will pay the full amount of the monthly premium for the policy offered by the District. The life insurance policy will be payable to the Superintendent’s named beneficiary.

**Section 4: Long Term Disability Insurance.** The District will pay the full amount of the monthly premium for a long-term disability (“LTD”) insurance plan selected by the District for the

Superintendent. The plan will provide a benefit of two-thirds (2/3) of the Superintendent's gross monthly salary with a waiting period of not more than ninety (90) calendar days. The District will select the LTD insurance carrier and the plan.

**Section 5: Claims Against the District.** The District is not promising or guaranteeing that any particular claim will be paid or covered by insurance. The District's only obligation is to select an insurance plan and make the premium contributions that are stated in this Contract. The eligibility and coverage of the Superintendent and any dependents will be governed entirely by the terms of the applicable insurance policy. No claim may be made against the District as a result of the denial of a claim or the denial of any insurance benefits if the District has purchased the policies and paid the premiums described in this Article. Subject to any applicable requirements of federal or state law, the District's obligation to make any contribution toward the cost of any insurance premium described in this Article will cease immediately upon the expiration of this Contract or in the event that the Superintendent's employment ends for any reason.

## **ARTICLE VI PROFESSIONAL GROWTH AND REIMBURSEMENT**

**Section 1: Professional Growth Conferences and Meetings.** The School Board recognizes the importance of having the Superintendent attend and participate in conferences and meetings for professional growth. Accordingly, the Superintendent is encouraged and expected to attend appropriate professional meetings at the local, state, and national level. The District will pay, or reimburse the Superintendent for, all valid, reasonable, and necessary expenses associated with the Superintendent's travel to and attendance at such conferences and meetings whenever her attendance is required or permitted by the School Board or the School Board Chair. The Superintendent must periodically report to the School Board about the meetings and conferences she has attended. To receive reimbursement for expenses, the Superintendent must file itemized expense statements in compliance with School Board policy and law. Notwithstanding any other provision in this Contract, the Board in its sole discretion may limit the number and type of conferences and meets the Superintendent may attend at District expense.

**Section 2: Dues.** The District will pay the Superintendent's professional dues to the American Association of School Administrators, the Minnesota Association of School Administrators, and one additional organization of the Superintendent's choice. The District will also pay the dues for the Superintendent to be a member of civic organizations and service organizations that are mutually agreed upon by the Superintendent and the School Board Chair.

**Section 3: Business Expenses.** The District will reimburse the Superintendent for reasonable and necessary expenses that she incurs in the course of conducting District business. To obtain reimbursement, the Superintendent must file itemized expense statements in compliance with School Board policy and law. The School Board retains the ultimate discretion to approve or deny any expense that was not approved in advance. Accordingly, the Superintendent is encouraged to seek approval for significant expenses in advance of incurring the expense.

**Section 4: Automobile Mileage Reimbursement.** The School Board recognizes that the Superintendent must occasionally travel for District business. Pursuant to Minnesota Statutes section 471.665, subdivision 1, the District will reimburse the Superintendent at the District

approved rate per mile for travel outside the District in her personal vehicle. This paragraph does not apply to miles driven to and from work.

## **ARTICLE VII MISCELLANEOUS**

**Section 1: Outside Activities.** Although the Superintendent must devote full time and due diligence to the affairs and the activities of the District, she may also serve as a consultant to other Districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities, if the School Board Chair determines that such activities do not impede the Superintendent's ability to perform her duties as the District's superintendent. The Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

**Section 2: Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with her employment and she is acting within the scope of employment or official duties, the District will defend and indemnify the Superintendent to the extent required by law. Indemnification, as provided in this Section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty. In addition, the District's obligation to defend and indemnify the Superintendent is subject to the limitations stated in Minnesota Statutes Chapter 466 and the case law interpreting that statute.

**Section 3: Jury Duty.** If the Superintendent serves on jury duty during the term of this Contract, she will receive full pay from the District, without deduction from accumulated vacation or sick leave, provided that she submits to the District any compensation received from being called to sit as a juror.

**Section 4: Mandatory Disclosure.** Before entering into this Contract, the Superintendent must disclose, in writing, the existence and terms of any buyout agreement, including amounts and the purpose for the payments, relating to her contract with another school board. For purposes of this Contract, a "buyout agreement" is any agreement under which the Superintendent was employed as a superintendent; left before the term of the contract was over; and received a sum of money, something else of value, or the right to something of value for some purpose other than performing the services of a superintendent. The failure to make such a disclosure will render this Contract void as a matter of law.

**Section 5: Severability.** If a court of law determines that any provision of this Contract is invalid or unenforceable by operation of law, the remainder of the Contract will remain in full force and effect.

**Section 6: Entire Agreement.** This Contract constitutes the entire agreement between the parties relating to the District's employment of the Superintendent. Neither party has relied upon any statements or promises that are not set forth in this document. This Contract supersedes any and all prior agreements between the parties and any inconsistent provisions in any employee handbook or District policy. The Superintendent understands and agrees that any handbooks, manuals, or policies adopted by the District do not create an express or implied contract between the District

and the Superintendent. No waiver or modification of any provision of this Contract will be valid unless it is in writing and signed by both parties.

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

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Superintendent

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
School Board Chair

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
School Board Clerk



## [School District Name] Superintendent Search

The [School District name] is seeking qualified applicants for the position of superintendent.

### About the School District

[Insert information about the school district.] [Insert number of students/number of licensed staff/number of support staff/number of administrators]

### About the Community

[Insert School District] is located [insert area of state] Minnesota. [Insert brief description].

### Leadership Profile

The [name of School District] School Board is searching for a new superintendent. The School Board is committed to finding a candidate who:

- [Insert qualification]
- [Insert qualification]
- [Insert qualification]
- [Insert qualification]
- [Insert qualification]

<u>2017-2018 Financial Highlights</u>	<u>School Board</u>
General Fund Revenue [Insert amount]	[Insert Names]
General Fund Expenditures [Insert amount]	
Unassigned Fund Balance [Insert amount]	
Total General Fund Balance [Insert amount]	

<u>Salary and Contract</u>	<u>Superintendent Search Timeline</u>
A competitive compensation package, with an annual salary in the range of [insert dollar range], will be negotiated commensurate with experience and qualifications. The contract length is negotiable as provided in Minnesota statute.	Announce Vacancy [insert date]
	Application Deadline [insert date]
	Screening [insert date]
	First Interviews Begin [insert date]
	Second Interviews [insert date]
	Approve Contract [insert date]
	Superintendent Begins [insert date]

### Application Procedure

To be considered for this position, an applicant's completed file must be postmarked no later than [insert date], and must include post mailed copies of the following documents:

- A cover letter indicating a desire to be a candidate for the "[insert School District]" superintendent;
- Legal proof or other evidence (i.e., certificate/license) showing the candidate's qualification to be a superintendent in the state of Minnesota; and
- A set of up-to-date credentials, which includes a current resume, at least three letters of recommendation, and a copy of the candidate's official transcript(s). (Upon hire, originals must be submitted to the school district.)

Contact \_\_ at \_\_, or \_\_ with any questions. Please mark any correspondence and/or envelopes "[insert name of person and school district]." [Insert School District] [ISD \_\_] is an equal opportunity employer.