**2016-2017**
**River Trail Learning Center**
**Contract for School Liaison and Prevention Program Officer Services**
**Between the Anoka – Hennepin School District No. 11**
**and the City of Coon Rapids**

This contract by and between the City of Coon Rapids (hereafter referred to as "City") and Anoka – Hennepin Independent School District No. 11 (hereafter referred to as "District) is entered into under Minnesota law.

PURPOSE: This contract is to address the need for the presence of police officers in District schools to provide prevention program instruction and liaison service to the District schools recognizing these services:

1. Promote crime prevention within District schools.
2. Provide drug abuse education.
3. Coordinate activities between the District, the criminal justice system, and social services.

1. DEFINITIONS. Police Officers working in the District will be engaged in two authorized programs. The School Liaison Officers in the middle schools and high schools will serve students and staff primarily in the area of crime prevention. Officers in the prevention program in the elementary schools will present an approved prevention program which is a part of the fifth grade health curriculum.

2. OFFICER EMPLOYED BY CITY. City shall employ (or assign), in accordance with applicable state statutes, a police officer or officers to serve as School Liaison and Prevention Program officer(s) in District schools. The selection or assignment of such officers shall be done by City. City shall assume all obligations and payments with regard to officers' salaries and benefits including worker's compensation, PERA, withholding taxes, etc. District will reimburse City as defined in Part 10 of this document.

3. TERM OF CONTRACT. The term of this contract shall be from July 1, 2016 to June 30, 2017, District's fiscal year, renewable each year unless terminated by either party as defined in paragraph 10.

4. ADMINISTRATION RESPONSIBILITIES. Law enforcement services rendered to District shall be at the sole direction of City. Standards of performance, discipline of the officer assigned, and other internal matters shall be under the authority of City. If requested, District shall provide City with an appraisal of the services received. City shall provide District with a statistical summary report once a year indicating services provided at the secondary level, Prevention Program schedules, and the name of the officer(s) providing the service.

5. LEVEL OF SERVICE. The officer will respond to emergency calls within the boundaries of City and attend police training and special duties as assigned by City while fulfilling the requirements of this contract. Time spent on emergency calls, police training, etc., shall not be considered to be time spent as a School Liaison or Prevention Program officer. Time in excess of eight hours per day shall be paid according to the officer's contract, providing such additional time has been approved in advance by City and District. Blanket approvals will not be accepted.

6. DUTIES OF OFFICER. The list of basic duties and work schedule of the officer(s) shall be cooperatively developed between City and District.

6a. PRIVACY OF PUPIL RECORDS. Pursuant to the District's Protection and Privacy of Pupil Records Policy and consistent with the requirements of the family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, police officers shall be deemed to be school officials when performing the duties and responsibilities of the Police Liaison Officer. As such, the Police Liaison Officer and City certify and agree that all data created, collected, received, stored, used, maintained, or disseminated by the Police Liaison Officer must comply with the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act.

7. CLOTHING, EQUIPMENT, AND SUPPLIES. City shall provide any required clothing, uniforms, vehicle, necessary equipment and supplies for officer to perform law enforcement duties. District shall provide School Liaison Officers with a private, lockable office, telephone, and supplies necessary for the officer to perform required duties as specified in paragraph 6 of this contract.

8. SCHOOL CALENDAR. District shall provide City with a school calendar. Liaison services will be provided during the regular school year.

9. TERMINATION. Either party may terminate this agreement upon 30 days written notice of such termination. All payment due hereunder shall be prorated in the event of such termination.

10. *DURATION AND COST. For and in consideration of the provision of School Liaison Officer and the Prevention Program Officer services in accordance with the terms of this contract, District shall pay City the sum $75,088.32. Request for payment should be submitted by June 1, 2017, of the fiscal year.

11. INDEMNIFICATION. The CITY agrees to hold the DISTRICT, its agent and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the negligent performance of the duties of the School Liaison Officer and/or the Prevention Program Officer.

