

Princeton Public Schools - ISD 477  
Tuesday, August 4, 2015 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room

**OUR VISION**  
**NO BOUNDARIES TO LEARNING**

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

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**1. PROCEDURAL ITEMS**

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

**2. REPORTS**

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

**3. APPROVE AGENDA**

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

**5. CONSENT AGENDA**

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

- a. Personnel 6
- b. Enrollment Count 7
- c. Fundraiser 8
- d. Workers Compensation 10

**6. DISCUSSIONS/INFORMATION/REPORTS**

- a. South Elementary Handbook 16
- b. South Elementary Back to School Report 52
- c. Alternative Services Report 63
- d. Middle School Back to School Report 75
- e. Construction Update

f. First Reading of Policies-# 205, 206, 207, 214, 427, 498, 499, 501, 502, 503	94
<b>7. ACTION ITEMS</b>	
a. Long Term Facility Plan	135
b. Individual Contracts	152
c. NY Field Trip	153
d. Second Reading of Policies: 420, 421, 422, 423, 450, 495, 495A, 509, 597, 599	154
e. Bids for the Fields	198
f. Bids for High School	223
<b>8. FUTURE MEETINGS</b>	
<b>9. MEETINGS TO BE SET</b>	
<b>10. ADDITIONS TO AGENDA</b>	
<b>11. ADJOURN - Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), I</b>	
<b>move to close the meeting for negotiation strategies.</b>	

**Call to order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **21st day of July, at 7:00 p.m.** in the District Office Board Room.

Roll Call: Members Present: Chuck Nagle, Deb Ulm, Howard Vaillancourt, Chad Young, and Eric Minks.

Members Absent: Jeremy Miller arrived at 7:14 p.m. Craig Johnson arrived at 7:55 p.m.

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

Student Council Representative: None

Citizen Comments: None

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

Howard Vaillancourt: 2 Project Oversight Meetings, 2 Negotiations Meetings, Policy Meeting, POC Meeting, Special Board Meeting

Chad Young Policy Meeting

Eric Minks POC Meeting, Negotiations Meeting, Finance Meeting

Jeremy Miller

Deb Ulm: Princeton Township Meeting, POC, Special Board Meeting, Agenda Meeting, Finance Meeting, Policy Meeting, Food Service Negotiation Meeting

Superintendent Report: Superintendent Julie Espe: Talked about the Monticello Nuclear Power drill test that she attended. The Princeton Community Sign is up. Discussed the report of when she went to the White House Round Table meeting in Washington

**APPROVE AGENDA as presented:** Motion made by Howard Vaillancourt and seconded by Chad Young to approve the agenda as presented. Comment was made about adding to the minutes that Deb Ulm and Eric Minks were at the Town ship meeting on June 16th. Motion passed unanimously.

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** *Motion by Eric Minks and seconded by Chad Young to approve the June 16th and July 14<sup>th</sup> Special Board meeting minutes and the Regular Board meeting minutes as presented. Motion passed unanimously.*

## CONSENT AGENDA

*Motion made by Howard Vaillancourt and seconded by Eric Minks to approve the consent agenda items: Personnel, Bills, Wire Transfers, Treasurer's Report, Lease, Fees and Reimbursements, Fundraising, Gifts, Grants and Enrollment counts. Motion passed unanimously.*

## INFORMATION

**Field Trip Update-** Julia Espe presented about the Field Trip to New York. The agenda for the field trip was already approved at a prior meeting. They are asking to see if they could have an exception and leave on Sunday instead on Monday morning. Discussion was made about the amount of time the music program is missing school during the shorted calendar year 2015-2016.

**ADSIS Report-** Julie Williams presented about ADSIS and Title. The ADSIS program will help with that gap for students who might be struggling in the classroom. Princeton applied for a K-8 Grant for ADSIS and was issued the grant. The grant will provide additional services for students in K-8. We will be able to add 5 more additional teachers to our staff, two at each elementary and one at the middle school. This program is to go along with the Title program and is a state funded grant.

**Long Term Facility Maintenance Plan-** Michelle Czech presented about the Long Term Facility Maintenance Plan. The legislature changed the formula and will now need board approval for a 10-year health and safety plan.

**Individual Contracts-** Stacie Vos presented about the individual contracts. She followed the formula that the board approved. Discussion was made on when they will be approved.

**District Goals Report-** Superintendent Julia Espe presented about the district goals for the 2014-2015 school year. Documentation about the district goals can be found on the board book.

**First Reading of Policies- 420, 421, 422, 423, 450, 495, 495A, 509, 597, 599**  
Policies had either minimal changes and/or MSBA updates.

**Worker's Compensation Proposal-** Stacie Vos presented about workman comp insurance. The fees are based on the number of employees and the number of claims turned in. Our rates went down, but our fees went up because of the number of employees.

## ACTION ITEMS

**Parking Fees 2015-2016-** Michelle Czech presented about the parking fees for the 2015-2016 school year. Jeremy Miller made a motion to approve the parking fees with the increase Seconded by Chad Young. Upon Roll call the following voted for: Jeremy Miller, Deb Ulm, Chad Young. The following voted against: Eric Minks, Howard Vaillancourt, Craig Johnson, and Chuck Nagle. Motion failed 4:3. Motion made by Chuck Nagle to reduce the parking fees by \$45 and \$60. There was no second, motion denied.

**North Elementary Handbook**-Julia Espe presented about the North Elementary Handbook. Motion was made by Eric Minks to approve both the North and the High School Handbook. Seconded by Craig Johnson. Motion passed unanimously.

**High School Handbook**-Motion was made previously by Eric Minks and Seconded by Craig Johnson to approve both North and High school handbook. Motion passed unanimously

**Title and English Learner Program**- Julie Williams presented about the Title One program. Currently the Title one program is funded through Title One allocations and Basic Skills money. Julie recommend that we stop using the Basic Skills money to fund the Title One program by reducing the number of part time Title One paraprofessionals at each site. Julie also presented about the English Learner Program or ELL- English Language Learners, and what the program would consist of. Julie is recommending that we hire a full time teacher for this program and fund it through the basic skills funding. Motion was made by Craig Johnson and seconded by Eric Minks to reduce the 8 paraprofessionals from the two elementary schools and fund Title One Program out of the Title One allocation instead of funding it through the Basic Skills Money. Upon roll call the following voted for: Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks. The following apposed: Chuck Nagle. Motion passed 6:1. Howard Vaillancourt made a motion to hire a full time ELL teacher and fund the program through basic skills seconded by Craig Johnson. Upon Roll call the following voted for: Craig Johnson, Deb Ulm, Howard Vaillancourt, and Chad Young. The following voted against. Chuck Nagle, Jeremy Miller, Eric Minks. Motion is passed 4:3.

#### **FUTURE BOARD MEETING(s) INFORMATION**

#### **ADDITIONS TO AGENDA –**

**ADJOURN – The meeting was adjourned at 9:15 p.m.**

**Recorder: Kari Osborne**

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

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

## 8.4.15

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Abraham, Kristin	Resignation	Food Server-HS	Food Service	N/A	7/30/2015	N/A
Anderson, Angela	Resignation	WEB Coordinator/English/Language Arts Teacher-MS	PEA	N/A	7/27/2015	
Bachmeyer, Holly	Resignation	MS-Media Technology Assistant/Speech Coach		N/A	7/24/15	
Bednar, Lindsay	Increase FTE-From .92-1.0	English (PASS) Teacher-HS	PEA	N/A	2015-2016	41,095.00
Benner, Bobbi	Extra Duty	WEB Coordinator-MS		Terri Kerwin	8/1/2015	\$726.00
Bennet, Oliva	Increase FTE-From .56-.83	Social Studies Teacher-HS	PEA	N/A	2015-2016	30,124.85
Bolduc, Jill	Termination	Title 1 Para-SE	Para	N/A	8/1/2015	N/A
Borich, Melissa	Extra Duty	WEB Coordinator-MS		Angela Anderson	8/1/2015	\$726.00
Brown, Robyn	Termination	Title 1 Para-SE	Para	N/A	8/1/2015	N/A
Clemons, Sara	LOA/Reduction from 1 to .75	Phy Ed Teacher-HS	PEA	N/A	10/23/15-12/14/15	27,221.25
Essig, Robert	Extra Duty	National Honor Society Advisor		Shelly Ash	9/8/2015	\$726
Gross, Lisa	Termination	Title 1 Para-SE	Para	N/A	8/1/2015	N/A
Grunwald, Hailie	Termination	Title 1 Para-SE	Para	N/A	8/1/2015	N/A
Kerwin, Terri	Resignation	WEB Coordinator-MS		N/A	7/9/2015	
Lemm, Kelly	New Hire	Year Book Advisor-MS	Pea	Laura Hallberg	7/29/2015	\$726
Magner, Heidi	New Hire	Speech Pathologist-EC	PEA	Ali Berthiaume	2015-2016	64,352.00
Majerus, Michelle	New Hire	Language Arts-MS	PEA	Angela Anderson	2015-2016	47,784.00
McAlpine, Allyson	Extra Duty	Asst. Volleyball Coach (B squad)		Alex Kettelhodt	8/17/15-11/14/15	\$2,904
Muus, Britteny	New Hire	Media Specialist-HS	PEA	Shellyn Ash	7/30/2015	37,095.00
Naumann, Dillon	Extra Duty	9th Gr. Football Coach		Mark Angstman	August-October	\$2,904.00
Nehring, Chrstine	New Hire	Science Teacher-HS	Pea	Kevin Weems	7/29/2015	36,295.00
Perkins, Angela	Resignation	7th Gr. Math teacher-MS	PEA	N/A	7/29/2015	N/A
Pierotti Nickie	Termination	Title 1 Para-SE	Para	N/A	8/1/2015	N/A
Poe, Katie	Reassignment	Spanish Immersion Teacher-SE	PEA	N/A	2015-2016	30,316.00
Porttiin, Annie	Extra Duty	9th Gr. Volleyball Coach		Patrick Morrow	8/17/15-11/14/15	\$2,541.00
Springman, Jackie	Termination	Title 1 Para-SE	Para	N/A	8/1/2015	N/A
Storbakken, Kristy	LOA/Reduction from .5 to .25	Ag Instructor	PEA	N/A	Aug. 31st 2015-March 9, 2016	
Wilson, Jennifer	Termination	Title 1 Para-SE	Para	N/A	8/1/2015	N/A
Zook, Matthew	New Hire	Cross Country Head Coach-HS		Cally Symanski	Fall 2015	\$3,267

### Open Enrolled Students (Out/In) as of August 4th, 2015

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
In	9/8/2015	Big Lake	Princeton	K	Spanish Immersion
In	9/8/2015	Milaca	Princeton	4	Currently enrolled
In	9/8.15	Milaca	Princeton	3	District of choice
in	9/8/2015	Milaca	Princeton	3	Currently enrolled
In	9/8/2015	Milaca	Princeton	1	Currently enrolled
Out	9/8/2015	Princeton	Elk River	3rd	Currently enrolled
Out	9/8/2015	Princeton	Watertown-May	4th	Moving
Out	9/8/2015	Princeton	Watertown-May	3rd	Moving

## FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>9/27/15</u>	Projected profit:	Amount earned:	
Group or organization proposing the fundraiser: <u>High School Physical Education</u>		Item(s) being sold: <u>Fun Run Entry</u>	
Company/organization supplying items to be sold:			
The money raised will be used for: <u>Cardio and Fitness equipment</u>			
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	<del>✓</del>
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.	X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	X	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <u>7/22/15</u>	Teacher/Sponsor Signature: <u>Sara Coe</u>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u>✓</u> APPROVED <u>      </u> NOT APPROVED			
Date: <u>7-20-15</u>	Administrator Signature: <u>Burt Mueh</u>		
Date:	Superintendent Signature:		
Date:	School Board Chair Signature:		

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>2015-2016</i>		Projected profit: <i>\$ 1,600</i>		Amount earned:			
Group or organization proposing the fundraiser: <i>Princeton Track &amp; Field</i>				Item(s) being sold: <i>Poster Ads</i>			
Company/organization supplying items to be sold: <i>Fall, Winter, &amp; Spring Sports Calendar Ads</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.			Y			
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>					NA	
I have reviewed Policy #511 Fundraising and agree to its provisions:							
Date: <i>7-7-15</i>		Teacher/Sponsor Signature: <i>Tom Ostrud</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.						<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
Date: <i>7/13/15</i>		Administrator Signature: <i>Darin Hawks</i>					
Date: <i>7.21.15</i>		Superintendent Signature: <i>Julia Espe</i>					
Date:		School Board Chair Signature:					

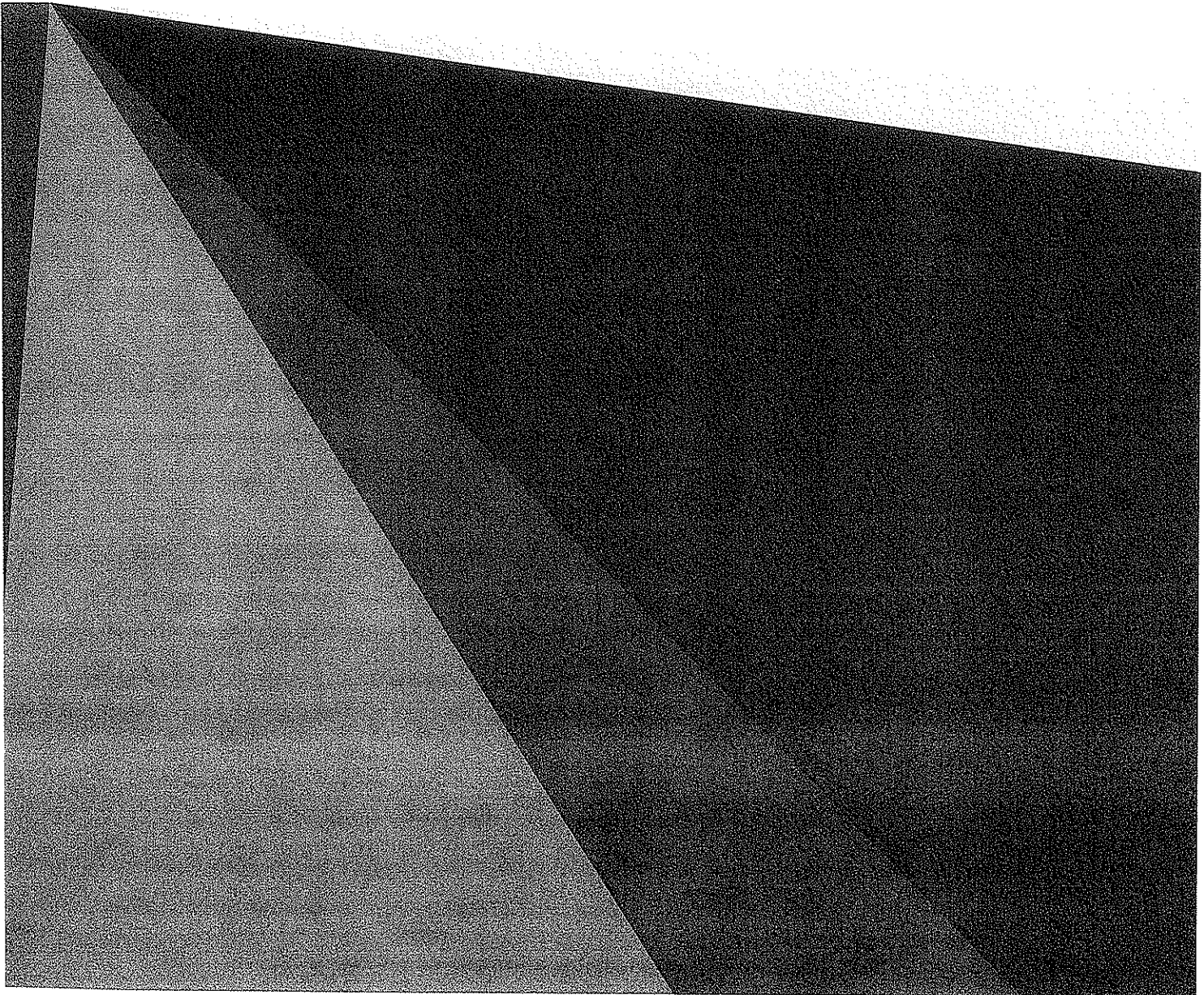
**Commercial Insurance Proposal for  
PRINCETON PUBLIC SCHOOLS #477**

Presented By: Tom Gallagher

Presented On: May 29, 2015

Policy Term: 07/01/15 to 07/01/16

Proposal Expires On: 07/01/15



## Location Schedule

**MAILING ADDRESS:** 706 - 1st Street  
Princeton, MN 55371

LOCATION #	ADDRESS
1-1	706 - 1st Street, Princeton, MN 55371

# Workers' Compensation

## EMPLOYER'S LIABILITY:

Bodily Injury by Accident:	Each Accident	\$500,000
Bodily Injury by Disease:	Per Policy	\$500,000
Bodily Injury by Disease:	Each Employee	\$500,000

## STATES:

MN

## SCHEDULE OF OPERATIONS:

STATE	CODE	CLASSIFICATION	14-15 PAYROLL	15-16 PAYROLL	14-15 RATE	15-16 RATE	PREMIUM
MN	8868	Professional EE's	\$15,740,287	17,965,000	0.73	0.73	\$131,145
MN	9101	All other EE's	\$1,653,755	1,412,607	5.89	5.67	\$80,095
MN	7380	Drivers, Chauffeurs	0	\$22,393		7.84	\$1,756
<b>Manual Premium</b>							<b>\$212,996</b>
Increased Limit Factor							1,704
Experience Mod (1.04)							8,588
Schedule Mod (.93)							-15,630
Premium Discount							-20,810
Expense Constant							205
Terrorism							3,880
<b>Estimated Annual Premium</b>							<b>\$190,933</b>
MN Special Compensation Fund Assessment							8,212
<b>*Total Estimated Cost:</b>							<b>\$199,145</b>

\* This Workers' Compensation policy is subject to an annual audit. The final premium is determined after the audit has been completed.

\*\*Quote without driver class code: \$210,559

## Workers' Compensation (Continued)

### EXPERIENCE MODIFICATION FACTOR:

POLICY TERM	EXPERIENCE MOD.
2014-2015	0.83
2013-2014	1.17
2012-2013	1.24
2011-2012	1.52
2010-2011	1.43

1.04 - 2015 -  
2016

- The Minnesota Department of Commerce approved the 2013 Minnesota Ratemaking Report **effective April 1, 2014**. Formula increases in the minimum and maximum individual weekly remuneration for executive officers, partners, sole proprietors and members/owners of limited liability companies will be phased in over the next three years. The intent is to gradually align MWCIA and Minnesota ratings with NCCI ratings in other states.
  - **Effective January 1<sup>st</sup>, 2015 or April 1<sup>st</sup>, 2015 for assigned risk carriers** the maximum annual remuneration for executive officers, partners, sole proprietors and members/owners of limited liability companies increases from \$196,560 to **\$199,888**. Minimum annual remuneration will also increase from \$40,976 to **\$49,972**.

## Workers' Compensation (Continued)

### NOTATIONS:

- Workers' Compensation quotation contemplates exposures in the states listed above. Some carriers are not licensed in all states. Therefore, you must notify us if you have any operations or plan to hire any employees to work in states other than those listed above.
- If a closely held corporation with less than 22,880 total payroll hours (equivalent to 11 full-time employees), coverage is excluded and the owners must elect coverage.
- Beginning January 1, 2003, the information page on your Workers' Compensation policy will show a surcharge for Minnesota's Special Compensation Fund assessments. Until now, the amount of the assessment has been built into your rates and included in the total estimated annual premium amount. New state law does not consider the SCF assessment as premium and requires insurers to take the assessment out of their rate and identify it separately.
  - This new "SCF assessment" line item on your policy information page does not represent a new charge to you.
  - The SCF assessment used to be built into your insurance rate. Now it will be displayed separately.
  - The separately displayed amount should be comparable to what you paid last year, assuming the factors that go into figuring your estimated premium are also comparable.
  - The SCF, administered by the Minnesota Department of Labor and Industry, pays benefits to injured workers of uninsured employers and supplemental benefits to certain low-wage workers. It also pays the cost of operating the state's worker's compensation system, including the Office of Administration Hearings, the Workers' Compensation Court of Appeals and certain department divisions including MN OSHA.
- You may be required under the Workers' Compensation law of your state to include liability for compensation to employees of contractors (or subcontractors) as well as to contractors (or subcontractors) without employees performing work for you. However, this does not apply if the contractor (or subcontractor) has furnished you with a Certificate of Insurance indicating he has Workers' Compensation coverage.

### Premium Summary & Comparison

COVERAGE	2014 - 2015 (SFM) ANNUALIZED EXPIRING PREMIUMS	2015 - 2016 (SFM) PROPOSED RENEWAL PREMIUMS
Workers' Compensation	184,837	199,145
Voluntary Accident - HSR	350	350
Terrorism	Included	Included
<b>Total Estimated Annual Premium:</b>	<b>\$185,187</b>	<b>\$199,495</b>

**PAYMENT TERMS & PLAN(S):**

- Direct Bill - Semi Annually

↑ 14,000



SOUTH ELEMENTARY SCHOOL  
805 Eighth Avenue South, Princeton, MN 55371  
763.389.6901 763.389.6920 Fax  
Greg Finck, Principal

Princeton Public Schools  
Independent School District No. 477  
706 First Street, Princeton, MN 55371  
District Office 763.389.2422

Dr. Julia Espe, Superintendent 763.389.6190

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July 29, 2015

Re: South Elementary Parent – Student Handbook Changes

Dear Dr. Espe and School Board Members,

Below are the recommended changes for the 2015-2016 parent/student handbook. These changes are based on a variety of reasons: updating staff and building information, aligning South Elementary goals, and recommendations from those in Food Service and Health Services Departments.

Pg. 2 - Updated building goals #1 – To meet or exceed academic goals for each grade level as measured by FAST and #6 to reflect the Marzano framework.

Pgs. 3, 4 & 5 - Updated staff listing

Pg. 6 – Updated school calendar to new school year.

Pgs. 10, 11 & 12 – Take out whole Health section and replace with new updated section – sent via district nurse for each handbook within the district:

### HEALTH SERVICES

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

Health Services Assistant High School 763-389-6019

Middle School 763-389-6723

North Elem. 763-389-6803

South Elem. 763-389-6904

District School Nurse 763-389-6195

Health Services website: [www.isd477.org](http://www.isd477.org) (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms.

### USE OF HEALTH SERVICES

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

### EMERGENCY SHEET

An emergency sheet will be mailed or sent home with the student. **The emergency sheet needs to be updated and a parent/guardian signature is required each year for emergency treatment.** Please return the sheet as soon as possible to assist health services in caring for the student. It is extremely important to update all medical information, phone and address

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changes, and alternate emergency contact persons as they occur during the school year. **If a current emergency form is not on file in the Health Office and we are unable to reach a parent or guardian, the school will make a determination about care/treatment for the child in an emergency.**

#### MEDICATIONS

Princeton schools recognize that some students may require prescribed or over-the-counter medication during the school day. Medications must only be given by a Licensed School Nurse or designated school staff (who has been trained/approved by the Licensed School Nurse). **Students are not allowed to carry their own medication during school hours** except in special medical circumstances. In such cases, parent/guardian and Health Care Provider signatures are required. Parents/guardians of students requesting medications to be administered by Health Service Assistant during school hours are required to provide:

1. A written order for the medication from the Health Care Provider for all prescription medications given and for any over-the-counter medication given longer than two weeks.
2. A signed Data Release Form. (Forms can be obtained from the Health Office or on the School Health Website).
3. The medication must be supplied in the original labeled bottle in which it was purchased (no baggies or other containers will be accepted). You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home.
4. The medication brought to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.
5. Any medication not picked-up at the end of the school year will be disposed of.

To assure safety, parent should bring medication to the school health office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please **call** the Health Service Office with the following information: Parent/guardian name, parent/guardian phone number, student name, name of medication and amount of medication being sent to school.

#### ILLNESS

Students who become ill during the school day **must report to the Health Office.** The Health Service Assistant will determine whether or not the student is able to continue with the school day. **It is not acceptable for students to leave school because of illness without reporting to the Health Office.** Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the Health Service Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

1. Fever of 100 degrees or more.
2. Vomiting.
3. Diarrhea.
4. Red eyes/eyelids with pus type drainage.
5. Rash that is (or may be) contagious.

#### Before returning to school:

- Student must be fever free **for 24 hours** without using fever reducing medication;
- Vomiting or diarrhea free **for 24 hours**;
- If the student has a rash of unknown origin (it may be contagious), they must have a note from the Health Care Provider stating when they may return to school;
- For any activity restrictions (in school or Physical Education Class) or other special accommodations (water bottle, snacks, etc.) a note from the Health Care Provider is required.

#### INJURIES:

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

#### CHILD WITH A HEALTH CONCERN

Make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year. Work with the District School Nurse to develop an *Individual Health Plan* for your child at school each school year and with

any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a *Data Release Form*, *Individual Health Plan*, and/or *Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: [www.isd477.org](http://www.isd477.org) click on Departments, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. If the school health staff is aware that your child has a medical concern, each year two attempts will be made to obtain current health information and/or medication. Health information about your child will be shared with school staff (and transportation staff) on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

#### ALLERGY AWARE SCHOOLS

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

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

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

Scents - many people have allergies to scents. Avoid using any products with strong scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. No perfumes or scented spray type products are allowed in the school buildings.

#### IMMUNIZATIONS

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child's immunizations are current. Call the Health Office or School District Nurse with any questions or concerns. Immunization information and forms can be found on the Health Services website: [www.isd477.org](http://www.isd477.org), click on Departments, Health Services, Immunization information and resources or on the Minnesota Department of Health website: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize).

#### SCREENINGS

Vision, hearing and scoliosis screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern with your child's vision, hearing or possible scoliosis, please notify the District School Nurse.

Pg. 13 – Take out whole lunch account section and replace with new updated section – sent via food service director for each handbook within the district:

## Lunch Account Information

### Student Handbooks:

### South:

#### Lunch Account Payments:

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. It is important to have the child's first name, last name, lunch account number and grade on the check and envelope. It is best to send a check. Cash can get lost and never be recovered. If you do send cash, please place it in an envelope with the child's first name, last name, lunch account number, grade and teacher's name on the envelope.

Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:50-8:10 AM. Be sure to ask your child if he/she handed the money in the day you gave it to them.

**Lunch Account Policy:**

Accounts that have a negative balance of -\$2.00 or more will not be able to have milk at snack break. Accounts that have a negative balance of -\$5.00 or more will receive a sandwich and a milk for lunch until his/her account is paid.

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

**Lunch Account Balances:**

You may check your child’s lunch account balance at any time using the Parent Access link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child’s account. This is the easiest and preferred method. The minimum on-line payment is \$25.00.

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

**Free or Reduced Lunches:**

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

**Kindergarten, First and Second Grade Snack Time Milk:**

Milk is offered as an option at snack break. The cost is \$.40 for each milk for first and second grade students. This is recorded in the classroom and deducted from the student’s lunch account once a week. The free or reduced lunch program does not apply to milk taken at snack time.

Snack Milk Full Year = \$68.80  
Snack Milk Half Year = \$34.40  
Snack Milk per Month = \$7.65

**Prices (subject to change):**

Lunch	\$2.10	Reduced Lunch	\$.00
Breakfast	\$1.40	Reduced Breakfast	\$.00

Extra Lunch Milk – Everyone	\$ .40	Adult Lunch	\$3.60
Snack Milk – K, 1 <sup>st</sup> & 2 <sup>nd</sup>	\$ .40		

**Student Lunch Menus:**

Lunch is served at South Elementary each day. Menus are published in the Princeton Union-Eagle newspaper, the monthly South Elementary Newsletter and on the Princeton Public School website [www.isd477.org](http://www.isd477.org)

**Student Cold Lunch's:**

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

**Breakfast Program:**

A school breakfast gives children the opportunity to start the day energized and the chance to get a head start on learning for the day. School breakfast is offered every school day from 7:50-8:10. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

**Morning Snack Shop Program:**

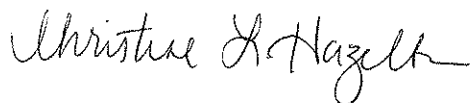
Your student can purchase snacks needed for the day during classroom snack time. All they need to do is come to the lunch room during breakfast service. They will be allowed to go through a separate line dedicated to Snack Shop items. They should take those items back to their lockers or classrooms for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

**Expected Behavior:**

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from. Discuss with your child the importance of taking only what they will eat and trying everything they take.

Thank you for taking the time to review these recommendations. Please feel free to contact me at 763-389-6903 or at [chris.hazelton@isd477.org](mailto:chris.hazelton@isd477.org), if you have any questions or concerns.

