

Princeton Public Schools - ISD 477  
Tuesday, January 2, 2018 at 6:05 PM  
Regular School Board Meeting  
District Office Board Room (Enter through City Hall)

**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. Citizen Comments
5. **REPORTS**
  - a. Board Members Committee Reports
  - b. Student Council Report
  - c. Superintendent Report
6. **APPROVE AGENDA**
7. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
8. **CONSENT AGENDA**

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

  - a. Personnel 8
  - b. The Big Read Donations 9
  - c. Gifts 10
  - d. Fundraiser 11
  - e. Field Trip 14
  - f. Proposed Middle and High School Liaison Contract 15
9. **ADDITIONS TO AGENDA**
10. **FUTURE MEETINGS**

**MSBA Workshops-January 11-12**  
**Policy meeting- January 16-5:00**
11. **ADJOURN**

**12. BOARD DEVELOPMENT SESSION-6:00-8:30**

### Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **19th day of December, at 6:00 p.m.** in the District Center Board Room.

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

Members Absent: Craig Johnson

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

World's Best Workforce Report: Jessica Town-Gunderson, Gwen Anderson, Erin Dohrmann, Eric Simmons, and Barb Muckenhirn, reported to the board on the World's Best Workforce. The goals for the WBWF are to make sure that all students are ready for kindergarten, all students in third grade achieve grade level literacy, they close the achievement gap, all students attain career and college readiness before graduation from high school, all students graduate from high school.

Truth in Taxation: Michelle Czech reported to the board on Truth in Taxation for the school district.

Student Council Representative: Lacey Broding- The Student Council is currently planning the Snow Daze dance. They are working on a charity theme for the dance, every day of the week during the dance they will collect items to be donated to a different charity.

Citizen Comments: None

### REPORTS

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

Howard Vaillancourt  
Eric Strandberg  
Deb Ulm

Community Education Advisory  
Para negotiations, Finance  
Meet and Confer, Agenda Planning, Para negotiations, Finance, Career crawl Host  
Finance  
Career Crawl, Para Negotiations, Wellness,

Eric Minks  
Sue VanHooser

Community Education Advisory

Superintendent Report:

The boardroom is finally complete. The new streaming video should be installed in February. "The Big Read" is taking off, our community support has been outstanding. Within the last two weeks the district has been awarded \$126,000 in grants monies. The high school was awarded the AP Honor roll, this is a national honor, and we are very proud of this accomplishment.

**APPROVE AGENDA**

Motion made by Howard Vaillancourt, seconded by Sue VanHooser **to approve the agenda as presented.** Motion passed unanimously.

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

Motion made by Chad Young seconded by Eric Strandberg, **to approve the November 21, regular meeting minutes.** Motion passed unanimously.

**CONSENT AGENDA**

Motion made by Howard Vaillancourt, seconded by Sue VanHooser **to approve the consent agenda as presented.** Personnel, Bills, Wire Transfers, Treasurer's Report. Motion passed unanimously.

**INFORMATIONAL ITEMS**

**Certificate of Achievement-** Presentation to Erin Dohrmann for ensuring individual student due process records meet or exceed requirements and are reflective of the dedication of the administration, school, staff, and community.

**First Reading of Policies:** 206, 213, 417, 510, 517, 597, 599, 610

- Policy 206-reviewed
- Policy 213- added the new committees
- Policy 417- revised- updated wording on the district pre assessment teams
- Policy 517-reviewed
- Policy 510-replaced entire policy with MSBA and added procedures
- Policy 597- added a sentence to policy 510; deleted this policy
- Policy 599-revised with a few changes, added elementary to the season passes and added "All" to senior citizens. Added wording for exclusions
- Policy 610- few minor changes and procedural checklist added

## ACTION ITEMS

**2017 Levy Pay 2018-** Whereas, Pursuant to Minnesota Statutes the School Board of Independent School District No. 477, Princeton, Minnesota, is authorized to make the following proposed tax limitation levies for general purposes: General Fund \$3,385,568.42, Community Ed \$360,176.99, Debt Service \$3,341,566.95. Total Preliminary Proposed \$7,087,312.36. Now Therefore, be it resolved by the School Board of Independent School District No. 477, Minnesota, that the levy to be levied in 2017 to be collected in 2018 is set at \$7,087, 312.36. The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties. Motion made by Chad Young and seconded by Eric Strandberg to accept the resolution as presented. Upon roll call the following voted for: Sue VanHooser, Eric Minks, Deb Ulm, Chad Young, Eric Strandberg, Howard Vaillancourt. Motion passed unanimously.

**Custodian Contract-** Motion to approve the custodian contract as presented was made by Eric Minks and seconded by Howard Vaillancourt. Motion passed unanimously.

**SpEd State and Federal Funding Resolution-**Motion to accept the State and Federal Funding Resolution as presented was made by Howard Vaillancourt and seconded by Eric Strandberg. Upon roll call the following voted for: Howard Vaillancourt, Eric Strandberg, Chad Young, Deb Ulm. Opposed: Eric Minks. Motion Passed 5:1.