12. SERVICE TO SCHOOLS. The following secondary schools shall receive School Liaison Officer service as a result of this contract:

    River Trail Learning Center

13. SCOPE. It is agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have hereunder to set their hands.

| | |
|---|---|
| City of _____ | Anoka – Hennepin School District No. 11 |
| Signed By_____ | Signed By_____ |
| Title _____ | Title _____ |
| Date _____ | Date _____ |

## CONTRACT ADMINISTRATION INFORMATION FORM

CONTACTS AT THE SCHOOL DISTRICT

Contracted Administration

Linda Anderson
Director of Student Services
Educational Service Center
2727 N Ferry St
Anoka, MN 55303
763-506-1017

Program Administration

Stephanie Diaz-Celon, Program Supervisor River Trail Learning Center 763-506-1900

Payment Procedures-
Pursuant to section 10 of the agreement, the City should submit a bill to:

ATTN: Linda Anderson
Educational Service Center
2727 N Ferry St
Anoka, MN 55303
763-506-1017

ANOKA-HENNEPIN SCHOOLS
*A future without limit*

# 2016-17 CALENDAR

# GRADES K THROUGH 12

## JULY

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

## AUGUST

| M | T | W | TH | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

## SEPTEMBER

| M | T | W | TH | F |
|---|---|---|---|---|
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

## OCTOBER

| M | T | W | TH | F |
|---|---|---|---|---|
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| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

## NOVEMBER

| M | T | W | TH | F |
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| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

## DECEMBER

| M | T | W | TH | F |
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

**2016-17 Calendar Key Dates - GRADES K-12**

- Jul 4 ..... District Closed, Holiday
- Aug 23 - 25 ..... New Teacher Orientation
- Aug 29 - Sep 1 ..... Workshop
- Sep 5 ..... District Closed, Holiday
- **Sep 6 ..... First Day of School**
- Oct 10 ..... No Elem Students, Elem PLC/Conf, K-5 Para Staff Dev
- Oct 19 ..... No Students, Staff Development
- Oct 20 - 21 ..... No School, MEA
- Nov 23 ..... No School-teachers, paras, cooks, Conference Conversion Day
- Nov 24 ..... District Closed, Holiday
- Nov 25 ..... District Closed, Designated Holiday
- **Dec 1 ..... End of Trimester I**
- Dec 2 ..... No Students, Staff Planning, Grades
- Dec 5 ..... No Students, PLC/Staff Dev 9/10 Month Duty Day
- Dec 23 ..... District Closed, Designated Holiday
- Dec 26 ..... District Closed, Holiday
- Dec 27 - 30 ..... No School, Winter Break
- Jan 2 ..... District Closed, Holiday
- Jan 16 ..... No School, MLK Day
- Feb 20 ..... District Closed, Holiday
- Feb 21 ..... No Students, Elem PLC/Conf, Sec Staff Dev
- **Mar 9 ..... End of Trimester II**
- Mar 10 ..... No Students, Staff Planning, Grades
- Mar 13 - 15 ..... No School, Spring Break
- Mar 16 - 17 ..... District Closed, Designated Holiday
- Apr 14 ..... No Students, Staff Development
- May 29 ..... District Closed, Holiday
- **Jun 8 ..... Last Day School End of Trimester III**
- Jun 9 ..... No Students, Staff Planning, Grades

NOTE: If instructional days are lost due to emergency closings, the district may convert days designated as "staff planning," reduce spring break or extend the school year in order to make up lost days.

2/4/2016

**www.anoka.k12.mn.us**

## JANUARY

| M | T | W | TH | F |
|---|---|---|---|---|
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| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

## FEBRUARY

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| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

## MARCH

| M | T | W | TH | F |
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| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

## APRIL

| M | T | W | TH | F |
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| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

## MAY

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| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

## JUNE

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | 1 | 2 |
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |