

**REGULAR SCHOOL BOARD MEETING
7:00 PM
TUESDAY, AUGUST 5, 2014
DISTRICT OFFICE BOARD ROOM**

**OUR VISION
NO BOUNDARIES TO LEARNING**

**OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR
PROGRAMS**

BOARD MEETING AGENDA

PROCEDURAL ITEMS

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

REPORTS

1. Committee Reports
2. Superintendent Report

APPROVE AGENDA

3

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

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.

1. Personnel 9
2. Gifts 10
3. Open Enrollment 11
4. Oak Land Lease Agreement for 2014-2015 School Year. 12
5. Fundraiser 16

SECOND READINGS

1. District Post-Issuance Debt Compliance Policy 17
2. Student Transportation 20
3. Policies Incorporated by Reference 38

DISCUSSION ITEMS

1. Facilities Update - Presenters: Vaughn Dierks and Pat Overom 40

ACTION ITEMS

1. Resolution Calling the General Election 80
Motion to approve the Resolution Calling the General Election as presented.
Time: 5 minutes
2. Principals Contract and Custodians Contract 84
Motion to approve the Principals Contract and the Custodian Contract as presented.
Time: 10 minutes
3. Roof Bid
Motion to approve the Roof Bid as presented.
Time: 5 minutes
4. Kindergarten Breakfast Program
Time: 10 minutes

FUTURE BOARD COMMITTEE MEETINGS

1. Curriculum Meeting - Thursday, August 14, 5:00 p.m. Location: District Office Board Room.
2. Meet & Confer - (was set for Fri 8/29 at 4:30 needs to be changed)

ADDITIONS TO AGENDA

ADJOURN

The Closed meeting of the School Board of District #477 was called to order by Vice Chair Jeremy Miller, on the 15th day of July 2014, at 8:08 p.m. in the School District Office Board Room.

Roll Call: **Members present:** Craig Johnson, Jeremy Miller, Chuck Nagle, Howard Vaillancourt, and Chad Young.

Others Present: Superintendent Dr. Julia Espe, Business Manager Michelle Czech, and Director of Teaching and Learning Julie Williams.

Members absent: Deb Ulm and Eric Minks

Topic: Negotiation Strategies

Adjourn: The closed board meeting adjourned at 8:20 pm.

Chair Deb Ulm

Clerk Eric Minks

Recorder: Bridget Sorensen

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Vice Chair Jeremy Miller on the 15th day of July, at 7:00 p.m. in the District Office Board Room.

Roll Call: Members Present: Craig Johnson, Chuck Nagle, Howard Vaillancourt, and Chad Young.

Members Absent: Deb Ulm and Eric Minks.

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

Citizen Comments: None

REPORTS

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

Howard Vaillancourt:

(2)Core Meetings, Activities meeting, Secretary Negotiations, (2)Project Oversight Committee meetings, and the interview for the Director of HR.

Jeremy Miller:

Agenda planning, and the interview for the Director of HR.

Craig Johnson:

Activities and Transportation meetings

Superintendent Report:

Superintendent Espe provided the board with the district activities that have occurred since the last board meeting. Administrators, staff, and School Board members conducted interviews for the Director of HR position this past week. Stream bank stabilization work on the Rum River will begin a few weeks behind the Middle School. Superintendent Espe introduced the district's new Director of Teaching and Learning, Julie Williams.

APPROVE AGENDA

Motion made by Chad Young, and seconded by Craig Johnson, to approve the agenda as presented. Motion passed.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Craig Johnson, and seconded by Howard Vaillancourt, to approve the June 17, 2014 Regular School Board meeting minutes, and the June 30, 2014, Special School Board Meeting Minutes as they are presented. Motion passed.

CONSENT AGENDA

Motion made by Howard Vaillancourt, and seconded Craig Johnson, to approve the consent agenda items: Personnel, Bills, Wire Transfers, Treasurer's Report, Gifts, Student Open Enrollments, and Fundraisers. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle, and the following voted against: None. Motion passed.

FIRST READINGS - District Post-Issuance Debt Compliance Policy, Student Transportation, and Policies Incorporated by Reference.

SECOND READING - Health & Safety

Motion by Howard Vaillancourt, and seconded by Craig Johnson, **to approve policy #807 Health & Safety**. Motion passed unanimously.

DISCUSSION ITEMS

Transportation Plan Report

Board member Craig Johnson provided an overview to the board members of the discussion at the Transportation meeting. Discussion involved: transfers, drop off points, and community member concerns the board members have received. The board then reviewed the transportation report. The transportation plan can be viewed in the board packet located on the district website's home page at www.princeton.k12.mn.us in the School Board Box by clicking on Meeting Access. It can also be read by visiting the Superintendent's Office at 706 1st St.

Motion was made by Chuck Nagle, to add 10% busses to try to achieve 75 min. max. ride time, no second was made. Motion did not pass. Consensus was made to bring this plan to the next board meeting, August 5, 2014, for further review and a vote.

ACTION

North Elementary 2014-15 Student Handbook (Kim Myers)

PHS 2014-15 Student Handbook (Assistant Principal Emorie Colby)

South Elementary 2014-15 Student Handbook (Chris Hazelton)

*Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, **to approve the 2014-2015 North Elementary, Princeton High School, and South Elementary Student Handbooks as presented.** Motion passed.*

Mille Lacs County Family Services Collaborative Contract

*Motion was made by Craig Johnson, and seconded by Chad Young, **to approve the 2014-2015 Mille Lacs County Family Services Collaborative Contract.** Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, and Chuck Nagle, and the following voted against: None. Motion passed.*

2014-16 Health & Safety Budget Plan

*Motion was made by Chad Young, and seconded by Craig Johnson, **to approve the 2014-2016 Health & Safety Budget Plan.** Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, Jeremy Miller, and the following voted against the same: None. Motion passed.*

MSBA Membership

*Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to **approve the 2014-2015 MSBA Membership as presented.** Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, Jeremy Miller, and the following voted against the same: None. Motion passed.*

Hall of Fame

*Motion was made by Craig Johnson, and seconded by Howard Vaillancourt, to **approve the Hall of Fame as presented.** Motion passed unanimously.*

Future Board Committee meetings:

1. Classified Negotiations:

Secretaries, July 17, 11:00 am, meet in the Superintendent Office at 10:30 am.

Additional meeting if needed July 30, 2:00 pm, meet in the Superintendent Office at 1:30 pm.

Paraprofessionals, July 17, 1:00 pm, meet in the Superintendent Office at 12:30 pm.

Additional meeting if needed July 23, 2:00 pm, meet in the Superintendent Office at 1:30 pm.

Custodians, July 17, 3:00 pm, meet in the Superintendent Office at 2:30 pm.

2. Finance Board Committee Meeting moved to start time of 5:00pm instead of 5:30pm

ADDITIONS TO AGENDA – None

ADJOURN Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to adjourn the meeting at 8:05p.m. to go into closed session.

Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), I move to close the meeting for negotiation strategies.

The Regular School Board meeting was re-opened at 8:23 p.m. to approve the following contracts:

*Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to **approve the Food Service Contract as presented.** Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle, and the following voted against: None. Motion passed.*

Adjourn Motion was made by Craig Johnson, and seconded by Chad Young to adjourn the meeting at 8:26 pm.

Chair Deb Ulm

Recorder: Bridget Sorensen

Clerk Eric Minks

Call to order and Pledge of Allegiance. The regular meeting of the School Board of District #477 was called to order by Vice Chair Jeremy Miller on the 15th day of July, at 7:00 p.m. in the District Office Board Room. Members Present: Craig Johnson, Chuck Nagle, Howard Vaillancourt, and Chad Young. Members Absent: Deb Ulm and Eric Minks. Others present: Superintendent Julia Espe, the Director of Business Services Michelle Czech, and the Director of Teaching Learning Julie Williams. Citizen Comments: None
REPORTS: The Superintendent report and the Board members report can be viewed on the district website at www.princeton.k12.mn.us under the school board box on the home page by clicking on the meeting access link, then select the July 15, 2014 meeting.

APPROVE AGENDA

Motion made by Chad Young, and seconded by Craig Johnson, to approve the agenda as presented. Motion passed.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Craig Johnson, and seconded by Howard Vaillancourt, to approve the June 17, 2014 Regular School Board meeting minutes, and the June 30, 2014, Special School Board Meeting Minutes as they are presented. Motion passed.

CONSENT AGENDA

Motion made by Howard Vaillancourt, and seconded Craig Johnson, to approve the consent agenda items: Personnel, Bills, Wire Transfers, Treasurer's Report, Gifts, Student Open Enrollments, and Fundraisers. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle, and the following voted against: None. Motion passed.

