

Princeton Public Schools - ISD 477
Tuesday, June 6, 2017 at 7:00 PM
Regular School Board Meeting
District Office Board Room located at City Hall (Please use City Hall Entrance)

Our Mission

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

Our Vision

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

1. PROCEDURAL ITEMS

2. Call to Order and Pledge of Allegiance
3. Roll Call
4. Citizen Comments

5. REPORTS

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

6. APPROVE AGENDA

7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 4

8. CONSENT AGENDA

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

- a. Personnel 7
- b. Gifts 8
- c. Grants 14

9. INFORMATION

- a. Cognitively Complex Tasks In Instruction
 - Primary School-Presented by Tonia Anderson 15
 - Intermediate School-Presented by Becky Pollard 19
 - Middle School-Presented by Courtney Bergstrom 26
 - High School-Presented by Alison Rose 31

b. Hand books	
Intermediate School	36
c. 2017-2018 Budget	83
d. Board Development Discussion-Presented by Deb Ulm	
e. Building Project Close Out-Presented by Michelle Czech	91
10. ACTION	
a. Second reading of Policies-#403, 407, 408, 409, 417, 419, 421, 422, 423, 424, 450, 495, 514, 524	
<i>I move to accept the second reading of the policies as presented.</i>	
403-Discipline, Suspension and Dismissal of School District Employees	93
407-Employee Right to Know-Exposure to Hazardous Substances	97
408-Subpoena of a School District Employee	100
409-Employee Publications, Instructional Materials, Inventions and Creations	103
417-Chemical use and Abuse	104
419-Tobacco-Free Environment	113
421-Gifts to Employees and School Board Members	117
422-Policies Incorporated by Reference	119
423-Employee-Student Relationships	121
424-License Status	124
450-Respectful Workplace	127
495-District Policies During a Strike	129
514-Bullying Prohibition	134
524-Internet Acceptable Use and Safety	146
b. Family Center Roof Bids-Presented by Michelle Czech	151
<i>I move to accept the Family Center roof bid as proposed.</i>	
c. Tennis Court Bid-Presented by Michelle Czech	187
<i>I move to accept the tennis courts bid as proposed.</i>	
d. Restricted Budget-Long Term Facility Maintenance-Presented by Michelle Czech	203
<i>I move to accept the Restricted Budget, Long Term Facility Maintenance as proposed.</i>	
e. Restricted Budget-Capital-Presented by Michelle Czech	204
<i>I move to accept the restricted budget, Capital, as proposed.</i>	
f. Health Insurance Recommendation-Presented by Sarah Marxhausen	206
<i>I move to accept the Health Insurance recommendation as proposed.</i>	
g. Minnesota State High School League	207

I move to accept the Minnesota State High School League resolution for membership as proposed.

- h. Rum River Special Education Cooperative Joint Powers Agreement- 208
Presented by Julia Espe

I move to accept the joint powers agreement as proposed.

- i. Fairview Northland Medical Center-Athletic Training Services 219
Proposal- Presented by Julia Espe

I move to accept the Fairview Northland Medical Center-athletic training services as proposed.

- j. Middle School Assistant Principal/Activities Director Position- 225
Presented by Sarah Marxhausen

I move to accept the hiring of Jona Deavel as Middle School Assistant Principal/Activities Director as proposed.

11. ADDITIONS TO AGENDA

12. FUTURE MEETINGS

Policy Committee Meeting-June 20, 5:30

- 13. ADJOURN -Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), I move to close the meeting for negotiations strategies.**

Artwork Presentation - The following students were recognized for their outstanding art projects: Madison Kihle-Preschool, Jayla Montoya- Preschool, Ezryah Moos-2nd gr. Lydia Theisen-1st gr. Drew D Davis-5th gr. Scarlett Opay- 4th gr. Taylor Saucedo-3rd gr. Sommer Nelson-7th gr. Giuliana de Stefano-6th gr. Grant Simon-11th gr. Jordan Spencer-12th gr.

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 16th day of May, at (6:45) 7:01 p.m. in the District Center Board Room.

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

Members Absent: Craig Johnson

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen; and Director of Student Services Erin Dorhmann.

Student Council Representative: Lacey Broding

Citizen Comments: Darla Peterson-Parent of a Spanish Immersion student came to support the Spanish Immersion program.

Tiffany Elness- Parent of a Spanish Immersion student thanked the board on the Spanish Immersion program.

REPORTS

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

Deb Ulm Agenda planning, Policy, Student Services Open House, School Board Scholar Banquet

Eric Minks None

Sue VanHooser Policy, Rum River Special Education Coop meeting, Community Education Committee meeting

Howard Vaillancourt Policy, Student Services Open house, American Indian Parent meeting, School Board Scholar Banquet , Community Education Committee meeting, Cheerleader tryouts.

Eric Strandberg Policy, School Board Scholar Banquet, City Council planning meeting

Chad Young School Board Scholar Banquet, High School band concert

Student Council Report: Lacey volunteered at the DAPE Track meet. The Student Council

is planning their Spring fling which will be held on May 26th. Lacey was nominated again to represent the Student Council next year as the student board representative.

Superintendent Report:

Julia Espe spoke on the tragedy that happened involving a student at the Middle School. During the City hall meeting they voted to go ahead with the project to renovate the existing board room that is shared by the city and the district. Julia Espe received an award at the MASA meeting last week. The Spanish Immersion survey results that the school sent out came back, and they will discuss the results with a presentation at an upcoming board meeting. They conducted interviews for the the Middle School Principal and will continue to narrow down the field of applicants.

APPROVE AGENDA

Motion made by Eric Minks, seconded by Howard Vaillancourt to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Eric Strandberg seconded by Chad Young, to approve the May 2nd Regular Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Eric Minks to approve the consent agenda as presented. Personnel, Bills, Wire Transfers, Treasurer's Report, Food Service Meal Price, Request to Add Programs, Position, Activity to Budget, Request for Wednesday Event, Fundraiser, Gifts. Motion passed unanimously.

INFORMATION

2018 Capital Planning- Michelle Czech reviewed the 2018 Capital Planning budget proposal for the 2017-2018 school year.

Long-Term Facility Maintenance- Michelle Czech reviewed the 2017-2018 Long Term Facility Maintenance Plan.

Additions to the agenda: None

Future Meetings:
-Wellness Committee Meeting-Wednesday, May 17th-3:30 pm
-ALC Graduation-Tuesday, May 23rd-5:30 pm
-Certified Negotiations-Wednesday, May 24th-5:00 pm

Five minute recess- There will be a five minute recess to set up for the Board Workshop.

Board Workshop- Dennis Cheesebrow presented a Board development workshop with the board members.

ADJOURN -The meeting was adjourned at 9:11 pm.

Chair Deb Ulm

Clerk Eric Minks

Recorder-Kari Plafcan

06.06.2017

Name	Status	Building	Job Title	Group	Replacing	Effective Date	Wage
Aluni, Corrine	Retirement	Primary	Health Office Para	PARA	N/A	4.28.17	
Davis, Paige	Resignation	Primary	1st Grade	PEA	N/A	6.7.17	
Gust, Betsy	Resignation	High School	9th Grade Volley Ball Coach	Activities	N/A	5.15.17	
Meyer, Eric	Change in current assignment	District Center	Maintenance Engineer	Custodial	Trumond Kollar	7.1.17	20.35/hr
Miller, Shannon	Extra Duty	High School	JV Softball Coach	Activities	N/A	5.12.17	\$1,503.00
Potvin, Mark	Resignation	High School	Vocal Music Instructor	PEA	N/A	6.7.17	
Scott, Cindy	Change in current assignment	Student Services/Middle School	Speech Clinician-Going from the Middle school to 1.5 hours at Student Services/Onward and the remainder hours at the Middle School	PEA	N/A	8.1.17	

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: Mills Lacs County Dairy Association

Description of gift: Money towards buying ice cream for
Students for Spring Fling event.

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: The money will be
spent on buying ice cream for students for the high
school Spring Fling event.

This gift meets all requirements of Policy 706

Accepted Not Accepted by ADH
Barbara Muckel Staff Name
 Principal or Director Date: 5-10-17

Accepted Not Accepted Julia Espe
 Superintendent Date: 5.11.17

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 FORM

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

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

Donor name: Princeton Limis Club

Description of gift: \$200.00 (check 3518)

Pre-Condition, Condition, or Limitation on use: _____

How this gift specifically relates to the program or school: Right to Read

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia Espe Date: 5.11.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Princeton Lion's Club

Description of gift: \$175⁰⁰ (check 3520)

Pre-Condition, Condition, or Limitation on use: _____

How this gift specifically relates to the program or school: Summer Rec Program

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia Espe Date: 5.11.17
Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

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: Mr Association of Secondary School Principal's

Description of gift: \$100.00 Check # 37377
Awarded For innovative Student / School
programming

Pre-Condition, Condition, or Limitation on use:
Student Activities

How this gift specifically relates to the program or school:
Gift will be used for student
PBS (Anti-Bullying Campaign).

This gift meets all requirements of Policy 706

Accepted Not Accepted *Dil Hh* Date: 5/23/17
Principal or Director

Accepted Not Accepted *Julia Espe* Date: 5.31.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: 10-310-298-202-000-099 Program Name Student Activity

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

Board Approval

Revised: May 14, 2013

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: UMA precision Machining

Description of gift: Check for transportation cost to UMA machining. For career exploration unit. \$75.00

Pre-Condition, Condition, or Limitation on use: Bus to and from UMA machining in Zimmerman.

How this gift specifically relates to the program or school: Career Exploration unit, STEM in action.

This gift meets all requirements of Policy 706
 Accepted Not Accepted Desirae Jensen
Principal or Director Staff Name
Date: 5/24/17

Accepted Not Accepted Julia Espe
Superintendent Date: 5.31.17

Accepted Not Accepted _____
School Board Chairperson Date: _____

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 FORM

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

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

Donor name: Princeton American Legion

Description of gift: Sponsor 4 students from the Intermediate School at Legionville Safety Patrol Camp

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: TRAINS Students to be Safety Patrol members.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____ Date: 5/18/17
Principal or Director

Accepted Not Accepted Julia Espe Date: 5.22.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval

Revised: October 29, 2013

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



May 19, 2017

ifound.org

Dr. Julia Espe
Princeton School District
706 First Street
Princeton, MN 55371

RE: ECDN17-5936

Dear Dr. Espe,

Please find a check in the amount of \$1,500.00 as payment for the *Early Childhood Preventive Dental Services* project. This check represents full payment on your grant award. As detailed in the grant agreement, you are expected to acknowledge the Initiative Foundation in any materials or programs with the following statement: "This project was funded in part by the Initiative Foundation, a regional foundation."

By accepting this award, you are agreeing to complete and submit the grant reports and complete the evaluation requirements as stated in the Letter of Grant Agreement. Please read the agreement carefully.

Thank you for your consideration of these matters. If you have any questions please feel free to contact me at 877/632-9255.

Sincerely,

A handwritten signature in black ink, appearing to read 'Don Hickman', written in a cursive style.

Don Hickman, Vice President for Community & Workforce Development

Enclosure

cc: Mary Appleton



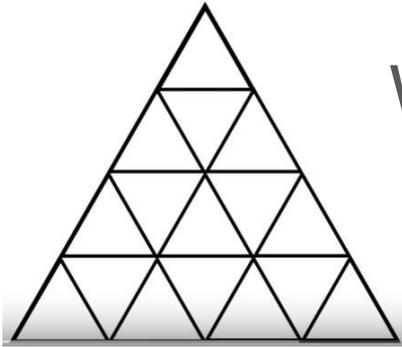
Powering Possible

Equal opportunity lender, provider and employer.

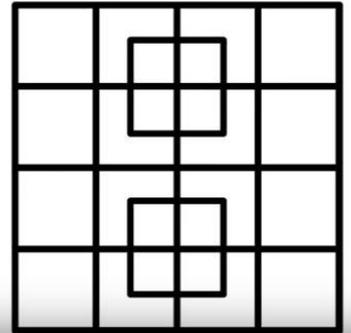
Can second graders find the solutions to complex problems?



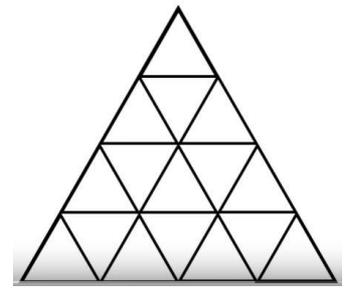
15



We can use our brains to find ways to solve multi-step problems.



How many steps does it take to find the number of triangles in this picture?



As students began to work I monitored the room for “group problems”. I stopped the work time when I found a group that had found a strategy which would benefit everybody.

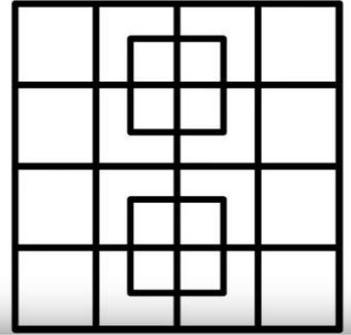
Students were excited about their peers insights and were driven to try to find other strategies that would help solve this problem.

The overall focus was making sure students realized there are times when some problems will take multiple steps before a solution is found.

“I learned working in groups is sometimes difficult.” -Peyton

“I learned if you turn the picture upside down you can see more.” -Cohen

Using the knowledge you learned yesterday are you able to think of the steps needed to find the number of squares in this picture?



Students were able to solve this problem by looking for: 1x1 squares, 2x2 squares, 3x3 squares, 4x4 squares, and “the teeny-tiniest squares”.

“I looked really closely and found more than one way to solve it.” -Alyssa

“I counted all of the different sized squares and put it together to find the answer.” -Paige

Always remember to challenge yourself to go beyond what is comfortable. Be more, create more, experience more.

~ Unknown



Yes, second graders can find solutions to complex problems by discovering there may be multiple steps to solve the problem.

Triangle Task Review



Complex Cognitive Task



5th grade MN standard: 5.3.2 Develop and use formulas to determine the area of triangles, parallelograms, and figures that can be decomposed into triangles.

4th grade MN standard 4.3.1 Describe, classify, and sketch triangles (equilateral, right, obtuse, and acute)

Triangle Challenge Review

Create the following triangles

Triangle 1: scalene triangle with an area of 100 square inches.

20 Triangle 2: right triangle with an area of 50 square inches.

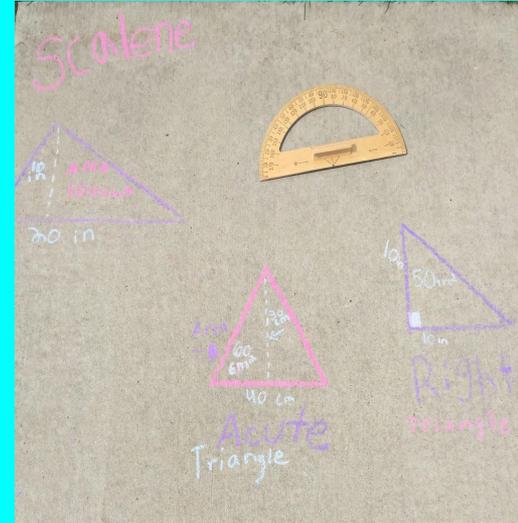
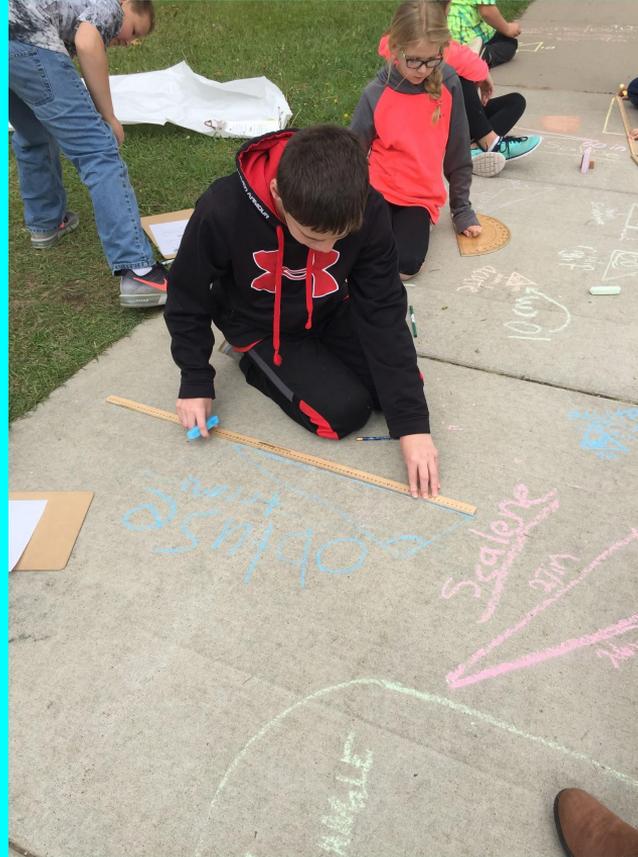
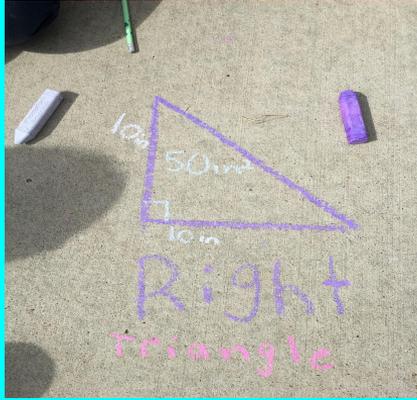
Triangle 3: obtuse triangle with an area of 400 square centimeters.

Triangle 4: Any acute triangle -record your area

Review: Brainstorm with team on chart paper (inside)



Create Triangles Outside with Sidewalk Chalk



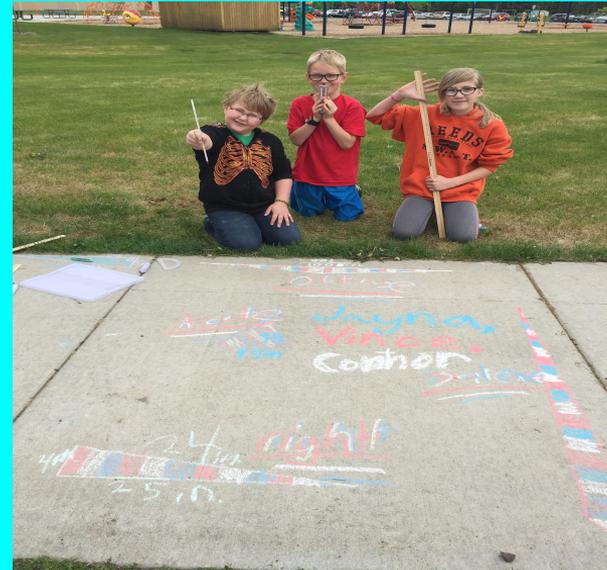
Environmental Extension Outside Activity

5th grade MN standard: 5.4.1 Display and interpret data; determine mean, median and range.

- Record the wind speed, air temperature, and soil temperature and determine the *mean*, *median*, and *range* of your data.

23

Name: _____		Date: _____	
Describe your Plot		Temperature: _____	
Location: _____		_____ degrees fahrenheit	
_____		_____ degrees celsius	
perimeter: _____		Cloud Type: _____	
area: _____		Sunrise _____ a.m.	
		Sunset _____ p.m.	
		Hours of Sunlight _____	
		Moon Phase _____ 	
Soil Temperature		Mean: _____	
_____		Median: _____	
_____		Range: _____	
Wind Speed		Mean: _____	
_____		Median: _____	
_____		Range: _____	



Assess: Record and draw your triangles and your outside statistical landmark data.

Name: Emily Date: 5-22-17

Describe your Plot

Location: the sidewalk

perimeter: ~~_____~~

area: ~~_____~~

Temperature: 64 degrees fahrenheit
18 degrees celsius

Cloud Type: Cumulus

Sunrise 5:36 a.m.

Sunset 8:43 p.m.

Hours of Sunlight 15 hours
6 min.

Moon Phase Waning crescent 

Soil Temperature						Mean: <u>51.2</u>
<u>48</u>	<u>52</u>	<u>58</u>	<u>49</u>	<u>49</u>		Median: <u>49</u>
						Range: <u>10</u>

Wind Speed						Mean: <u>5 1/3</u>
<u>3</u>	<u>7</u>	<u>6</u>				Median: <u>6</u>
						Range: <u>4</u>

24

Name Emily L. BP-5

Review:

Scalene Triangle: A triangle where all sides are different lengths.

Right Triangle: A triangle with 1 right angle.

Obtuse Triangle: A triangle with one obtuse angle.

Acute Triangle: A triangle where all angles are 60.

How do you find the area of a triangle? base x height / 2 $\frac{bh}{2}$

Triangle Task:

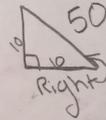
Triangle 1: Scalene triangle with an area of 100 square inches.

Triangle 2: Right triangle with an area of 50 square inches.

Triangle 3: Obtuse triangle with an area of 400 square cm.

Triangle 4: Any acute triangle - record your area below
60 cm²

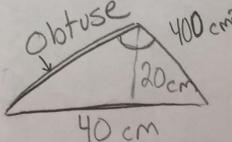
Sketch each triangle on the back with labels on all sides. Then, draw the actual triangles on chart paper when you are ready. Use a yardstick to help you measure.



50
Right



Acute



Obtuse
400 cm²
40 cm



100 cm²
10 in
20 in
Scalene

Enrichment Activity: Introduction to the Pythagorean Theorem

25

Pythagorean Theorem: Is it a Right Triangle?

Name: _____

Shade in all of the triangles that are right triangles to make a cool design.

Andrew walks east from his home to his friend's house, a distance of 8 blocks. He then walks 5 blocks south to get to school. If he walks straight home after school and takes the shortest path diagonally across the park, approximately how long will his walk home be?

Round to the nearest tenth.

© 2016 Secondary Math Solutions

TOKYO

The dimensions of the Japanese flag (or *Nisshōki*) are in a ratio of 2:3.

If the shorter side of the flag is 5 feet, find the length of the diagonal.

Simplify your radical!

Energy Challenge Activity



Complex Cognitive Tasks - Princeton Middle School

Energy Challenge - Design Process

- 1. Identify the problem** - Build an energy efficient activity center in Cambridge
- 2. Research** - Used technology to research various energy options based on social, economic and environmental impacts
- 3. Design** - Develop argument and sign
- 4. Build and Test** - Debate

28

NON-RENEWABLE

INEXHAUSTIBLE

RENEWABLE



Changes from Previous Years

[Energy Challenge Activity](#) (2017) vs. [Town Hall Project](#) (2016)

[Energy Learning Progression](#)

Changed from:

A teacher-centered classroom to a **student-centered classroom with rigor**

Teacher providing main notes/research to **students researching ALL data/information**

Student research in partners to **students collaborate with all 8th grade**

Teacher-lead student presentations to **student-lead student debates**

Student Suggestions for Future Changes?

Criteria for post-it information (more specific information, source, etc.)

30 Students create discussion points for debate

Debate

Longer time? - 15 minutes

Bigger debate group? - whole class

Audience interaction?

Ratios, Ratios, Ratios!!! Oh My!

31 **Learning Target:** to discover and analyze the relationships between the scale factor, ratio of perimeter, ratio of area, and ratio of volume of similar polygons and solids.

Learning Progression

Student Tasks

1. Make the first figure from the description on graph paper (2D) or isometric dot paper (3D)
2. Use **prior knowledge** of similar figures, scale factor, perimeter, area, and volume to construct the second figure
3. **Write ratios** comparing the side lengths, perimeters, areas, and volumes of the two figures.
4. **Analyze patterns** and generalize relationships by writing formulas for the ratios

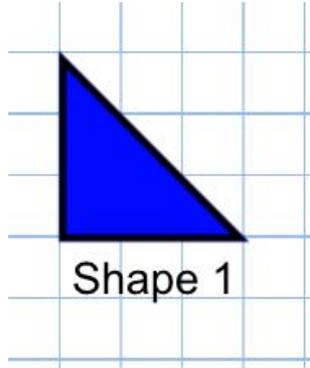
Example in Two Dimensions

Ratios, Ratios, Ratios!