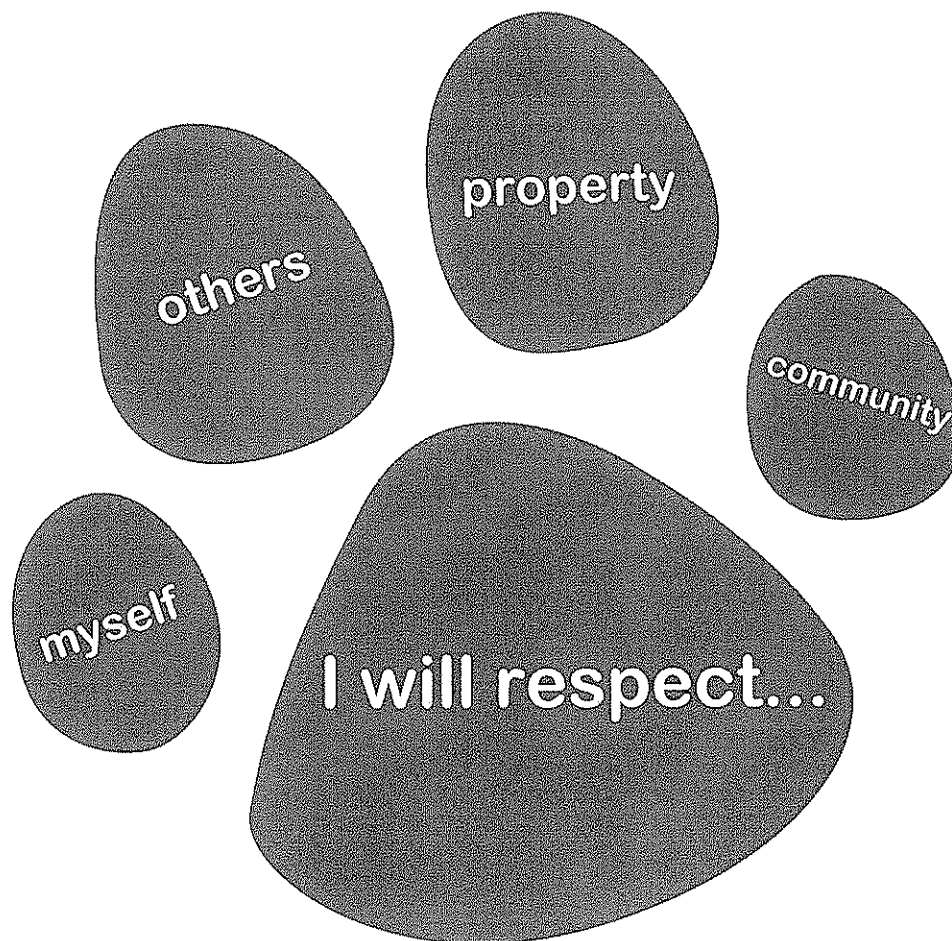
Sincerely,



Christine L. Hazelton  
 Building Secretary  
 South Elementary

# SOUTH ELEMENTARY SCHOOL

Parent - Student Handbook  
2015 - 2016 School Year



805 8th Avenue South  
Princeton, MN 55371  
763-389-6901  
[www.isd477.org](http://www.isd477.org)

Dear Parents/Guardians:

On behalf of the staff at South Elementary, it is my privilege to welcome you and your child(ren) to our school.

Each of us (parents and the staff at South) has an important role in your child's development. We desire to work closely with you and for you to truly feel welcome at our school.

We have prepared this handbook for your convenience and hope it will be of assistance to you. However, if at any time you have a question or concern, please don't hesitate to stop by my office or give me a call.

Thank you for the trust you show by allowing us to be part of your child's education. We are looking forward to a super year.

Sincerely,

Greg Finck  
Principal

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**SCHOOL BOARD MEMBERS**

Craig Johnson .....763-634-2550  
Jeremy Miller .....612-940-6838  
Eric Minks.....763-238-1571  
Chuck Nagle.....651-483-3982  
Deb Ulm .....763-234-7645  
Howard Vaillancourt .....763-389-3627  
Chad Young .....763-856-5314

**ADMINISTRATION**

Julia Espe ..... Superintendent of Schools  
Michelle Czech ..... Director of Business Services  
Julie Williams..... Director of Teaching and Learning  
Gwen Anderson..... Director of Community Education  
Deanna Cooley..... Food Service Director  
Barb Muckenhirn ..... High School Principal  
Dan Voce ..... Middle School Principal  
John Beach ..... North Elementary Principal  
Greg Finck..... South Elementary Principal

**Princeton Public Schools Building Addresses and Telephone Numbers**

**District Office**

706 First Street..... 763-389-2422  
Superintendent..... 763-389-6190

**South Elementary**

805 South 8th Avenue..... 763-389-6901

**North Elementary**

1202 North 7th Avenue ..... 763-389-6801

**Middle School**

1100 4th Avenue North ..... 763-389-6704

**High School**

807 South 8th Avenue..... 763-389-4101

## South Elementary Goals 2015 – 2016

1. To meet or exceed academic goals for each grade level as measured by FAST.
2. To continue to provide high quality staff development, through professional learning communities.
3. To expand this year's Positive Behavioral Intervention and Support (PBIS) initiative (henceforth called Tiger Pride) by providing on-going training for the staff, continuing with the passport system for the students, communicating more thoroughly with the parents and community, and by providing high quality activities throughout the school year for staff and students
4. To monitor students discipline using the School Wide Information System (SWIS) and to have a five percent reduction in disciplinary incidents from the previous year.
5. To continue to have a strong and vital site-based, decision-making team at South by modeling our core values of cooperation, open communication, respect, and encouragement.
6. To effectively evaluate classroom instruction utilizing the Marzano framework.
7. To have each teacher post benchmarks in reading and math every day. These benchmarks are to be written in child friendly language.
8. To have each PLC use student data on a continual basis to monitor growth and adjust strategies/methodologies as needed.

# ***South Elementary Staff***

***PRINCIPAL - Greg Finck***

## ***Teaching Staff***

### **KINDERGARTEN**

Cindy Angstman  
Jeff Beckers  
Cindy Brovold  
Megan Johnson  
Sarah Julson  
Alex Kettelhodt  
Tracie Linden  
Samantha Long  
Kara Peterson  
Annie Porttiin  
Janna Ruzek

### **FIRST GRADE**

Amy Anderson  
Mary Bahe  
Jennifer Beckers  
Michelle Hallbeck  
Alice Hoffer  
Andrea Huss  
Ann Jorgenson  
Stacy Miller  
Lisa Swedzinski

### **SECOND GRADE**

Tonia Anderson  
Nicole Cook  
Jennifer Deziel  
Brianna Gadacz  
Michelle Hagen  
Cathy Jo Kiloran  
Michelle Lindell  
Amanda Pemberton  
Shelley Scheffel  
Eric Wogen

### **RESOURCE TEAM**

Heather Brand - DCD  
Amy Busch - Title 1  
Karen Franke - EBD  
JoAnn Moats - DAPE  
Joan Rademacher - Speech/Language  
Peggy Swenson - Social Worker  
Michele Tigue - DCD  
Mary Ward - Speech/Language  
Melinda Zachman - LD

### **SPECIALISTS**

Susan Bartholomaus - Art  
Sandi Huberty - Media  
Julie Moore - Music  
Kim Neubauer - Phy. Ed.  
Tom Ostroot - Science

# ***South Elementary Support Staff***

## **OFFICE**

Corrine Aluni - Health Assistant  
Lisa Bekius - Volunteer Coordinator  
Chris Hazelton - Secretary  
Carrie Tarvestad - Secretary

## **MEDIA CENTER**

Dawn Fliehr

## **RESOURCE TEAM**

### **ASSISTANTS**

Colleen Bergmann  
Karen Carlson  
Lora Card  
Karen Cichy  
Cathy Johnson  
Missy Kafka  
Juli Keykal  
Jessica Kloster  
Karee Meyer  
Tammy Oakes  
Shirley Tonn  
JennieRuth Warren  
Robin Wirebaugh  
Teresa Wredberg

## **TITLE 1**

Jill Bolduc  
Tammi Braun  
Robyn Brown  
Jean Culver  
Laura Daniels  
Mary David  
Kris Lindner  
Lori Loberg  
Kathy Robideau

## **MAINTENANCE**

Ken Henchen - Day Lead  
Monica Wolf - Night Lead  
Adam Foster  
Nicole McCullum

## **FOOD SERVICE**

Janet Brykovsky  
Connie Giesel - Head Cook  
Terri Hermanson  
Lisa Hustad  
Denise Maltz  
Karen Paetznick-Huhtala  
Wendy Provo

## **CAFETERIA**

Karen Donais  
Melissa Brimmer

## **PLAYGROUND**

Weston Haugan  
Katie Schultz  
Amy Winskowski

## **FOSTER GRANDPARENTS**

?

## **READING CORP**

Jen Brevitz - part time  
Guy Havelka - full time  
Debbie Marko - part time  
Shanna Skoriuchow - full time

# South Elementary 2015 - 2016 Telephone List

Name	Phone No.	Assignment
Aluni, Corrine	389-6904	Health Asst
Anderson, Amy	389-6954	1st Grade
Anderson, Tonia	389-6930	2nd Grade
Angstman, Cindy	389-6906	Kindergarten
Bahe, Mary	389-6932	1st Grade
Bartholomaus, Susan	389-6946	Art
Beckers, Jeff	389-6937	Kindergarten
Beckers, Jennifer	389-6949	1st Grade
Brand, Heather	389-6951	Resource Team
Brovold, Cindy	389-6907	Kindergarten
Busch, Amy	389-6940	Title 1
Cook, Nicole	389-6936	2nd Grade
Custodians	389-6943	
Deziel, Jennifer	389-6908	2nd Grade
<b>Fax Number</b>	<b>389-6920</b>	
Finck, Greg	389-6902	Principal
Franke, Karen	389-6941	EBD
Gadacz, Brianna	389-6919	2nd Grade
Hagen, Michelle	389-6947	2nd Grade
Hallbeck, Michelle	389-6956	Kindergarten
Hazelton, Chris	389-6903	Secretary
Hoffer, Alice	389-6944	1st Grade
Huberty, Sandi	389-6938	Media Center
Huss, Andrea	389-6927	1st Grade
Johnson, Megan	389-6948	Kindergarten
Jorgenson, Ann	389-6913	1st Grade
Julson, Sarah	389-6955	Kindergarten
Kettelhodt, Alex	389-6925	Kindergarten
Kiloran, Cathy Jo	389-6952	2nd Grade
<b>Kitchen</b>	<b>389-6945</b>	<b>Food Service</b>
Lindell, Michelle	389-6928	2nd Grade
Linden, Tracie	389-6911	1st Grade
Long, Samantha	389-6910	Kindergarten
Miller, Stacy	389-6909	1st Grade
Moore, Julie	389-6923	Music
Neubauer, Kim	389-6942	Phy Ed
Ostroot, Tom	389-6912	Science
Pemberton, Amanda	389-6933	2nd Grade
Peterson, Kara		Spanish
Porttiin, Annie	389-6905	Kindergarten
Rademacher, Joan	389-6935	Speech
Ruzek, Janna	389-6922	Kindergarten
Scheffel, Shelley	389-6926	2nd Grade
Swedzinski, Lisa	389-6924	1st Grade
Swenson, Peggy	389-6934	Social Worker

Name	Phone No.	Assignment
Tarvestad, Carrie	389-6901	Secretary
<b>Tiger Club</b>	<b>389-7200</b>	
Tigue, Michele	389-6915	Resource Team
Ward, Mary	389-6953	Speech
Wogen, Eric	389-6917	2nd Grade
Zachman, Melinda	389-6940	Resource Team

**Palmer Bus      763-631-5315**

<b>Calling Your Child's Teacher</b>	
You may call your child's teacher before or after school or during their prep/specialist time: Teacher prep times are:	
8:15 - 9:00:	TBA
9:00 - 9:45:	TBA
9:55 - 10:40:	TBA
10:40 - 11:25:	TBA
11:25 - 12:10:	TBA
12:15 - 1:00:	TBA
1:00 - 1:45:	TBA
1:45 - 2:30:	TBA

<b>Lunch Schedules</b>	
<b>10:50</b>	TBA
<b>11:20</b>	TBA
<b>11:50</b>	TBA
<b>12:15</b>	TBA
<b>12:25</b>	TBA
<b>12:35</b>	TBA

**PRINCETON PUBLIC SCHOOLS  
2015-2016 SCHOOL CALENDAR**

**South Elementary**

July					January				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3					1
6	7	8	9	10	4	5	6	7	8
13	14	15	16	17	11	12	13	14	15
20	21	22	23	24	18	19	20	21	22
27	28	29	30	31	25	26	27	28	29
August					February				
M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7	1	2	3	4	5
10	11	12	13	14	8	9	10	11	12
17	18	19	20	21	15	16	17	18	19
24	25	26	27	28	22	23	24	25	26
31					29				
September					March				
M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4		1	2	3	4
7	8	9	10	11	7	8	9	10	11
14	15	16	17	18	14	15	16	17	18
21	22	23	24	25	21	22	23	24	25
28	29	30			28	29	30	31	
October					April				
M	T	W	TH	F	M	T	W	TH	F
			1	2					1
5	6	7	8	9	4	5	6	7	8
12	13	14	15	16	11	12	13	14	15
19	20	21	22	23	18	19	20	21	22
26	27	28	29	30	25	26	27	28	29
November					May				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6	2	3	4	5 *K	6 *K
9	10	11	12	13	9	10	11	12	13
16	17	18	19	20	16	17	18	19	20
23	24	25	26	27	23	24	25	26	27
30					30	31			
December					June				
M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4			1	2	3
7	8	9	10	11	6	7	8	9	10
14	15	16	17	18	13	14	15	16	17
21	22	23	24	25	20	21	22	23	24
28	29	30	31		27	28	29	30	

**September**

- 2 4 to 6pm, Open House
- 8 First Day of School
- 21 Family Fun Night
- 22 Late Start – Staff Development

**October**

- 15 – 16 MEA – Professional Conference

**November**

- 12 Late Start – Staff Development
- 12 & 17 Evening Conferences
- 26 & 27 Thanksgiving Holiday

**December**

- 4 Staff Development – No Students
- 24 – 31 Winter Holiday

**January**

- 1 Winter Holiday
- 18 Staff Development – No Students

**February**

- 2 Late Start – Staff Development
- 15 Presidents' Day
- 25 Evening Conference

**March**

- 1 Evening Conference
- 10 Staff Development – No Students
- 11 No Staff or Students – South
- 25 No School for Students or Staff











**April**

- 1 Late Start – Staff Development

**May**

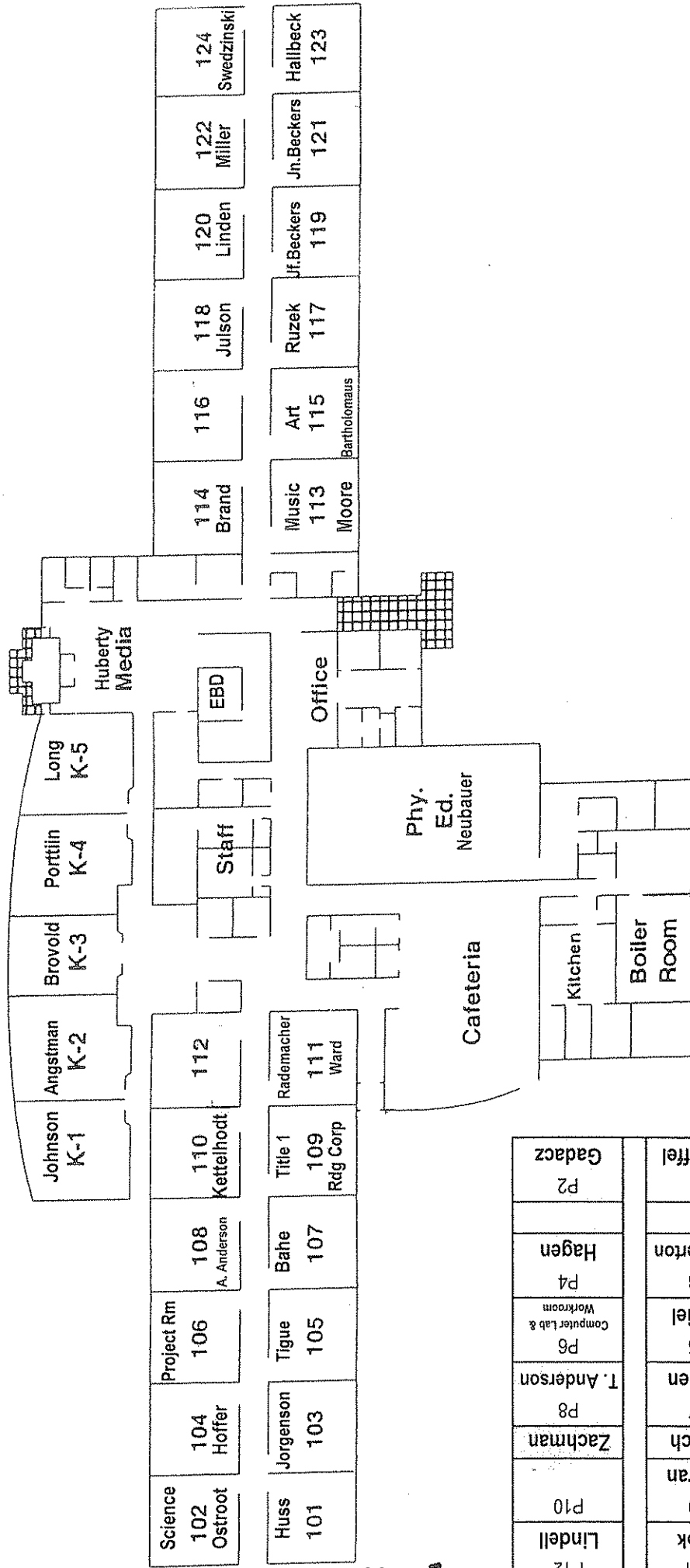
- 5 & 6 No Kindergarten Classes
- 5 & 6 Orientation for Fall Kind 2016-17
- 27 Last Day of School

Total Student Days	Total	Tri 1	Tri 2	Tri 3
Gr 1 & 2	172	59	59	54
Kindergarten	170	59	59	52

	First Day of School		School Not in Session – No School for Students, Teachers, Staff
	New Teacher Workshop		Last Student Day
	Staff Planning/Staff Development = Late Start for Students		Graduation-Friday, May 27, 2016
	End of Trimester		Staff Planning/Staff Development = No School for Students
			No Kindergarten Classes

# South Elementary School

805 8<sup>th</sup> Avenue S, Princeton, MN 55371



Science 102 Ostroot	104 Hoffer	Project Rm 106	108 A. Anderson	110 Kettelhodt	112	114 Brand	116	118 Julson	120 Linden	122 Miller	124 Swedzinski
Huss 101	Jorgenson 103	Tigue 105	Bahe 107	Title 1 109 Rdg Corp	Rademacher 111 Ward	Music 113 Moore	Art 115 Bartholomaus	Ruzek 117	Jf. Beckers 119	Jn. Beckers 121	Hallback 123

P12	Lindell	P10	Kiloran	Busch	Wogen	P5	Deziel	P3	Pemberton	P1	Scheffel
P8	Zachman	P6	Computer Lab & Workroom	P4	Hagen	P2	Gadacz				

## THE SCHOOL DAY

8:05 a.m. – 2:40 p.m.

### Reporting Absences/Homework

If your child will be gone from school, please call the classroom teacher before 8:00 A.M. to report the absence. If your child is gone for only one day, do not request homework. However, if your child has a prolonged absence, and you desire homework for him or her, please give the teacher a half-day's notice to get the work together.

### Emergency Closings

In the event of an emergency school closing an announcement will be made using the Skyward instant alert system. Immediately phone calls and e-mails will be sent out to any parent phone numbers and e-mail addresses in our database. These closings are also reported to radio and television stations in the Princeton area, St. Cloud and the Twin Cities. The school district website will show the announcement as well.

Please check the following radio and television stations and web sites for information related to school closings and late starts.

#### **Radio:**

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

KCLD 104.7 FM / KNSI 1450 AM / KZPK 98.9 FM KCML 99.9 FM

WWJO 98.1 FM / WJON 1240 AM

#### **Television Channels:**

4 – WCCO

5 – KSTP-5

9 – KMSP/FOX

11 – KARE

45 – KSTC

#### **Web sites:**

[www.channel4000.com](http://www.channel4000.com)

[www.kare11.com](http://www.kare11.com)

[www.isd477.org/south](http://www.isd477.org/south)

### Cold Weather Procedures

During the cold weather months, make a special effort to check your child before sending him/her off to school. Check to see that the clothing worn is appropriate; winter coat, hat/cap, mittens, boots, etc. Just remember, you will never be able to predict the occasion of a bus emergency despite all the weather warnings. Each day we evaluate up-to-date weather information, which helps us to decide on whether recess is to be outside or inside. If the wind chill factor is below  $-5^{\circ}$ , we keep the children inside during recess.

## ATTENDANCE PROCEDURE

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

### **Truancy**

According to Minnesota Statute #260A.02, sub. 3, truant is defined as a child who is absent from school without lawful excuse required to attend. This law requires schools to report truancy to county agencies when concerns are not addressed.

If the student is under the age of 12, truancy is referred to as educational neglect and defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with the state law. Parents/guardians are responsible for children under 12 years old to attend school.

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

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the school day starting and ending times begins to develop. The school day at South is from 8:05 a.m. to 2:40 p.m.

**If your child will be absent**, call your child's teacher before 8:00a.m. After 8:00a.m. you may call the office at 763-389-6901. If no contact has been made, the office will call your home. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school **within two days** of the occurrence.

### **What absences are considered excused?**

Illness, injury, medical condition, death in the family, appointments, family trip or activity (we ask that you keep these to a minimum), other reasons on approval of administration.

### **What absences are considered unexcused?**

Missed bus, oversleeping, bus suspension, no phone call, no verbal or written communication with the office explaining the absence.

Chronic untreated head lice, 3 times or more in a one-month period, will be reported to Social Services by the Health Office. If the problem continues days missed will be considered unexcused.

### **What happens when attendance becomes a problem?**

Attendance concerns will be brought to the attention of the School Social Worker, Health Office or Administration.

- |                          |   |
|--------------------------|---|
| 3 unexcused absences:    | The School Social Worker will notify the child's parent or legal guardian according to MN Statute 260A. A referral will be made to Family Ties.   |
| 7 unexcused absences:    | The school will file a report of educational neglect with the county of residence.  |
| 15 excused or unexcused: | A dated doctor's note excusing the student for the day's absence will be required. This must be presented within two days of the student's return to school.  |
| 7 tardies per trimester: | The School Social Worker will contact the parent or guardian stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting your child to school on time. <b>Please note:</b> Arriving at school more than 30 minutes after the start of the day will be considered an unexcused absence unless a note stating the reason for the late arrival is received. |

## HEALTH SERVICES

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

Health Services Assistant	High School	763-389-6019
	Middle School	763-389-6723
	North Elem.	763-389-6803
	South Elem.	763-389-6904
	District School Nurse	763-389-6195

Health Services website: [www.isd477.org](http://www.isd477.org) (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms.

## USE OF HEALTH SERVICES

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

## EMERGENCY SHEET

An emergency sheet will be mailed or sent home with the student. **The emergency sheet needs to be updated and a parent/guardian signature is required each year for emergency treatment.** Please return the sheet as soon as possible to assist health services in caring for the student. It is extremely important to update all medical information, phone and address changes, and alternate emergency contact person as they occur during the school year. **If a current emergency form is not on file in the Health Office and we are unable to reach a parent or guardian, the school will make a determination about care/treatment for the child in an emergency.**

## MEDICATIONS

Princeton schools recognize that some students may require prescribed or over-the-counter medication during the school day. Medications must only be given by a Licensed School Nurse or designated school staff (who has been trained/approved by the Licensed School Nurse). **Students are not allowed to carry their own medication during school hours** except in special medical circumstances. In such cases, parent/guardian and Health Care Provider signatures are required. Parents/guardians of students requesting medications to be administered by Health Service Assistant during school hours are required to provide:

1. A written order for the medication from the Health Care Provider for all prescription medications given and for any over-the-counter medication given longer than two weeks.
2. A signed Data Release Form. (Forms can be obtained from the Health Office or on the School Health Website).

3. The medication must be supplied in the **original labeled bottle** in which it was purchased (no baggies or other containers will be accepted). You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home.
4. The medication brought to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.
5. Any medication not picked-up at the end of the school year will be disposed of.

To assure safety, parent should bring medication to the school health office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please **call** the Health Service Office with the following information: Parent/guardian name, parent/guardian phone number, student name, name of medication and amount of medication being sent to school.

### **ILLNESS**

Students who become ill during the school day **must report to the Health Office**. The Health Service Assistant will determine whether or not the student is able to continue with the school day. **It is not acceptable for students to leave school because of illness without reporting to the Health Office**. Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the Health Service Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

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

### **Before returning to school:**

- Student must be fever free **for 24 hours** without using fever reducing medication;
- Vomiting or diarrhea free **for 24 hours**;
- If the student has a rash of unknown origin (it may be contagious), they must have a note from the Health Care Provider stating when they may return to school;
- For any activity restrictions (in school or Physical Education Class) or other special accommodations (water bottle, snacks, etc.) a note from the Health Care Provider is required.

### **INJURIES**

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

### **CHILD WITH A HEALTH CONCERN**

Make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year.

Work with the District School Nurse to develop an *Individual Health Plan* for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a *Data Release Form*, *Individual Health Plan*, and/or *Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: [www.isd477.org](http://www.isd477.org) click on Departments, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. If the school health staff is aware that your child has a medical concern, each year two attempts will be made to obtain current health information and/or medication. Health information about your child will be shared with school staff (and transportation staff) on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

### **ALLERGY AWARE SCHOOLS**

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

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

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

Scents - many people have allergies to scents. Avoid using any products with strong scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. No perfumes or scented spray type products are allowed in the school buildings.

### **IMMUNIZATIONS**

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child's immunizations are current. Call the Health Office or School District Nurse with any questions or concerns. Immunization information and forms can be found on the Health Services website: [www.isd477.org](http://www.isd477.org), click on Departments, Health Services, Immunization information and resources or on the Minnesota Department of Health website: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize).

### **SCREENINGS**

Vision, hearing and scoliosis screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern with your child's vision, hearing or possible scoliosis, please notify the District School Nurse.

## **LUNCH ACCOUNT INFORMATION AND POLICY**

### **Lunch Account Payments**

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. It is important to have the child's first name, last name, lunch account number and grade on the check and envelope. It is best to send a check. Cash can get lost and never be recovered. If you do send cash, please place it in an envelope with the child's first name, last name, lunch account number, grade and teacher's name on the envelope.

Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:45-8:05 AM. Be sure to ask your child if he/she handed the money in the day you gave it to them.

### **Lunch Account Policy**

Accounts that have a negative balance of -\$2.00 or more will not be able to have milk at snack break. Accounts that have a negative balance of -\$5.00 or more will receive a sandwich and a milk for lunch until his/her account is paid.

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

### **Lunch Account Balances**

You may check your child's lunch account balance at any time using the Parent Access link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. The minimum on-line payment is \$25.00.

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

### **Free or Reduced Lunches**

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

### **Kindergarten, First and Second Grade Snack Time Milk**

Milk is offered as an option at snack break. The cost is \$.40 for each milk for first and second grade students. This is recorded in the classroom and deducted from the student's lunch account once a week. The free or reduced lunch program does not apply to milk taken at snack time.

Snack Milk Full Year = \$68.80

Snack Milk Half Year = \$34.40

Snack Milk per Month = \$7.65

### **Prices (subject to change)**

Lunch	\$2.10	Reduced Lunch	\$.00
Breakfast	\$1.40	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.40	Adult Lunch	\$3.60
Snack Milk – K, 1 <sup>st</sup> & 2 <sup>nd</sup>	\$.40		

### **Student Lunch Menus**

Lunch is served at South Elementary each day. Menus are published in the Princeton Union-Eagle newspaper, the monthly South Elementary Newsletter and on the Princeton Public School website [www.isd477.org](http://www.isd477.org)

### **Student Cold Lunches**

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

### **Breakfast Program**

A school breakfast gives children the opportunity to start the day energized and the chance to get a head start on learning for the day. School breakfast is offered every school day from 7:50-8:10. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

### **Morning Snack Shop Program**

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

### **Expected Behavior**

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from. Discuss with your child the importance of taking only what they will eat and trying everything they take.

## **COMMUNICATION**

### **Who To Call**

Frequently, parents find it beneficial/necessary to communicate with school personnel concerning their child. As a general rule, your child's classroom teacher can best respond to questions concerning his/her progress, work to be completed, peer relationships, etc. South's office personnel might best answer questions and/or concerns more general in nature. The principal invites any questions, which might be appropriately directed to him. The number to call is 389-6901.

### **Parent Teacher Conferences**

Two scheduled conferences are provided by the school calendar. Other conferences are held when necessary.

### **Volunteer Program**

It is the intent of our district to utilize volunteers to enhance our educational program. If you are interested in volunteering at South Elementary, you may contact Lisa Bekius at 763-389-6929.

### **Visiting School**

Parents are always welcome to visit South Elementary. As a courtesy to the teacher, it would be helpful to know of the parent's pending visit. We require all visitors, upon their arrival, report to the office. We also require that the visitor log is signed and a nametag is worn.