FIRST READINGS - District Post-Issuance Debt Compliance Policy, Student Transportation, and Policies Incorporated by Reference.

SECOND READING - Health & Safety - Motion by Howard Vaillancourt, and seconded by Craig Johnson, to approve policy #807 Health & Safety. Motion passed unanimously.

DISCUSSION ITEMS - Transportation Plan Report - Board member Craig Johnson provided an overview to the board members of the discussion at the Transportation meeting. Discussion involved: transfers, drop off points, and community member concerns the board members have received. The board then reviewed the transportation report. The transportation plan can be viewed in the board packet located on the district website's home page at www.princeton.k12.mn.us in the School Board Box by clicking on Meeting Access. It can also be read by visiting the Superintendent's Office at 706 1st St.

Motion was made by Chuck Nagle, to add 10% busses to try to achieve 75 min. max. ride time, no second was made. Motion did not pass. Consensus was made to bring this plan to the next board meeting, August 5, 2014, for further review and a vote.

ACTION - North Elementary 2014-15 Student Handbook (Kim Myers), PHS 2014-15 Student Handbook (**Assistant Principal Emorie Colby**), and the South Elementary 2014-15 Student Handbook (Chris Hazelton) Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to approve the 2014-2015 North Elementary, Princeton High School, and South Elementary Student Handbooks as presented. Motion passed.

Mille Lacs County Family Services Collaborative Contract - Motion was made by Craig Johnson, and seconded by Chad Young, to approve the 2014-2015 Mille Lacs County Family Services Collaborative Contract. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, and Chuck Nagle, and the following voted against: None. Motion passed.

2014-16 Health & Safety Budget Plan - Motion was made by Chad Young, and seconded by Craig Johnson, to approve the 2014-2016 Health & Safety Budget Plan. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, Jeremy Miller, and the following voted against the same: None. Motion passed.

MSBA Membership – Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to approve the 2014-2015 MSBA Membership as presented. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, Jeremy Miller, and the following voted against the same: None. Motion passed.

Hall of Fame - Motion was made by Craig Johnson, and seconded by Howard Vaillancourt, to approve the Hall of Fame as presented. Motion passed unanimously.

Future Board Committee meetings:

1. Classified Negotiations:

Secretaries, July 17, 11:00 am, meet in the Superintendent Office at 10:30 am.

Additional meeting if needed July 30, 2:00 pm, meet in the Superintendent Office at 1:30 pm.

Paraprofessionals, July 17, 1:00 pm, meet in the Superintendent Office at 12:30 pm.

Additional meeting if needed July 23, 2:00 pm, meet in the Superintendent Office at 1:30 pm.

Custodians, July 17, 3:00 pm, meet in the Superintendent Office at 2:30 pm.

2. Finance Board Committee Meeting moved to start time of 5:00pm instead of 5:30pm

ADDITIONS TO AGENDA – None

ADJOURN Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to adjourn the meeting at 8:05p.m. to go into closed session.

Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), I move to close the meeting for negotiation strategies.

The Regular School Board meeting was re-opened at 8:23 p.m. to approve the following contract:

Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to approve the Food Service Contract as presented. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle, and the following voted against: None. Motion passed.

Adjourn Motion was made by Craig Johnson, and seconded by Chad Young to adjourn the meeting at 8:26 pm.

Recorder: Bridget Sorensen

Princeton Public Schools, ISD 0477 Board Consent Agenda

	A	B	C	D	E	F	G
1	August 5, 2014						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Angstman, Mark	EXC Position Change from 7th/8th grade to Assistant	Football Coach - HS	PEA	Doug Patnode	8/11/2014	\$3699 (class C, step 8)
4	Blazevic, Talley	Resignation	Kindergarten Teacher - SE	PEA	N/A	7/18/2014	N/A
5	Brown, Jefferey	New Hire	SPED Teacher - HS	PEA	Lisa Paulsen-Trombley	8/25/2014	\$40,295 (BA, step 6)
6	Cunningham, Michelle	Resignation of EXC Position	Head Clay Target Coach	PEA	N/A	7/9/2014	N/A
7	Gatewood, Jodi	New	WEB Leader - MS	PEA	Danielle Evenski	8/25/2014	\$726 (class J, step 1)
8	Gunderson, Amber	Rescinded acceptance of position	EBD Teacher - HS	PEA	Rebecca Thomsen	8/25/2014	\$37,895 (BA, Step 3)
9	Long, Samantha	Position change from 2nd grade	Kindergarten Teacher - SE	PEA	Talley Blazevic	8/25/2014	Current step and lane
10	Schmieg, Kelly	Resignation	FACS Teacher - HS	PEA	N/A	6/6/2014	N/A
11	Strickland, Sonia	New Hire	Secretary - Technology/Teaching & Learning	SEC	New Position	7/31/2014	\$15.42/hour (B21 Class III, step 1)
12	Sylvester, Katherine	New Hire	FACS Teacher - HS	PEA	Kelly Schmieg	8/25/2014	\$30,292 (.5 FTE, MA, step 12) \$116.81/day (.5 FTE of MA, step 1 daily rate of pay)
13	Sylvester, Katherine	LTS	AG Teacher - HS	PEA	Kristy Storbakken	~8/25/14 - 11/28/14	
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

Gifts to Princeton Schools

(August 5, 2014)

School/Program	Amount/Item	Donor	Purpose
North Classrooms	\$1,600.00	Princeton Lions Club	To be used for the purchase of sound systems in classrooms.

Open Enrolled Students (Out/In) as of July 15, 2014 that need Board Approval

OE In/Out	Effective	Resident Dist.	Serving Dist.	Grade	Reason
IN	9/2/2014	Cambridge-Isanti	Princeton	K	Parent Employed with us.

The following is information for Board Members - Open Enrollments that do not require board approval

IN	9/2/2014	Elk River	Princeton	12	Moved out of Princeton over the summer but would like to graduate from Princeton.
IN	9/2/2014	Big Lake	Princeton	3	Daycare is in Princeton.
IN x4	9/2/2014	Milaca	Princeton	K, 1, 3, 5	Family with four students) moved just over the boundary lines, but wants to stay enrolled at Princeton, and requested transportation.

RENT

The total rent under this lease is \$7.29 per square foot for 2014-15. Semi-annual lease payments are required with the first due on or before July 1, and the second due on or before January 1. Total Cost = \$6,561.00.

USE OF THE PREMISES

The premises are to be used for the purposes of educational and instructional use. Lessee shall restrict its use to such purposes, and shall not use or permit the use of premises for any other purpose without consent of Lessor or Lessor's authorized agent.

RESTRICTIONS ON USE

Lessee shall not use the premises in any manner that will increase risks covered by insurance on the premises and result in an increase in the rate of insurance or a cancellation of any insurance policy. Lessee shall not keep, or use, anything prohibited by a policy of fire insurance covering the premises, and shall comply with all requirements on the insurers applicable to the premises necessary to keep in force the fire and liability insurance.

WASTE, NUISANCE, OR UNLAWFUL ACTIVITY

Lessee shall not allow any waste or nuisance on the premises, or use or allow the premises to be used for any unlawful purpose.

DELAY IN DELIVERING POSSESSION

The Lease shall not be rendered void or voidable by the inability of Lessor to deliver possession to Lessee on the date set forth in the Terms, and the Lessor shall not be liable to Lessee for any loss or damage suffered by reason of such a delay. In the event of a delay in delivering possession, the rent for the period of such delay will be deducted from the total rent due under the Lease. No extension of the Lease shall result from a delay in delivering possession.

REPAIRS AND MAINTENANCE

Lessee to provide general cleaning of premises on same schedule and standards as in place throughout the building areas occupied by school district personnel. Any repairs beyond reasonable use and wear shall be repaired by school district personnel by their contractors and billed to the ALC.

DELIVERY, ACCEPTANCE, AND SURRENDER OF PREMISES

Lessor represents that the premises are in fit condition for use by Lessee. Acceptance of the premises by Lessee shall be construed as recognition that the premises are in a good state of repair and in sanitary condition. Lessee shall surrender the premises at the end of the Lease term, or any renewal thereof, in the same condition as when Lessee took possession, allowing for reasonable use and wear, and damage by acts of God, including fires and storms.

ENTRY ON PREMISES BY LESSOR

Lessor reserves the right to enter on the premises at reasonable times to inspect them, perform required maintenance and repairs, or make additions, alterations, or modifications to any part of the building in which the premises are located, and Lessee shall permit Lessor to do so.

NONLIABILITY OF LESSOR FOR DAMAGES

Lessor shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the premises by Lessee, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the Lessee premises during the term of this Lease or any extension thereof. Lessee shall indemnify Lessor from all liability, loss of other damage claims or obligations resulting from any injuries or losses of this nature.