**Palmer Transportation-** Motion to direct administration to enter into direct negotiations with Palmer Bus Service was made by Eric Strandberg and seconded by Howard Vaillancourt. Motion passed unanimously.

## FUTURE MEETINGS INFORMATION

Organizational meeting-January 2nd, 2018 will be at 6:00 pm.

## ADDITIONS TO AGENDA

### **Motion to Close Board meeting for negotiations strategy-**

Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), Motion was made by Eric Minks and seconded by Sue VanHooser to close the meeting for property discussion. Meeting was closed at 8:31 pm.

## CLOSED MEETING

**Closed Meeting Minutes:** Discussion on Oak Land Property.

Motion made by Chad Young and seconded by Eric Minks to close the meeting and go back into an open meeting at 9:30 pm.

**ADJOURN**

Motion to adjourn the meeting was made by Howard Vaillancourt. The meeting was adjourned at 9:31 p.m.

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Chair Deb Ulm

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Clerk Eric Minks

Recorder-Kari Plafcan

**Call to order**

The School Board of District #477 was called to order by Chair Deb Ulm on the **19th day of December, at 8:31 p.m.** in the District Office Board Room.

Closed meeting minutes: Discussion on Oak Land Property.

Motion made by Chad Young and seconded by Eric Minks to close the meeting and go into and open meeting at 9:30 pm.

\_\_\_\_\_  
Chair Deb Ulm

\_\_\_\_\_  
Clerk Eric Minks

Recorder-Kari Plafcan

**01.02.2018**

<b>Status</b>	<b>Last Name</b>	<b>First Name</b>	<b>Building</b>	<b>Job Title</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective Date</b>	<b>Wage</b>
New Hire	Bahlman	William	High School	HS Building Security Student Support	Para	New Position	2017-2018 School year	14.57/hr
New Hire	Nelson	Mark	Student Services	.5 Online Teacher	At Will	New Position	12.4.17	\$23,367.00
<b>Status</b>	<b>Last Name</b>	<b>First Name</b>	<b>Building</b>	<b>Job Title</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective Date</b>	<b>Wage</b>
Resignation	Wright	Melissa	High School	Food server	Food service	N/A	1.19.18	
<b>Status</b>	<b>Last Name</b>	<b>First Name</b>	<b>Building</b>	<b>Job Title</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective Date</b>	<b>Wage</b>
Extra Duty	Clifton	John	Intermediate School	CEU Committee	PEA	Joan Becker	10.25.17	\$600.00
Extra Duty	Fritz	Scott	High School	.5 Assistant Boys Hockey FloatCoach	Activities	N/A	11.17-3.18	\$1,780.00
Extra Duty	McElhone	Ryan	High School	.5 Assistant Girls Hockey FloatCoach	Activities	N/A	11.17-3.18	\$1,780.00
Extra Duty	Harrington	Marlee	High School	Head Sideline Cheer Coach	Activities	Erin Johnson	12.12.17	\$1,978.00
Extra Duty	Hillgoss	Janelle	High School	Assistant Sideline Cheer Coach	Activities	Lisa Lestrud	12.12.17	\$1,187.00
<b>Status</b>	<b>Last Name</b>	<b>First Name</b>	<b>Building</b>	<b>Job Title</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective Date</b>	<b>Wage</b>
LOA	Loch	Gary	Student Services	Academic and Social Advisor	At Will	N/A	12.15.17	
LOA	Christianson	Karen	High School	SpEd Teacher	PEA	N/A	2017-2018	
LOA	Fjeld	Jeff	District	Grounds	Custodian	N/A	12.27.17	

The Big Read Donations				
Donor Name	Amount			\$8,432.00
Rice, Christina	\$25.00		x	DC-11/15/17
Roof, Jean	\$25.00		x	DC-11/15/17
Siewert, Ellen	\$100.00		x	DC-11/15/17
Volker, Andrea	\$25.00		x	online-web store
Marks, Lisa	\$30.00		x	online-web store
Jorgensen, Netta	\$100.00		x	online-web store
Muus, Britteny	\$25.00		x	online-web store
Pipenhagen, Laura	\$25.00		x	online-web store
BioMatrix, Inc.	\$500.00		x	DC-11/20/17
Erdman, Erin	\$10.00		x	DC-11/27/17
McKnight, Yvonne	\$10.00		x	online-web store
Kelzer, Stacy	\$15.00		x	online-web store
Spaghetti Dinner	\$721.00		x	DC-11/16/17
Fouquette, Krista	\$10.00		x	online-web store
Sperling, Josh (Boser construction)	\$1,000.00		x	online-web store
Howard, Nancy	\$30.00		x	DC-12/07/2017
Princeton Electric	\$400.00		x	DC-12/07/2017
Palmer Bus	\$1,000.00		x	DC-12/11/2017
Hofman Oil Co. Inc	\$100.00		x	DC- 12/11/2017
Hy-Tech Automotive	\$200.00		x	DC- 12/11/2017
Minuteman Press	\$200.00		x	DC-12/12/2017
Steinbrecher Painting	\$250.00		x	DC-12/12/2017
Bromberg, Jeannie	\$50.00		x	DC-12/13/2017
Farivew Health Services	\$200.00		x	DC-12/15/2017
Peterson, Jeremy	\$200.00			Online-web store
Craftsman's Choice Inc	\$400.00		x	DC- 12/18/2017
Friends of Princeton Library	\$1,000.00		x	DC- 12/18/2017
Quigley, Kristy	\$30.00			online-web store
City of Princeton	\$1,000.00			DC-12/20/17
Liestman, Scott (Edward Jones)	\$100.00			DC- 12/20/17
Pauls Girls LLC-Papa Murphy's func	\$441.00			DC- 12/21/17
Howard Homes	\$200.00			DC- 12/21/17
Berlin, Doug	\$10.00			DC- 12/27/2017