## **GENERAL INFORMATION**

### **Morning Arrivals**

Children should not report to school before 7:45 a.m. School starts at 8:05 and it is important for students to arrive on time.

### **Transporting Your Child to and from School**

In the morning, if you are dropping off your student and not coming in to the building, drive up to the sidewalk that runs parallel to our building. This is a stop-and-go area only. Please do not drop your child off so that he/she has to cross against moving cars without the assistance of an adult. If you would like to come in the building, use the parking lot in front of the building. The cars should move in a counterclockwise motion when exiting the parking lot. Please follow the arrows that are painted on the pavement. The buses drop off students just south of the main entrance. This bus area is cordoned off from our main parking lot. At the end of the day, the parking lot configuration is the same: the southern end is for buses and the main lot is for parents to use.

### **Student Pickup and Bus Change**

If your child will have any changes in dismissal routine (picked up, different bus, etc.) you must provide a written note or a phone call indicating what the change will be. If we do not receive one or the other, your child will be dismissed according to their routine.

If you pick your child up, you will pick up your child in one of five areas:

- Room 113, for the north hallway first grade classrooms (116, 121, 122, 123 & 124)
- Room 115, for the north hallway kindergarten classrooms (117, 118, 119 & 120)
- Room 106, for the south hallway first grade classrooms (101-108)
- Room P-6 for students who are in the portables
- Media Center for K-1 through K-5 and rooms 110 & 112 kindergarten classrooms

If you are picking up your child, please wait in the designated area until all classrooms have exited the building. This process is necessary for safety reasons and so that students are able to walk safely through the halls to the buses.

### **Release of Child during School Hours**

When you wish to pick up your child during school hours, it is necessary to report to the office. The following procedure will be followed:

1. Sign a log indicating who you are and which child you are picking up.
2. Your child will be called to the office or parent/parent-approved person will be given a pass to go to the classroom to pick up the child. They should have the teacher initial the pass and return the pass to the office.
3. If you must pick up your child before the end of the day dismissal, it is important that you do so before 2:30 p.m. Those wishing to pick up students after 2:30 p.m. will need to go through the regular dismissal process at the end of the day.

### **School Visitation by Children**

Students are not permitted to bring other students with them to school as visitors, unless the school principal grants special permission.

### **Change of Address**

Please contact the school office when you have a change of address or telephone number.

### **Transfer**

Please inform the school if you move out of the district. Parents must sign a request for release of their child's records when they enroll their child in their new school.

### **Snack Break**

Some grade levels at South have a "snack break" sometime during the day. Please send only a nutritious snack - not candy, chips or sweets.

### **Party Treats**

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

### **Responsibility for Lost or Damaged Supplies or Equipment**

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

### **Fire, Emergency and Weather Drills**

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

### **Transportation**

Bus transportation for the school district is handled through Palmer Bus Company. If there are any questions about transportation, please direct them to 763-631-5315.

### **School Closings**

When school is closed for bad weather or other emergencies, the announcement will be sent using Skyward instant alert. The closing will also be announced on TV, radio & websites. See page 8 for a complete listing.

### **Staying in From Recess / Excused from Physical Education Class**

The recess period at lunch is considered part of each child's daily physical education program. Therefore, children are expected to be going outside for a short period of time each day. If you feel your child is too sick to go outside or participate in Physical education Class (PE), we will allow your child to stay in from recess/PE for one day if he/she has a written note from you. We will allow additional day(s) with a physician's note. The physician should include the diagnosis and outline any activity restrictions (such as no running, no weight bearing on right foot, etc.) Also, the physician should note when the child can return to normal activity.

### **Bicycles**

It is assumed that parents of bike riders have given permission for their children to ride to school. We would ask that bikes be locked during the school day, and that they be walked on and off school property.

### **Lost and Found**

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned in to the lost and found and are never claimed. We encourage you to label your students clothes. Parents and/or children should check the lost and found area in the cafeteria whenever things have been lost or misplaced.

### **The Pledge of Allegiance**

Students in each classroom recite the Pledge of Allegiance at least one time per week. Parents have the right to choose not to have their child participate.

### **District Policies**

All school district policies are available for your review on the school districts website [www.isd477.org/](http://www.isd477.org/) - District Information – Policies and Procedures

### **Photos in School/District Publications**

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers, South Elementary, or District 477 publications. Parents may request that their children's photographs and identifying names not be published. Please make your written request to the principal.

## **SPECIALIZED STAFF**

### **Speech**

Speech/Language Clinicians are employed by the school district to work with all the children in the district who need speech therapy. New students are screened in the fall for admittance to our speech therapy program.

### **School Social Worker**

An elementary guidance and counseling program is in place in our elementary schools. The developmental program sees application in large and small groups via classroom scheduling. The family/school facilitator also works with individual students, teachers, parents and other agencies to give your child a well-balanced educational setting.

### **School Psychologist**

The services of a school psychologist are available for testing and consultation and are arranged through the Rum River Education Cooperative.

### **Resource Team**

The Resource Team at South Elementary is committed to improving education so all students will learn. Through collaborative team planning and consensus decision making, the team provides individual and group instruction to a diverse population of learners who are at risk of school failure.

## **Behavior and Discipline Guidelines**

### **Tiger Pride**

South Elementary has adopted a Positive Behavior Intervention and Support (PBIS) philosophy known in our school as "**Tiger Pride.**"

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

Another important aspect of Tiger Pride is that it is school-wide. Guidelines have been established for expected school behavior and every person in our school community knows those guidelines for each area of our school. Basically, there are four major rules for South Elementary:

**I will respect myself.**

**I will respect others.**

**I will respect property.**

**I will respect community.**

### **Students SHOULD NOT bring to school:**

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc.
- Shoes with wheels
- Electronic game toys or other electronic instruments or equipment
- Hardballs, softballs, or baseball bats
- Locks of any type, trading cards, figurines
- Any item that may cause a nuisance

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item. Any inappropriate items will be confiscated and will be required to be picked up by parents at the office. The school is not responsible for lost or stolen items.

### **Consequences**

At South Elementary we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of incidents, one or more of the following may be used:

- Conferences with student
- Warning
- Parent contact
- Lunch and/or recess spent in the office
- In-school suspension
- Out-of-school suspension
- Referral to counselor/school social worker
- Referral to Police Liaison Officer

Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized to remove the child from an area. Parents will be contacted if their child needs to be removed from the school. The police will be called if necessary.

Any parent that questions a consequence given their child is welcome to call or visit with the child's teacher and/or the principal.

### **Reasonable Force**

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

### **Apparel**

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

### **Clothing should be**

- Clean and neat
- Suitable for weather
- Labeled (coats, caps, boots) for identification

### **Unacceptable clothing and accessories include but are not limited to:**

- See through clothing, halters, tube tops, short shorts/skirts or exposed midriff
- No underwear/undergarment should show
- Any items that are offensive or inappropriate
- Pants or shorts worn below the hips
- Clothing with logos, slogans, words or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations or profanity

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

### South Elementary Bully Prevention Program

**“Stop-Walk-Talk.”** Parents, if you hear your students using these words, they are following the bully prevention program at South Elementary. Stop-Walk-Talk teaches students how to respond if other students are acting like bullies. Our staff has also been taught how to respond if students engage in bullying behavior, that is, behavior that is disrespectful and can even be unsafe.

We would like to explain the program to you and suggest steps you can take to see that your students are not bullied and do not engage in bullying behaviors. You are key to the success of this program.

- 1) **“Stop” signal** – All students were taught the “Stop” signal. Our stop signal requires them to look directly at the other student, make the hand signal for stop (it is the time-out signal you use in sports), and use a firm voice to say, **“Stop”**. Students are encouraged to use the “Stop” signal if they are being bullied or if they see someone else being bullied. Students were also taught how to respond **if they are given the “Stop” signal**. The student receiving the “Stop” signal should immediately stop what he or she is doing, take a deep breath, count to 3, and then go on with their day following our school rules. Students were reminded that they should stop what they are doing, regardless of whether they agree that they deserved the stop signal or not. By following these guidelines, students show respect for themselves and one another.
- 2) **“Walk” away or ignore** – What if a student gives another student the stop signal, but the problem behavior continues? Students were then taught to **“Walk”** away or ignore the behavior. When it is not possible to walk away, such as while riding the bus, students were taught to **“ignore”** the student by looking the other way and not responding to them further either verbally or nonverbally (through gestures).
- 3) **“Talk”** – Finally, if students have tried to solve the problem themselves by using the stop signal and walking away or ignoring it, then they can **“Talk”** to an adult. All staff has been trained to respond to a student’s request to talk. First, the staff member will ask the student about the problem. Then, they will ask the student if they used the “stop” signal and tried walking away. Students will be praised for trying these steps or reminded about using these steps first before talking to an adult. Finally, the staff member will discuss the problem behavior with the student who is engaging in problem or disrespectful behavior. They will remind students what they are to do when they are given the stop signal by another student or students (i.e., immediately stop what they are doing, take a deep breath and count to 3, and continue with their day following our school rules). In addition, staff will enforce the appropriate consequence for breaking one of our school rules. Parents will receive notification from the school if their student continues to engage in disrespectful or unsafe behaviors.

One important exception to the “Stop-Walk-Talk” sequence is when a student is in danger such as falling on the playground or fighting. In this case, students were told to immediately tell an adult.

By encouraging students to use **Stop-Walk-Talk**, we hope that students will feel like they have tools to deal with problem behaviors, help one another out, get in trouble less often, feel safer at school and be better able to keep their focus on learning during their school day.

<b>I will respect...</b>	<b>Myself</b>	<b>Others</b>	<b>Property</b>	<b>Community</b>
<b>Enter/Exit Building</b>	Moving slowly and safely Going directly to my destination	Keeping my hands to myself Using a quiet voice Moving on the right side of hall	Keeping my hands to myself Picking up my belongings Leaving others property alone	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Classroom</b>	Being prepared to learn Moving safely and slowly Being proud of my work Following directions	Using a quiet voice Giving compliments Keeping my hands to myself Listening to others Raising my hand	Pushing in my chair Keeping the room clean and organized Using materials properly	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Hallway</b>	Moving slowly and safely Moving safely on the right side Moving facing forward to be safe	Keeping my hands to myself Moving slowly on the right side Turning my voice off	Keeping my hands by my side Erasing black marks that I make	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Bathroom</b>	Washing my hands Moving safely near the sink	Using only the amount of soap needed Being prepared to wait patiently in line	Making sure that I am not climbing on the walls, doors, and toilets Throwing away paper towels	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Cafeteria</b>	Waiting safely in line Eating my lunch Sitting safely on my pockets	Using my manners Talking quietly Holding my tray out for the cooks Enter my lunch number when it is my turn	Keeping my food on my tray when I am not eating it Cleaning up my spills	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Playground</b>	Playing safely on the equipment Keeping rocks on the ground Coming to school prepared with warm clothes	Watching where I am going Helping others Playing with others Leaving others property alone	Picking up my belongings Playing safely on equipment Cleaning up and lining up when the whistle blows Putting lunches away	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>On the Bus</b>	Obeying the driver to be safe Sitting properly to stay safe Keeping my hands inside the bus to be safe	Talking quietly Allowing other to sit with me Keeping my hands and belongings to myself	Picking up garbage Leaving the bus in the condition found Helping others pick up belongings and trash	Talking only to people inside the bus Keeping trash inside the bus Teaching others how to be respectful by modeling behavior

## **DISTRICT WIDE POLICIES AND PROCEDURES**

Princeton Public School policies may be viewed on the district's website:

[www.isd477.org](http://www.isd477.org)

### **Directory Information**

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

## **CRIMINAL HISTORY BACKGROUND CHECKS**

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

## **PROHIBITION OF WEAPONS**

### **School District Policy #501**

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

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

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

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

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

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

## **HARASSMENT AND VIOLENCE**

### **School district policy #413**

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

## **STUDENT TRANSPORTATION SAFETY**

### **School district policy #709**

#### **II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

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

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

#### **A. School Bus and Bus Stop Rules**

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

#### **B. Rules at the Bus Stop**

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

C. **Rules on the Bus**

The following rules will be posted on each school bus:

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

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

D. **Consequences**

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

1. **Elementary (K - 5)**

1<sup>st</sup> offense – Written warning

2<sup>nd</sup> offense – 3 school day suspension from riding the bus

3<sup>rd</sup> offense – 5 school day suspension from riding the bus

4<sup>th</sup> offense – 10 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. **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.

3. **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 serious misconduct will be provided to the Department of Public Safety. Record also may be maintained in the transportation office.

4. **Vandalism/Bus Damage**

Students damaging school buses will be financially responsible for the damages and repair. Any damage to a seat will result in a \$50 fine. Fines must be paid (or arrangements made to be paid) before the student may ride again.

5. **Notice**

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

6. **Criminal Conduct**

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the superintendent, local law enforcement officials and the Department of Public Safety will be informed.

III. **PARENT AND GUARDIAN INVOLVEMENT**

A. **Parent/Guardian Responsibilities For Transportation Safety**

1. Become familiar with district rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation and procedures in emergencies as set up by the school district.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Please notify your driver at School Bus Headquarters (763-631-5315) when your student is not going to ride the normal route.
12. In order for a student to be picked up or dropped off at a point other than the regular boarding point, the parents or guardians must sign, date and have delivered to the driver a permission slip and call School Bus Headquarters (763-631-5315), to verify the permission slip.

B. **Parent and Guardian Notification**

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

**SUSPENSION, EXCLUSION, EXPULSION**

A. **SUSPENSION**

1. Definition: "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a re-admission plan. The re-admission plan shall include where appropriate, a provision for alternative programs to be implemented upon re-admission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules such as fighting, sexual harassment, classroom disruption, failure to do detention, vandalism, stealing, forgery, smoking, truancy, insubordination, etc. Suspension from school may be for a period up to and including ten days and will be imposed by the principal or dean. Students who are suspended out of school must remain off the school grounds during the entire time of suspension. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for readmission, and a copy of the Minnesota Fair Dismissal Act.

## B. EXPULSION

Definition: "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed one calendar year.

Grounds: A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.

### Length of Expulsion:

When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District's discretion. The following factors will be considered, to the extent the School District determines relevant, when the length of an expulsion is established.

- a. The nature of the misconduct.
- b. The harm caused or threatened by the misconduct.
- c. The student's behavioral and disciplinary history.
- d. Mitigating circumstances.
- e. The student's age.
- f. The student's educational needs.
- g. Characteristics of the victim.
- h. The student's recognition of the misconduct and its significance.
- i. The presence or absence of a weapon.

This list is not all-inclusive. Unique circumstances which cannot be anticipated might exist in individual cases. The School District expressly reserves the right to consider and give the weight it determines appropriate to such unique circumstances.

Permanent Record: The length and date of the expulsion will become part of the student's permanent record. If a student withdraws or transfers after expulsion proceedings for a weapon violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

## **STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES**

### **School district policy #417**

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

## CHEMICAL USE AND ABUSE

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

### Definitions

A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.

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

### Consequences

The following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (i.e. field trips, athletic events, etc.). The consequences described in this policy are defined as recommended minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy may be subject to the following:

**Violation:** Use/Possession of Smoking Materials, Tobacco Products, Alcohol and other Mood-Altering Substances, and /or any look alike substance.

**Action:** Notification of parents; Notification of police; K-5 up to a five day in/out of school suspension; grades 6-12 a five day in/out of school suspension; referral to the building pre-assessment team; consideration of expulsion.

**Violation:** Distribution, Sale or Purchase of Tobacco Products, Smoking Materials, Alcohol, Other Mood-Altering Substances and/or Drug Paraphernalia, and /or any look alike substance

**Action:** Notification of parents; Notification of police; referral to building pre-assessment team; a 10 day suspension from school; recommendation to the school board for expulsion from school for one calendar.

## TECHNOLOGY USE

### School district policy # 524

#### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications (i.e.; personal laptops, hand-held computers, cell phones or other electronic devices).

#### **USE OF SYSTEM IS A PRIVILEGE**

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

Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. Access to the Internet, under supervision of staff, is a **privilege**, not a right. Responsibilities include, but are not limited to, the following:

1. Respect current school policies and behavior standards.
2. Accurately represent yourself, but don't reveal your personal address or phone number or anyone else's.
3. Respect the rights of others. Do not copy or modify files, data, or passwords belonging to others without their permission.
4. Do not post items produced by students without their permission and that of their instructors and parents/guardians. If permission is granted, items will be considered fair use and available to the public.
5. Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
6. Use the Internet in an ethical manner. Do not use the Internet to create, download or transmit fraudulent, harassing, obscene, threatening, and other inappropriate messages. This includes messages that might harass individuals or groups because of their age, race, gender, religious beliefs, sexual orientation, physical attributes, etc.
7. Respect system security. Do not access or attempt to access systems or data that are not authorized to be accessed. Use of "loopholes" in computer systems is not allowed, nor is "hacking", etc., to attempt to degrade performance or gain illegal access to computer systems and software.
8. Do not use the Internet to promote products or services for the intent of financial or other gain for individuals, companies or employers, or any other local enterprise.
9. Respect the technology. Use Internet time and limited resources, such as bandwidth, file space and printers, wisely.

#### **INTERNET GUIDELINES**

1. **Acceptable Use** - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Princeton Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited.

2. **Rights and Privileges** - Princeton School District students have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use and exchange information and ideas on the Internet. School officials must apply the same criterion of educational suitability used for other educational resources to attempts at removing or restricting access to specific databases or other Internet information sources. These criterion and procedures are spelled out in the Princeton School District's materials selection policy (see *P.E.R. Policy AFE* and *Selection and Evaluation of Textbooks, Other Curricular and Recreational Materials Policy IIA*). Inappropriate use may result in a loss of Internet privileges. The building administrators and staff will deem what is inappropriate use and may close an account at any time as required. Students may appeal administrative decisions to the Princeton School District Board of Education, whose decision is final.

**Internet Use Agreement:**  
**If your student IS NOT to have Internet access, please send a written request to the building principal and we will honor your request to NOT have internet access at school.**

# South Elementary 2014-

15



Year End Review (and a quick glimpse at 2015-2016)

SOUTH  
ELEMENTARY

53





54

CARGO  
STORAGE

cm

POLI 6-PLUS

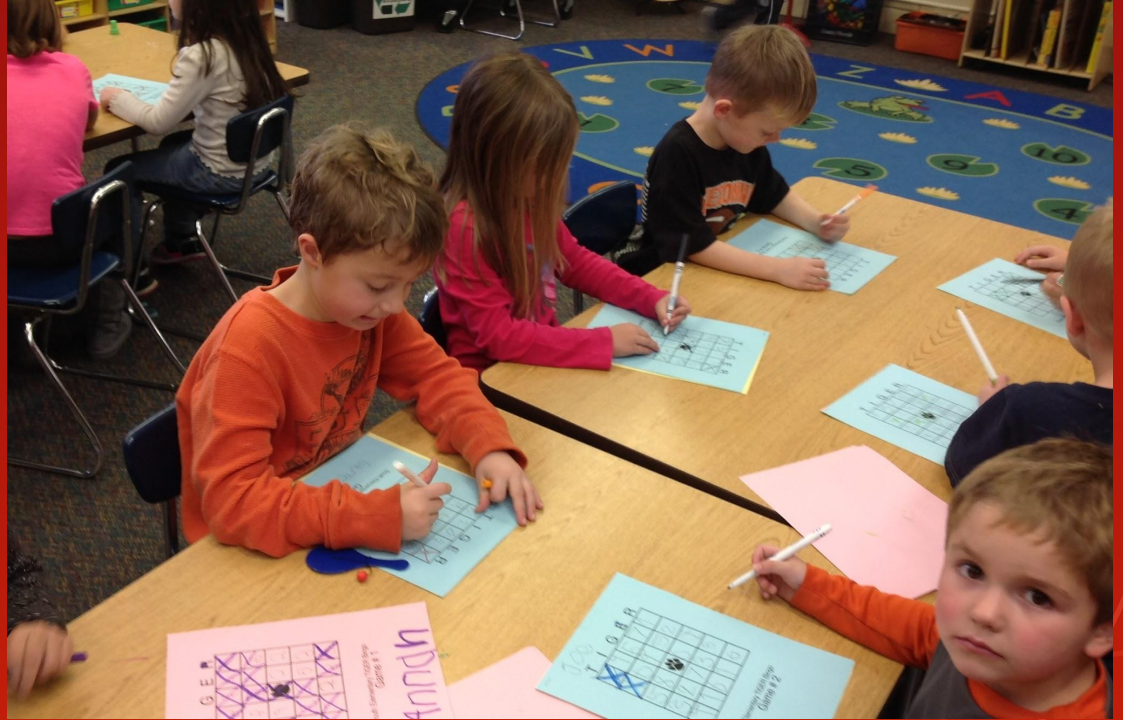
# ★ FAST Test Results

## Reading:

- Kindergarten went from 46% proficient in the fall to 88% proficient in the spring on letter name/letter sound tests.
- First Grade increased from 52% to 70% on word blending, word segmenting, decodable words, and sight words.
- Second Grade, on the CBM test, went from 37% to 63% proficient.

# ★ PBIS

We had a 10.5% increase in disciplinary referrals from the 2013-2014 school year. However, 5 students had 47% of all referrals for 2014-2015.

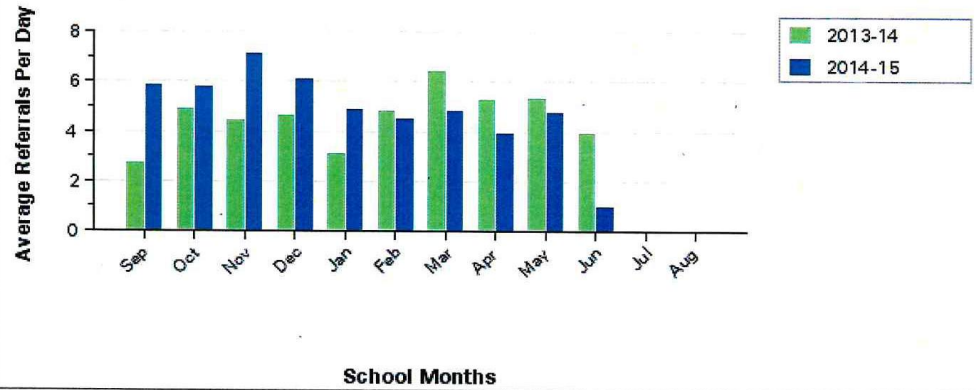


# ★ PBIS cont.

57

### Average Referrals Per Day Per Month - Multi-Year

All, 2013-14 - 2014-15



### Data Table

Month	2013-14	2014-15
January	44	89
February	93	86
March	129	88
April	112	76
May	113	96
June	16	4
July	0	0
August	0	0
September	55	123
October	103	116
November	72	122
December	70	92
<b>Totals:</b>	<b>807</b>	<b>892</b>



## MARZANO

Teachers were actively involved in implementing the Marzano Framework and in creating learning progressions for our standards.

We participated in three instructional rounds conducted by Resource Training and Solutions. Additionally, South held seven informal instructional rounds (one in each PLC group).



# ★ Kindergarten Breakfast

The 2014-15 school year was the first year that all kindergartners were provided a free breakfast by the State of Minnesota.



## ★ Spanish Immersion

This fall we will have one section of Spanish Immersion in kindergarten with approximately 25 students participating.

<http://www.carla.umn.edu/immersion/immersionmnvideo.html>

# ★ ELA Teaching Materials

Our district has ordered reading materials for this coming school year. Teachers have been busy this summer learning the materials and imbedding them into the Standards.



# ◆ Princeton Primary

And of course...we are getting ready for our big move.



Service	FY14 ADM	Estimated ADM FY16	Projected Add'l Revenue FY16	Space Needs	Space Costs	Teacher FTE	Teacher Cost	Secretarial FT	Secretarial Cost	Administrative Needs	Administrative Costs	Curriculum and Technology Needs	Curriculum and Technology Costs-Start up	Estimated Total Costs
Targeted Services	19.78	19.78	\$99,236.26	Classrooms are used at each site - dependent on enrollment	None	Hourly	\$69,000.00	0.1	\$4,700.00	0.1	\$12,000.00	None	0	\$85,700.00
Online	42.23	22.23	\$140,049.00	office space for teacher and small instructional space for independent work-1350 sq	Yes	1.0/20	\$62,000.00	0.1	\$4,700.00	0.2	\$24,000.00	Chromebook, Oddesseyware, Schoolology-\$400/student	\$8,900.00	\$99,600.00
Care and Treatment	4.25	4.25	\$0.00	Currently using space at facilities or comparable to ALP	None	1.0/15-1.5 FTE	\$88,000.00	0.1	\$4,700.00	0.2	\$24,000.00	Chromebook, Oddesseyware, Schoolology-\$400/student	\$12,000.00	\$128,700.00
ALC (ALP)	34.44	34.44	\$216,972.00	2 classrooms, bathrooms, kitchen area, office space 2700sq	Yes	1.0/15 2.5FTE	\$150,000.00	0.3	\$9,400.00	0.5	\$60,000.00	Chromebook, Oddesseyware, Schoolology-\$400/student	\$14,000.00	\$233,400.00
Home School	188			None	None	None	None	None	None	None	None	None	None	None
			\$456,257.26											\$418,700.00
	Minimum	Maximum												
Space to Run Program	\$3.83	\$7.50	per square foot	3000-6000										
Transportation	\$10,000.00	\$35,000.00	In town vs Cambridge											
Utilities (Gas & Electric)	\$5,000	\$10,000.00												
Custodial	\$20,000.00	\$20,000.00	.5 position											
FFE	\$21,000.00	\$45,000.00												
TOTAL	\$56,000.00	\$110,000.00												

<b>ALC(ALP) ESTIMATED REVENUES &amp; EXPENSES</b>				
Targeted Services	Board Approved	04.07.15		
Online Programing	Board Approved	04.07.15		
Care & Treatment	Board Approved	04.07.15		
<b>ALC(ALP)</b>				
<b>Estimated Revenue</b>	\$216,972.00			
<b>Estimated Expenses</b>				
Teachers (2FTE)	\$150,000.00			
Secretarial (.3FTE)	\$9,400.00			
Adminstrative (.5FTE)	\$60,000.00			
Educational Resources	\$14,000.00			
Utilities	\$10,000.00			
Custodial (.5FTE)	\$20,000.00			
FFE	\$45,000.00			
<b>Total</b>	\$263,400.00			
<b>Estimated Variance/Without Rent</b>	<b>-\$46,428.00</b>			
<b>Extimasted Savings of Transportation</b>	<b>\$20,875.04</b>	<b>Includes Oaklands Reimbursement</b>		
<b>Estimated Savings of Rental</b>	<b>\$16,809.00</b>	<b>This would be a direct savings to the tax payer</b>	<b>Or we could use to rent another space</b>	
<b>Estimated Loss of Rental</b>	<b>\$6,500.00</b>	<b>School With-In-A School</b>		

	<b>Minimum</b>	<b>Maximum</b>		
<b>Rental of Space</b>	\$3.83	\$7.50	Per Square Foot	

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# **ALC Discussion and How it Fits in the Alternative Services Umbrella**

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August 4, 2015

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# Pros for an ALC in Princeton:

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- Opportunities for blended learning (online)
- Emphasize career and tech experiences (Ramp up to Readiness Curriculum)
- Students stay in town (currently we bus to Cambridge)

# Possible ALC Transition Priorities

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- Identify Location
- Determine staffing needs
- Determine additional services
  - Custodial
  - Food Service
  - Administrative Support
  - Health Services
- Create student transition plans

# Timeline

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- Oakland is comprised of 3 districts: Cambridge, St. Francis & Princeton
- St. Francis has given their intent to leave and will do so by Sept 2016
- Currently costs are divided by 3; when St. Francis leaves they will be divided in half
- Currently our students make up  $\frac{1}{5}$  of the student body; when St. Francis leaves we will make up  $\frac{1}{3}$
- We need to decide if we are continuing with Oakland or leaving at the next board meeting on Aug 18

# Financials

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(see spreadsheet)

- Oakland served approximately 34 Princeton students last year

# Alternative Services Umbrella

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- Alternative Services in Princeton has grown. Starting Fall 2015 students will have more opportunities under the Alternative Services Umbrella:
  - Princeton Online Academy
  - Care and Treatment
  - Targeted Services

# Intro to Princeton Online Academy

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- Princeton Online Academy is a public, online school for MN students in grades 3-12.
- Students are able to take full time (comprehensive) or part-time (supplemental) students.
- Online programming gives students and families the flexibility to work on their courses when and where they want.
- Princeton Online Academy uses a combination of curriculum (Odysseyware and supplemental materials) to meet the MN academic standards and Google classroom tools as our learning management system.

# Intro to Care and Treatment Educational Services

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- Accurate Home Care site is scheduled to open in mid-August in the plaza near the Pizza Barn.
- The educational services are available to students grades K-12.
- Students will receive three hours of instructional services daily.
- Transportation will be provided by the resident district of the student or the student's family.
- A combination of curriculum (Odysseyware and supplemental materials) will be used to meet the MN academic standards.