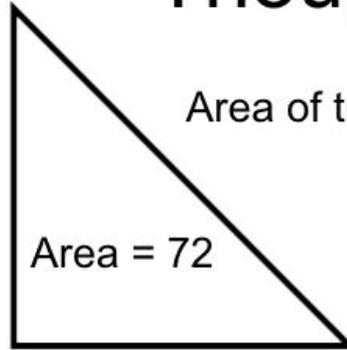
Create these shapes on graph paper

Shape 1: Right isosceles triangle with legs length of 3

Shape 2: Right isosceles triangle with Area of 72



Thought Process:



$$\text{Area of triangle} = 1/2 \times \text{Base} \times \text{Height}$$

$$72 = 1/2 \times \text{Base} \times \text{Height}$$

Base = Height
(Isosceles)

$$72 = 1/2 \times \text{Base} \times \text{Base}$$

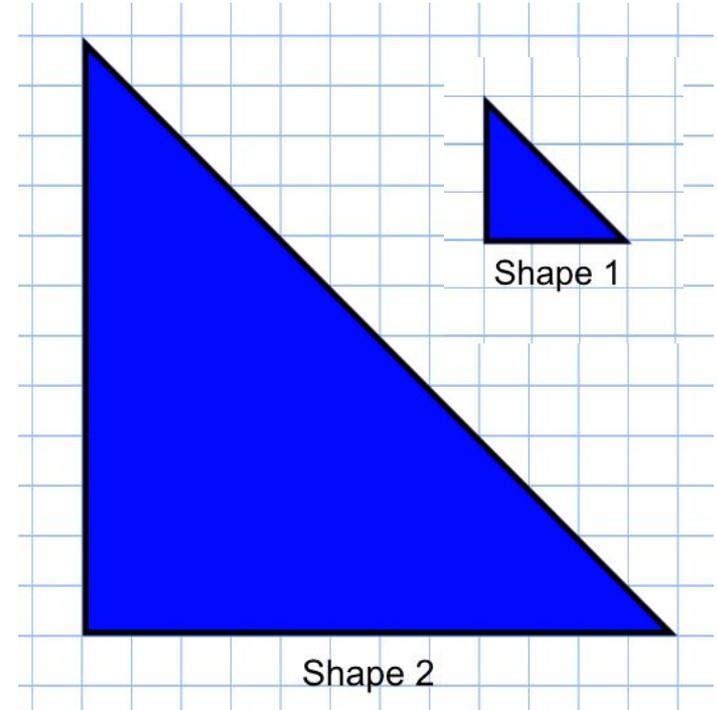
$$144 = \text{Base} \times \text{Base}$$

$$12 = \text{Base}$$

Example in Two Dimensions

Scale Factor	Ratio of Perimeter
3:12 Simplified = 1:4	$(6 + 3 \times 2) : (24 + 12 \times 2)$ Simplified = 1:4

How many of the smaller figure will fit into the larger figure?	Ratio of Areas
16	1:16



Extension Activity

Volume, Volume, Volume!

- Students completed a similar activity with three dimensional solids on isometric dot paper
- After completing both activities, students generalized the patterns they found in their analysis in order to write formulas for:
 - scale factor,
 - ratio of perimeter,
 - ratio of area,
 - ratio of volume
- Changes for next year?

Intermediate School

PRINCETON



TIGER PRIDE

TABLE OF CONTENTS

Welcome	4
Intermediate School Focus	5
Hours/ Phone numbers.....	6
Calendar	7
Academic	
Assessments	8
Conferences	8-9
Curriculum	9
Homework	10
Behavior Expectations/ TIGER PRIDE	10-22
Communications	23
Food Service Programs	24-26
General Information/ Procedures	
AM Arrivals.....	26
Arrival and Departure	26
Attendance	26-27
Bicycles	28
Emergency Forms	28
Field Trips	28
Criminal History Background Checks	28
Permission Slips.....	29
Fire, Emergency, Lock Down and Weather Drills	29
Lockers	29
Lost and Found	30
Lost, Damaged or Destroyed	30
Party Treats	30
Pledge of Allegiance	30
Release of Child During School Hours	30
Selling in School	30
Snack Breaks	30
Student Planner	30
Visitors	31
Weather Procedures	31
Health Services	32-36
Volunteer Program	36
Special Programs	
Release Time	36
Safety Patrol	37
Student Council	37
Special Services	37-38

APPENDIX

District-Wide Policies and Procedures

Directory Information39
Harassment and Violence 39
Prohibition of Weapons40
Student Transportation Safety 41-42
Student Use and Distribution of Controlled Substances 43
Technology Use 44-46

Dear Students and Parents:

Welcome to the Intermediate School Family! We serve approximately 750 students in grade 3 – 5. The school was built in 1969, but was extensively remodeled in 2011. We have created an optimally safe and positive learning environment for each and every child and adult here.

Our school is committed to providing a strong educational program for our children. We are devoted to creating a nurturing, safe and welcoming school climate for our families and students. We encourage family involvement and want to work as partners with parents to provide the best educational experience for our children.

This handbook was created to help you learn about our policies, procedures and expectations as a member of the Princeton Intermediate community. As with most printed material, unforeseen circumstances may warrant some changes as we go through the school year. However, we have made an attempt to give you clear and accurate information that will be valuable as we go through the school year. It is not possible to include policies and procedures that will encompass every situation that comes up during a school year. When unique situations arise, IS staff will do their best to make positive decisions based on the information at we have.

We want all students to be happy at school and to learn all that they possibly can. Student success is very important. To make sure students are successful we have a program called **Tiger Pride:**

I will Respect.....Myself.....Others.....Property.....Community

Tiger Pride addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process. We have seen an overall reduction in major office referrals since we began using Tiger Pride in 2005. We strive to give each student the level of support they need to be successful both academically and socially.

Please contact us if you have questions, comments or concerns about what is found within these pages. Additional information can be found on our district web page at www.isd477.org.

We look forward to another fantastic school year!

Sincerely,
John Beach
Principal

Sadie Snodgrass
Dean of Students

Parent/Student Handbook Form – Intermediate School

We have reviewed the Intermediate School Parent/Student Handbook and are aware of the information/expectations at Princeton Intermediate as listed in the handbook.

Please sign and leave in the assignment log.

Parent/Guardian’s Signature

Student Signature

Date

Intermediate School Focus

At PI, we update our goals every fall. We will continue to focus on helping each child grow academically and socially.

Our goals focus on student and school-wide growth/ success in math and reading.

We give extra reading and math support to students based on their needs.

IS is a model Positive Behavior Supports and Interventions (PBIS) school for the state. We just call it Tiger Pride. With this program, we continue to create a safe and positive environment for our parents, students, and staff.

We are committed to maintaining our positive school culture!

Hours

Our school day is 8:20 am – 2:45 pm
Our office is open from 7:30 am - 4:00 pm

Principal

John Beach

Secretary

Kim Myers

Assistant Secretary

Laura Pipenhagen

School Board Members

Deb Ulm	856-4017	Sue VanHooser	763-389-5271
Eric Strandberg	763-226-7664	Eric Minks	763-238-1571
Craig Johnson	763-634-2550	Chad Young	856-5314
		Howard Vaillancourt	389-3627

Administration

Dr. Julia Espe	Superintendent of Schools	389-6190
Michelle Czech	Director of Business Services	389-6183
Barb Muckenhirn	High School Principal	389-6010
Dan Voce	Middle School Principal	389-6750
Greg Finck	Princeton Primary Principal	389-6902
Erin Dohrman	Special Education Coordinator	389-6191
Deanna Cooley	Food Service Director	389-6162
Gwen Anderson	Director of Community Ed.	389-6199
Julie Williams	Dir. Of Teaching & Learning	389-7278
Sarah Marxhausen	Human Resources Coordinator	389-6181

SCHOOL TELEPHONE NUMBERS

High School.....	389-4101
Middle School.....	389-6705
Princeton Intermediate.....	389-6801
Princeton Primary School.....	389-6901
Community Education Office.....	389-6198
Swimming Pool.....	389-6057
Palmer Bus Company.....	631-5315

E-MAIL DESCRIPTION

To e-mail a staff member use the following format:

first name.last name@isd477.org

Example: John Beach

john.beach@isd477.org

Princeton Intermediate
2017-2018 SCHOOL CALENDAR

September 5	First day of school
October 1-31	Fall Conferences
October 3	Fall pictures
October 12	All School Conference Night 3-7 pm
October 19 & 20	NO SCHOOL – MEA
October 23	NO SCHOOL – Staff Development
November 3	Picture Retakes
November 9	Tiger Pride Family Night and Silent Auction – 5:30-7:30 pm
November 22	NO SCHOOL – Staff Development
November 23 & 24	Thanksgiving
November 30	End of trimester 1, Tiger Bingo and all day Reading
December 1	NO SCHOOL – Staff Development
December 5	4 th & 5 th Grade Choir Concert 7pm @ PAC
December 22-January 1	NO SCHOOL – Winter Break
January 15	NO SCHOOL MLK– Staff Development
February 19	NO SCHOOL
February 22	3 rd grade all school conference night 3-7pm
March 2	End of trimester 2, Tiger Bingo & all day reading
March 5-6	NO SCHOOL – Staff Development
March 15	4 th & 5 th Grade All School Conference Night 3-7, Art Show
March 29 – April 2	Spring Break
April 26	Spring & class pictures
May 3	3 rd grade musical
May 4	Grandparent’s lunch
May 11	Field Day
May 18	Carnival
May 25	End of year assembly
May 28	Memorial Day – NO SCHOOL
May 31	Last day of school

ACADEMIC

Assessment and Evaluation

We give a reading fluency measure (from FastBridge Learning) in the fall, winter, and spring.

We use aReading (Adaptive Reading), which is a simple, efficient computer adaptive measure of broad reading that is individualized for each student, and is delivered in a group format in about 15-30 minutes.

We also use aMath (Adaptive Math), which is a simple, efficient computer adaptive measure of broad math that is individualized per student, and is group administered in about 20-30 minutes.

MCAs

What are the Minnesota Comprehensive Assessments (MCAs)?

The MCA (Minnesota Comprehensive Assessments) is given all students in reading, math, and 5th grade science. The MCAs are the statewide tests that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA).

Some ways to help students:

- Be sure students get a good night's sleep and a nutritious breakfast before test taking
- Encourage students to answer all the questions that they are sure of and to put a small mark by those that give them trouble. The test is not timed, so they can go back to the questions they marked
- Work with schools to provide experiences that increase achievement
- Read to and with your child
- Encourage students to use math every day. Some math activities they can do include: create a grocery budget, explain charts and graphs from newspaper and magazine articles, divide food portions, use rulers to measure objects, measure a recipe, add prices on a shopping trip, etc.

Parent-Teacher Conferences

Students, parents, and teachers will jointly establish academic and social goals for the school year during conferences. Students will be involved and it will be necessary for them to attend this goal setting conference and all other conferences held throughout the year.

Our first goal setting conference will occur in the fall. There is a window of time that teachers will schedule conferences. Some conferences are scheduled during our all-school conference night, but not all of them.

The winter review conference will be by teacher and/or parent request only.

At the spring conference, all students, parents and teachers will review the goals previously set. As with the fall conferences, there is an all-school night set aside.

Again, it is very important that parents and students jointly attend the fall conference to plan together.

***Note: Conferences can occur anytime throughout the year, whenever the need is apparent by the parent and/or teacher.*

School and Home Partnership

Students should:

- Listen to all instructions
- Attempt all assignments
- Complete each given assignment to the best of his/her ability

Parents should:

- See that their child gets to school on time each day
- Meet and speak with their child's teacher as needed
- Reply to communications from the school
- Make sure that their child has some quiet time for homework
- Speak with their child every day about what was learned

The School should:

- Clearly inform the student as to what the assignment is and when it is due
- Provide help for students having difficulty completing assignments
- Notify parents if a problem exists--after repeated late assignments or behavioral concerns

Standards-Based Learning

We have worked very hard these last two years to keep our focus on what student's need to know and be able to do. We make sure each child is aware of their learning – where they are and where they are going. We use a variety of materials to meet the needs of our students so that they can be successful applying the standards they have learned.

Specialists

At the Intermediate School, students have the opportunity to participate in art, music, physical education, and technology. Students have the opportunity to explore these areas throughout the school year.

Homework and Student Daily Work

The amount of homework varies with the age of the child and the requirements of each teacher. Please contact your child's teacher if you have concerns about homework.

Vacation Homework

If you are going on a vacation during the school year, your child's work will be given to them after they return. They will have an equal number of days to complete the work as school days missed.

SCHOOL BEHAVIOR EXPECTATIONS

Behavior and Discipline Policy

I. Behavior Guidelines

A. Philosophy

Discipline is learned and should be taught in the home, school and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of this policy is to develop in our students an understanding of appropriate behavior, so that little external enforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Although the approach toward discipline at school will emphasize the positive, the focus of this policy is on changing or redirecting inappropriate behavior, rather than on punishment. The goal of this process is to re-teach and reinforce the expected behavior and encourage the student to make more positive choices in a similar situation in the future. All students will be made aware of the consequences of any misbehavior with fair, firm and consistent application of the policy. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. These rules and regulations reflect a balance between the responsibilities and rights of the individual and those of the group. We expect that they will help promote mutual respect and cooperation between all members of our school community.

Guidelines have been established for expected school behavior. Students must respect themselves, others, and property at all times and to use the rules of common courtesy when interacting with others. Teachers and other staff spend time throughout the year talking about Tiger Pride. We have a matrix for what Tiger Pride looks like in each area of the school. We also show videos promoting Tiger Pride frequently. Parents are asked to go over these guidelines

with their children at home as well and to reinforce the school's behavior expectations and discipline policy.

It may also be helpful to refer to district policies 501 – Weapons, and 506 – Student Discipline, and 706 – Transportation if you want to learn more about our expectations.

Some basic rules and regulations need to be established to assist the school in setting up and maintaining appropriate learning settings for children. Our focus is on **TIGER PRIDE** –

**RESPECT FOR
MYSELF
OTHERS
PROPERTY
AND COMMUNITY**

B. Expectations

In GENERAL, students are expected to:

- Follow school rules - show Tiger Pride
- Follow staff's first request
- Use polite tone and words when speaking
- Keep hands, feet and objects to ourselves
- Care for personal belongings and school property
- Carry a pass from a staff member when student is not with his/her class
- When buses arrive students are to report to breakfast or their classroom
- Use the appropriate voice level for the setting

And to **NOT**:

- Chew gum on the school premises
- Wear hats or bandanas in the school building
- Bring toys to school
- Throw objects such as rocks, sticks, mulch, snow/ice, food, or other inappropriate objects at the bus stop, on the bus, or on school premises

In the HALLS, students are expected to:

- Walk, without talking, in a single file
- Walk facing front on the right side
- Have a pass from their teacher if they are not with their class

In the RESTROOMS, students are expected to:

- Use inside voices
- Respect rights of others in the bathroom
- Not write or draw on walls
- Put paper towels and other trash in trash cans
- Return to class as quickly as possible

In the CAFETERIA, students are expected to:

- Wait calmly in the serving line, keeping hands and feet to self
- Remain seated in assigned area
- Raise their hands, if they need help or are ready to be dismissed
- Not throw food or trash
- Keep all food inside the cafeteria
- Use inside voices only
- Put all trash in proper cans
- Have everything they need to go outdoors (in their locker) before coming to the cafeteria
- Exit for recess unless their teacher picks them up or they have a note from a teacher indicating a change

On the PLAYGROUND, students are expected to:

- Use Stop, Walk, and Talk when needed
- Respectfully follow playground staff directions
- Stay within the boundaries of our playground
- Stay away from areas that have been marked with cones as unsafe or off-limits
- Stay away from all classrooms and windows so that other students are not disturbed
- Remain on the playground at all times – do not go back in the building without a pass
- Line up as soon as the signal is given

- Use climbing equipment safely (avoid waiting, immediately go down the slides feet first)
 - No fighting (play wrestling and fighting will be considered real), kicking, hitting, biting, pushing, spitting or pulling hair
 - Football must be one-hand touch – sign the contract to play
 - Play only those games that allow everyone to enjoy recess safely
 - No chasing or tag games on playground equipment or woodchip area
 - Not pick up or throw rocks, sticks, mulch, dirt, snow/ice, etc
 - Report all accidents, injuries, and other concerns to one of the adults on duty immediately
 - Use respectful and non-threatening language and actions
 - Be respectful of other children’s clothing, hoods, coats – do not pull on them
 - Only chase other students when all students in the game want to be chased. Once a child says STOP, then that child should no longer be chased.
 - Wear appropriate clothing suited for the weather – snow pants and boots need to be worn to play in snowy areas. Closed toe shoes are strongly recommended.
 - Keep food off the playground (classrooms may have snack breaks on the playground, but should work to keep the playground litter-free)
 - No personal electronics
 - Be inclusive and fair – use good sportsmanship
 - Keep away from construction area
- (Extra class recess follow the same expectations)

Students are **NOT Allowed** to BRING TO SCHOOL:

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc (if a weapon is brought accidentally to school and the student turns it in immediately to a staff member, the office will hold it for parental pick-it without any further consequences).
- Shoes with wheels
- Cosmetics
- Any items that may cause a nuisance as determined by school staff
- Locks of any type
- Hardballs, softballs and baseball bats

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item. Items that are brought into the classroom and become a distraction may be given to the office for parental pick-up.

The school is not responsible for any lost or stolen items.

Consequences

At the Intermediate School we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of incidents, one or more of the following list may be used. In more serious situations, a warning or student conference may not be the appropriate response.

- Warning
- Conference with Student
- Parent Contact
- Lunch/ Recess Detention
- Stop and Think Room
- Detention
- In-School Suspension
- Out-of-School Suspension
- Referral to School Social Worker
- Referral to a Police Officer

We have a year-end carnival at IS to celebrate Tiger Pride. We make sure that all students are able to participate in this event. However, students may miss a small part of this event due to major behaviors that have occurred during the school year.

Stop and Think Room

We have a room at the Intermediate School for students that need to review and be re-taught school behavior expectations. This room is used after classroom interventions have not worked or the behavior is serious enough to begin with. Students have the opportunity to problem solve and figure out other ways to handle similar situations in the future. The program is also used for in-school suspension and lunch detention. After the student has completed the problem solving process, they work on their schoolwork.

City of Princeton – Title 6 Nuisances and Offenses

635.01 Unlawful Actions

(A) It shall be unlawful for any person to remain in a public or private school building or upon the grounds and office after being requested to leave the premises by the school principal or other person lawfully responsible for the control of the premises.

(B) It shall be unlawful for any person, whether on or off school premises, willfully to annoy, disturb, interfere with or obstruct any classroom instruction teaching program or other school organization or assembly being conducted upon the premises of any public or private school.

(C) It shall be unlawful for any person, whether on school property or on property contiguous to school property, to interfere with school bus loading and unloading or to obstruct school buses in their safe operation.

635.99 Penalty

Any person violating any provisions of this chapter shall be guilty of a petty misdemeanor.

Severe Behaviors

Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized, as a last resort, to remove the child from an area if they are in danger of hurting themselves or others. Parents will be contacted if their child needs to be removed from the school. The police liaison officer will be called if necessary.

Minnesota State Statutes have been revised to allow the use of reasonable force by a teacher, school employee, bus driver, or other agent of the school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

Each situation is different and processed with care. The decisions made are based on all information available to us. Any parent that questions a consequence given their child is welcome to call or visit with the child's teacher and/or the principal/dean.

Apparel

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which are not in accord with

reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

1. Footwear must be worn at all times
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains or low riding pants may not be worn to school. Students may monitor the length of their shorts or skirt. When standing, if they place their arms straight down at their side, they should touch the material of their shorts or skirt. If they touch skin they're too short and they cannot be worn. When monitoring length, the garment should rest freely. Straps need to be the width of at least two fingers.
3. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate messages, or depicting weapons or violence may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).
4. No items such as hats, scarves on heads, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.

When an infraction of the dress guidelines occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing, and/or parent contact.

In all cases the ultimate authority on clothing issues is retained by school administration.

Bullying

Minnesota has passed the Safe and Supportive Schools Act The school district will be updating our policies in accordance with this new act. General definitions that we will be following include:

- a. Bullying is intimidating, threatening, abusive or hurtful conduct
- b. It is objectively offensive, *and*
- c. The conduct involves an imbalance of power and is repeated, *or*
- d. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

Behavior that occurs at school, on buses or school events is included. Electronic/ “online” behavior that occurs off school premises but “substantially and materially disrupts” the school or “learning” can be included as bullying as well.

Parents may tell their children to strike back at bullies. Usually, that creates more problems than it solves. But if you’re being bullied, you *aren’t* helpless. You can do some things that may stop the bullying. Here are some things you might try:

- **Tell a friend.** Ask your friend to help you - it’s tougher to pick on a person who has someone there for support.
- **Walk away.** It’s harder to bully someone who won’t stand still to listen.
- **Chill out.** Bullies seem to target kids who respond to their taunts - children who cry easily or children who have a tendency to fly off the handle. So try hard not to show any emotion. Practice by looking in a mirror if you have to. It’s no fun to bully someone who doesn’t seem to care.
- **Try not to be alone** in places where the bully picks on you. This may mean you need to sit in a different place on the bus or take a different way to school.
- **Don’t fight back.** Usually, bullies are bigger and stronger than you are. If you try to fight, you could get hurt. You could make the situation worse. Or you could even get blamed for starting the fight.
- **Write it down.** Keep track of what happens, dates, times, places. Write down exactly what the bully says

Whether you are at school, on the school bus, or walking to and from school - it is always okay to tell a teacher or adult at school. Telling an adult about a situation where someone is getting hurt verbally or physically is not tattling. Ask for help when you need it.

It is very important not to wait to tell a trusted adult about a bullying situation. The sooner we know what is happening, the sooner we can help and prevent it from happening again. **This type of behavior can be reported electronically with the Offensive Behavior Report Form link on our school webpage – isd477.org.**

Stop, Walk and Talk

Ask your child about Stop, Walk and Talk. Practice some situations when it may be good to use.

The following information is what we use at school to teach students what Tiger Pride is all about. The matrix is on this page followed by some of the posters we use around the school

TIGER PRIDE MATRIX

	LOCKER AREA	RESTROOMS	HALLWAY	CAFETERIA	BUS	PLAYGROUND
RESPECT SELF	<ul style="list-style-type: none"> * Keeping my locker neat at all times. * Keeping food out of my locker over night. * Leaving valuables at home. 	<ul style="list-style-type: none"> * Washing my hands after each bathroom visit. * Returning directly to class. 	<ul style="list-style-type: none"> * Walking in the hallways. * Taking the most direct route. 	<ul style="list-style-type: none"> * Taking only needed items. * Eating my own lunch slowly. * Staying seated at assigned table. * Raise hand for help. 	<ul style="list-style-type: none"> * Facing forward. * Keeping my feet out of the aisle. * Keeping my whole self inside the bus. * Stay seated. 	<ul style="list-style-type: none"> * Playing within the boundaries. * Using climbing and all equipment safely. * Lining up when the signal is given.
RESPECT OTHERS	<ul style="list-style-type: none"> * Only opening my own locker. * Using a quiet voice. * Walking in the locker area. 	<ul style="list-style-type: none"> * Using a quiet voice. * Flushing the toilet. * Remain in my own stall. * Giving other students their privacy. 	<ul style="list-style-type: none"> * Walking in a single-file on the right side. * Turning my voice off. * Keeping my hands and feet to myself. 	<ul style="list-style-type: none"> * Using expected line and table manners. * Using an inside voice. * Holding my tray toward the server and saying thank you. 	<ul style="list-style-type: none"> * Talking quietly. * Using kind words and actions. * Listening and following the driver's directions. * Keeping my hands, feet, and belongings to myself. 	<ul style="list-style-type: none"> * Avoiding running or tag on the equipment or in the woodchip area. * Following playground staff directions. * Including others in games and activities. * In all recess games use school rules and rock, paper, scissors to solve disagreements. * Using kind words and
RESPECT PROPERTY	<ul style="list-style-type: none"> * Picking up litter. * Returning lost items to the "lost and found area" * Asking an adult for help in my locker is stuck. 	<ul style="list-style-type: none"> * Keeping the walls and floors clean. * Putting paper towels in trash containers. * Use the cafeteria bathroom during lunch. 	<ul style="list-style-type: none"> * Keeping my hands and feet away from walls. * Picking up litter. * Wiping my feet on the rug when I enter the building. 	<ul style="list-style-type: none"> * Keeping food on my tray. * Cleaning up around my tray and table area. * Throwing garbage away neatly. * Stacking trays properly. 	<ul style="list-style-type: none"> * Leaving other people's belongings alone. * Keeping my feet on the floor during the bus ride. 	<ul style="list-style-type: none"> * All play away from the building. * Returning balls to equipment containers.

TIGER PRIDE MATRIX

	Technology	MEDIA / COMPUTER LAB	GYM	OFFICE	ASSEMBLY	EVERYWHERE
RESPECT SELF	<ul style="list-style-type: none"> * By protecting my personal information. * By following directions from the teacher. * By being safe and appropriate online. 	<ul style="list-style-type: none"> * Doing your best at all times. * Staying on task. * Listening attentively and follow directions. 	<ul style="list-style-type: none"> * Acting in a safe manner. * Being prepared by wearing appropriately clothing and shoes. * Doing your best at all times. * Listening attentively and follow 	<ul style="list-style-type: none"> * Bringing a book to read while you wait in the office. * Letting a secretary know why you are there. 	<ul style="list-style-type: none"> * Entering / leaving the assembly quietly and in a single-file line with your class. * Remaining in one spot during the assembly. * Listening attentively to the speaker. 	<ul style="list-style-type: none"> * Keeping personal items at home. * Keeping harmful items at home. * Dressing appropriately for the weather. * Labeling my clothing.
RESPECT OTHERS	<ul style="list-style-type: none"> * By standing up for cyberbullying. * By reporting inappropriate use. * By following all copyright laws. * By posting only respectful things online. 	<ul style="list-style-type: none"> * Using a quiet voice. * Returning books on time. * Keeping hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> * Being positive. * Cooperating in activities and with groups. * Helping and encouraging others. 	<ul style="list-style-type: none"> * Waiting quietly and patiently. * Remaining seated. * Avoiding interrupting conversations. 	<ul style="list-style-type: none"> * Listening and watching without disturbing those around you. * Remaining seated in a position that allows the students behind you to see also. * Applauding appropriately. 	<ul style="list-style-type: none"> * Using a polite tone of voice and kind words. * Keeping your hands, feet, and other objects to yourself at all times.
RESPECT PROPERTY	<ul style="list-style-type: none"> * By treating technology with care. * By using devices for educational and school purposes only. 	<ul style="list-style-type: none"> * Pushing your chair in when you are done using it. * Using the computer as instructed. * Treating computers and books with care. * Printing only with adult permission. 	<ul style="list-style-type: none"> * Using all Phy. Ed. equipment properly. * Returning equipment when done using it. 	<ul style="list-style-type: none"> * Leaving other people's belongings alone. * Keeping hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> * Leaving paper, pencils, etc. in the classroom. 	<ul style="list-style-type: none"> * Leaving chewing gum at home. * Cleaning up after yourself. * Treating school materials and property appropriately.

Tiger Pride Locker Area

I will RESPECT myself by

- * Keeping my locker neat at all times.
- * Keeping food out of my locker overnight.
- * Leaving valuables at home.

I will RESPECT others by

- * Only opening my own locker.
- * Using a quiet voice.
- * Walking in the locker area.

I will RESPECT property by

- * Picking up litter.
- * Returning lost items to the "lost and found area"
- * Asking an adult for help in my locker



I will RESPECT myself by

- * Taking only needed items.
- * Eating my own lunch slowly.
- * Staying seated at assigned table.
- * Raise hand for help.
- * Walk at all times.

I will RESPECT others by

- * Using expected line and table manners.
- * Using an inside voice.
- * Holding my tray toward the server and saying thank you.

I will RESPECT property by

- * Keeping food on my tray.
- * Cleaning up around my tray and table area.
- * Throwing garbage away neatly.
- * Stacking trays properly.
- * Picking up litter.

Tiger Pride Cafeteria



I will RESPECT myself by

- * Walking in the hallways.
- * Taking the most direct route.

I will RESPECT others by

- * Walking in a single-file on the right side.
- * Turning my voice off.
- * Keeping my hands and feet to myself.

I will RESPECT property by

- * Keeping my hands and feet away from walls.
- * Picking up litter.
- * Wiping my feet on the rug when I enter the building.

Tiger Pride Hallways



I will RESPECT myself by

- * By protecting my personal information.
- * By following directions from the teacher.
- * By being safe and appropriate online.

I will RESPECT others by

- * By standing up for cyberbullying.
- * By reporting inappropriate use.
- * By following all copyright laws.
- * By posting only respectful things online.

I will RESPECT property by

- * By treating technology with care.
- * By using devices for educational and school purposes only.

Tiger Pride Technology



I will RESPECT myself by

- * Facing forward.
- * Keeping my feet out of the aisle.
- * Keeping my whole self inside the bus.
- * Stay seated.

I will RESPECT others by

- * Talking quietly.
- * Using kind words and actions.
- * Listening and following the driver's directions.
- * Keeping my hands, feet, and belongings to myself.

I will RESPECT property by

- * Leaving other people's belongings alone.
- * Keeping my feet on the floor during the bus ride.

Tiger Pride Bus



I will RESPECT myself by

- * Washing my hands after each bathroom visit.
- * Returning directly to class.

I will RESPECT others by

- * Using a quiet voice.
- * Flushing the toilet.
- * Remain in my own stall.
- * Giving other students their privacy.

I will RESPECT property by

- * Keeping the walls and floors clean.
- * Putting paper towels in trash containers.
- * Use the cafeteria bathroom during lunch.

Tiger Pride Restrooms



I will RESPECT myself by

- * Playing within the boundaries.
- * Using climbing and all equipment safely.
- * Lining up when the signal is given.

I will RESPECT others by

- * Avoiding running or tag on the equipment or in the woodchip area.
- * Following playground staff directions.
- * Including others in games and activities.
- * In all recess games use school rules and using rock, paper, scissors to solve disagreements.
- * Using kind words and actions.

I will RESPECT property by

- * All play away from the building.
- * Returning balls to equipment containers

Tiger Pride Playground



<https://goo.gl/v82x6b>



COMMUNICATIONS

Communication between home and school is vital! We encourage you to call or email your child's teacher whenever you have a concern. Please note that your child's teacher will be teaching for the majority of the day and may not be available to talk at the time you called, but they will get back to you.

Most notices about school and community events will be sent home on Friday in a special folder called the *Friday Folder*. Please check your child's backpack for these items. Many teachers also send home folders containing homework and student work. Watch for these too, and contact the teacher with any questions.

The *IS Notes* is our school's monthly newsletter. It is full of articles about helping children learn, notices about exciting events at the Intermediate School and in the community, and student writing. We encourage you to read this newsletter with your child, and to have a spot in your home where this and other school notices can be kept for easy review.

Who To Call

Frequently, parents find it beneficial/necessary to communicate regarding concerns about their child. Your child's teacher should always be the first one to be called regarding questions or concerns about his/her progress, work to be completed, peer relationships, etc. IS's secretary or office assistant might best answer questions and/or concerns more general in nature. The number to call is 389-6801.

Telephone

The office and classroom telephones are for school business only! Students are permitted to use the telephone for emergencies only. Please do not call expecting to talk to a teacher while they are teaching.

Photos/ Video in School/ District Publications/ Media Sites

Throughout the year, photographs and video are taken in classrooms, around the school, and at school activities. Some of these may be published in local newspapers, Intermediate School, District 477 publications, broadcasted on Tiger Pride News, or shared with other schools in the state or even nationally. Princeton Intermediate gets a lot of attention because of Tiger pride. IS uses YouTube, TeacherTube, and Vimeo to share of efforts with Tiger Pride. Parents may request that their children's photographs and/or video and identifying names not be published or shared. Please make your written request to the principal. (This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs.)

Transportation

Bus transportation for the school district is handled through Palmer School Bus 763-631-5315.

FOOD SERVICE PROGRAM

Lunch Account Payments:

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. You can deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria 7:30-8:30 am.

Lunch Account Policy:

Accounts that have a negative balance of -\$5.00 will not be allowed to charge on that account. Students should memorize their account number and keep it confidential.

All account balances must be positive by **May 15th** in order to continue charging meals to that account. No account should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

Lunch Account Balances:

You may check your child's lunch account balance at any time using the Parent Access link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. **There is no minimum payment online.**

If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

Free or Reduced Lunches:

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. **New forms must be filled out each year.** **Forms are mailed out and handed out on Open House night or when a new student registers.** Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced does not negate any current negative balances. Students are still accountable for those charges and will be expected to be paid in full as soon as possible.

Prices (subject to change) :

Lunch	\$2.30	Reduced lunch	\$.00
Breakfast	\$1.45	Reduced breakfast	\$.00
Extra lunch milk – everyone	\$.40	Adult lunch	\$4.00

Student Lunch Menus:

Lunch is served at IS each day. Menus are published on the Princeton Public School website www.princetonk12.mn.us. We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

Student Cold Lunches:

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. If your child brings an item with nuts, they will be asked to sit at the “peanut” table in the lunchroom to ensure the safety of all students. Students or parents may not call in orders to have meals delivered to school.

Breakfast Program:

School breakfast is offered every school day from 8:00-8:25. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

Morning Snack Shop Program:

Your child can purchase snacks needed for the day during classroom snack time. All they need to do is come to the lunch room during breakfast service. They will be allowed to go through a separate line dedicated to Snack Shop items. They should take those items back to their lockers or classrooms for later in the day. Students must have a positive lunch account balance to purchase items on their lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements!

Expected Behavior:

Our goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

Children are expected to be in the lunchroom for at least 10 minutes before going out to play. All children will be expected to take a turn washing tables and supervising trash disposal.

GENERAL INFORMATION/ PROCEDURES

AM Arrivals

Children should not report to school before 8:05 a.m., as we have no adult supervision available, unless your child is enrolled in Tiger Club. Tiger Club runs a group at both the Intermediate School (grades 3-6), and Princeton Primary (grades K-2), locations. Tiger Club hours are 6:00 a.m. to 6:00 p.m. Call Jeff Hauge at 389-6197, to inquire about rates and to enroll your child.

Arrival & Departure at IS by Car

Buses arrive between 7:55-8:10a.m., and leave approximately 2:55p.m., in the back (east side) of the building each day. We ask that when you bring your students to school, you use the **Front** of the school -- the west side, to drop your child off, or to pick them up. Please pull as far forward as you can when dropping off and picking up your child. Following this procedure saves a great deal of time for those waiting behind you.

Safety and Security – please be aware that only the main doors in front of the school we be open after school has started for the day. All other doors will be locked.

Intermediate School Attendance Procedure

It has been proven that good school attendance contributes to success later in life. We at IS would like to see your child in school.

According to MN Statute # 260A.02, sub.3, truant is defined as absence without lawful excuse from attendance in school when required to attend. This law requires schools to report truancy to county agencies when concerns are not addressed. If a student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with state law. Parents/guardians are responsible for children under 12 years of age to attend school.

This definition allows social services to intervene on the basis of educational neglect.

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the importance of schooling begins to develop. The school day at IS is from 8:22 am to 3:15 pm.

If your child will be absent we ask that you contact us at 389-6801 before school begins. If you are unable to call the school be sure to send a note with your child when they return to school. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school. This notification needs to be given within two days of the absence.

What absences are considered excused?

- Illness, injury, medical conditions, death in the family
- Appointments, family trips or activities, (we ask that you keep these to a minimum)
- Other reasons on approval of administration

What absences are considered unexcused?

- Missed bus, oversleeping, bus suspension
- No phone call, verbal or written communication within two days explaining the absence
- No doctor note after 15 absences when note is required for illness

What happens when attendance becomes a problem?

The School Social Worker and the Administration monitor attendance concerns.

3 unexcused absences: The school social worker will notify the child’s parents or legal guardian according to MN Statute 260A. A copy of the policy will be sent home. Family Ties will be offered to parents/guardians as needed.

5 unexcused absences: A parent meeting with administration will be required.

7 unexcused absences: The Social Worker will file a report of educational neglect with the county of residence.

7 tardies per trimester: The Social Worker will contact the parents or guardians stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting the child to school on time.

15 absences: Due to the excessive number of absences, any further occurrences will require a doctor’s note presented within 2 days of the return to school.

We want to work with you to help solve attendance concerns before they become problems. Please call us so we can begin working together as soon as possible. Thank you!

Bicycles

Bike racks have been provided for the orderly storage of bikes while students are in school. All bicycles must be parked in those racks. We recommend that students secure bicycles with a lock, since *the school is not responsible for their safety*. Only ride bikes before or after school.

Emergency Forms

Parents are reminded to update emergency/health forms each year via attachment to an early parent newsletter. The school needs emergency information immediately even if your student attended IS during the year just completed. We bring the information up to date for each current school year. This is also true for the annual health information. ***Whenever you have a change of address or telephone number, call the school office at 389-6801 and tell the Secretary. If an emergency form is not on file we will make the decision to take your child for treatment if a parent cannot be reached.***

Field Trips

All students must ride on the bus to the field trip destination. Students may return home with their parent only. All alternative transportation plans must be in place prior to any trip. Each classroom teacher will determine the details in regard to who will be chaperoning and the number of chaperones. In most cases chaperones are the parent or guardian of the child. Exceptions to this guideline are approved by the principal. Each field trip is a little different, but there are standards that apply for all chaperones. Every chaperone is a role model and a supervisor of the children assigned to them. We ask that all chaperones refrain from smoking and being under the influence of drugs or alcohol.

If you are acting as a chaperone, siblings or other children should not be brought along on field trips. The building principal will make final decisions on field trip issues/concerns/requests.

Criminal History Background Checks

The school district has adopted a background check policy (Employment Background Checks, policy #404), the purpose of which is to maintain a safe and healthful environment for its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district requires criminal history background checks for volunteers and may elect to require them for independent contractors, and student employees.

Permission Slips

Throughout the year, students leave the building and community for enrichment activities or for special rewards. A permission slip, signed by a parent/guardian is required. Slips are not required when traveling within the school district. (For example; other buildings, local merchants, Sherburne National Wildlife Refuge).

A master permission slip for the school year will be sent home at the start of the year. You will still be made aware of upcoming field trips, but a child will not be denied going on a field trip if they have a signed permission slip for field trips for the school year.

Fire, Emergency and Weather Drills

It is required that we hold a certain number of fire drills during the school year. When the fire alarm sounds, each class will follow the direction of the teacher who is following a building plan. The purpose of the drills is to learn how to evacuate the building in a quick but orderly fashion. All pupils and staff leave the building during these drills. There are also specific procedures to be followed for weather (tornado) drills and other emergencies.

Classroom Lock Down Expectations

Every lock down should be treated as if there was an actual threat. Students are expected to:

1. Go to the area in the classroom directed by the teacher
2. Sit quietly and stay calm
3. Keep hands, feet and belongings to yourself
4. Follow directions of staff without questioning

Lockers

All students will be assigned an individual locker (as enrollment allows). Students are not allowed to put locks on their lockers. Valuables should never be left in your locker. If you must bring money or valuables to school, carry them with you or check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. Law permits the inspection of student lockers since the lockers are school property. Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

Lost and Found

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned into the Lost and Found and are never claimed. We'd urge that parents carry out a labeling system...whether indelible ink or tape sewed on, in order to limit items lost. Parents and/or children should check the lost and found area in the locker area whenever things have been lost or misplaced.

Lost, Damaged or Destroyed

Under the authority from the School Board, The Intermediate School will charge fees for textbooks, workbooks, and library books lost, damaged or destroyed by students (Minnesota Statute 123B.37, Subd. 1(b)).

Party Treats

All treats served at school must be *commercially prepared and packaged*. The Minnesota State Health Department recommends the serving of homemade treats be prohibited. They must also be peanut or peanut butter free.

Pledge of Allegiance

The Pledge of Allegiance is recited daily at the Intermediate School. Students may choose not to participate.

Release of Child During School Hours

When you wish to have your child dismissed early, it is necessary for the parent to come directly to the office and check the child out. The child will then be called to the office. This will keep classroom disruptions to a minimum! No child will be released other than through this procedure.

Selling in School

Students need to get permission from the principal to sell any non-school sponsored items on the school grounds.

Snack Breaks

Some grade levels at the Intermediate School allow a snack break sometime during the day. Please send only a nutritious snack--not candy, chips or sweets. No red juice, peanut products or peanut butter are allowed at IS.

Student Planner

Students will receive a professional planner at the start of the school year.

Students are expected to have their planner with them.

The planners will be used to record classroom assignments and homework. The planner should be shared with parents each day. **Replacement cost for a lost or damaged planner is \$5.00.**

Visiting School

Parents are always welcome to visit the Intermediate School. As a courtesy to the teacher, it would be helpful to know in advance by calling the office. We would like all visitors, upon their arrival, to report to the office so that we may assist and call the teacher. You must sign in and provide a current driver's license. This is a safety issue for your child. Do not go directly to the classroom. The office will assist you.

School Visitation by Children

Students are not permitted to bring other children with them to school as visitors unless the school principal grants special permission no less than one day in advance. Maximum visitation is one full day.

Emergency Closings

In the event it is necessary to close school because of inclement weather, an announcement will be made over WCCO (830), WQPM (1300), KBK, KSTP radio or KARE 11 TV. Do not call our school for this information as it ties up the telephone lines. You may also look on the Princeton Public Schools web site at www.isd477.org. The school district Instant Alert System will make parents and staff aware of any emergency closings as well.

Weather Procedures - Cold

During the cold weather months, make a special effort to check your child before sending him/her off to school. Please make the right decision about what to wear, especially if they are responsible for getting themselves ready. Check to see that the clothing worn is appropriate; winter coat, hat/mittens, boots, etc. Just remember, you'll never be able to predict a bus emergency despite all the weather warnings.

Each day we evaluate up-to-date weather information, which helps us to decide on whether noon recess is to be outside or inside. We do make adjustments when a below zero temperature or below zero wind chill factor exists. However, a child with a valid written medical excuse will be allowed to stay in the building. Basically, we expect everyone to be outside for fifteen to twenty minutes for recess.

Weather Procedures - Warm

As spring approaches and we have a warm day or two, students often wear warm weather clothes without any back-up clothes. For sudden shifts in temperature, *PLEASE BE SURE TO CHECK YOUR CHILD'S CHOICES.*

HEALTH SERVICES

The District School Nurse and Health Services Assistant welcome any communication or questions related to student health. Parents/guardians who have a child with health concerns will make the district school nurse and health services assistant aware of the concern, provide the school with doctor recommendations/medications that must be taken at school. Work with the District School Nurse to develop an *Individual Health Plan* for their child, sign a *Data Release Form* that allows communication between care providers and the District School Nurse and keep emergency numbers current. Health information should also be shared with the bus company by the parent to ensure the safety of students while riding the bus.

Mary Appleton

(763) 389-6195

fax 763-389-9142

Email for district nurse: mary.appleton@isd477.org

Health Services Assistants:

High School

763-389-6019

fax 763-389-5816

Middle School

763-389-6723

fax 763-389-6723

Intermediate School

763-389-6803

fax 763-389-6850

Primary School 763-389-6904

fax 763-389-6920

Health Services Website: www.princeton@isd477.org, (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms

Use of Health Services

A student may utilize the health office for a medical concern, injury, or for information/referral for a specific health problem. Except in emergency situations, students requesting permission to use the health office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school or on school grounds) the student should report immediately to the health office or the supervisor on duty. Students that are ill or injured should report to the health office so the health office assistant can contact their parent/guardian if necessary.

Emergency Forms

An emergency form will be mailed out to students with teacher placement announcements each summer. **The emergency form needs to be updated and a parent/guardian signature is required each year for emergency medical treatment.** Please return the form to the office ASAP to assist health services in caring for your child. It is the parent/guardian responsibility and extremely important to update all medical information, phone and address changes, and alternate emergency contact persons phone numbers as they occur during the school year. **If a current emergency form is not on file in the health office or**

we are unable to reach a parent or emergency contact, the school staff will make a determination about care/treatment for the child in an emergency.

Medications

Princeton School District #477 recognizes that some students may require prescribed or over-the-counter medication during the school day. Medications must only be given by the licensed school nurse or designated school staff (who have been trained/approve by the licensed school nurse). **Students are not allowed to carry their own medication during school hours** except in special circumstances. In such cases, parent/guardian and health care provider signatures are required. Parents/guardians of students requesting medication to be administered by health service assistant during school hours are required to provide:

1. A written order for the medication from the physician or health care provider for all prescription medications given for any length of time and for any over-the-counter medication given longer than two weeks.
2. A signed Data Release Form. (Forms can be obtained from the school health office or the school health website.)
3. The medication supplied in the original labeled bottle in which it was purchased. **NO** baggies or other containers will be accepted. You may ask your pharmacist to divide prescription into two bottles with complete labels; one for school and one for home.
4. The medication sent to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.
5. Any medication not picked up by parent/guardian and left at school at the end of the school year will be disposed of.

To assure safety, parent/guardian should **bring** medication to the school health office.

Illness

Students who become ill during the school day **must report to the health office.** The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian as appropriate. **It is not acceptable for students to leave school because of illness without reporting to the health office.** Also, students may not leave the building to receive medical care without permission and verification by parent/guardian to inform them of the illness and to request that the student be picked up from school. If the parent/guardian cannot be reached, emergency contacts designated by the parent/guardian on the emergency sheet will be notified.

Students will be sent home from school or should stay home if any of the following criteria is present:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Red eyes/eyelids with pus type drainage
- Rash that is (or may be) contagious

Before returning to school:

- Student must be fever free for **24 hours**
- No vomiting or diarrhea for **24 hours**
- If the student has a rash of unknown origin (it may be contagious), they must have a note from the health care provider stating that the student may return to school
- For any activity restrictions (in class or Physical Education) or other special accommodations (water bottle, snacks, etc.), a note from the health care provider is required.

Injuries

The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to notify parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. **Please update all changes** in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

Child With a Health Concern

Make your child’s health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider’s orders and medication that will be needed each school year and with any changes that occur during the school year. Work with the District School Nurse to develop and *Individual Health Plan* for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child’s healthcare provider by signing a *Data Release Form, Individual Health Plan, and/or Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: www.princeton@isd477.org click on District Information, Department, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. Health information about your child will be shared with school staff (and transportation staff) on a “need to know” basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share

with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

Allergy Aware Schools

Parent/guardian of students who have allergies are responsible to submit an *Allergy Action Plan* with health provider and parent/guardian signature, *Medication Administration Form* with health care provider and parent/guardian signature, and all necessary medications to the health office. The school health staff will review the information, and share health information with appropriate school personnel as needed. The parent/guardian is responsible to also submit health information and emergency medications to the bus company if needed.

Peanuts/nuts – be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and peanut products in classrooms. Some of the school buildings lunchrooms serve peanut products. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and peanut products. Check for the specific procedures in your child’s school building.

Latex – due to an increasing incidence of latex (rubber) allergies, non-latex balloons, gloves, and band aids will be used during the school day and for school events in all buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives.

Scents – many people have allergies to scents. Please avoid using any products with strong scents. This includes perfumes, colognes and heavily scented deodorants and essential oils. No perfumes or perfume spray type products are allowed in school buildings.

Immunizations

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child’s immunizations are current. Call the health office or school district nurse with any questions or concerns.

Immunization information and forms can be found on the Health Services website: www.princeton@isd477.org, click on District Office, Department, Health Services, Immunization information and resources or on the Minnesota Department of Health website: www.health.state.mn.us/immunize.

Screenings:

Vision and hearing screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern about your child’s vision or hearing at any time, please notify the district school nurse.

Staying in from Recess/Excused from Physical Education Class

The recess period at lunch is considered part of each child’s daily physical education program. Therefore, children are expected to be going outside for a short period of time each day. If you feel your child is too sick to go outside, we will allow your child to stay in from recess for one day if he/she has a written note from you. We will allow one additional day with a physician’s note. The guideline for not participating in P.E. will be the same: your child can sit out for one day with a written note from you and one additional day with a physician’s note.

Student Health Insurance

Student health and accident insurance is no longer provided. Parents are urged to check their personal policies to make sure their children are covered.

VOLUNTEER PROGRAM

The general purpose of the Intermediate School Volunteer Program is to enrich and enhance our students’ curriculum and to strengthen school/community relations.

We encourage and welcome all volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at IS, as a volunteer, is an important contribution to a child’s educational experience.

Volunteer Handbooks, to further explain the volunteer program, are available at PI. If you would like to be a part of IS’s Volunteer Team, and/or receive a Volunteer Handbook, please contact PI’s Volunteer Coordinator;

Danielle Opay, 389-7260.

The staff and students at the Intermediate School invite you to become active and involved with our volunteer program. We look forward to meeting each and every one of you!

SPECIAL PROGRAMS

Other

Students have the opportunity to be involved in the yearly student talent show. Students are involved in field trips throughout the year. The National Sherburne Wildlife Refuge, Children’s Theater, Fort Snelling and other locations are visited each year.

Release Time

The Intermediate School is obligated to dismiss students interested in religious release time on Fridays at 1:30 p.m. about twice a month. Students will be returned to PI by 3:10 p.m. Students take a bus to a local church for activities. This activity is not a school-sponsored activity. Students are responsible to make up any missed work.

Safety Patrol

Fifth graders are encouraged to join the patrol.

Student Council

Students at IS have an opportunity to assist in meeting the needs of all students. Our student council members gain some experience in student government and assist in school-wide events. It allows students to have a voice in the total operation of the school. It also allows students to funnel concerns to the student council itself.

Students are selected by their teacher and classmates to be a representative on the council, which meets once or twice each month. The council spearheads service projects and student body activities.

SPECIAL SERVICES

Speech and Language Services

Educational speech-language pathologists work with children who meet Minnesota criteria for speech and language intervention services in the areas of correct sound and voice production, stuttering, oral language skills, and listening comprehension. Services are also provided to support literacy skills

Guidance and Counseling

A social worker is available for student situations that require attention. The social worker addresses individual student needs, crisis situations, student groups and classrooms.

School Psychologist

The services of a school psychologist are available for testing and consultation only after recommendations have been made from our Problem Solving Team. Services are then arranged through the Rum River Special Education Cooperative.

Title I

Supplemental help is provided for children who need help in math or reading and qualify under Title I guidelines.

Emotional and Behavioral Disorders (E/BD)

Licensed E/BD teachers and paraprofessionals provide services for students with emotional and behavioral disabilities. The E/BD resource team provides the following services: social skills groups, academic support, and behavior

modification plans. The program incorporates the Boys Town model and Jim Fay's Love and Logic model.

Learning Disabilities (LD)

Licensed LD teachers and paraprofessionals will provide services for students with learning disabilities.

Developmental and Cognitive Delays (DCD)

A licensed DCD teacher and paraprofessionals provide services for students with developmental cognitive delays.

Low Incidence Impairments

Services for students with other disabilities are provided by licensed special education staff through consultation with specialists from the Rum River Special Education Cooperative. Some examples are: students with visual or hearing impairments, students with physical disabilities, and students with Pervasive Developmental Delays (PDD).

APPENDIX

DISTRICT-WIDE POLICIES AND PROCEDURES

Princeton Public School policies may be viewed on the web site www.princeton.k12.mn.us.

Directory Information

Student directory data by law are available to the general public, unless the district receives written notice from the parent or guardian restricting such student's directory data. This includes student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended by the student. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal.

Harassment and Violence

School district policy 413 states:

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status,

familial status, status with regard to public assistance, sexual orientation, or disability.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

The complete policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Prohibition of Weapons

School district policy 501 states:

It is the policy of Independent School District No. 477 that the safety and well-being of each student/staff member is of paramount concern. Students or non-students, including adults and visitors, are not to be in possession of weapons while on school property or at any school activity unless approved in advance by the superintendent or designee.

Any student in possession of a weapon other than a firearm may result in (1) confiscation of the weapon; (2) an initial suspension for up to five (5) days; (3) notification to the police, and (4) a recommendation to the superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

Possession of a firearm will result in expulsion of not less than one year per the Gun-Free Schools Act of March 31, 1994. The school board may modify the expulsion on a case-by-case basis.

"Weapon" means any firearm (whether loaded or unloaded), any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition, and mace/pepper spray*. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Parents of a student may make special arrangements with the building principal if a student needs to carry mace/pepper spray for defensive purposes outside the school setting. These substances must be checked into the office.

The complete policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

The complete update policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Student Transportation Safety
School district policy 709 states:

The complete updated policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be reported to and imposed by the Building Principal or the Principal's designee. Serious misconduct will be reported to local law enforcement.

A. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior. The bus company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.

B. Rules at the Bus Stop

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. After getting off the bus, move away from the bus.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.

Rules on the Bus

The following rules will be posted on each school bus:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. Eating or drinking are allowed at the discretion of the driver.
7. No fighting, harassment, intimidation or horseplay.*
8. Do not throw any object.*
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.*
10. Do not bring any weapon or dangerous objects on the school bus.*
11. Do not damage the school bus.*
12. Pets or animals of any type of size will not be transported on the bus.
13. Skateboards, scooters, sleds, sporting equipment, fishing rods, and related items cannot be brought on the bus.

When students need to bring a pet to/from school, or need sleds, skis, etc., for a school activity, parents should make arrangements to get them to/from school.

*These offenses may result in immediate suspension from riding the bus.

*Students who misbehave severely may be returned to the school immediately and report to the Building Principal, law enforcement, and bus company manager.

Consequences (Bus Driver has the authority to assign seats at any time)

Consequences for school bus/bus stop misconduct will apply to all field trips, activities and regular and late routes. Decision regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges and are responsible for the student's transportation during the suspension.

1. Elementary (K - 6)

1st offense -- written warning

2nd offense -- 3 school day suspension from riding the bus

3rd offense -- 5 school day suspension from riding the bus

4th offense -- 10 school day suspension from riding the bus/meeting with parent

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Student Use and Distribution of Controlled Substances

School district policy 417 states:

It is the policy of Independent School District No. 477 to create a positive, healthful learning environment for all students. The district believes that student use of chemicals-- tobacco, alcohol and other drugs -- leads to an unproductive and unhealthy environment. Therefore, the following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (e.g., field trips, athletic events, etc.). The consequences described in each section of the policy are defined as minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy shall be subject to the following:

Chemical Use and Abuse

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for the society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. The use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Free Workplace/Drug-Free School.

Definitions

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.

D. "School Location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

The complete updated policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Technology Use School district policy 524 states:

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district computer system and the internet the school district considers its own stated educational mission, goals, and objectives.
- B. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- C. The school district expects that employees and students will blend thoughtful use of the school district computer system and the Internet throughout the curriculum.
- D. The school district operates technology protection measures that protect against access to unacceptable material through the school district network.
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

III. ACCEPTABLE USES

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies

- A. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- B. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- C. Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- D. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
 - a. Information or materials that could cause damage or danger of disruption to the education process;
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organizations.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
6. Users will not use the school district system to violate copyright laws or usage licensing agreements.
 - b. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
7. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer systems and use of the Internet shall be consistent with school district policies and the mission of the school district. Misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct.

VII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

VIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- C. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Changes to Princeton Intermediate Student Handbook 2017-2018

Pg 4 – School hours changed, updated School Board members and HR

Pg 7 – Calendar updated

Pg 17 – Added, This type of behavior can be reported electronically with the Offensive Behavior Report Form link on our school web page – isd477.org

Pg 24-25 – Changes to food service section per Deanna Cooley

Pg 26 – Changed times that buses arrive and leave based on our new school start and end times

Pg 27 – Change to attendance policy – 5 unexcused absences – a parent meeting with admin will be required.

**PRINCETON PUBLIC SCHOOL
ORIGINAL BUDGET 2017-2018
June 2017**

	2018 ORIGINAL ESTIMATED REVENUES	2018 ORIGINAL ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 34,435,220	\$ 36,120,318
FOOD SERVICE (02)	\$ 1,744,000	\$ 1,855,854
COMMUNITY EDUCATION (04)	\$ 1,487,912	\$ 1,511,649
BUILDING FUND (06)	\$ -	\$ -
DEBT SERVICE (07)	\$ 3,319,519	\$ 3,733,742
TOTAL ALL FUNDS	\$ 40,986,651	\$ 43,221,563

	2016 FUND BALANCE
GENERAL FUND	\$ 11,138,730
FOOD SERVICE	\$ 391,159
COMMUNITY EDUCATION	\$ 361,590
BUILDING FUND	\$ 5,610,790
DEBT SERVICE	\$ 653,483

**PRINCETON PUBLIC SCHOOLS
GENERAL FUND ORIGINAL BUDGET
June 2017**

	2018 Estimated Revenues	2018 Estimated Expenses	Variance
Gifted & Talented-Restricted	\$ 45,714	\$ 58,236	\$ (12,522)
LTFM-Restricted	\$ 519,992	\$ 703,904	\$ (183,912)
Operating Capital-Restricted	\$ 535,363	\$ 720,000	\$ (184,637)
Staff Development-Restricted	\$ 430,911	\$ 436,265	\$ (5,354)
Qcomp-Assigned	\$ 868,627	\$ 855,433	\$ 13,194
Technology-Assigned	\$ 14,000	\$ 14,000	\$ -
Building Improved-Assigned	\$ -	\$ -	\$ -
Program Initiatives-Assigned	\$ 710,000	\$ 924,750	\$ (214,750)
Activity Account-Assigned	\$ 500,000	\$ 500,000	\$ -
Unassigned	\$ 30,810,613	\$ 31,907,730	\$ (1,097,117)
Total	\$ 34,435,220	\$ 36,120,318	
	\$ (34,435,220)	\$ (36,120,318)	

**2016 Fund
Balance**

Gifted & Talented-Restricted	\$ 40,619
Deferred Maint-Restricted	\$ 163,061
Health & Safety-Restricted	\$ (40,795)
Operating Capital-Restricted	\$ 2,544,091
Staff Development-Restricted	\$ 149,134
Severance-Committed	\$ 703,394
Qcomp-Assigned	\$ 123,419
Technology-Assigned	\$ 37,264
Building Improved-Assigned	\$ 1,428,076
Program Initiatives-Assigned	\$ 741,731
Activity Acct-Assigned	\$ 161,061
Non Spendable	\$ 92,348
Unassigned	\$ 4,995,328
	\$ 11,138,730

Audit report for 2016 was presented at the 1st board meeting in November and the fund balances for the 2015-2016 school year for each category are reflected above.

**PRINCETON PUBLIC SCHOOLS
COMMUNITY EDUCATION FUND ORIGINAL BUDGET
June 2017**

	2018 Estimated Revenues	2018 Estimated Expenses	
Community Ed-Restricted	\$ 874,439	\$ 958,150	
Early Childhood-Restricted	\$ 206,098	\$ 212,935	
School Readiness-Restricted	\$ 389,809	\$ 320,343	
Other-Restricted	\$ 17,566	\$ 20,221	
	\$ 1,487,912	\$ 1,511,649	\$ (23,737)

**2016 Fund
Balance**

Community Ed-Restricted	\$ 210,787
Early Childhood-Restricted	\$ 110,538
School Readiness-Restricted	\$ 38,884
Other-Restricted	\$ 1,013
Non-Spendable	\$ 369
	\$ 361,590

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

2018 Original Budget Document Explanation

Gifted and Talented

Revenue Sources

- State Aid

Expenditures

- Board approved on May 5, 2017

Long Term Facility Maintenance

Revenue Sources

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

Expenditures

- Board approved on June 6, 2017

Operating Capital

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Board approved on June 6, 2017

Staff Development

Revenue Sources

- State Aid

Expenditures

- Board approved on 05.02.17

ATPPS (Qcomp)

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Board approved on 05.02.17

Building Improved Assigned

Revenue Sources

- Previous revenue set aside for specific purpose

Expenditures

- None budgeted at this time

Program Initiatives Assigned

Revenue Sources

- Previous revenue set aside for specific purpose
- Student Enrollment

Expenditures

- Board approved on 05.02.17

Technology Assigned

Revenue Sources

- Student Fees

Expenditures

- Repairs of student devices

Activity Account Assigned

Revenue Sources

- Student fundraising
- Donations
- Participation Fees

Expenditures

- Field Trips
- Rewards for instructional participation
- Recreational Supplies

Unassigned

Revenue Sources

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

Based Revenue on:

- Enrollment of 3162 PK-12
- State Formula Increase
- Special Education Increase-Estimated

Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Building Instructional Supplies (Based on Per student amount)
- Operational Costs: Building Repairs, Utilities, Insurance, and Transportation
- Technology: Software, Technology Repairs
- Teaching and Learning: Instructional Materials
- Activities
- Severance
- Estimated Salary Increases
- Budget Guideline
 - Board approved on April 4, 2017
 - Math Coach Position
 - Primary Intervention Position
 - Delivery/Custodial add .375
 - Staff Containment when Positions Open

Food Service

Revenue Sources

- State Aid

- Federal Aid
- Participation Fees

Base Revenue on

- Breakfast and Lunch Price increase
 - Board approved on 05.16.17

Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Food Costs
- Supply Costs
- Operational Costs: Utilities and Custodial
- Equipment Costs

Community Education Budget

Revenue Sources

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

Expenditures

- Staff salaries, benefits and other contractual requirements
- General, Instructional Supplies & Field Trips
- Operational Costs: Utilities, Custodial, and Transportation
- Technology Costs which includes software

Overall structure to ensure vitality of Community Education

- **Recreation and Enrichment Category**
 - Pay 70% of total participation to fees collected to on-staff instructors after supply expenses and administrative expenses are subtracted from the total participation fees.
 - Pay 80% of total participation fees collected for outside service providers as there are no employer paid benefits.
- Aquatics and School Age Child Care
 - Instructors are paid an hourly rate and participants are charged a set fee.
- Drivers Education

- Registration fee only
- Adults with Disabilities
 - Instructors paid an hourly rate and currently is a break even program.
- School Readiness Program
 - Instructors paid based on beginning steps/lanes of the teacher contract. Participants are charged a fee based on the choice they choose.

New Programs 2018

- Programs are continually added throughout the year

Discontinued Programs 2017

- Programs may be discontinued during the year.

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

Building Construction Fund

- Construction project will be finalized in 2017

Debt Service Fund

Revenue Sources

- Property Tax Levy
- State Aid

Expenditures

- Building Bond Payments

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

Building Fund 06		Assigned Building Fund 01	
Est. Fund Balance as of 03.23.17	\$334,565.46	Actual 2016 Fund Balance	\$1,328,075.00
		Estimated Revenue	\$623,800.00
		Estimated Total Revenue	\$1,951,875.00
Expenses left to Finalize		Extimated Expenses	
All Furniture	\$8,149.88	Expenses Acct. For	\$1,403,578.00
Inventables-Fab Lab	\$8,139.82	Provision Media	\$2,424.00
Professional Turf-Seeding	\$7,000.00	All Furniture	\$14,726.00
IEA-HVAC Services	\$3,420.00	Gopher State	\$167,973.51
Designer Signs	\$1,852.50	Gopher State	\$22,411.93
Intereum	\$280.00	Envirobate	\$681.50
Ebert-Sitework-Final	\$0.00	All Furniture	\$2,867.52
W. Gohman-Interior Final	\$0.00	South Side Electric	\$4,800.00
W. Gohman-Envelope-Final	\$0.00	City of Princeton Police Station	\$50,000.00
Advanced Terazzo-Flooring	\$0.00	Professional Turf PO	\$7,000.00
Fransen Decorating	\$0.00	Council/Board Chambers	\$60,000.00
Mad Dog Interiors	\$9,784.00	IEA-HVAC Balancing	\$10,668.00
A&H Electric	\$0.00	Designer Sign	\$1,852.50
JF Equipment	\$7,971.40	Storm Sewer-Ponding at HS	\$45,000.00
Woodside	\$0.00	Tota Estimated Expenses	\$1,793,982.96
Mid Central Door	\$0.00		
Rochon	\$0.00	Current Estimated Fund 01	\$157,892.04
Rachel	\$59,601.00	Minus Building Fund 06 Overage	-\$157,198.11
Floors by Beckers	\$27,979.01	Estimated Remaining Funds	\$693.93
FLR Sanders	\$46,968.00	(All Projects)	
Suburban	\$0.00		
ElJay Plumbing	\$171,897.00		
Strategic	\$0.00		
West Branch	\$5,000.00		

ICS Consulting-Reimbursables	\$485.88			
Wold- HS Additions	\$745.70			
Wold-PS	\$2,511.18			
Intereum	\$284.20			
Hook Irrigation to City	\$50,000.00			
City-7th ST	\$54,694.00			
Remove Portable	\$25,000.00			
Total Estimated Expenses	\$491,763.57			
Current Estimated Variance	-\$157,198.11			

PRINCETON PUBLIC SCHOOLS

**POLICY 403-DISCIPLINE, SUSPENSION AND DISMISSAL
OF SCHOOL DISTRICT EMPLOYEES**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DISCIPLINE

A. Violation of School Laws and Rules.

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

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

B. Substandard Performance.

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

C. Misconduct.

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

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

inappropriate conduct;

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

IV. FORMS OF DISCIPLINE

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

V. PROCEDURES FOR ADMINISTERING POLICY

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

3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

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

Cross References: MSBA Service Manual, Chapter 3, Employees

Independent School District #477
Princeton, Minnesota 55371

Adopted: October 28, 2003
Reviewed: May 5, 2015
Reviewed: April 16, 2017

PRINCETON PUBLIC SCHOOLS

**POLICY 407-EMPLOYEE RIGHT TO KNOW-EXPOSURE TO HAZARDOUS
SUBSTANCES**

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood born pathogen.

III. DEFINITIONS

- A. “Commissioner” meant the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in the area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. Is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. Is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evident, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably

foreseeable accidental or intentional exposure to the chemical or substance; or

3. Is determined by the commissioner as part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for the agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means a pathogenic microorganisms that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full-and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.

- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right To Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: Princeton Public Schools Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Adopted: December 17, 2003

Revised: August 10, 2010

Revised: January 14, 2014

Reviewed: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 408-SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

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

2. Federal Law

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

parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

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

~~IV. APPLICATION AND PROCEDURES—Move to Procedures~~

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

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

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

Adopted: May 13, 2003
Revised: August 26, 2008
Reviewed: May 2015
Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 409-EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for five years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Adopted: May 13, 2003
Revised: August 10, 2010
Reviewed: May 19, 2015
Reviewed: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 417-CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

- A. Instruction
 - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
 - 2. Each school shall have age-appropriate, developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;

- b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
 4. Each school shall disseminate drug and violence prevention information within the school and to the community.
 5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
 6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that

are implemented in the school.

- c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person,

effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.

- e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
- a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Pre-assessment Team

1. Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.

3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References: Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act of 1988)
20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference: MSBA/MASA Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School
MSBA/MASA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Policy 506 (Student Discipline)
MSBA/MASA Policy 527 (Student Motor Vehicles; Use; Parking; Search)

Adopted: April 28, 1987
Revised: May 25, 1993
Revised: June 13, 1995
Revised: August 27, 1996
Revised: September 9, 1997
Revised: June 25, 2002

Revised: May 11, 2004

Revised: June 25, 2013

Revised: May 19, 2015

Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 419-TOBACCO-FREE ENVIRONMENT

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school

district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco

dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: June 8, 2004
Revised: August 26, 2008
Revised: October 27, 2009
Revised: December 21, 2010
Revised: June 28, 2011
Revised: January 14, 2014
Revised: May 19, 2015
Reviewed: April 16, 2017

PUBLIC SCHOOLS

POLICY 421-GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official,

may not accept a gift from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA Model Policy 209 (Code of Ethics)
MSBA Model Policy 210 (Conflict of Interest - School Board Members)
MSBA Model Policy 306 (Administrator Code of Ethics)

Independent School District #477
Princeton, Minnesota 55371

Adopted: May 13, 2003
Revised: August 4, 2015
Reviewed: April 16, 2017

Princeton School District

POLICY 422-POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 501	School Weapons
Policy 502	Search of Student Lockers, Desks, Personal Possessions, and Student's Person
Model Policy 505	Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 508	Extended School year for Certain Students with Individualized Education Programs
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Unlawful Sex Discrimination Toward A Student
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Adopted: August 5, 2014

Reviewed: May 19, 2015

Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 423-EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

- 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Princeton Public Schools Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: Princeton Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
Princeton Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
Princeton Policy 306 (Administrator Code of Ethics)
Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 413 (Harassment and Violence)
Princeton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Princeton Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Princeton Policy 421 (Gifts to Employees)
MSBA Policy 507 (Corporal Punishment)

Adopted: May 27, 2003
Revised: November 23, 2010
Reviewed: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 424-LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until that person has filed for record with the superintendent of the school district a license, or a copy thereof, authorizing that person to teach school in the school district and perform the particular service for which the teacher is employed by the school district.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

~~III. PROCEDURE—Move to Procedures~~

- ~~A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.~~
- ~~B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the~~

superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

- ~~C.~~ If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- ~~D.~~ The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. §122A.16 (Highly Qualified Teacher Defined)
Minn. Stat. §122A.22 (District ~~Recording~~ Verification of Teacher Licenses)
Minn. Stat. §122A.40, Subd. 13 (Employment; Contracts; Termination-Immediate Discharge)
Minn. Stat. §127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver Ploeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Independent School District #477
Princeton, Minnesota 55371

Adopted: May 27, 2003
Reviewed: May 15, 2015
Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY-450 RESPECTFUL WORKPLACE

I. PURPOSE

The purpose of this policy is to establish and maintain a professional, respectful working environment for all employees. The school district recognizes each employee's right to individual respect and dignity and is committed to fostering a positive, productive work environment. As a result, school personnel are prohibited from engaging in behavior that substantially interferes with a professional, productive, respectful working environment, including behavior that is disrespectful, obscene, inappropriate, or offensive.

It is the responsibility of the administration of the school district to implement this policy and support it through positive leadership and positive example. Further, it is the responsibility of the administration to contribute to the maintenance of a work environment that is consistent with this policy.

II. DEFINITIONS

A. School Personnel – School Board members, school employees, agents, volunteers, and contractors subject to the supervision and control of the school district.

III. ~~PROCEDURES~~ PROCESS TO FILE A COMPLAINT

A. School personnel may report concerns or complaints pursuant to the school district. While written reports are encouraged, a complaint may be made verbally. For school personnel other than School Board members, the complaint should be made to a supervisor, administrator, or human resources representative. Any school personnel receiving a complaint shall advise the immediate supervisor, the district's human resources representative, or the Superintendent of the complaint.

B. In the case of a concern or complaint against a School Board member, the oral or written report should be made to the School Board Chairperson, either by the complaining party, or if the complaint is made to a supervisor or administrator, the School Board Chairperson shall be advised of the complaint.

- C. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall be promptly referred to the Superintendent who shall determine what type of investigation shall be conducted. The Superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the administrator concerning the status or outcome of the matter.
- D. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation, including any appropriate action or corrective measures taken. The Superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes 13 or other law.
- E. Complaints which fall under School District Policy No. 413: Harassment and Violence, should be filed pursuant to that policy.
- F. The school district will take appropriate action with any school personnel who retaliates against any person who makes a good faith report pursuant to this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Legal References: Minn. Stat. § 13 (Minnesota Government Data Practices Act)

Cross References: Policy 413 (Princeton Public Schools Harassment & Violence Policy)

Adopted: June 8, 2010
Reviewed: August 18, 2015
Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 495-DISTRICT POLICIES ~~AND PROCEDURES~~-DURING A STRIKE

Independent School District No. 477 is committed to sound collective bargaining principles and practices which will serve to resolve differences through negotiations and to avert, to the extent possible, labor actions such as strikes, and the District realizes that a strike is the ultimate exercise of bargaining power which a union may employ in the event a satisfactory resolution of bargaining demands cannot be reached, and the District must take reasonable precautions to provide protection to the personnel and property of the District during a strike and must take certain other actions to provide for the continuation of services deemed necessary by the school board.

1. The superintendent and the other members of the administration and the various principals operating under the superintendent's direction and subject to the oversight of the full school board are directed to make such preparations and to take such actions as may be necessary to meet whatever conditions may occur prior to, during and after any strike by school district employees. The superintendent will have the authority and responsibility to establish and equip a strike headquarters at the district office during the period of the strike. The superintendent is authorized to require that any district property held by district employees be immediately delivered to him or his designated representative.
2. The superintendent may take such actions and contract for such services as may be necessary to provide for a continuation of operations, and for the protection of students, of nonstriking employees, of school district property and of the persons and property of members of the school board. The administration shall have specific authority to contract for such communication, security, legal, consultant, emergency, custodial, clerical, food service, and repair services as may be necessary and to purchase, rent or lease such supplies and other materials as are required to provide for the efficient operation of strike headquarters and any facilities of the district during the strike. The administration shall have authority to establish such procedures as may be necessary to provide for alternative delivery or pickup of supplies and materials from contract vendors if necessary and to negotiate the suspension or termination of any vendor contracts during the period of the strike.
3. The administration shall have authority subject to specific school board approval to hire

such additional, temporary or substitute employees and to temporarily reassign such regular or part-time employees as may be deemed necessary during the duration of the strike. The administration may expend such funds as necessary to procure required licenses for individuals employed by the district during the period of the strike. Substitute employees will be paid at the rates established by the school board. The administration shall take such actions as may be practicable to give training and supervision to employees working in new areas or in unfamiliar positions. The superintendent shall have authority to notify nonstriking employees of layoff subject to the needs of the school district.

4. The superintendent or designee are authorized to speak publicly on behalf of the district in regard to labor disputes and shall be the sole persons authorized to speak publicly on behalf of the district during any period of strike action. The members of the board agree to communicate through said spokespersons and to maintain a unified public position in support of the negotiating team during the strike. The administration shall keep the members of the board, the staff, students and their parents, and the public informed of the position of the school district during the period of the strike and shall take such actions and expend such funds as may be required to accomplish this purpose.
5. Unless otherwise provided by law or an applicable continuing collective bargaining agreement, the following principles will be consistently applied to all employees who engage or participate in a strike action:
 - a. Any school employee who is absent from any portion of the assigned work day without permission on the date or dates when a strike occurs will be presumed to have engaged in a strike on that date or those dates.
 - b. No wages, salary, benefits, or compensation of any sort will be paid to any employee engaged in a strike against the school district, effectively immediately upon his or her participation in the strike.
 - c. Any paycheck due a striking employee for work performed prior to the strike will be mailed, upon the processing of the payroll, to the employee's home address according to applicable wage regulations. It is the responsibility of the employee to have the correct address on file in the district.
 - d. The school district will not continue contributions to any individual or family group insurance coverage or any other fringe benefits for any period during which an employee is on strike. The district will provide notice to striking employees to

how they may continue to maintain group insurance coverage at their own expense.

- e. No sick leave or disability leave shall be granted to a striking employee while on strike.
- f. An employee in the striking unit who is on sick leave or disability leave prior to the effective date of the strike may continue to be carried on such leave during the strike only if appropriate acceptable medical evidence of the illness or injury is provided upon request.
- g. An employee in the striking unit who reports for work and later claims to have become sick will be considered eligible for sick leave or disability leave only if acceptable medical evidence clearly substantiates the illness claimed.
- h. An employee in the striking unit who does not report to work after the start of the strike and who later claims to have been sick or injured will not be granted sick or disability leave during the duration of the strike.
- i. No other leaves of absence, with or without pay, will be granted to striking employees during a strike.
- j. An employee in the striking unit who is on a leave of absence prior to the effective date of the strike may have his or her leave continued at the discretion of the school board.
- k. An employee in the striking unit who reports to work during the strike may have a leave of absence granted at the discretion of the board.
- l. There shall be no credit or service credit granted for any benefit or fringe benefit accrual purposes during the period of a strike to any employee participating in a strike action.
- m. Any school district employee who takes part in a strike shall return all district equipment prior to his or her going on strike. The district will discipline employees who fail to return such materials.
- n. Any employee organization or group of employees involved in a strike against the district will not be permitted to use school facilities.

6. Unless otherwise provided by law or an applicable continuing collective bargaining agreement, the following principles will be consistently applied to all nonstriking employees during a period when a strike is taking place:
 - a. All paid leaves of absence previously granted or underway at the time of the strike may be continued at the discretion of the school district. Future granting of paid leaves of absence during a strike will be decided on a case by case basis by the board in accordance with the needs of the district during the strike. Satisfactory evidence of entitlement for the leave may be required.
 - b. An employee who is on an unpaid leave of absence prior to the effective date of the strike may have his or her leave continued at the discretion of the board. Future requests for unpaid leave will be decided on a case by case basis by the board in accordance with the needs of the district during the strike. Satisfactory evidence of entitlement for the leave may be required.
 - c. Sick and disability leave may be granted during the strike; however, the nonstriking employee will be required to furnish acceptable medical evidence substantiating the illness or injury.
 - d. The superintendent, members of the administration and the various principals may assign nonstriking employees to perform other than their usual duties during the period of a strike. Any employee assigned to perform work appropriate to a higher class shall be paid for such work performed at the compensation rate for that higher class.
 - e. The administration may require nonstriking employees to work in excess of the normal work week as a result of any strike action. Overtime will be paid in accordance with the applicable collective bargaining agreement or to the individuals designated in and pursuant to school board policy.
 - f. Unless a nonstriking worker is on an authorized leave, is laid off or is ordered to the contrary, that worker shall be required to report to work on each duty day during the period of a strike.
 - g. All vacation leaves currently underway or previously granted may be cancelled at

the discretion of the school board during the duration of a strike. The board will base its decisions on the staffing needs of the district and on the underlying facts and extenuating circumstances in each individual situation.

- h. If a nonstriking employee is laid off during the period of a strike, the district will continue contributions to any individual or family group insurance coverage or any other fringe benefits except as otherwise required by law or contract. The district will provide notice to employees who are laid off on how this provision may apply to them and reserves the right to discontinue insurance contributions in the event of a prolonged layoff or strike.
7. An employee participating in a legal strike shall be allowed to take part in any extra-curricular or co-curricular duty assignments during the duration of the strike whether on a part-time, fully paid or volunteer basis. All community education programs and services shall continue.
8. A nonstriking employee, an agent of the school board employed to provide professional services, or a member of the school board who incurs property damage which is casually related to strike activities shall be reimbursed by the school district, provided that the damage, at the time of the alleged incident, is not otherwise covered by insurance and the employee, agent or board member has taken reasonable precautions under the circumstances to prevent such damage.
9. The administration shall take such actions as it may deem necessary to inform all employees of the district of the provisions of this policy.
10. The board shall not schedule any additional time or days of school to make up any time lost during the strike by the school district employees.

Cross References: 400A Teacher Strike Plan

Adopted: January 12, 2010
Renumbered: January 26, 2010
Revised: April 16, 2017

POLICY 514-BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school

district shall permit, condone, or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include,

but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- 3. A “threat” is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct,

prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker

immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary

consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the

particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive

school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: January 27, 2004
Revised: November 24, 2009
Revised: August 10, 2010
Revised: March 22, 2011
Revised: October 21, 2014
Revised: August 18, 2015
Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 524-INTERNET ACCEPTABLE USE AND SAFETY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district computer system and the internet the school district considers its own stated educational mission, goals, and objectives.
- B. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- C. The school district expects that employees and students will blend thoughtful use of the school district computer systems and the Internet throughout the curriculum.
- D. The school district monitors online activities and operates technology protection measures, including filters, that protect against access to unacceptable or harmful material through the school district network.
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

III. ACCEPTABLE USES

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies.

- A. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational

purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.

- B. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- C. Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- D. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
 - 1. Information or materials that could cause damage or danger of disruption to the educational process;
- B. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
- C. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- D. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- E. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
- F. Users will not use the school district system to violate copyright laws or usage licensing agreements.

1. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
- G. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (~~MSBA/MASA Model~~ [Princeton](#) Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district. Misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct.

VII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

VIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- C. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References:

15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)

20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N. W. 2d811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)524-11
Kowalski v. Berkeley Cnty Sch., 652 F.3d 656 (4th Cir. 2011)2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 406 (Public and Private Personnel Data)
Princeton Policy 505 (Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)
Princeton Policy 506 (Student Discipline)
Princeton Policy 514 (Bullying Prohibition Policy)
Princeton Policy 515 (Protection and Privacy of Pupil Records)
Princeton Policy 519 (Interviews of Students by Outside Agencies)
Princeton Policy 521 (Student Disability Nondiscrimination)
Princeton Policy 522 (Student Sex Nondiscrimination)
Princeton Policy 526 (Hazing Prohibition)
Princeton Policy 595 (Web Authoring and Publishing)
Princeton Policy 603 (Curriculum Development)
Princeton Policy 606 (Textbooks and Instructional Materials)
Princeton Policy 806 (Crisis Management Policy)
Princeton Policy 904 (Distribution of Materials on School District Property by Non School Persons)
Technology Procedure Manual

Adopted: February 26, 2002
Adopted: February 22, 2005
Revised: December 8, 2009
Reviewed: March 22, 2011
Revised: March 13, 2012

Revised: September 2, 2014
Revised: September 1, 2015
Revised: April, 18 2017

June 5, 2017

Ms. Michelle Czech
Independent School District #477
706 1st Street
Princeton, MN 55371

Re: Re-Roof Project at Princeton Family Center
Princeton, MN

Dear Ms. Czech:

At 11:00 a.m. on Thursday, June 1, 2017, we received two (4) bids for the above-referenced project. A copy of the bid tabulation is enclosed for your review.

ICS Consulting, Inc. has reviewed the bids received for the above-referenced project. We have contacted the apparent low bidder, McDowall Company, and have confirmed that their bid is valid. Our itemized recommendation is as follows:

McDowall Company – Total Base Bid Amount:	\$ 279,700.00
Alternate #1	\$ 33,700.00
Alternate #2	<u>\$7,000.00</u>
TOTAL COMBINATION BID CONTRACT:	\$ 319,700.00

We recommend that the District enter into a contract with McDowall Company of Waite Park, Minnesota for the total bid amount of Three Hundred Nineteen Thousand Seven Hundred Dollars and No/Cents (\$319,700.00).

Upon Board action, we will draft a contract reflecting this amount to the Contractor.

Enclosed are copies of the official bid tabulation, bid forms, bid securities, and McDowall Companies proposed first tier subcontractor list. Please contact us at 763-354-2670 should you have any questions regarding our recommendation.

Regards,



Anthony Leon
Program Manager

AL/am
Enclosures
c: file

**Princeton Family Center
2017 Roof Replacement**

OWNER: ISD #477 - Princeton Public Schools
OWNER'S REPRESENTATIVE: ICS Consulting, Inc.
ENGINEER: Garland Company

BID TABULATIONS
June 1, 2017 @ 11:00 a.m.

Single Prime

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	McDowall Company 1431 Prosper Drive Waite Park MN 56387 T: 320-251-8640	Berwald Roofing 2440 N. Charles St. North St. Paul, MN 55109 T: 651-777-7411	Ettel & Franz Roofing Co. 2222 Robbins St. St. Paul, MN 55114 T: 651-646-4811	Peterson Bros. Roofing 481 Burgess Street St. Paul, MN 55117 T: 651-488-5630	
BID SECURITY	Bond	Bond	Bond	Bond	
ADDENDA REC'D.	1	1	1	1	
MN RESPONSIBLE CONTRACTOR	X	X	X	X	
BASE BID	\$279,700.00	\$299,300.00	\$299,500.00	\$307,500.00	
ADD #1 - Section G Restoration	ADD: \$33,700.00	ADD: \$43,500.00	ADD: \$41,000.00	ADD: \$43,000.00	
ADD #2 - Section I & H Restoration	ADD: \$7,000.00	ADD: \$14,100.00	ADD: \$16,000.00	ADD: \$11,250.00	
COMBINATION BID	\$319,700.00	\$356,900.00	\$356,000.00	\$361,750.00	
UNIT PRICE FOR DECK REPAIR	\$30.00/SF	\$12.00/SF	\$33.50/SF	\$9.25/SF	

152

BID PROPOSAL FORM

Dated this 1st day of June, 2017.

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

RE: 2017 Roof Replacement Project and Restoration/Maintenance Project

Bid From: Ettel and Franz Roofing Co. (651-646-4811)
(Name of Bidder)

BASE BID – Family Center

Roof Sections A,B,C,D,E,F (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: Two-hundred-ninety-nine thousand, five hundred dollars and 00 % \$299,500.00

Add #1 – Family Center

Roof Section G (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: Forty-one-thousand dollars and 00 % \$41,000.00

Add #2 – Family Center

Roof Section H and I (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: Sixteen-Thousand dollars and 00 % \$16,000.00

Combination Bid – BASE BID, Add #1 and Add #2 Combined

Roof Sections A,B,C,D,E, F, G, H, I (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* and metal wall panels per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications:

Lump sum price: Three-hundred-fifty-six-thousand dollars and 00 % \$356,000.00

ADDENDA: The undersigned acknowledges receipt of the following addenda: \$ 1.

UNIT PRICE: SF Ft of Deck Repair/Replacement: \$ 33.50 s.f.

CERTIFICATION

I (we) hereby certify that I (we) are the only person(s) interested in this proposal as principal(s): that this proposal is made and submitted without fraud or collusion with any other persons, firm, or corporation whatsoever. The bidder hereby declares that he has carefully examined all Bidding Documents, that he has personally inspected the actual location of work, and local sources of supply, that he has satisfied himself as to all the quantities and conditions, and understands that in signing this Bid he waives all right to plead any misunderstanding regarding the same. The bidder agrees that this bid is based upon the materials, equipment, and systems required by the Bid Documents without exception and that no substitutions have been made.

GUARANTEE

I (we) further proposed to guarantee all work performed under this contract to the be done in accordance with the Contract Documents in a good and workman like manner; and to renew or repair any work which may be rejected, due to defective materials or workmanship, prior to final completion and acceptance of the project.

BONDS

Enclosed herewith is a Bid Security being at least 5% of the amount of the proposal, made payable to the Owner as a proposal guarantee. It is agreed by the undersigned that this Bid Security will be forfeited to the Owner in the event I (we) fail to enter into a contract or fail to furnish the required Performance and Labor and Materials Payment Bonds within ten (10) days after receiving Notice of Award upon acceptance of this bid by the Owner.

BID GUARANTEE

The undersigned proposes that the prices stated in this proposal are guaranteed for a minimum of 30 consecutive calendar days, Sundays and holidays included, from the date hereof:

UNDERSTANDING AND ACKNOWLEDGEMENT

I (we) understand that in order to comply with Minnesota Competitive Bidding Statutes, no clarification or modifications can be made to the Bid Form, except by any attachments(s) requested within the Bid Documents, and that any voluntary or arbitrary clarification(s) or modification(s) could cause rejection of my (our) bid.

Name of Company: Ettel and Franz Roofing
(Print name of Firm)

Date: May 31, 2017

Address: 2222 Robbins Street

City, State, Zip Code: St. Paul, MN 55114

Telephone: 651-646-4811

Officer's Signature: *Dave McDowall*

Printed Name of Officer: Dave McDowall

ATTACHMENT A

RESPONSIBLE CONTRACTOR AND CERTIFICATION OF COMPLIANCE

PROJECT TITLE: 2017 Roof Replacement Project

Minn. Stat. 16C.285, Subd., 7, **IMPLEMENTATION.** any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

Minn. Stat. 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

1. The Contractor:
 - a. is in compliance with workers' compensation and unemployment insurance requirements;
 - b. is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees;
 - c. has a valid federal tax identification number or a valid Social Security number if an individual; and
 - d. has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative.

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - a. repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;
 - b. has been issued an order to comply by the commissioner of labor and industry that has become final;
 - c. has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - d. has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - e. has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - f. has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties.

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order.

4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office.

5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification.
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
7. All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.** A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Minn. Stat. 16C.285, Subd. 5a. **MOTOR CARRIER VERIFICATION.** A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. 16C.285, Subd. 4. **VERIFICATION OF COMPLIANCE.** A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a

misc statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section providing that it contains an electronic signature as defined in section 325L.02, paragraph (h).

Minn.Stat. 16C.285, Subd. 6. **ADDITIONAL CRITERIA.** Nothing in this section shall restrict the discretion of a contracting authority to establish additional factors for defining contractor responsibility. This subdivision is not an independent grant of authority to a contracting authority to establish additional minimum criteria pursuant to subdivision 3.

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. 16C.285,
- 2) I have included Attachment A-1 with my company's solicitation response, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer: <i>Dave McDowall</i>	Printed Name: DAVE MCDOWALL
Title: PRES.	Date: JUNE 1, 2017
Company Name: ETHEL + FRANZ	

WESTERN SURETY COMPANY

Sioux Falls, South Dakota

BID BOND

RECEIVED MAY 30 2017

Approved by the American Institute of Architects, A.I.A.
Document No. A-310 (1970 Edition)

KNOW ALL MEN BY THESE PRESENTS, that we ETTTEL & FRANZ COMPANY, 2222 Robbins St, St Paul, MN, 55114 as Principal, hereinafter called the Principal, and WESTERN SURETY COMPANY, a corporation duly organized under the laws of the State of South Dakota as Surety, are held and firmly bound unto Princeton Public Schools #477, 706 First Street, Princeton, MN 55371, as obligee, hereinafter called the Obligee, in the sum of FIVE PERCENT (5%) OF THE AMOUNT OF THE BID for the payment of which sum well and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

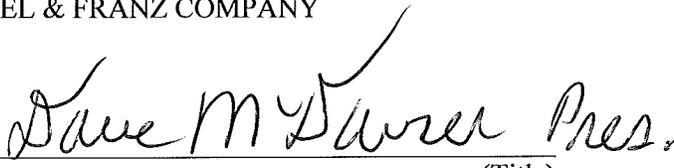
WHEREAS, THE Principal has submitted a bid for Partial Reroof and Restoration of Princeton Family Center.

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bonds or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for faithful prosecution thereof, or in the event of failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

PROVIDED, however, any bond or bonds covering the contract shall not guarantee the defective materials, workmanship nor maintenance beyond one (1) year. Any additional warranty or guarantee, whether expressed or implied is extended by the Principal or manufacturer only, and the Surety assumes no liability for such a guarantee.

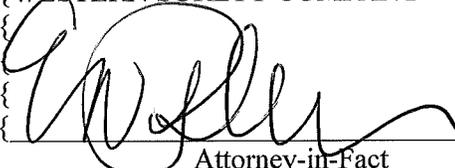
Signed and sealed this 1 June, 2017.

{ ETTTEL & FRANZ COMPANY



(Title)

{ WESTERN SURETY COMPANY



(Seal)
Attorney-in-Fact



Witness



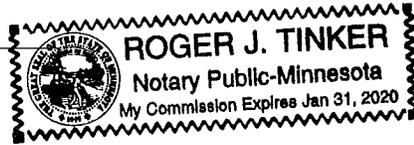
Witness

CORPORATE

STATE OF MINNESOTA
COUNTY OF Ramsey

On this 1 June 2017, before me personally appeared Dave McDowall to me known, who, being by me first duly sworn, did depose and say that he/she resides in Ramsey County; that he/she is the President of Ettel & Franz Company, the corporation described in and which executed the foregoing instrument; that he/she knows the corporate seal of said corporation; that the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order and authority.

Roger J. Tinker
Notary Public



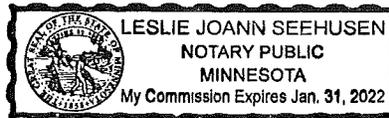
SURETY

STATE OF MINNESOTA }
COUNTY OF STEARNS }

I, Leslie J Seehusen, Notary Public of Stearns County, in the State of Minnesota, do hereby certify that Erin Pohlman, Attorney-in-Fact, of the Western Surety Company, who is personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/she signed, sealed and delivered said instrument, for and on behalf of the Western Surety Company, for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of St Cloud in said County, this 1 June 2017.

Leslie Seehusen
Notary Public



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

De Ette J Wurm, Debra M Bledsoe, Brenda S Klimstra, Erin Pohlman, Deb Geislinger, Jacqueline Riley, Individually

of Saint Cloud, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 23rd day of March, 2017.

WESTERN SURETY COMPANY

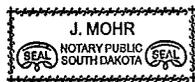


Paul T. Bruflat
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 23rd day of March, 2017, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
June 23, 2021



J. Mohr
J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 1 day of June, 2017.



WESTERN SURETY COMPANY

L. Nelson
L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

BID PROPOSAL FORM

Dated this 1 day of June, 2017.

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

RE: 2017 Roof Replacement Project and Restoration/Maintenance Project

Bid From: Peterson Bros Roofing & Construction Inc
(Name of Bidder)

BASE BID – Family Center

Roof Sections A,B,C,D,E,F (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: \$307,500.00 dollars and ----- 0/00
Three Hundred Five Thousand Five Hundred Dollars

Add #1 – Family Center

Roof Section G (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: \$43,000.00 dollars and ----- 0/00
Forty-Three Thousand Dollars

Add #2 – Family Center

Roof Section H and I (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: \$ 11,250.00 dollars and ----- 0/00
Eleven Thousand Two Hundred Fifty Dollars

Combination Bid – BASE BID, Add #1 and Add #2 Combined

Roof Sections A,B,C,D,E, F, G, H, I (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* and metal wall panels per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications:

Lump sum price: \$361,750.00 dollars and ----- 0/00
Three Hundred Sixty-One Thousand Seven Hundred Fifty Dollars

ADDENDA: The undersigned acknowledges receipt of the following addenda: \$ 1.

UNIT PRICE: SF Ft of Deck Repair/Replacement: \$ 9.25

CERTIFICATION

I (we) hereby certify that I (we) are the only person(s) interested in this proposal as principal(s): that this proposal is made and submitted without fraud or collusion with any other persons, firm, or corporation whatsoever. The bidder hereby declares that he has carefully examined all Bidding Documents, that he has personally inspected the actual location of work, and local sources of supply, that he has satisfied himself as to all the quantities and conditions, and understands that in signing this Bid he waives all right to plead any misunderstanding regarding the same. The bidder agrees that this bid is based upon the materials, equipment, and systems required by the Bid Documents without exception and that no substitutions have been made.

GUARANTEE

I (we) further proposed to guarantee all work performed under this contract to be done in accordance with the Contract Documents in a good and workman like manner; and to renew or repair any work which may be rejected, due to defective materials or workmanship, prior to final completion and acceptance of the project.

BONDS

Enclosed herewith is a Bid Security being at least 5% of the amount of the proposal, made payable to the Owner as a proposal guarantee. It is agreed by the undersigned that this Bid Security will be forfeited to the Owner in the event I (we) fail to enter into a contract or fail to furnish the required Performance and Labor and Materials Payment Bonds within ten (10) days after receiving Notice of Award upon acceptance of this bid by the Owner.

BID GUARANTEE

The undersigned proposes that the prices stated in this proposal are guaranteed for a minimum of 30 consecutive calendar days, Sundays and holidays included, from the date hereof:

UNDERSTANDING AND ACKNOWLEDGEMENT

I (we) understand that in order to comply with Minnesota Competitive Bidding Statutes, no clarification or modifications can be made to the Bid Form, except by any attachments(s) requested within the Bid Documents, and that any voluntary or arbitrary clarification(s) or modification(s) could cause rejection of my (our) bid.

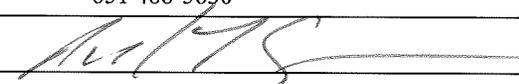
Name of Company: Peterson Bros. Roofing & Construction Inc
(Print name of Firm)

Date: 5/31/2017

Address: 481 Burgess Street

City, State, Zip Code: St. Paul MN 55117

Telephone: 651 488-5630

Officer's Signature: 

Printed Name of Officer: Richard T. Gannon - Vice President

ATTACHMENT A

RESPONSIBLE CONTRACTOR AND CERTIFICATION OF COMPLIANCE

PROJECT TITLE: 2017 Roof Replacement Project

Minn. Stat. 16C.285, Subd. 7, **IMPLEMENTATION**. any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

Minn. Stat. 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA**. "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

1. The Contractor:
 - a. is in compliance with workers' compensation and unemployment insurance requirements;
 - b. is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees;
 - c. has a valid federal tax identification number or a valid Social Security number if an individual; and
 - d. has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative.

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - a. repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;
 - b. has been issued an order to comply by the commissioner of labor and industry that has become final;
 - c. has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - d. has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - e. has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - f. has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties.

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order.

4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office.

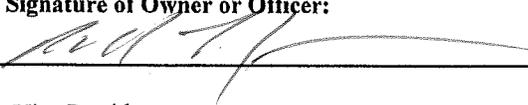
false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section providing that it contains an electronic signature as defined in section 325L.02, paragraph (h).

Minn.Stat. 16C.285, Subd. 6. **ADDITIONAL CRITERIA.** Nothing in this section shall restrict the discretion of a contracting authority to establish additional factors for defining contractor responsibility. This subdivision is not an independent grant of authority to a contracting authority to establish additional minimum criteria pursuant to subdivision 3.

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. 16C.285,
- 2) I have included Attachment A-1 with my company's solicitation response, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer: 	Printed Name: Richard T Gannon
Title: Vice President	Date: 5/31/2017
Company Name: Peterson Bros Roofing & Construction Inc	

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

Peterson Bros. Roofing and Construction, Inc.
481 Burgess Street
St. Paul, MN 55117

as Principal, hereinafter called Principal, and

Ohio Farmers Insurance Company
P.O. Box 5001
Westfield Center, OH 44251-5001

a corporation duly organized under the laws of the State of Ohio
as Surety, hereinafter called Surety, are held and firmly bound unto
Independent School District No. 477, Princeton Public Schools
706 1st Street
Princeton, MN 55371

as Obligee, hereinafter called Obligee, in the sum of **Five Percent (5%) of Total Amount Bid**

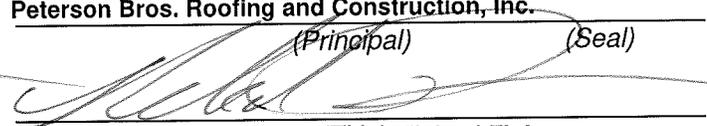
Dollars (5%),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

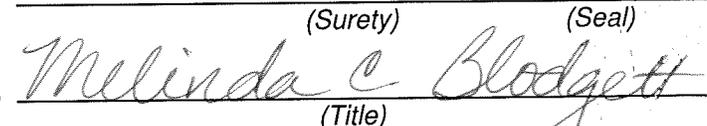
WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

2017 Roof Replacement & Restoration Project

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 1st day of June, 2017.


(Witness)
Peterson Bros. Roofing and Construction, Inc.

(Principal) (Seal)
(Title) Michael Finken
President

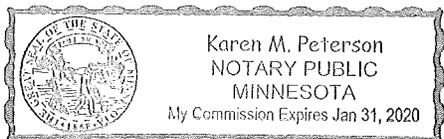

(Witness)
Ohio Farmers Insurance Company

(Surety) (Seal)
(Title)
Melinda C. Blodgett, Attorney-in-Fact



CORPORATE ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Ramsey)

On this 1st day of June 2017, before me appeared Michael Finken, to me personally known, who, being by me duly sworn, did say that he/she is the President of Peterson Bros. Roofing and Construction, Inc., a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said Michael Finken acknowledged said instrument to be the free act and deed of said corporation.

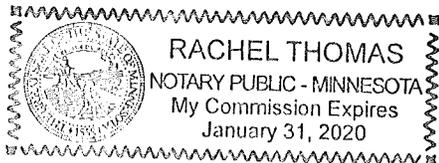


Karen M. Peterson
Notary Public Isanti County, MN
My commission expires 1.31.2020

SURETY ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Hennepin)

On this 1st day of June 2017, before me appeared Melinda C. Blodgett, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of Ohio Farmers Insurance Company, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said Melinda C. Blodgett acknowledged said instrument to be the free act and deed of said corporation.



Melinda C. Blodgett
Notary Public Ramsey County, Minnesota
My commission expires 1/31/2020

General Power of Attorney

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint MELINDA C. BLODGETT, R. C. BOWMAN, R. SCOTT EGGINTON, R. W. FRANK, TED JORGENSEN, JOSHUA R. LOFTIS, KURT C. LUNDBLAD, BRIAN J. OESTREICH, JEROME T. OUIMET, JOHN E. TAUER, LIN ULVEN, JOINTLY OR SEVERALLY

of MINNEAPOLIS and State of MN its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 12th day of JANUARY A.D., 2017 .

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

By: Dennis P. Baus

Dennis P. Baus, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 12th day of JANUARY A.D., 2017 , before me personally came Dennis P. Baus to me known, who, being by me duly sworn, did depose and say, that he resides in Wooster, Ohio; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



David A. Kotnik

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 1st day of June A.D., 2017



Frank A. Carrino Secretary

Frank A. Carrino, Secretary

BID PROPOSAL FORM

Dated this 1st day of June, 2017.

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

RE: 2017 Roof Replacement Project and Restoration/Maintenance Project

Bid From: McDowall Company
(Name of Bidder)

BASE BID – Family Center

Roof Sections A,B,C,D,E,F (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: TWO HUNDRED SEVENTY NINE THOUSAND dollars and ----- %
SEVEN HUNDRED 00/100----- (\$279,700.00)

Add #1 – Family Center

Roof Section G (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: THIRTY THREE THOUSAND SEVEN HUNDRED dollars and ----- %
00/100----- (\$33,700.00)

Add #2 – Family Center

Roof Section H and I (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: SEVEN THOUSAND 00/100----- (\$7,000.00) dollars and ----- %

Combination Bid – BASE BID, Add #1 and Add #2 Combined

Roof Sections A,B,C,D,E, F, G, H, I (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* and metal wall panels per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications:

Lump sum price: THREE HUNDRED NINETEEN THOUSAND dollars and ----- %
SEVEN HUNDRED DOLLARS (\$319,700.00)

ADDENDA: The undersigned acknowledges receipt of the following addenda: \$ 1 .

UNIT PRICE: SF Ft of Deck Repair/Replacement: \$ 30.00

CERTIFICATION

I (we) hereby certify that I (we) are the only person(s) interested in this proposal as principal(s): that this proposal is made and submitted without fraud or collusion with any other persons, firm, or corporation whatsoever. The bidder hereby declares that he has carefully examined all Bidding Documents, that he has personally inspected the actual location of work, and local sources of supply, that he has satisfied himself as to all the quantities and conditions, and understands that in signing this Bid he waives all right to plead any misunderstanding regarding the same. The bidder agrees that this bid is based upon the materials, equipment, and systems required by the Bid Documents without exception and that no substitutions have been made.

GUARANTEE

I (we) further proposed to guarantee all work performed under this contract to the be done in accordance with the Contract Documents in a good and workman like manner; and to renew or repair any work which may be rejected, due to defective materials or workmanship, prior to final completion and acceptance of the project.

BONDS

Enclosed herewith is a Bid Security being at least 5% of the amount of the proposal, made payable to the Owner as a proposal guarantee. It is agreed by the undersigned that this Bid Security will be forfeited to the Owner in the event I (we) fail to enter into a contract or fail to furnish the required Performance and Labor and Materials Payment Bonds within ten (10) days after receiving Notice of Award upon acceptance of this bid by the Owner.

BID GUARANTEE

The undersigned proposes that the prices stated in this proposal are guaranteed for a minimum of 30 consecutive calendar days, Sundays and holidays included, from the date hereof:

UNDERSTANDING AND ACKNOWLEDGEMENT

I (we) understand that in order to comply with Minnesota Competitive Bidding Statutes, no clarification or modifications can be made to the Bid Form, except by any attachments(s) requested within the Bid Documents, and that any voluntary or arbitrary clarification(s) or modification(s) could cause rejection of my (our) bid.

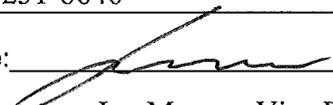
Name of Company: McDowall Company
(Print name of Firm)

Date: June 1, 2017

Address: 1431 Prosper Drive

City, State, Zip Code: Waite Park MN 56387

Telephone: 320-251-8640

Officer's Signature: 

Printed Name of Officer: Jay Mumm, Vice President

ATTACHMENT A

RESPONSIBLE CONTRACTOR AND CERTIFICATION OF COMPLIANCE

PROJECT TITLE: 2017 Roof Replacement Project

Minn. Stat. 16C.285, Subd. 7, **IMPLEMENTATION.** any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

Minn. Stat. 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** “Responsible contractor” means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

1. The Contractor:
 - a. is in compliance with workers' compensation and unemployment insurance requirements;
 - b. is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees;
 - c. has a valid federal tax identification number or a valid Social Security number if an individual; and
 - d. has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative.

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - a. repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is “repeated” only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;
 - b. has been issued an order to comply by the commissioner of labor and industry that has become final;
 - c. has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - d. has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - e. has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - f. has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties.

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order.

4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office.

5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification.
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
7. All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.** A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Minn. Stat. 16C.285, Subd. 5a. **MOTOR CARRIER VERIFICATION.** A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. 16C.285, Subd. 4. **VERIFICATION OF COMPLIANCE.** A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a

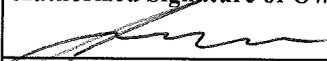
false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section providing that it contains an electronic signature as defined in section 325L.02, paragraph (h).

Minn.Stat. 16C.285, Subd. 6. **ADDITIONAL CRITERIA.** Nothing in this section shall restrict the discretion of a contracting authority to establish additional factors for defining contractor responsibility. This subdivision is not an independent grant of authority to a contracting authority to establish additional minimum criteria pursuant to subdivision 3.

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. 16C.285,
- 2) I have included Attachment A-1 with my company's solicitation response, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer: 	Printed Name: Jay Mumm
Title: Vice President	Date: June 1, 2017
Company Name: McDowall Company	

ATTACHMENT A-1

FIRST-TIER SUBCONTRACTOR LIST
(Submit with Prime Contractor Response)

PROJECT TITLE: 2017 Roof Replacement Project-
Princeton Family Center

Minn. Stat. §16.285, Subd. 5: A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

First-Tier Subcontractor Names (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
Roof Vac	608-783-3224

WESTERN SURETY COMPANY

Sioux Falls, South Dakota

BID BOND

Approved by the American Institute of Architects, A.I.A.
Document No. A-310 (1970 Edition)

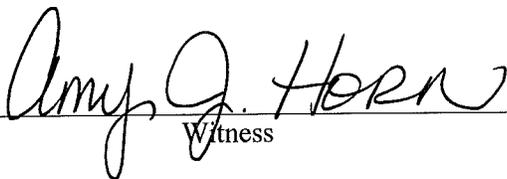
KNOW ALL MEN BY THESE PRESENTS, that we MCDOWALL COMPANY, P O Box 606, Waite Park, MN, 56387 as Principal, hereinafter called the Principal, and WESTERN SURETY COMPANY, a corporation duly organized under the laws of the State of South Dakota as Surety, are held and firmly bound unto ISD #477, 706 First Street, Princeton, MN 55371, as obligee, hereinafter called the Obligee, in the sum of FIVE PERCENT (5%) OF THE AMOUNT OF THE BID for the payment of which sum well and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, THE Principal has submitted a bid for 2017 Roof Replacement, Princeton Schools - Family Center.

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bonds or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for faithful prosecution thereof, or in the event of failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

PROVIDED, however, any bond or bonds covering the contract shall not guarantee the defective materials, workmanship nor maintenance beyond one (1) year. Any additional warranty or guarantee, whether expressed or implied is extended by the Principal or manufacturer only, and the Surety assumes no liability for such a guarantee.

Signed and sealed this 1 June, 2017.



Witness

{MCDOWALL COMPANY

John W. McDowall
President (Title)



Witness

{WESTERN SURETY COMPANY

(Seal)
Attorney-in-Fact

CORPORATE

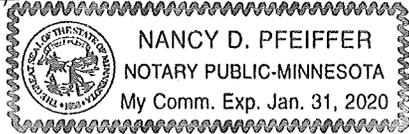
**STATE OF MINNESOTA
COUNTY OF Stearns**

On this 1 June 2017, before me personally appeared John W. McDowall to me known, who, being by me first duly sworn, did depose and say that he/she resides in St. Augusta, MN; that he/she is the President of McDowall Company, the corporation described in and which executed the foregoing instrument; that he/she knows the corporate seal of said corporation; that the corporate seal affixed to said instrument is such corporate seal; that it was so affixed by order and authority of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order and authority.

Nancy D. Pfeiffer

Notary Public

SURETY



**STATE OF MINNESOTA }
COUNTY OF STEARNS }**

I, Leslie J Seehusen, Notary Public of Stearns County, in the State of Minnesota, do hereby certify that Erin Pohlman, Attorney-in-Fact, of the Western Surety Company, who is personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/she signed, sealed and delivered said instrument, for and on behalf of the Western Surety Company, for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of St Cloud in said County, this 1 June 2017.

Leslie Joann Seehusen

Notary Public



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

De Ette J Wurm, Debra M Bledsoe, Brenda S Klimstra, Erin Pohlman, Deb Geislinger, Jacqueline Riley, Individually

of Saint Cloud, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 23rd day of March, 2017.

WESTERN SURETY COMPANY

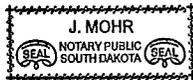


Paul T. Bruflat
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 23rd day of March, 2017, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
June 23, 2021



J. Mohr
J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 1 day of June, 2017.



WESTERN SURETY COMPANY

L. Nelson
L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

BID PROPOSAL FORM

Dated this 31 day of May, 2017.

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

RE: 2017 Roof Replacement Project and Restoration/Maintenance Project

Bid From: Berwald Roofing Company, Inc
(Name of Bidder)

BASE BID – Family Center

Roof Sections A,B,C,D,E,F (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: Two Hundred Ninety-Nine Thousand Three Hundred dollars and ----- %
\$299,300.00

Add #1 – Family Center

Roof Section G (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: Forty three Thousand Five Hundred dollars and ----- %
\$43,500.00

Add #2 – Family Center

Roof Section H and I (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications at the following locations:

Lump sum price: Fourteen Thousand One Hundred dollars and ----- %
\$14,100.00

Combination Bid – BASE BID, Add #1 and Add #2 Combined

Roof Sections A,B,C,D,E, F, G, H, I (including all roofing, plumbing, and HVAC)

Install *the Bituminous Roof System* and metal wall panels per Project Specifications. To provide supervision, labor, materials and equipment for roof project per project specifications:

Lump sum price: Three Hundred Fifty-Six Thousand Nine Hundred dollars and ----- %
\$356,900.00

ADDENDA: The undersigned acknowledges receipt of the following addenda: \$ 1.

UNIT PRICE: SF Ft of Deck Repair/Replacement: \$ 12.00

CERTIFICATION

I (we) hereby certify that I (we) are the only person(s) interested in this proposal as principal(s): that this proposal is made and submitted without fraud or collusion with any other persons, firm, or corporation whatsoever. The bidder hereby declares that he has carefully examined all Bidding Documents, that he has personally inspected the actual location of work, and local sources of supply, that he has satisfied himself as to all the quantities and conditions, and understands that in signing this Bid he waives all right to plead any misunderstanding regarding the same. The bidder agrees that this bid is based upon the materials, equipment, and systems required by the Bid Documents without exception and that no substitutions have been made.

GUARANTEE

I (we) further proposed to guarantee all work performed under this contract to be done in accordance with the Contract Documents in a good and workman like manner; and to renew or repair any work which may be rejected, due to defective materials or workmanship, prior to final completion and acceptance of the project.

BONDS

Enclosed herewith is a Bid Security being at least 5% of the amount of the proposal, made payable to the Owner as a proposal guarantee. It is agreed by the undersigned that this Bid Security will be forfeited to the Owner in the event I (we) fail to enter into a contract or fail to furnish the required Performance and Labor and Materials Payment Bonds within ten (10) days after receiving Notice of Award upon acceptance of this bid by the Owner.

BID GUARANTEE

The undersigned proposes that the prices stated in this proposal are guaranteed for a minimum of 30 consecutive calendar days, Sundays and holidays included, from the date hereof:

UNDERSTANDING AND ACKNOWLEDGEMENT

I (we) understand that in order to comply with Minnesota Competitive Bidding Statutes, no clarification or modifications can be made to the Bid Form, except by any attachments(s) requested within the Bid Documents, and that any voluntary or arbitrary clarification(s) or modification(s) could cause rejection of my (our) bid.

Name of Company: Berwald Roofing Co., Inc.
(Print name of Firm)

Date: 5/31/17

Address: 2440 N Charles St

City, State, Zip Code: North St. Paul, MN 55109

Telephone: 651-777-7411

Officer's Signature: 

Printed Name of Officer: Eugene Berwald

ATTACHMENT A

RESPONSIBLE CONTRACTOR AND CERTIFICATION OF COMPLIANCE

PROJECT TITLE: 2017 Roof Replacement Project

Minn. Stat. 16C.285, Subd., 7, **IMPLEMENTATION**, any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

Minn. Stat. 16C.285, Subd. 3, **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA**. "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

1. The Contractor:
 - a. is in compliance with workers' compensation and unemployment insurance requirements;
 - b. is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees;
 - c. has a valid federal tax identification number or a valid Social Security number if an individual; and
 - d. has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative.

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - a. repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;
 - b. has been issued an order to comply by the commissioner of labor and industry that has become final;
 - c. has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - d. has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - e. has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - f. has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties.

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order.

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6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
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A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

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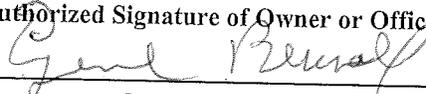
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Minn.Stat. 16C.285, Subd. 6. **ADDITIONAL CRITERIA.** Nothing in this section shall restrict the discretion of a contracting authority to establish additional factors for defining contractor responsibility. This subdivision is not an independent grant of authority to a contracting authority to establish additional minimum criteria pursuant to subdivision 3.

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. 16C.285,
- 2) I have included Attachment A-1 with my company's solicitation response, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer: 	Printed Name: EUGENE BERWALD
Title: PRESIDENT	Date: 5/31/17
Company Name: BERWALD ROOFING CO., INC.	



RLI Insurance Company
 P.O. Box 3967 Peoria IL 61612-3967
 Phone: 309-692-1000 Fax: 309-692-8637

BID BOND

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS,

That We, _____ Berwald Roofing Company, Inc., _____
 of _____ Minnesota _____
 as Principal, and _____ RLI Insurance Company _____, of _____ Peoria _____,
 _____ Illinois _____, as Surety, an _____ Illinois _____ corporation duly licensed to
 do business in the State of _____ Minnesota _____, are held and firmly bound unto _____
 _____ Princeton Public Schools 706 1st Street, Princeton, MN 55371 _____, as Obligee, in the penal sum of
 _____ Five Percent of the Amount Bid _____ (_____ 5% _____),
 for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and
 assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas the Principal has submitted, or is about to submit, a
 proposal or a bid to the Obligee on a contract for _____
 _____ 2017 Roof Replacement Project and Restoration/Maintenance Project _____.

NOW, THEREFORE, if the aforesaid principal shall be awarded the contract, the said principal will within the period specified
 therefore, or if no period be specified, within ten (10) days after the notice of such award enter into a contract and give bond for
 the faithful performance of the contract, then this obligation shall be null and void, otherwise the principal and the surety will
 pay unto the obligee the difference in money between the amount of the bid of said principal and the amount for which the
 obligee may legally contract with another party to perform the work if the latter amount be in excess of the former, in no event
 shall the liability hereunder exceed the penal sum hereof.

PROVIDED AND SUBJECT TO THE CONDITION PRECEDENT, that any suits at law or proceedings in equity brought or to
 be brought against the Surety to recover any claim hereunder must be instituted and service had upon the Surety within ninety
 (90) days after the acceptance of said bid of the Principal by the Obligee.

SIGNED, SEALED AND DATED this _____ 01 _____ day of _____ June _____, _____ 2017 _____.

Berwald Roofing Company, Inc.,
 Principal
 By: _____ Eugene Berwald _____
 Eugene Berwald President

RLI Insurance Company
 By: _____ Joan T. Guindon _____
 Joan T. Guindon Attorney-In-Fact

ADDRESS ALL CORRESPONDENCE TO:

RLI Surety
 P.O. Box 3967
 Peoria, IL 61612
 309-692-1000

C0006304-10,0



9025 N. Lindbergh Dr. | Peoria, IL 61615
Phone: (800)645-2402 | Fax: (309)689-2036

POWER OF ATTORNEY

RLI Insurance Company

Contractors Bonding and Insurance Company

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That this Power of Attorney may be effective and given to either or both of **RLI Insurance Company and Contractors Bonding and Insurance Company**, required for the applicable bond.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each Illinois corporations (as applicable), each authorized and licensed to do business in all states and the District of Columbia do hereby make, constitute and appoint:

Joan T. Guindon, Joanne Hilpert, Carol Jones, jointly or severally

in the City of Saint Paul, State of Minnesota, as Attorney in Fact, with full power and authority hereby conferred upon him/her to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds, undertakings, and recognizances in an amount not to exceed Ten Million Dollars (\$10,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected officers of this Company.

RLI Insurance Company and Contractors Bonding and Insurance Company, as applicable, have each further certified that the following is a true and exact copy of the Resolution adopted by the Board of Directors of each such corporation, and now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the Corporation shall be executed in the corporate name of the Corporation by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Corporation. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the Corporation. The signature of any such officer and the corporate seal may be printed by facsimile or other electronic image."

IN WITNESS WHEREOF, **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 10th day of March, 2017.

RLI Insurance Company
Contractors Bonding and Insurance Company

Barton W. Davis

Vice President

CERTIFICATE

I, the undersigned officer of **RLI Insurance Company**, and/or **Contractors Bonding and Insurance Company**, each Illinois corporations, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 1 day of June, 2017.

RLI Insurance Company
Contractors Bonding and Insurance Company

Barton W. Davis

Vice President

State of Illinois }
County of Peoria }

SS



On this 10th day of March, 2017, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, and acknowledged said instrument to be the voluntary act and deed of said corporation.

Jacqueline M. Bockler

Notary Public



June 5, 2017

Ms. Michelle Czech
Independent School District #477
706 1st Street
Princeton, MN 55371

Re: Princeton High School & Middle School 2017 Tennis Court Rehabilitation
Princeton, MN

Dear Ms. Czech:

At 2:00 p.m. on Thursday, June 1, 2017, we received two (2) bids for the above-referenced project. A copy of the bid tabulation is enclosed for your review.

ICS Consulting, Inc. has reviewed the bids received for the above-referenced project. We have contacted the apparent low bidder, Knife River Corporation, and have confirmed that their bid is valid. Our itemized recommendation is as follows:

Base Bid

Knife River Corporation – Total Base Bid Amount:	<u>\$ 188,279.00</u>
TOTAL CONTRACT:	\$ 188,279.00

We recommend that the District enter into a contract with Knife River Contractors of Sauk Rapids, Minnesota for the total bid amount of One Hundred Eighty-Eight Thousand Two Hundred Seventy-Nine Dollars and No/Cents (\$188,279.00).

Upon Board action, we will draft a contract reflecting this amount to the Contractor.

Enclosed are copies of the official bid tabulation, bid forms, bid securities, and Knife River’s proposed first tier subcontractor list. Please contact us at 763-354-2670 should you have any questions regarding our recommendation.

Regards,



Anthony Leon
Program Manager

AL/am
Enclosures
c: file

**Princeton High School & Middle School
2017 Tennis Court Rehabilitation**

OWNER: ISD #477 - Princeton Public Schools
OWNER'S REPRESENTATIVE: ICS Consulting, Inc.
ENGINEER: Larson Engineering, Inc.

BID TABULATIONS
June 1, 2017 @ 2:00 p.m.

Single Prime

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Knife River Corporation - North Central 4787 Shadow Wood Dr NE Sauk Rapids, MN 56379 T: 320-251-9472	G. Urban Companies, Inc. 3781 Labore Road St. Paul, MN 55110 T: 651-248-9830			
BID SECURITY	Bond	Bond			
ADDENDA REC'D.	1	1			
MN RESPONSIBLE CONTRACTOR	X	X			
BASE BID	\$188,279.00	\$226,000.00			
ALTERNATES					
ALT. 1 - SURFACE TRENCH DRAIN	ADD: \$22,150.00	ADD: \$25,000.00			
ALT. 2 - INSTALL PRIVACY SLATS AT MIDDLE SCHOOL	ADD: \$13,200.00	ADD: \$15,000.00			
ALT. 3 - INSTALL TENNIS WINDSCREEN AT MIDDLE SCHOOL	ADD: \$6,600.00	ADD: \$7,500.00			
ALT. 4 - REMOVE & REPLACE WOOD BACKBOARD WITH MARINE GRADE PLYWOOD AT MIDDLE SCHOOL	ADD: \$8,000.00	ADD: \$7,500.00			

188

ALT. 5 - REMOVE AND
REPLACE WOOD
BACKBOARD AT
MIDDLE SCHOOL
WITH BAKKO
BACKBOARD OR
APPROVED EQUAL

ADD: \$11,592.00

ADD: \$13,000.00



SECTION 00 20 00
BID FORM

PROPOSAL BID FORM

BID TO: Princeton Public School District – ISD 477
706 First Street
Princeton, MN 55371

BID FROM: 6 Urban Companies Inc
3781 Labored
St Paul mn 55110

In accordance with the Advertisement for Bids and the proposed construction documents prepared by Larson Engineering, Inc. 3524 Labore Road White Bear Lake, MN 55110 dated May 19th, 2017, relating to the re-construction and resurfacing of tennis courts at the Princeton Middle School and Princeton High School, the undersigned, having visited the site of proposed construction and having become thoroughly familiar with local conditions affecting the cost and performance of the work and with all requirements of the Contract Documents and related Addenda, hereby proposes and agrees to provide all labor, materials and equipment required to construct and complete the Work in accordance with the Contract Documents and Addenda for the following amounts:

Base Bid Amount:

\$ Two hundred and Twenty six thousand ¹⁰/₁₀₀ \$ 226,000

Alternates:

Alternate No. 1: Surface Trench Drain

(Add) Deduct, No Change) \$ _____ \$ 25,000

Alternate No. 2: Install Privacy Slats at Middle School

(Add) Deduct, No Change) \$ _____ \$ 15,000

Alternate No. 3: Install Tennis Windscreen at Middle School

(Add) Deduct, No Change) \$ _____ \$ 7500.00

Alternate No. 4: Remove and Replace Wood Backboard with Marine Grade Plywood at Middle School

(Add) Deduct, No Change) \$ _____ \$ 7500.00

Alternate No. 5: Remove and Replace Wood Backboard at Middle School with Bakko Backboard or Approved Equal

(Add/Deduct, No Change) \$ _____

\$ 13,000

Addenda: Receipt of the following Addenda to the Contract Documents and their costs being incorporated into the Bid is acknowledged (provide Addenda numbers below):

Addenda No. 1 Dated _____ Addenda No. _____ Dated _____

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

Responsible Contractor: By Submitting a bid for the above named project, per Minnesota State Statute Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED, the undersigned is confirming that the Contractor meets the Minimum criteria defining a Responsible Contractor as listed in Minnesota State Statute Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED, Subdivision 3. Minimum criteria.

Bid Acceptance: If written notice of the acceptance of this Bid is received by the undersigned within 60 days after date set for opening of this Bid, or at any other time thereafter before Bid is withdrawn, the undersigned agrees to enter into and execute a Contract with the Owner in accordance with this Bid as accepted and in a form acceptable to Owner, and to furnish and deliver to Owner the Performance Bond, Labor and Material Payment Bond, and proof of insurance coverage, all within 10 days after notice of acceptance of this Bid.

Street Address: 3781 Laborer rd

City: SF Paul State: MN Zip: 55110

Phone Number: 651-248-9830 Fax Number: 651-426-3554

Name (typed or printed): Greg Urban

Signature: [Signature]

Title: Owner

Date: 6/1/17

END OF SECTION 00 20 00

Responsible Contractor Compliance Verification
Minnesota Statute 16.C.285

(Princeton)
(Public Project Name and Number)

The undersigned is an owner or officer of the company named below (the "Company") and signs this statement under oath verifying that at the time it responded to the solicitation document on the above-referenced project ("Project"), the Company was in compliance with each of the minimum criteria in Minn. Stat. 16C.285, subd. 3, with the exception of clause (7).

The first-tier subcontractors that the Company currently intends to engage for work on the Project are:

1. midwest ajntc
2. Ja Schifsky
3. _____
4. _____

Prior to execution of the construction contract for the Project, the Company will submit to the contracting authority a supplemental verification confirming compliance with Minn. Stat. §16C.285, subd. 3, clause (7). If the Company retains additional subcontractors with which it will have a direct contractual relationship following contract award, the Company will submit any supplemental verifications confirming compliance with Minn. Stat. §16C.285, subd. 3, clause (7) within 14 days after retaining any such additional subcontractors.

Pursuant to Minn. Stat. §16C.285, Subd. 4, the following signature under oath does not need to be notarized.

Date: 6/1/17

G Urban Components Inc
Company

By: [Signature]

Its: owner
Owner/Officer



Bid Bond

CONTRACTOR:

(Name, legal status and address)

**G Urban Companies Inc.
3781 Labore Rd.**

Saint Paul, MN 55110

SURETY:

(Name, legal status and principal place of business)

**Granite Re, Inc.
14001 Quailbrook Drive**

Oklahoma City, OK 73134

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

ISD#477-Princeton Public Schools

BOND AMOUNT: Five Percent of the Bid Amount (5% of Bid Amount)

PROJECT: Princeton Tennis Court Project

(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 31st day of May, 2017

(Witness)

G Urban Companies Inc.
(Principal)

(Seal)

(Title)
Granite Re, Inc.
(Surety)

(Seal)

(Title) **Tom Lahl, Attorney-in-Fact**

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

ACKNOWLEDGMENT OF PRINCIPAL (Individual)

State of _____)
County of _____)

On this _____ day of _____, in the year _____, before me personally come(s) _____, to me known and known to me to be the person(s) who (is) (are) described in and executed the foregoing instrument and acknowledge(s) to me that ___ he ___ executed the same.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Partnership)

State of _____)
County of _____)

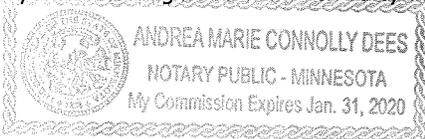
On this _____ day of _____, in the year _____, before me personally come(s) _____, a member of the co-partnership of _____ to me known and known to me to be the person who is described in and executed the foregoing instrument and acknowledges to me that he executed the same as for the act and deed of the said co-partnership.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Corporation)

State of Minnesota)
County of Dakota)

On this 31 day of May, in the year 2017, before me personally come(s) Gary Urban, to me known, who, being duly sworn, deposes and says that he is the President of the G Urban Companies Inc the corporation described in and which executed the foregoing instrument; that he knows the seal of the said corporation; the seal affixed to the said instrument is such corporate seal; that it was so affixed by the order of the Board of Directors of said corporation, and that he signed his name thereto by like order.

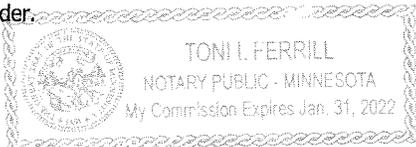


[Signature]
Notary Public

ACKNOWLEDGMENT OF SURETY

State of Minnesota)
County of Dakota)

On this 31st day of May, in the year 2017, before me personally come(s) Tom Lahl, Attorney(s)-in-Fact of Granite Re, Inc. with whom I am personally acquainted, and who, being by me duly sworn, says that he is (are) the Attorney(s)-in-Fact of Granite Re, Inc. company described in and which executed the within instrument; that he know(s) the corporate seal of such company; and that seal affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of said company, and that he signed said instrument as Attorney(s)-in-Fact of the said company by like order.



[Signature]
Notary Public

GRANITE RE, INC.

GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of OKLAHOMA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

JONATHAN PATE; WANDA FRANZ; TOM LAHL; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

JONATHAN PATE; WANDA FRANZ; TOM LAHL; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN may lawfully do in the premises by virtue of these presents.

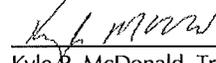
In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Secretary/Treasurer, this 28th day of September, 2016.

STATE OF OKLAHOMA)
) SS:
 COUNTY OF OKLAHOMA)





 Kenneth D. Whittington, President

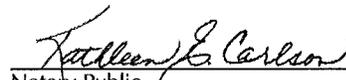


 Kyle P. McDonald, Treasurer

On this 28th day of September, 2016, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Secretary/Treasurer of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Secretary/Treasurer of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Secretary/Treasurer, respectively, of the Company.

My Commission Expires:
 August 8, 2017
 Commission #: 01013257





 Notary Public

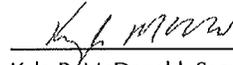
GRANITE RE, INC. Certificate

THE UNDERSIGNED, being the duly elected and acting Secretary/Treasurer of Granite Re, Inc., an Oklahoma Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

“RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking.”

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this
31st day of May, 2017





 Kyle P. McDonald, Secretary/Treasurer

**SECTION 00 20 00
BID FORM**

PROPOSAL BID FORM

BID TO: Princeton Public School District – ISD 477
706 First Street
Princeton, MN 55371

BID FROM: Knife River Corporation - North Central
4787 Shadow Wood Dr NE
Sauk Rapids, MN 56379

In accordance with the Advertisement for Bids and the proposed construction documents prepared by Larson Engineering, Inc. 3524 Labore Road White Bear Lake, MN 55110 dated May 19th, 2017, relating to the reconstruction and resurfacing of tennis courts at the Princeton Middle School and Princeton High School, the undersigned, having visited the site of proposed construction and having become thoroughly familiar with local conditions affecting the cost and performance of the work and with all requirements of the Contract Documents and related Addenda, hereby proposes and agrees to provide all labor, materials and equipment required to construct and complete the Work in accordance with the Contract Documents and Addenda for the following amounts:

Base Bid Amount:

\$ ONE HUNDRED EIGHTY EIGHT THOUSAND TWO HUNDRED SEVENTY NINE \$ 188,279.00 $\frac{\$ \text{ No}}{100}$

Alternates:

Alternate No. 1: Surface Trench Drain

(Add) Deduct, No Change) \$ TWENTY TWO THOUSAND ONE HUNDRED FIFTY $\frac{\$ \text{ XX}}{100}$ \$ 2,250.00

Alternate No. 2: Install Privacy Slats at Middle School

(Add) Deduct, No Change) \$ THIRTEEN THOUSAND TWO HUNDRED $\frac{\$ \text{ No}}{100}$ \$ 13,200.00

Alternate No. 3: Install Tennis Windscreen at Middle School

(Add) Deduct, No Change) \$ SIX THOUSAND SIX HUNDRED $\frac{\$ \text{ XX}}{100}$ \$ 6,600.00

Alternate No. 4: Remove and Replace Wood Backboard with Marine Grade Plywood at Middle School

(Add) Deduct, No Change) \$ EIGHT THOUSAND $\frac{\$ \text{ No}}{100}$ \$ 8,000.00

**BID FORM
00 20 00-1**

Alternate No. 5: Remove and Replace Wood Backboard at Middle School with Bakko Backboard or Approved Equal

(Add) Deduct, No Change) \$

ELEVEN THOUSAND FIVE HUNDRED NINETY TWO & XX/100
\$11592.00

Addenda: Receipt of the following Addenda to the Contract Documents and their costs being incorporated into the Bid is acknowledged (provide Addenda numbers below):

Addenda No. 1 Dated 5/26/17 Addenda No. _____ Dated _____

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

Responsible Contractor: By Submitting a bid for the above named project, per Minnesota State Statute Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED, the undersigned is confirming that the Contractor meets the Minimum criteria defining a Responsible Contractor as listed in Minnesota State Statute Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED. Subdivision 3. Minimum criteria.

Bid Acceptance: If written notice of the acceptance of this Bid is received by the undersigned within 60 days after date set for opening of this Bid, or at any other time thereafter before Bid is withdrawn, the undersigned agrees to enter into and execute a Contract with the Owner in accordance with this Bid as accepted and in a form acceptable to Owner, and to furnish and deliver to Owner the Performance Bond, Labor and Material Payment Bond, and proof of insurance coverage, all within 10 days after notice of acceptance of this Bid.

Street Address: 4787 Shadow Wood Dr NE

City: Sauk Rapids State: MN Zip: 56379

Phone Number: (320) 251-9472 Fax Number: (320) 251-0011

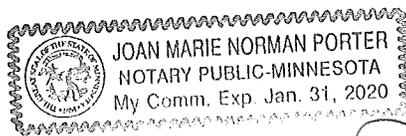
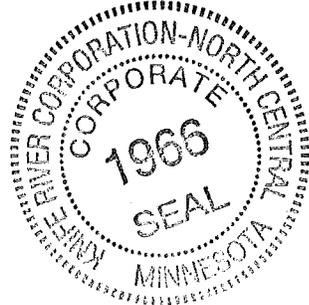
Name (typed or printed): Jeremy A. Stover

Signature: [Handwritten Signature]

Title: Vice President, Controller, Assistant Secretary

Date: June 1, 2017

END OF SECTION 00 20 00



6/1/17 Joan Porter

BID FORM
00 20 00-2



Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Knife River Corporation - North Central
4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379

SURETY:

(Name, legal status and principal place of business)

Liberty Mutual Insurance Company
175 Berkeley Street
Boston, MA 02116

Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

Princeton Public Schools
706 First Street
Princeton, MN 55371

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent of Amount Bid 5%

PROJECT:

(Name, location or address, and Project number, if any)

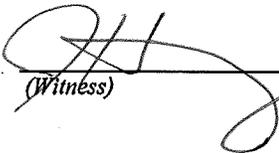
Princeton High School and Middle School Tennis Court Project

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of June, 2017.


(Witness)

Knife River Corporation - North Central
(Principal) _____ (Seal)

By: 
(Title) Mark Magnuson, Vice President

Liberty Mutual Insurance Company
(Surety) _____

By: 
(Title) Heather R. Goedtel, Attorney-in-Fact

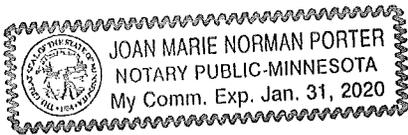


Corporate Acknowledgment

STATE OF Minnesota)
COUNTY OF Benton) ss

On this 1st day of June, 2017, before me personally appeared Mark Magnuson To me known, who being by me duly sworn, did say that he is the Vice President of the Knife River Corporation - North Central

corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal is affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his/her name thereto by like order.



Joan Porter
Notary Public Signature

(Notary Seal)

Acknowledgment of Corporate Surety

STATE OF Minnesota)
COUNTY OF Hennepin) ss

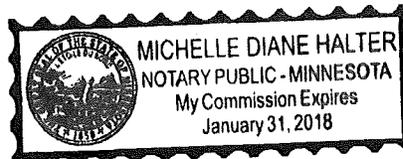
On this 1st day of June, 2017, before me appeared Heather R. Goedtel, to be known,

who being by me duly sworn did say that (s)he is the aforesaid Attorney-in-Fact of the Liberty Mutual Insurance Company

a corporation; that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by the aforesaid officer, by authority of its Board of Directors; and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.

Michelle Halter
Notary Public Signature

(Notary Seal)



THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7644564

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Brian D. Carpenter; Craig Olmstead; Heather R. Goedel; Jessica Hoff; Jill N. Swanson; Laurie Pflug; Michelle Halter; Nicole Langer

all of the city of Minneapolis, state of MN each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations; in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 6th day of March, 2017



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 6th day of March, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 1st day of June, 2017



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

ATTACHMENT A

FIRST-TIER SUBCONTRACTORS LIST

SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT

PROJECT TITLE: _____

Minn. Stat. §16C.285, Subd. 5: A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to the execution of a construction contract with each subcontractor.

First-Tier Subcontractor Names (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
Allstates Pavement Recycling	Rogers
West Branch Construction	Princeton
Upper Midwest Athletic	Andover

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

All first-tier subcontractors listed on Attachment A have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. §16C.285

Authorized Signature of Owner or Officer:

Printed Name:



Jeremy Stock

Title:

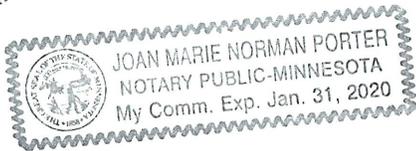
Vice President

Date:

June 1, 2017

Company Name:

Knife River Corporation-North Central



6/1/17 Joan Porter

2017-2018 Long Term Facility Maintenance Plan

2017 Estimated Budget			2018 Estimated Budget			2019 Estimated Budget		
2016 Fund Balance		\$163,060.00	2017 Estimated Fund Balance		\$367,762.00	2018 Estimated Fund Balance		\$187,553.00
Revenue		\$662,000.00	Revenue		\$523,695.00	Revenue: Gary at Ehlers estimating	(Still Waiting for)	\$700,000.00
Total Funds Available		\$825,060.00	Total Funds Available		\$891,457.00	Total Funds Available		\$887,553.00
Expenditures			Expenditures			Expenditures		
Health & Safety	\$98,000.00	\$98,498.00	Health & Safety	\$98,500.00	\$98,500.00	Health & Safety	\$98,500.00	\$98,500.00
Primary School			Primary School			Primary School		
Intermediate School			Intermediate School			Intermediate School		
Gypsum Walls	\$5,000.00	Not Needed	Gypsum Walls	\$0.00	\$0.00	Gypsum Walls	\$0.00	
Ventilation & Air Handling	\$200,000.00	\$0.00	Ventilation & Air Handling Unit #6	\$200,000.00	\$100,000.00	Ventilation & Air Handling	\$100,000.00	
			Garage Roof	\$25,000.00		Garage Roof	\$25,000.00	
Middle School			Middle School			Middle School		
Tennis Court Surfacing	\$125,000.00		Tennis Court Surfacing	\$125,000.00	\$25,000.00	Tennis Court Surfacing	\$0.00	
Parking lot resurfacing	\$40,000.00		Parking lot resurfacing	\$40,000.00				
Bathroom Particians		\$5,000.00						
High School			High School			High School		
Asbestos HS Shops-Summer of 2017-	\$40,000.00	Delayed	Replacement & Asbestos Removal HS Shops	\$160,000.00	\$0.00	Replacement & Asbestos Removal HS Shops	\$160,000.00	
Roofing-above the PAC	\$250,000.00	\$0.00	Roofing-above the PAC	\$250,000.00	\$0.00	Roofing-above the PAC	\$250,000.00	
Replace Accordion Partitions PAC	\$12,000.00	\$12,000.00	Replace Accordion Partitions PAC	\$0.00	\$0.00	Replace Accordion Partitions PAC	\$0.00	
Pool-to be determined			Pool to be determined			Pool to be determined		
			Kitchen Freezer	\$140,000.00	\$0.00	Kitchen Freezer	\$140,000.00	
			Tennis Court Surfacing 5 courts	\$195,200.00	\$100,000.00	Tennis Court Surfacing 5 courts	\$95,200.00	\$95,200.00
			Resurface Track			Resurface Track		
			Wrestling Mat	\$40,000.00	\$20,000.00			
Family Center			Family Center/District Center			Family Center/District Center		
Roofing-Spring/Summer of 2017	\$300,000.00	\$150,000.00	Roofing	\$300,000.00	\$150,000.00	Roofing	\$0.00	
Chillers	\$200,000.00	\$0.00	Chillers	\$200,000.00	\$0.00	Chillers	\$200,000.00	
CHW Pumps	\$60,000.00	\$0.00	CHW Pumps	\$60,000.00	\$0.00	CHW Pumps	\$60,000.00	
System Piping	\$100,000.00	\$0.00	System Piping	\$100,000.00	\$0.00	System Piping	\$100,000.00	
Ventilation/Air Handling	\$350,000.00	\$56,800.00	Ventilation/Air Handling	\$350,000.00	\$0.00	Ventilation/Air Handling	\$350,000.00	
Temperature Controls	\$100,000.00	\$0.00	Temperature Controls	\$100,000.00	\$0.00	Temperature Controls	\$100,000.00	
Distribution Panels	\$50,000.00	\$0.00	Distribution Panels	\$50,000.00	\$0.00	Distribution Panels	\$50,000.00	
Lighting-Halls	\$60,000.00	\$0.00	Lighting-Halls	\$60,000.00	\$0.00	Lighting-Halls	\$60,000.00	
Convenience Outlets	\$75,000.00	\$0.00	Convenience Outlets	\$75,000.00	\$0.00	Convenience Outlets	\$75,000.00	
Lighting-Classrooms	\$75,000.00	\$0.00	Lighting-Classrooms	\$75,000.00	\$0.00	Lighting-Classrooms	\$75,000.00	
Sidewalk			Side walk & Canopy by District Center	\$87,000.00	\$0.00	Sidewalk		
Elevator Update			Elevator Update	??	\$0.00	Elevator Update		
Roof Painting	\$40,000.00		Roof Painting	\$40,000.00	\$0.00	Roof Painting	\$40,000.00	
Student Services			Student Services			Student Service		
Roof			Roof	\$40,000.00		Roof	\$40,000.00	
Retaining Wall & Steps			Retaining Wall & Steps	\$20,000.00	\$20,000.00	Retaining Wall & Steps		
District Wide			District Wide			District Wide		
Pneumatics to Electronics			Pneumatics to Electronics			Pneumatics to Electronics		
Yearly Maintenance Costs			Yearly Maintenance Costs		\$75,000.00	Gym Floor Maintenance		
			Professional Fees, Building Permits, Construction Testing for summer projects		\$50,404.00			
Districtwide Maintenance Cycles		\$85,000.00	Districtwide Maintenance Cycles			Districtwide Maintenance Cycles		
Interior and exterior doors	\$15,000.00		Interior and exterior doors			Interior and exterior doors		
Flooring	\$30,000.00		Flooring			Flooring		
Painting	\$15,000.00		Painting			Painting		
Tuckpointing	\$10,000.00		Tuckpointing			Tuckpointing		
Bathroom Partitions	\$10,000.00		Bathroom Partitions			Bathroom Partitions		
Curbs & Walks	\$5,000.00		Curbs & Walks			Curbs & Walks		
Emergency Maintenance	\$50,000.00	\$50,000.00	Emergency Maintenance	\$50,000.00	\$65,000.00	Emergency Maintenance	\$50,000.00	\$50,000.00
Total for 2017	\$2,315,000.00	\$457,298.00	Total for 2018	\$2,880,700.00	\$703,904.00	Total for 2018	\$2,068,700.00	\$243,700.00
VARIANCE		\$367,762.00	VARIANCE		\$187,553.00	VARIANCE		\$643,853.00
Final prioritization for 2018 will be after January 2018								
Red Added after June 2016								

2017-2018 CAPITAL PLAN

2016-2017 Capital Recommendation			2017-2018 Preliminary Capital Recommendation		
2016 Final Fund Balance		\$2,544,091.00	2017 Estimated Fund Balance		\$2,147,956.00
2017 Estimated Revenue-Based on New Bldg Age	\$547,634.00	\$597,865.00	2018 Estimated Revenue		\$550,000.00
	Project Needs	Project Plan		Project Needs	Project Plan
FAMILY CENTER			FAMILY CENTER		
PRIMARY			PRIMARY		
INTERMEDIATE			INTERMEDIATE		
Playground sidewalks			Playground Surface		
MIDDLE			MIDDLE		
Enlarge Entry Road	\$40,000.00				
Add Door to Office	\$2,500.00		Add Door to Office	\$2,500.00	
Create a MS Counseling Area	\$30,000.00		Create a MS Counseling Area	\$30,000.00	
Outside storage area	\$1,500.00				
HIGH SCHOOL			HIGH SCHOOL		
3rd Station Gym Floor	\$50,000.00		3rd Station Gym Floor	\$50,000.00	
Heater in weight room	\$11,000.00		Storage Units for Activities	\$60,000.00	
			Banners/Murals & Records Display	\$20,000.00	
TRANSPORTATION			TRANSPORTATION		
Van-aging out	\$30,000.00	\$30,000.00	Van-aging out	\$40,000.00	\$50,000.00
Bus Cameras	\$10,000.00	\$10,000.00	Bus Cameras	\$10,000.00	\$10,000.00
BUILDINGS & GROUND			BUILDINGS & GROUND		
Bucket Truck 1992	\$40,000.00		Bucket Truck & Cube Van	\$40,000.00	
One Man Lift-Primary	\$20,000.00	\$20,000.00			
Lawn Mower	\$25,000.00	\$25,000.00			
Other Equipment	\$20,000.00	\$20,000.00	Other Equipment		\$20,000.00
STUDENT SERVICES BUILDING			STUDENT SERVICES BUILDING		

Purchase of Building	\$250,000.00	\$250,000.00	Create two CR in exam area.		
Set Up of Building Technology & Phone	\$50,000.00	\$50,000.00			
Door Security System	\$25,000.00				
Security Cameras	\$7,500.00				
Budget Scanner	\$2,100.00				
TECHNOLOGY			TECHNOLOGY		
NE Security Doors	\$30,000.00				
DW One to One Student Technology Initiative	\$307,000.00	\$307,000.00	DW One to One Student Technology Initiative	\$307,000.00	\$307,000.00
Classroom Hardware	\$67,000.00	\$33,500.00	Classroom Hardware	\$67,000.00	\$33,500.00
Copiers-move to operational lease	\$20,000.00	\$20,000.00	Copiers-move to operational lease	\$20,000.00	\$20,000.00
Infrastructure	\$35,000.00	\$35,000.00	Infrastructure	\$35,000.00	\$35,000.00
Staff Devices	\$117,000.00	\$58,500.00	Staff Devices	\$117,000.00	\$58,500.00
(There may be movement among the technology categories based on priority)			(there may be movement among the technology categories based on priority)		
(student technology would be first priority)			(student technology would be first priority)		
OTHER			OTHER		
Furniture, Fixtures, and Equipment	\$150,000.00	\$120,000.00	Furniture, Fixtures, and Equipment	\$150,000.00	\$130,000.00
Districtwide Emergency	\$15,000.00	\$15,000.00	Districtwide Emergency	\$15,000.00	\$15,000.00
			Elementary-K Classroom		\$41,000.00
Total	\$1,355,600.00	\$994,000.00	Total	\$963,500.00	\$720,000.00
Variance		-\$396,135.00	Variance		-\$170,000.00



Dr. Julia Espe, Superintendent	763.389.6190
Michelle Czech, Director of Business Services	763.389.6183
Sarah Marxhausen, 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, Director of Student Services	763.389.6191
Gwen Anderson, Director of Community Education & ECFE Coordinator	763.389.6199

May 30, 2017

To: ISD #477 School Board Members

From: Sarah Marxhausen, Director of Human Resources

Re: 2017 Insurance Committee/School Board Recommendation

Under the Health Insurance Transparency Act (HITA), school districts must seek requests for proposals every two years from at least three sources of group health insurance coverage. One of these sources must be the Public Employee Insurance Program (PEIP).

The District secured the services of National Insurance Services to guide the District through this requirement; develop the request for proposal, evaluate the proposals, and provide a recommendation for final bid selection. School districts' right and responsibility is to choose the health insurance provider they determine to be in the best interest of the district. School districts may decide whether to accept or reject any proposal, regardless of price or any other consideration.

The District received responses to the RFP from Blue Cross Blue Shield (BCBS), Resource Training & Solutions (RTS), HealthPartners, National Joint Powers Alliance (NJPA) and PEIP. Medica and PreferredOne declined to quote. All responses involved a rate increase for the current District plan offering. The district's incumbent provider, RTS, is requesting a 21% increase in year one with no rate cap in year two. The NJPA proposal was the most competitive insured response with the current plan design. NJPA is a self-insured cooperative which uses the HealthPartners network and claims administration.

The NJPA proposal was as follows:

- Maintain the existing plan designs as currently offered through RTS
- 5.85% rate increase for 2017-2018 with a not to exceed 5% rate cap in year two

Given the large pricing disparity in year one and the protection offered in year two, it was the recommendation from the representative district insurance committee and National Insurance Services to accept the NJPA proposal effective October 1st, 2017.

RECOMMENDATION:

It is recommended that the School Board of Independent School District #477 accept the group health insurance proposal submitted by the National Joint Powers Alliance administered by HealthPartners as described above.

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2017-2018 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 477, County of Mille Lacs, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Princeton High School

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
 OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by the Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared-common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____

School Superintendent's Email: _____

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2017
Retain one copy for the school files.

(over)

Joint Powers Agreement for Rum River Special Education Cooperative

This Agreement entered into this first day of July 2017 by and between Independent School Districts:

Braham I.S.D. #314
Cambridge-Isanti I.S.D. #911
Isle I.S.D. #473 Milaca
I.S.D. #912 Mora I.S.D. #332
Ogilvie I.S.D. #333
Princeton I.S.D. #477

hereinafter referred to as Member Districts witness:

WHEREAS, each Member District has determined that required special education services can best be delivered through cooperative efforts; the undersigned Independent School Districts hereby agree:

1. ESTABLISHMENT OF JOINT POWERS COOPERATIVE. That hereby there is established a Joint Powers Special Education Cooperative to be known as the Rum River Special Education Cooperative as approved by majority vote of the school board of each Member District.
2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide by cooperative effort, comprehensive education programs as can be efficiently and effectively operated by this group of districts. This Agreement amends and supersedes the previous Agreement between "members" and is effective starting July 1, 2016.
3. ACCOMPLISHMENT OF PURPOSE. The purpose of this Agreement shall be the creation of a Joint Powers Governing Board (herein referred to as the "Governing Board") and the Joint Powers Executive Council (herein referred to as the "Executive Council"), who shall, on behalf of the Member Districts, apply for, receive and administer educational funding, including state special education reimbursements and money received through federal and other sources. The Governing Board and Executive Council shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in Paragraph 2. The establishment of the Rum River Special Education Cooperative shall facilitate the delivery of services provided by State and Federal law and regulations, the Commissioner of Education and the Member Districts. The care, management and control of the Rum River Special Education Cooperative shall be vested in the Cooperative's Joint Powers Board.

WHEREAS, methods to accomplish improved educational opportunities for the Member Districts shall include:

ARTICLE I

Governance

A. Rum River Special Education Cooperative Joint Powers Governing Board of Directors

1. The Governing Board shall consist of one appointed school board member from each Member District. The Director of Special Education of the Rum River Special Education Cooperative and the superintendents of all Member Districts shall serve as ex officio, non voting members of the Governing Board.
2. Each Representative shall be appointed for a two year term by the Member District's school board, may be reappointed and shall continue to serve until his or her successor is appointed. Each Member District shall be entitled to only one vote, which must be made in person and not in proxy.
3. A Board vacancy shall be filled for the unexpired term by appointment of the school board of the Member District whose seat is vacant, within 30 days of the vacancy.
4. Each Member District staff appoints an alternate delegate to represent that Member District when its delegate is unavailable.
5. The elected officers of the Governing Board shall be a Chairperson, a Vice-Chairperson and a Clerk. The Secretary of the Governing Board shall be the Director of Special Education and, as such, shall serve in the capacity of an Executive Secretary. The Executive Secretary shall have no vote and no authority as a Board member.
6. The election of the Governing Board officers is by majority vote of the members of the Governing Board at its first meeting of each fiscal year. A term of an officer is for one year and such term shall expire at the meeting at which the new officer is elected.
7. At any meeting at which a quorum is not present, the delegates in attendance have the power to set the time and place for the next meeting. A quorum shall consist of a majority of all the voting members of the Governing Board.

B. Board Officer Responsibilities

The Governing Board, in addition to the authority found elsewhere in the Agreement, is empowered generally to act in the interest of the Member Districts as a group, within the purposes of this Agreement. Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned:

1. The Chairperson conducts the meetings, executes undertakings offered as directed by the Board and is the official representative of the Board in all matters relating to the Special Education Cooperative.

2. The Vice-Chairperson acts in the absence of the Chairperson and has all the powers of the Chairperson during the latter's absence.
3. The Clerk shall be responsible for ordering and signing of all contracts, at the direction of the Board.

C. Governing Board Responsibilities

The responsibilities of the Governing Board shall be to:

1. Provide a thorough and continuing system of reporting to and communication with the Board of Education of each Member District.
2. Employ a Director of Special Education who shall be responsible to the Governing Board for the administration of the Special Education Cooperative's services.
3. Provide or procure necessary facilities, equipment, and property to purchase, lease, grant, or through other lawful means, subject to any applicable statutory provisions, for its use with the scope of this Agreement and to dispose of same in accordance with law and this Agreement when the need for it has ended or when the Agreement is terminated.
4. Enter into contracts, as it deems appropriate, by law, regulation, or order for the manner of use and for the supervision and disposition of property assigned to, held by or managed by it.
5. Employ licensed and non-licensed personnel as and when the need arises either as employees of the Joint Powers Cooperative, by entering into contractual relationships with independent contractors, or by purchasing services through a Member District,, but only to the extent that funds have been made available to it for that purpose.
6. Govern the affairs of the Joint Powers Cooperative under the policies, guidelines and directives of the Governing Board within the law.
7. Prior to July 1 of each year, the Governing Board will approve and adopt its revenue and expenditure budget for the next fiscal year. Budget revisions shall be presented to the Governing Board for approval during the current year if adjustments become necessary. Proposed budget, adjustments shall be recommended by the Executive Board prior to consideration by the Governing Board.
8. Annually review the Joint Powers Agreement and report to Member District Boards and, to the extent required by law, the Commissioner of Education about the activities of the Joint Powers Cooperative.
9. Establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting law, Minnesota Statutes, Chapter 13D (as amended). The Board shall also comply with State and federal laws

applicable to its Member District's school boards.

10. Establish, review regularly, and amend as necessary, by-laws specifying the duties and powers of its officers and the meeting dates of the Board, as well as such other provisions as may be usual and necessary for the efficient conduct of the business of the Governing Board.
11. Establish special educational programs for, and arrange the provision of special education and related services to students on behalf of, Member Districts.
12. Adopt fiscal, personnel, and other policies consistent with applicable law to govern the administration and operation of its services as well as those services and staff shared between the Cooperative and the Member Districts and/or other agencies.
13. Do what is reasonably necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement and complies with all state, federal, and local laws, rules, regulations, and ordinances applicable to the Cooperative and/or its Member Districts.
14. Contract with a Member District to act as the fiscal host to the Joint Powers Cooperative to provide the functions essential and necessary for the management of fiscal affairs related to the operations of the Cooperative programs, acting in the name of the Cooperative's Governing Board, with the Cooperative Governing Board approval to include payroll, bills, receipt of funds, maintenance of fiscal records, and disbursement of funds.

ARTICLE II

Administration

A. Rum River Special Education Cooperative Joint Powers Executive Council

1. Executive Council Meetings

The superintendents of the Member Districts shall constitute the Executive Board to Rum River Special Education Cooperative.

- a. The Executive Council shall meet at least eight times per year at times and places determined by the Executive Council. The Council will establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting Law.
- b. A majority of the members shall constitute a quorum for the purpose of conducting business. A quorum once established at a meeting shall not thereafter be lost at that meeting by the withdrawal of members. At any meeting at which a quorum is not present, the members in attendance shall have the power to set the time and place for the next meeting.

2. Executive Council Responsibilities

The Executive Council shall:

- a. Act as the administering council of Rum River Special Education Cooperative and in addition to such other authority as may be granted to it in this agreement, shall be generally empowered to:
 - 1) Administer the affairs of Rum River Special Education Cooperative under direction of the Governing Board;
 - 2) Review, revise, and recommend an annual budget to the Governing Board prior to June 30 of each year and approve all disbursements of funds within the approved budget or otherwise approved by the Governing Board;
 - 3) Make recommendations to the Governing Board in the matter of policy, programs and such other matters as would enhance the function of Rum River Special Education Cooperative.
- b. Have all the functions essential and necessary to the administration of Rum River Special Education Cooperative; including the recruitment, supervision, assignment of all personnel, and the recommendation to the Governing Board for employment and termination of licensed personnel and non-licensed personnel.
- c. Be responsible for the management of the fiscal affairs related to the operation of Rum River Special Education Cooperative and in such capacity shall authorize the payment of all bills and payroll checks, within the approved budget or otherwise approved by the Governing Board, and receive all monies on behalf of the Rum River Special Education Cooperative.
- d. Make application for, receive, and administer federal and State aids, grants, and reimbursements for programs carried out by the Cooperative and for which the Cooperative is entitled.
- e. Bill each of the Member Districts regularly for its proportionate share of the costs of operations of the Rum River Special Education Cooperative.

B. Joint Powers Director of Special Education

The Director of Special Education shall be employed by the Rum River Special Education Cooperative and supervised by the Executive Council. The Director of Special Education shall be the chief administrative officer of the Rum River Special Education Cooperative.

1. Duties

- a. The Director is responsible to recruit, interview and recommend the employment of prospective employees to the Executive Council.
- b. The Director shall inform all candidates for employment that approval of employment may come only from the Governing Board.
- c. The Director is responsible for the assignment, supervision and evaluation of all personnel employed by the Joint Powers Cooperative.
- d. The Director shall submit to the Executive Council for review proposed policies for the Joint Powers Cooperative and guidelines for the operation of each program or service offered by the Joint Powers Cooperative. The Executive Council shall recommend for approval by the Governing Board policies and program guidelines for the Joint Powers Cooperative.
- e. The Director shall prepare an annual budget, which shall be presented to the Executive Council in March of the year preceding the school year in which the budget is to take effect.
- f. The Director shall make all necessary reports and file all claims for reimbursement and aids to which the Joint Powers Cooperative is entitled.
- g. The Director shall prepare advisory reports to the Superintendents and/or the Boards of Education.

ARTICLE III

Finance

The costs of the operation of the Rum River Special Education Cooperative, including such things as salaries, travel, supplies and equipment, shall be borne by the Member Districts. Service costs shall be shared on a per capita basis. Costs for programs paid with local and state funds shall be shared based on the Member Districts' general populations. Federal programs expenditures shall be based on the December child count (number of students with disabilities) from the prior year. Member Districts will be billed monthly for their proportionate share of the costs of the operation of the Joint Powers Cooperative. Final billing to each member district will take place at the end of the fiscal year. A certified audit and financial report shall be prepared at the close of each fiscal year by a certified public accountant that has been approved by the Joint Governing Board.

Each Member District will be responsible for its own costs, including attorney's fees, incurred in due process proceedings, including, but not limited to, actual or threatened administrative complaints, due process hearings, and mediation or other dispute resolution procedures related to such actual or threatened administrative complaints.

A. FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE: The Joint Powers

Cooperative will contract for financial services with a Member District for the management of the fiscal affairs related to the operation of the Cooperative. The scope of services will include:

Accounting

- Supervision
 - Review RRSEC financial data
- UFARS
 - Maintain and support the SMART Finance system and provide any necessary support to the RRSEC Account Executive in using the finance system
 - Assure compliance within UFARS system
 - Maintain Chart of Accounts consistent with UFARS requirements
- General Ledger Reconciliation
 - Prepare periodic general ledger and related reports
- Federal & Local Grants
 - Completes financial accounting of all federal, state and local grants including preparation of single audit work papers
- Bank Statement Reconciliation
 - Complete bank reconciliation on monthly basis
- Payroll
 - Complete and process all payroll
 - Complete payroll accrual reconciliations on monthly basis and year end reports
- Accounts Payable and Accounts Receivable
 - Maintain accounts receivable and payable system and monitor related balances
 - Prepare and process all bills and payments

Annual Audit Coordination

- Planning and Coordination
 - Completes year-end accounting procedures necessary for preparation of the annual audit work papers and related financial reports

Cash Flow Management

- Cash Flow Projections
 - Assist in development of cash management plan and administer as required
 - Prepare and process IDEAS payments from Department of Education and all other cash receipts
- Treasurer's Report
 - Prepare treasurer's report and cash reconciliation monthly

Financial Planning

- Negotiations and Costing
 - Follow C-I union contracts for RRSEC union employees

Human Resources

- Personnel Support
 - Post for open employment positions
 - Provide and support Benefits programs
 - Assist with disciplinary support and improvement plans
- Complete all necessary documents and procedures for worker's compensation claims
- STAR reporting

- Maintain and submit STAR report data

Other Services

- Provide telephone and internet services and support at RR South, RR East and RRSEC
- Maintain the fixed asset system

Complete any other tasks deemed necessary and reasonable to perform duties of fiscal services.

B. SEPARATE BENEFITS FOR MEMBER DISTRICTS.

Nothing herein shall prevent any Member District from applying separately for any benefits to which it may itself be entitled.

ARTICLE IV

Programs and Services

The Joint Powers Cooperative is vested with the authority to provide effective and efficient programs and services for all of its Member Districts as follows:

- A. Programs for students with disabilities will be coordinated, and staff utilized, as agreed by Member Districts.
- B. Low incidence services will be coordinated and staff utilized as agreed by Member Districts.
- C. Research, evaluation, planning and program and/or staff development will be carried out as agreed by Member Districts.
- D. Summer Extended School Year (ESY) programs will be carried out as agreed by Member Districts.
- E. Assistive technology for educational programs will be managed and implemented as agreed by Member Districts.
- F. Three separate site educational programs for students with emotional/behavioral disorders will be managed and implemented as agreed by Member Districts.
- G. A separate site program for students with challenging behaviors and communication disorders will be managed and implemented as agreed by Member Districts.
- H. Assistance with improvement initiatives such as Response to Intervention (Rtl) and Positive Behavioral Interventions and Supports (PBIS) will be provided as agreed by Member Districts.
- I. Improved learning will be an ongoing goal and function of the Joint Powers Cooperative.

- J. Special Education practices and procedures will be developed and administered in a manner that is in compliance with current law.
- K. Comprehensive planning will be an ongoing function and goal of the Joint Powers Cooperative.
- L. The Joint Powers Cooperative will comply with and monitor the Member Districts' compliance with State and federal laws applicable to the services and programs provided by the Cooperative.

ARTICLE V

Membership

- A. Addition of Member Districts:

Any school district, whether or not an original signatory, may become a member upon application to the Cooperative Joint Powers Board, with majority consent of the current Member Districts and subscription to this Agreement. Such applicants shall also agree to apply to the Cooperative, a pro rata cost for the real and personal property owned by the Cooperative. This amount shall be determined by the Cooperative's Joint Powers Board from the records it has maintained. Before any district is accepted to the Rum River Special Education Cooperative, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to the Agreement.
- B. Withdrawal of Member Districts:
 - 1. All Member Districts shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any Member District may withdraw from the Cooperative by giving to the other Member Districts before July 1, written notice of its intention to withdraw. Such withdrawal, however, shall become effective only on June 30 of the fiscal year following the year in which the notice of withdrawal was provided to each other Member District. The withdrawing Member District is encouraged to submit comment as to why it is withdrawing.
 - 2. In the event a Member District consolidates with another Member District and thereby creates another new school district, the new district continues as a Member District and assumes responsibility for the debt and assets of the consolidated districts. The new consolidated Member District must only appoint one member to the Governing Board and is only entitled to one vote on the Governing Board.
 - 3. Upon withdrawal from the Cooperative, the withdrawing Member District shall be refunded its proportionate share of current depreciated value of any real or personal property it helped purchase. The amount refunded shall not exceed the proportionate share originally paid by the withdrawing Member District for said property. The withdrawing Member District remains responsible for its share of any debt incurred by the Cooperative pursuant to Minnesota Statutes, section 123B.02, subdivision 3.
 - 4. The withdrawal of any Member District shall be subject to other applicable laws, including,

but not necessarily limited to, Minnesota Statutes, § 123A.33 (as amended).

ARTICLE VI

Dissolution of the Joint Powers Cooperative

A. Dissolution

1. This Agreement may be terminated by a two-thirds vote of the Cooperative Joint Powers Board. Such determination, however, shall become effective only on June 30 of the fiscal year following the year in which the vote occurred.
2. Upon termination of the Cooperative, all funds remaining after payment of all outstanding debt and obligations and all property owned by it shall be distributed to Member Districts at the time of dissolution in the same proportion as those Member Districts contributed to the Cooperative when they joined.
3. The Dissolution of the Cooperative shall be subject to other applicable law, including, but not necessarily limited to, Minnesota Statutes, § 123A.33 (as amended).

ARTICLE VII

Review and Amendment

- A. The Governing Board shall review this Agreement annually. Necessary amendments shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District school board. No Amendment shall become effective until after it is so approved by all Member District school boards. Should any provision of this Agreement be found unlawful, invalid, void, or unenforceable, those provisions shall be severable, the rest of this Agreement shall remain in full force in effect, and the Agreement shall be amended so that the Agreement is lawful, valid, and enforceable.

IN WITNESS WHEREOF, this Agreement is entered into by the action of the governing body of each signatory, and in attestation thereof this instrument is signed in their respective names; by direction of their Boards of Education by their respective clerks in Independent School District #314 of Braham, Independent School District #911 of Cambridge-Isanti, Independent School District #473 of Isle, Independent School District #912 of Milaca, Independent School District #332 of Mora, Independent School District #333 of Ogilvie, Independent School District #477 of Princeton.

INDEPENDENT SCHOOL DISTRICT #314
BRAHAM, MINNESOTA

Clerk

Date

INDEPENDENT SCHOOL DISTRICT #911
CAMBRIDGE, MINNESOTA

Clerk

Date

INDEPENDENT SCHOOL DISTRICT #473
ISLE, MINNESOTA

Clerk

Date

INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA

Clerk

Date

INDEPENDENT SCHOOL DISTRICT #332
MORA, MINNESOTA

Clerk

Date

INDEPENDENT SCHOOL DISTRICT #333
OGILVIE, MINNESOTA

Clerk

Date

INDEPENDENT SCHOOL DISTRICT #477
PRINCETON, MINNESOTA

Clerk

Date



Fairview Northland Medical Center

Athletic Training Services Proposal

Princeton Public Schools ISD#477



April 2017

Our Mission

Fairview is driven to heal, discover, and educate for longer, healthier lives.

Fairview Health Services, based in Minneapolis, is a nonprofit, integrated health system providing exceptional health care across the full spectrum of health care services. In partnership with the University of Minnesota, our 22,000-plus employees and 2,500 employed and aligned physicians embrace innovation and new thinking to drive a healthier future through healing, discovery and education.

Fairview Northland Medical Center-Expert care close to home

Whether your health care needs are simple, complex or life-threatening, you'll find a complete range of services at Fairview Northland Medical Center in Princeton and nearby Fairview Clinics.

Annually, thousands of people choose us for their care. Our hospital consistently earns recognition for quality, safety, exceptional outcomes – and most important – our patients' trust. Our doctors, nurses and staff know you have a choice in where you seek medical care and are truly honored you have picked us. Our care team is made up of your neighbors, friends and family. We look forward to providing you with high quality, compassionate care close to your home.

- We offer easy access to expert specialty care and use the latest technology throughout the hospital.
- Our Emergency Department treats more than 17,000 people every year, yet offers short wait times.

We partner with doctors from Fairview Clinics, Fairview Physician Associates, University of Minnesota Physicians and our neighboring communities to provide care that balances innovation with the art of medicine. As part of Minneapolis-based Fairview Health Services, we are your gateway to cutting edge research and innovations at University of Minnesota Medical Center and University of Minnesota Masonic Children's Hospital.

Rehabilitation Services at Fairview Northland Medical Center

Reach your highest potential. Fairview offers a wide range of rehabilitation services for patients in the hospital and for those who need services on an outpatient basis. Our rehabilitation team works closely with you and your physician to help you be at your best.

Fairview Sports and Orthopedic Care

At Fairview Northland Medical Center in Princeton, we have built an expanded orthopedic team so that you can get the care you need, close to home. No orthopedic problem is too simple or too complex for us to handle.



Athletic Training Services

1. Provide a qualified athletic trainer who is certified by the National Athletic Trainers Association and registered in the state of Minnesota in accordance with the Minnesota Athletic Trainers Act.
2. Athletic Trainer shall be present at the school for hours set forth in estimate.
3. Training room hours start the third Monday of August. No services shall be provided in the school's athletic training room on days designated in the district Calendar as non-student contact days, unless otherwise agreed upon by Fairview and PHS.
4. Athletic trainer will be certified in Basic Life Support and Emergency Medical Responder.
5. Delivery of services:
 - a. First aid and emergency care
 - b. Injury assessments
 - c. Preventative taping and strapping
 - d. Treatment to athletes within scope of Athletic Trainer
 - e. Maintain records pertaining to the services provided including treatment records, parental consent, and emergency forms
 - f. Pre-season and game preparation of equipment, supplies, and training room
 - g. Assistance with Impact Testing
 - h. Consultative services to coaches in areas of conditioning, diet, safety and nutrition
 - i. In-service education classes to teachers, coaches, and parents
 - i. Education programs will be a mutual agreement between Fairview and the school including the fee to be charged for providing educational programs

Comprehensive Athletic Training Services

Event Coverage Estimate: 2017-18

From PHS 16-17 School Calendar

# Events	Type of Event	Estimated Length (hours)	Cost per Event	Total Cost
17	Football-4 levels (9 th , B, JV, Varsity)	4	\$96	\$1632
11	Soccer(Girls)- 3 levels (JV, V, JVII)	2	\$48	\$528
9	Soccer (Boys)-3 levels (JV, V)	2	\$48	\$432
1	Cross Country	3	\$72	\$72
4	Volleyball	2.5	\$60	\$240
0	Swimming	2.5	\$60	\$0
5	Girls Tennis	2	\$48	\$240
14	Hockey (Girls)-JV and Varsity	4.5	\$108	\$1512
14	Hockey (Boys)-JV and Varsity	4.5	\$108	\$1512
13	Basketball (Girls)-9 th , JV and Varsity	3.5	\$84	\$1092
12	Basketball (Boys)-9 th , B, JV and Varsity	4	\$96	\$1152
6	Gymnastics-JV and Varsity	3.5	\$84	\$504
6	Wrestling-JV and Varsity	3	\$72	\$432
3	Boys Swimming	2.5	\$60	\$180
9	Baseball-JV/Varsity	2.5	\$60	\$540
9	Softball-JV/Varsity	2.5	\$60	\$540
4	Track-Varsity	2.5	\$60	\$240
6	Boys Tennis	2	\$48	\$288
			Subtotal	\$11,136

- Estimate based off \$24.00/hour

Training Room coverage: 5 days/week

Month	# days/month	Length of Visit(hours)	Cost Per Day	Total Cost
August	14	3	\$72	\$1008
September	21	3	\$72	\$1512
October	22	3	\$72	\$1584
November	22	2	\$48	\$1056
December	19	2	\$48	\$912
January	28	2	\$48	\$1344
February	20	2	\$48	\$960
March	20	2	\$48	\$960
April	21	2	\$48	\$1008
May	19	2	\$48	\$720
			Subtotal	\$11,256

- Training room set up. School will provide supplies/materials/equipment.
- Training room 3hrs/day-Fall, 2hrs/day-Winter and Spring

Total: Events and Training Room

\$22392.00

Considerations for Discussion

1. Providing this Athletic Training service with contingency of ability to hire Licensed ATC.
2. Training room hours and event coverage are estimates. Fairview Northland Rehabilitation will bill for actual hours worked by the trainer at the school in the training room and events.
3. The school will be invoiced for the actual number of events covered. All additional events requested outside of the estimate (dance, etc) deemed necessary by Athletic Director will be billed at \$24.00 hour rate.
4. Agreement does not include the provision of Services at tournaments outside of the scheduled Regular Season athletic events. Coverage for all tournament events may be provided by Fairview Northland Rehabilitation under separate agreement and rates set forth in estimate.
5. Fairview will bill the Section separately for Post-season play.
6. The school agrees to allow Fairview Northland to advertise at the school and in programs at no charge.
7. The school agrees to allow Fairview Northland Rehabilitation to be recognized as the provider of athletic training services through announcements at sporting events throughout the year.
8. Darin Laabs has requested to retain a local ATC in the event of double event coverage needed. PHS will pay the local ATC independently of the Fairview invoice (Fairview proposal includes double event coverage for total cost estimate). Fairview does not have knowledge of the pay rate for the local ATC; if higher than \$24.00/hour, estimate will be low. The local ATC is not covered under Fairview liability insurance.
9. When Casual ATC coverage is needed and the local ATC is not available, Fairview will need to seek Casual ATC from the Institute of Athletic Medicine (IAM/Fairview), billed at \$30.00 hour.
10. PHS will educate Fairview Rehabilitation Services on the current Impact testing process at the school. The ATC can help provide guidance and assistance with coordination of Impact testing. PHS and Fairview Northland Rehabilitation will create an agreement in the contract regarding billing for the time of assistance with Impact testing when outside of training room hours.

Contact Information

Nicole Mehrwerth, PT, CLT | Director Rehab Services

Fairview Health Services

911 Northland Drive Princeton, MN 55371
nmehrwe1@fairview.org | www.fairview.org
Office: 763-389-6513 | Cell: 320-980-3156
Fax 763-389-6410

Connect with Fairview Health Services on [social media](#).

06.06.2017

Name	Status	Building	Job Title	Group	Replacing	Effective Date	Wage
Deavel, Jona	New Hire	Middle School	Assistant Principal/Athletic Director	Admin	Sarah Marxhausen	7.1.17	\$93,343.99