

Princeton Public Schools - ISD 477  
Tuesday, April 19, 2016 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room

**Our vision**

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

**our mission**

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

**1. PROCEDURAL ITEMS**

- a. Call to Order and Pledge of Allegiance
- b. Roll Call
- c. Citizen Comments

**2. REPORTS**

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

**3. APPROVE AGENDA**

**4. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3**

**5. CONSENT AGENDA**

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

- a. Personnel 7
- b. Bills 8
- c. Wire Transfers 18
- d. Treasurer's Report 19
- e. Open Enrollments 20
- f. Gifts 21
- g. Field Trip 23

h. Change Orders	27
i. Enrollment Update	28
<b>6. INFORMATION</b>	
a. Princeton Online Academy Update	29
b. Personnel Contracts	37
c. Gifted and Talented Program	38
d. Transportation Contract	43
e. Bus Route Options	53
f. Refuge and Recycling-Request For Proposals	55
g. Budget Analysis	57
<b>7. ACTION</b>	
a. Resolution Discontinuing and Reducing Educational Programs and Positions	65
b. Memorandum of Agreement and Application for Early Retirement Incentive	66
c. Paraprofessional Contract and Highlights	69
d. Director of Student Services and Secretary Positions	101
e. Location for Area Learning Center	111
<i>Motion to reconsider - Can only be made by a member on the prevailing side of a previous vote. If seconded and passed, it rescinds the previous vote and brings the motion back for discussion.</i>	
f. Disposal Process	114
<b>8. FUTURE MEETINGS- School Board Scholar Banquet May 11, 2016 at 6 pm</b>	
<b>9. ADDITIONS TO AGENDA</b>	
<b>10. 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 Jeremy Miller on the **5th day of April, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: None

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

Student Council Representative: Sadie Nowak

Citizen Comments: None

**REPORTS**

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

Howard Vaillancourt: Para Negotiations(2), Teaching and Learning Committee Meeting, Community Education Advisory Council Meeting

Craig Johnson: Transportation Committee Meeting

Chuck Nagle: No Report

Deb Ulm: Para Negotiations(2), POC Meeting, Transportation Committee Meeting, Finance Meeting

Eric Minks: POC Meeting, Finance Meeting

Jeremy Miller: Teaching and Learning Committee Meeting, Agenda Planning Meeting, Finance Meeting(2)

Chad Young: Teaching and Learning Committee Meeting, Para Negotiations(2), POC Meeting

Student Council Report: There was a dance last Friday with a Luau theme and now the planning will start for the Spring Fling which is in May.

Superintendent Report: Superintendent Espe announced that Kari Plafcan welcomed a baby girl and Emily Strom will be taking her place while she is on leave. On a recent visit to the high school, Dr Espe was greatly impressed by the work the teachers are doing with students. She also reported hearing comments about how smooth the construction process is going.

**APPROVE AGENDA**

*Motion made by Chad Young seconded by Deb Ulm, to approve the agenda as presented . Motion passed unanimously.*

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

*Motion by Howard Vaillancourt and seconded by Chad Young, to approve the March 15th 2016 Regular Board meeting minutes as presented. Motion passed unanimously.*

### **CONSENT AGENDA**

*Motion made by Deb Ulm and seconded by Chad Young to to approve the consent agenda as presented minus Personnel: Open Enrollment, Gifts, Construction Change Orders, LSI Corporation Contract, and Calendar. Motion passed unanimously.*

### **INFORMATION**

**Director of Student Services & Secretary** - One of the District Initiatives from 2014-2015 was the concept of putting all alternative services under one umbrella called Student Services. In order to take these programs to the next level, there needs to be an administrator and a secretary. There are funds budgeted for this from Program Initiatives (2015). The proposed position would also include supervision of the Special Education program.

**Tax Increment Financing** - The district was notified of a hearing to discuss tax increment financing for an apartment complex to be built this spring. The hearing is at the Princeton City Hall on April 28th at 7 pm.

**Disposal Process** - Michelle Czech spoke on the proposal to have a garage sale open to the public on Friday, June 3rd, 2016 to dispose of obsolete furniture and equipment related to the district's building projects. Anything that is not sold, would be destroyed with the building so there will be no additional disposal fees involved. Teachers will have first chance at the items.

### **ACTION ITEMS**

**Choir Field Trip** - The Princeton High School Choir has been invited on a mini tour on January 27th-30th 2017 to perform at Concordia and Wartburg Colleges. There was discussion about the students missing two days of school and how it would affect other extra curricular events. *A motion was made by Chad Young seconded by Deb Ulm to approve the mini choir trip.* Upon roll call the following voted for: Eric Minks, Deb Ulm, Craig Johnson, Chad Young, Jeremy Miller. Opposed: Chuck Nagle, Howard Vaillancourt. Motion passed 5:2.

**ALC Facility** - There was a meeting with Dr Beattie to discuss the purchase of his office building for the ALC facility. He is firm at a price of \$140,000.00 and pointed out the he would get significantly more on the public market. If this property were purchased, it would also require a conditional use permit and approximately \$250,000.00 in remodeling costs. *A motion was made by Deb Ulm and seconded by Chad Young to approve to proceed with a purchase agreement for \$140,000.00 for the Beattie property.* Upon roll call the following voted for: Deb Ulm, Chad Young, Jeremy Miller. Opposed Chuck Nagle, Eric

Minks, Howard Vaillancourt, Craig Johnson. Motion failed 4:3. *There was an additional motion made by Chuck Nagle to use the most modern portion of South Elementary that is fully air conditioned, has modern heating and plumbing and modern electric; that small portion, roughly 1/3 of the building for the ALC. Motion failed due to the lack of a second.*

**VOIP Phone System Bid** - There was a recommendation to accept the VOIP phone system bid from AGC Networks for \$140,509.93. This system will be able to be easily integrated into the new school. *A motion was made by Craig Johnson and seconded by Howard Vaillancourt to accept the bid of AGC Networks. Upon roll call the following voted for: Chuck Nagle, Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller. Motion passed unanimously.*

**POE Switch Recommendation-State Contract** - *A motion was made by Eric Minks and seconded by Howard Vaillancourt to approve the bid for the switches for \$218,211.95. Upon roll call the following voted for: Chuck Nagle, Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller. Motion passed unanimously.*

**Ball Fields** - The recommendation for the ball fields had a recent change due to the fact that the apparent low bidder didn't include a specific affidavit sheet in the proposal that some of the other contractors did which awarded the bid to the second low bidder. It was determined after consulting with district legal counsel, that there is a signature line on the actual bid form that equates that affidavit so the recommendation was changed back to the original low bidder. The bids came in under budget and the recommendation is to accept all alternates which would provide a total of 5 new and 2 existing fields. It includes walking paths and the demolition of an existing building. *A motion was made by Eric Minks and seconded by Craig Johnson to award the contract to West Branch Construction for \$753,500.00 for the construction of the ball fields. Upon roll call the following voted for: Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller. Opposed: Chuck Nagle. Motion passed 6:1. Construction will start as soon as possible based on permits and road restrictions.*

**District Office/Transition Furniture** - The proposed furniture bid is to fill Transition Onward Program and the new district office areas which will allow the existing furniture to stay and be reused in this facility. *A motion was made by Eric Minks and seconded by Craig Johnson to approve the furniture bid of \$89,387.10. During discussion, a motion was made by Eric Minks to call the question of whether the discussion should be complete. Upon roll call the following voted for: Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young. Opposed: Jeremy Miller, Chuck Nagle. Motion passed 5:2. Upon roll call vote of the original motion, the following voted for: Chuck Nagle, Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller. Motion passed unanimously.*

**High School Equipment Bid** - Risers for district wide use. *A motion was made by Eric Minks and seconded by Craig Johnson to accept bid of \$12,964.00. Upon roll call the following voted for: Chuck Nagle, Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller. Motion passed unanimously.*

## ADDITIONS TO AGENDA

**Personnel** - There was discussion regarding the Coordinator/Administrator of the Online Program pay reimbursement and how many other people have a full time position and get compensated for doing other work. *A motion was made by Howard Vaillancourt and seconded by Chad Johnson to approve the personnel portion of the consent agenda as presented. Upon roll call the following voted for: Howard Vaillancourt, Chad Young, Craig Johnson, Deb Ulm, Eric Minks, Jeremy Miller. Opposed: Chuck Nagle. Motion passed 6:1.*

**Future Meetings -**

**ADJOURN** - Eric Minks made a motion to adjourn the meeting, Chad Johnson seconded the motion. Meeting was adjourned at 8:34 p.m.

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Chair Jeremy Miller

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Clerk Eric Minks

Recorder-Sonia Strickland

### 4.19.16

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Buss, Amanda	FMLA	Science Teacher-HS	PEA		2016-17 School Year	
Donais, Karen	New Hire	Para-Special Ed-SE	Para	Lora Moore	4.5.16	\$13.50
Hasser, Timothy	LTS moving to Permanent Position	Teacher-Princeton Alternative Services	PEA		4.8.16	\$37,576.00
Hatch, Devon	New Hire	Para-Food Service-SE	Para	Karen Donais	4.5.16	\$12.62
Johnson, Lauren	FMLA	Special Ed Teacher	PEA		4.26.16	
Keykal, Juli	Resignation	Para-SE	Para		4.1.16	
Moore, Lora	New Hire	Special Ed Para-SE	Para	Juline Keykal	4.4.16	\$13.85/hr
Murkve, Alex	Extra Duty	Knowledge Bowl Advisor		Mitch Everson	12.1.15 to 3.1.16	\$1,969.00
Overfield, Amanda	New Hire	Food Server-HS	Food Service	Candy Vanderhoff	3.28.16	\$11.06/hr
Skuzza, Nancy	New Hire	Food Server-SE	Food Service	Lisa Hustad	3.28.16	
Storbakken, Kristy	FMLA	Teacher-HS	PEA		2016-17 School Year	
Tigue, Michele	Medical Leave	Special Ed Teacher-SE	PEA		5.16.16 to 5.27.16	

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$967,041.52
02	Food Service	\$127,167.52
04	Community Service	\$24,819.17
10	Student Activities	\$34,127.08
<b>Report Total</b>		<b>\$1,153,155.29</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	66313	161408	Check	1	14605		ANDERSON CATHY	Yes	Yes	No	USD	03/11/2016	425.00
		66323	161409	Check	1	8802		ANDERSON LINDA L.	Yes	Yes	No	USD	03/11/2016	170.00
		66310	161410	Check	1	14021		BEYOND SPORT MARTIALARTS & FI	Yes	Yes	No	USD	03/11/2016	138.40
		66314	161411	Check	1	15091		BOLL JASON	Yes	No	No	USD	03/11/2016	111.00
		66316	161412	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	03/11/2016	134.00
		66301	161413	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	03/11/2016	1,255.91
		66320	161414	Check	1	8012		CHAFFER RONALD	Yes	Yes	No	USD	03/11/2016	60.00
		66325	161415	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	Yes	No	USD	03/11/2016	255.00
		66319	161416	Check	1	7493		FRIDLEY HIGH SCHOOL	Yes	Yes	No	USD	03/11/2016	214.50
		66307	161417	Check	1	13030		GIFTS & GADGETS GALORE	Yes	Yes	No	USD	03/11/2016	1,932.34
		66309	161418	Check	1	13869		GRANT ASSIST CONSULTING	Yes	Yes	No	USD	03/11/2016	4,145.19
		66304	161419	Check	1	12033		JARRETT REGGIE	Yes	Yes	No	USD	03/11/2016	111.00
		66326	161420	Check	1	9567		KIMBALL HIGH SCHOOL	Yes	Yes	No	USD	03/11/2016	192.00
		66303	161421	Check	1	11415		MAHER DAVID	Yes	Yes	No	USD	03/11/2016	111.00
		66324	161422	Check	1	9508		MATTICK KRISTEN	Yes	Yes	No	USD	03/11/2016	255.00
		66305	161423	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	03/11/2016	298.86
		66317	161424	Check	1	4604		NELSON BONNIE MAY	Yes	Yes	No	USD	03/11/2016	255.00
		66315	161425	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	03/11/2016	81.02
		66321	161426	Check	1	8562	1	REGION 7AA	Yes	Yes	No	USD	03/11/2016	3,800.00
		66318	161427	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	03/11/2016	2,000.00
		66311	161428	Check	1	14148		SCHROEDER DAN	Yes	Yes	No	USD	03/11/2016	60.00
		66312	161429	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	03/11/2016	19,908.29
		66322	161430	Check	1	8616		THOMAS BOB	Yes	Yes	No	USD	03/11/2016	111.00
		66308	161431	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	03/11/2016	439.95
		66306	161432	Check	1	13021		WHITCOMB GAIL	Yes	Yes	No	USD	03/11/2016	6,768.00
		66302	161433	Check	1	10705		WILSON SPORTS	Yes	Yes	No	USD	03/11/2016	6,597.20
		66335	161434	Check	1	14012		MESSERLI & KRAMER	Yes	Yes	No	USD	03/15/2016	166.38
		66388	161435	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	03/16/2016	400.00
		66387	161436	Check	1	12002		SEA LIFE MINNESOTA INC	Yes	Yes	No	USD	03/16/2016	1,105.00
		66389	161437	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	03/18/2016	2,819.11
		66391	161438	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	03/18/2016	50.07
		66392	161439	Check	1	15005		DEB FRANKE	Yes	Yes	No	USD	03/18/2016	35.20
		66393	161440	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	03/18/2016	21.00
		66394	161441	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	03/18/2016	394.18
		66390	161442	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	Yes	No	USD	03/18/2016	133.28
		66396	161443	Check	1	4007		KEMPS	Yes	Yes	No	USD	03/18/2016	3,120.25
		66395	161444	Check	1	3950		MACMH	Yes	No	No	USD	03/18/2016	190.00
		66397	161445	Check	1	4206		MIDWEST PLAYSCAPES	Yes	Yes	No	USD	03/17/2016	86,000.00
		66399	161446	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	03/21/2016	12,188.15
		66400	161447	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	03/21/2016	8,196.00
		66398	161448	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	03/21/2016	225,525.00

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**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	66418	161449	Check	1	14605		ANDERSON CATHY	Yes	Yes	No	USD	03/24/2016	85.00
			66443	161450	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	03/24/2016	141.92
			66444	161451	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	03/24/2016	97.99
			66429	161452	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	03/24/2016	6,165.65
			66428	161453	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	03/24/2016	295.00
			66406	161454	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	03/24/2016	335.19
			66439	161455	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	03/24/2016	20,549.69
			66450	161456	Check	1	7411	2	CLOQUET BOYS GOLF	Yes	No	No	USD	03/24/2016	150.00
			66420	161457	Check	1	15005		DEB FRANKE	Yes	No	No	USD	03/24/2016	176.00
			66423	161458	Check	1	15101		DETROIT LAKES GIRLS GOLF	Yes	No	No	USD	03/24/2016	120.00
			66430	161459	Check	1	2209		DRAMATISTS PLAY SERVICE IN	Yes	Yes	No	USD	03/24/2016	200.00
			66431	161460	Check	1	2265		ECKROTH MUSIC CO.	Yes	Yes	No	USD	03/24/2016	52.17
			66432	161461	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	03/24/2016	182.57
			66445	161462	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	03/24/2016	100.00
			66412	161463	Check	1	11991		EMC INSURANCE COMPANIES	Yes	Yes	No	USD	03/24/2016	929.00
			66411	161464	Check	1	11480		FISHING POND	Yes	Yes	No	USD	03/24/2016	75.00
			66456	161465	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	Yes	No	USD	03/24/2016	85.00
			66408	161466	Check	1	10908	1	G & K SERVICES	Yes	Yes	No	USD	03/24/2016	1,138.10
			66433	161467	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	Yes	No	USD	03/24/2016	2.90
			66434	161468	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	03/24/2016	2,344.45
			66437	161469	Check	1	4007		KEMPS	Yes	Yes	No	USD	03/24/2016	3,510.10
			66435	161470	Check	1	3825	2	LIFETOUCH NSS	Yes	Yes	No	USD	03/24/2016	4,380.92
			66436	161471	Check	1	3898		LOVE & LOGIC INSTITUTE IN	Yes	No	No	USD	03/24/2016	495.00
			66442	161472	Check	1	4469	7	M.S.C.A.	Yes	No	No	USD	03/24/2016	130.00
			66438	161473	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	03/24/2016	919.67
			66405	161474	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	Yes	No	USD	03/24/2016	37.46
			66413	161475	Check	1	12394		MESABI EAST HIGH SCHOOL	Yes	No	No	USD	03/24/2016	205.00
			66451	161476	Check	1	8388	1	METRO SALES INC	Yes	Yes	No	USD	03/24/2016	740.00
			66425	161477	Check	1	15103		MICHAEL'S STAINED GLASS STUDIO	Yes	Yes	No	USD	03/24/2016	799.00
			66426	161478	Check	1	15103		MICHAEL'S STAINED GLASS STUDIO	Yes	Yes	No	USD	03/24/2016	750.00
			66427	161479	Check	1	15103		MICHAEL'S STAINED GLASS STUDIO	Yes	Yes	No	USD	03/24/2016	477.44
			66410	161480	Check	1	11477	1	MINUTEMAN PRESS	Yes	Yes	No	USD	03/24/2016	207.34
			66440	161481	Check	1	4354		MN DEPARTMENT OF PUBLIC SAFET	Yes	Yes	No	USD	03/24/2016	75.00
			66441	161482	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	03/24/2016	450.00
			66457	161483	Check	1	9643		MONTICELLO HIGH SCHOOL	Yes	No	No	USD	03/24/2016	300.00
			66414	161484	Check	1	13252	1	OLYMPIC COMMUNICATIONS, INC.	Yes	No	No	USD	03/24/2016	332.50
			66424	161485	Check	1	15102		PAULSON PATRICIA	Yes	Yes	No	USD	03/24/2016	25.00
			66446	161486	Check	1	5040		PIZZA BARN	Yes	No	No	USD	03/24/2016	52.58
			66419	161487	Check	1	14818		PKS-PROFESSIONAL KARATE STUDI	Yes	No	No	USD	03/24/2016	307.20
			66422	161488	Check	1	15100		PONSONBY GARY	Yes	No	No	USD	03/24/2016	200.00
			66447	161489	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	03/24/2016	52,833.18