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Princeton Lions Club  
PO Box 445, Princeton, MN 55371

Description of gift: \$750.00 check #3289, donation  
towards Deep Portage Student expenses.

Pre-Condition, Condition, or Limitation on use:  
check #3289 \$750.00  
Deep Portage account  
#10-310-298-280-000-099

How this gift specifically relates to the program or school:  
This monetary donation will help  
to pay for students who cannot  
afford to pay.

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Date: 12/20/17  
Principal or Director

Accepted  Not Accepted [Signature] Date: 12/27/17  
Superintendent

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Chairperson

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

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

Board Approval

Revised: May 14, 2013

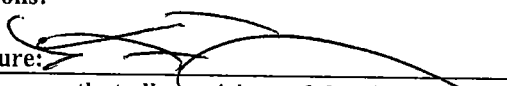
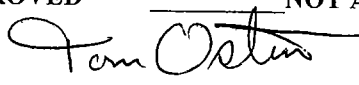

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>11/30/17</i>		Projected profit: <i>\$1000</i>	Amount earned: <i>\$1000</i>
Group or organization proposing the fundraiser: <i>HS Wrestling</i>			Item(s) being sold: <i>Calendars</i>
Company/organization supplying items to be sold: <i>Min Man Press</i>			
The money raised will be used for: <i>Banquet, meals, travel</i>			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <i>11/10/17</i>	Teacher/Sponsor Signature: <i>[Signature]</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED			
Date: <i>11/17/17</i>	Administrator Signature: <i>[Signature]</i>		
Date: <i>11.20.17</i>	Superintendent Signature: <i>[Signature]</i>		
Date:	School Board Chair Signature:		

Note: *no*

want to offer 1 free admission to 1st home dual

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>November 9, 2017</i>		Projected profit: <i>2,000</i>	Amount earned: <i>1735.52</i>
Group or organization proposing the fundraiser: <i>Princeton Intermediate School</i>		Item(s) being sold: <i>donated items</i>	
Company/organization supplying items to be sold: <i>Various - silent auction baskets</i>			
The money raised will be used for: <i>field trips, AR store and other student rewards</i>			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.		Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<input checked="" type="checkbox"/>	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input checked="" type="checkbox"/>	<i>N/A</i>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		<i>N/A</i>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		<i>N/A</i>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		<i>N/A</i>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>		<i>N/A</i>
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <i>11/16/17</i>	Teacher/Sponsor Signature: 		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED			
Date: <i>11/16/17</i>	Administrator Signature: 		
Date: <i>11.20.17</i>	Superintendent Signature: 		
Date:	School Board Chair Signature:		

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>March 2018 - June 2018</i>		Projected profit: <i>\$1250</i>	Amount earned:	
Group or organization proposing the fundraiser: <i>High School Golf</i>			Item(s) being sold: <i>PGA Cards</i>	
Company/organization supplying items to be sold: <i>Birdie Marketing</i>				
The money raised will be used for: <i>purchase of shirts / equipment</i>				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:				
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>		X	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>12.20.17</i>		Teacher/Sponsor Signature: <i>[Signature]</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED				
Date: <i>12/21/17</i>		Administrator Signature: <i>[Signature]</i>		
Date: <i>12.27.17</i>		Superintendent Signature: <i>[Signature]</i>		
Date:		School Board Chair Signature:		

*Annual Fundraiser*

## FIELD TRIP REQUEST COMMUNITY EDUCATION

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the Community Education Director. Extended field trips require itinerary and contract to be attached.

Date: 11/17/19	Community Education Extended Field Trip
Chaperone: John Borich	Group/Class: Current 6th and 7th graders of 2016-2017 school year
Number of Students: expecting 35-50	Number of Chaperones: 3-5
Destination: Washington D.C.	Total Miles: Roughly 1,200 miles but we will be flying.
Departure Date / Time: June 9th th 2019 (TBA, typically in the early morning)	Return Date / Time: June 12th 2019 (time to TBA, typically late evening)
School Days Missed: 0, depending the last school day our tour will begin the first or second week school is done.	Non-School traveling days: 4
Transportation Method: Students will be bussed to airport and arranged flight to Washington D.C. . While touring our capitol, Travel company Education First will organize our bussing to and from locations.	