LIABILITY INSURANCE

Lessee shall procure and maintain in force at their expense during the term of this Lease and any extension thereof, public liability insurance. Such coverage shall be the same requirements that Oak Land Area Learning Center has in force for the rest of their premises. The insurance policy shall provide coverage for contingent liability of Lessor and any claims or losses. A certificate of insurance shall be delivered to Lessor for keeping. Lessee shall obtain a written obligation from the insurers to notify Lessor in writing at least 30 days prior to cancellation or refusal to renew any policy. If the insurance policies are not kept in force during the entire term of this Lease or any extension, thereof, Lessor may procure the necessary insurance and pay the premium thereof, and the premium shall be repaid to Lessor as an additional rent installment for the month following the date on which the premiums were paid by Lessor.

Lessee shall also be responsible for insuring its personal property in the leased premises.

ASSIGNMENT, SUBLEASE, OR LICENSE

Lessee may not assign this Lease, lease the property to anyone else (sublet), sell this Lease or permit any other person to use the property without the prior written consent of the Lessor. If Lessee does any of these things, Lessor may terminate the Lease. Any assignment or sublease made without Lessor's written consent will not be effective. Lessor permission is good only for that specific assignment or sublease.

DEFAULT

Lessee's liability to Lessor for breach of the Lease, Lessee shall be liable for all expenses of the reletting, for the alterations and repairs made, and for the difference between the rent received by Lessor under the new Lease agreement and the rent installments that are due for the same period under this Lease.

LESSORS

Chair, Oak Land Vocational Advisory Board

LESSEES – Princeton Public Schools

Chair

Clerk

Date

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>2014-2015 school year</i>		Projected profit: <i>2,000</i>		Amount earned:			
Group or organization proposing the fundraiser: <i>Princeton Track & Field</i>				Item(s) being sold: <i>Ads</i>			
Company/organization supplying items to be sold: <i>Fall/Winter, and Spring Sports Calendar - Ads for poster</i>							
The money raised will be used for: <i>Misc equipment/training supplies beyond Instructional Supplies budget</i>							
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.			
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:							
				Yes		No	
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X			
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			NA			
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			NA			
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X			
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			NA			
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X			
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X			
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.			NA			
I have reviewed Policy #511 Fundraising and agree to its provisions:							
Date: <i>6/21/14</i>		Teacher/Sponsor Signature: <i>Tom Ostro</i>					
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED							
Date: <i>7/23/14</i>		Administrator Signature: <i>Devin G. Leach</i>					
Date: <i>7/23/14</i>		Superintendent Signature: <i>Mia Espe</i>					
Date:		School Board Chair Signature:					

Independent School District No. 477 (Princeton), Minnesota Post-Issuance Debt Compliance Policy

The School Board (the “Board”) of Independent School District No. 477 (Princeton), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the Code and Treasury Regulations. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Director of Business Services is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Director of Business Services shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General post-issuance compliance;
2. Proper and timely use of obligation proceeds and obligation-financed property;
3. Arbitrage yield restriction and rebate;
4. Timely filings and other general requirements;
5. Additional undertakings or activities that support points 1 through 4 above;
6. Maintenance of proper records related to the obligations and the investment of proceeds of obligations;
7. Other requirements that become necessary in the future.

The Director of Business Services shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Director of Business Services will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Director of Business Services or any other individuals responsible for assisting the Director of Business Services in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Director of Business Services shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Director of Business Services shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of Business Services may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Director of Business Services is concerned about the compliance ability of a private party, the Director of Business Services may require that a trustee be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Director of Business Services is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date by the School Board of Independent School District
No. 477 (Princeton), Minnesota

Princeton School District
STUDENT TRANSPORTATION SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not

received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. 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. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. 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.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – 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.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that **are reasonably believed to cause** an immediate and substantial danger to the student or surrounding persons or property **shall** be provided by the school district to **local law enforcement and** the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the

principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control,

arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days

from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a

first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;

- (6) proper use of seat belts and child safety restraints;
- (7) performance of pretrip vehicle inspections;
- (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply

with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and

VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be

immediately corrected will be submitted.

- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)

Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 707 (Transportation of Public Students)
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: May 23,
1995

Revised: November 14, 1995

Revised: May 14, 1996

Revised: January 14, 1997

Revised: April 8, 1997

Revised: September 23, 1997

Revised: May 23, 2000

Revised: November 14, 2000

Revised: August 28, 2001

Revised: May 24, 2005

Revised: September 15, 2005
Revised: December 8, 2009
Revised: August 9, 2011
Revised: November 13, 2012
Revised: July 15, 2014

Princeton School District

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
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.

Legal References:

Cross References:



architects
engineers
www.woldae.com

305 Saint Peter Street
Saint Paul, MN 55102

tel 651 227 7773
fax 651 223 5646
mail@woldae.com

40



Princeton Public Schools New Elementary School Board Update

August 5, 2014

designers and
researchers
for public
environments

- Process to date
- Design Progress
- Question + Answer

- Core Planning Group Established
- Design Criteria & Guiding Principles Developed
- Building Tours – Seeing Different Models
- Diagrams
- Plan Development



Core Planning Group

Deb Ulm
Howard Vaillancourt
Greg Finck
John Beach
Christine Hazelton
Annie Porttiin
Tom Ostroot
Mary F. Ward
Susan Bartholomaus
Faith Connors

Michelle Lindell
Todd Frederick
Lisa Bekius
Kortney Schwartz
Michelle Hagen
Jack Edmonds
Guy Havelka
Erin Dohrmann
Brian Noack

- The building's atmosphere should be warm, friendly and inviting.
- The building should be welcoming to the community.
- The building and grounds should provide a safe environment for students, staff, and the community.
- The building and grounds should be functional and easy to navigate.
- The project should represent the best value and investment for the Princeton District and community, and be a source of community pride.
- Learning spaces in the building should be flexible and diverse.
- The building should reinforce Princeton 'Tiger Pride'.
- Design should be age appropriate.

- The building and grounds should provide enough space for circulation and promote easy traffic flow.
- There should be efficient flow in the cafeteria and kitchen / serving areas.
- The building should incorporate colors appropriate for a learning environment.
- The building should be designed for possible future expansion and/or changes.

- **Building should be designed with a “secure vestibule” to allow for control of visitors during school hours.**
 - **Mindful use and quantity of glass should be considered**
 - **Benches should be provided**
 - **There should be waiting areas for visitors during inclement weather (secure Vestibule).**

- **Building should have a sufficient and appropriate amount of the following:**
 - **Bathrooms (both staff & students)**
 - **Drinking fountains and bottle fillers**
 - **Storage**

- **The following areas should be available to the community after school hours:**
 - **Cafeteria**
 - **Stage**
 - **Gymnasium**
 - **Toilets**
 - **Specialist Areas: Music, Art, Science**
 - **(Possibly) (some) classrooms**
 - **Conference Rooms**
 - **A Computer Lab**

- **The Building should include the following operational components:**
 - **Dehumidification**
 - **Options for lighting control at classrooms (including daylighting)**
 - **Daylighting options throughout the building (solar Tubes?)**
 - **Views to the outside at all classroom areas**
 - **Assisted listening devices at classrooms**
 - **ADA accessibility**
 - **[Adequate] ventilation**

- **The Bus Loop and Parent drop-off/ pick-up areas should be separate.**

- **There should be dedicated visitor and staff parking.**

- **There should be a secure parent pick-up location within the building office area.**

- **The main office shall include a panic / duress button to activate in an emergency. Button shall activate classroom wings and Media Center.**

- **Music spaces should be near the stage**

- **Cafeteria, Gym, Music and EBD areas shall be acoustically isolated from classrooms**

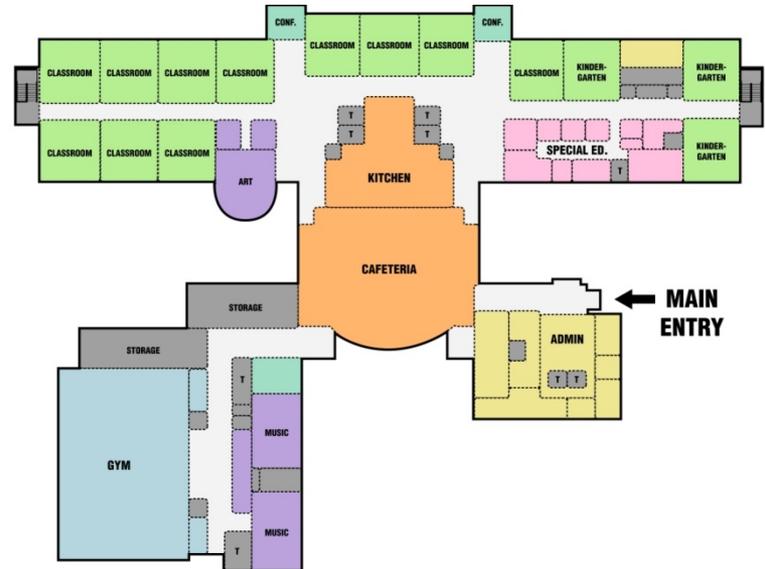
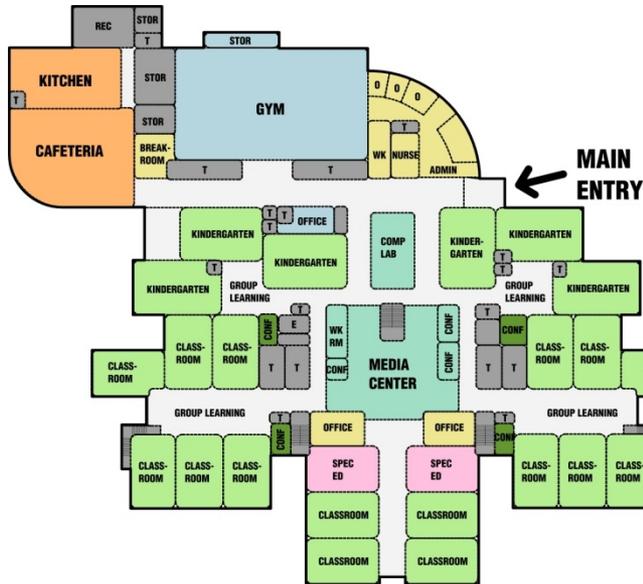
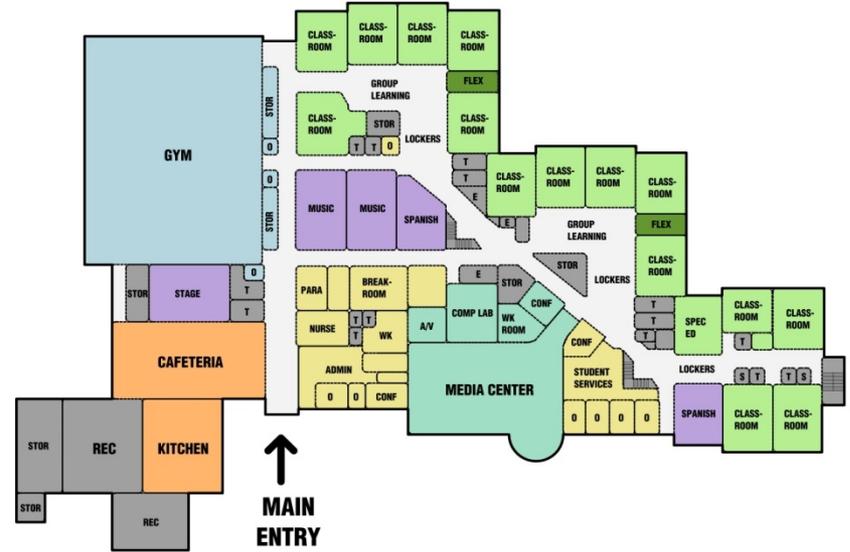
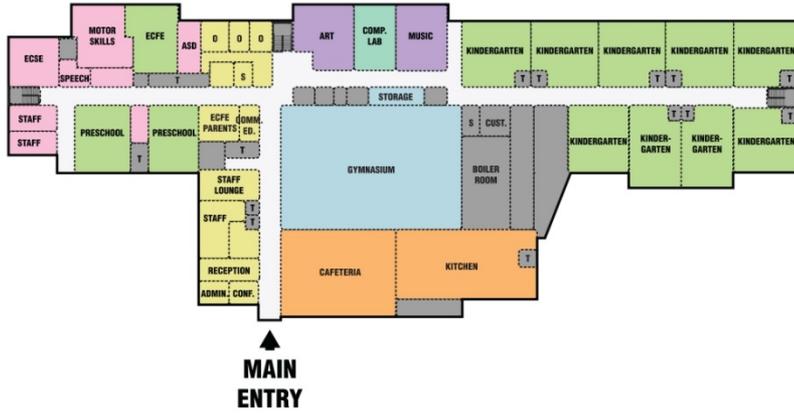


DRAFT Facilities Criteria

- Nurse/ Health should be adjacent to office, accessible to students from corridor.
- K-2 and 3-5 playgrounds should be separated if the new school is built adjacent to North.
- There should be an outdoor learning environment adjacent to school and easily accessible from the classrooms.
- 1st and 2nd grade shall have lockers outside the classrooms.
- Kindergarten shall have cubbies outside the classrooms.
- Locate the playground in a safe location, near cafeteria, that also minimizes distractions to other users.
- 1st and 2nd grade classrooms shall be on the second Floor
- Kindergarten classrooms shall be on the 1st Floor and students will share a centrally located restrooms.
- The Classrooms shall be
 - [flexible to accommodate different learning styles and teaching methods by _____]
 - [adjacent to a shared resource area]

- There should be a quiet space for student testing - could be the flex classroom.
- The Media Center shall be a centrally located destination on the second floor
- The Stage should be located between the gymnasium and cafeteria so that it can accessed from both spaces.
- The Cafeteria shall be an organizational element and a centralized hub.
- Art should be adjacent to science, outdoor learning area.
- Special Education spaces should be dispersed and centrally located
- The building should provide a safe location for occupants when threatened by severe weather
- The building should be able to be secured in the following ways:
 - By event space
 - By wing or cluster
 - By classroom

- **Cafeteria should have:**
 - **Direct playground exit**
 - **Easy in/out circulation**
 - **Coat hooks**
- **One computer lab should be adjacent to the media center, and accessible from both media center and corridor.**
- **A second computer lab should be on the first floor and accessible to the community.**
- **Building should be designed to accommodate a 12th classroom for each grade to be used as a flex room.**



Building Tours

Wildwood Elementary School

Mahtomedi, MN



Building Tours

Oneka Elementary School

Hugo, MN



Building Tours

Northpoint Elementary School

Blaine, MN

55



Building Tours

Twin Lakes Elementary School

Elk River, MN



Building Tours

Twin Lakes Elementary School

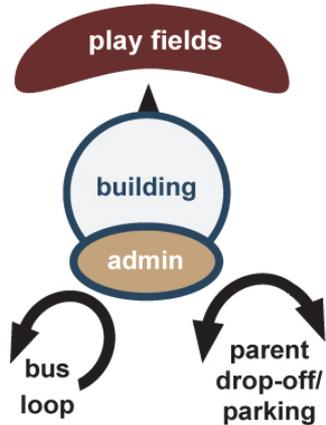
Elk River, MN

57



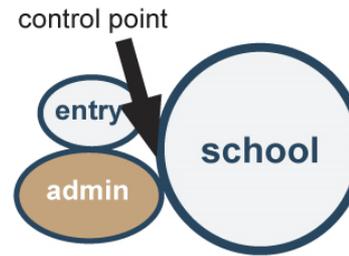
Circulation

Site Safety



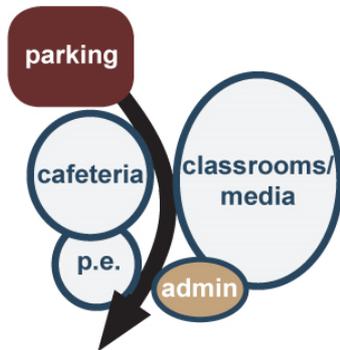
- Separation of bus traffic and parent drop-off
- Direct student access to play fields - no crossing traffic
- Administrative monitor of main entry

Security



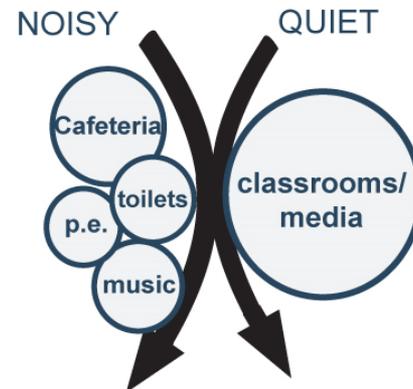
- One primary entry
- View of entry by administration
- All other exterior doors locked from outside

Shared Use



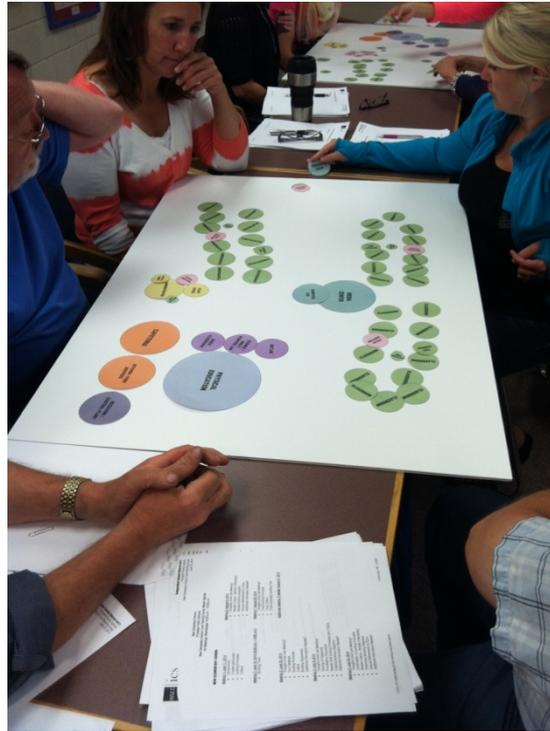
- Ability to "lock-down" one side of building
- Potential to allow access to controlled classrooms or media
- Parking aligned with evening or "event" entry

Acoustics



- Separation of noisy and quiet building functions
- Organized around building circulation

Bubble Diagram Exercise



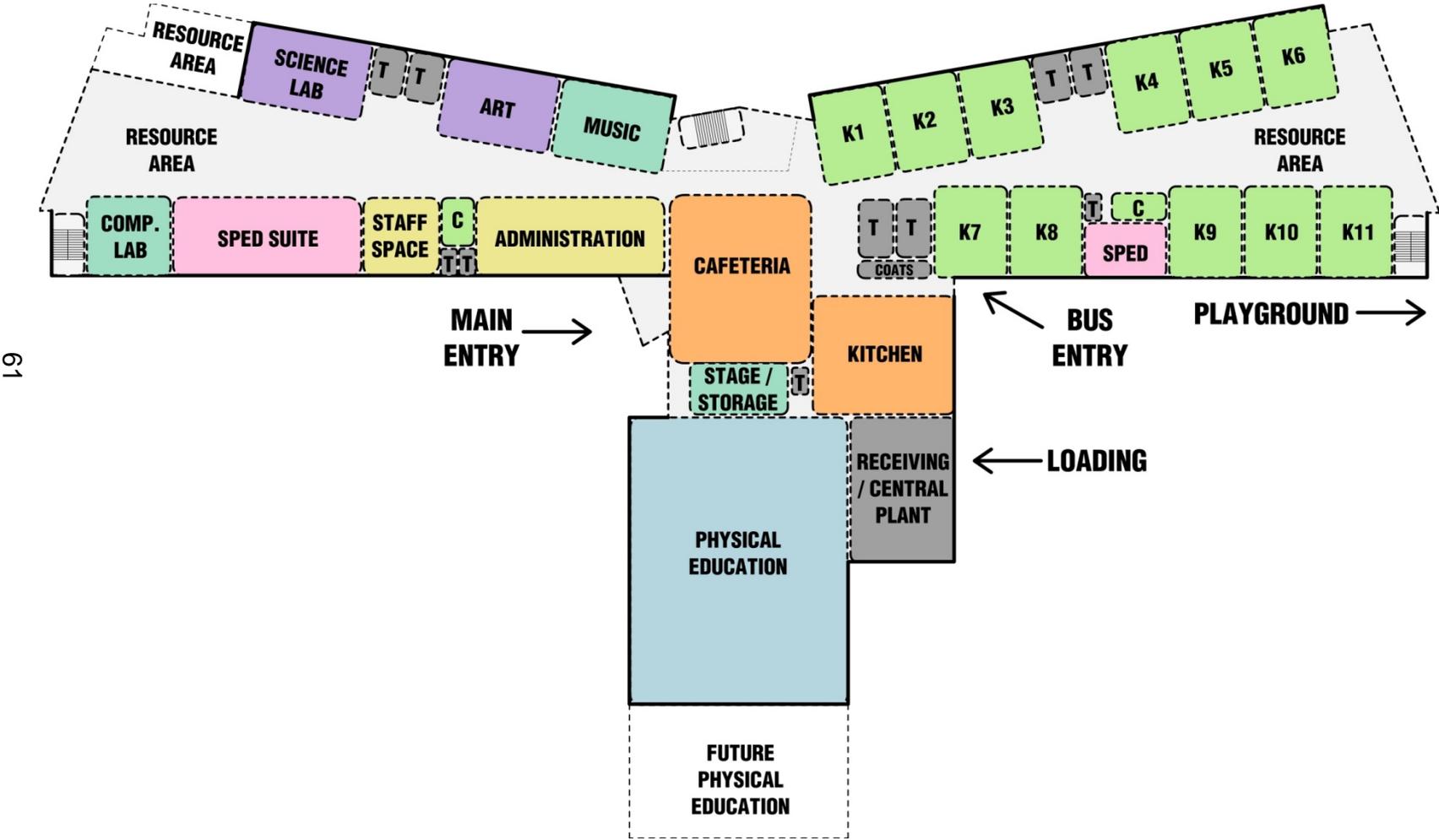


What should the new school be from the perspective of a _____:

- Student
- Staff Member
- Parent
- Community Member

Building Bubble Diagrams

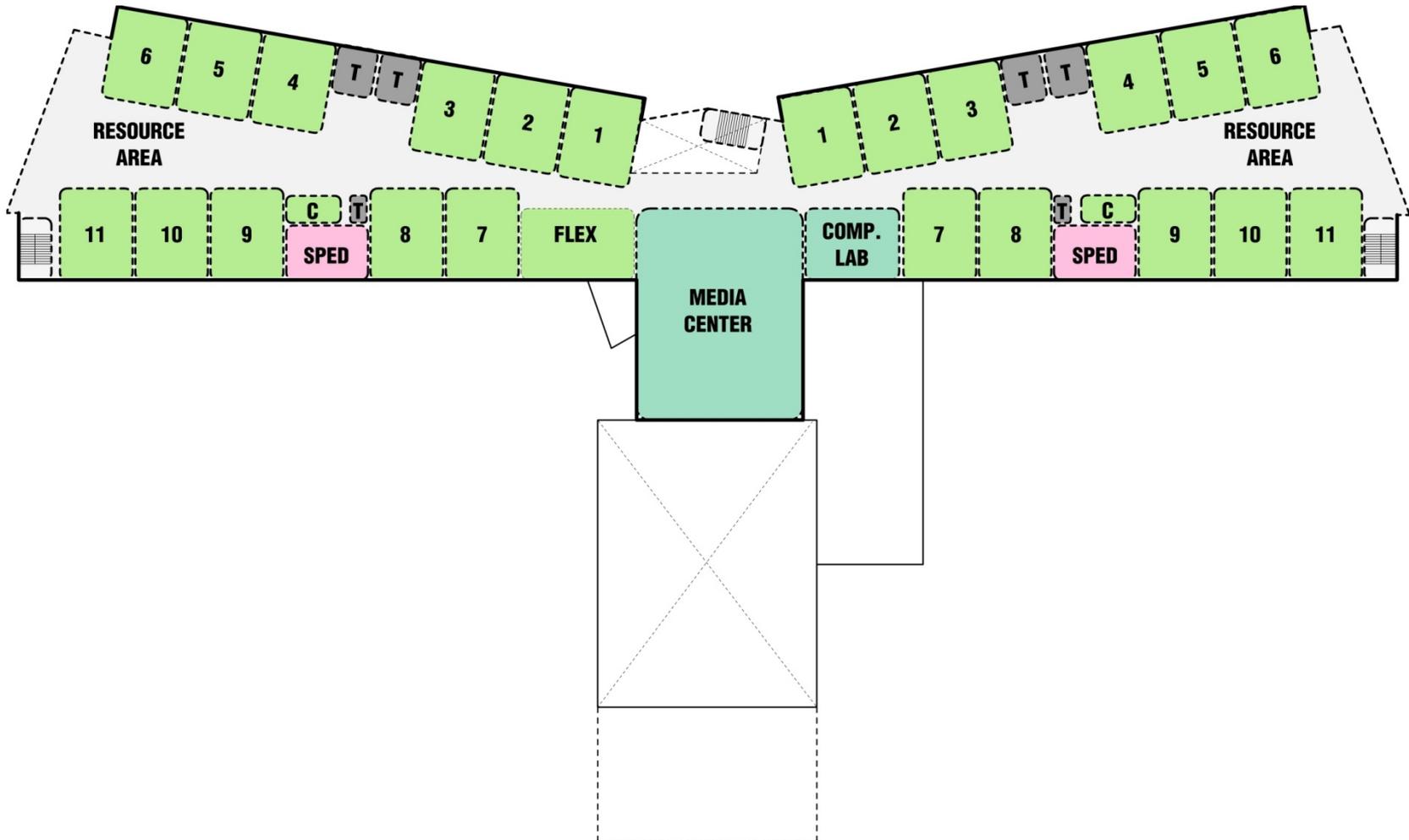
Diagram A



61

Building Bubble Diagrams

Diagram A



62

Building Bubble Diagrams

Diagram B

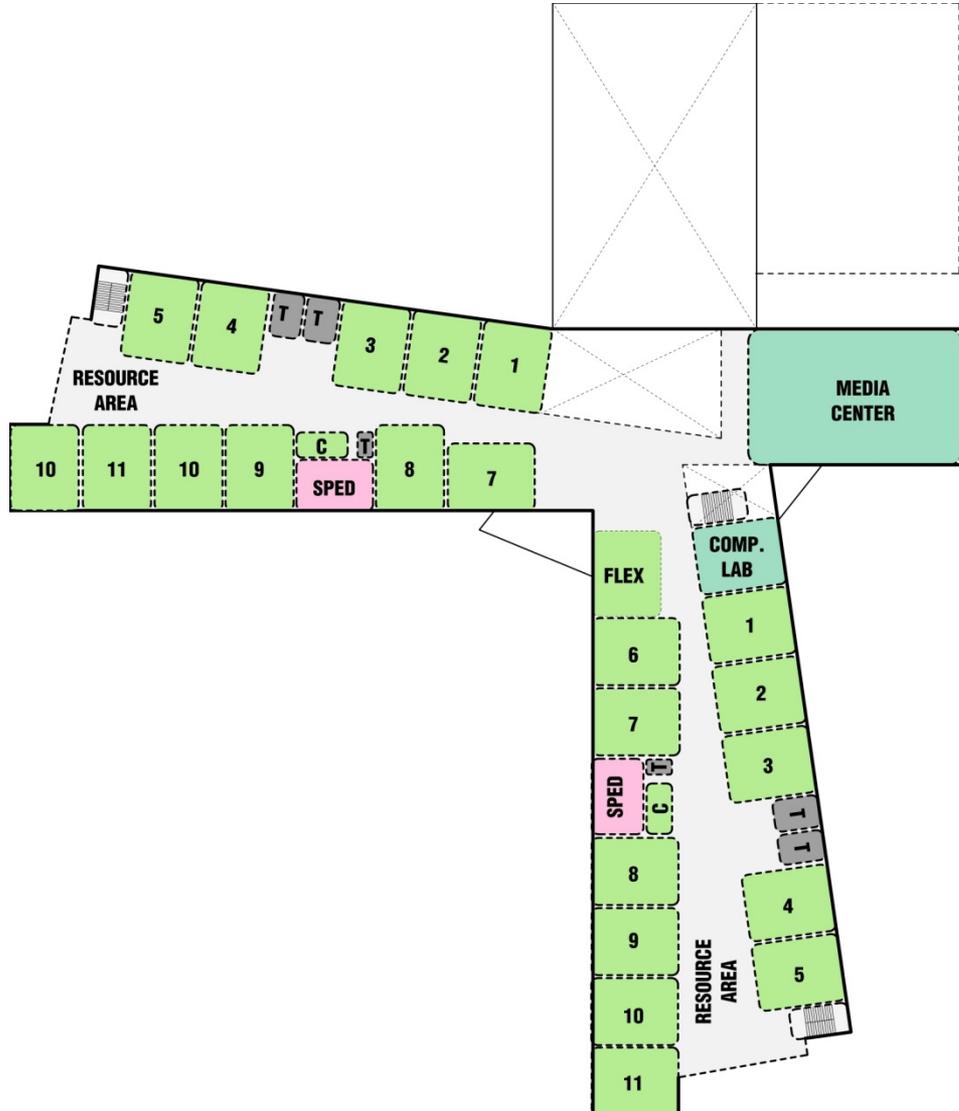


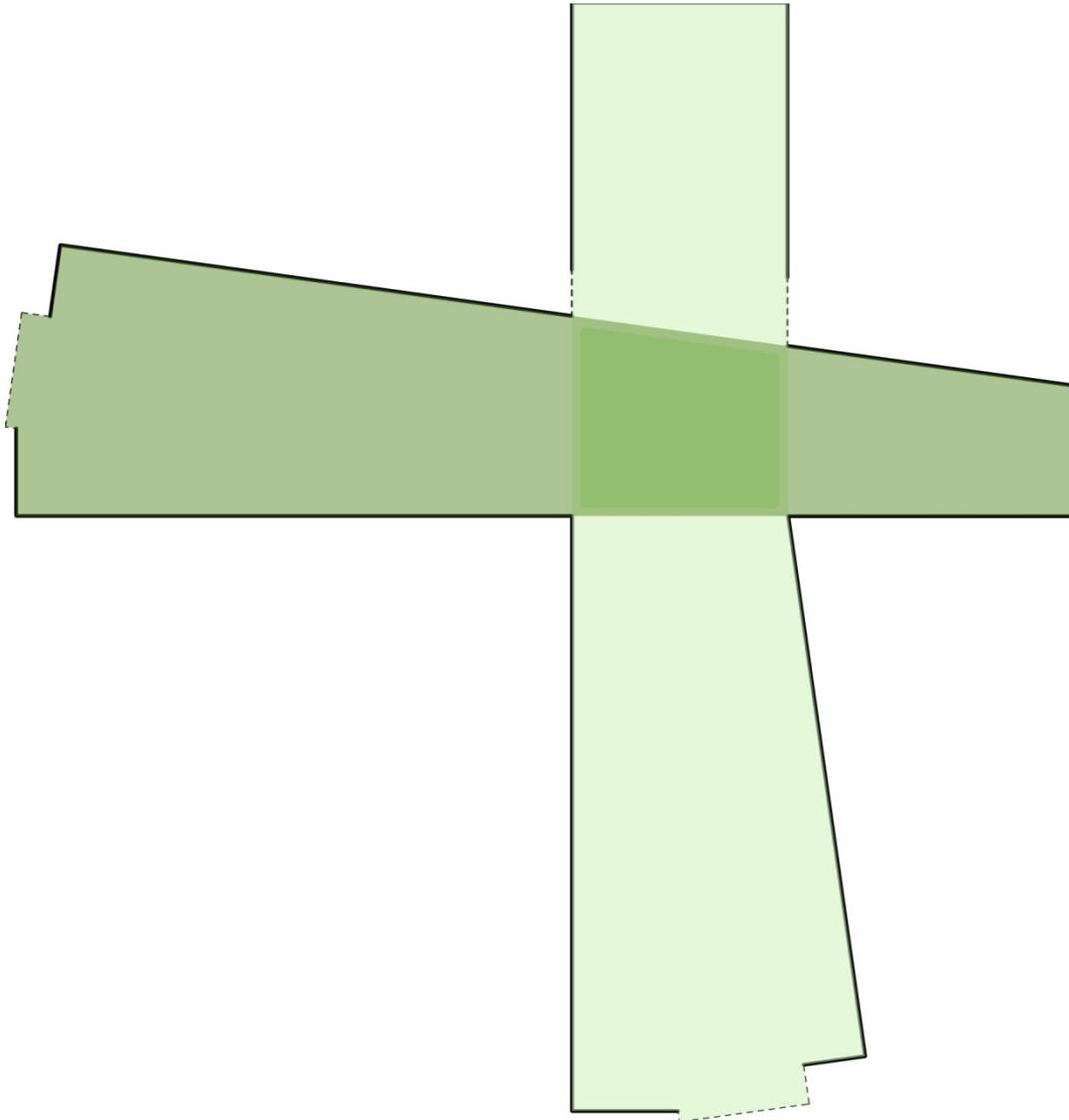
63

Main Level

Building Bubble Diagrams

Diagram B





Building Bubble Diagram



Building Bubble Diagram





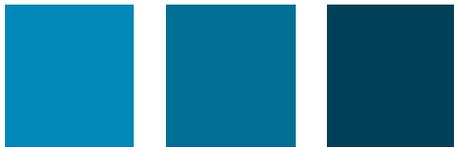
21st Century

Learning:

- ✓ Flexible Classrooms
- ✓ Media Centers
- ✓ Security
- ✓ Technology
- ✓ Furniture
- ✓ Age-Appropriate Design



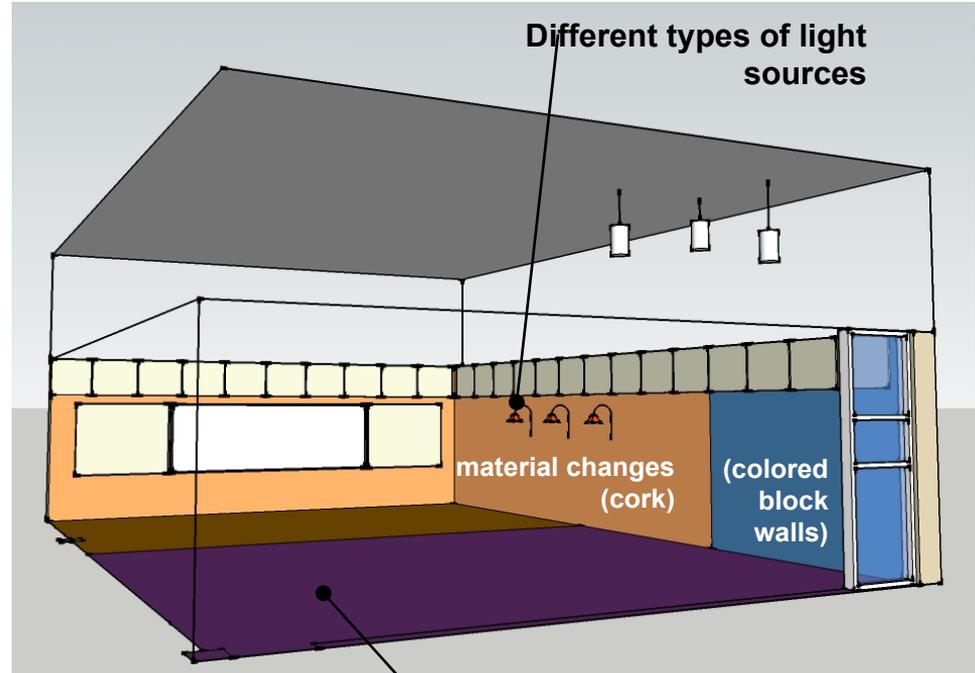
- ✓ The childhood environment constitutes an enormous workshop of senses, and is an integral part of learning – as well as an active element in it



Subtle chromatic range with varied shades – generates vigor



Materials with varied textures stimulate both the mind and properties of the space



Varied floor surfaces

Going Beyond the Walls: Group Learning Areas



- Altering the Corridor Walls can:**
- ✓ Create smaller learning zones
 - ✓ Increase Visual Connection
 - ✓ Define zones within the Classroom
 - ✓ Vary the ‘Institutional’ look
 - ✓ of the corridor to Create a “Dynamic” facility



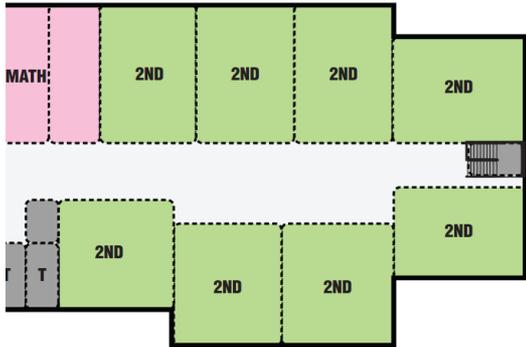
Going Beyond the Walls: What is the fourth wall?







RESOURCE AREA

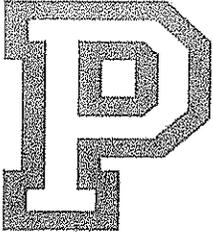


PLAN LAYOUT

Wildwood Elementary



LOCKER BANKS



Monthly Project Status Report

Date: 8-5-14

Project: Princeton Bond Referendum Projects

A. Notable Activities this Period:

Planning & Design:

1. Wold continues regular meetings with CPG and various user groups. Various design concepts have been reviewed, tours of various elementary school configurations have been conducted, and the CPG has developed project-specific design criteria. The next regular CPG meeting is scheduled for 8-6-14.
2. Preliminary design concepts for the new elementary are currently being developed for review by CPG and POC. A progress update will be presented to the School Board.
3. Additional study regarding current bus and parent pick-up and drop-off procedures will be completed by the project team in order to arrive at the best design approach for the new facility.
4. A detailed traffic study for areas surrounding the existing North Elementary site is currently in progress. Traffic counts were taken during the last two weeks of school. WSB has been released to begin their analysis work to determine the extent of any necessary off-site improvements.
5. Initial discussions have been conducted at POC related to the RFP process for the existing South Elementary facility. Additional information is being gathered and work related to this item will likely resume near the end of this year.
6. Design and procurement milestone timelines and associated schedules have been developed by ICS and Wold.

Construction:

1. Soil boring field work is currently in progress. Final reports are expected to be received within the next two weeks.
2. Overall project budget and tracking tools have been developed and on-going reconciliation processes have been established.
3. Preliminary cash-flow disbursement schedules were developed by ICS for use by District financial and investment consultants.

4. A detailed project schedule has been developed for all phases of the project. This schedule will be updated and maintained by ICS on an on-going basis.
5. Site survey work has been awarded to Clark Engineering. Work to begin within the month of August with documents to follow.
6. An initial meeting was held with the City of Princeton to outline the overall scope of the projects and to discuss logistics of the traffic study.

B. Activities Planned for Next Period:

Planning & Design:

1. A "name" sub-committee may be considered at some point in the near future to develop recommendations associated with the new elementary school facility.
2. A sub-committee may be considered to assist with the RFP process for the existing South Elementary.
3. Conceptual design work will continue with CPG and POC. Schematic design is scheduled to be completed by September.
4. User group and conceptual design work will begin for the High School improvements in September.

Construction:

1. Site survey work will be completed for both sites to be incorporated into design documents.
2. Initial State plan review applications will be submitted next week.
3. Hazardous materials surveys will be secured for the High School and south Elementary facilities.

C. Budget Status:

1. All items awarded and/or proposed to date are within their respective scheduled budgets per the overall budget summary.

D. Schedule Status:

1. Project Design schedules have been completed and progress remains on track with defined milestone dates. Overall construction phasing is being analyzed and will be finalized once design concepts at both facilities have been developed.

E. Critical Issues: No issues to report.

(End of Report)

ICS Consulting, Inc.

5354 Edgewood Drive
Mounds View, MN 55112
Ph: (763) 354-2670 / Fax: (763) 780-2866

Memorandum

Date : August 5, 2014
Project: Princeton Public Schools 2014 Bond Project
Subject: 2014 / 2015 / 2016 Preliminary Milestone Dates & Timeline

Elementary:

Schematic Design:	July - September 2014
Progress Update to POC and Associated Budget:	September 2014
Design Development:	October - November 2014
DD Progress update to POC and Estimates:	December 2014
Construction Documents:	December 2015 - February 2015
95% Design Review and Cost Estimating:	Early February 2015
Final Plans:	Early March 2015
Bid Period:	March - April 2015
Construction:	May 2015 - July 2016

High School: Industrial Shop Area

Schematic Design:	September - October 2014
Progress Update to CPG and Associated Budgets:	Early November 2014
Design Development:	November - December 2014
DD Progress update and Estimates:	Early January 2015
Construction Documents:	January – March 2015
95% Design Review and Cost Estimating:	Early March 2015
Final Plans:	March - April 2015
Bid Period:	TBD
Construction:	May 2015 - August 2015 or May 2016 – August 2016

High School: Gymnasium

Schematic Design:	October 2014
Progress Update to CPG and Associated Budgets:	Early November 2014
Design Development:	November - December 2014
DD Progress update and Estimates:	Early January 2015
Construction Documents:	January – February 2015
95% Design Review and Cost Estimating:	Early February 2015
Final Plans:	February 2015
Bid Period:	TBD
Construction:	April 2015 – August 2015 or April 2016 - August 2016

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 477 State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 4th day of November, 2014.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENEARL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 477
PRINCETON

NOVEMBER 4, 2014

INSTRUCTIONS TO VOTERS

To vote, completely fill in the ovals(s) next to your choice(s) like this: 

SCHOOL BOARD MEMBER – 4 YEAR TERM
VOTE FOR UP TO THREE

- CANDIDATE U
 - CANDIDATE V
 - CANDIDATE W
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

Administrative Negotiations

Tentative Agreements:

- Continue with agreement for management of Qcomp at \$3,000 annually
- Increase amount of site supervisor pay to approved rate of \$75.00
- Do not specify an amount for professional dues, Supt. approval
- Change seven vacation/exchange days to four (4) paid vacation days and three (3) exchange days
- Language clean up: Change any language that indicates “school board” to “district”
- Change 3 days of bereavement to 5 days.
- Extended employment change not to include assignment changes/emergencies.
- Inclement weather language-permitted to make up time by using vacation, personal, exchange.
- Longevity at 15 years of service non-consecutive
- 3 Year contract