## 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
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			66448	161491	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	03/24/2016	564.00
			66449	161492	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	Yes	No	USD	03/24/2016	3,160.15
			66452	161493	Check	1	9494	1	SNA	Yes	Yes	No	USD	03/24/2016	49.00
			66453	161494	Check	1	9494	1	SNA	Yes	Yes	No	USD	03/24/2016	47.00
			66454	161495	Check	1	9494	1	SNA	Yes	Yes	No	USD	03/24/2016	11.00
			66455	161496	Check	1	9494	1	SNA	Yes	Yes	No	USD	03/24/2016	13.00
			66458	161497	Check	1	9686		STAPLES MOTLEY HIGH SCHOOL	Yes	No	No	USD	03/24/2016	400.00
			66421	161498	Check	1	15099		STEFFENSEN CATHY	Yes	No	No	USD	03/24/2016	36.00
			66417	161499	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	03/24/2016	11,265.14
			66415	161500	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	03/24/2016	99.40
			66416	161501	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	03/24/2016	320.16
			66407	161502	Check	1	10660		WILD MOUNTAIN	Yes	Yes	No	USD	03/24/2016	1,332.00
			66459	161503	Check	1	15098		USA HIGH SCHOOL CLAY TARGET LE	Yes	No	No	USD	03/28/2016	1,560.00
			66472	161504	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	03/31/2016	802.08
			66469	161505	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	03/31/2016	67.14
			66467	161506	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	03/31/2016	98.40
			66470	161507	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	03/31/2016	119.43
			66471	161508	Check	1	4584		NCPERS MINNESOTA	Yes	No	No	USD	03/31/2016	64.00
			66473	161509	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	03/31/2016	19,154.26
			66474	161510	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	03/31/2016	1,270.44
			66475	161511	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	03/31/2016	2,680.99
			66476	161512	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	03/31/2016	944.21
			66468	161513	Check	1	14550		SHERBURNE COUNTY AREA UNITED	Yes	No	No	USD	03/31/2016	374.26
			66510	161514	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	03/31/2016	2,814.39
			66492	161515	Check	1	14605		ANDERSON CATHY	Yes	No	No	USD	03/31/2016	85.00
			66511	161516	Check	1	8802		ANDERSON LINDA L.	Yes	No	No	USD	03/31/2016	85.00
			66496	161517	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	03/31/2016	489.00
			66506	161518	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	03/31/2016	425.00
			66497	161519	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	03/31/2016	957.95
			66486	161520	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	03/31/2016	475.00
			66482	161521	Check	1	10503	3	GTM SPORTSWEAR	Yes	No	No	USD	03/31/2016	780.00
			66487	161522	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	03/31/2016	11,685.50
			66491	161523	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	03/31/2016	785.65
			66498	161524	Check	1	4007		KEMPS	Yes	No	No	USD	03/31/2016	1,086.16
			66481	161525	Check	1	10305		KOLHOFF JODI	Yes	No	No	USD	03/31/2016	125.00
			66499	161526	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	03/31/2016	867.00
			66501	161528	Check	1	4222		MILACA BUILDING CENTER	Yes	No	No	USD	03/31/2016	230.23
			66502	161529	Check	1	4232		MILACA HIGH SCHOOL- ISD #912	Yes	No	No	USD	03/31/2016	125.00
			66505	161530	Check	1	4404		MINNESOTA TWINS	Yes	No	No	USD	03/31/2016	1,945.00
			66503	161531	Check	1	4349	2	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	03/31/2016	45.00

11

## 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	66504	161532	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	03/31/2016	1,632.00
		66493	161533	Check	1	15057		NATIONAL ASSOCIATION OF MUSIC I	Yes	No	No	USD	03/31/2016	51.98
		66485	161534	Check	1	12813		NORTH STAR COUNCIL	Yes	No	No	USD	03/31/2016	208.00
		66495	161535	Check	1	15106		OLSON MICHAEL	Yes	No	No	USD	03/31/2016	14.00
		66488	161536	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	03/31/2016	105,045.19
		66507	161537	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	03/31/2016	1,660.14
		66508	161538	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	03/31/2016	245.00
		66509	161539	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	03/31/2016	2,402.03
		66489	161540	Check	1	14137		SCHEELS	Yes	No	No	USD	03/31/2016	5,057.00
		66494	161541	Check	1	15086		STAN'S EQUIPMENT CENTER	Yes	No	No	USD	03/31/2016	1,594.00
		66490	161542	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	03/31/2016	16,267.78
		66483	161543	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	03/31/2016	240.00
		66484	161544	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	03/31/2016	1,368.00
		66512	161545	Check	1	4136	2	MENARDS	Yes	No	No	USD	04/01/2016	265.17
		66513	161546	Check	1	11407		STURGES SHANE	Yes	No	No	USD	04/04/2016	111.00
		66514	161547	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	04/04/2016	195.00
		66516	161548	Check	1	1944	3	COUNTRY INN & SUITES	Yes	No	No	USD	04/05/2016	1,046.00
		66527	161549	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	04/08/2016	5,665.80
		66519	161550	Check	1	1133		AMERICAN LEGION BASEBALL FUNI	Yes	No	No	USD	04/08/2016	4,000.00
		66520	161551	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	04/08/2016	141.51
		66542	161552	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	04/08/2016	17.48
		66529	161553	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	04/08/2016	133.20
		66521	161554	Check	1	11547		CARLETON COLLEGE	Yes	No	No	USD	04/08/2016	3,125.00
		66547	161555	Check	1	8491		COUNTRY SIDE PEST CONTROL, INC	Yes	No	No	USD	04/08/2016	365.00
		66526	161556	Check	1	13412		CRAWFORD'S EQUIPMENT	Yes	No	No	USD	04/08/2016	1,488.25
		66534	161557	Check	1	15120		DOERING SUSAN	Yes	No	No	USD	04/08/2016	375.00
		66536	161558	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	04/08/2016	250.54
		66522	161559	Check	1	11991		EMC INSURANCE COMPANIES	Yes	No	No	USD	04/08/2016	906.00
		66548	161560	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	No	No	USD	04/08/2016	85.00
		66528	161561	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	04/08/2016	907.50
		66537	161562	Check	1	2948		HAMLIN UNIVERSITY	Yes	No	No	USD	04/08/2016	500.00
		66539	161563	Check	1	4007		KEMPS	Yes	No	No	USD	04/08/2016	5,472.54
		66538	161564	Check	1	3561		KERN DEWENTER VIERE LTD	Yes	No	No	USD	04/08/2016	1,400.00
		66535	161565	Check	1	15121	1	M.A.A. MN ADAPTED ATHL ASSN	Yes	No	No	USD	04/08/2016	270.00
		66540	161566	Check	1	4136		MENARDS	Yes	No	No	USD	04/08/2016	348.71
		66541	161567	Check	1	4136	2	MENARDS	Yes	No	No	USD	04/08/2016	430.39
		66524	161568	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	04/08/2016	376.61
		66549	161569	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	04/08/2016	71.85
		66523	161570	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	04/08/2016	976.59
		66533	161571	Check	1	15119		RENSTROM SHERYL	Yes	No	No	USD	04/08/2016	150.00
		66546	161572	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	04/08/2016	2,000.00

**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	66543	161573	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	No	No	USD	04/08/2016	147.00
		66544	161574	Check	1	5604	1	SCIENCE MUSEUM OF MINNESOTA	Yes	No	No	USD	04/08/2016	2,880.00
		66530	161575	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	04/08/2016	55.89
		66545	161576	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	04/08/2016	454.00
		66531	161577	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	04/08/2016	26,347.72
		66525	161578	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	04/08/2016	30.00
		66532	161579	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	04/08/2016	341.54
		66518	161580	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	04/08/2016	725.00
		66551	161581	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	04/13/2016	424.00
		66550	161582	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	04/13/2016	625.00
		66560	161583	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	04/15/2016	247.31
		66561	161584	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	04/14/2016	2,392.58
		66583	161585	Check	1	14005	1	AGC NETWORKS INC	Yes	No	No	USD	04/19/2016	362.50
		66594	161586	Check	1	15074		AIR CLEAN SYSTEMS	Yes	No	No	USD	04/19/2016	1,478.00
		66568	161587	Check	1	11213		ALL PRO SOUND	Yes	No	No	USD	04/19/2016	53.00
		66566	161588	Check	1	10333		APPLAUSE LEARNING RESOURCES	Yes	No	No	USD	04/19/2016	40.90
		66641	161589	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	04/19/2016	36,760.00
		66576	161590	Check	1	13116		AUDIO ENHANCEMENT	Yes	No	No	USD	04/19/2016	688.00
		66574	161591	Check	1	1276	1	B & H PHOTO-VIDEO	Yes	No	No	USD	04/19/2016	604.12
		66642	161592	Check	1	8410	2	BATTERIES PLUS BULBS	Yes	No	No	USD	04/19/2016	159.60
		66586	161593	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	04/19/2016	809.31
		66646	161594	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	04/19/2016	1,837.22
		66589	161595	Check	1	1458		BLUE LINE CLUB	Yes	No	No	USD	04/19/2016	385.64
		66597	161596	Check	1	1596		BUREAU OF EDUCATION & RESEAR	Yes	No	No	USD	04/19/2016	478.00
		66599	161597	Check	1	1731		C.F.I. SYSTEMS	Yes	No	No	USD	04/19/2016	423.40
		66600	161598	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	04/19/2016	1,331.30
		66571	161599	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	04/19/2016	2,924.29
		66615	161600	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	04/19/2016	2,474.05
		66563	161601	Check	1	10174		CENTER FOR EFFICIENT SCHOOL	Yes	No	No	USD	04/19/2016	3,600.00
		66598	161602	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	04/19/2016	629.82
		66562	161603	Check	1	10069		DALCO	Yes	No	No	USD	04/19/2016	9,364.49
		66601	161604	Check	1	2113		DELEGARD TOOL CO.	Yes	No	No	USD	04/19/2016	945.42
		66602	161605	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	04/19/2016	825.45
		66649	161606	Check	1	9094		DISPLAYS2GO	Yes	No	No	USD	04/19/2016	545.92
		66604	161607	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	04/19/2016	340.41
		66572	161608	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	04/19/2016	2,332.81
		66648	161609	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	04/19/2016	320.80
		66603	161610	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	04/19/2016	10,896.66
		66570	161611	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	04/19/2016	93.95
		66584	161612	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	04/19/2016	1,027.56
		66575	161613	Check	1	12868		FUN AND FUNCTION	Yes	No	No	USD	04/19/2016	34.93

13

**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	66596	161614	Check	1	15092		GET SMART PRODUCTS	Yes	No	No	USD	04/19/2016	32.95
		66605	161615	Check	1	2775		GOPHER	Yes	No	No	USD	04/19/2016	611.21
		66606	161616	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	04/19/2016	15.95
		66638	161617	Check	1	6645		GRAINGER	Yes	No	No	USD	04/19/2016	1,548.66
		66607	161618	Check	1	2853		GRIMES	Yes	No	No	USD	04/19/2016	1,082.30
		66654	161619	Check	1	9966		HD SUPPLY	Yes	No	No	USD	04/19/2016	232.80
		66608	161620	Check	1	3058	3	HEINEMANN	Yes	No	No	USD	04/19/2016	426.80
		66590	161621	Check	1	14674		HOUGHTON MIFFLIN HARCOURT	Yes	No	No	USD	04/19/2016	2,800.00
		66609	161622	Check	1	3273		I.S.D. #742	Yes	No	No	USD	04/19/2016	4,262.51
		66591	161623	Check	1	14796		INITIATIVE FOUNDATION	Yes	No	No	USD	04/19/2016	30.00
		66565	161624	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	04/19/2016	416.67
		66610	161625	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	04/19/2016	2,147.93
		66611	161626	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	04/19/2016	372.00
		66612	161627	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	04/19/2016	637.08
		66582	161628	Check	1	13871		JOHN BAYLOR TEST PREP	Yes	No	No	USD	04/19/2016	7,500.00
		66578	161629	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	04/19/2016	287.28
		66587	161630	Check	1	14382		KELVIN TECHNOLOGY	Yes	No	No	USD	04/19/2016	267.30
		66613	161631	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	04/19/2016	670.82
		66655	161632	Check	1	9997	1	LIBRARIANS' BOOK EXPRESS	Yes	No	No	USD	04/19/2016	711.88
		66573	161633	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	04/19/2016	2,216.75
		66614	161634	Check	1	3945		MACKIN COMPANY	Yes	No	No	USD	04/19/2016	5,113.82
		66616	161635	Check	1	4022		MARKERBOARD PEOPLE	Yes	No	No	USD	04/19/2016	304.50
		66592	161636	Check	1	14835		MAX INTERACTIVE INC.	Yes	No	No	USD	04/19/2016	377.50
		66640	161637	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	04/19/2016	293.22
		66567	161638	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	04/19/2016	1,063.42
		66593	161639	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	04/19/2016	6,829.50
		66644	161640	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	04/19/2016	186.25
		66617	161641	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	04/19/2016	2,051.80
		66639	161642	Check	1	6877		MOORE MEDICAL CORP	Yes	No	No	USD	04/19/2016	690.25
		66618	161643	Check	1	4537		NASCO	Yes	No	No	USD	04/19/2016	600.01
		66653	161644	Check	1	9892	1	NCS PEARSON, INC.	Yes	No	No	USD	04/19/2016	264.86
		66619	161645	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	04/19/2016	57.01
		66620	161646	Check	1	4827	4	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	04/19/2016	190.56
		66577	161647	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	04/19/2016	144,043.20
		66650	161648	Check	1	9183		POSTAUDIO INC	Yes	No	No	USD	04/19/2016	2,919.00
		66621	161649	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	04/19/2016	3,985.52
		66622	161650	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	04/19/2016	723.34
		66580	161651	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	04/19/2016	1,911.00
		66588	161652	Check	1	14502		S/P2	Yes	No	No	USD	04/19/2016	249.00
		66623	161653	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	04/19/2016	87.05
		66624	161654	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	04/19/2016	1,495.93

14

**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	66569	161655	Check	1	12443		SCHOOLMART	Yes	No	No	USD	04/19/2016	237.37
		66625	161656	Check	1	5601	2	SCIENCE KIT & BOREAL LABS	Yes	No	No	USD	04/19/2016	72.49
		66595	161657	Check	1	15085		SCSU - HISTORY DAY	Yes	No	No	USD	04/19/2016	680.00
		66626	161658	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	04/19/2016	135.00
		66645	161659	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	04/19/2016	247.73
		66627	161660	Check	1	5974		STUMPS	Yes	No	No	USD	04/19/2016	612.12
		66579	161661	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	04/19/2016	310.00
		66564	161662	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	04/19/2016	530.99
		66581	161663	Check	1	13821		SYSKO WESTERN MINNESOTA	Yes	No	No	USD	04/19/2016	941.10
		66647	161664	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	04/19/2016	359.97
		66628	161665	Check	1	6072	1	TEACHER'S DISCOVERY	Yes	No	No	USD	04/19/2016	243.20
		66629	161666	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	04/19/2016	721.36
		66651	161667	Check	1	9471		THE BOOMERANG PROJECT	Yes	No	No	USD	04/19/2016	4,990.00
		66630	161668	Check	1	6109		THERAPY SHOPPE	Yes	No	No	USD	04/19/2016	52.43
		66631	161669	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	04/19/2016	5,905.48
		66632	161670	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	04/19/2016	1,653.91
		66633	161671	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	04/19/2016	2,407.44
		66643	161672	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	04/19/2016	608.32
		66585	161673	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	04/19/2016	89,797.79
		66634	161674	Check	1	6318		US SCHOOL SUPPLY INC	Yes	No	No	USD	04/19/2016	46.40
		66652	161675	Check	1	9702		VIKING ELECTRIC SUPPLY	Yes	No	No	USD	04/19/2016	647.51
		66635	161676	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	04/19/2016	210.66
		66636	161677	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	04/19/2016	173.92
		66637	161678	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	04/19/2016	381.38
													Bank Total: 001	<b>\$1,153,155.29</b>
													Report Total:	<b>\$1,153,155.29</b>

15

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$351,107.43
06	Construction	\$1,308,866.91
<b>Report Total</b>		<b>\$1,659,974.34</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	66661	161679	Check	1	14814		A&H ELECTRIC INC	Yes	No	No	USD	04/19/2016	152,498.00
		66664	161680	Check	1	15088		ADVANCE TERRAZZO & TILE CO. INC	Yes	No	No	USD	04/19/2016	35,416.00
		66657	161681	Check	1	11973		BRAUN INTERTEC CORPORATION	Yes	No	No	USD	04/19/2016	10,458.50
		66671	161682	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	04/19/2016	2,976.98
		66660	161683	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	04/19/2016	10,267.40
		66669	161684	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	04/19/2016	548.52
		66665	161685	Check	1	15089		FRANSEN DECORATING, INC.	Yes	No	No	USD	04/19/2016	34,244.47
		66668	161686	Check	1	15125		GOPHER STATE CONTRACTORS, INC	Yes	No	No	USD	04/19/2016	336,528.84
		66656	161687	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	04/19/2016	39,630.77
		66666	161688	Check	1	15123		INTEREUM	Yes	No	No	USD	04/19/2016	69,392.81
		66662	161689	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	04/19/2016	2,047.00
		66670	161690	Check	1	4196		MID CENTRAL DOOR COMPANY	Yes	No	No	USD	04/19/2016	126,573.25
		66672	161691	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	04/19/2016	4,946.00
		66663	161692	Check	1	14904		ROCHON CORPORATION	Yes	No	No	USD	04/19/2016	568,054.00
		66667	161693	Check	1	15124		STARRY ELECTRIC, INC.	Yes	No	No	USD	04/19/2016	9,450.00
		66659	161694	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	04/19/2016	195,086.60
		66658	161695	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	04/19/2016	61,855.20