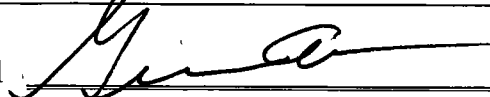
Total Cost is to be paid to Travel company by student participants. Travel company is contracted service. The 4 day all inclusive tour which includes flight, hotel, all meals, and bussing will cost \$1594.

The purpose of this trip: Student education and enrichment.

As a 7th grade history teacher, I want to bring these American History State Standards alive! Preparing Princeton students to become 21st century learners will require diverse learning experiences that challenge students in and outside the classroom. This 4 day tour will provide a rich experience to see our nations most popular economic and social environments. The purpose of this tour is to provide the students and families of our community the opportunities they deserve to enrich their child's knowledge of our country and to prepare them for the real-world.

Fee to be paid to Community Education from Travel Company

EFtour company will not have to pay Community Education as that has been the practice in the past. The families of traveling students will pay EFtours directly to set up all aspects of the tour.

Approved     Disapproved        Date 11.20.17

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## MEMORANDUM

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TO: Michelle Czech, School Business Service Director  
FROM: Mark Karnowski, City Admin.  
SUBJECT: **Proposed Middle and High School Liaison Contracts**  
DATE: August 18, 2017

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Attached are the two proposed 4-year contracts (as opposed to the previous 3-year contract) between the District and the City for a school liaison officer to work in the Middle School and High School. The city's desire to change to a 4-year contract is based on the city's decision to dedicate one police officer to the Sherburne County Drug Task Force (DTF). That officer will serve one 4-year term and then a different officer will be appointed to the task force. In order to allow all officers the opportunity to participate in the DTF, we'd like the Liaison contract to run concurrently with the DTF contract.

I changed the beginning and ending date of the contracts to generically coincide with the school year beginning and ending dates. And made some additional minor changes. I've indicated the language proposed to be deleted with a ~~striketrough~~ and the language to be added by both underlining and highlighting.

My understanding is that the language will be reviewed by the School Board at an upcoming meeting. If the Board finds the language acceptable, I'll have the City Council consider the contract language at their meeting.

Let me know if there are any issues.

**Contract to Provide for High School Liaison Officer Services, Student Services and Family Center Service Between Princeton School District No. 477 and the City of Princeton**

This contract by and between the City of Princeton (hereafter referred to as "City") and Princeton Independent School District No. 477 (hereafter referred to as "District") is entered into under Minnesota law. For the purposes of this contract the Princeton Police Department is acknowledged as an agent of the City of Princeton.

**1. Purpose**

This contract authorizes the assignment of a police officer for the Princeton High School, designated as the School Liaison Officer, to District schools located within the City, under the terms and conditions set forth herein, for the following general purposes:

The provision of more intensive and specialized law enforcement services than are provided under normal and customary law enforcement provider/user assumptions.

Intervention at a pre-delinquent state by the establishment of a closer working relationship between the Department and the District.

To provide for a rapid response in cases of serious threat to persons and property within the District authority.

To facilitate follow-up investigations through and enhanced relationship between students, faculty and staff and the School Liaison Officer.

To promote a positive image of police officers, the Department and the law enforcement profession.

**2. Officer Employed by the City**

City shall employ in accordance with applicable state statutes a police officer or officers to serve as School Liaison Officer in District schools. City shall do the selection and assignment of such officers in agreement with appropriate District personnel. City shall assume all obligations and payments with regard to officer's salaries and benefits including workers compensation, PERA, withholding taxes, etc. District will reimburse City as defined in this document. The District may refuse to accept for assignment in the School Liaison Officer position any individual it deems inappropriate or inadequate for the position.

**3. Term of Contract**

The term of this contract shall run for ~~three (3)~~ four (4) years and be concurrent with the school year. ~~Based on the current calendar, the~~ The date of implementation shall be from the first day of the school year through the last day of the school year. The District hereby guarantees to abide by the terms of this contract for a minimum of ~~three (3)~~ four (4) years.

**4. Duration of Cost**

It is the intent of both parties to share equally (50% each party) the net cost of providing a High School Liaison Officer. Any donations or grants received by either party with the expressed specific intent of offsetting the expense of providing a School Liaison Officer will also be shared equally. At the time of implementation, and prior to June 1 of each subsequent year, the City will provide the District with an estimated total annual net cost of providing a School Liaison Officer. The District will pay the City 50% of the District's estimated cost on or about January 1 of each year and the remaining 50% of the District's estimated cost on or about June 1 of each

year. All discrepancies between the estimated annual net cost and the actual net cost will be adjusted with the June 1 payment unless they are significant enough to warrant an adjustment earlier in the year.

## **5. Administration Responsibilities**

Law enforcement's services rendered to District shall be subject to the approval of the City in agreement with appropriate District administration. Standards of performance, discipline of the officer(s) assigned, and other internal matters, shall be under the authority of City and its policies, rules and general orders. If requested, District shall provide City with an appraisal of the services rendered.

The City in agreement with appropriate District administration shall determine matters not specifically addressed by this contract.

In the event there is a disagreement with changes in policy, program content, program direction, the School Liaison Officer, District Administrator(s), and Chief of Police will meet to work out agreements on the necessary changes.

## **6. Responsibility of School District**

It shall be the responsibility of the School District to:

Organize and assign school personnel to a pupil-personnel team to work and meet with the School Liaison Officer.

Provide guidance and assistance to the School Liaison Officer through the principals, teachers, administrative staff, and student body.

Provide a private office, desk and telephone with an outside line for use by the School Liaison Officer to meet with people on both a public and private meeting basis.

Require its principals to coordinate the efforts of the School Liaison Officer within the schools.

Provide clerical assistance and supplies to the School Liaison Officer, as would be available to certified teaching staff, when needed within any school at which the officer is working in the capacity as a School Liaison Officer.

Not undertake to solicit the full-time employment of any School Liaison Officer.

The School shall be responsible for making its own determination as to its security needs, including but not limited to personal security and premises security, and shall not rely on the School Liaison Officer or the City to fulfill these needs.

## **7. Responsibility of City**

It is the intention of the City to provide School Liaison Officer(s) to the District; and it shall be the responsibility of the City to:

Assign one officer to the High School during each school year from the first Tuesday in September through the end of the regular school year. (Note: A School Liaison Officer may be needed at other buildings, as needed.)

Provide Police Department equipment needed by the School Liaison Officer to perform necessary functions.

Provide training and education within the scope of the Police Department of the City.

Provide temporary replacements for the School Liaison Officer as deemed necessary by the Police Department.

**8. Duties of Officer**

The list of basic duties of the School Liaison Officer(s) shall be as defined in the School Liaison Officer Program Guidelines, which is an attachment to this contract.

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Mayor

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Board Chair

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City Administrator

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Clerk

## **High School Liaison Officer Program**

### **Program Goals**

The goals of this program are to establish and provide for a cooperative effort between the Princeton School District No. 477 and the Princeton Police Department focusing on the reduction of juvenile crime and delinquency in the schools and the community at large. The program will be proactive in its objectives and will seek to establish positive relationships between the students of the district and police officers that serve the community. The accomplishment of the law enforcement mission as it relates the schools in the Princeton School District, either directly or through the School Liaison Officer, and referral to the criminal justice and law enforcement agencies, shall be a goal of this program. In addition, the officer assigned will serve as an instructional resource in law enforcement issues and topics, and will facilitate other appropriate instructional opportunities by referral. The officer will provide a positive adult and law enforcement role model for students. Finally, the officer assigned may provide direct advisory services to individuals or groups as necessary within the scope of this program, consistent with the officer's expertise and training. In other situations the officer shall maintain linkage with other support services and agencies as may be required to meet the program goals.

### **Assignment to the Program**

Assignment to this program is not a promotion and no additional compensation will be given to those assigned. Officers will be assigned to the program from current department personnel, if qualified, and continued assignment shall be made at the discretion of the Police Department, with input from appropriate district personnel.

### **Direction and Control**

Officers assigned to the School Liaison Program will remain under the control and supervision of the Princeton Police Department and responsible for adherence to its policies, procedures, rules and General Orders. Reporting responsibility will be to the Department supervisor assigned.

Within the parameters of the program, the officer will cooperate with district and school administrators to facilitate the accomplishment of the program goals in concert with the law enforcement mission.

### **Scheduling of Time**

Scheduling of work hours for officers assigned will be done in cooperation of the City and the District to reasonable accommodate the needs and schedules of the District.

Officer(s) assigned to this program shall have the flexibility to adjust, but not expand, the number of hours worked in order to accomplish the goals of the program. No overtime is authorized without expressed prior approval of the department.

Officer(s) assigned to the program will work within the school facilities during the normal school year. The high school officer may be directed to respond to emergency situations outside the school at the discretion of the Police Chief. During those times when school is not in session (e.g., summer and winter breaks), the officer will be assigned duties within the Department consistent with his/her normal classification.

## Duties and Responsibilities of the Police School Liaison Officer

Conducts preliminary investigations, completes initial event reports as necessary, and processes assigned cases during school days. The cases may involve the following responsibilities:

Interview complainants, witnesses, victims, suspects, and taking statements when necessary. Suspect's parent(s) or guardian(s) must be notified prior to any interview.

Collect and preserve evidence and provide for its identification and analysis.

Complete reports.

Attend and participate in school functions. Build relationships with the school's staff as well as with students and parent groups.

Be visible within the school. (Example – Hallways & Lunchrooms)

Present completed cases for prosecution or diversion, in accordance with the guidelines set forth by the County Attorney and the Princeton Police Department.

Testify in court as required.

Work in cooperation with the School District, Juvenile Court, County Social Services and Corrections Department, and other referral agencies.

Process delinquency cases during school days when possible.

Investigates and coordinates mandatory reporting investigations involving child abuse in cooperation with school and county social workers.

Take enforcement action when necessary. The School Liaison Officer will be armed and carry handcuffs at all times.

Serve as a resource to staff, administration, parents, and students regarding police and juvenile policies and procedures.

Coffee and lunch breaks will normally be taken with faculty and students.

The School Liaison Officer will be required to work up to 10 extra-curricular activities. **The District will attempt to identify the list of those 10 extra-curricular activities within the first month of the school year.** The School Liaison Officer's hours worked on those required days should be adjusted to reduce or eliminate overtime hours.

Work closely with school administration, counselors, chemical health advisors, human rights officer, student assistance team and others as appropriate to assist in the identification of pre-delinquent children, and attempt to eliminate delinquency-producing factors. Accept assignments and follow-up referrals requested by school staff members.

Attend school staff meetings, when requested by the administration, as a resource person in developing and adopting procedures that will contribute to the prevention of juvenile delinquency.

Be a part of a total team effort to provide role models and prevent undesirable behavior patterns from developing. Endeavor to build and maintain rapport between youth, school and police by day-to-day contact as a resource person.

Become involved in school and outside youth activities in order to understand special problems of youth and how they may be positively addressed. Participate in community affairs as requested or assigned, and be available for lectures to school and community groups.

Upon request, assist and advise in security matters regarding school buildings and properties that are normally supervised by school staff members.

Maintain individual police skills, including physical conditioning. Stay abreast of developments in the crime prevention and youth relations fields and changes in related laws and ordinances.

Coordinate with the Police Chief on crime prevention and youth relation developments and perform other duties as assigned.

The officer must have knowledge of the practices and philosophy of the school district and the police department concerning the handling of troubled youth.

To follow all rules and regulations of the Princeton Police Department, City of Princeton and School District. (To the extent that school district rules and regulations are not in conflict with State law regarding peace officers.)

The officer is to consult, on a regular basis, with the School Administrators in order to determine any special concerns or needs.

Provide an in-house law enforcement resource for school, staff and students in the processing of child abuse, neglect, and other criminal matters.

Preparation and presentation of appropriate material to students of elementary, junior and senior high schools.

Work with other criminal justice and community-based agencies in serving the needs of school age children and other family members.

Provide direct intervention in situations on campus presenting a serious threat to people or property.

To project a positive image of the law enforcement profession, and to work to foster a mutual understanding of appropriate roles and responsibilities between youth and the police.

Maintain a proactive approach to identification of specific problems and development of solutions relating to the school/community interface.

Maintain a high visibility within the school building.

### **Example of Unauthorized Tasks**

Duties, tasks and assignments which are likely to hold the program, the department or the officer up to scorn or ridicule, or which would cast them in an unfavorable or demeaning light.

Assignment as a monitor for classrooms.

Handling classroom discipline issues, unless the situation presents a clear threat of assault.

Handling routine truancy.

Counseling which requires training or expertise such that referral to a specialist is indicated.

### **Appearance Standard**

Officers assigned to this program are not subject to Department uniform regulations. The normal attire for officers assigned to this program will be non-uniform appearances, as deemed appropriate by the Police Chief, with badge worn visible to public.

### **Activity Reports and Periodic Updates Required**

Officers assigned to this program shall submit activity logs, which state, at minimum, the activity the officer undertakes in achieving the program goals.

As determined by the department, the officer shall provide periodic briefings of program activity to his/her supervisor.

**Contract to Provide for Middle, Intermediate, and Primary School Liaison  
Officer Services Between Princeton School District No. 477  
and the City of Princeton**

This contract by and between the City of Princeton (hereafter referred to as "City") and Princeton Independent School District No. 477 (hereafter referred to as "District") is entered into under Minnesota law. For the purposes of this contract the Princeton Police Department is acknowledged as an agent of the City of Princeton.

**9. Purpose**

This contract authorizes the assignment of a police officer for the Princeton Middle School, Intermediate and Primary Schools designated as the School Liaison Officer, to District schools located within the City, under the terms and conditions set forth herein, for the following general purposes:

The provision of more intensive and specialized law enforcement services than are provided under normal and customary law enforcement provider/user assumptions.

Intervention at a pre-delinquent state by the establishment of a closer working relationship between the Department and the District.

To provide for a rapid response in cases of serious threat to persons and property within the District authority.

To facilitate follow-up investigations through and enhanced relationship between students, faculty and staff and the School Liaison Officer.

To promote a positive image of police officers, the Department and the law enforcement profession.

**10. Officer Employed by the City**

City shall employ in accordance with applicable state statutes a police officer or officers to serve as School Liaison Officer in District schools. City shall do the selection and assignment of such officers in agreement with appropriate District personnel. City shall assume all obligations and payments with regard to officer's salaries and benefits including workers compensation, PERA, withholding taxes, etc. District will reimburse City as defined in this document. The District may refuse to accept for assignment in the School Liaison Officer position any individual it deems inappropriate or inadequate for the position.

**11. Term of Contract**

The term of this contract shall run for ~~three (3)~~ four (4) years and be concurrent with the school year. ~~Based on the current calendar, the date of implementation shall be September 5, 2017 through May 31, 2017. The date of implementation shall be from the first day of the school year through the last day of the school year.~~ The District hereby guarantees to abide by the terms of this contract for a minimum of ~~three (3)~~ four (4) years. Either party may terminate this Agreement at the end of the school year by giving written notice of such termination to the other party prior to April 1<sup>st</sup> in the year of termination.

**12. Duration of Cost**

It is the intent of both parties that the net cost of providing a Middle School Liaison Officer will be split seventy five percent (75%) for the District and twenty-five percent (25%) for the City, ac-

knowledging the City would not pull this officer away from the District during the day at the Middle School. Any donations or grants received by either party with the expressed specific intent of offsetting the expense of providing a School Liaison Officer will also be shared equally. At the time of implementation, and prior to June 1 of each subsequent year, the City will provide the District with an estimated total annual net cost of providing a School Liaison Officer. The District will pay the City 50% of the District's estimated cost on or about January 1 of each year and the remaining 50% of the District's estimated cost on or about June 1 of each year. All discrepancies between the estimated annual net cost and the actual net cost will be adjusted with the June 1 payment unless they are significant enough to warrant an adjustment earlier in the year.

### **13. Administration Responsibilities**

Law enforcement's services rendered to District shall be subject to the approval of the City in agreement with appropriate District administration. Standards of performance, discipline of the officer(s) assigned, and other internal matters, shall be under the authority of City and its policies, rules and general orders. If requested, District shall provide City with an appraisal of the services rendered.

The City in agreement with appropriate District administration shall determine matters not specifically addressed by this contract.

In the event there is a disagreement with changes in policy, program content, program direction, the School Liaison Officer, District Administrator(s), and Chief of Police will meet to work out agreements on the necessary changes.

### **14. Responsibility of School District**

It shall be the responsibility of the School District to:

Organize and assign school personnel to a pupil-personnel team to work and meet with the School Liaison Officer.

Provide guidance and assistance to the School Liaison Officer through the principals, teachers, administrative staff, and student body.

Provide a private office, desk and telephone with an outside line for use by the School Liaison Officer to meet with people on both a public and private meeting basis.

Require its principals to coordinate the efforts of the School Liaison Officer within the schools.

Provide clerical assistance and supplies to the School Liaison Officer, as would be available to certified teaching staff, when needed within any school at which the officer is working in the capacity as a School Liaison Officer.

Not undertake to solicit the full-time employment of any School Liaison Officer.

The School shall be responsible for making its own determination as to its security needs, including but not limited to personal security and premises security, and shall not rely on the School Liaison Officer or the City to fulfill these needs.

### **15. Responsibility of City**

It is the intention of the City to provide School Liaison Officer(s) to the District; and it shall be the responsibility of the City to:

Assign one officer to Middle School during each school year from the first Tuesday in September through the end of the regular school year. (Note: A School Liaison Officer may be needed at other buildings, as needed.)

Provide Police Department equipment needed by the School Liaison Officer to perform necessary functions.

Provide training and education within the scope of the Police Department of the City.

Provide temporary replacements for the School Liaison Officer as deemed necessary by the Police Department.

**16. Duties of Officer**

The list of basic duties of the School Liaison Officer(s) shall be as defined in the School Liaison Officer Program Guidelines, which is an attachment to this contract.

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Mayor

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Board Chair

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City Administrator

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Clerk

## **Middle School Liaison Officer Program**

### **Program Goals**

The goals of this program are to establish and provide for a cooperative effort between the Princeton School District No. 477 and the Princeton Police Department focusing on the reduction of juvenile crime and delinquency in the schools and the community at large. The program will be proactive in its objectives and will seek to establish positive relationships between the students of the district and police officers that serve the community. The accomplishment of the law enforcement mission as it relates the schools in the Princeton School District, either directly or through the School Liaison Officer, and referral to the criminal justice and law enforcement agencies, shall be a goal of this program. In addition, the officer assigned will serve as an instructional resource in law enforcement issues and topics, and will facilitate other appropriate instructional opportunities by referral. The officer will provide a positive adult and law enforcement role model for students. Finally, the officer assigned may provide direct advisory services to individuals or groups as necessary within the scope of this program, consistent with the officer's expertise and training. In other situations the officer shall maintain linkage with other support services and agencies as may be required to meet the program goals.

### **Assignment to the Program**

Assignment to this program is not a promotion and no additional compensation will be given to those assigned. Officers will be assigned to the program from current department personnel, if qualified, and continued assignment shall be made at the discretion of the Police Department, with input from appropriate district personnel.

### **Direction and Control**

Officers assigned to the School Liaison Program will remain under the control and supervision of the Princeton Police Department and responsible for adherence to its policies, procedures, rules and General Orders. Reporting responsibility will be to the Department supervisor assigned.

Within the parameters of the program, the officer will cooperate with district and school administrators to facilitate the accomplishment of the program goals in concert with the law enforcement mission.

### **Scheduling of Time**

Scheduling of work hours for officers assigned will be done in cooperation of the City and the District to reasonable accommodate the needs and schedules of the District.

Officer(s) assigned to this program shall have the flexibility to adjust, but not expand, the number of hours worked in order to accomplish the goals of the program. No overtime is authorized without expressed prior approval of the department.

Officer(s) assigned to the program will work within the school facilities during the normal school year. The middle school officer may be directed to respond to emergency situations outside the school at the discretion of the Police Chief. During those times when school is not in session (e.g., summer and winter breaks), the officer will be assigned duties within the Department consistent with his/her normal classification.

## Duties and Responsibilities of the Police School Liaison Officer

Conducts preliminary investigations, completes initial event reports as necessary, and processes assigned cases during school days. The cases may involve the following responsibilities:

Interview complainants, witnesses, victims, suspects, and taking statements when necessary. Suspect's parent(s) or guardian(s) must be notified prior to any interview.

Collect and preserve evidence and provide for its identification and analysis.

Complete reports.

Attend and participate in school functions. Build relationships with the school's staff as well as with students and parent groups.

Be visible within the school. (Example – Hallways & Lunchrooms)

Present completed cases for prosecution or diversion, in accordance with the guidelines set forth by the County Attorney and the Princeton Police Department.

Testify in court as required.

Work in cooperation with the School District, Juvenile Court, County Social Services and Corrections Department, and other referral agencies.

Process delinquency cases during school days when possible.

Investigates and coordinates mandatory reporting investigations involving child abuse in cooperation with school and county social workers.

Take enforcement action when necessary. The School Liaison Officer will be armed and carry handcuffs at all times.

Serve as a resource to staff, administration, parents, and students regarding police and juvenile policies and procedures.

Coffee and lunch breaks will normally be taken with faculty and students.

The School Liaison Officer will be required to work up to 10 extra-curricular activities. **The District will attempt to identify the list of those 10 extra-curricular activities within the first month of the school year.** The School Liaison Officer's hours worked on those required days should be adjusted to reduce or eliminate overtime hours.

Work closely with school administration, counselors, chemical health advisors, human rights officer, student assistance team and others as appropriate to assist in the identification of pre-delinquent children, and attempt to eliminate delinquency-producing factors. Accept assignments and follow-up referrals requested by school staff members.

Attend school staff meetings, when requested by the administration, as a resource person in developing and adopting procedures that will contribute to the prevention of juvenile delinquency.

Be a part of a total team effort to provide role models and prevent undesirable behavior patterns from developing. Endeavor to build and maintain rapport between youth, school and police by day-to-day contact as a resource person.

Become involved in school and outside youth activities in order to understand special problems of youth and how they may be positively addressed. Participate in community affairs as requested or assigned, and be available for lectures to school and community groups.

Upon request, assist and advise in security matters regarding school buildings and properties that are normally supervised by school staff members.

Maintain individual police skills, including physical conditioning. Stay abreast of developments in the crime prevention and youth relations fields and changes in related laws and ordinances.

Coordinate with the Police Chief on crime prevention and youth relation developments and perform other duties as assigned.

The officer must have knowledge of the practices and philosophy of the school district and the police department concerning the handling of troubled youth.

To follow all rules and regulations of the Princeton Police Department, City of Princeton and School District. (To the extent that school district rules and regulations are not in conflict with State law regarding peace officers.)

The officer is to consult, on a regular basis, with the School Administrators in order to determine any special concerns or needs.

Provide an in-house law enforcement resource for school, staff and students in the processing of child abuse, neglect, and other criminal matters.

Preparation and presentation of appropriate material to students of elementary, junior and senior high schools.

Work with other criminal justice and community-based agencies in serving the needs of school age children and other family members.

Provide direct intervention in situations on campus presenting a serious threat to people or property.

To project a positive image of the law enforcement profession, and to work to foster a mutual understanding of appropriate roles and responsibilities between youth and the police.

Maintain a proactive approach to identification of specific problems and development of solutions relating to the school/community interface.

Maintain a high visibility within the school building.

### **Example of Unauthorized Tasks**

Duties, tasks and assignments which are likely to hold the program, the department or the officer up to scorn or ridicule, or which would cast them in an unfavorable or demeaning light.

Assignment as a monitor for classrooms.

Handling classroom discipline issues, unless the situation presents a clear threat of assault.

Handling routine truancy.

Counseling which requires training or expertise such that referral to a specialist is indicated.

### **Appearance Standard**

Officers assigned to this program are not subject to Department uniform regulations. The normal attire for officers assigned to this program will be non-uniform appearances, as deemed appropriate by the Police Chief, with badge worn visible to public.

### **Activity Reports and Periodic Updates Required**

Officers assigned to this program shall submit activity logs, which state, at minimum, the activity the officer undertakes in achieving the program goals.

As determined by the department, the officer shall provide periodic briefings of program activity to his/her supervisor.