Principal Financial Package Offer					
2012-2013					
Step	HS PRINCIPAL	MS PRINCIPAL	ELEM PRINCIPAL	ASST PRINCIPAL	
1	\$102,066.45	\$97,629.28	\$88,908.42	\$77,216.40	
2	\$103,176.01	\$98,738.82	\$89,863.44	\$79,498.34	
3	\$104,623.47	\$99,847.35	\$93,191.07	\$80,729.47	
4	\$105,395.11	\$101,512.19	\$95,410.14	\$83,070.14	
5	\$106,504.66	\$103,176.01	\$97,629.28	\$85,529.28	
2013-2014					
Step					2% Over Base
1	\$104,107.78	\$99,581.87	\$90,686.59	\$78,760.73	
2	\$105,239.53	\$100,713.60	\$91,660.71	\$81,088.31	
3	\$106,715.94	\$101,844.30	\$95,054.89	\$82,344.06	
4	\$107,503.01	\$103,542.43	\$97,318.34	\$84,731.54	
5	\$108,634.75	\$105,239.53	\$99,581.87	\$87,239.87	
2014-2015					
Step					
1	\$106,450.20	\$101,822.46	\$92,727.04	\$80,532.84	2.25% Over 2014
2	\$107,607.42	\$102,979.65	\$93,723.07	\$82,912.79	
3	\$109,117.05	\$104,135.79	\$97,193.63	\$84,196.80	
4	\$109,921.83	\$105,872.14	\$99,508.01	\$86,638.00	
5	\$111,079.04	\$107,607.42	\$101,822.46	\$89,202.76	
	2012-2013	2013-2014	2014-2015		
Dental Insurance	\$13.00	\$38.58	\$38.58	monthly	

Health Insurance	\$1,172.00	\$1,172.00	\$1,350.00	monthly		
Life Insurance	\$100,000.00	\$100,000.00	\$150,000.00			
	Benefit value	Benefit Value	Benefit Value			
403B	\$2,000.00	\$2,000.00	\$2,500.00	yearly		
Longevity After 15 Years of Service	\$0.00	\$2,000.00	\$2,000.00	yearly		
		Total Package	8.11%			
<hr/>						
2015-2016						
Steps						
1	\$111,240.46	\$106,404.47	\$96,899.75	\$84,156.82	4.5% Over 2015	
2	\$112,449.75	\$107,613.74	\$97,940.61	\$86,643.87		
3	\$114,027.32	\$108,821.90	\$101,567.34	\$87,985.66		
4	\$114,868.31	\$110,636.38	\$103,985.87	\$90,536.71		
5	\$116,077.59	\$112,449.75	\$106,404.47	\$93,216.89		
				Total Package for 1 YR	4.05%	

Custodian Negotiations

07/17/2014

2013-2015 Contract

Tentative Agreements

ARTICLE VI- RATES OF PAY

Subd. 7 Temporary Assignment

In the event an employee is temporarily assigned out of classification by the Director of Buildings & Grounds or principal, the employee will receive his/her rate of temporary assigned position, whichever is greater. Such rate shall apply only if the temporary reassignment exceeds ~~4~~2 days of temporary assignment. ~~If the assignment exceeds two days the higher rate will be paid from the 1st day of the assignment.~~

ARTICLE VI

Section 4. Uniforms

All employees ~~shall will~~, at all times while on duty, wear uniforms determined by the Superintendent or Superintendent's designee. Each employee will be provided with uniforms based upon School District guidelines at no expense to the employee. The School District shall also provide one pair of coveralls in each building with a boiler. Each employee will be reimbursed up to \$150 ~~the first year of employment and every other year thereafter every year of employment~~ for the purchase of appropriate shoes after passing the probationary period. The School District agrees to provide gender appropriate uniforms.

ARTICLE IX

Section 10

Subd. 1 Vacations

Each employee will be granted a paid vacation period on the following basis: a. After one (1) year of consecutive employment ~~one week (up to three (3) days of this one week may be used after six (6) months of employment)~~ After one (1) year of consecutive employment ~~six (6) days (up to three (3) days of this period may be used after six (6) months of employment).~~

ARTICLE IX

Section 10

Subd. 1

~~b. After two (2) years of consecutive employment two weeks c. after six (6) years of consecutive employment three weeks d. after twelve (12) years of consecutive employment four weeks~~
b. after two (2) years of consecutive employment-10 days
c. after four (4) years of consecutive employment- 12 days
d. after six (6) years of consecutive employment- 15 days
e. after eight (8) years of consecutive employment- 17 days

- f. after ten (10) years of consecutive employment- 19 days
- g. after twelve (12) years of consecutive employment- 20 days

ARTICLE IX

Subd. 2

Vacations shall not be accumulated from year to year except that up to eight ~~(8)~~ five ~~(5)~~ eight (8) days may be carried over into the next year provided that such days are used within the first ~~(30)~~ calendar days six ~~(6)~~ 4 calendar months of the next school year (July 1).

ARTICLE VIII

Section 6: Workers Compensation

Subd. 5.

An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit his or her workers compensation check, endorsed to the School District, prior to receiving payment from the School District for his or her absence.

District Proposes

~~An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit his or her workers compensation check, endorsed to the School District, prior to receiving payment from the School District for his or her absence.~~

Custodial Financial Package Offer

TENTATIVE AGREEMENT

2012-2013								
	A-11	A-12	B21	B22	B31	C41	C42	
Step	Cleaner	Rt Dr/Asst Grds	Custodians	Asst Maint	Groundskeeper	Bldg Lead	Maint	
0	\$10.64	\$12.42	\$14.16	\$14.90	\$15.52	\$16.20	\$17.11	
1	\$10.89	\$12.72	\$14.48	\$15.24	\$15.87	\$16.57	\$17.51	
2	\$11.47	\$13.32	\$15.30	\$16.04	\$16.69	\$17.38	\$18.29	
3	\$12.04	\$13.94	\$16.10	\$16.85	\$17.48	\$18.19	\$19.06	
4	\$12.61	\$14.55	\$16.69	\$17.43	\$18.07	\$18.77	\$19.63	
2013-2014								
	A-11	A-12	B21	B22	B31	C41	C42	B21-C42 46 cents increase from base
Step	Cleaner	Rt Dr/Asst Grds	Custodians	Asst Maint	Groundskeeper	Bldg Lead	Maint	A-12 increase 1.46 from base
0	\$11.08	\$13.88	\$14.62	\$15.36	\$15.98	\$16.66	\$17.57	A-11 increase .44 from base
1	\$11.33	\$14.18	\$14.94	\$15.70	\$16.33	\$17.03	\$17.97	
2	\$11.91	\$14.78	\$15.76	\$16.50	\$17.15	\$17.84	\$18.75	
3	\$12.48	\$15.40	\$16.56	\$17.31	\$17.94	\$18.65	\$19.52	
4	\$13.05	\$16.01	\$17.15	\$17.89	\$18.53	\$19.23	\$20.09	
2014-2015								
	A-11	A-12	B21	B22	B31	C41	C42	50 cents increase from 2014
Step	Cleaner	Rt Dr/Asst Grds	Custodians	Asst Maint	Groundskeeper	Bldg Lead	Maint	
0	\$11.58	\$14.38	\$15.12	\$15.86	\$16.48	\$17.16	\$18.07	
1	\$11.83	\$14.68	\$15.44	\$16.20	\$16.83	\$17.53	\$18.47	
2	\$12.41	\$15.28	\$16.26	\$17.00	\$17.65	\$18.34	\$19.25	
3	\$12.98	\$15.90	\$17.06	\$17.81	\$18.44	\$19.15	\$20.02	
4	\$13.55	\$16.51	\$17.65	\$18.39	\$19.03	\$19.73	\$20.59	
	2012-2013	2013-2014	2014-2015					
Health Insurance								
Single	\$6,339.38	\$6,339.38	\$6,776.00					
EE Plus Children	\$7,512.16	\$7,512.16	\$8,026.00					
Family	\$8,639.31	\$8,639.31	\$9,230.00					
Shoe Allowance			\$150.00 every year					
Longevity After 15 Years of Service Consecutive	\$0.00	\$0.00	\$0.25					

All employees who have a 1st class Boilers License will receive differential			\$0.29						
All employees who are required to carry a boiler license as part of their normal duties shall receive the following:									
Chief:			\$0.50						
1st Class			\$0.40						
Shift Differential for Saturday and Sundays for regular scheduled weekend workers (not CE events)	\$0.00	\$0.00	0.82						
		Total Package	8.09%						