Bank Total: 001

**\$1,659,974.34**

Report Total:

**\$1,659,974.34**

**Princeton Public Schools - ISD #477**

**Wire Transfer Report**

April 19, 2016

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
3/15/2016	\$ 515,505.86	ACH File Transfer
3/15/2016	\$ 186,449.05	Federal Tax Wire Transfer
3/15/2016	\$ 28,554.57	State Tax Wire Transfer
3/15/2016	\$ 9,181.55	Select Account HSA
3/15/2016	\$ 79.20	MN Revenue
3/15/2016	\$ 84,689.46	TRA File Transfer
3/15/2016	\$ 31,244.18	PERA File Transfer
3/15/2016	\$ 643.06	MN Child Support File Transfer
3/15/2016	\$ 32,206.15	TSA File Transfer
3/31/2016	\$ 17,491.82	ACH File Transfer
3/31/2016	\$ 5,329.24	Federal Tax Wire Transfer
3/31/2016	\$ 822.08	State Tax Wire Transfer
3/31/2016	\$ 3,272.40	PERA File Transfer
3/31/2016	\$ 530,252.97	ACH File Transfer
3/31/2016	\$ 192,215.98	Federal Tax Wire Transfer
3/31/2016	\$ 29,703.65	State Tax Wire Transfer
3/31/2016	\$ 9,181.55	Select Account H S A
3/31/2016	\$ 84,007.24	TRA File Transfer
3/31/2016	\$ 31,593.15	PERA File Transfer
3/31/2016	\$ 650.55	MN Child Support File Transfer
3/31/2016	\$ 32,331.46	TSA File Transfer
3/31/2016	\$ 376.05	Federal Tax Wire Transfer
3/31/2016	\$ 54.97	State Tax Wire Transfer
3/31/2016	\$ 236.54	TRA File Transfer
4/4/2016	\$ 21,679.83	BMO Harris Bank - (Pcards)
4/4/2016	\$ 770.00	MN Revenue - (Sales tax)
3/3/2016	\$ 2,360.01	SelectAccount
3/10/2016	\$ 783.18	SelectAccount
3/17/2016	\$ 1,875.22	SelectAccount
3/21/2016	\$ 170.30	SelectAccount
3/24/2016	\$ 1,168.65	SelectAccount
3/31/2016	\$ 2,533.04	SelectAccount
<b>TOTAL</b>	<b>\$ 1,857,412.96</b>	

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR MARCH 2016**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	12,566,584.62	3,111,985.51	2,730,537.91	290.66	12,948,032.22
<b>02 Food Service</b>	402,694.06	179,294.06	153,352.03	(954.01)	428,636.09
<b>04 Community Service</b>	463,118.58	140,595.20	112,433.22	(1,058.96)	491,280.56
<b>06 Building Fund</b>	14,438,346.72	8,276.90	2,261,766.47	0.00	12,184,857.15
<b>07 Debt Service</b>	618,402.55	4,854.81	0.00	113.17	623,257.36
<b>10 Activities</b>	219,707.99	31,030.42	64,023.16	(307.35)	186,715.25
<b>TOTAL</b>	28,708,854.52	3,476,036.90	5,322,112.79		26,862,778.63

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>683,743.40</b>
<b>MSDLAF+</b>	<b>6,377,099.87</b>
<b>Investments (Fd01)</b>	<b>8,014,701.79</b>
<b>Investments (Fd06)</b>	<b><u>12,509,013.65</u></b>
	<b>27,584,558.71</b>
<b>O/S Accts Pay Checks</b>	<b>(632,515.19)</b>
<b>O/S Payroll Checks</b>	<b>(18,233.75)</b>
<b>O/S Wires</b>	<b>(75,889.89)</b>
<b>NSF Checks</b>	<b><u>4,858.75</u></b>
<b>TOTAL</b>	<b>26,862,778.63</b>

**Open Enrolled Students (Out/In) as of April 19, 2016**

<b>In/Out</b>	<b>Start Date</b>	<b>Resident Dist</b>	<b>Attending Dist</b>	<b>Grade</b>	<b>Reason Given</b>
Out	4.1.16	Princeton	Zimmerman	K	Currently Enrolled
Out	4.1.16	Princeton	Zimmerman	4	Currently Enrolled
In	4.7.16	Spring Lake Park	Princeton	8	Online

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: Wold Architects & Engineers

Description of gift: Donation of \$500 to \$1000

Pre-Condition, Condition, or Limitation on use:

Students, families in need

How this gift specifically relates to the program or school:

Students & families in need are given eye appointments & glasses (through the Lion's Club). The \$ is not put into district accounts.

This gift meets all requirements of Policy 706

Julia Espe  
Staff Name

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Director

Accepted  Not Accepted Julia Espe Date: 4/18/16  
Superintendent

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

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

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

## PRINCETON PUBLIC SCHOOLS

### ACCEPTANCE OF GIFTS

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

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

#### III. ACCEPTANCE OF GIFTS GENERALLY

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

#### IV. GIFTS OF REAL OR PERSONAL PROPERTY

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

#### V. ADMINISTRATION IN ACCORDANCE WITH TERMS

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

#### VI. GUIDELINES

A. Acceptance of Gifts Form #706 must be complete and contain all necessary signatures prior to requesting board approval.

B. Approval **MUST** be obtained from School Board prior to implementation or acceptance of gift.

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

**Cross References:** Form 706

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

# PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

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

*computer*

Name of Field Trip Supervisor: <i>David Padlock</i>	Name of group, club, or department: <i>Tech Ed - Supermileage BK</i>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <i>Supermileage Competition</i>	Destination: <i>Bramert</i> Round Trip Miles: (Attach mapquest map)
Number of Students expected to participate: <i>15-20</i> Number of Teacher/Advisor Chaperones: <i>2</i> Number of adult volunteers/chaperones:	Grade level/s of student participants: (circle all that apply) <div style="text-align: center;">                     9   10   <u>11</u>   12                 </div>
Date of Departure: <i>May 10<sup>th</sup></i> Time of Departure: <i>6am</i>	Date of Return: <i>May 11<sup>th</sup></i> Time of Return: <i>5pm</i>
School Hours Missed: (for single day trips) 1 2 3 4 5 (circle hours that apply) <i>1 2 3 4 5</i> outside the school day	# School Days Missed: (if more than one day) 1.5 <u>2</u> 2.5 3 3.5 4 other ____ <input type="checkbox"/> outside the school day
Yes <input checked="" type="checkbox"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="checkbox"/> No This field trip occurs on a Sunday.

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

- Department budget (Code: *01-350-255-09-000-369*)
- 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 covers more than 400 miles round trip, or 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.)

I.	Transportation Code: <u>HM + Perk +</u>	# of round trip miles <u>170</u> X \$1.45 = \$ <u>246.50</u>	# of hours <u>35</u> X \$17.34 = \$ <u>606.90</u>	
		# of buses needed <u>1</u> X the combination of the two subtotals above = \$ <u>853.40</u> (A)		
II.	Lodging Code: <u>Use P Card</u>	# of rooms <u>5</u> X # of nights <u>1</u> = total rooms <u>5</u>	X cost of room <u>\$90</u> = \$ <u>450</u> (B)	
III.	Registration Code: <u>NA</u>	# of students _____ X cost of registration _____ = \$ _____ (C)		
		# of adults _____ X cost of registration _____ = \$ _____ (D)		
IV.	Substitute Code: <u>Perkins</u>	# of teachers needing a substitute <u>2</u> X # of hours <u>8</u> X \$25 (approx) = \$ _____ (E)		
		OR		
		# of teachers needing a substitute <u>2</u> X # of days <u>2</u> X \$125 (approx) = \$ <u>500</u> (F)		
V.	Meals Code: <u>NA</u>	# of students & adults _____ X approximate cost of meal _____ X # of meals _____ = \$ _____ (G)		
TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G): \$ <u>3410.50</u>				

*needs processing*

*already paid*

F. Complete this section for instructional field trip requests.

- Name of course: Recreational vehicles
- What critical content statement does this field trip align to? # \_\_\_\_\_  
 It does not align to any critical content statements.
- Is this trip part of this course for all course sections regardless of the teacher or the trimester in which it is taught?  
 Yes  
 No (Provide explanation below) wants bus this yr

*\* Students will pay for hotel rooms,  
 \*(2) rooms needed,  
 (1) for Teachers  
 (1) for Bus Driver*

*code to Perkins program HM #250*

Date Received (Office): \_\_\_\_\_

G. Building Administrative Review			
Activities Director Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
<u>Paul Mucken</u>	<u>12-30-15</u>	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Principal Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
District Review for Extended Trips		Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Superintendent Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
School Board Chairperson Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

# 2016 MTEEA Supermileage Proposed Schedule of Events

## Monday May 9: (Entrance to track not guaranteed Sunday)

If available:

7:00 pm Gates open

7:00-9:00 Team Check-In.

- \* Teams will find a pit area and then advisors will check in at Building B.
- \* Teams will be given Technical Inspection packets upon entry to Technical Inspection.
- \* Tech inspection may be open Monday evening until 10:00 pm.
- \* Tech inspection will be on a first come – first serve basis.
- \* Tech inspection will reopen at 8:00 am Tuesday morning.

7:00-9:00 Team pit area setup.

7:00 pm Competition Committee set-up

- \* Administration trailer setup
- \* Track setup
- \* Technical Inspection area setup.
- \* Tech Inspection training for officials.

## Tuesday, May 10:

7:00 am Gates open.

8:00 am Tech Inspection opens!

10:00 am All teams must be on site and checked in! Late arrivals will not be allowed to participate in the competition!

10:00 am Required Advisors Meeting. All advisors must attend. If you miss this meeting, you and your team(s) will NOT be allowed to participate in the competition.

10:30 am Required Drivers Meeting and Sponsor recognition. All participants in the competition must attend!

10:00-11:30 Technical Inspection temporarily closed.

11:30 pm First competition run begins!

7:00 pm Technical inspection closed.

8:30 pm Last vehicle leaves start line.

9:00 pm All vehicles must be off the track.

## Wednesday, May 11:

7:00 am Gates open.

8:00 am First run for day 2

1:30 pm Last vehicle run of the 2015 competition.

2:00 pm All vehicles must be off the track.

2:00-3:00 Pit area clean up

3:00 pm Awards ceremony



**04.19.16 CONSTRUCTION CHANGE ORDERS**

	<b>ADD</b>	<b>Project</b>	<b>DESCRIPTION</b>
Rochon	\$504.00	High School	FRP on south wall of dishwashing area
Rochon	\$502.95	High School	Furnish additional vault box
Rochon	\$1,890.00	High School	Princeton graphic to 12 wall pads
Rochon	\$1,346.63	High School	Remove existing lettering & re-install
Rochon	\$2,310.00	High School	Relocate the existing scupper
Rochon	\$898.80	High School	Additional conduit for future fiberline
Rochon	\$8,040.90	High School	Data and Fire Alarm modifications
Rochon	\$2,487.45	High School	Unerpin approx. 12' of existing footing
Rochon	\$5,762.40	High School	Roofing changes as required by Garland
Fransen Decorating	\$400.00	Primary School	Restroom addition at loading dock
Mid Central	\$1,075.00	Primary School	Damage by other trades, this will be back charged

**2016 DISTRICT ENROLLMENT TRACKING**

				10/1/2015												6/16/2014	8/7/2015	10/28/2014
		Original		End of	End of	End of	End of	End of	End of	End of	End of	End of	End of	Last Day of	Average	2015 ADM	2015 ADM	2014 ADM
		Budget	Opening	September	October	November	December	January	February	March	April	May	School	Enrollment	End of Year	End of Year	End of Year	
<b>South</b>	K	220.1	218	217	218	218	224	224	222	221				220.57	229.10	228.81	222.88	
	1st	228.2	245	242	242	243	242	242	242	239				241.71	221.58	221.58	242.16	
	2nd	219.8	227	227	230	230	230	228	228	221				227.71	249.77	249.77	248.99	
	<b>Sub Total</b>	<b>668.1</b>	<b>690</b>	<b>686</b>	<b>690</b>	<b>691</b>	<b>696</b>	<b>694</b>	<b>692</b>	<b>681</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>690.00</b>	<b>700.45</b>	<b>700.16</b>	<b>714.03</b>	
<b>North</b>	3rd	243.8	260	260	265	264	264	265	266	265				264.14	243.34	243.34	230.34	
	4th	253.5	249	247	251	252	256	257	256	253				253.14	238.24	238.24	223.48	
	5th	243.0	242	240	242	242	244	244	244	243				242.71	226.45	226.45	255.67	
	<b>Sub Total</b>	<b>740.3</b>	<b>751</b>	<b>747</b>	<b>758</b>	<b>758</b>	<b>764</b>	<b>766</b>	<b>766</b>	<b>761</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>760.00</b>	<b>708.03</b>	<b>708.03</b>	<b>709.49</b>	
<b>Middle</b>	6th	235.2	227	222	224	224	225	225	226	224				224.29	252.80	253.49	262.87	
	7th	264.3	257	253	255	257	258	257	256	257				256.14	263.83	264.28	267.97	
	8th	266.7	266	262	264	264	262	261	263	264				262.86	269.49	267.26	256.91	
	<b>Sub Total</b>	<b>766.2</b>	<b>750</b>	<b>737</b>	<b>743</b>	<b>745</b>	<b>745</b>	<b>743</b>	<b>745</b>	<b>745</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>743.29</b>	<b>786.12</b>	<b>785.03</b>	<b>787.75</b>	
<b>High School</b>	9th	264.8	281	272	275	276	276	272	272	271				273.43	265.36	265.60	257.89	
	10th	253.7	262	251	256	253	247	245	248	245				249.29	249.04	248.57	265.16	
	11th	230.7	253	235	239	238	238	235	235	231				235.86	238.77	239.29	247.10	
	12th	223.0	267	254	258	256	255	249	247	243				251.71	241.23	233.60	234.85	
	<b>Sub Total</b>	<b>972.2</b>	<b>1063</b>	<b>1012</b>	<b>1028</b>	<b>1023</b>	<b>1016</b>	<b>1001</b>	<b>1002</b>	<b>990</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,010.29</b>	<b>994.40</b>	<b>987.06</b>	<b>1,005.00</b>	
<b>K-12 Total</b>		<b>3146.8</b>	<b>3254</b>	<b>3182</b>	<b>3219</b>	<b>3217</b>	<b>3221</b>	<b>3204</b>	<b>3205</b>	<b>3177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,203.57</b>	<b>3,189.00</b>	<b>3,180.28</b>	<b>3216.27</b>	
			<b>3254</b>	<b>-72</b>	<b>-35</b>	<b>-37</b>	<b>-33</b>	<b>-50</b>	<b>-49</b>	<b>-77</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-50</b>				
<b>Online</b>				<b>23</b>	<b>56</b>		<b>51</b>	<b>72</b>	<b>70</b>	<b>103</b>								
<b>Care &amp; Treatment</b>				<b>8</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>9</b>									
Average Drop Between Opening & the End of Sept				Average Drop Between Opening & End of Year														
High School	17.33					High School	48.35											
Middle School	5					Middle School	18.66											
North Elementary	6.33					North Elem	4.15											
South Elementary	4.33					South Elem	8.41											
<b>Total</b>	<b>32.99</b>					<b>Total</b>	<b>79.57</b>											
				New Estimate Based on Averages														
				3174.43														

# Princeton Online Academy



Spring 2016 Update

# Princeton Online Academy

Princeton Online Academy is part of Princeton Public Schools. It is a program certified by the state of Minnesota to offer online learning courses to students in grades 3-12 at no cost to the student. The courses offer rigorous, comprehensive learning in a flexible virtual setting.



# Princeton Online Academy

- Offers 134 courses across grades 3-12
- Taught by MN licensed teachers.
- Follows MN state academic standards.
- Students are part of Princeton Public Schools
  - Able to graduate with a Princeton diploma
  - Able to participate in extra-curricular activities
  - Princeton Online Academy loans devices to students



# Why are students choosing online learning?

- Online learning is not a new educational delivery model; just different than what most students experience in a building classroom.
- There are many reasons students take advantage of online learning.
- Offers a unique way for students to learn.
  - Supplemental and full time options
  - Flexible--24/7 access
  - On-site learning lab



# How does Online Learning Work?

- All courses are completed online using a curriculum platform with support from licensed teachers and families. When the student logs into their courses, their learning begins!
- Courses are available 24/7. By working online, students and families have flexibility as to when the learning occurs.
- Licensed teachers are available to guide lesson pacing, answer questions, or help when students get stuck.



# Princeton Online Academy--Statistics

Grade		Tri 1	Tri 2	Tri 3
3-5	F	3	2	2
3-5	S	1	1	0
6-8	F	8	9	8
6-8	S	1	1	1
9-12	F	32	34	23
9-12	S	29	41	66
Total	F	43	45	33
Total	S	31	43	72
Grand Total	ALL	74	88	105

Table shows students served in the 2015-2016 school year.

F=Full time student

S=Supplemental student (less than 50%)

# Princeton Online Academy--Statistics

- 162 students served by the Online Academy to date
- Anticipate having 5 graduates this Spring



# What do students like about Online?

*“With this program, I’m able to do as much as I please and go ahead in assignments.”*

*“It is beneficial to my learning and I like the way it is set up.”*

*“I started online because I struggle in public school. I have anxiety with people, teachers, etc. School has always been a struggle. Being an online student makes me feel better. I’m in the safety of my own home. I have a teacher I enjoy. I like doing my classes from home.”*

*“I get to work on my own and I don’t have other kids bothering me.”*

*“The feedback is really nice. I always get little notes back [on assignments] that make me feel good about the effort I put into the assignment”*

*“I like the flexibility in the schedule. I can do school when I want each day.”*

*“I like that there is not a certain time to start and that it is at my own pace. I don’t have people bothering me either. It is just a mutual respect over the internet.”*

## **Contract Change Proposals**

### **Director of Technology:**

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

### **Director of Food Services:**

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

### **High School Lunch Monitor:**

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



**POSITION DESCRIPTION**

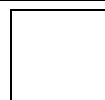
**SECTION I: GENERAL INFORMATION**

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

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

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

#### Collaboration

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

#### Staff Development

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

#### Instructional Responsibilities

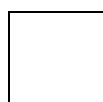
- Develop and implement a curriculum for gifted students, to be used during building intervention periods. Ensure activities follow program goals and have appropriate academic challenge.
- Create a classroom environment in which gifted students can use their strengths, explore their personal and interpersonal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

#### Communications

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

#### Other Responsibilities

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



**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

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

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

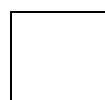
**Required Work Experience in Addition to Formal Education/Training:** Minimum of a completion of assigned internship/practice teaching experience and degree program.

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

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

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

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**



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

Light Work:

**HAZARDOUS WORKING  
CONDITIONS**

Unusual or hazardous working conditions related to performance of duties:

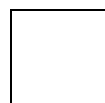
#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

**Classification History:**  
Prepared 5/2013 by BCC.



## **Gifted and Talented Program Proposed Milestones**

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

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

### **Future Goals: Build Program Options, Ongoing Evaluation**

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

**Transportation Contract Costing: Current to Proposal**

	CURRENT				Proposal			
	Daily Rate	# Buses	# Days	Annual \$	Daily Rate	# Buses	# Days	Annual \$
<b>1. Regular To/From</b>								
a. 71-77 Pass	\$ 228.63	29	172	\$ 1,140,406.44	\$ 229.70	31	172	\$ 1,224,760.40
71-77 Pass - PM Only	\$ 114.32	5	172	\$ 98,315.20				
b. 83 -90 Pass	\$ -	0	0	\$ -	\$ 245.81	3	172	\$ 126,837.96
c. Pease-NP		0	0	\$ -		0	0	\$ -
d. Foreston-NP		0	0	\$ -		0	0	\$ -
e. O/E per Mile (>SY2016)		0	0	\$ -		0	0	0
f. 2nd Pass Run(>Curr 12)		0	0	\$ -		0	0	0
			<b>Fin Dim 720</b>	<b>\$ 1,238,721.64</b>			<b>Fin Dim 720</b>	<b>\$ 1,351,598.36</b>
<b>2. Special Education Rts - In District</b>								
a. C/D Bus-A/P	\$ 228.64	0	0	\$ -	229.7			
C/D Bus-Midday	\$ 116.60	0	0	\$ -	116.6			
b. A/B Bus-A/P	\$ 207.55	3	172	\$ 107,095.80	\$ 229.70	3	172	\$ 118,525.20
A/B Bus-Midday	\$ 103.79	0	0	\$ -	114.15			
c. Type III Van	\$ 191.23	2	172	\$ 65,783.12	\$ 210.35	2	172	\$ 72,360.40
Type III Van-Midday	\$ 95.61	0	0	\$ -	105.18			
d. Bus Aide	\$ 13.90	0	0	\$ -	13.9			
e. Dist Van/hr	\$ 17.69	0	0	\$ -	17.69			
Dist Van/mile	\$ 0.69	0	0	\$ -	0.69			
<b>3. Special Ed Routes - Out of District</b>								
a. District Van Minimum	\$ 84.89	5	172	\$ 73,005.40	93.39	5	172	\$ 80,315.40
Dist Van/mile	\$ 0.69	0	0	\$ -	0.69			
			<b>Fin Dim 723</b>	<b>\$ 245,884.32</b>			<b>Fin Dim 723</b>	<b>\$ 271,201.00</b>
<b>4. Fuel Cost Adjustment</b>								
From "\$2.50-\$3.75" Window to :\$2.00 to \$3.25" Window								\$ 27,200.57
			<b>Fuel Adjustment</b>	<b>\$ -</b>				<b>\$ 27,200.57</b>

**Grand Total: Cost of Contract Changes**

**\$ 1,484,605.96**

**\$ 1,649,999.93** \$ 165,393.97  
Includes 8,500 adjustment for insurance

## Summary of Transportation Specification Changes

Section 1.1: No Change

Section 1.2: No Change

Section 1.3: No Change

### Section 1.2: Changes

- Section 2.1.2: Inserted (excluding District Van Maintenance costs other than basic maintenance)

Section 2.2: Remains, but recommend waiving the requirement

Section 2.3: No Change

Section 2.4: No Change

Section 3.1: Changes

- section 3.1.1, #1, i: delete and insert: Present System: a system with all public school buildings having “like” times, ~~and requiring twenty nine(29) routes with four buses completing a short second pass within town between the north and south school campuses.~~ and requiring a determined number of AM/PM routes with a determined number of buses completing a short second pass within town between the north and south school campuses.
- section 3.1.1, #1, ii: delete: ~~Alternate: Proposed Two Pass System for 2010-11: a partial two-pass system with public schools buildings having different times, and requiring twenty two (22) routes, with an estimated eighteen (18) double run routes and four (4) single run routes.~~
- section 3.1.1, #1, iii: delete: ~~Provisions for the addition or reduction of a single route bus: In the event the District for reasons of rider demand or enrollment changes, consistent with Section 3.5 in this Specification, the District requests a rate for such provision.~~
- section 3.1.1, #2, i, 1): delete and insert: 1) ~~one (1) route 65–77 passenger Type A and C school buses as required.~~ with a lift
- section 3.1.1, #2, i, 2): delete and insert: ~~three (3) vans or mini-buses Type III school buses as required.~~
- section 3.1.1, #2, i, 3): add: 3) Lift equipped vehicles as required.
- section 3.1.1, #2, ii, 1): delete: 1) Rum River Special Education Coop:
  - ● Cambridge campus (Rum River South) - ~~four (4) vans morning, afternoon and midday routes.~~
  - ● Milaca campus (Rum River North) - ~~three (3) vans morning, afternoon and midday routes~~
  - ● Additional service as may be required during the term of service.
- section 3.1.1, #2, iii: delete: ~~Alternate: Special education vehicles. The District has an interest in the Contractor providing these SPED services with Type A/B mini-buses rather than Type III vehicles used at the present time. Appendix A includes a provision for the Service Provider to include a price for this SPED vehicle Alternate.~~
- section 3.1.1, #2, iv: renumbered and delete: iii. Drivers for District vans. Contractor shall provide drivers for the District owned vans, as needed. ~~for up to two (2) vans~~

- section 3.1.1, #4: delete: **In-district shuttles between public schools.** Contractor shall furnish service as required by District that can occur daily. ~~with an estimated one (1) conventional bus.~~
- section 3.1.1, #5: **Out-of-district shuttles between nonpublic and public schools.** Contractor shall furnish morning and afternoon shuttle service daily as required by District with one (1) conventional bus for shuttle service to Community Christian School (located in Pease about 8 miles north of Princeton) and Faith Christian School (located in Foreston located about 15 miles to the north of Princeton). This bus will be one of the route buses and not an additional route bus.  
This service shall be provided as part of the daily per bus charge with no additional time or mileage charges.
- section 3.1.1, #6: **Extra-curricular and athletic trips; field and activity trips.** Contractor shall furnish equipment and personnel as required by the School District to provide transportation of students to field trips, athletic events, and other activities as designated by the District. Contractor shall have sufficient buses available for these trips, especially between the peak afternoon route times of 2:00 p.m. and 3:45 p.m. (Note: Palmer would like some softer language)~~The District has requested the Service Provider consider a discount on field trip buses that are scheduled during non-peak times. See Appendix A.~~
- section 3.1.3, #1, C:insert: Route time for in district regular, midday and special education routes is calculated from the first pick up to the last drop off. The time taken to travel from the terminal and back to the terminal is not figured in “live” time. Out of District service shall be billed based as excess miles at a per mile rate exceeding the base out of district miles mutually agreed to by the District and Contractor. Base out of district miles will be defined by service provided during SY2016.
- section 3.1.3, #2, E: delete: ~~bus routes and runs will not enter public cul-de-sacs or dead-ends public roads and streets having less than a 100 foot turning radius without the prior District approval.~~
- section 3.1.3, #3: delete: ~~submit written quotations for 2009-10, using the 2007-08 eligible regular and special needs students as defined in MARSS and shown in the following table. The District expects the number of eligible students actually transported in future years at sixty to seventy (60-70) percent:~~  
The District reserves its right to modify the eligibility policy as enrollments, natural conditions and District circumstances dictates. At this time, The District has no plans to change this eligibility policy.
- section 3.1.3, #7 paragraph after: delete: ~~At the present time, the District contracts with Peterson Bus of Princeton, Inc. for student transportation services. The term of the present single contract expires with the end of school year 2008-09.~~

## Section 3.2

- Section 3.2, paragraph two: delete: ~~The school buildings, their locations and their start and dismissal times for 2008-09, as well as projected 2009-10 times, are [\* subject to minor changes requiring District approval]: Delete table~~
- Section 3.2, paragraph three: delete: ~~The following table shows actual and projected enrollments (ADM) served through school year 2006.07. Delete table~~
- Section 3.2, paragraph four: delete: ~~The mileage incurred in completing the student transportation services is shown in the following table: Delete table~~
- Section 3.2, paragraph five: delete: ~~The District does own three (3) Type III vehicles at this time. The service provider does provide drivers to operate these vehicles as needed. You will note that the District requests an hourly rate for drivers to operate these vehicles. The District reserves the right to reconsider that decision during the term of this contract as provided herein, at its sole discretion.~~

### Section 3.3

- Section 3.3.1: For school years 2016-2017 and 2017-2018, the Index Price for diesel and unleaded gasolines will be the range of \$2.50 - 3.75 (Current Amt) per gallon excluding the federal fuel excise taxes. Palmer is proposing \$2:00-\$3.25.
- Section 3.3: last paragraph: delete: ~~As an alternate, the District may, at its sole discretion, purchase the fuel. Under the arrangement, the District will be reimbursed by the service provider(s) with a deduction on the monthly billing, unless a different arrangement is agreed to in the Agreement.~~

### Section 3.4: No Changes

### Section 3.5: No Changes

### Section 4.1

- Section 4.1: Change applicable dates: The period of the contract will be two (2) school years (2016-17 and 2017-18) ending July 31, 2018, and is subject to applicable statutes and regulations.

### Section 4.2

- Section 4.2: Change applicable dates: The District, at its sole discretion, will reserve the option, consistent with applicable statutes, to extend the contract for a third or fourth year, school years 2018-2019 and 2019-2020, respectively.

### Section 4.3 No Changes

### Section 4.4 No Changes

### Section 4.5 No Changes-recommend waiving

### Section 5.1

- Section 5.1: Delete: ~~**SECTION 5.1: Review and Consideration of Written Quotations; Negotiations**~~

- ~~5.1.1. It is the intent of the District to award one or more contracts in the due course and after a reasonable Written Quotation evaluation period to the lowest responsible service provider(s) considering all the requirements set out in this General Specification. The District may conduct negotiations on technical aspects of the Written Quotations and/or costs, as provided in Minnesota Statutes, Sec. 123B.52, Subd.,3, after reviewing all Written Quotations received. These negotiations will involve only vendors who submit Written Quotations that are within the competitive range as determined by the District. The District expects to evaluate Written Quotations in the following manner:
 
  - a. ~~Quality of response to this Invitation for Quotations (IFQ).~~
  - b. ~~Capability of service provider to supply services as demonstrated in this IFQ, including those criteria listed in this General Specification.~~
  - c. ~~Quality of services.~~
  - d. ~~Quality of equipment.~~
  - e. ~~Cost of services.~~~~
- ~~5.1.2. The District reserves the right, prior to an award of contract(s), to evaluate the segment prices (e.g. regular route cost, extra trip cost, kindergarten cost) and negotiate and/or reject any unit cost amount that is determined by the District to be unreasonable in amount.~~
- ~~5.1.3. One or more contracts may be awarded based on the Written Quotations as submitted or as negotiated by the District as to technical performance or price, or both, with service provider(s) whose Written Quotation(s) falls in the competitive range as defined in this General Specification. Negotiations of the Written Quotations received, if conducted jointly with the District and service provider representatives. The service provider's representative(s) shall be qualified to answer and give administrative and technical clarifications relative to its Written Quotation.~~
- ~~5.1.4. Written Quotations will not be open to the public nor be disclosed to unauthorized persons prior to award of contract(s). However, after award of contract(s), all Written Quotations shall be open to public inspection, subject to any continuing prohibition on the disclosure of confidential data, which is designated as such in any Written Quotation, consistent with state law and District policy.~~

## Section 5.2

- Section 5.2: Delete: **SECTION 5.2: Right to Reject Written Quotations and Waive Technicalities or Informalities**
- ~~5.2.1. The District reserves the right to reject any and all Written Quotations and to waive all informalities and/or technicalities, at its sole discretion, where the best interests of the District may be served, including the right to award a contract without any further discussion or negotiation.~~
- ~~5.2.2. Grounds for the rejection of a Written Quotation include, but shall not be limited to:
 
  - ~~a. Failure to conform to the essential requirements of this General Specification.~~
  - ~~b. Failure to conform to the delivery or completion established in this General Specification.~~~~

- ~~c. Submitting a Written Quotation imposing conditions, which would modify the terms and conditions of this General Specification, or limit the service provider's liability to the District in the contract.~~
- ~~d. Submitting a Written Quotation determined by the District to be unreasonable as to price.~~
- ~~e. Submitting a Written Quotation by a service provider determined not to be a responsible provider.~~
- ~~f. Failure to furnish the quotation security as required by this General Specification.~~
- ~~5.2.3. The District reserves the right to reject any Written Quotation where an investigation and evaluation of the service provider's qualifications would give doubt that the service provider could perform prompt and efficient completion of the work in this General Specification.~~
- ~~5.2.4. Technicalities or minor irregularities in a Written Quotation may be waived when the District determines that it will be in the District's best interest to do so, are mere matters of form not affecting the material substance of Written Quotation or some immaterial deviation from or variation in the precise requirements of this General Specification and having none, or a trivial or negligible effect on cost, quality, quantity or performance of the services being procured, the correction or waiver of which will not affect the relative standing of, or be otherwise prejudicial to other service providers. The District may either give a service provider an opportunity to cure any deficiency resulting from a technicality or minor irregularity in his Written Quotation, or waive such deficiency where it is advantageous to the District to do so.~~
- ~~5.2.5. Service providers shall promptly notify the District of any ambiguity, inconsistency or error, which they may discover upon examination of the General Specification or of the local conditions. Service providers desiring clarification or interpretation of the General Specification shall make a written request to the District at least ten (10) day(s) prior to the closing date for receipt of Written Quotations.~~
- ~~5.2.6. Written Quotations categorized as unacceptable may be returned to the service provider who may not be allowed to submit supplemental information amending to the Written Quotation.~~

### Section 5.3

- Section 5.3: delete: **~~SECTION 5.3: Prohibition Against Conflicts of Interest, Gratuities and Kickbacks~~**
- ~~5.3.1. The service provider shall provide a letter, on service provider's letterhead, for the authentication of its Written Quotation by disclosing the non-collusion and non-conflict of interest in the preparation of its Written Quotation and the provision of these services. Failure to include a letter with the Written Quotation shall automatically invalidate the Written Quotation.~~
- ~~5.3.2. Under the circumstance that more than one service provider jointly submits a Written Quotation, the service providers must identify their joint Written Quotation as such and clearly identify the relationship.~~

- ~~● 5.3.3. Any employee or any official of the District, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, proposing for, or in the open market seeking to make sales to the District, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law as provided for by State of Minnesota laws.~~
- ~~● 5.3.4. Every person, firm, or corporation offering to make, or pay, or give any rebate, percentage of contract, money or other things of value as an inducement or intended inducement in the procurement of business, or the giving of business, to any employee of the District, elective or appointive, in his efforts to provide quotation for, offer for sale, or seek in the open market seeking to make sales to the District, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law as provided for by State of Minnesota laws.~~

Section 5.4

- Section 5.4: delete: **SECTION 5.4: Confidential Data**  
~~Service providers may designate those portions of their Written Quotation, which contain trade secrets or other proprietary data, which is to remain confidential. If the District does not agree with the confidentiality of such data, or any portion thereof, the District official shall inform the service provider in writing what portions of the Written Quotation will be disclosed and that, unless the service provider protests the determination of the District or unless the service provider withdraws its Written Quotation, the portions of the Written Quotation so determined to be non-confidential will not be treated as confidential.~~

Section 6.1: No Changes

Section 6.2: No Changes

Section 6.3: No Changes

Section 6.4

- Section 6.4.1, b.: delete and insert: The service provider(s) shall provide ~~at least one~~ **four** buses with at least 84 passenger capacity.
- Section 6.4.1, c: Consider striking: Vehicles assigned to daily routes shall be no older at the start of each contract year than:
 

Conventional buses	-	twelve (12) model years <del>or 150,000 miles</del>
Vans	-	twelve (12) model years
Spare Vehicles	-	not older than 18 model years
- Section 6.4.1, d: Consider striking: ~~At least fifty (50%) percent of the bus equipment, including replacement and stand-by buses, operating in the District shall not be older~~

~~than ten (10) years old at the start of each contract year nor average more than ten (10) years old.~~

- Section 6.4.3: delete: Each Written Quotation shall address the provision for replacement, substitute and stand-by buses, in the amount equal to twenty percent (20%) of the total fleet required to serve this General Specification and needed for performance under the terms of the resulting contract, for emergencies and for co-curricular and field trips. Substitute and stand-by buses required by this provision shall not be older than ~~fifteen (15)~~ ~~eighteen (18)~~ model years ~~and 200,000 miles~~ at the start of each school year during the contract term.

Section 6.5: No Changes

Section 6.6: No Changes

Section 6.7: No Changes

Section 6.8:

- Section 6.8: Service provider agrees, at its sole expense, to procure and keep in force during the entire period of this contract public liability, property damage liability and workers' compensation insurance. While the District reserves the right to determine the extent of coverage for each item of insurance coverage, the service provider must provide the above referenced insurance with the following minimum limits:
  - Auto Liability Insurance \$1,000,000 Combined Single Limit
  - Commercial General Liability Insurance \$1,000,000 Per Occurrence
  - Worker's Compensation Statutory
  - Umbrella Liability Insurance \$14,000,000
- ⊖ A certificate of insurance naming the District as an "additional insured" must be provided not later than August 10th prior to the start of each school year. Any changes in these insurance coverages and policies should also be provided to the District within thirty (30) days of their effective date.

Section 6.9:

- Section 6.9: delete and Insert: The Contractor shall own the radio communication system. The service provider shall install and maintain compatible two-way radios in all busses provided under the Contract. The District shall be provided a two-way radio and may monitor the two-way radios continuously and at all times during the scheduled school days, and hours before and after school and during the school day. The District ~~requests~~ ~~requires~~ that the service provider ~~make cellular telephone equipment available to~~ ~~ensures that cell phone access is maintained with~~ drivers who will complete out-of-district field trips and co-curricular trips.

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Section 6.10

- Section 6.10::insert-delete: **On Board Video Cameras.**
- The District **requires** on-board video camera capability, including both functional security video cameras and housing boxes, on all type III, A, B, C and D buses that will be used for the District service. **A system providing 3 cameras (front, back and mid-bus) shall be required on Type C and D buses.** The service provider will provide a description of the type and features of the video camera system they use, if any. Service provider should describe the training and supervision for making the video camera system an effective safety tool. ~~The service provider will provide the cost for video cameras as a separate line item using APPENDIX A and any supplemental information desired. The District owns two (2) cameras that are presently used on daily routes as needed.~~

Section 6.11

- Section 6.11.2: insert & delete: The Contractor will be responsible for **notifying** **determining** each passenger's **bus information** of his/her pick-up time at the beginning of school and in the event of a major change in a bus route. The Contractor will be required to respond to all public inquiries and handle all daily transportation concerns. **District will be responsible for printing and delivery of student bus information for start up at the beginning of each school year.**
- Section 6.11.4: delete: ~~Alternate: The District is prepared and willing to handle all primary routing, scheduling and communication responsibilities. Appendix A includes a provision for the interested Service Provider to address this Alternate Routing and Communication responsibility.~~

Section 7.1

- Section 7.1.1, a, 1, b: insert & delete: The Manager/Supervisor and other staff will be available, on-site, **during route times while students are being transported to and from school.** ~~between 6:00 a.m. and 6:00 p.m. on all school days.~~
- Section 7.1.1, a, 2, a: dispatch buses, provide daily ongoing assistance to drivers during bus operations in regard to problems, scheduling, routing, and special needs routing, parent/guardian communications and be available between 6:00 a.m. and **during route times while students are being transported to and from school.** ~~6:00 p.m. on all school days.~~

Section 7.2: No Changes

Section 7.3: No Changes

Section 7.4: No Changes

Section 7.5: No Changes

Section 7.6: No Changes

Section 7.7

- **Section 7.7: Customer Relations Philosophy**

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

Bus route options for 2016-2017 school year.

#### Assumptions

##### Bell Times

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

#### Assumptions

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

Some flexibility with K-2 length of academic day

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

Use of 4 83 passenger buses

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

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

Bus ridership overall remains relatively flat

K-5 bus lot is the main transfer lot

#### Option 1

Add 2 PM buses

#### Option 2

Early dismissal at Primary K-2

120 students dismiss early

Most of Primary remains for 2nd run.

#### Option 3

Late dismissal at Primary K-2

120 students would be held for 2nd run

Costs must be calculated yet.

PRINCETON PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 477

706 First Street, Princeton, MN 55371

763.389.2422 isd477.org

*Dr. Julia Espe, Superintendent* 763.389.6190

*Michelle Czech, Director of Business Services* 763.389.6183

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*Julie Williams, Director of Teaching & Learning* 763.389.7278

*Eric Simmons, Director of Technology* 763.389.6166

*Erin Dohrmann, Special Education Coordinator* 763.389.6191

*Gwen Anderson, Director of Community Education & ECFE Coordinator* 763.389.6199

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Memo: School Board  
From: Julia Espe  
Date: April 14, 2016  
Subject: Cost for all bus rides to be 45 minutes or less

There was a request made to research the cost for all bus rides to be 45 minutes or less beginning school year 2016-2017. Tim Wilhelm, Michelle Czech and I had a discussion. Here are the salient points:

- There will be 7 buses with longer than 45 minute rides. Each route (morning and afternoon) costs approximately \$50,000. The total cost would be approximately \$350,000, yearly.
- A drawback would be that these buses would not be full; indeed they would only have a few students on them. This would be a costly per student endeavor.
- Another complicating factor is the reality that we are having trouble finding enough bus drivers. It is entirely possible that not enough drivers would be found to drive these routes.

In summary, it is the administration's recommendation that this is not a cost that our district should incur. Better expenditures would be to support classrooms. If you have further questions, please contact me.

**2016-2017 REFUSE & RECYCLING REQUESTS FOR PROPOSALS**

Building	Quantity	Size C.Y.	# of Days/ School year	# of Days/ Summer	TOTAL PICKUPS	ACE Disposal		Jim's Disposal	
HS	1	8 C.Y.	120	12	132	\$43.84	\$5,786.88	\$65.52	\$8,648.64
HS	1	4 C.Y.	120	12	132	\$23.92	\$3,157.44	\$35.10	\$4,633.20
HS	1	4 C.Y. RECYCLE	40	3	43	\$15.24	\$655.32	\$0.00	\$0.00
HS	5	96 GAL RECYCLE	40	3	215	\$7.62	\$327.66	\$0.00	\$0.00
HS	1	4 C.Y.	40	3	43	\$23.92	\$1,028.56	\$35.10	\$1,509.30
HS	1	2 C.Y.	9	3	12	\$15.58	\$186.96	\$18.72	\$224.64
MS	1	8 C.Y.	120	12	132	\$43.84	\$5,786.88	\$65.52	\$8,648.64
MS	1	4 C.Y. RECYCLE	40	3	43	\$15.24	\$655.32	\$0.00	\$0.00
MS	4	96 GAL RECYCLE	20	3	92	\$7.62	\$175.26	\$0.00	\$0.00
INT	1	8 C.Y.	120	12	132	\$43.84	\$5,786.88	\$65.52	\$8,648.64
INT	2	2 C.Y. RECYLCE	40	3	86	\$7.62	\$655.32	\$0.00	\$0.00
INT	4	96 GAL RECYCLE	20	3	92	\$7.62	\$175.26	\$0.00	\$0.00
PR	1	8 C.Y.	120	12	132	\$43.84	\$5,786.88	\$65.52	\$8,648.64
PR	2	2 C.Y. RECYLCE	40	3	86	\$7.62	\$327.66	\$0.00	\$0.00
PR	3	96 GAL RECYCLE	20	3	69	\$7.62	\$175.26	\$0.00	\$0.00
FC & DO	1	2 C.Y.	80	12	92	\$15.58	\$1,433.36	\$18.72	\$1,722.24
FC & DO	1	2 C.Y. RECYCLE	20	3	23	\$7.62	\$175.26	\$0.00	\$0.00
FC & DO	2	96 GAL RECYCLE	20	3	46	\$7.62	\$175.26	\$0.00	\$0.00
							<b>\$32,451.42</b>		<b>\$42,683.94</b>
ACE does not supply the 96 gal. we costed 1 2 C.Y. in its place.									

**2017-2018 REFUGE REQUESTS FOR PROPOSALS**

<b>Building</b>	<b>Quantity</b>	<b>Size C.Y.</b>	<b># of Days/ School year</b>	<b># of Days/ Summer</b>	<b>TOTAL PICKUPS</b>	<b>ACE Disposal</b>		<b>Jim's Disposal</b>	
HS	1	8 C.Y.	120	12	132	\$45.00	\$5,940.00	\$65.52	\$8,648.64
HS	1	4 C.Y.	120	12	132	\$24.50	\$3,234.00	\$35.10	\$4,633.20
HS	1	4 C.Y. RECYCLE	40	3	43	\$16.24	\$698.32	\$0.00	\$0.00
HS	5	96 GAL RECYCLE	40	3	215	\$8.62	\$370.66	\$0.00	\$0.00
HS	1	4 C.Y.	40	3	43	\$24.50	\$1,053.50	\$35.10	\$1,509.30
HS	1	2 C.Y.	9	3	12	\$16.00	\$192.00	\$18.72	\$224.64
MS	1	8 C.Y.	120	12	132	\$45.00	\$5,940.00	\$65.52	\$8,648.64
MS	1	4 C.Y. RECYCLE	40	3	43	\$16.24	\$698.32	\$0.00	\$0.00
MS	4	96 GAL RECYCLE	20	3	92	\$8.62	\$198.26	\$0.00	\$0.00
INT	1	8 C.Y.	120	12	132	\$45.00	\$5,940.00	\$65.52	\$8,648.64
INT	2	2 C.Y. RECYLCE	40	3	86	\$8.62	\$741.32	\$0.00	\$0.00
INT	4	96 GAL RECYCLE	20	3	92	\$8.62	\$198.26	\$0.00	\$0.00
PR	1	8 C.Y.	120	12	132	\$45.00	\$5,940.00	\$65.52	\$8,648.64
PR	2	2 C.Y. RECYLCE	40	3	86	\$8.62	\$370.66	\$0.00	\$0.00
PR	3	96 GAL RECYCLE	20	3	69	\$8.62	\$198.26	\$0.00	\$0.00
FC & DO	1	2 C.Y.	80	12	92	\$16.00	\$1,472.00	\$18.72	\$1,722.24
FC & DO	1	2 C.Y. RECYCLE	20	3	23	\$8.62	\$198.26	\$0.00	\$0.00
FC & DO	2	96 GAL RECYCLE	20	3	46	\$8.62	\$198.26	\$0.00	\$0.00
							\$33,582.08		\$42,683.94

ACE does not supply the 96 gal. we costed 1 2 C.Y. in its place.

**Buildings & Grounds Operational Analysis**

<b>BUILDING</b>	<b>CURRENT SQ FOOTAGE/ACRES</b>	<b>NEW SQ FOOTAGE</b>	<b>CURRENT NIGHT STAFFING</b>	<b>2ND SHIFT OPTION 1</b>	<b>2ND SHIFT OPTION 2</b>	<b>2nd SHIFT OPTION 3</b>	<b>CURRENT DAY STAFFING</b>	<b>1ST SHIFT OPTION 1</b>
<b>Primary</b>	68,766	102,000	2.5	2.5	3	3.5	1	1
<b>Intermediate</b>	97,000	97,000	2.6	2.5	2.5	2.5	1	1
<b>Middle</b>	150,000	150,000	4	3.5	3.5	4	1	1
<b>High School</b>	190,260	216,085	3.5	4	4.5	5	2	2
<b>FC/DO/TR/ALC</b>	34,092	48,292	0.4	0.5	1	1	1	1
<b>Grounds/Delivery</b>	37 acres	57 acres	0	0	0	0	2.34	2.63
<b>Maintenance</b>	540,118	613,377	0	0	0	0	2	2
<b>Total</b>			<b>13</b>	<b>13</b>	<b>14.5</b>	<b>16</b>	<b>10.34</b>	<b>10.63</b>
<b>Position</b>								
Cleaner				\$0.00	\$19,389.76	\$77,559.04		
Custodian				\$0.00	\$51,025.52	\$51,025.52		
Grounds/Delivery				\$18,240.56	\$18,240.56	\$18,448.56		
Additional Costs				<b>\$18,240.56</b>	<b>\$88,655.84</b>	<b>\$147,033.12</b>		
Option 1	Every Other Day Cleaning Districtwide							
Option 2	Some Every Other Day Cleaning Districtwide							
Option 3	Minor Every Other Day Cleaning							

## 2017 UNASSIGNED BUDGET PROJECTIONS

2016 Unassigned Revenue	\$29,315,046.00
2017 Estimated Increase	\$663,115.00
2017 Estimated ADSIS Program	\$400,000.00
<b>TOTAL Estimated Revenue</b>	<b>\$30,378,161.00</b>

2016 Unassigned Expenses	\$30,240,457.00
2017 Estimated Salary Increase	\$1,030,000.00
2017 Estimated Other Increase	\$200,000.00
<b>Total Estimated Expenses</b>	<b>\$31,270,457.00</b>

**VARIANCE** **-\$892,296.00**

### REVENUE CHANGES

Enrollment of 3108 (EC-12)  
ADSIS 1st year reimbursement  
Reinstatement of lease levy  
Special Education

### EXPENSE CHANGES

Salary Increase Estimated  
Activities Formula Change  
Transportation  
Utilities  
Severance Reduction  
Para Increase 1/2 hour of time PS & IS

2016 ESTIMATED FUND BALANCE					
2016A					
2016A	2015 Actual Fund Balance	2016 Estimated Revenues	2016 Estimated Expense	2016 Estimated Fund Balance	2016 Estimated Variance
<b>UNASSIGNED</b>	<b>\$4,519,239.07</b>	<b>\$29,315,046.00</b>	<b>\$30,240,457.00</b>	<b>\$3,593,828.07</b>	<b>-\$925,411.00</b>
<b>TOTAL FUND BALANCE</b>	<b>\$12,551,274.92</b>	\$32,220,520.00	\$36,403,967.00	<b>\$11,214,448.05</b>	-\$1,336,826.87
<b>Unassigned Fund Balance History</b>					
2013 Actual UA Fund Balance	\$4,730,680.97				Note: That the ADSIS first year of revenue will come in 2017 school year.
2014 Actual UA Fund Balance	\$4,448,158.41				
2015 Actual UA Fund Balance	\$4,519,239.07				
<b>Total Fund Balance History</b>					
2013 Actual Total Fund Balance	\$14,020,156.14				
2014 Actual Total Fund Balance	\$12,508,726.79				
2015 Actual Total Fund Balance	\$12,551,274.92				

**2017 ESTIMATED FUND BALANCE**

2017 ESTIMATED FUND BALANCE					
2017A1					
Without Additions Requested	2016 Estimated Fund Balance	2017 Estimated Revenues	2017 Estimated Expense	2017 Estimated Fund Balance	2017 Estimated Variance
<b>UNASSIGNED</b>	<b>\$3,593,828.07</b>	<b>\$30,378,161.00</b>	<b>\$31,270,457.00</b>	<b>\$2,701,532.07</b>	<b>-\$892,296.00</b>
<b>2017A2</b>					
Requested Additions for 2016-2017	Add'l \$339,115				
<b>UNASSIGNED</b>	<b>\$3,593,828.07</b>	<b>\$30,378,161.00</b>	<b>\$31,609,572.00</b>	<b>\$2,362,417.07</b>	<b>-\$1,231,411.00</b>
<b>2017A3</b>					
Requested Additions for 2016-2017	Add'l \$220,165				
<b>UNASSIGNED</b>	<b>\$3,593,828.07</b>	<b>\$30,378,161.00</b>	<b>\$31,490,622.00</b>	<b>\$2,481,367.07</b>	<b>-\$1,112,461.00</b>
<b>Unassigned</b>	<b>2017A2</b>	<b>Unassigned</b>	<b>2017A3</b>		
Primary School Phy Ed	\$64,455.59	Primary School Phy Ed	\$64,455.59		
Primary School .5 Dean	\$36,055.31	Primary School Para-Stop & Think	\$30,998.27		
Gifted & Talented .5 other .5 out of Gifted Reserve	\$36,055.00	Gifted & Talented .5 other .5 out of Gifted Reserve	\$36,055.00		
Intermediate School CR Teacher	\$60,628.08	Intermediate School CR Teacher	\$0.00		
Technology Technician	\$53,264.74	Technology Technician	\$0.00		
Custodial	\$88,656.00	Custodial	\$88,656.00		
<b>Total</b>	<b>\$339,114.72</b>	<b>Total</b>	<b>\$220,164.86</b>		

**2017A1**

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>	
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>101% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 99% of Expenditures Expended</b>	
2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00
2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,608,196.46	2016 Estimated Revenues	\$29,461,621.23
2016 Estimated Expenses	\$30,240,457.00	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,938,052.43
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>	
<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>	
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00
2017 Estimated Expenses	\$31,270,457.00	2017 Estimated Expenses	\$31,270,457.00	2017 Estimated Expenses	\$31,270,457.00	2017 Estimated Expenses	\$31,270,457.00
2017 Estimated Fund Balance	\$2,701,532.00	2017 Estimated Fund Balance	\$3,306,341.14	2017 Estimated Fund Balance	\$3,599,491.60	2017 Estimated Fund Balance	\$3,150,511.80
	-\$892,296.00		-\$892,296.00		-\$892,296.00		-\$892,296.00
		10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00
		Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	-\$9,488.20
		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>101% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 99% of Expenditures Expended</b>	
		2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
		2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,681,942.61	2017 Estimated Revenues	\$30,530,051.81
		2017 Estimated Expenses	\$30,645,047.86	2017 Estimated Expenses	\$30,645,047.86	2017 Estimated Expenses	\$30,957,752.43
		2017 Estimated Fund Balance	\$3,931,750.28	2017 Estimated Fund Balance	\$4,528,682.35	2017 Projected Fund Balance	\$3,615,107.17
			-\$266,886.86		\$36,894.75		-\$427,700.63
10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00	10% of unassigned Expenditures	\$3,160,000.00
Reductions to maintain 10% in Unassigned	-\$458,468.00	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00	Reductions to maintain 10% in Unassigned	\$0.00

**2017A2**

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>	
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>101% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 99% of Expenditures Expended</b>	
2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00
2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,608,196.46	2016 Estimated Revenues	\$29,461,621.23
2016 Estimated Expenses	\$30,240,457.00	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,938,052.43
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>	
<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>	
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00
2017 Estimated Expenses	\$31,609,572.00	2017 Estimated Expenses	\$31,609,572.00	2017 Estimated Expenses	\$31,609,572.00	2017 Estimated Expenses	\$31,609,572.00
2017 Estimated Fund Balance	\$2,362,417.00	2017 Estimated Fund Balance	\$2,967,226.14	2017 Estimated Fund Balance	\$3,260,376.60	2017 Estimated Fund Balance	\$2,811,396.80
	-\$1,231,411.00		-\$1,231,411.00		-\$1,231,411.00		-\$1,231,411.00
		<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>
		<b>Reductions to maintain 10% in Unassigned</b>	<b>-\$192,773.86</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>-\$348,603.20</b>
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>101% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 99% of Expenditures Expended</b>	
		2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
		2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,681,942.61	2017 Estimated Revenues	\$30,530,051.81
		2017 Estimated Expenses	\$30,977,380.56	2017 Estimated Expenses	\$30,977,380.56	2017 Estimated Expenses	\$31,293,476.28
		<b>2017 Estimated Fund Balance</b>	<b>\$3,599,417.58</b>	<b>2017 Estimated Fund Balance</b>	<b>\$4,196,349.65</b>	<b>2017 Projected Fund Balance</b>	<b>\$3,279,383.32</b>
			-\$599,219.56		-\$295,437.95		-\$763,424.48
		<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>
		<b>Reductions to maintain 10% in Unassigned</b>	<b>-\$797,583.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>

**2017A3**

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>	
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>101% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 99% of Expenditures Expended</b>	
2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00	2015 Actual Fund Balance	\$4,519,239.00
2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,315,046.00	2016 Estimated Revenues	\$29,608,196.46	2016 Estimated Revenues	\$29,461,621.23
2016 Estimated Expenses	\$30,240,457.00	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,635,647.86	2016 Estimated Expenses	\$29,938,052.43
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>	
<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>	
2016 Estimated Fund Balance	\$3,593,828.00	2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00	2017 Estimated Revenues	\$30,378,161.00
2017 Estimated Expenses	\$31,490,622.00	2017 Estimated Expenses	\$31,490,622.00	2017 Estimated Expenses	\$31,490,622.00	2017 Estimated Expenses	\$31,490,622.00
2017 Estimated Fund Balance	\$2,481,367.00	2017 Estimated Fund Balance	\$3,086,176.14	2017 Estimated Fund Balance	\$3,379,326.60	2017 Estimated Fund Balance	\$2,930,346.80
	-\$1,112,461.00		-\$1,112,461.00		-\$1,112,461.00		-\$1,112,461.00
		<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>
		<b>Reductions to maintain 10% in Unassigned</b>	<b>-\$73,823.86</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>-\$229,653.20</b>
		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>101% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 99% of Expenditures Expended</b>	
		2016 Estimated Fund Balance	\$4,198,637.14	2016 Estimated Fund Balance	\$4,491,787.60	2016 Estimated Fund Balance	\$4,042,807.80
		2016 Estimated Revenues	\$30,378,161.00	2016 Estimated Revenues	\$30,681,942.61	2017 Estimated Revenues	\$30,530,051.81
		2016 Estimated Expenses	\$30,860,809.56	2016 Estimated Expenses	\$30,860,809.56	2017 Estimated Expenses	\$31,175,715.78
		<b>2017 Estimated Fund Balance</b>	<b>\$3,715,988.58</b>	<b>2017 Estimated Fund Balance</b>	<b>\$4,312,920.65</b>	<b>2017 Projected Fund Balance</b>	<b>\$3,397,143.82</b>
			-\$482,648.56		-\$178,866.95		-\$645,663.98
		<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,160,000.00</b>
		<b>Reductions to maintain 10% in Unassigned</b>	<b>-\$678,633.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>

<b>Possible Budget Adjustments</b>	
Para Reduction	\$30,998.27
Retirement/Don't Replace	\$88,370.00
.5 Staff Position	\$41,386.83
Staff Development	\$75,000.00
Teaching & Learning Reduction	\$75,000.00
<b>Total</b>	<b>\$310,755.10</b>

WHEREAS, the financial condition of the School District may require the School Board to reduce expenditures for the 2016-2017 school year; and WHEREAS, the District anticipates annual changes and/or reductions in student enrollment for the 2016-2017 school year; and WHEREAS, a reduction in expenditures and/or decreases in student enrollment may require that teachers be non renewed or placed on unrequested leave of absence without pay or fringe benefits as a result of the discontinuance of programs or positions; BE IT RESOLVED, by the School Board of Princeton School District 0477, as follows: That the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions as required to reduce expenditures and/or as a result of a reduction in enrollment, and to make recommendations to the School Board for the discontinuance of positions at a subsequent meeting of the School Board.

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 2015-17 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 payments provided under this MOA, a teacher must meet all of the following requirements:
  - a. On or before 4:00 p.m. on May 1, 2016, the teacher must use the attached form to apply for the severance payment and to submit an irrevocable notice of retirement, effective June 30, 2016, to the District’s Director of Human Resources.
  - b. The teacher must be one of the first eight (8) otherwise eligible teachers to submit the attached form to the District’s Director of Human Resources.
  - c. The teacher must have at least twenty-five (25) years of teaching service in the District.
  - d. The teacher must be licensed, in good standing, and a member of the teachers’ collective bargaining unit through June 30, 2016. 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 Pay.** On or before June 30, 2016, the District will make a one-time payment in the amount of ten thousand dollars and zero cents (\$10,000.00) 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 paragraphs 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 2015-16, 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 2015-16.

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, 2016.
6. **Separate from CBA.** This MOA is separate from, and not a part of, the CBA. Nothing in this MOA may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOA or submit it in any proceeding or case as evidence of a precedent or practice.
7. **Entire Agreement.** This MOA constitutes the entire agreement between the parties related to the early retirement incentive provided under this MOA. Neither party has relied on any statements, promises, or representations that are not stated in this MOA. The terms of this MOA supersede any and all prior agreements between the parties related to the early retirement incentive provided under this MOA. No amendments or modifications of this MOA will be valid unless they are in writing and signed by both parties. A copy of this MOA will have the same legal effect as the original.

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

**PRINCETON EDUCATION ASSOCIATION**

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

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

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

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

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

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

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

**RASW: 10005**

**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, 2016.

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 \_\_\_\_\_

c: Personnel file



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

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

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Date: April 19, 2016

To: Members of the Princeton School Board

From: Stacie Vos, Director of Human Resources

Re: Paraprofessional Contract highlights

### **1. Article VI. RATES OF PAY:**

**Section 6.** The salary schedules are not to be construed as a part of the paraprofessional's continuing contract. In the event of a successor agreement is not entered into prior to the expiration date of this agreement, a paraprofessional shall be compensated according to the previous year's compensation until such time as a successor agreement is executed. The School Board reserves the right to withhold increments, advancements, lane changes, or any other salary increases for just cause. (*We added this clause to all bargaining units for consistency in practice.*)

### **2. Article VIII SEVERANCE**

#### **Section 1. Severance:**

**Subd. I:** Upon retirement, for employees hired prior to June 30, 2007, the employee is to be paid one-half of accumulated sick days, not to exceed 50 days of pay out. (i.e. 30 days of accumulated sick leave = 15 days paid out, 120 days of accumulated sick leave = 50 days paid out.) Employees hired after July 1, 1991, are required to have fifteen years of employment with the district to be eligible for this benefit. (*Not a change in practice but a re-wording for understanding. Previous wording was very confusing.*)

### **3. Article IX LEAVES OF ABSENCE**

**Subd. 9 Health Savings Account** – Sick Leave Health Reimbursement Account (HRA). Beginning September 1, 2017, employees with at least 65 days of accumulated sick leave who used four (4) or less sick leave days during the prior contract year will: (1) receive the equivalent of four days of pay, determined at their daily rate of pay based upon the prior year's contract, which will be deposited into an HRA, and (2) will have four days of sick leave deducted from their accumulated sick leave. Employees must participate in a group-sponsored health insurance plan to participate and, if qualifications are met, participation is mandatory.

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*Committed to Excellence!*



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---

Employees hired prior to June 30, 2007 will be allowed to participate in both the HRA benefit as well as accruing one-half of accumulated sick days, not to exceed 50 days of pay out, for severance purposes. (*Incentive to encourage employees to save sick leave.*)

#### **4. Article IX LEAVES OF ABSENCE**

**Section 5 Personal Leave:** Subd. 1. Four (4) personal days will be granted to employees upon meeting approval requirements in section 5, subd. 3 of this article. A day is equivalent to the number of hours normally worked in one day by the employee. The first, second and third days of personal leave shall be without pay deduction or sick leave deduction. The fourth day of personal leave shall be deducted from sick leave. If an employee does not have sick leave, a fourth personal day may not be used.

Subd. 2. One (1) unused personal day, per year, may be carried over, not to exceed five (5) days during any school year.

Subd. 3. Approval requirements:

- (a) Requests for personal leave must be made electronically at least three (3) days in advance to his/her building principal. Only in the event of an emergency will this time line be waived.
- (b) No more than two (2) employees, per building, may be on personal leave on the same day.
- (c) Personal leave will be granted on a first come-first serve basis.
- (d) Only in the event of an emergency will this quota be waived.
- (e) Employees requesting time off must have the leave time available to cover their absences, with the exception of medical leaves or other prior approved contractual absences.

Subd. 4. Unpaid days:

Additional days of personal leave may be granted at the discretion of the Superintendent. The employee's salary shall be deducted for each day approved by the superintendent. Requests for these additional personal leave days must be sent directly to the human resource director and approved by the superintendent. Only upon written approval from the superintendent, or designee, may the employee submit the request electronically for additional days to be approved by the building principal.

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## **6. Article XII. VACANCIES**

Health Assistants with licensure in the areas of Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN) or Registered Nurse (RN) will receive the following hourly wage increments. Starting July 1, 2017 all Health Assistants must have one of the following licensure.

CNA - .50  
LPN – 1.00  
RN – 2.00

7. **School Nurse Substitute.** If an employee is asked by the district to substitute for the District School Nurse the employee shall receive pay at the rate of \$29.00 per hour.
8. **Overall Salary and Benefits Increase: 7.98%**

MASTER CONTRACT

INDEPENDENT SCHOOL DISTRICT NO. 477

PRINCETON, MINNESOTA

AND THE

**PRINCETON  
PARAPROFESSIONAL  
ASSOCIATION  
LOCAL #7318**

July 1, 2015 through June 30, 2017

## PRINCETON PARAPROFESSIONAL ASSOCIATION CONTRACT

### ARTICLE I. PURPOSE

Section 1. Parties: THIS AGREEMENT, entered into between Independent School District No. 477, hereinafter referred to as the School District, and the Princeton Paraprofessional Association, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for paraprofessional employees during the duration of this Agreement.

### ARTICLE II. RECOGNITION OF EXCLUSIVE REPRESENTATIVE

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

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2, of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of the Bureau of Mediation Services, if any.

### ARTICLE III. DEFINITIONS

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore, including fringe benefits and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the term, paraprofessionals, shall mean all paraprofessionals employed by the Independent School District No. 477, Princeton, Minnesota, whose employment service exceeds the lesser of 14 hours per week or 35 percent of the normal work week and more than 67 work days per year, excluding supervisory and confidential employees.

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

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

### ARTICLE IV. SCHOOL BOARD RIGHTS

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

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

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

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

## ARTICLE V. EMPLOYEE RIGHTS

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

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. Request for Dues Check Off: Employees shall have the right to request and be allowed dues check off pursuant to the P.E.L.R.A. Upon receipt of a properly executed

authorization card of the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided in said authorization.

Deductions shall be made each pay period and deductions so made shall be transmitted to the exclusive representative together with a list of names of the employees from whom deductions were made.

## ARTICLE VI. RATES OF PAY

### Section 1. Rates of Pay:

Subd. 1: The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2015 through June 30, 2017.

Subd. 2: Increments - The School District may withhold the increment in individual cases where there is a demonstrable deficiency in the performance of the employee, provided the employee affected shall receive notice of such action to withhold advancement on the rate progression sequence within thirty (30) days prior to the employee's increment moving date.

Subd. 3: The Association President (or designee) and one additional Association member will be allowed to attend contract negotiation meeting without loss of pay if during working hours.

Subd. 4: Advancement: Each step represents one year of service. For the purpose of determining advancement to 2nd year rate, new persons starting before January 1, shall advance to second year rate on July 1. Persons hired January 1 or after, shall advance to second year rate on July 1 of the following year.

Section 2. Regular Overtime: Each employee shall be paid one and one-half times his/her basic hourly rate.

Subd. 1: Authorization of Overtime: All overtime work must be authorized in advance by the Principal, the Director of Business Services, or the Superintendent of Schools.

Subd. 2: For each hour worked in excess of eight hours a day - Should the Commissioner of Education establish a four (4) day school week, any hours worked in excess of eight hours and up to ten hours will be paid at the regular established rate of pay. During a four (4) day school week, any hours worked in excess of ten hours will be paid at one and one-half times their basic hourly rate.

Subd. 3: The district will allow overtime consistent with Fair Labor Standards Act (FLSA).

Section 3. Emergency Sunday Overtime: Each employee shall be paid double time if the district finds it necessary to call in paraprofessionals in emergency situations on Sunday. The administration may assign part-time personnel in lieu of regular full-time employees on Sundays.

Section 4. Comparable Worth: During the term of this agreement the School District, upon ten (10) days advance notice to the union, may unilaterally increase the wages of any member(s) of the unit, in response to notification from the Commissioner of Employee Relations that the School District is not in compliance with the requirements of Minnesota laws.

Section 5. Extra Curricular/Extra Duty: Employees who are assigned extra curricular or extra duty assignments which are listed in the teacher's Master Agreement, will be paid in accordance with the teacher's Master Agreement.

Section 6. The salary schedules are not to be construed as a part of the employee's continuing contract. In the event of a successor agreement is not entered into prior to the expiration date of this agreement, a paraprofessional shall be compensated according to the previous year's compensation until such time as a successor agreement is executed. The School Board reserves the right to withhold increments, advancements, lane changes, or any other salary increases for just cause.

## ARTICLE VII GROUP INSURANCE

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

Section 2. Health and Hospitalization and Life Insurance:

Subd. 1. Health Coverage Effective July 1, 2015 the School District shall contribute up to \$6,339.36 toward the premium cost of single coverage; up to \$7,512.12 toward the cost of employee plus children coverage; or up to \$8,639.28 toward the premium cost of family coverage for each full-time employee who qualifies and is enrolled in the School District's group health and hospital plan. For a married couple on staff, the School District shall contribute the stipulated amounts for each member of the couple, not to exceed the cost of a family premium. Any additional cost of the premium shall be borne by the employee and paid by the payroll deduction.

Subd. 2. Life Insurance: The School District shall provide group term insurance for all employees employed thirty (30) or more hours per week, in the amount of \$10,000. Effective July 1, 2014, the School District shall provide group term insurance for all employees employed thirty (30) or more hours per week, in the amount of \$50,000. Employees have the option of purchasing more within the guidelines of the insurance company.

Subd. 3. Long Term Disability: The School District shall provide group long term disability insurance for all employees who are employed thirty (30) or more hours per week. Coverage shall be based on 66 2/3% of the paraprofessional's basic salary. Benefits are to begin after ninety (90) calendar days of total disability.

Subd. 4. Health Insurance Eligibility: In determining eligibility for health insurance contributions as identified in Subd. 1 of this section, full-time employment shall be considered 30 hours a week. Health insurance contributions shall be paid on a pro rata basis if the part-time

employee averages more than fourteen (14) hours a week and works more than one hundred (100) days in any single school year.

Section 3. Dental Insurance: Effective March 1, 2010, the School District shall contribute a sum not to exceed \$13.00 per month towards group dental coverage for employees who are working 32 ½ hours a week or more and who are enrolled in the school district's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Employees must work at least 32 ½ hours per week to be eligible for this Section.

Section 4. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 5. Duration of Insurance Contribution: An employee is eligible for board contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all board participation and contribution shall cease, effective on the last paid working day.

Section 6. If at the request of the employer, an employee is given a reduced number of hours below the minimum number required to qualify for fringe benefits, the employee shall continue to receive the benefits on a prorata basis according to the number of hours worked and shall not forfeit benefits earned prior to the reduction in hours. Participation in insurance benefits shall be subject to the approval of the insurance carrier.

## ARTICLE VIII SEVERANCE

### Section 1. Severance:

Subd. 1: Upon retirement, for employees hired prior to June 30, 2007, the employee is to be paid one-half of accumulated sick days, not to exceed 50 days of pay out. (i.e. 30 days of accumulated sick leave = 15 days paid out, 120 days of accumulated sick leave = 50 days paid out.) Employees hired after July 1, 1991, are required to have fifteen years of employment with the district to be eligible for this benefit.

### Section 2. Tax Deferral of Severance Pay:

Subd.1: The School District will contribute an amount equal to the value of the employee's severance pay pursuant to Article VIII directly into the retiree's 403(b) account. The retiree will not receive any direct payment from the School District for severance.

Subd. 2: The School District's annual contribution into the retiree's 403(b) account must not exceed the I.R.S. contribution limit. If the retiree has any severance remaining after the limit is reached in the year of separation, the School District will make a contribution up to the I.R.S. maximum into the retiree's 403(b) account in the following year(s).

Subd. 3: The School District contribution(s) into the retiree's 403(b) account will be made according to the same timeline as was provided for the direct payment of severance pay.

Subd. 4: The School District will only make contributions to investment vendors who have hold harmless agreements on file with the School District. For purposes of calculating the maximum deferral limit, the School District will provide the retiree with the contribution information for the previous twelve (12) months. The retiree will then submit the calculation of maximum deferral from the vendor.

## ARTICLE IX LEAVES OF ABSENCE

### Section 1. Sick Leave:

Subd. 1: All employees shall earn sick leave at the rate of one day for each month of service in the employ of the school district.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of one hundred (100) days of sick leave per employee.

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

Subd. 4. The School District may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District.

Subd. 5. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave request form available at the office.

Subd. 8. Sick leave shall be allowed for the care of an employee's child due to illness or injury of the employee's child. Sick leave may be used for the serious illness of a spouse. The sick leave limitations will be governed by the employee's accumulated sick leave.

Subd. 9. **Health Savings Account** – Sick Leave Health Reimbursement Account (HRA). Beginning September 1, 2016, employees with at least 65 days of accumulated sick leave who used four (4) or less sick leave days during the prior contract year will: (1) receive the equivalent of four days of pay, determined at their daily rate of pay based upon the prior year's contract, which will be deposited into an HRA, and (2) will have four days of sick leave deducted from

their accumulated sick leave. Employees must participate in a group-sponsored health insurance plan to participate and, if qualifications are met, participation is mandatory.

Employees hired prior to June 30, 2007 will be allowed to participate in both the HRA benefit as well as accruing one-half of accumulated sick days, not to exceed 50 days of pay out, for severance purposes.

## Section 2. Emergency Family Leave:

Subd. 1. An employee may be granted a leave of no more than five (5) days per year, non-cumulative, in the event of a death or serious illness of someone in the employee's immediate family.

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

Subd. 3. Request for emergency family leave must be made in writing to the Superintendent of Schools at least three (3) days in advance except, in the event of emergencies. The request shall state the reason for the proposed leave. In extenuating circumstances and when an advance written request cannot be submitted, the Building Principal may use discretion to approve an emergency family leave.

Subd. 4. The district will comply with the provisions of the Family and Medical Leave Act.

Subd. 5. The School District may require an employee to furnish competent evidence of family illness in order to qualify for emergency family leave. However, the final determination as to the eligibility of an employee for emergency family leave is reserved to the School District based upon competent medical evidence, and the School District reserves the right to refuse to grant such leave if under the circumstances involved, the School District determines that such leave should not be granted.

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

Section 3. Legal Business Leave: One (1) day absence with pay may be allowed by the Superintendent for personal or legal transactions involving a legal instrument pertaining to deeds, mortgages, property titles, etc. Additional days in this category will require reimbursement by the person for substitute pay. The day is per year and is not cumulative.

## Section 4. Child Care Leave:

Subd. 1. A child care leave may be granted by the school district subject to the provisions of this section. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the paraprofessional for an extended period of time.

Subd. 2. A paraprofessional making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three (3) calendar months before commencement to the intended leave. In the event of an emergency, the school district has the right to waive or adjust the prior notification requirement.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, a paraprofessional may elect to utilize sick leave pursuant to the sick leave provisions of this Agreement in lieu of seeking a child care leave pursuant to this section. A paraprofessional shall be eligible for one (1) of the options provided herein. A pregnant paraprofessional will also provide at the time of the leave application a statement from his/her physician indicating the expected date of delivery.

Subd. 4. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

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

Subd. 5. A paraprofessional returning from child care leave shall be re-employed in a position for which he or she is qualified unless previously discharged or placed on unrequested leave. The school district will retain the authority for placement; however, an effort will be made to place the returning paraprofessional in a position comparable to the assignment prior to the child care leave.

Subd. 6. Failure of the paraprofessional to return pursuant to the date determined under this section shall constitute grounds for termination unless the school district and the paraprofessional mutually agree to an extension in the leave.

Subd. 7. The parties agree that the applicable periods of probation for paraprofessionals are intended to be periods of actual service enabling the school district to have the opportunity to evaluate a paraprofessional's performance. The parties agree that periods of time for which the paraprofessional is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 8. A paraprofessional who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and an unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The paraprofessional shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 9. A paraprofessional on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the paraprofessional wishes to retain, commencing with the beginning of the child care leave.

Subd. 10. Leave under this section, shall be without pay. Fringe benefits may be continued at the option and expense of the paraprofessional.

Subd. 11 A leave of absence without pay for the purpose of adopting a child will be granted by the School District for a period commencing as of the date of placement and continuing for a period of up to twelve (12) months. Written application for such leave must be submitted at least thirty (30) days prior to the date of commencement of the leave. Other provisions the same as for child care leave except that in no event shall two members of the same family employed in the system be granted such leave at the same time.

Section 5. Personal Leave:

Subd. 1. Four (4) personal days will be granted to employees upon meeting approval requirements in section 5, subd. 3 of this article. A day is equivalent to the number of hours normally worked in one day by the employee. The first, second and third days of personal leave shall be without pay deduction or sick leave deduction. The fourth day of personal leave shall be deducted from sick leave. If an employee does not have sick leave, a fourth personal day may not be used.

Subd. 2. One (1) unused personal day, per year, may be carried over, not to exceed five (5) days during any school year.

Subd. 3. Approval requirements:

- a. Requests for personal leave must be made electronically at least three (3) days in advance to his/her building principal. Only in the event of an emergency will this time line be waived.
- b. No more than two (2) employees, per building, may be on personal leave on the same day.
- c. Personal leave will be granted on a first come-first serve basis.
- d. Only in the event of an emergency will this quota be waived.
- e. Employees requesting time off must have the leave time available to cover their absences, with the exception of medical leaves or other prior approved contractual absences.

Subd. 4. Unpaid days:

Additional days of personal leave may be granted at the discretion of the Superintendent. The employee's salary shall be deducted for each day approved by the superintendent. Requests for these additional personal leave days must be sent directly to the human resource director. Only upon written approval from the superintendent, or designee, may the employee submit the request electronically for additional days to be approved by the building principal.

Section 6. PERA Leave:

Subd. 1. Any employee who is on an approved extended leave of up to one (1) year will be reinstated in a comparable position without loss of pay grade or seniority provided the employee

is mentally and physically qualified for the job.

Subd. 2. The School District shall notify the office of the PERA of any action taken pursuant to this section, and shall annually notify said office relative to summer layoffs.

Section 8. Worker's Compensation:

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

Subd. 2. A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the pro-rata portions of days of sick leave or vacation time which is used to supplement worker's compensation.

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

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

Section 9. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the school district the monthly premium in advance.

Section 10. Credit: An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which he/she had accrued at the time he/she went on leave. No credit shall accrue for the period of time that an employee was on unpaid leave.

ARTICLE X HOURS, TYPES OF SERVICE AND CONDITIONS OF EMPLOYMENT

Section 1. Basic Work Week: The work week shall be determined by the School District and shall consist of five (5) consecutive days, Monday through Friday. In the event of a four (4) day work week being established by the Commissioner of Education, the basic work week shall consist of four consecutive days, Monday through Thursday.

Subd. 1. Pay periods shall be on the fifteenth and the last day of the month. If the fifteenth or the last day of the month fall on a weekend or holiday, pay checks will be available on the last working day prior to that event.

Subd. 2. Work day: In the event of emergencies, the regularly scheduled workday may be changed by the Principal or Supervisor of the employee.

Subd. 3. Daily Work Program: The individual employee daily work program, including starting and quitting time, will be guided by the needs for best operation of the school building as determined by the Principal or Supervisor.

Subd. 4. Lunch Periods: Employees shall be provided a duty free lunch period of at least thirty (30) minutes.

Subd. 5. Breaks: Employees working more than four hours during the work day, shall be provided with a break, not to exceed fifteen (15) minutes in length. Breaks from work tasks will be scheduled by the Supervisor based on student and staffing needs.

Section 2. Procedures and Assignments: Work procedures and assignment shall be determined by the School District.

Section 3. School Closing: In the event that school is closed on a day to day emergency and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. In case of a bomb scare, paraprofessional shall assist students to buses and be released, before leaving work. A two (2) hour wage guarantee will be provided; in the event of school closing after the two (2) hour wage guarantee, the paraprofessionals will be compensated at their established hourly rate.

Section 4. Inclement Weather: In the event that school is officially closed due to inclement weather, employees are not required to report to work. If the district does not make up all inclement weather days, he or she will be permitted to use personal leave, legal business leave, or take an unpaid day. In the event schools are closed early due to inclement weather, paraprofessionals who have already reported will be guaranteed a minimum of two (2) hours pay.

Section 5. Jury Duty: Employees required to perform jury duty shall receive from the employer sufficient amounts of compensation for the period of such service which, taken together with their pay for jury duty, will equal the amount they would have received if employed solely by the School District at base pay in their usual occupation during that period.

Section 6. Personal Vehicles: Paraprofessionals will not be asked to use their own vehicles for school business except as authorized and mutually agreed upon and paid at the district's mileage rate. In the event of an accident that involves liability, the paraprofessional's automobile insurance would have to cover first and the school insurance would take over in the event the liability limits were exceeded and the school had assigned the paraprofessional to use his/her car.

Section 7. Workshops and Conferences: School District paraprofessionals may be required to attend workshops, seminars, conferences or other professional improvement meetings. The School Board will pay such reasonable expenses to include transportation, registration, meals and lodging incurred by the employees who attend such meetings.

Section 8. Vacations:

Subd. 1. A full-time (ten (10) month, minimum of 217 working days) employee shall be granted vacation with pay on the basis of the following schedule:

After 5 years	5 days
After 10 years	10 days
After 15 years	15 days

Subd. 2. Vacations shall be determined as of July 1 of each year.

Subd. 3. Vacations shall not be accumulated from year to year.

Subd. 4. The scheduling of all vacation time shall be determined by the school district.

Subd. 5. If an eligible employee is terminated because of layoff, reduction in staff, early retirement, normal retirement, disability retirement or voluntary quit with two weeks written notice to the school district, the employee shall be entitled to a pro rata share of vacation earned.

#### ARTICLE XI DISCIPLINE AND DISCHARGE

Section 1. Probationary Period: An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Transition Probationary Period – Change of Classification: In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new transition probationary period of three (3) calendar months in any such new classification. During this three (3) month transition probationary period, if it is determined by the school district that the employee's performance in the new classification is unsatisfactory, the school district shall have the right to reassign the employee to his/her former classification. The employee also has the opportunity to return to his/her former classification within the three (3) month transition probationary period.

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

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

Section 5. The employer shall have the right to impose disciplinary actions on employees for just cause.

Section 6. Disciplinary actions by the employer shall include the following actions and will normally take the course of #1, 2, 3 and 4, depending on the seriousness of the infraction.

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

Section 7. Employees who are subjected to the above actions shall have the right to request that such actions be reviewed through the recourse of the grievance procedure.

## ARTICLE XII SENIORITY RIGHTS

Section 1. SENIORITY RIGHTS: The School District will recognize seniority rights as to order of layoff and recall. Any employee who is properly discharged or resigns, shall forfeit his/her seniority and in the event of re-employment, the seniority rights shall begin as of the date of re-employment.

Section 2. Vacancies: New positions or vacancies within the unit and of more than 30 days duration will be posted for a period of five (5) days along with the qualifications relevant to the position. The final decision for employment advancement, transfer or promotion will be made by the School Board, consistent with the qualifications and requirements of the operation.

Subd. 1. In the event a paraprofessional loses his/her newly posted for position due to a grievance of another paraprofessional, such employee will return to his/her former job and all others down the line.

Subd. 2. The Superintendent may permanently transfer employees from the building originally assigned.

Section 3. Layoff: In the event the School District is forced to lay off paraprofessional employees, the following procedure shall apply:

1. A specific position will be abolished.
2. If a Class IV position is abolished, the employee may displace the least senior Class IV employee, the least senior Class III employee, or the least senior Class II employee, provided they are qualified, have seniority, and the position is equal to or less in the number of work hours.
3. If a Class III position is abolished, the employee may displace the least senior Class III employee or the least senior Class II employee, provided they are qualified, have seniority, and the position is equal to or less in the number of work

hours.

4. If a Class II position is abolished, the employee may displace the least senior Class II employee, provided they are qualified, have seniority, and the position is equal to or less in the number of work hours.
5. If the Interpreter position is abolished, the employee may displace the least senior Class IV employee, the least senior Class III employee, or the least senior Class II employee, provided they are qualified, have seniority, and the position is equal to or less in the number of work hours.
6. Building principals will determine if the employee is fully qualified to perform the duties and responsibilities of the position.
7. Vacant positions not filled by the bumping procedure shall be posted.
8. Least senior employees with no one to bump shall be placed on lay off.

Section 4. Resignations and Layoffs: Resigning employees must submit a two week written notice of resignation. The district will give two weeks written notice regarding employee layoffs.

#### ARTICLE XIII MEDICAL EXAMINATION

Section 1. All applicants for employment may be required to undergo a physical examination at the expense of the school district.

#### ARTICLE XIV TAX SHELTERED PLAN

Section 1. Tax Sheltered Plan: The school district will match employee contributions, up to \$350.00 per year, for each full-time employee who participates in the school district's tax sheltered plan. Effective July 1, 2015, the school district will match employee contributions, up to \$550.00 per year, for each full-time employee who participates in the school district's tax sheltered plan. For purposes of this section, full-time shall be defined as thirty (30) hours per week. Upon initial hire, the employee will have thirty (30) days to submit a salary reduction authorization form to qualify for participation in the plan. Subsequent revisions to an employee's matching contribution will be permitted annually provided a revised salary reduction authorization form is submitted prior to July 1. Part-time employees will receive a prorated school district contribution. For employees hired prior to June 30, 2007, any contribution towards a tax sheltered plan shall be deducted from any payment provided in Article VIII, Section 1, Subd. 1.

#### ARTICLE XV GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the

interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, administrator, or School District may be represented during any step of the procedure by a person or agent designated by such party to act in his/her behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be altered by mutual agreement.

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

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

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

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within ten (10) days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District designee.

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

Subd. 1. Level I - If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II - In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the

meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III - In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board , provided such appeal is made in writing within five (5) days after the receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee of representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative(s) notify the parties of its intention to review within ten (10) days after the decision has been rendered, in the event the School Board reviews to reverse or modify such decision.

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

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

Subd 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

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

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the State Bureau of Mediation Services (BMS) to appoint an arbitrator, providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein, shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information

a. Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice

of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:

1. The issues involved.
2. Statements of the facts.
3. Position of the grievant.
4. The written documents relating to Section 5, Article XV of the grievance procedure.

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

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

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A..

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

Section 9. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its

operation within the legal limitations surrounding the financing of such operations.

ARTICLE XV DURATION

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

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

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement without the mutual agreement of the parties.

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

Section 5. Delivery: This contract shall be delivered to the employees covered within thirty (30) days of signature date.

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

FOR PRINCETON PARAPROFESSIONAL  
ASSOCIATION

FOR INDEPENDENT SCHOOL DISTRICT #477  
706 FIRST STREET  
PRINCETON, MINNESOTA 55371-1820

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

---

Chief Board Negotiator

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Reference Letter of Addendum

The following paraprofessional positions are classified as Class II:

- 1) Study Hall
- 2) Duplicating Center
- 3) Parking Lot Monitor
- 4) Building Supervisor
- 5) Cafeteria
- 6) Locker Room

Duplicating service assistant will be paid an additional 37 cents per hour for 2015- 2017.

The following paraprofessional positions are classified as Class III:

- 1) Special Education
- 2) Early Childhood
- 3) Pre-School
- 4) Media Technology Assistant
- 5) Restitution Supervisor
- 6) Academic Behavior Assistant
- 7) Volunteer Coordinator
- 8) Stop and Think Room/Social Skills

The following paraprofessional positions are classified as Class IV:

- 1) Title I (Basic Skills)
- 2) Health Assistant
- 3) Positive Behavioral Interventions and Supports

2015 - 2017

Interpreter (certified)

\$21.00 per hour

## SCHEDULE A

### SALARY SCHEDULE 2015-16

STEP	CLASS II	CLASS III	CLASS IV
1	13.84	14.73	15.35
2	14.17	15.06	15.68
3	14.50	15.39	16.01
4	14.83	15.72	16.34

### SALARY SCHEDULE 2016-17

STEP	CLASS II	CLASS III	CLASS IV
1	14.24	15.13	15.75
2	14.57	15.46	16.08
3	14.90	15.79	16.41
4	15.23	16.12	16.74

Longevity After 15 Years of Consecutive Service                      \$.40 (Effective July 12015)

Add to Schedule A from ARTICLE VI. RATES OF PAY

Wage Payment: For 2009-2010, employees will be given steps according to Schedule A. For 2010-2011, steps will be frozen and the amount allocated for steps for this year will be evenly distributed as a one-time payment only to employees who were on Step 6 in 2009-2010 and who did not receive a step increase in 2009-2010.

Health Assistants with licensure in the areas of Certified Nursing Assistant (CAN), Licensed Practical Nurse (LPN) or Registered Nurse (RN) will receive the following hourly wage increments. Starting July 1, 2017 all Health Assistants must have one of the following licensure.

CNA - .50   LPN- 1.00                      RN – 2.00

School Nurse Substitute: If an employee is asked by the district to substitute for the District School Nurse the employee shall receive pay at the rate of \$29.00 per hour. An employee must have an RN or LSN license in order to be a substitute.

The paraprofessionals will receive the following paid holidays:

July 1, 2015, through June 30, 2017

Employees Working  
30 or More Hours Per Week

Christmas  
Good Friday  
Labor Day  
Memorial Day  
New Years Day  
Thanksgiving  
Presidents' Day  
Day After Thanksgiving  
Christmas Eve

Employees Working  
Less Than 30 Hours Per Week

Christmas  
Good Friday  
Labor Day  
Memorial Day  
Presidents' Day

Employees working more than nine (9) months per year shall also receive Independence Day as a paid holiday.

## PARAPROFESSIONAL SENIORITY LIST

Bleskachek, Marie	08-09-76
Atkins, Tammy	09-15-82
Alexander, Linda	09-01-88
Edmison, Karen	10-02-89
Gunderson, Susan	09-24-90
Zimmer, Jule	11-05-90
Fischer, Kathy	09-16-91
Orton, Karol	02-24-92
Alderink, Kristi	01-17-93
Mussetter, Shelly	10-24-94
Moe, Rose	09-05-95
Ostroot, Jackie	08-19-96
Burke, Carolyn	10-03-96
Bergmann, Colleen	08-28-97
Pettibone, Teresa	09-15-97
Johnson, Catherine	05-18-98
Quade, Krista	09-21-98
Klug, Mary Beth	11-20-98
James, Robin	12-07-98
Fliehr, Dawn	01-19-99
Hennessey, Christine	10-04-99

Knight, Cheryl	12-03-99
Sinkel, Mary Jane	12-21-99
Loberg, Lori	01-10-00
Roy, Sandra	02-10-00
Aluni, Corrine	01-07-02
Bauman, Tammy	08-27-02
Kafka, Melissa	09-05-02
Wredberg, Teresa	09-09-02
Braun, Tammi	09-23-02
Soens, Debra	02-24-03
Tonn, Shirley	04-04-03
Paplham, Linda	08-27-03
Vance, MalishaSu	09-02-03
Hancer, K. Laurie	09-29-03
Hovis, Judy	09-27-04
Wirebaugh, Robin	12-13-04
Efta, Ann	03-29-05
Oliver, Amy	08-29-05
Hatch, Laurie	09-09-05
Oakes, Tammy	09-12-05
Scott, Pamela	09-13-05
Cichy, Karen	10-03-05
Cross, Susanne	11-28-05

Alickson, Tamara		09-05-06
Johnson-Warren, Jennie Ruth		09-05-06
Huebsch, Amy		09-25-06
Wesloh, John	1	2-18-06
Wold, Catherine		01-16-07
Meyer, Karee		02-23-07
Hunn, Lynn		08-28-07
Tou, Janelle		09-04-07
Groebner, Jody		09-17-07
Smith, Dawn		04-28-08
Olson, Rachelle		08-28-08
Reynolds, Nicole		09-27-10
Conger, Patricia		01-19-11
Dorr, Brian		09-28-11
Robideau, Kathleen		10-11-11
Kloster, Jessica		01-25-12
Wilson, Jennifer		09-08-12
Daniels, Laura		09-10-12
Boldoc, Jill		09-19-12
Dierks, Amy		10-02-12
Opay, Danielle		10-02-12
Maury, Toni		01-07-13
Moore, Lora		03-17-13

Furman, Julie	04-22-13
Bekius, Lisa	08-14-13
Emmerich, Kathy	08-26-13
Embretson, Sandra	08-27-13
Scepurek, Danette	09-03-13
Schossow, JoAnn	09-03-13
Lemm, Kelly	09-23-13
Marshall, Sharon	10-09-13
Richards, Laurie	10-16-13
Johaneson, Vicki	11-11-13
Lutgen, Jody	11-11-13
Gross, Lisa	11-22-13
Brown, Robyn	12-02-13
Bost, Jessica	03-17-14
Johnson, Emilee	08-05-14
Whittlef, Jennifer	08-07-14
Wallace, Cori	08-21-14
Carlson, Karen	09-02-14
Paulson, Kari	11-03-14
Miller, Ashley	01-21-15
Kitzman, Kimberly	02-10-15
Rygwall, Jill	03-11-15
Tovin, Violeta	08-18-15

Snyder, Ben	08-24-15
Mellen, Tammy	09-08-15
Peterson, Shawntel	10-19-15
Hanson, Carol	11-30-15
Murphy, Michelle	12-07-15
Stonestrom, Stela	01-25-16
Breimhorst, Sherry	02-16-16
Sleeper, Cindy	01/04/16
Donais, Karen	04/05/16

## **Letter of Intent**

As a result of discussions between Independent School District No. 477, Princeton, Minnesota, (hereinafter referred to as the School District) and the Princeton Paraprofessionals' Association (hereinafter referred to as the Association), the follow letter of intent is issued.

The School District will make efforts to provide notice to employees of job vacancies for paraprofessionals. It is the intent of the School District to provide notice of opportunities for current employees to transfer or promote to new positions. Each posting will list the specific job duties, the building assignment, the number of hours of employment per day and per week, and the category (i.e. EBD).

In the event that a vacancy has not been posted in accordance to this letter of intent, the Association president or delegated representative shall notify the human resources director of the concern and efforts will be made to correct the problem.

## **Letter of Intent**

As a result of discussions between Independent School District No. 477, Princeton, Minnesota, (hereinafter referred to as the School District) and the Princeton Paraprofessionals' Association (hereinafter referred to as the Association), the follow letter of intent is issued.

The School District and the Association have discussed evening out the amount between each increment on the salary schedule and have discussed the benefits of doing so. This process has started for employees hired after January 1, 2007 (see the 2004-2007 Master Contract). It is recommended that the continuation of this concept be considered in future collective bargaining.



**POSITION DESCRIPTION**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Student Services	<b>Department:</b> Administration	<b>Bargaining Unit:</b> At-Will
<b>Immediate Supervisor:</b> Superintendent	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Exempt

**Job Summary:** Under the direction of the Superintendent, the Director of Student Services is responsible for providing leadership, direction, planning, and coordination of the student services programs and services for students from birth through 21 in the district. This includes special education, online programming, ALC programming care and treatment, English Language Learners, and Homeless Programming. The Director of Student Services is also responsible for the management of State and Federal programs, their compliance, and reporting requirements.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Developing and implementing systems for the budgeting and expenditure of local, state, and federal funds allocated to the system for student services.
  - Assessing program needs, estimating costs and developing budget proposals.
  - Preparing and submitting applications to the State Department as required for funding.
  - Preparing and submitting revenue estimates to system business services.
  - Preparing and submitting complete reports and documents as required for various funding.
  - Monitoring accounts on a regular basis.
  - Administering tuition billing for special education and general education students.
  - Administering billing for IEP health related services.
- 
- Supervising the planning and development of program improvement in all areas of student services.
  - Determining the need for new programs and services and changes to existing offerings
  - Developing and recommending plans for initiating or changing programs and services.
  - Monitoring all programs for compliance with mandates and policies.
  - Developing and promoting suitable procedures for identification, evaluation, and instructional programming of children eligible for Special Education.
  - Evaluate the school system's approaches and students' responses to specialized programs for children not achieving in special and general education programs.
  - Interpret educational mandates, policies, and procedures for school personnel for all areas of student services.
  - Initiate and direct in-service activities in order to bring about increases in the competencies of student services personnel.
  - Disseminating information about due process and educational rights of students and parents.

- Encouraging and supporting advocacy groups such as MARC and PACER.
- Providing leadership to system administration in updating and generating school policies relating to student services and required services for students.
- Serving as conciliator between parents and school personnel when student's special program recommendations cannot be resolved at the building level.
- Working collaboratively with community, county and state agencies on problems and issues of mutual interest.
- Maintaining and promoting open communication and collaboration with all segments of the school community.
- Being responsive to individuals with questions or concerns.
- Keeping school administration, staff and community members informed of the accomplishments, improvement areas and the needs of student services.
- Ensuring the effective identification and assessment of, and provision of student services to students who are disabled or have special needs.
- Assigning and supervising staff needed to provide identified, approved services.
- Compiling and submitting all required state and local district reports.
- Coordinating the development of due process forms and procedures, including preparation and updating of the total special education system's (TSES) document.
- Administering requirements for data privacy, records and related services.
- Advising building office and teaching staff on data privacy related to education records and maintenance of student records.
- Publicizing district policy to students, parents and staff.
- Working with building administrators to improve record keeping systems.
- Performs other comparable duties of a like or similar nature as assigned.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>	Commensurate with license requirements	
	<b>High school diploma or GED.</b>	<b>Major field of study or degree emphasis:</b>	
	<b>1 year college</b>	<b>2 years college</b>	Commensurate with license requirements.
	<b>3 years college</b>	<b>4 years college</b>	
	<b>1st year graduate level</b>	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
	<b>2nd year graduate level</b>		



- Knowledge of the mission, core values, and strategies of Princeton Area Schools
- Knowledge of programmatic improvement process including research, development, and evaluation
- Knowledge of laws, state mandates, regulations, and procedures related to areas of responsibility
- Understanding of intercultural competence
- Understanding of curriculum needs in special education, vocational
- Ability to determine student program costs and develop tuitions for nonresident disabled students
- Understanding of due process, data privacy issues and litigation pertinent to department services
- Knowledge and understanding of budgeting and revenue sources and ability to recommend budgets based on system needs
- Ability to collect, organize and report data required by the State Department
- The ability to demonstrate valid principles of learning necessary to productive teacher-learner interaction

**Required Work Experience in Addition to Formal Education/Training:** At least 3 years of prior experience as a supervisor in special education or support services.. Prior administrator experience in Special Education preferred. Must hold or be eligible for license as Director of Special Education in Minnesota and be eligible or hold an ECSE license.

**ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK**

**Skilled in:**

- The attributes of an efficacious learner: resourceful, self-directed, responsible, problem solver and skilled communicator
- The ability to examine new approaches and methods, initiate action and render recommendations
- The ability to involve others in planning and decision making
- The ability to lead and encourage a team of individuals to reach established strategies objectives
- The ability to work effectively with parents, community groups and diverse local, regional and state agencies.

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

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



**PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities

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

#### **SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

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

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 5/2013 by BCC.





**POSITION DESCRIPTION**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Student Services Secretary	<b>Department:</b> Student Services	<b>Bargaining Unit:</b>
<b>Immediate Supervisor:</b> Director of Student Services	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt

**Job Summary:**

Under the direction of the Director of Student Services, the Student Services Secretary is responsible for performing a variety of clerical and secretarial support functions for the Student Services department, including but not limited to all tasks associated and related to Special Education, online and ALC programming, Care and Treatment, English Language Learners and Homeless programming. The Secretary for the Director of Student services would be responsible for a variety of record keeping tasks, billing, scheduling, reporting to state and federal entities, communications, assisting with budgets and purchase orders and all other tasks related to those areas in which the Director of Student Services supervises.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides high-level confidential and administrative support to the Director of Student Services.
- Responsible for all clerical components of Special Education. Assistance with reporting to state and federal organizations, recording keeping, scheduling, budget and purchase order assistance and communications.
- Responsible for all clerical components for all alternative programming (Online, ALC, and Care and Treatment) expectations such as communications, maintaining records, reporting expectations, scheduling, Skyward Usage, MARRS reporting and budget requirements.
- Perform a wide variety of record keeping and district level data-base management responsibilities.
- Assists, enters and reports student information to the state regarding homeless and all federal programs and all other data requested by the state.
- Maintains and assists with monitoring budget records, code expenditures, prints budget reports and tracks individual program budgets

- Proofs, edits, and prepares correspondence and documents. Maintains organized files of all said documents.

Serves as the receptionist for all programs under the Director of Student Services, organizes calendars, schedules meetings, screens incoming calls, directs individuals to the appropriate people for assistance, handles all incoming and outgoing mail

- Performs other duties of a comparable level or type, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
	less than high school diploma		<b>Major field of study or degree emphasis:</b>	
x	High school diploma or GED.			
	1 year college	2 years college		
	3 years college	4 years college		
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Fundamentals of general office and district administrative procedures and practices.</li> <li>• Knowledge of office etiquette and customer service procedures and routines.</li> <li>• Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.</li> <li>• Fundamentals of basic accounting and their application and use in facility use billing and collection.</li> <li>• Knowledge of district administrative policies and procedures.</li> <li>• Fundamentals of computer operation and business productivity software including scheduling software/applications and Smart Finance.</li> <li>• Knowledge of registration processes and procedures of the department and State and Federal reporting.</li> <li>• Knowledge of those programs under the supervision of the Director of Student Services with a special emphasis on alternative learning programs and special education.</li> </ul>	
	2nd year graduate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of 3 clerical and secretarial support experience.				
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> A valid MN Driver's license or evidence of equivalent mobility.		



**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK**

**Skilled in:**

- Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with informational requests of both district staff and the public.
- Using, applying, and performing word processing, database maintenance, spreadsheet creation and use of presentational, graphic programs or other office productivity software.
- Organizing, coordinating and monitoring facility use and scheduling activities and functions consistent with established procedures, rules and policies.
- Prioritizing work and office organizational skills.
- Implementing class registration procedures and implementing class refunds and class cancellations.
- Establishing and maintaining department records and files.
- Using word processing, customized business applications and productivity software.
- Ability to utilize desktop publishing, perform layout and proofing of brochures, department publications and/or correspondence.
- Performing general bookkeeping duties associated with facility use, department purchasing and class registrations.
- Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative

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

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

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

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

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING  
CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**

Duties are generally performed in an administrative/office/and/or school setting where there are minimal environmental hazards and risks.



**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

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

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 6/2013 by BCC.





Julie Williams		Sonia Strickland		Terri Kerwin		Matt Zook		Dir of Std. Serv.	
Base	\$87,000.00	Base	\$41,329.60	Base	\$64,812.00	Base	\$50,248.00	\$98,450.00	
FICA	\$665.55	FICA	\$316.17	FICA	\$4,958.12	FICA	\$3,843.97	\$7,531.43	
TRA	\$6,525.00	TRA	\$3,099.72	TRA	\$4,860.90	TRA	\$3,768.60	\$7,383.75	
LTD	\$330.60	LTD	\$157.05	LTD	\$246.29	LTD	\$190.94	\$374.11	
Health	\$16,200.00	Health	\$7,512.24	Health	\$6,774.00	Health	\$6,774.00	\$16,200.00	
Dental	\$462.96	Dental	\$156.00	Dental	\$276.00	Dental	\$276.00	\$462.00	
Life	\$172.80	Life	\$76.80	Life	\$76.80	Life	\$76.80	\$172.80	
TSA	0	TSA	\$550.00	TSA	\$700.00	TSA	\$450.00	\$2,500.00	
	\$111,356.91		\$52,647.58		\$82,704.10		\$65,628.31	\$133,074.09	
Mitch Nelson		Tim Hasser		Lynn Hunn		Brett Triplett		Kit Girtz	
Base	\$38,405.00	Base	\$38,405.00	Base	\$18,231.72	Base	\$64,182.00	Base	\$64,066.00
FICA	2937.98	FICA	\$2,937.98	FICA	\$1,394.73	FICA	\$4,909.92	FICA	\$4,901.05
TRA	2880.38	TRA	\$2,880.38	TRA	\$1,367.38	TRA	\$4,813.65	TRA	\$4,804.95
LTD	145.94	LTD	\$145.94	LTD	\$69.28	LTD	\$243.89	LTD	\$243.45
Health	\$9,539.00	Health	\$6,774.00	Health	\$6,339.00	Health	\$6,774.00	Health	\$6,774.00
Dental	\$276.00	Dental	\$276.00	Dental	\$156.00	Dental	\$276.00	Dental	\$276.00
Life	\$76.80	Life	\$76.80	Life	\$76.80	Life	\$76.80	Life	\$76.80
TSA	\$450.00	TSA	\$450.00	TSA	\$550.00	TSA	\$1,000.00	TSA	\$1,000.00
	\$54,711.10		\$51,946.10		\$28,184.91		\$82,276.26		\$82,142.25
									\$41,071.12

**ALC LOCATION**

Mall Space 2300 square feet  
 Previously Dentist Office  
 Purchase Price \$140,000.00

<b>2016 Capital Restricted Fund Balance</b>	<b>\$2,497,971.00</b>
2016 Estimated Revenue	\$570,000.00
2016 Estimated Expenditures	\$630,000.00
<b>2016 Estimated Capital Restricted Fund Balance</b>	<b>\$2,437,971.00</b>
2016 Purchase of Dental Office and est. closing costs	\$145,000.00
<b>2016 Estimated Capital Restricted Fund Balance</b>	<b>\$2,292,971.00</b>

	<b>2015</b>	<b>Average</b>
Coordination Fee	\$3,000.00	\$3,000.00
Heating Bill	\$851.00	\$1,200.00
Electric Bill	\$5,328.00	\$3,000.00
Sewer and Water paid by Mall	Coordination Fee	Coordination Fee



PRINCETON PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 477

706 First Street, Princeton, MN 55371

763.389.2422 isd477.org

*Dr. Julia Espe, Superintendent* 763.389.6190

*Michelle Czech, Director of Business Services* 763.389.6183

*Stacie Vos, Director of Human Resources* 763.389.6181

*Julie Williams, Director of Teaching & Learning* 763.389.7278

*Eric Simmons, Director of Technology* 763.389.6166

*Erin Dohrmann, Special Education Coordinator* 763.389.6191

*Gwen Anderson, Director of Community Education & ECFE Coordinator* 763.389.6199

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April 14, 2016

Dear City of Princeton Planning Commission:

Princeton School District #477 is requesting an interim use permit for Dr. Beattie's property in the Mall. We would like to renovate the space to become our new Area Learning Center for our district. If granted, there will be approximately 20 students, two teachers, one clerical staff person, and several part time program coordinators (counselor, chemical health consultant, mental health consultant) housed at the site.

In order to be good neighbors, we are planning to:

- "Sound-proof" the adjoining wall to the office next door.
- Locate offices along the adjoining wall to further maximize less noise for next door neighbors.
- Put procedures into place to assure that students do not park in the front parking lot. Students and staff will park in the public lot in the back.
- Have students and staff enter the facility through the side entrance.
- Communicate with mall members twice per year to solicit any concerns that they have, and work with staff to ameliorate solutions.
- Follow up with any other requests from the Planning Commission.

The students who will be attending school in this facility will have part of the day of instruction at this facility, and then part of the day in a workplace, for career and technical training. We are hoping that perhaps some of the mall owners will be open to having an "intern" from this program, to assist in their business.

Please do not hesitate to contact me with any concerns or additional requests that you might have.

Sincerely,

Julia A. Espe, Ed. D.

Cc: Mark Karnowski  
Paul Whitcomb  
Jolene Foss

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*Committed to Excellence!*



PRINCETON PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 477

706 First Street, Princeton, MN 55371

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*Gwen Anderson, Director of Community Education & ECFE Coordinator*    763.389.6199

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The board authorizes the Superintendent and Director of Business Services to dispose of obsolete furniture and equipment related to the district's building projects at a garage sale open to the public on Friday, June 3, 2016. The garage sale will be held at South Elementary. Types of items to be disposed of include but are not limited to curriculum materials, student tables, student desks, lunchroom tables, chairs, office furniture, and obsolete technology.