# Targeted Services Update

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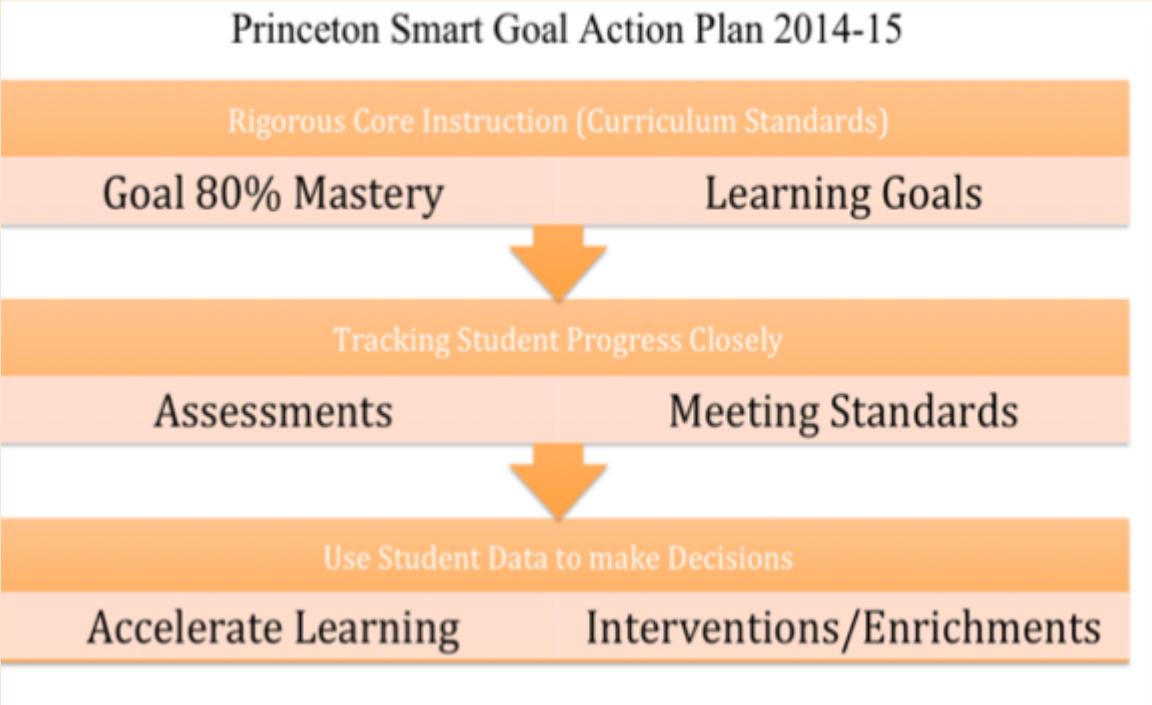
- As of July 1, Princeton is overseeing our own Targeted Services.
  - Summer 2015 enrollment
    - 72 students
    - 7 teachers
- Summer programming and school year programming will continue. We will continually evaluate the needs of our students and revamp the program as necessary.
- In the process of applying to be our own ALP.



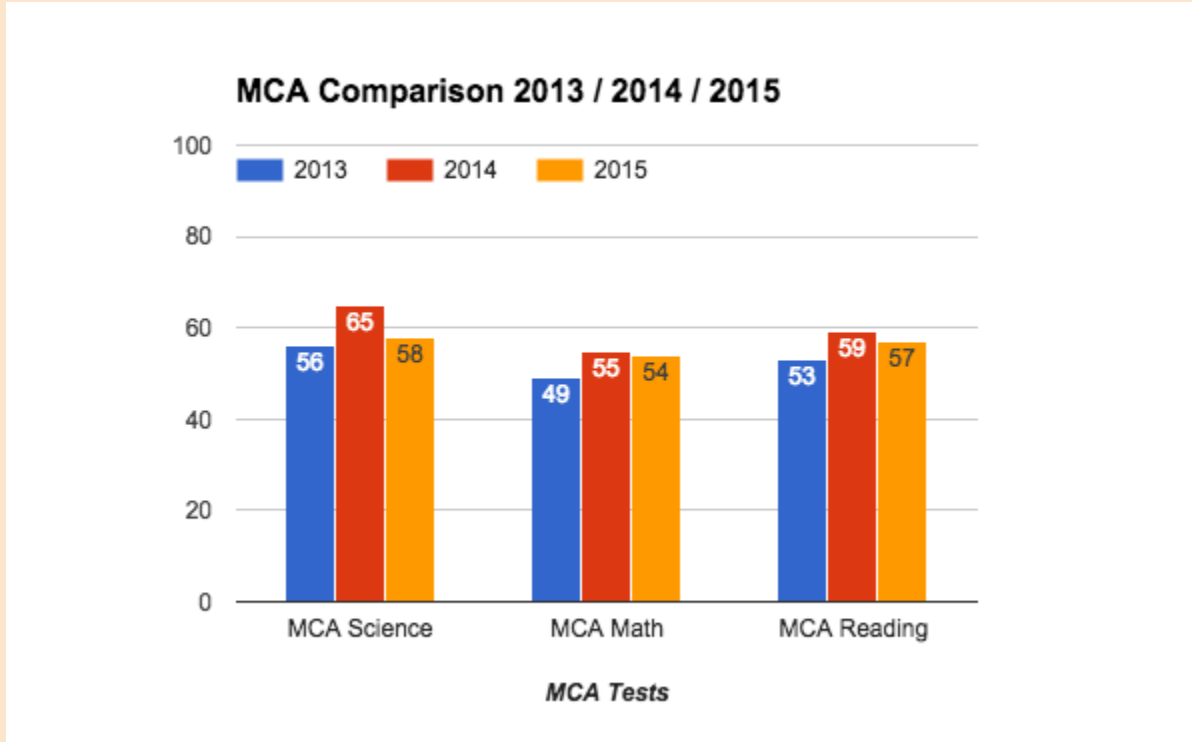
# Princeton MS

School Board Report  
August 2015

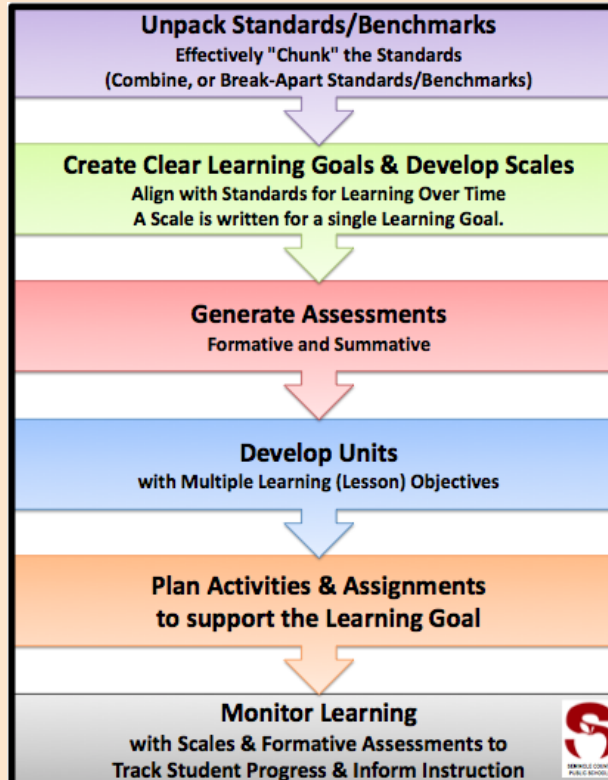
# 2014-15 MS Goals and Action Plan



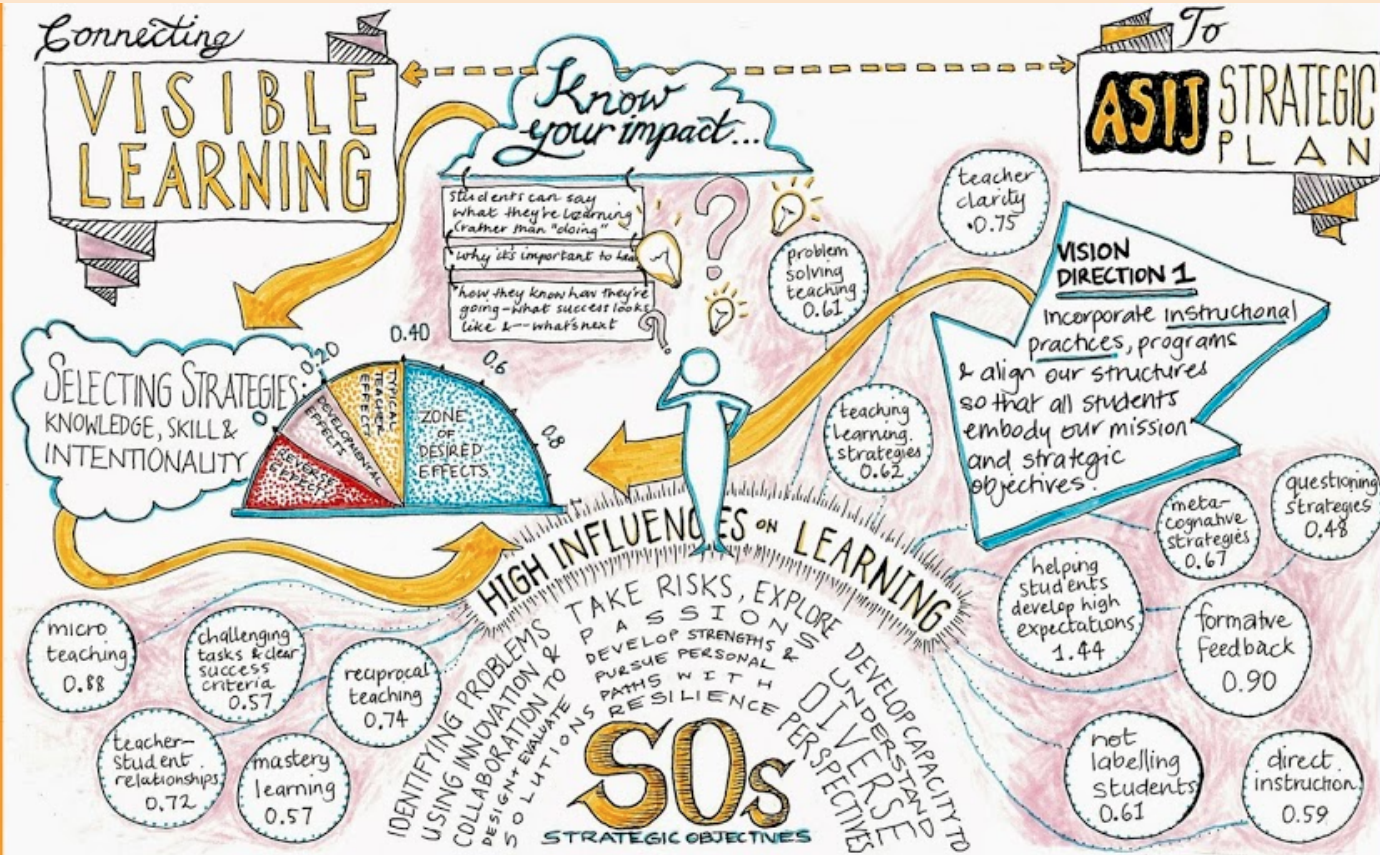
# School Data - Comparison



# Marzano - Demonstration Schools



# Staff Development - Making Learning Visible



# Track and monitor progress

Applying 3.0

Provides a clearly stated learning goal accompanied by a scale or rubric that describes levels of performance and monitors students' understanding of the learning goal and the levels of performance.

Developing 2.0

Provides a clearly stated learning goal accompanied by a scale or rubric that describes levels of performance.



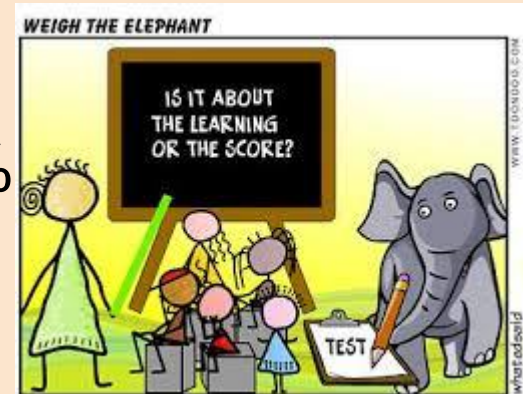
# Learning Progressions and Scales

Standards-Based Learning Progression	
Subject: Pre-Algebra Grade: 7th Unit: Probability	
Standard:	7.4.3- Calculate probabilities and reason about probabilities using proportions to solve real-world and mathematical problems.
Learning Goals:	<ol style="list-style-type: none"><li>1) Calculate probability as a fraction of a sample space or as a fraction of area</li><li>2) Use proportional reasoning to draw conclusions about and predict relative frequencies of outcomes based on probabilities</li></ol>
Learning Progression:	
4	I can: <input type="checkbox"/> use proportions to calculate probabilities and solve non-routine problems
3	I can: <input type="checkbox"/> calculate probability <input type="checkbox"/> express probability as a percent <input type="checkbox"/> express probability as a decimal <input type="checkbox"/> express probability as a fraction <input type="checkbox"/> predict an outcome based on probability <input type="checkbox"/> compare results of a histogram to known probabilities
2	I can: <input type="checkbox"/> determine sample space for an experiment using inefficient procedures <input type="checkbox"/> understand simple probability in fractions, decimals, and percents
1	With help, partial success at 2.0 and 3.0 content
0	Even with help, no success

# MS Assessment and Grading Policy

## ➤ MS Leadership Team Focus (In Packet)

- Grading Purpose and Definition
  - Reflect Learning and Academic Achievement
  - Consistency and Accuracy
- Assessment of Student Learning
  - Formative (Practice) - 25%
  - Summative (Achievement)-75%
- Conversion Recommendations
  - 4-3-2-1 to A-B-C-D



# MS Schedule & Programming

- Changes to Master Schedule (Copy)
  - Quarters/Semesters - Reduce to 9 core sections
  - Extend Core Instruction
  - Provide STEAM in all grades (Vision in Packet)
  - ALB - PE, Health, World Language (EOD/all year)
  - Band/Choir continues same
  - Acceleration - Intervention/Enrichment
  - Advisory - Character Ed, Anti-bullying, etc

# PBIS - MS Honor Code

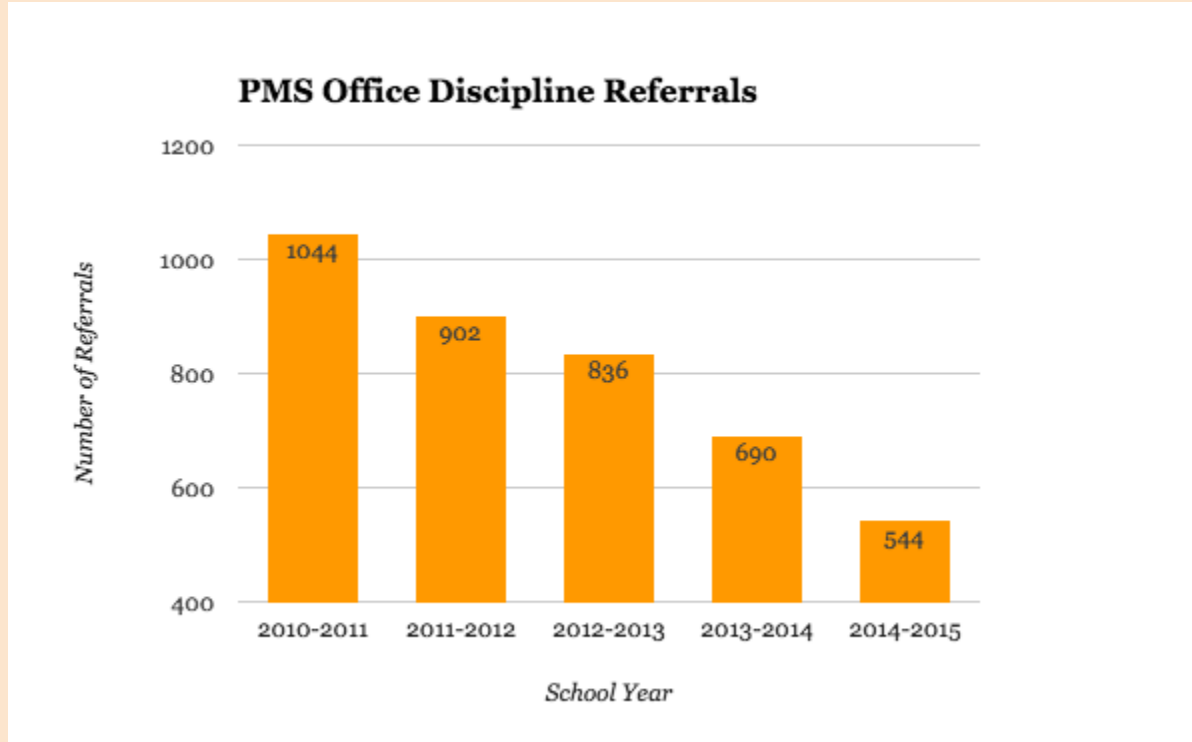
- State PBIS- Exemplary Recognition Award
- MASSP - Star of Innovation Award
- Focus on Restitution
  - Proactive approach
- Teach Expectations
- Notice and Recognize

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Princeton Middle School		HALLWAY LOCKER BAY	GYM/ LOCKER ROOM	CLASSROOM	CAFETERIA	BATHROOM	NETA CENTER/ COMPUTER LAB	BUS	SPORTS TREE HOUSE	ALL AREAS
I WILL RESPECT...										
MYSELF	<ul style="list-style-type: none"> <li>• Carry papers at all times</li> <li>• Return to class quickly</li> <li>• Sit on the floor</li> </ul>	<ul style="list-style-type: none"> <li>• Don't talk</li> <li>• Don't talk with gym clothes</li> <li>• Don't talk</li> <li>• Don't talk</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> </ul>	<ul style="list-style-type: none"> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> </ul>	<ul style="list-style-type: none"> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> </ul>	<ul style="list-style-type: none"> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> </ul>	<ul style="list-style-type: none"> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> </ul>	<ul style="list-style-type: none"> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> </ul>	<ul style="list-style-type: none"> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> </ul>	<ul style="list-style-type: none"> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> <li>• No talking with students</li> </ul>
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PROPERTY	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others' property</li> <li>• Pick up garbage</li> <li>• Keep things locked in your locker</li> <li>• Keep lockers clean</li> <li>• Don't talk</li> <li>• Don't talk</li> </ul>
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02/18/2008

# Student Behavior Data



# Follow the MS on Twitter: [Princeton Middle@Middle\\_ISD477](https://twitter.com/Middle_ISD477)

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Home Notifications Messages Search Twitter

**PRINCETON TIGERS**

TWEETS 49 FOLLOWING 1 FOLLOWERS 27

**Princeton Middle**  
@Middle\_ISD477

47 Photos and videos

**Princeton Middle** @Middle\_ISD477 · 1h  
Students in Tiger Club are creating and learning. Check out their work. 👍

**Princeton Middle** @Middle\_ISD477 · Jul 23  
Implementing a STEAM Program at Princeton MS 2015-16. From STEM to Full STEAM Ahead: [amle.org/BrowsebyTopic/...](http://amle.org/BrowsebyTopic/...)



**Princeton Middle School**

**Strand: Standard 7.1.2.3.1/ 7.1.1.1.1**

**7th Grade (Constitution and Bill of Rights) September Unit Goals**

Score	The student can:	Sample Activities
<p><b>4.0</b></p>	<p><b>The student can:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The students will be able to research and understand court cases that played a critical role in shaping the constitution in the past and present.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Research a recent or current court case that relates to the 1st or 2nd Amendment.</li> <li><input type="checkbox"/> Present their understanding of how the amendment impacted the court decision.</li> </ul>
<p><b>3.0</b></p>	<p><b>The student can:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Compare and contrast examples of how principles expressed in the and Preamble to the Constitution have been applied throughout United States history, including how they have evolved) over time.</li> <li><input type="checkbox"/> Exhibit civic skills including participating in civic discussion on issues in the contemporary United States, demonstrating respect for the opinions of people or groups who have different perspectives, and reaching consensus. For example: Civic skills—speaking, listening, respecting diverse viewpoints, evaluating arguments. Controversial issues—First Amendment in the school setting, mandatory voting.</li> <li><input type="checkbox"/> Analyze how the Constitution and the Bill of Rights limits the government and the governed, protects individual rights, supports the principle of majority rule while protecting the rights of the minority, and promotes the general welfare.</li> <li><input type="checkbox"/> Analyze how court cases have referenced the constitution to modern day current events.</li> <li><input type="checkbox"/> Examine how the constitution has protected/limited the rights of people.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compare and contrast court cases relative to the 1st and 2nd Amendment as they explain how the amendment protects their rights.</li> <li><input type="checkbox"/> Demonstrate their understanding of the 1st and 2nd Amendment by using supporting evidence from a reading passage of choice.</li> <li><input type="checkbox"/> Reference critical information using primary resources and secondary resources that supports their interpretation of how a law/amendment governs people in America.</li> <li><input type="checkbox"/> Argue a position based on facts and evidence supported by their interpretation of an amendment.</li> <li><input type="checkbox"/> Play a simulation game using ICIVICS.org in which they determine if a lawyer should defend a case as it relates to an amendment.</li> </ul>
<p><b>2.0</b></p>	<p><b>The student can recognize or recall specific terminology, such as:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Equality, liberty, First Amendment rights, criminal rights, civil rights, 2nd Amendment, Supreme Court, Legislative, Executive, Judicial, voting...</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Memorize the preamble of the constitution.</li> <li><input type="checkbox"/> Define and illustrate key terms of the constitution to aid their understanding of the constitution.</li> </ul>
<p><b>1.0</b></p>	<p><b>With help, a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.</b></p>	<p>The student will follow along with group but not be able to explain any concepts relative to the study.</p>

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**I. Purpose/Definition of Grading:**

The purpose of grading is to show what students know and are able to do in relation to course standards.

- Reflects learning and academic achievement
- Contains meaningful feedback
- Aligns with Princeton Public Schools Curriculum
- Reflects consistency among classes, grade levels, and/or departments

**II. Formative (practice) and Summative (achievement) grading percentages**

- **Academic Practice (Formative) Assessments** are given while a student is learning the material. This is designed to provide direction for both students and teachers.
  - Feedback for students from this kind of assessment will show students what adjustments are still needed to master the material such as further review and/or additional practice. Or it may confirm that the student is ready to move forward.
  - For teachers, it may provide feedback indicating a need to change instructional strategies or to provide additional practice. Or it may signal that you are ready to move forward.
  - Practice (formative) assessments include activities such as teacher observations, quizzes, homework, rough drafts, peer editing, and notebook checks, etc.
  - Each teacher will identify and explain academic practice (formative) assessments in gradebook and course outline which is provided to students and parents.
  - Practice (formative) assessments will make up 25% of a student’s overall grade.
- **Academic Achievement (Summative) Assessments** are given after completing a sequence of instruction and practice and students are ready to be responsible for the material.
  - This provides information used to make judgments about a student’s achievement/grade.
  - Academic achievement (summative) assessments include: final drafts, tests, exams, projects, and essays, and performances.
  - Each teacher will identify and explain academic achievement assessments in gradebook and course outline which is provided to students and parents.
  - Academic Achievement (Summative) Assessments will make up 75% of a student’s overall grade.

**II. Recommendations and Guidelines**

**Conversion from Learning Progression/Rubrics (4-3-2-1) to Grades**

- Many schools and districts have traditional A, B, C, D letter grades. To translate the average score learning goals into a grade the following conversions may be used. The score signifies the knowledge a student has towards that learning goal. It moves from simple (2.0) to more complex (3.0) with a score of (4.0) requiring synthesis and knowledge utilization. A score of 3.0 is the proficient level of mastering the targeted learning goal.

**Conversion 1**

A = 3.0 - 4.0  
 B = 2.5 - 2.99  
 C = 2.0 - 2.49  
 D = 1.0 - 1.99  
 N = Below 1.0

**Conversion 2**

A = 3.51 - 4.00  
 A- = 3.00 - 3.50  
 B+= 2.84 - 2.99  
 B = 2.67 - 2.83  
 B- = 2.50 - 2.66

**Conversion 2**

C+ = 2.34 - 2.49  
 C = 2.17 - 2.33  
 C- = 1.84 - 2.16  
 D+ = 1.84 - 1.99  
 D = 1.67 - 1.83  
 D - = 1.50 - 1.66  
 N = 0.00 - 1.49

**Conversion 3**

A = 3.50 - 4.0  
 A- = 3.25 - 3.01  
 B+= 3.00 - 3.24  
 B = 2.75 - 2.99  
 B- = 2.50 - 2.74

**Conversion 3**

C+= 2.25 - 2.49  
 C = 2.00 - 2.24  
 C- = 1.75-1.99  
 D+= 1.50 - 1.74  
 D = 1.25 - 1.49  
 D- = 1.00 - 1.24

**Conversion 4**

A = 3.58 - 4.00  
 A- = 3.38 - 3.57  
 B+= 3.18 - 3.37  
 B = 2.97 - 3.17  
 B- = 2.77 - 2.96

**Conversion 4**

C+ = 2.57 - 2.76  
 C = 2.35 - 2.56  
 C- = 2.15 - 2.34  
 D+= 1.95 - 2.14  
 D = 1.73 - 1.94  
 D- = 1.50 - 1.72

**III. Grading Research and Best Practices**

- A. Late Work -** Submitting late work is an issue of punctuality. While it is important, it should not adversely affect what a student knows or understands. Teachers will establish clear due dates and deadlines that provide students adequate time to complete assigned work.
- B. Homework-** Homework should be used as extended practice and be part of the practice assessment. It should be used as feedback tool for student learning and understanding, not a reward for hard work. Homework should be used to help students practice and give feedback on practice and should relate to the learning goal rather than just work completion.
- C. Extra Credit-** Extra credit, if used at all, should provide additional academic work in order to enhance learning of course standards. It can only count as a small percentage of academic practice grade and should not be used as a last-minute effort to raise summative grade.
- D. Retakes-** Middle school students need multiple chances to grow and show what they know. Benefits both high and low achieving students, and has shown to increase student involvement, achievement, and motivation. Students should not be penalized for retaking assessments. We can design and explain what steps students need to take to retake tests.
- E. Zeros-** Giving students “zeros” for missing work does not allow grades to accurately show learning comprehension. Students are not motivated by receiving zeros on assignments and therefore is an ineffective strategy. An appropriate response for students failing to complete an assignment is to remove student privileges, like free time, unstructured class time.

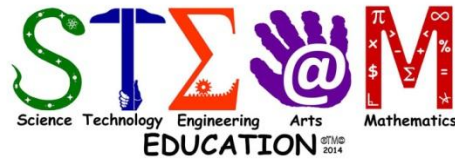
Notes: The MS building leadership team reviewed current education research from numerous scholarly articles to help our school staff and students develop best practices.

**Princeton Middle School Master Schedule 2015-16 (June 15, 2015)**

**Quarter 1 & 2**

**Active Learning Block (ALB)**

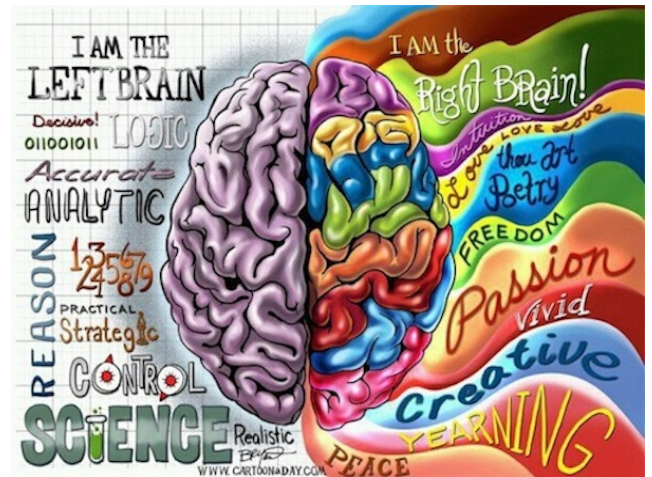
	Team 6A		Team 6B		Team 7E		Team 7W		Team 8A		Team 8B	Qtr 1/2	Mon.	Tue.	Wed.	Thur.	Fri.
0	8:20 - 8:40 Advisory	0	8:20 - 8:40 Advisory	0	8:20 - 8:40 Advisory	0	8:20 - 8:40 Advisory	0	8:20 - 8:40 Advisory	0	8:20 - 8:40 Advisory	Hour 1,3,6 Group #1 PE	PE	Health	PE	Health	Rotation Follows
1	8:45 - 9:32 Band*Band/Choir *ALB*RTI	1	8:45 - 9:32 Band*Band/Choir *ALB*RTI	1	8:45 - 9:34 CORE*STEAM	1	8:45 - 9:34 CORE*STEAM	1	8:44 - 9:34 CORE*STEAM	1	8:45 - 9:45 CORE*STEAM	Hour 1,3,6 Group #1 PE	Health	PE	Health	PE	Choir Band Schedule
2	9:35 - 10:22 Choir*ALB*RTI *Music Lab	2	9:35 - 10:22 Choir*ALB*RTI *Music Lab	2	9:37 - 10:26 CORE*STEAM	2	9:37 - 10:26 CORE*STEAM	2	9:37 - 10:27 Core*STEAM	2	9:48 - 10:48 CORE*STEAM	Hour 1,3,6 Group #2 PE	PE	World Lang.	PE	WL	
3	10:25 - 11:25 CORE*STEAM Read 180	3	10:25 - 11:25 CORE*STEAM Read 180	3	10:29 - 11:13 Band*Band/Choir *ALB*RTI	3	10:29 - 11:13 Band*Band/Choir *ALB*RTI	3	10:30 - 11:20 CORE*STEAM	3	10:51 - 11:20 CORE*STEAM Split Lunch	Hour 1,3,6 Group #2 PE	WL	PE	WL	PE	
4	11:28 - 12:35 CORE*STEAM	4	11:28 - 12:35 CORE*STEAM	4	11:16 - 12:00 Choir *ALB*RTI	4	11:16 - 12:00 Choir *ALB*RTI		11:20 - 11:50 LUNCH		11:20 - 11:50 LUNCH	Hour 2,4,7 Group #1 PE	PE	Health	PE	Health	
	12:35 - 1:05 Lunch		12:35 - 1:05 Lunch		12:00 - 12:30 Lunch		12:00 - 12:30 Lunch	4	11:53 - 12:44 CORE*STEAM	3	11:53 - 12:23 CORE*STEAM	Hour 2,4,7 Group #1 PE	Health	PE	Health	PE	
5	1:08 - 2:08 CORE*STEAM	5	1:08 - 2:08 CORE*STEAM	5	12:33 - 1:23 CORE*STEAM Read 180	5	12:33 - 1:23 CORE*STEAM Read 180	5	12:47 - 1:36 CORE*STEAM	4-5	12:26 - 1:36 CORE*STEAM	Hour 2,4,7 Group #2 PE	PE	WL	PE	WL	
6	2:10 - 3:10 CORE*STEAM	6	2:10 - 3:10 CORE*STEAM	6	1:26 - 2:16 CORE*STEAM	6	1:26 - 2:16 CORE*STEAM	6	1:39 - 2:23 Band*Band/Choir *ALB*RTI	6	1:39 - 2:23 Band*Band/Choir *ALB*RTI	Hour 2,4,7 Group #2 PE	WL	PE	WL	PE	
				7	2:19 - 3:10 CORE*STEAM	7	2:19 - 3:10 CORE*STEAM	7	2:26 - 3:10 Choir *ALB*RTI	7	2:26 - 3:10 Choir *ALB*RTI	<b>Active Learning Block</b>					
<b>Allied Schedule</b>												Qtr 3/4	Mon.	Tue.	Wed.	Thur.	Fri.
TEAM	Quarter 1		Quarter 2		Quarter 3		Quarter 4	Gr.	Read 180 Hours	Qtr		Hour 1,3,6 Group #1 PE	PE	WL	PE	WL	Rotation Follows
	9/8 - 11/6		11/9 - 1/15		1/19 - 3/24		3/28 - 5/27	6	Hours 2 & 3	1&2		Hour 1,3,6 Group #1 PE	WL	PE	WL	PE	Choir Band Schedule
6A	CORE extended	6A	CORE extended	6A	STEAM - Art	6A	STEAM - Computer	6	Hours 4 & 5	3&4		Hour 1,3,6 Group #2 PE	PE	Health	PE	Health	
6B	CORE extended	6B	CORE extended	6B	STEAM - Computer	6B	STEAM - Art					Hour 1,3,6 Group #2 PE	Health	PE	Health	PE	
7E	STEAM - Art	7E	STEAM - Computer	7E	CORE extended	7E	CORE extended	7	Hours 4 & 5	1&2		Hour 2,4,7 Group #1 PE	PE	WL	PE	WL	
7W	STEAM - Computer	7W	STEAM - Art	7W	CORE extended	7W	CORE extended	7	Hours 2 & 3	3&4		Hour 2,4,7 Group #1 PE	WL	PE	WL	PE	
8A	STEAM - STEM	8A	STEAM - STEM	8A	CORE extended	8A	CORE extended					Hour 2,4,7 Group #2 PE	PE	Health	PE	Health	
8B	CORE extended	8B	CORE extended	8B	STEAM - STEM	8B	STEAM - STEM					Hour 2,4,7 Group #2 PE	Health	PE	Health	PE	



## Princeton Middle School (STEM + ALL OTHER ARTS)

### Science & Technology, interpreted through Engineering & Liberal Arts, all based in Mathematical elements.

- **The A (ARTS)** - The broad spectrum of the arts; including liberal arts, Language Arts, Social Studies, Physical Arts, Fine Arts & Music.
- **SCIENCE** - Discovering of the natural world.
- **TECHNOLOGY** - Everything produced, designed & developed by humans, and the hardware and software that connects our world and allows us to communicate ideas.
- **ENGINEERING** - The process of using science, math & the humanities to solve problems.
- **MATHEMATICS** - Understanding numbers, symbols, patterns, shapes and operations, analyzing statistics and data, creating models, understanding chance and applying calculations and reasoning to solve problems in the world.



What is STEAM? STEAM is a philosophy. The idea of emphasizing STEAM when delivering the curriculum is driven by the underlying goal of preparing students for the ever-changing workforce. In the real world, content knowledge is interwoven, layered and sophisticated, not experienced in isolation such as in traditional education settings (separate math time, separate science time, etc.).

STEAM skills are vital for success in the 21st century and are critical to our collective future. The "Critical C's" of Creativity, Collaboration, Cooperation and Communication are emphasized through problem-based learning, through interdisciplinary activities.

**Project Based Learning** → **Move to Problem Based Learning / Reality Based Learning**

**Project Based Rubrics** → **Move to OPEN RUBRICS**

**Teacher Directed Instruction & Projects** → **Move to Student Directed Problem Solving**

The STEAM philosophy is based on "Growth Mindset" "Confusion is Good" "Failing Forward" "Sometimes you Win, Sometimes You Learn" "Effort is Equally Recognized" "Learn by Doing"

# Offensive Behavior Reporting Form

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Student bullying is defined in MN statute as:

- intimidating, threatening, abusive or harming conduct that is objectively offensive and
- there is an actual or perceived imbalance of power between the students and
- the conduct is repeated or forms a pattern; or
- materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school functions or activities, or receive school benefits, services or privileges.

This definition includes 'cyberbullying,' defined as bullying using technology and/ or other electronic communication.

Your name \_\_\_\_\_ Grade \_\_\_\_\_

Name of alleged offender \_\_\_\_\_ Grade \_\_\_\_\_

On what day did the incident occur: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Name(s) of witness(es) \_\_\_\_\_

Where did the incident occur? \_\_\_\_\_

Description of the incident:

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What led up to this incident (the history)?

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Steps I took to stop the behavior:

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## **OFFICE ONLY (See below)**

Received (Staff member) by: \_\_\_\_\_ Date: \_\_\_\_\_

Action taken: \_\_\_\_\_

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Parent/guardian of target(s) contacted: Yes/No \_\_\_\_\_

Parent/guardian of offender(s) contacted: Yes/No \_\_\_\_\_

This claim was: Substantiated      Partially Substantiated      Unsubstantiated      Unable to be Substantiated

Resulted in a Referral: Yes/No \_\_\_\_\_

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Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 205

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2012~~ 2014

## 205 OPEN MEETINGS AND CLOSED MEETINGS

*[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature. It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.]*

### I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.

c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

*[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]*

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with

respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege.

Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least

three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list

of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Minn. Stat. Ch. 13D (Open Meeting Law)  
 Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
 Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
 Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
 Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
 Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
 Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
 Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
 Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
 Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
 Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
 Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
 Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:*** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
 MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
 MSBA/MASA Model Policy 207 (Public Hearings)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 206

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2011~~ 2014

## **206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

### **I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

### **III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary

action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

**V. THE PUBLIC’S OPPORTUNITY TO BE HEARD**

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

**VI. PROCEDURES**

A. Agenda Items

- 1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent’s office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a

designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

## VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)

Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

***Cross References:*** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 207

Orig. 1995

Revised: \_\_\_\_\_

Rev. 1999 2009

## **207 PUBLIC HEARINGS**

### **I. PURPOSE**

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

### **II. GENERAL STATEMENT OF POLICY**

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

### **III. PROCEDURES**

#### **A. Public Hearings**

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), ~~truth in taxation (Minn. Stat. § 275.065)~~, education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

#### **B. Notice of Public Hearings**

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

#### **C. Public Participation**

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

**Legal References:** Minn. Stat. § 123A.15 (Education District Establishment)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123B.51 (School Closings)  
~~Minn. Stat. § 275.065 (Truth and Taxation)~~

**Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 214

Orig. 2005

Revised: \_\_\_\_\_

Rev. 2009

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

*[Note: School districts are required by statute to ~~have adopted~~ **adopt** a policy addressing this issue ~~by January 1, 2006.~~]*

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

### **II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

## **~~VII. ANNUAL REVIEW~~**

~~This policy must be annually reviewed by the school board.~~

- Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
- Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 427  
Orig. 2015

Revised: \_\_\_\_\_

## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

*[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]*

*[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employers Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]*

### I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### II. DEFINITIONS

#### A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

#### B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

#### C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

**III. GENERAL STATEMENT OF POLICY**

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

**IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**Cross References:** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

## PRINCETON PUBLIC SCHOOLS

# Substitute (Casual and Long-Term), Homebound Teachers, and Classified Staff Employment

### LICENSED STAFF

#### Casual Substitutes

The expectation is that teachers are responsible to use the substitute software program for securing the services of substitute teachers. All substitutes employed by the school district are required to have valid short call or teaching certificates.

Each sub will work and be paid a minimum of one-half day. The rate of pay for casual substitutes is \$115.00 per day; \$125.00 per day for District No. 477 retirees.

#### Long-Term Substitutes

Long-term substitute teachers who are employed in the same teaching position for more than 30 consecutive working days in any calendar year shall be paid in accordance with the provisions of the Master Agreement.

#### Homebound Teachers

The selection of homebound teachers shall be the responsibility of the respective building principals.

Salary shall be paid at the rate established in negotiations. There shall be remuneration paid for mileage to and from the student's home.

### CLASSIFIED STAFF

#### Substitutes

The rate of pay for all SUBSTITUTES for classified employees shall be \$.25 less per hour than the lowest starting salary.

#### Part-Time Positions

Employees working in a PART-TIME POSITION with less than the number of hours necessary for consideration in a collective bargaining unit shall be paid **the same rate per hour** as the lowest starting salary within the respective unit.

Adopted: July 27, 1982  
 Revised: August 17, 1993  
 Revised: August 26, 1997  
 Revised: April 27, 1999  
 Revised: January 9, 2001  
 Revised: February 26, 2002  
 Revised: September 13, 2005  
 Revised: November 10, 2008  
 Reviewed: December 21, 2010  
 Revised: April 23, 2013

**PRINCETON PUBLIC SCHOOLS**

## **EMPLOYEE RECOGNITION / COMPENSATION**

I. Purpose

The purpose of this policy is to provide guidance for the district in providing proper incentives and improvement of employee morale through district recognition of staff.

II. General Statement of Policy

- A. The school district shall provide recognition awards for employees for exemplary work or effort and/or years of service whenever fiscally possible. This form of in-kind compensation shall include, but is not limited to, recognition meals, plaques and similar awards. It shall not include cash payment of any kind.
- B. The district, through the School Board, shall declare its intent to provide this recognition prior to the beginning of each school year. This declaration shall include a description of the types of incentives and the date they will be delivered. It is expected that the district will determine a list of priorities for each of the incentive types.
- C. The district shall be fiscally responsible in determining the level of incentive for recognition that will be provided each year. The district priorities will guide decisions in making the determinations.
- D. Nothing in this policy sets a precedent for the presence or absence of recognition awards on a year-to-year basis.
- E. The funding source for employee recognition events and/or items will come from ~~district vending machine revenue donations~~.

III. Definitions

- A. Recognition means the acknowledgement of exemplary work or effort and/or years of service.
- ~~B. In-kind compensation is this policy refers to methods of recognition the district will use to recognize exemplary work or effort and/or years of service. This form of compensation shall include, but is not limited to, recognition meals, plaques, pins, medals, certificates and similar awards. It shall not include cash payment of any kind.~~

Princeton, Minnesota 55371

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 501

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2005 2014

## 501 SCHOOL WEAPONS POLICY

*[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act of 2003. ~~That law was struck down by the Minnesota Court of Appeals. However, in the 2005 session, the Minnesota legislature reenacted this law effective retroactively and without interruption from April 28, 2003. The reenacted law is now in effect (often referred to as the "conceal and carry" law).~~]*

### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### III. DEFINITIONS

#### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily

harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
    - b. Section 97B.045 generally provides that a firearm may not be

transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

*[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than exception (7) to Section 609.66, Subdivision 1d. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Section 609.66, Subdivision 1d.]*

C. Policy Application to Instructional Equipment/Tools

While the school district ~~takes a firm “Zero Tolerance” position on~~ does not allow the possession, use, or distribution of weapons by students, ~~and a similar position with regard to~~ or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The school district ~~takes a position of “Zero Tolerance” in regard to~~ does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district ~~takes a “Zero Tolerance” position on~~ does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

*[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]*

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**Legal References:** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 502

Orig. 1995

Revised: \_\_\_\_\_

Rev. 1999

## **502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

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

### **I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Lockers and Personal Possessions Within a Locker**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

#### **B. Desks**

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

#### **C. Personal Possessions and Student's Person**

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

#### **D. ~~It shall be a~~ A violation of this policy occurs when ~~for~~ students ~~to~~ use lockers and desks for unauthorized purposes or to store contraband. ~~It shall be a~~ A violation**

occurs when ~~for~~ students ~~to~~ carry contraband on their person or in their personal possessions.

### III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

## V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
 Minn. Const., art. I, § 10  
 Minn. Stat. § 121A.72 (School Locker Policy)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)  
[G.C. v. Owensboro Public Schools, 711 F.3d 623 \(6<sup>th</sup> Cir. 2013\)](#)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
 MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
 MSBA/MASA Model Policy 501 (School Weapons)  
 MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 503

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2013

## **503 STUDENT ATTENDANCE**

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Responsibilities**

##### **1. Student's Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

##### **2. Parent or Guardian's Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

##### **3. Teacher's Responsibility**

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also

the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.

- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

***[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]***

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within \_\_\_\_\_ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (\_\_\_\_ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
  - (a) From the first through the \_\_\_\_\_ cumulated unexcused absence in a [quarter or semester] the

student will not be allowed to make up work missed due to such absence.

- (b) After the \_\_\_\_\_ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of \_\_\_\_\_ unexcused absences and that, after the \_\_\_\_\_ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After \_\_\_\_\_ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
- (e) After \_\_\_\_\_ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- 2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after \_\_\_\_ unexcused tardies. In addition \_\_\_\_ unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must

present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### **III. DISSEMINATION OF POLICY**

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

### **IV. REQUIRED REPORTING**

#### **A. Continuing Truant**

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

#### **B. Reporting Responsibility**

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

***[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]***

**C. Habitual Truant**

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

***Legal References:*** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
~~Minn. Stat. § 120A.30 (Attendance Officers)~~  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)  
*Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct.

1988)

*Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)

*Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

*Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)

*Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

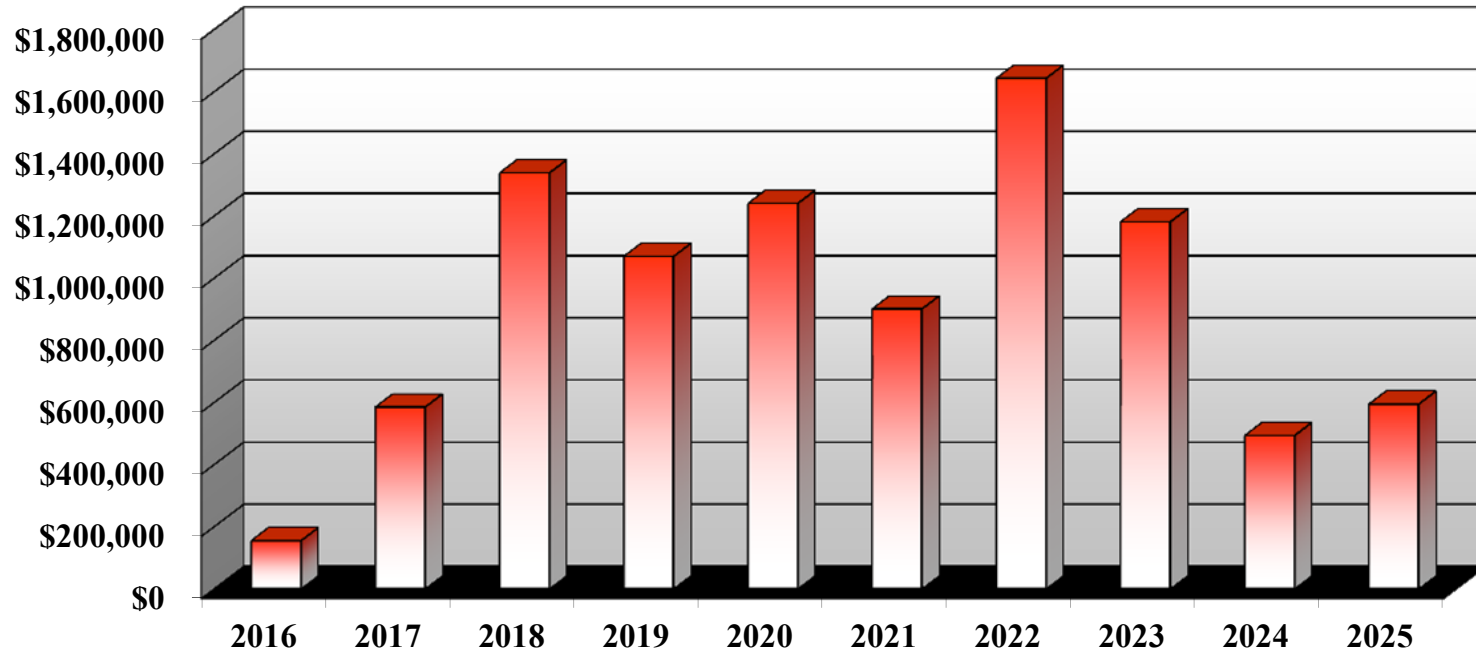
*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)

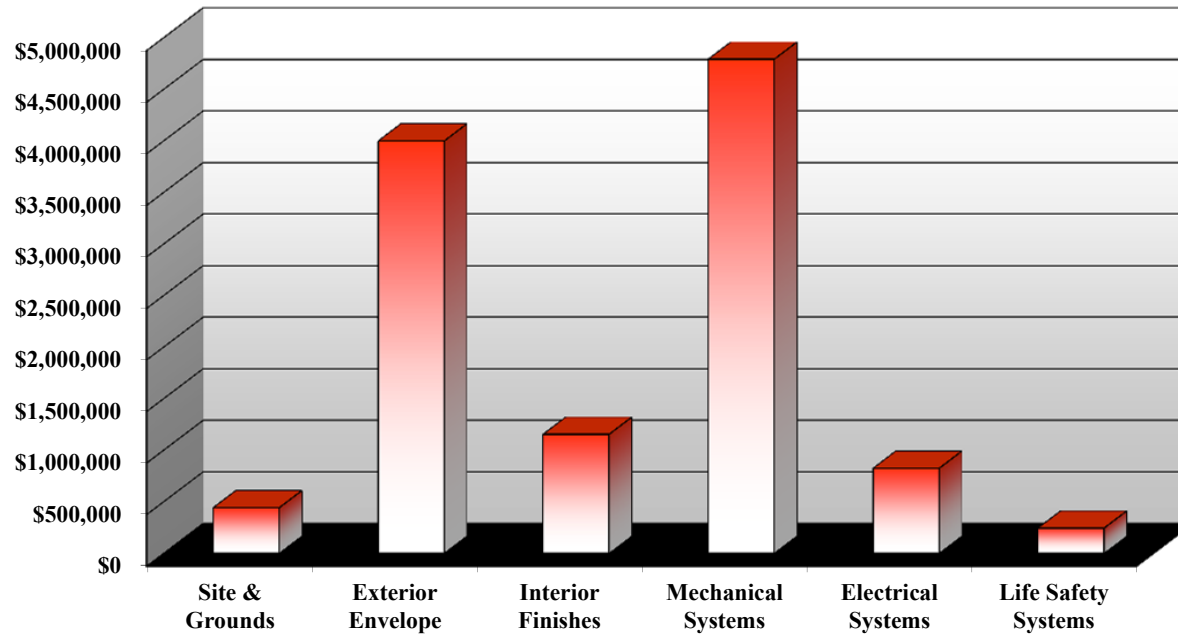
Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
<b>Site and Grounds</b>											
1	Parking lots / Paving	\$40,000	\$46,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0
2	Drives and Walks	\$3,300	\$0	\$0	\$20,000	\$0	\$0	\$0	\$60,000	\$0	\$0
3	Curbs	\$0	\$4,000	\$0	\$25,000	\$0	\$0	\$0	\$4,000	\$0	\$0
4	Storm Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5	Landscaping	\$0	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$0	\$2,000	\$0
6	Traffic / Circulation	\$2,140	\$2,140	\$36,440	\$2,140	\$2,140	\$2,140	\$2,140	\$2,140	\$2,140	\$2,140
7	Irrigation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8	Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9	Waterproofing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10	Fencing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
11	Site lighting	\$0	\$1,500	\$1,500	\$0	\$0	\$1,500	\$1,500	\$0	\$0	\$0
12	Signage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14	Other	\$0	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	Other	\$0	\$5,000	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0
16	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$45,440</b>	<b>\$65,140</b>	<b>\$38,940</b>	<b>\$48,140</b>	<b>\$2,140</b>	<b>\$54,640</b>	<b>\$4,640</b>	<b>\$66,140</b>	<b>\$54,140</b>	<b>\$2,140</b>
<b>Exterior Envelope</b>											
17	Roofing	\$0	\$250,000	\$500,000	\$500,000	\$500,000	\$500,000	\$250,000	\$250,000	\$250,000	\$50,000
18	Flashing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Sealants	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$15,000	\$35,000	\$0
20	Brick / Block	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21	Tuck Pointing	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$140,000
22	EFIS / Stucco	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23	Siding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24	Painting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0
25	Windows	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	Skylights	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0
27	Hollow Metal Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
28	Aluminum Entrances	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$35,000	\$0	\$0
29	Exterior Door Hardware	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$15,000	\$0	\$0
30	Secondary Structure	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	Other	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
32	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$0</b>	<b>\$270,000</b>	<b>\$575,000</b>	<b>\$515,000</b>	<b>\$630,000</b>	<b>\$500,000</b>	<b>\$285,000</b>	<b>\$315,000</b>	<b>\$295,000</b>	<b>\$190,000</b>
<b>Interior Finishes</b>											
34	Carpet	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
35	Ceramic Tile	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
36	Terrazzo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
37	VCT	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$50,000	\$35,000	\$50,000
38	Wood Flooring	\$10,300	\$10,300	\$10,300	\$90,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300
39	Acoustical Ceilings	\$0	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$2,500	\$0
40	Gypsum Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
41	Gypsum Walls	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000	\$0
42	Wall Paint	\$17,700	\$2,700	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900	\$17,700

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
43	Wall Paper	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
44	Millwork	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
45	Wood Doors	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
46	Hollow Metal Doors	\$0	\$0	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
47	Door Frames	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
48	Wood Casework	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49	Plastic Laminate Casework	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
50	Toilet partitions	\$0	\$0	\$0	\$0	\$30,000	\$50,000	\$0	\$35,000	\$0	\$0
51	Signage	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52	Sealants	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$15,000
53	Lockers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54	Hook and Rail	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55	Accordian Partitions - Classroom	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
56	Folding Partitions - Gym	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
57	Other	\$0	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0
58	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
59	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$78,000</b>	<b>\$28,000</b>	<b>\$170,200</b>	<b>\$104,200</b>	<b>\$44,200</b>	<b>\$121,700</b>	<b>\$19,200</b>	<b>\$99,200</b>	<b>\$66,700</b>	<b>\$238,000</b>
	<b>Mechanical</b>										
60	Boilers	\$0	\$0	\$0	\$0	\$0	\$0	\$1,050,000	\$0	\$15,000	\$0
61	HW pumps	\$4,000	\$9,000	\$4,000	\$9,000	\$4,000	\$4,000	\$72,500	\$4,000	\$4,000	\$2,500
62	Chillers	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
63	Condensing units	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$0
64	CHW pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
65	System piping	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
66	Ventilation / Air Handling	\$10,000	\$200,000	\$400,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0
67	Temperature Controls	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
68	Fire protection	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
69	Plumbing fixtures	\$0	\$5,500	\$0	\$0	\$0	\$5,500	\$0	\$0	\$0	\$0
70	Domestic piping	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
71	Dom. Water heating	\$0	\$0	\$0	\$50,000	\$0	\$50,000	\$0	\$30,000	\$50,000	\$0
72	Water conditioning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
73	Sensor Flushing	\$3,000	\$3,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
74	Other	\$0	\$0	\$35,000	\$35,000	\$450,000	\$0	\$0	\$35,000	\$0	\$0
75	Other	\$0	\$0	\$3,500	\$200,000	\$0	\$0	\$0	\$200,000	\$0	\$3,500
	<b>Subtotal</b>	<b>\$17,000</b>	<b>\$217,500</b>	<b>\$546,500</b>	<b>\$398,000</b>	<b>\$558,000</b>	<b>\$163,500</b>	<b>\$1,326,500</b>	<b>\$473,000</b>	<b>\$73,000</b>	<b>\$10,000</b>
	<b>Electrical</b>										
76	Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
77	Distribution / Panels	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0
78	Convenience outlets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
79	Lighting - Halls	\$3,000	\$3,000	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$103,000	\$3,000	\$3,000
80	Lighting - Classrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
81	Lighting - Restrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
82	Lighting - Offices	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
83	Phone system	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
84	PA system	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$70,000	\$0	\$0
85	Clock system	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$20,000	\$0	\$0

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
86	Emergency Power	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
87	Generator	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0
88	Building Lighting	\$1,500	\$1,500	\$1,500	\$0	\$1,500	\$1,500	\$1,500	\$0	\$1,500	\$1,500
89	Emergency Lighting Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
90	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
91	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$8,000</b>	<b>\$4,500</b>	<b>\$6,000</b>	<b>\$61,000</b>	<b>\$8,000</b>	<b>\$228,000</b>	<b>\$4,500</b>	<b>\$154,500</b>
<b>Life Safety</b>											
92	Accessible entrances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
93	ADA - Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
94	ADA - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
95	Fire alarm system	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
96	Security system	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
97	Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
98	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
99	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTALS</b>		<b>\$154,940</b>	<b>\$585,140</b>	<b>\$1,338,640</b>	<b>\$1,069,840</b>	<b>\$1,240,340</b>	<b>\$900,840</b>	<b>\$1,643,340</b>	<b>\$1,181,340</b>	<b>\$493,340</b>	<b>\$594,640</b>



	Site & Grounds	Exterior Envelope	Interior Finishes	Mechanical Systems	Electrical Systems	Life Safety Systems	Totals
Primary	\$51,000	\$35,000	\$23,400	\$43,000	\$12,000	\$0	\$164,400
Intermediate	\$107,900	\$235,000	\$247,000	\$850,000	\$19,500	\$5,000	\$1,464,400
Middle	\$152,300	\$2,115,000	\$330,000	\$1,107,000	\$209,000	\$5,000	\$3,918,300
High	\$70,300	\$1,190,000	\$369,000	\$1,783,000	\$243,000	\$0	\$3,655,300
ECFE / DO	\$59,500	\$423,500	\$185,000	\$1,008,500	\$341,000	\$235,000	\$2,252,500
<b>TOTALS</b>	<b>\$441,000</b>	<b>\$3,998,500</b>	<b>\$1,154,400</b>	<b>\$4,791,500</b>	<b>\$824,500</b>	<b>\$245,000</b>	<b>\$11,454,900</b>



# Primary School

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Site and Grounds</b>												
1	Parking lots / Paving									\$50,000		
2	Drives and Walks											
3	Curbs											
4	Storm Sewer											
5	Landscaping						\$1,000					
6	Traffic / Circulation											
7	Irrigation											
8	Drainage											
9	Waterproofing											
10	Fencing											
11	Site lighting											
12	Signage											
13	Playground Equipment											
14	Other											
15	Other											
16	Other											
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$50,000	\$0	\$51,000
<b>Exterior Envelope</b>												
17	Roofing											
18	Flashing											
19	Sealants									\$25,000		
20	Brick / Block											
21	Tuck Pointing											
22	EFIS / Stucco											
23	Siding											
24	Painting									\$10,000		
25	Windows											
26	Skylights											
27	Hollow Metal Doors											
28	Aluminum Entrances											
29	Exterior Door Hardware											
30	Secondary Structure											
31	Other											
32	Other											
33	Other											
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$35,000
<b>Interior Finishes</b>												
34	Carpet											
35	Ceramic Tile											
36	Terrazzo											
37	VCT											
38	Wood Flooring											
39	Acoustical Ceilings											
40	Gypsum Ceilings											
41	Gypsum Walls									\$5,000		
42	Wall Paint			\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
43	Wall Paper											
44	Millwork											
45	Wood Doors											
46	Hollow Metal Doors											
47	Door Frames											
48	Wood Casework											
49	Plastic Laminate Casework											
50	Toilet partitions											
51	Signage											
52	Sealants									\$10,000		
53	Lockers											
54	Hook and Rail											
55	Accordian Partitions - Classroom											
56	Folding Partitions - Gym											
57	Other											
58	Other											
59	Other											
	Subtotal	\$0	\$0	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$16,200	\$0	\$23,400

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# Primary School

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Mechanical</b>												
60	Boilers											
61	HW pumps											
62	Chillers											
63	Condensing uints											
64	CHW pumps											
65	System piping											
66	Ventilation / Air Handling											
67	Temperature Controls											
68	Fire protection											
69	Plumbing fixtures											
70	Domestic piping											
71	Dom. Water heating											
72	Water conditioning											
73	Sensor Flushing			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	Valves
74	Other								\$35,000			Re-Commissioning
75	Other											
	Subtotal	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$36,000	\$1,000	\$1,000	\$43,000
<b>Electrical</b>												
76	Service											
77	Distribution / Panels											
78	Convenience outlets											
79	Lighting - Halls			\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	Bulbs
80	Lighting - Classrooms											
81	Lighting - Restrooms											
82	Lighting - Offices											
83	Phone system											
84	PA system											
85	Clock system											
86	Emergency Power											
87	Generator											
88	Building Lighting											
89	Emergency Lighting Replacement											
90	Other											
91	Other											
	Subtotal	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$12,000
<b>Life Safety</b>												
92	Accessible entrances											
93	ADA - Bathrooms											
94	ADA - Other											
95	Fire alarm system											
96	Security system											
97	Hazardous Materials											
98	Other											
99	Other											
100	Other											
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$4,700</b>	<b>\$3,700</b>	<b>\$38,700</b>	<b>\$103,700</b>	<b>\$2,500</b>	

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## Intermediate School

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Site and Grounds</b>												
1	Parking lots / Paving	\$40,000										Chip Seal/Coating
2	Drives and Walks	\$3,300			\$20,000							Playground access, & Routine Maint.
3	Curbs				\$25,000							Front Drop off area and islands
4	Storm Sewer											
5	Landscaping			\$1,000						\$1,000		
6	Traffic / Circulation	\$660	\$660	\$660	\$660	\$660	\$660	\$660	\$660	\$660	\$660	Stripping
7	Irrigation											
8	Drainage											
9	Waterproofing											
10	Fencing											
11	Site lighting		\$1,500				\$1,500					Fixture replacements with LED
12	Signage											
13	Playground Equipment											
14	Other		\$3,000									Paint Garage
15	Other		\$5,000									Replace steps at loading dock
16	Other											
	Subtotal	\$43,960	\$10,160	\$1,660	\$45,660	\$660	\$2,160	\$660	\$660	\$1,660	\$660	\$107,900
<b>Exterior Envelope</b>												
17	Roofing										\$50,000	
18	Flashing											
19	Sealants		\$10,000							\$10,000		
20	Brick / Block											
21	Tuck Pointing					\$75,000						
22	EFIS / Stucco											
23	Siding											
24	Painting											
25	Windows											
26	Skylights							\$35,000				Gym (Qty. 8)
27	Hollow Metal Doors											
28	Aluminum Entrances					\$30,000						
29	Exterior Door Hardware					\$25,000						
30	Secondary Structure											
31	Other											
32	Other											
33	Other											
	Subtotal	\$0	\$10,000	\$0	\$0	\$130,000	\$0	\$35,000	\$0	\$10,000	\$50,000	\$235,000
<b>Interior Finishes</b>												
34	Carpet											
35	Ceramic Tile											
36	Terrazzo											
37	VCT										\$50,000	
38	Wood Flooring				\$80,000							Sythetic Floor at Gym
39	Acoustical Ceilings											
40	Gypsum Ceilings											
41	Gypsum Walls		\$5,000					\$5,000				
42	Wall Paint	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	
43	Wall Paper											
44	Millwork											
45	Wood Doors											
46	Hollow Metal Doors											
47	Door Frames											
48	Wood Casework											
49	Plastic Laminate Casework											
50	Toilet partitions					\$30,000						
51	Signage	\$15,000										
52	Sealants											
53	Lockers											
54	Hook and Rail											
55	Accordian Partitions - Classroom											
56	Folding Partitions - Gym										\$50,000	
57	Other											
58	Other											
59	Other											
	Subtotal	\$16,200	\$6,200	\$1,200	\$81,200	\$31,200	\$1,200	\$6,200	\$1,200	\$1,200	\$101,200	\$247,000

## Intermediate School

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Mechanical</b>												
60	Boilers							\$350,000				Hot Water Condensing Boilers
61	HW pumps	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	Pump Maintenance
62	Chillers											
63	Condensing units											
64	CHW pumps											
65	System piping											
66	Ventilation / Air Handling		\$200,000									Gym and Kitchen unit replacement/AC
67	Temperature Controls											
68	Fire protection											
69	Plumbing fixtures											
70	Domestic piping											
71	Dom. Water heating								\$30,000			
72	Water conditioning											
73	Sensor Flushing	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
74	Other				\$35,000							Re-Commissioning
75	Other				\$200,000							Kitchen Equipment
	Subtotal	\$3,500	\$203,500	\$3,500	\$238,500	\$3,500	\$3,500	\$353,500	\$33,500	\$3,500	\$3,500	\$850,000
<b>Electrical</b>												
76	Service											
77	Distribution / Panels											
78	Convenience outlets											
79	Lighting - Halls	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
80	Lighting - Classrooms											
81	Lighting - Restrooms											
82	Lighting - Offices											
83	Phone system											
84	PA system											
85	Clock system											
86	Emergency Power											
87	Generator											
88	Building Lighting	\$1,500				\$1,500				\$1,500		
89	Emergency Lighting Replacement											
90	Other											
91	Other											
	Subtotal	\$3,000	\$1,500	\$1,500	\$1,500	\$3,000	\$1,500	\$1,500	\$1,500	\$3,000	\$1,500	\$19,500
<b>Life Safety</b>												
92	Accessible entrances											
93	ADA - Bathrooms											
94	ADA - Other											
95	Fire alarm system											
96	Security system	\$5,000										
97	Hazardous Materials											
98	Other											
99	Other											
100	Other											
	Subtotal	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
<b>TOTALS</b>		<b>\$71,660</b>	<b>\$231,360</b>	<b>\$7,860</b>	<b>\$366,860</b>	<b>\$168,360</b>	<b>\$8,360</b>	<b>\$396,860</b>	<b>\$36,860</b>	<b>\$19,360</b>	<b>\$156,860</b>	

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## Middle School

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Site and Grounds</b>												
1	Parking lots / Paving		\$46,000									Chip Seal/Coating
2	Drives and Walks								\$60,000			
3	Curbs											
4	Storm Sewer											
5	Landscaping		\$1,000					\$1,000				
6	Traffic / Circulation	\$700	\$700	\$35,000	\$700	\$700	\$700	\$700	\$700	\$700	\$700	
7	Irrigation											
8	Drainage											
9	Waterproofing											
10	Fencing											
11	Site lighting			\$1,500				\$1,500				
12	Signage											
13	Playground Equipment											
14	Other											
15	Other											
16	Other											
	Subtotal	\$700	\$47,700	\$36,500	\$700	\$700	\$700	\$3,200	\$60,700	\$700	\$700	\$152,300
<b>Exterior Envelope</b>												
17	Roofing			\$500,000	\$500,000	\$500,000	\$500,000					
18	Flashing											
19	Sealants								\$15,000			
20	Brick / Block											
21	Tuck Pointing										\$90,000	
22	EFIS / Stucco											
23	Siding											
24	Painting											
25	Windows											
26	Skylights											
27	Hollow Metal Doors											
28	Aluminum Entrances											
29	Exterior Door Hardware											
30	Secondary Structure		\$10,000									Maintenance Garage Painting/Siding Work
31	Other											
32	Other											
33	Other											
	Subtotal	\$0	\$10,000	\$500,000	\$500,000	\$500,000	\$500,000	\$0	\$15,000	\$0	\$90,000	\$2,115,000
<b>Interior Finishes</b>												
34	Carpet										\$50,000	
35	Ceramic Tile											
36	Terrazzo											
37	VCT			\$35,000					\$50,000			
38	Wood Flooring	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	Sand and Refinish
39	Acoustical Ceilings											
40	Gypsum Ceilings											
41	Gypsum Walls											
42	Wall Paint	\$15,000									\$15,000	
43	Wall Paper											
44	Millwork											
45	Wood Doors											
46	Hollow Metal Doors											
47	Door Frames											
48	Wood Casework											
49	Plastic Laminated Casework											
50	Toilet partitions								\$35,000			
51	Signage											
52	Sealants		\$10,000								\$10,000	
53	Lockers											
54	Hook and Rail											
55	Accordion Partitions - Classroom										\$45,000	Curtain
56	Folding Partitions - Gym											
57	Other											
58	Other											
59	Other											
	Subtotal	\$21,500	\$16,500	\$41,500	\$6,500	\$6,500	\$6,500	\$6,500	\$91,500	\$6,500	\$126,500	\$330,000

## Middle School

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Mechanical</b>												
60	Boilers									\$15,000		Replace burner
61	HW pumps	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$35,000	\$1,500	\$1,500		
62	Chillers											
63	Condensing units							\$100,000	\$100,000			
64	CHW pumps											
65	System piping											
66	Ventilation / Air Handling				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000			
67	Temperature Controls											
68	Fire protection											
69	Plumbing fixtures											
70	Domestic piping											
71	Dom. Water heating						\$50,000			\$50,000		
72	Water conditioning											
73	Sensor Flushing	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
74	Other			\$35,000								Re-Commissioning
75	Other								\$200,000			Kitchen Equipment
	Subtotal	\$2,500	\$2,500	\$37,500	\$102,500	\$102,500	\$152,500	\$236,000	\$402,500	\$67,500	\$1,000	\$1,107,000
<b>Electrical</b>												
76	Service											
77	Distribution / Panels								\$35,000			
78	Convenience outlets											
79	Lighting - Halls	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$100,000			Bulbs / Fixtures
80	Lighting - Classrooms											
81	Lighting - Restrooms											
82	Lighting - Offices											
83	Phone system											
84	PA system						\$30,000					
85	Clock system						\$25,000					
86	Emergency Power											
87	Generator			\$2,000				\$2,000				Tune Ups
88	Building Lighting		\$1,500				\$1,500				\$1,500	
89	Emergency Lighting Replacement											
90	Other											
91	Other											
	Subtotal	\$1,500	\$3,000	\$3,500	\$1,500	\$1,500	\$58,000	\$3,500	\$135,000	\$0	\$1,500	\$209,000
<b>Life Safety</b>												
92	Accessible entrances											
93	ADA - Bathrooms											
94	ADA - Other											
95	Fire alarm system											
96	Security system	\$5,000										
97	Hazardous Materials											
98	Other											
99	Other											
100	Other											
	Subtotal	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
<b>TOTALS</b>		<b>\$31,200</b>	<b>\$79,700</b>	<b>\$619,000</b>	<b>\$611,200</b>	<b>\$611,200</b>	<b>\$717,700</b>	<b>\$249,200</b>	<b>\$704,700</b>	<b>\$74,700</b>	<b>\$219,700</b>	

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# High School

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Site and Grounds</b>												
1	Parking lots / Paving											
2	Drives and Walks											
3	Curbs		\$4,000						\$4,000			
4	Storm Sewer											
5	Landscaping				\$1,000					\$1,000		
6	Traffic / Circulation	\$780	\$780	\$780	\$780	\$780	\$780	\$780	\$780	\$780	\$780	
7	Irrigation											
8	Drainage											
9	Waterproofing											
10	Fencing											
11	Site lighting											
12	Signage											
13	Playground Equipment											
14	Other		\$2,500									Loading Dock Surface (Concrete)
15	Other						\$50,000					Track Maintenance
16	Other											
	Subtotal	\$780	\$7,280	\$780	\$1,780	\$780	\$50,780	\$780	\$4,780	\$1,780	\$780	\$70,300
<b>Exterior Envelope</b>												
17	Roofing		\$250,000					\$250,000	\$250,000	\$250,000		
18	Flashing											
19	Sealants											
20	Brick / Block			\$60,000								Pool section repair at duct chase
21	Tuck Pointing										\$50,000	
22	EFIS / Stucco											
23	Siding											
24	Painting											
25	Windows			\$15,000								Repair Clearstory windows at Cafeteria
26	Skylights											
27	Hollow Metal Doors											
28	Aluminum Entrances								\$35,000			
29	Exterior Door Hardware								\$15,000			
30	Secondary Structure											
31	Other				\$15,000							Maintance garage roof
32	Other											
33	Other											
	Subtotal	\$0	\$250,000	\$75,000	\$15,000	\$0	\$0	\$250,000	\$300,000	\$250,000	\$50,000	\$1,190,000
<b>Interior Finishes</b>												
34	Carpet	\$30,000										
35	Ceramic Tile											
36	Terrazzo											
37	VCT									\$35,000		
38	Wood Flooring	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	
39	Acoustical Ceilings			\$2,500			\$2,500			\$2,500		
40	Gypsum Ceilings											
41	Gypsum Walls											
42	Wall Paint	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
43	Wall Paper											
44	Millwork											
45	Wood Doors			\$10,000								
46	Hollow Metal Doors			\$8,500								
47	Door Frames											
48	Wood Casework											
49	Plastic Laminate Casework											
50	Toilet partitions						\$50,000					
51	Signage											
52	Sealants				\$10,000						\$5,000	
53	Lockers											
54	Hook and Rail											
55	Accordian Partitions - Classroom	\$5,000										Wall at PAC/Café
56	Folding Partitions - Gym			\$100,000								
57	Other						\$55,000					Pool deck and bowl crack repairs
58	Other											
59	Other											
	Subtotal	\$40,300	\$5,300	\$126,300	\$15,300	\$5,300	\$112,800	\$5,300	\$5,300	\$42,800	\$10,300	\$369,000

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# High School

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Mechanical</b>												
60	Boilers							\$700,000				
61	HW pumps		\$5,000		\$5,000			\$35,000				
62	Chillers			\$100,000								
63	Condensing units											
64	CHW pumps											
65	System piping											
66	Ventilation / Air Handling	\$10,000		\$400,000								Pool Duct / Finish ventilation to Music & Cafe
67	Temperature Controls											
68	Fire protection											
69	Plumbing fixtures		\$5,500				\$5,500					
70	Domestic piping											
71	Dom. Water heating				\$50,000							
72	Water conditioning											
73	Sensor Flushing	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
74	Other					\$450,000						
75	Other			\$3,500							\$3,500	
	Subtotal	\$11,000	\$11,500	\$504,500	\$56,000	\$451,000	\$6,500	\$736,000	\$1,000	\$1,000	\$4,500	\$1,783,000
<b>Electrical</b>												
76	Service											
77	Distribution / Panels											
78	Convenience outlets											
79	Lighting - Halls											
80	Lighting - Classrooms										\$150,000	
81	Lighting - Restrooms											
82	Lighting - Offices											
83	Phone system											
84	PA system							\$70,000				
85	Clock system							\$20,000				
86	Emergency Power											
87	Generator											
88	Building Lighting			\$1,500				\$1,500				
89	Emergency Lighting Replacement											
90	Other											
91	Other											
	Subtotal	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	\$90,000	\$0	\$150,000	\$243,000
<b>Life Safety</b>												
92	Accessible entrances											
93	ADA - Bathrooms											
94	ADA - Other											
95	Fire alarm system											
96	Security system											
97	Hazardous Materials											
98	Other											
99	Other											
100	Other											
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$52,080</b>	<b>\$274,080</b>	<b>\$708,080</b>	<b>\$88,080</b>	<b>\$457,080</b>	<b>\$170,080</b>	<b>\$993,580</b>	<b>\$401,080</b>	<b>\$295,580</b>	<b>\$215,580</b>	<b>\$0</b>

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ECFE / DO

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Site and Grounds</b>												
1	Parking lots / Paving										\$25,000	
2	Drives and Walks			\$20,000								
3	Curbs											
4	Storm Sewer											
5	Landscaping											
6	Traffic / Circulation	\$500	\$500	\$500	\$5,000	\$500	\$500	\$500	\$500	\$500	\$500	Stripping and Eliminate old emergency access
7	Irrigation											
8	Drainage											
9	Waterproofing											
10	Fencing											
11	Site lighting				\$1,500				\$1,500			
12	Signage	\$2,000										
13	Playground Equipment											
14	Other											
15	Other											
16	Other											
	Subtotal	\$2,500	\$500	\$20,500	\$6,500	\$500	\$500	\$500	\$2,000	\$500	\$25,500	\$59,500
<b>Exterior Envelope</b>												
17	Roofing	\$270,000										
18	Flashing											
19	Sealants		\$10,000								\$10,000	
20	Brick / Block											
21	Tuck Pointing	\$65,000									\$25,000	
22	EFIS / Stucco											
23	Siding											
24	Painting											
25	Windows		\$10,000									Repairs
26	Skylights											
27	Hollow Metal Doors											
28	Aluminum Entrances			\$25,000								
29	Exterior Door Hardware			\$8,500								
30	Secondary Structure											
31	Other											
32	Other											
33	Other											
	Subtotal	\$335,000	\$20,000	\$33,500	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$423,500
<b>Interior Finishes</b>												
34	Carpet										\$25,000	
35	Ceramic Tile											
36	Terrazzo											
37	VCT		\$60,000									Halls
38	Wood Flooring											
39	Acoustical Ceilings											
40	Gypsum Ceilings											
41	Gypsum Walls											
42	Wall Paint				\$10,000							
43	Wall Paper											
44	Millwork											
45	Wood Doors		\$35,000									Hardware
46	Hollow Metal Doors											
47	Door Frames											
48	Wood Casework											
49	Plastic Laminate Casework											
50	Toilet partitions								\$50,000			
51	Signage	\$5,000										
52	Sealants											
53	Lockers											
54	Hook and Rail											
55	Accordian Partitions - Classroom											
56	Folding Partitions - Gym											
57	Other											
58	Other											
59	Other											
	Subtotal	\$5,000	\$95,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$50,000	\$25,000	\$185,000

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ECFE / DO

Item #	Item Description	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Project Description
<b>Mechanical</b>												
60	Boilers					\$25,000						
61	HW pumps	\$1,500	\$1,500	\$1,500	\$1,500	\$20,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
62	Chillers		\$200,000									Replace both chillers
63	Condensing units										\$75,000	
64	CHW pumps		\$60,000									
65	System piping		\$100,000									
66	Ventilation / Air Handling		\$350,000									Replace AHUs
67	Temperature Controls		\$100,000									
68	Fire protection											
69	Plumbing fixtures			\$10,000				\$10,000				
70	Domestic piping											
71	Dom. Water heating				\$35,000							
72	Water conditioning											
73	Sensor Flushing	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
74	Other											
75	Other											
	Subtotal	\$2,500	\$812,500	\$12,500	\$37,500	\$46,000	\$2,500	\$12,500	\$2,500	\$2,500	\$77,500	\$1,008,500
<b>Electrical</b>												
76	Service											
77	Distribution / Panels		\$50,000									
78	Convenience outlets		\$75,000									
79	Lighting - Halls	\$1,000	\$60,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
80	Lighting - Classrooms		\$75,000									
81	Lighting - Restrooms											
82	Lighting - Offices											
83	Phone system		\$65,000									
84	PA system											
85	Clock system											
86	Emergency Power											
87	Generator			\$2,000					\$2,000			
88	Building Lighting					\$1,500					\$1,500	
89	Emergency Lighting Replacement											
90	Other											
91	Other											
	Subtotal	\$1,000	\$325,000	\$3,000	\$1,000	\$2,500	\$1,000	\$1,000	\$3,000	\$1,000	\$2,500	\$341,000
<b>Life Safety</b>												
92	Accessible entrances											
93	ADA - Bathrooms											
94	ADA - Other				\$175,000							Elevator
95	Fire alarm system								\$45,000			
96	Security system								\$15,000			
97	Hazardous Materials											
98	Other											
99	Other											
100	Other											
	Subtotal	\$0	\$0	\$0	\$175,000	\$0	\$0	\$0	\$60,000	\$0	\$0	\$235,000
<b>TOTALS</b>		<b>\$346,000</b>	<b>\$1,253,000</b>	<b>\$69,500</b>	<b>\$230,000</b>	<b>\$49,000</b>	<b>\$4,000</b>	<b>\$14,000</b>	<b>\$67,500</b>	<b>\$54,000</b>	<b>\$165,500</b>	

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**LONG TERM FACILITY MAINTENANCE PLAN**

**DEFERRED MAINTENANCE**

<b>FINANCE</b>	<b>DESCRIPTION</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>368</b>	<b>BUILDING ENVELOPE</b>	\$20,000.00	\$75,000.00	\$15,000.00	\$105,000.00	\$0.00	\$35,000.00	\$50,000.00	\$45,000.00	\$140,000.00	\$0.00
<b>369</b>	<b>BUILDING HARDWARE</b>	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00
<b>370</b>	<b>ELECTRICAL</b>	\$4,500.00	\$8,000.00	\$4,500.00	\$6,000.00	\$61,000.00	\$8,000.00	\$228,000.00	\$4,500.00	\$154,500.00	\$4,500.00
<b>379</b>	<b>INTERIOR SURFACES</b>	\$28,000.00	\$170,200.00	\$104,200.00	\$44,200.00	\$121,700.00	\$19,200.00	\$99,200.00	\$66,700.00	\$238,000.00	\$78,000.00
<b>380</b>	<b>MECHANICAL SYSTEMS</b>	\$212,000.00	\$546,500.00	\$398,000.00	\$558,000.00	\$158,000.00	\$1,326,500.00	\$473,000.00	\$73,000.00	\$10,000.00	\$17,000.00
<b>381</b>	<b>PLUMBING</b>	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>382</b>	<b>PROFESSIONAL SERVICES</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>383</b>	<b>ROOF SYSTEMS</b>	\$250,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$50,000.00	\$0.00
<b>384</b>	<b>SITE SURFACES</b>	\$65,140.00	\$38,940.00	\$48,140.00	\$2,140.00	\$54,640.00	\$4,640.00	\$66,140.00	\$54,140.00	\$2,140.00	\$45,440.00
	<b>TOTAL</b>	<b>\$585,140.00</b>	<b>\$1,338,640.00</b>	<b>\$1,069,840.00</b>	<b>\$1,240,340.00</b>	<b>\$900,840.00</b>	<b>\$1,643,340.00</b>	<b>\$1,181,340.00</b>	<b>\$493,340.00</b>	<b>\$594,640.00</b>	<b>\$144,940.00</b>

**LONG TERM FACILITY MAINTENANCE PLAN  
HEALTH & SAFETY**

Finance	7/20/2015												
Board Approval													
PHYSICAL HAZARD CONTROLS (347)													
PROJECT NAME	BUILDING	2016 PROJECTED	2017 PROJECTED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED	
Food Service Inspection	District(High School)	\$1,511.50	\$1,511.50	\$1,511.50	\$1,511.50	\$1,541.73	\$1,541.73	\$1,541.73	\$1,571.96	\$1,571.96	\$1,571.96	\$1,571.96	
Food Service Inspection	Middle School	\$1,154.00	\$1,154.00	\$1,154.00	\$1,154.00	\$1,177.08	\$1,177.08	\$1,177.08	\$1,200.16	\$1,200.16	\$1,200.16	\$1,200.16	
Food Service Inspection	North Elem	\$1,154.00	\$1,154.00	\$1,154.00	\$1,154.00	\$1,177.08	\$1,177.08	\$1,177.08	\$1,200.16	\$1,200.16	\$1,200.16	\$1,200.16	
Food Service Inspection	South Elem	\$1,154.00	\$1,154.00	\$1,154.00	\$1,154.00	\$1,177.08	\$1,177.08	\$1,177.08	\$1,200.16	\$1,200.16	\$1,200.16	\$1,200.16	
Food Service Inspection	Concession	\$266.00	\$266.00	\$266.00	\$266.00	\$271.32	\$271.32	\$271.32	\$276.64	\$276.64	\$276.64	\$276.64	
Lockout/Tagout Equipment	District	\$100.00	\$100.00	\$100.00	\$100.00	\$102.00	\$102.00	\$102.00	\$104.00	\$104.00	\$104.00	\$104.00	
Replace Burned & Torn Welding Curtains	High School	\$400.00	\$400.00	\$400.00	\$400.00	\$408.00	\$408.00	\$408.00	\$416.00	\$416.00	\$416.00	\$416.00	
Hearing Conservation earmuffs/earplugs	District	\$100.00	\$100.00	\$100.00	\$100.00	\$102.00	\$102.00	\$102.00	\$104.00	\$104.00	\$104.00	\$104.00	
PPE-Classrooms gloves, glasses, aprons	District	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,530.00	\$1,530.00	\$1,530.00	\$1,560.00	\$1,560.00	\$1,560.00	\$1,560.00	
PPE-Custodians; gloves, safety glasses, face shields, aprons, respirators ect.	District	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,020.00	\$1,020.00	\$1,020.00	\$1,040.00	\$1,040.00	\$1,040.00	\$1,040.00	
Personal Lift Inspection and trainings	Middle	\$225.00	\$225.00	\$225.00	\$225.00	\$229.50	\$229.50	\$229.50	\$234.00	\$234.00	\$234.00	\$234.00	
Personal Lift Inspection and trainings	High School	\$225.00	\$225.00	\$225.00	\$225.00	\$229.50	\$229.50	\$229.50	\$234.00	\$234.00	\$234.00	\$234.00	
Elevator Inspections (2) 12per year	District Office	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00	\$2,346.00	\$2,346.00	\$2,346.00	\$2,392.00	\$2,392.00	\$2,392.00	\$2,392.00	
Annual Auto Lift lift Inspection	High School	\$415.00	\$415.00	\$415.00	\$415.00	\$423.30	\$423.30	\$423.30	\$431.60	\$431.60	\$431.60	\$431.60	
Playground safety surface-NO 2012.	North Elem	\$500.00	\$500.00	\$500.00	\$500.00	\$510.00	\$510.00	\$510.00	\$520.00	\$520.00	\$520.00	\$520.00	
Replace Safety Surface at playground; engineered wood fiber 2000 sq ft	South Elem	\$0.00	\$0.00	\$0.00	\$500.00	\$510.00	\$510.00	\$510.00	\$520.00	\$520.00	\$520.00	\$520.00	
Bucket Truck Lift Inspection		\$350.00	\$350.00	\$350.00	\$350.00	\$357.00	\$357.00	\$357.00	\$350.00	\$350.00	\$350.00	\$350.00	
Machine Guarding		\$0.00	\$0.00	\$500.00	\$500.00	\$510.00	\$510.00	\$510.00	\$520.00	\$520.00	\$520.00	\$520.00	
<b>TOTAL 347</b>		<b>\$12,354.50</b>	<b>\$12,354.50</b>	<b>\$12,854.50</b>	<b>\$13,354.50</b>	<b>\$13,621.59</b>	<b>\$13,621.59</b>	<b>\$13,621.59</b>	<b>\$13,874.68</b>	<b>\$13,874.68</b>	<b>\$13,874.68</b>	<b>\$13,874.68</b>	

HAZARDOUS SUBSTANCE (349)												
PROJECT NAME	BUILDING	2016 PROJECTED	2017 PROJECTED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
Backflow Preventor Inspections (12)	District	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,060.00	\$3,060.00	\$3,060.00	\$3,120.00	\$3,120.00	\$3,120.00	\$3,120.00
Tier II Fees	District	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Hazardous waste disposal	High School	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,590.00	\$4,590.00	\$4,590.00	\$4,680.00	\$4,680.00	\$4,680.00	\$4,680.00
Fume Hood for Auto Shop	High School	\$1,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Year Lead Testing-2020	District	Every 5 Yrs	Every 5 Yrs	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,080.00	\$0.00
5 Year Radon Testing-2020	District	Every 5 Yrs	Every 5 Yrs	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,080.00	\$0.00
<b>TOTAL 349</b>		<b>\$9,300.00</b>	<b>\$7,575.00</b>	<b>\$7,575.00</b>	<b>\$7,575.00</b>	<b>\$11,725.00</b>	<b>\$7,725.00</b>	<b>\$7,725.00</b>	<b>\$7,875.00</b>	<b>\$7,875.00</b>	<b>\$12,035.00</b>	<b>\$7,875.00</b>

HEALTH, SAFETY, & ENVIRONMENTAL MANGEMENT (352)												
PROJECT NAME	BUILDING	2016 PROJECTED	2017 PROJECTED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
AED programing and supplies	District	\$800.00	\$800.00	\$800.00	\$800.00	\$816.00	\$816.00	\$816.00	\$832.00	\$832.00	\$832.00	\$832.00
Health & Safety Assistant-Meridian	District	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,600.00	\$30,600.00	\$30,600.00	\$31,200.00	\$31,200.00	\$31,200.00	\$31,200.00
Chemical Health Officer-MGMT 200 hours approx	District	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,020.00	\$1,020.00	\$1,020.00	\$1,040.00	\$1,040.00	\$1,040.00	\$1,040.00
Hearing Tests-training for staff	District	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,020.00	\$1,020.00	\$1,020.00	\$1,040.00	\$1,040.00	\$1,040.00	\$1,040.00
Pest MGMT. pamphlets, notices	District	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Designated BBP person-120 Hours	District	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,530.00	\$1,530.00	\$1,530.00	\$1,560.00	\$1,560.00	\$1,560.00	\$1,560.00
Designated H&S person-Bldgs Grounds 200 hours	District	\$8,320.00	\$8,320.00	\$8,486.40	\$8,652.80	\$8,819.20	\$8,985.60	\$9,152.00	\$9,318.40	\$9,484.80	\$9,651.20	\$9,817.60
Safety committee-AWAIR-& expenses- 4 meetings 13 members	District	\$500.00	\$500.00	\$500.00	\$500.00	\$510.00	\$510.00	\$510.00	\$520.00	\$520.00	\$520.00	\$520.00
Annual MOCK OSHA walk-thru, wayne warzecha	District	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Update Emergency Action Plan Procedures and Routes	District	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,275.00	\$1,275.00	\$1,275.00	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00
BBP & ERTK Training all staff through Safe Schools	District	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Hepatis B Requirements	District		\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Eye Wash Station Cartridges	District		\$300.00	\$300.00	\$300.00	\$300.00	\$306.00	\$306.00	\$306.00	\$312.00	\$312.00	\$312.00	\$312.00
First Aid, CPR, and Emergency Training and Planning	District		\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
MSDS change to SDS format	District		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL 352</b>			<b>\$49,070.00</b>	<b>\$49,070.00</b>	<b>\$49,236.40</b>	<b>\$49,402.80</b>	<b>\$50,296.20</b>	<b>\$50,462.60</b>	<b>\$50,629.00</b>	<b>\$51,522.40</b>	<b>\$51,688.80</b>	<b>\$51,855.20</b>	<b>\$52,021.60</b>

**ASBESTOS (358)**

PROJECT NAME	BUILDING	2016 PROJECTED	2017 PROJECTED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
Periodic Asbestos Inspections	All	\$0.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,950.00	\$1,950.00	\$1,950.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,250.00
Small Asbestos Projects	District	\$0.00	\$9,000.00	\$9,000.00	\$10,000.00	\$10,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$12,000.00	\$12,000.00	\$13,000.00
Larger Asbestos Project	District Office	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00
<b>TOTAL 358</b>		<b>\$0.00</b>	<b>\$10,800.00</b>	<b>\$10,800.00</b>	<b>\$11,800.00</b>	<b>\$36,950.00</b>	<b>\$12,950.00</b>	<b>\$12,950.00</b>	<b>\$38,100.00</b>	<b>\$14,100.00</b>	<b>\$14,100.00</b>	<b>\$40,250.00</b>

Asbestos Projects for HS Industrial Tech area is currently part of the building project

**FIRE SAFETY (363)**

PROJECT NAME	BUILDING	2016 PROJECTED	2017 PROJECTED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
Fire extinguisher inspections and maintenance	Districtwide	\$750.00	\$750.00	\$750.00	\$750.00	\$765.00	\$765.00	\$765.00	\$780.00	\$780.00	\$780.00	\$780.00
Annual Fire alarm Inspection	Districtwide	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,570.00	\$3,570.00	\$3,570.00	\$3,640.00	\$3,640.00	\$3,640.00	\$3,640.00
Annual Inspection sprinkler system	Districtwide	\$1,145.00	\$1,145.00	\$1,145.00	\$1,145.00	\$1,167.90	\$1,167.90	\$1,167.90	\$1,190.80	\$1,190.80	\$1,190.80	\$1,190.80
3 YR State Fire Marshal Inspection 2016	Districtwide	\$8,000.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$8,750.00	\$0.00	\$0.00	\$9,000.00	\$0.00
Bi-Annual Kitchen Ansul ext. inspection	Districtwide	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,632.00	\$1,632.00	\$1,632.00	\$1,664.00	\$1,664.00	\$1,664.00	\$1,664.00
Fire Safety Repairs/Fire Marshall Orders		\$0.00	\$10,000.00	\$22,000.00	\$12,000.00	\$12,000.00	\$24,000.00	\$14,000.00	\$14,000.00	\$26,000.00	\$16,000.00	\$16,000.00
Emergency Exit Lights & Signs	Districtwide	\$500.00	\$500.00	\$500.00	\$500.00	\$510.00	\$510.00	\$510.00	\$520.00	\$520.00	\$520.00	\$520.00
<b>TOTAL 363</b>		<b>\$15,495.00</b>	<b>\$17,495.00</b>	<b>\$29,495.00</b>	<b>\$27,995.00</b>	<b>\$19,644.90</b>	<b>\$31,644.90</b>	<b>\$30,394.90</b>	<b>\$21,794.80</b>	<b>\$33,794.80</b>	<b>\$32,794.80</b>	<b>\$23,794.80</b>

**INDOOR AIR QUALITY (366)**

Indoor Air Quality Projects	Districtwide	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,630.00	\$6,630.00	\$6,630.00	\$6,760.00	\$6,760.00	\$6,760.00
<b>TOTAL 366</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,500.00</b>	<b>\$6,500.00</b>	<b>\$6,500.00</b>	<b>\$6,630.00</b>	<b>\$6,630.00</b>	<b>\$6,630.00</b>	<b>\$6,760.00</b>	<b>\$6,760.00</b>	<b>\$6,760.00</b>

<b>Overall Total for H &amp; S</b>		<b>\$86,219.50</b>	<b>\$97,294.50</b>	<b>\$116,460.90</b>	<b>\$116,627.30</b>	<b>\$138,737.69</b>	<b>\$123,034.09</b>	<b>\$121,950.49</b>	<b>\$139,796.88</b>	<b>\$128,093.28</b>	<b>\$131,419.68</b>	<b>\$144,576.08</b>
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Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Andersen, Mary	Contract Renewal	Assistant Business Affairs Executive (Accounts Receivable)	At Will	N/A	2015-2016 2016-2017 2017-2018	2015-2016-\$22/HR 2016-2017-\$22.66
Ehman, Mary	Contract Renewal	District Accountant	At Will	N/A	2015-2016 2016-2017 2017-2018	2015-2016-\$ 62,1915.00 2016-2017-\$64,678.00
Webb, Jasen	Contract Renewal	Network Administrator	At Will	N/A	2015-2016 2016-2017	2015-2016-\$47,528.00 2016-2017-\$49,429.12
Yungbauer, Tamara	Contract Renewal	School Readiness Instructor	At Will	N/A	2015-2016 2016-2017	2015-2016-\$23.10/HR 2016-2017-\$24.00/HR
Ryther, Amy	Contract Renewal	School Readiness Teacher	At Will	N/A	2015-2016 2016-2017	2015-2016-\$19.96/HR 2016-2017-\$22.22/HR
Overby, Jill	Contract Renewal	Career Specialist	At Will	N/A	2015-2016 2016-2017	2015-2016-\$21.63/HR 2016-2017-\$22.49HR
Deglmann, Margaret	Contract Renewal	District Office Confidential Secretary	At Will	N/A	2015-2016 2016-2017 2017-2018	2015-2016-\$ 23.69/HR 2016-2017-\$24.63/HR

# Choir Tour 2016

## New York City

Approved by School Board

4/23/13

Dates Approved

Easter Week 2016

Note: *School calendar for 2015-2016 had not been set.*

Actual Dates

Easter Week = 3/20/16-3/26/16

Participating Students

98 in Grades 10-12

Special Request

To depart on a Sunday evening, 3/20/16, at 6:00 pm as opposed to departing at 12:01 am on Monday morning, 3/21/16.

Rationale

- A Sunday evening departure doesn't require bus drivers to begin their work day at 9 pm to start the trip and then drive through the night. **(Safety)**
- A Sunday evening departure doesn't require students to drive to town in the middle of the night on what likely is no sleep. **(Safety)**
- A Sunday evening departure doesn't interfere with natural sleep cycle for students and chaperones, making the transition into and out of the tour more natural and manageable. **(Health and Well Being)**
- Sunday church events are largely complete by dinner. A limited number of congregations have optional youth group activities on Sunday evenings. **(Policy)**
- A six hour head start allows for an extra performance or masterclass on tour. **(Enrichment)**
- There is a past precedence for a Sunday departure. Music tours left on Sunday in 2002, 2003, 2004, 2006, & 2007. **(Policy)**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 420

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2007 2008

## **420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]*

### **I. PURPOSE**

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Students**

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

#### **B. Employees**

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the

school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school (title), along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration

any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually

transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;

8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law.

**Legal References:** Minn. Stat. § 121A.23 (Health-Related Programs)  
Minn. Stat. § 144.441-442 (Tuberculosis)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)  
*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273, 107 S.Ct. 1123 (1987)  
16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 421

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2014

## 421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or

forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

**B.** “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

#### **IV. PROCEDURES**

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

#### **V. VIOLATIONS**

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

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 422

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2007~~ 2012

## 422 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

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

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
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 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
<u>Model Policy 711</u>	<u>Video Recording on School Buses</u>
<u>Model Policy 712</u>	<u>Video Surveillance Other Than on Buses</u>
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:**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 423

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2009

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

*[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]*

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

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

### **IV. SCHOOL DISTRICT ACTION**

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

### **V. SCOPE OF LIABILITY**

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

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

Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)  
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

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

## PRINCETON PUBLIC SCHOOLS

### RESPECTFUL WORKPLACE

#### I. PURPOSE

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

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

#### II. DEFINITIONS

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

#### III. PROCEDURES

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

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

C. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall be promptly referred to the Superintendent who shall determine what type of investigation shall be conducted. The Superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall

- ascertain details concerning the complaint and respond promptly to the administrator concerning the status or outcome of the matter.
- D. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation, including any appropriate action or corrective measures taken. The Superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes 13 or other law.
  - E. Complaints which fall under School District Policy No. 413: Harassment and Violence, should be filed pursuant to that policy.
  - F. The school district will take appropriate action with any school personnel who retaliates against any person who makes a good faith report pursuant to this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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

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

Adopted: June 8, 2010  
Reviewed: June 16, 2015

**PRINCETON PUBLIC SCHOOLS**

**DISTRICT POLICIES AND PROCEDURES DURING A  
STRIKE**

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

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

administration shall take such actions as may be practicable to give training and supervision to employees working in new areas or in unfamiliar positions. The superintendent shall have authority to notify nonstriking employees of layoff subject to the needs of the school district.

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

- g. An employee in the striking unit who reports for work and later claims to have become sick will be considered eligible for sick leave or disability leave only if acceptable medical evidence clearly substantiates the illness claimed.
  - h. An employee in the striking unit who does not report to work after the start of the strike and who later claims to have been sick or injured will not be granted sick or disability leave during the duration of the strike.
  - i. No other leaves of absence, with or without pay, will be granted to striking employees during a strike.
  - j. An employee in the striking unit who is on a leave of absence prior to the effective date of the strike may have his or her leave continued at the discretion of the school board.
  - k. An employee in the striking unit who reports to work during the strike may have a leave of absence granted at the discretion of the board.
  - l. There shall be no credit or service credit granted for any benefit or fringe benefit accrual purposes during the period of a strike to any employee participating in a strike action.
  - m. Any school district employee who takes part in a strike shall return all district equipment prior to his or her going on strike. The district will discipline employees who fail to return such materials.
  - n. Any employee organization or group of employees involved in a strike against the district will not be permitted to use school facilities.
6. Unless otherwise provided by law or an applicable continuing collective bargaining agreement, the following principles will be consistently applied to all nonstriking employees during a period when a strike is taking place:
- a. All paid leaves of absence previously granted or underway at the time of the strike may be continued at the discretion of the school district. Future granting of paid leaves of absence during a strike will be decided on a case by case basis by the board in accordance with the needs of the district during the strike. Satisfactory evidence of entitlement for the leave may be required.
  - b. An employee who is on an unpaid leave of absence prior to the effective date of the strike may have his or her leave continued at the discretion of the board. Future requests for unpaid leave will be decided on a case by case basis by the board in accordance with the needs of the district during the strike. Satisfactory evidence of entitlement for the leave may be required.

- c. Sick and disability leave may be granted during the strike; however, the nonstriking employee will be required to furnish acceptable medical evidence substantiating the illness or injury.
  - d. The superintendent, members of the administration and the various principals may assign nonstriking employees to perform other than their usual duties during the period of a strike. Any employee assigned to perform work appropriate to a higher class shall be paid for such work performed at the compensation rate for that higher class.
  - e. The administration may require nonstriking employees to work in excess of the normal work week as a result of any strike action. Overtime will be paid in accordance with the applicable collective bargaining agreement or to the individuals designated in and pursuant to school board policy.
  - f. Unless a nonstriking worker is on an authorized leave, is laid off or is ordered to the contrary, that worker shall be required to report to work on each duty day during the period of a strike.
  - g. All vacation leaves currently underway or previously granted may be cancelled at the discretion of the school board during the duration of a strike. The board will base its decisions on the staffing needs of the district and on the underlying facts and extenuating circumstances in each individual situation.
  - h. If a nonstriking employee is laid off during the period of a strike, the district will continue contributions to any individual or family group insurance coverage or any other fringe benefits except as otherwise required by law or contract. The district will provide notice to employees who are laid off on how this provision may apply to them and reserves the right to discontinue insurance contributions in the event of a prolonged layoff or strike.
7. An employee participating in a legal strike shall be allowed to take part in any extra-curricular or co-curricular duty assignments during the duration of the strike whether on a part-time, fully paid or volunteer basis. All community education programs and services shall continue.
8. A nonstriking employee, an agent of the school board employed to provide professional services, or a member of the school board who incurs property damage which is casually related to strike activities shall be reimbursed by the school district, provided that the damage, at the time of the alleged incident, is not otherwise covered by insurance and the employee, agent or board member has taken reasonable precautions under the circumstances to prevent such damage.
9. The administration shall take such actions as it may deem necessary to inform all employees of the district of the provisions of this policy.

10. The board shall not schedule any additional time or days of school to make up any time lost during the strike by the school district employees.

Cross References: 400A Teacher Strike Plan

Adopted: January 12, 2010  
Renumbered: January 26, 2010  
Reviewed: June 15, 2016

## PRINCETON PUBLIC SCHOOLS

### TEACHER STRIKE PLAN

#### GENERAL GUIDELINES

##### A. Employee Rights and Obligations

1. The legal right of teacher bargaining unit personnel to strike will be respected.
2. The legal right of teacher bargaining unit personnel to report to work during a strike will also be respected and supported.
3. All other employees except teachers in the bargaining unit have the legal obligation to report to work during a strike. The district will expect and enforce the report-to-work obligation of all employees. Schedules may be modified at any time during the strike.

##### B. Operating District Programs During a Teacher Strike

1. Under the conditions of a teacher strike, the district will not open K-12 schools for regular classes. The decision to keep schools closed will continue to be reviewed and assessed throughout the term of the strike.
2. Under conditions of a teacher strike, extra-curricular activities may be allowed to continue.
  - a. The district will offer to allow striking and nonstriking teachers the option of continuing to supervise extra-curricular activities.
  - b. Activities will be discontinued if a qualified head coach / supervisor is not available.
3. Operational decisions relative to such other programs as Community Education will be at the option of the appropriate director.

##### C. Emergency Authority of the Superintendent

1. It is recognized that under threat of strike or under actual strike conditions, emergency decisions may need to be made on behalf of the district. The school board, by official action, will grant to the superintendent emergency authority to act on behalf of the board.
2. The authority action will include the stipulation that to the extent possible, the superintendent will confer with the board president prior to emergency action

which is in the purview of the board. All action will be communicated to the board and also appropriate post-confirmation will be requested.

D. Schedule of Make-Up for Loss of Time Due to a Strike

1. There will be no make-up for loss of time due to the strike.
2. The district will review the possibility of providing support programs to be made available to students during a strike.
3. The administrators will also prepare plans for modifying the instructional program to maximize academic instruction within an abbreviated school year.
4. The Director of Teaching and Learning will coordinate with the Minnesota Personnel Licensing and Placement Department to assist substitutes in attaining proper licensure when necessary.

E. Wages and Benefits During a Strike

1. Benefits and wages will continue for all reporting teachers.
2. Striking personnel will forfeit all wages and benefits for each day of the strike, effective the first day of the strike.
3. Striking personnel will be provided the option of purchasing continued insurance coverage subject to payment of the total insurance premium costs paid on the date as prescribed by the district. Payments will continue to be due on a monthly basis.
4. Annual sick leave and other benefits will be reduced on a pro-rate basis as determined by the total days of nonreporting of each striking teacher.

F. Status of Other Employees During a Teacher Strike

1. All other employees except teachers under the bargaining unit will be expected to report to work. Any employee who does not report will be subject to the full penalty of the law.
2. Wages and benefits will continue for nonstriking employees who are required to work.
3. Administrators should plan for functions to be performed by nonstriking employees during the strike, including work assignments, inservice, etc.

G. Conduct of Striking Employees

1. Striking employees will not be permitted on school property or in school facilities with the following exceptions:
  - a. Any official or agent of the union who needs to enter any school premises to conduct official business must have the prior approval of the superintendent or designee. The terms of entrance will be established on each individual case.
  - b. Individual striking teachers who have public business at a public function held in school facilities will have access. This will be closely monitored. If problems develop, a limitation on conducting public functions may need to be considered.
2. Striking Teachers Have a Right to Picket
  - a. Picketing will be orderly and limited to general public areas exclusive of school property.
  - b. Picketers may not block access to the buildings.
  - c. Any act which threatens the safety of those crossing lines will be subject to police and district action.
3. Legal Responsibility When Driving Through a Picket Line
  - a. A moving vehicle entering a driveway with picketers moving must come to a complete stop and exercise caution before proceeding through the driveway.

#### H. After Notice of Intent to Strike and Prior to the First Possible Date of Strike

1. A meeting will be held with representation of all nonstriking unions and nonstriking employee groups. The representatives will be informed of the district's expectations of all employees during a strike.
2. A meeting will be held with representation of the striking union to outline the district's expectation relative to conduct of the union and striking employees during a strike; position of the district relative to make-up time; position of the district relative to insurance and benefits; and to express the intent of the district to respect the right of employees within the striking bargaining unit to engage in strike as well as a right of bargaining unit employees to report during a strike.
3. Public statements at board meetings and news media releases will be utilized to the fullest extent for factual reporting of the district's position.

- I. Recognizing that working parents of elementary age children may have special problems of supervision created by a prolonged school closing due to a strike, the district may expand the community S.A.C.C. Tiger Club program for elementary aged children.

### **OPERATIONAL GUIDELINES**

- A. The operations network will serve to coordinate communication and facilitate actions as necessary under strike conditions.
  1. Compiling strike reports from buildings twice daily.
  2. Serving as “hotline” for items needing awareness / action
  3. Monitoring all daily strike activities.
  4. Gathering and analyzing special data as needed.
  5. Serving as “rumor control.”
  6. Provide daily public and media releases.
- B. Operations
  1. Superintendent – 389-6190
  2. Director of Business Services – 389-6183
  3. Human Resources Coordinator – 389-6181
  4. Director of Teaching and Learning – 389-7278
  5. Schools
    - a. PHS Principal – 389-6010
    - b. PMS Principal – 389-6750
    - c. North Principal - 389-6802
    - d. South Principal – 389-6902
    - e. Community Education Director – 389-6199
  6. Building Plans

- a. Serve as primary building information source and manager of programs regarding:
  - 1. General Communications
  - 2. Routine Daily Reports
  - 3. Critical Issues as Necessary
  
- b. If the district has advance notice of the strike, procedures will be followed to assess the strike with employees but without involving students. Parents and students will be informed that schools are closed during the strike during regular school hours.
  
- c. In the event that a strike occurs without a sufficient advance notice, principals will need to prepare a building plan for dealing with students without teacher supervision.
  - 1. If students are to be returned home, transportation will need to be alerted.
  - 2. If students are to remain in school, supervised activities will need to be planned.

### C. Daily Operations

- 1. Daily Strike Report
  - a. Principals will be responsible for telephoning the Building Contact Person daily for strike report information. Target time: 8:15 a.m. and 1:45 p.m. daily.
  - b. Principals will complete daily strike reports for each location and forward to the district office.
  - c. The Superintendent's Secretary will compile daily fact sheets and deliver to the superintendent for appropriate distribution.

### 2. Public Releases

The Superintendent's Office will write public release statements, using appropriate information. These will be made available to the public in the Superintendent's Office.

### 3. Director of Business Services

The Director of Business Services shall receive the daily strike report and:

1. Provide for proper wage and benefits for reporting teachers.
  2. Follow-up on absences of nonstriking employees.
  3. Provide for temporary help as needed.
4. Security
- Discretionary judgment should be used by building administration in security matter problems.
- a. Routine Security Incidents: take appropriate action and report to the superintendent.
  - b. Security Alert: Human Resources Coordinator at 389-6181.
  - c. Emergency Alert: Contact appropriate support body directly (police, fire). Telephone report to Human Resources Coordinator at 389-6181.
5. Strike and Negotiations Information
- Information on negotiations and strike proceedings for board and administration will be available in the Office of the Superintendent.

Cross Reference: 400 District Policies and Procedures During a Strike

Adopted: January 12, 2010  
Renumbered: January 26, 2010  
Reviewed: June 16, 2015

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 509

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2013~~ 2014

## 509 ENROLLMENT OF NONRESIDENT STUDENTS

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

### II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
  4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language;
  5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.
- E F. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

**F.G.** Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

***[Note: Effective with the 2014-15 school year, the school district may terminate the enrollment of a nonresident student over 17 years of age pursuant to this section.]***

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

**G H.** Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

**Legal References:** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

## PRINCETON PUBLIC SCHOOLS

### INTERSCHOLASTIC ELIGIBILITY

Extra-curricular is defined as those events and organizations that are in no way tied to the grade a student would receive for any class.

Following is a summary of the basic regulations governing a student's eligibility to participate in all high school extra-curricular activities. These regulations are in compliance with official Minnesota State High School League regulations. Regulations outlined are in the Minnesota State High School League Handbook. Copies of the handbook are available at the high school.

- A. ANNUAL ATTENDANCE - All participants are required to attend a pre-season eligibility meeting. Parents are strongly encouraged to attend these meetings regarding rules and policies for students involved in MSHSL activities.
- B. ACADEMIC REQUIREMENTS

Students must be making satisfactory progress toward school district requirements for graduation (see policy 613 Graduation Requirements). Any participant competing at the ~~9<sup>th</sup> grade, 10<sup>th</sup> grade,~~ Junior Varsity and/or Varsity Levels receiving an "F", beginning with the 4<sup>th</sup>-week trimester grade check, will be ineligible to compete one school day after notification to the student. Participants can become instantly eligible to compete upon receiving verification from all teachers that no "F's" exist. Participants will be able to practice. Participants with an "F" will not be permitted to leave school early for practices, events or contests. The scholastic average will be 2.0 for **any students participating in Junior Varsity and/or Varsity Levels, grades 9–12.** Students not meeting this requirement at the 4/6/9 grade check periods will have 2 weeks to remain eligible (this period will be called "~~probation~~" "~~suspension~~"). If a 2.0 is not attained during the 2 week ~~probation suspension a 2-week suspension results (this period will be called "suspension").~~ ~~If a 2.0 is not attained after 2 weeks of academic suspension,~~ the student is removed from the team roster. Fall participants will be placed on academic **probation suspension** if a 2.0 GPA is not attained during the 3<sup>rd</sup> trimester of the previous school year.

~~7<sup>th</sup> & 8<sup>th</sup> grade~~ Middle school students, **9<sup>th</sup> grade and B Squad Level** students participating in athletics and/or fine art activities are expected to be passing all of their classes. Grade checks will take place at the beginning of each season and/or as needed. Students not achieving a 2.0 GPA and/or if they have one or more "N's **and/or "F's"** will be placed on academic probation. During this time, students will have two weeks to remain eligible by attaining a 2.0 GPA and/or receiving zero "N's. **and/or "F's:"** If students remain academically ineligible, they will be placed on academic suspension. If a 2.0 and/or zero "N's" **and/or "F's"** is not attained after two weeks of academic suspension, the student is removed from the roster. Fall participants will be placed on

academic probation if a 2.0 GPA is not attained during the 3<sup>rd</sup> trimester of the previous year.

Note: Coaches/Advisors have the ability to raise the 2.0 academic standard for their participants as long as the expectation is made clear at the beginning of the season.

The administration may review individual cases and has discretion regarding waiving eligibility requirements.

### C. ALCOHOL / DRUGS / TOBACCO - VANDALISM / THEFT OF PROPERTY

A student shall not use, have in possession, buy, sell or give a beverage containing alcohol (regardless of quantity) during the entire year, including the summer months.

1. A student shall not have in possession or use tobacco during the entire year, including the summer months. Students who violate this rule shall be suspended from participation in all high school extra-curricular activities for the time specified herein.
2. A student shall not have in possession or consume any substance defined by law as a drug, unless specifically prescribed by their doctor for the student's own use. Further, they shall not buy, sell or give away such a substance during the entire year, including the summer months. The term "possession" includes having on your person, in your locker, or in your vehicle. Students involved in vandalism or theft of school property, student property, or property of school personnel shall be subject to the same disciplinary action specified for alcohol/drugs.
3. Students who violate any of these rules shall be suspended from participation in all school district extra-curricular activities for the time specified herein.

#### 4. Chemical Violations

Rule: Attendance

Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited.

#### 5. Cooperation and Honesty

If at any time a student participant is found uncooperative and dishonest regarding their statement(s) concerning testimony as it relates to stated violations of this policy, the following suspensions(s) will be administered:

- a. First offense: the individual will be suspended from the squad five (5) school days and/or one (1) contest, whichever is greater. This suspension will be above and beyond any suspension that will be and/or has been administered.
- b. Second offense: the individual will be suspended from the squad for the next ten (10) school days and/or two (2) contests, whichever is greater. This suspension will be above and beyond any suspension that will be and/or has been administered.

D. PENALTIES AND RECOMMENDATIONS FOR VIOLATIONS: *Administration will notify parents of any/all violations listed below:*

1. First Violation

- a. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- b. Recommendations:
  - 1. It is recommended that the school develop a local education program through which the student would receive information about the effects of misuse or abuse of mood-altering chemicals.
  - 2. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

2. Second Violation

- a. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six consecutive interscholastic events or three weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- b. Recommendations:
  - 1. It is recommended that before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that they have received counseling from a community agency or professional individual such as a school

counselor, drug counselor, medical doctor, psychiatrist, or psychologist.

2. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.
3. Third Violation
    - a. Penalty:
      1. After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 12 consecutive interscholastic events or 4 weeks of a season in which the student is a participant, whichever is greater.
      2. If after the third or subsequent violations, the student on their own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor or a chemical dependency treatment center.
    - b. Recommendation:
 

It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.
  4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore or freshman team or activity.
  5. Denial Disqualification: A student shall be disqualified from all interscholastic activities for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
- E. In addition to Section C, where students are found to have violated eligibility rules, situations of suspected student chemical use need to be addressed before serious problems or reported violations occur.
1. In instances where growing indications of chemical use appear, a personal conference with the student shall be conducted by a concerned staff person to discuss concerns about the student and their chemical health.

2. In instances where the indications of chemical use still appear, following the student conference and a grace period, a conference will be held with parents to discuss the staff's concern for the student's chemical health.
3. In instances where the indications of chemical use still appear, following the parent conference and grace period, the student may be suspended from "play" by the coach until there are positive improvements in chemical health.
4. Racial/Religious/Sexual Harassment/Violence and Hazing

NOTE:(See current Minnesota State High School League Athletic Eligibility General Rules on file at the high school.)

- F. **SUSPENSIONS** - In unique situations, the initiation of the suspension may be aired by the administration. (Example: Individual goes out for one activity, violates a rule, the suspension would begin at the start of this event even if the youth decides to go out for an additional activity.)
- G. **ENROLLMENT, ATTENDANCE AND REQUIRED SUBJECT LOAD** - A student must be registered, attending classes regularly and be enrolled in the required number of credits.
- H. **TRIMESTERS IN HIGH SCHOOL** - A student shall not participate in a high school extra-curricular activity after their 12 trimesters in grades 9 - 12 inclusive. All 12 trimesters shall be consecutive. The attendance of 15 days or more in one trimester will count as a trimester in administering this standard.
- I. **SEASONS OF PARTICIPATION** - No student may participate in more than four seasons in any sport while enrolled in grades 9-12, trimesters 1-12 inclusive.
- J. **AWARDS RULES** - Awards other than medals, ribbons, letters, trophies, plaques, athletic insignias, cups, etc., shall not be awarded for participation in high school extra-curricular activities. Cost may not exceed \$100.00.
- K. **GRADUATE** - A graduate of a high school is ineligible for participation in any high school extra-curricular activities. Early graduation will be governed by Minnesota State High School League regulations.
- L. **AGE** - A student may not participate in high school athletics who is twenty years of age on the date of the contest. A student who has started a season will be permitted to complete that season after reaching their twentieth birthday. Adapted athletes are eligible to participate until their 22<sup>nd</sup> birthday, provided they meet all other eligibility requirements.

- M. AMATEURISM - A student must be an amateur in the sport for which they are candidates. Golf is governed by the United States Golf Association Amateur Rule.
- N. ALL-STAR TEAMS AND GAMES - Students who participate on all-star teams or in all-star games, after having participated in activities as a representative of a Minnesota State High School League member school, are ineligible in that sport in which the violation occurred for a period of one year from the date of the last violation. In the case of a senior, they will forfeit remaining eligibility in all athletic activities for their senior year.
- O. ATHLETIC CAMPS AND CLINICS
1. School Year: Students may attend athletic camps and clinics which have been approved by their high school principal.
  2. Summer Vacation Period: Nonschool specialized athletic camps and clinics do not require approval.
    - a. The nonschool sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian, unless other arrangements are approved by the Board of Directors.
    - b. A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-squad, junior varsity or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.
  3. Penalty:
    - a. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two games in the next sport season in which the student participates.
    - b. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six consecutive interscholastic contests or three weeks, whichever is greater.
    - c. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next 12 consecutive interscholastic contests or 4 weeks, whichever is greater.

- d. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

P. PHYSICAL EXAMINATION AND PARENT'S PERMIT - Any student who intends to participate in high school interscholastic activities and cheerleading activities must have on file in the high school a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for physical examination prior to participation. The signature of the parent or guardian approving participation is required annually.

Q. TRANSFER RULE - as per MSHSL transfer policy, bylaw 111.00 (contact Activities Director for more specific information in this area):

- 1. A change of residence is the actual physical relocation by the parents or guardians of a student with the intent to reside indefinitely at a new residence and terminate all occupancy of a previous residence. The change in residence must be bona fide, include other minor siblings and involve transfer from one school district attendance area to another school district attendance area.

For purposes of eligibility determinations, the residence of a student shall be the bona fide location of the residence and must include occupancy by the students' parents or guardians in the public school attendance area. Both parents, except as otherwise provide herein, must physically reside at the residence on a regular basis for the duration of the student's enrollment.

If married, residence is determined by the bona fide residence where the student and the student's spouse actually reside.

In determining whether a change in residence is bona fide, a member school and the League may consider:

- a. New mailing address of the parents or guardians
  - b. Voting registration of parents or guardians that coincides with the new residence
  - c. Driver's license registration that coincides with the new residence
  - d. Purchase or rental agreements
  - e. Any other reliable evidence of residency
- 2. Residence: For purposes of eligibility, a student may only have one residence. To determine residence for eligibility purposes, the public school district attendance

area in which the home last occupied by both parents is located shall be considered as the family's residence.

3. **Emancipated Student:** If emancipated, a student's residence is determined by the bona fide residence where the student actually resides. An emancipated student is one who:
  - a. has been a resident of the state of Minnesota for at least one full calendar year immediately preceding the date in question, and
  - b. is totally self-supporting. Criteria to determine if a student is self-supporting may include, but is not limited to:
    1. a notarized statement from the parent(s) or guardian(s) that they provide none of the student's support;
    2. verification of employment or other means of financial support from the student's employer or supporting agency;
    3. verification of rent payment by the student
    4. verification from a school that the student is accepted to attend as a resident student on the grounds of being emancipated.
    5. any other documentation requested by the Minnesota State High School League or member school.
4. **Good Standing:** For purposes of this bylaw, the term "good standing" shall mean that on the official date of withdrawal from the last school attended the student was fully eligible at that school under all of the conditions and all of the eligibility requirements of that school as well as the eligibility requirements of the state activity association of which that school is a member.
5. **Guardianship:** For purposes of this bylaw, guardianship shall not be accepted for the purpose of establishing the residence of a student except when the guardianship has been established pursuant to a child protection order placement in a foster home or a juvenile court disposition order.
6. **High School:** A high school shall include grades 9 through 12.
7. **Parents:** For purposes of this bylaw, parents shall mean both parents of the student. In the event of divorce, parent shall be the parent with legal and physical custody of the student. In the case of a child protection order, parent shall mean the facility assigned by a court pursuant to a child protection order, foster home placement or juvenile court disposition order.

8. **Public School District Attendance Area:** The term “public school district attendance area” shall be understood to refer to the area assigned to a specific high school by a Board of Education and shall not refer to a school district except in cases in which only one high school exists in a school district.
9. **Transfer Student:** A transfer student is one who discontinues enrollment and attendance in any high school, public or non-public, located in a public school district attendance area and enrolls and attends classes in any other high school in Minnesota.

#### Domestic Students

- a. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
- b. A transfer student is eligible for varsity competition if:
  1. **9th Grade Option:** the student is enrolling in 9th grade for the first time;
  2. **Family Residence Change:** the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student’s parents. If the student’s parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student’s parents move.

If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year. If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school.

A student who elects not to transfer upon a parent’s change in residence shall continue to be eligible at the school in which the student is currently enrolled.

3. Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
4. Custody of Student: A student of divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.
5. Move From Out of State: If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.
6. Enrollment Options Program: A student who utilizes Minnesota Statute 124D.03 Enrollment Options Program, and transfers without a corresponding change of residence by the student's parents shall elect one of the following:
  - a. retain full eligibility for varsity competition for one (1) calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open enrolled; or
  - b. be eligible only at the non-varsity level in the school to which the student has open enrolled for one (1) calendar year.
  - c. If none of the provisions in Section 2 (above) are met, the student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school.
    1. Students are immediately eligible for competition at the non-varsity level.
    2. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.

3. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.2.A., the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.2.A. are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.

The Minnesota State High School League (MSHSL) Board of Directors has established a due process procedure for a student or parent who believes the bylaws of the MSHSL have been misinterpreted by the student's school administrator(s) who are charged by the school to determine the student's eligibility. A student who represents the student's school in competition between member schools at the varsity, junior varsity or sophomore B-squad level must be fully eligible to do so, and the student or the student's parents who wish to contest a school's failure to certify the eligibility of a student may do so as identified in the Fair Hearing Procedure identified at the beginning of the 300 series of bylaws in the most current MSHSL Official Handbook.

Rationale:

The member schools of the Minnesota State High School League believe that the development, interpretation, application and administration of eligibility rules and regulations are essential components of a school's membership in the MSHSL because they:

Uphold the integrity of the mission of the MSHSL.

To the extent possible, provide fair and equitable competition for students, schools and school communities throughout the state and serve as a deterrent to students and others who may seek to attend a particular school for the purpose of building athletic strength.

Support students in local school communities from being displaced by others who reside in different attendance areas.

Protect school programs from losing students who have established an identity as an athlete or fine arts participant and, as such, are contributors to the overall support of the school community.

Further, the member schools believe the universal and consistent application of eligibility rules.

Support the founding purposes of the MSHSL to “. . . provide and administer a program of activities . . . on a competitive basis . . . to establish uniform and equitable rules . . . to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.”

Limit the varsity eligibility of students who move from their district of residence to another school without a full and complete move by the student's parents.

Advise students about limitations they may face if they don't immediately qualify for varsity competition.

Affirm that athletic and fine arts eligibility to represent a school is a privilege and not a right, and they support the educational philosophy that athletics must not be permitted to assume a dominant position in a student's or school's program.

Clarify the difference between a student's opportunity to transfer from school to school or to become involved in PSEO and similar academic programs and a student's athletic and fine arts eligibility when a transfer occurs.

Support the school community relationship. The pride a community takes in its school's teams can't be matched. To undermine the integrity of a community-school alliance to benefit the athletic pursuits of an individual or a small group of athletes is, at best, a questionable practice.

Speak directly to the summertime athletic program influences. The Minnesota State High School League was created, “to establish uniform and equitable rules for youth in inter-school activities” and “to protect youth, member schools and their personnel from exploitation by special interest groups.”

Underline the belief that ethical behavior, fair play, honorable competition, dignity and respect are non-negotiable.

## R. NONSCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS

1. During the High School Season: A student may not participate as a member of a nonschool team, in the same sport. **SEASON DEFINED:** The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition. Baseball, softball, and skiing are exceptions to this rule.

Exception: Summer Vacation Period - Students may participate on a nonschool team in the same sport as they currently play at the high school level during the summer vacation period. **SUMMER VACATION DEFINED:** Summer vacation shall start on the Saturday following the fourth Friday in May and ending on Labor Day.

**Summer Coaching Waiver:** If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless an extension to the summer waiver is granted by the school's Activities Director.

2. **During the School Year, Prior To and Following the High School Sports Season:** A student may participate in contests, meets or tournaments as an individual competitor or as a member of a nonschool team provided that these activities are voluntary and not influenced or directed for a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff.
  - a. A student may not use any type of high school uniform.
  - b. A student may not receive coaching or training from a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport. Power skating and indoor soccer are included in this limitation.
  - c. A student may receive training through private lessons from a person who is not a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.
  - c. A student's fee for nonschool coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the Board of Directors.
3. **Summer Vacation Period:**
  - a. A student may compete as an individual or as a member of a nonschool team even though competing on a high school team in the same sport. **SUMMER DEFINED:** The day following the fourth Friday in May through Labor Day. (Exception Summer Coaching Waiver).
  - b. Students may receive a summer waiver to be coached by their high school coach. Students must contact their high school Activities Director.
4. **Penalty:**
  - a. **First Violation:** After confirmation of the first violation, the student shall lose eligibility in that sport for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior

who violates the bylaws at the end of one sport season will lose eligibility for two games in the next sport season in which the student participates.

- b. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility in that sport for the next six consecutive interscholastic contests or three weeks, whichever is greater.
  - c. **Third Violation:** After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next 12 consecutive interscholastic contests or 4 weeks, whichever is greater.
  - d. **Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. **Special Considerations:**
- a. **National Teams and Olympic Development Programs -** The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:
    - 1. The program is approved and supported by the national governing body of the sport or if there is an Olympic Development Program of training and competition.
    - 2. Directly funded by a national governing body on a national level.
    - 3. Authorized by a national governing body for athletes having potential for future national team participation. Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least 30 days prior to participation.
  - b. During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or in a United States Olympic Development Program provided the student receives an individual invitation from the United States Olympic Committee or the United States National Governing Body on the national level for that sport.
  - c. Students who have completed their eligibility in a sport are exempt from the nonschool competition and training rules in that sport. All-Star rules shall apply.

- S. DUE PROCESS - Before a student is suspended from an extra-curricular activity, the appropriate minimum due process components will be followed. They include:
1. Regulations governing the eligibility for participation in extra-curricular activities and consequences of violations of these rules will be provided to all participants.
  2. Suspension: A student may, at any time, be suspended from participation in an activity if the advisor feels that their actions or behavior are in violation of activity rules or a disruption to the functioning of the activity. The advisor need not discuss rationale for the suspension until after the completion of the day's activity.
  3. Students will be removed from participation in extra-curricular activities only after a fair and objective investigation of the alleged violation.
  4. Any student alleged to have violated the regulations will be provided an opportunity for a conference with the school administration to discuss the infraction, the evidence and the decision.
  5. In unique situations, the initiation of the suspension may be varied by the administrator.
  6. Fair Hearing Procedure: The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. The student has 10 calendar days in which to appeal the school's decision. The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the Activities Director or Principal of the high school.

Cross References: Princeton Policy 613 Graduation Requirements  
MSHSL Policy Manual

Adopted: August 23, 1983  
 Revised: June 12, 1990  
 Revised: April 13, 1999  
 Revised: June 8, 1999  
 Revised: May 24, 2005  
 Revised: August 23, 2005  
 Revised: July 17, 2007  
 Revised: October 13, 2009  
 Revised: January 12, 2010

Revised: August 9, 2011  
Revised: June 6, 2015

## PRINCETON PUBLIC SCHOOLS

### STUDENT ACTIVITIES FEE SCHEDULE

#### **HIGH SCHOOL ACTIVITY FEES: SPECIAL FEES**

A season fee of ~~\$150~~ 175 will be assessed to each student participating in these three high school activities: Football, Fall Musical, Boys and Girls Hockey, and a season fee of ~~\$250~~ \$275 for Trapshooting.

#### **HIGH SCHOOL ATHLETIC ACTIVITY FEES**

A season fee of ~~\$125~~ 150 will be assessed each student participating in any one high school athletic activity not listed above, ~~\$100~~ 125 for any second high school athletic activity and ~~\$75~~ 100 for each additional high school activity.

#### **HIGH SCHOOL FINE ARTS ACTIVITY FEES**

A season fee of ~~\$100~~ \$125 will be assessed each student participating in any one high school fine arts activity not listed above, ~~\$75~~ \$100 for any second fine arts activity and ~~\$50~~ \$75 for each additional fine arts activity.

#### **MIDDLE SCHOOL ATHLETIC ~~AND FINE ARTS~~ FEES**

A season fee of ~~\$100~~ \$125 will be assessed each student participating in any middle school athletic ~~or fine arts~~ activity, ~~\$75~~ 100 for any second athletic ~~or fine arts~~ activity and ~~\$50~~ 75 for each additional middle school athletic ~~or fine arts~~ activity,

#### **MIDDLE SCHOOL FINE ARTS ACTIVITY FEES**

A season fee of \$100 will be assessed each student participating in any middle school fine arts activity, &75 for any second fine arts activity and \$50 for each additional middle school fine arts activity.

Middle School students participating at the high school level of Varsity or Junior Varsity for the entire ~~athletic or fine arts~~ activity season will be assessed at the high school rate at the corresponding fee level.

Middle School students participating in an activity who are moved up to ~~an athletic or fine arts~~ Junior Varsity or Varsity level will be assessed the difference between middle school and high school fees at the corresponding fee level.

#### **ELEMENTARY**

~~NO season fee will be assessed to any elementary.~~ Elementary students involved in activities will be assessed a \$25 fee per activity.

Family Maximum Out-Of-Picket \$750.00

July 31, 2015

Michelle Czech, Director of Finance  
Princeton Public Schools, Independent School District #477  
706 First Street  
Princeton, MN 55374

Re: Princeton Schools – Ball Fields  
ICS Project #5072

Dear Michelle:

On Thursday, July 9, 2015, we received bids for the Princeton School Ball Fields project.

ICS Consulting, Inc. has reviewed the bids received for the above referenced project. . Our recommendation at this time is to **REJECT** all bids due to budgetary concerns. The Project Oversight Committee and School Board have provided approval to proceed with annexation of the land for this project which may alter the final design and cost for construction. The POC will bring a recommendation to the Board in the near future in regards to the continuation of this specific project and it's budget.

If you have any questions please feel free to call me at any time. Thank you.

Sincerely,



Ryan Hoffman  
Project Manager



Princeton Public Schools  
 Princeton New Primary Elementary School - BALL FIELDS  
 OWNER: Princeton Public Schools  
 OWNER'S REPRESENTATIVE: ICS Consulting, Inc.  
 ENGINEER/ARCHITECT: Wold Architects & Engineers

BID TABULATIONS  
 Thursday, July 9, 2015

Bid opening at 2:00 p.m.  
 Single Prime

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
BID DIVISION	VEIT	EBERT	PETERSON				
BID SECURITY	✓	✓	✓				
ADDENDA REC'D.	1,2	1,2	1,2				
RESPONSIBLE BIDDER	✓	✓	✓				
BASE BID	\$ 1,340,310.00	\$ 827,200.00	\$ 824,825.00				
ALTERNATE #1: Additional Outfield Fencing	\$ 62,681.00	\$ 54,600.00	\$ 71,959.00				

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: PRINCETON PRIMARY ELEMENTARY SCHOOL – BALL FIELDS  
XXXX 7<sup>TH</sup> AVENUE NORTH  
PRINCETON, MINNESOTA

BID TO: Princeton Public School District #477  
District Board Room  
706 First Street  
Princeton, Minnesota 55377

BID FROM: Veit & Company, Inc.

We have examined the Contract Documents for the proposed Princeton Primary Elementary School – Ball Fields as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 1,2 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by date designated in Section 01 32 00 Construction Scheduling.
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bids

1. The Bidder agrees to perform all work including ~~General Construction~~ for the Base Bid Sum of:

one million three hundred forty thousand Dollars \$ 1,340,310.00  
three hundred ten dollars and zero cents

B. Alternates

1. The Bidder agrees to add to or deduct from the Base Bid Sum the following amounts to perform the alternate work described in Section 01 23 00, including all associated costs.
  - a. Alternate No. 1 – Additional Outfield Fencing

ⓐ Deduct sixty two thousand six hundred Dollars \$ 62,691.00  
ninety one dollars and zero cents

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE July 09, 2015



SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of Veit & Company, Inc. (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
  - i. Is in compliance with workers' compensation and unemployment insurance requirements;
  - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
  - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
  - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;
  
2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
  - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
  - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
  - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
  - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
  - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
  - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;
  
4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;
  
5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;
  
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

No. 142087s

00 41 15-1


MN Responsible Contractor  
Compliance Affidavit  
Issued Addendum No. 2

7. All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses 1 to 6.

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.


CONTRACTOR OR SUBCONTRACTOR

Veit & Company, Inc.

By:   
Greg Boelke  
Its: President

STATE OF Minnesota )  
 )SS.  
COUNTY OF Hennepin )

Sworn to and subscribed to before me this 9th day of July, 2015.

  
Notary Public, Hennepin County, State of Minnesota

My Commission Expires: January 31, 2020

END OF SECTION 00 41 15



# CNA SURETY

## Bid Bond

Bond No. TBD - Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

Veit & Company, Inc.  
14000 Veit Place  
Rogers, MN 55374

**SURETY: Western Surety Company: South Dakota Corporation**

*(Name, legal status and principal place of business)*

333 S. Wabash Avenue  
41st Floor  
Chicago, IL 60604

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

Princeton Public School District #477  
706 1st Street  
Princeton, MN 55371

**BOND AMOUNT:** Five Percent of Total Bid Amount (--5%--)

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Princeton Primary Elementary School - Ball Fields, Princeton, MN

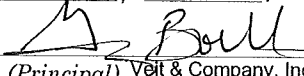
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 7th day of July, 2015

  
*(Witness)*

  
*(Principal)* Veit & Company, Inc. *Greg Boelke* *(Seal)*  
President  
*(Title)*

  
*(Witness)*

  
*(Surety)* Western Surety Company *(Seal)*  
Jessica A. Olson, Attorney-In-Fact  
*(Title)*

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

Printed in cooperation with the American Institute of Architects (AIA).

The language in this document conforms exactly to the language used in AIA Document A310 - Bid Bond - 2010 Edition.

LIMITED LIABILITY COMPANY ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )
COUNTY OF \_\_\_\_\_ ) ss

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known, who, being by me duly sworn, did depose and said that he/she resides in \_\_\_\_\_ that he/she is a member, manager, or officer of the limited liability company of \_\_\_\_\_ and that he/she is duly authorized to execute the foregoing agreement in the name of and for the limited liability company.

Notary Public, \_\_\_\_\_
County, \_\_\_\_\_
My commission expires \_\_\_\_\_

(Notarial Seal)

CORPORATE ACKNOWLEDGEMENT

STATE OF Minnesota )
COUNTY OF Hennepin ) ss

On the 9th day of July, 2015, before me personally appeared Greg Boelke to me known, who being by me duly sworn, did depose and say: that he resides in Princeton, MN that he is the President of the Veid & Company, Inc.

the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation; and that he signed his name thereto by like order.

Notary Public, [Signature]
County, Hennepin
My commission expires 1-31-20

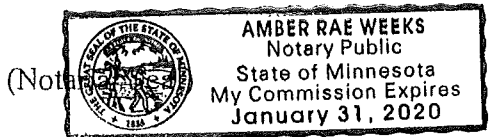


ACKNOWLEDGEMENT OF CORPORATE SURETY

STATE OF Minnesota )
COUNTY OF Dakota ) ss

On the 7th day of July, 2015, before me appeared Jessica A. Olson to be personally known, who is being by me duly sworn, did say that he is the aforesaid officer or attorney in fact of the Western Surety Company, a corporation; that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by the aforesaid officer, by authority of its board of directors, and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, [Signature]
County, Scott
My commission expires January 31, 2020



# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

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

**Kathryn A Dircz, Dennis G Diessner, Mark N Kampf, Thomas M Reuder, Julia C Ertz, Erica J Boldt, Jessica A Olson, Matthew M Kampf, Individually**

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

**- In Unlimited Amounts -**

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

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

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 11th day of June, 2015.

WESTERN SURETY COMPANY

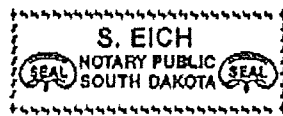


Paul T. Bruflat  
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 11th day of June, 2015, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

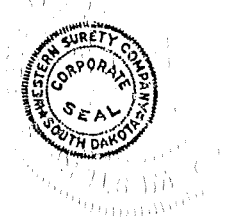
My commission expires  
February 12, 2021



S. Eich  
S. Eich, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 7th day of July, 2015.



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: PRINCETON PRIMARY ELEMENTARY SCHOOL – BALL FIELDS  
XXXX 7<sup>TH</sup> AVENUE NORTH  
PRINCETON, MINNESOTA

BID TO: Princeton Public School District #477  
District Board Room  
706 First Street  
Princeton, Minnesota 55377

BID FROM: EBERT, INC. dba EBERT CONSTRUCTION

We have examined the Contract Documents for the proposed Princeton Primary Elementary School – Ball Fields as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 1, 2 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by date designated in Section 01 32 00 Construction Scheduling.
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bids

1. The Bidder agrees to perform all work including General Construction for the Base Bid Sum of:

*[Handwritten Signature]* Dollars \$ 827,200

B. Alternates

1. The Bidder agrees to add to or deduct from the Base Bid Sum the following amounts to perform the alternate work described in Section 01 23 00, including all associated costs.

a. Alternate No. 1 – Additional Outfield Fencing

⊖ Add/Deduct *[Handwritten Signature]* Dollars \$ 54,600<sup>00</sup>

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE 7/9/15

FIRM NAME EBERT, INC. dba EBERT CONSTRUCTION

OFFICIAL ADDRESS 23350 COUNTY ROAD 10

CORCORAN, MN 55357

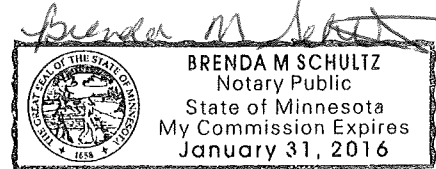
TELEPHONE NUMBER( 763 ) 498-7844 FAX NUMBER( 763 ) 498-9951

BY 

TITLE (Owner or Officer) MARKUS R. EBERT, VP/SECRETARY

STATE OF MINNESOTA )  
 )SS.

COUNTY OF HENNEPIN )



Sworn to and subscribed to before me this 9 day of JULY, 2015.

Notary Public, HENNEPIN County, State of MINNESOTA

My Commission Expires: 1/31/16

END OF SECTION 00 41 13

SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of EBERT CONSTRUCTION (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
  - i. Is in compliance with workers' compensation and unemployment insurance requirements;
  - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
  - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
  - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;
2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
  - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
  - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
  - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
  - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
  - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
  - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;
4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;
5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and





# AIA<sup>®</sup> Document A310<sup>™</sup> – 1970

## Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we  
*(Here insert full name and address or legal title of Contractor)*

**Ebert, Inc.**  
**23350 County Road 10**  
**Corcoran, MN 55357**

as Principal, hereinafter called the Principal, and  
*(Here insert full name and address or legal title of Surety)*

**Merchants Bonding Company**  
**2100 Fleur Drive**  
**Des Moines, IA 50321**

a corporation duly organized under the laws of the State of **Iowa**  
as Surety, hereinafter called the Surety, are held and firmly bound unto  
*(Here insert full name and address or legal title of Owner)*

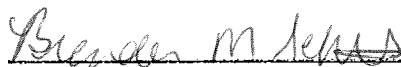
**Independent School District No. 477**  
**706 First Street**  
**Princeton, MN 55371**

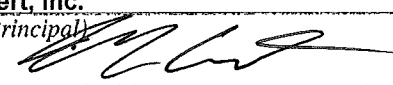
as Obligee, hereinafter called the Obligee, in the sum of **Five Percent of the Bid Submitted**  
Dollars (\$ **5%** ), for the payment  
of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.


WHEREAS, the Principal has submitted a bid for  
*(Here insert full name, address and description of project)*  
**New Princeton Primary Elementary School Ball Fields**

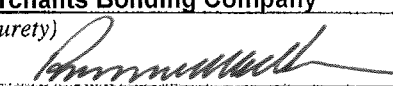
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful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

Signed and sealed this **9th** day of **July** **2015**

  
\_\_\_\_\_  
*(Witness)*

**Ebert, Inc.**  
*(Principal)* \_\_\_\_\_ *(Seal)*  
  
\_\_\_\_\_  
*(Title)*

  
\_\_\_\_\_  
*(Witness)*

**Merchants Bonding Company**  
*(Surety)* \_\_\_\_\_  
  
\_\_\_\_\_  
*(Title)* **Patricia H. Borchers** *(Seal)*  
**Attorney-in-Fact**

ACKNOWLEDGMENT OF INDIVIDUAL

ACKNOWLEDGMENT OF PRINCIPAL

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2007, before me personally appeared \_\_\_\_\_, known to me to be the individual whose name is subscribed on this bond form, who acknowledged that this bond was executed for the purposes therein contained.

Notary Seal

\_\_\_\_\_  
Notary Public

ACKNOWLEDGMENT OF PARTNERSHIP

ACKNOWLEDGMENT OF PRINCIPAL

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2007, before me personally appeared \_\_\_\_\_, known to me to be a partner in the partnership whose name is subscribed on this bond form, who acknowledged to me that the bond was executed on behalf of the partnership for the purposes therein contained.

Notary Seal

\_\_\_\_\_  
Notary Public

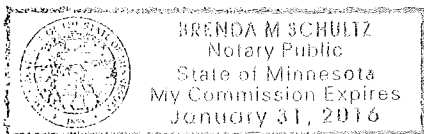
ACKNOWLEDGMENT OF CORPORATION

ACKNOWLEDGMENT OF PRINCIPAL

State of Minnesota )  
County of Hennepin ) ss.

On this 9th day of July, 2015 before me personally appeared \_\_\_\_\_, who acknowledged that he or she is the \_\_\_\_\_ of a corporation whose name is subscribed on this bond form, and that, as a corporate officer, he or she is authorized to execute the bond for the purposes therein contained.

Notary Seal



*Brenda M. Schultz*  
\_\_\_\_\_  
Notary Public

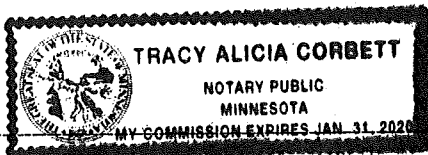
ACKNOWLEDGMENT OF SURETY

ACKNOWLEDGMENT OF SURETY

State of Minnesota )  
County of Hennepin ) ss.

On this 9th day of July, 2015 before me personally appeared Patricia H. Borchers, who acknowledged that he or she is the attorney in fact who is authorized on behalf of Merchants Bonding Company, corporation, on the behalf of the corporation.

Notary Seal



*Tracy Alicia Corbett*  
\_\_\_\_\_  
Notary Public

**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, individually,

Wendy M. Schmid, William D. Jeatran, Christine Scott, Duane Mischke, Patricia H. Borchers,  
 Emily Tschimperle, Jeff Settem

of Minneapolis and State of Minnesota their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

**TWENTY MILLION (\$20,000,000.00) DOLLARS**

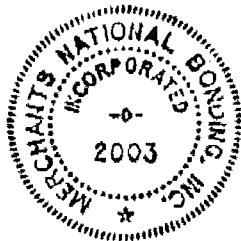
and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 4th day of April, 2012.



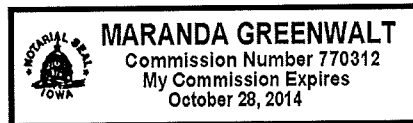
MERCHANTS BONDING COMPANY (MUTUAL)  
 MERCHANTS NATIONAL BONDING, INC.

By Larry Taylor  
 President

STATE OF IOWA  
 COUNTY OF POLK ss.

On this 4th day of April, 2012, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.

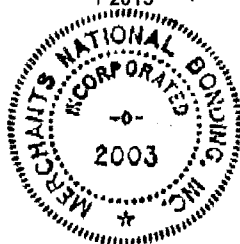


Maranda Greenwalt  
 Notary Public, Polk County, Iowa

STATE OF IOWA  
 COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 9th day of July, 2015



William Warner Jr.  
 Secretary



Minnesota Department of  
**HUMAN RIGHTS**

## **CERTIFICATE OF** **EQUAL PAY**

**EBERT CONSTRUCTION, INC is hereby awarded a Certificate of Equal Pay by the Minnesota Department of Human Rights. This certificate is valid from September 15, 2014 to September 14, 2018.**

This certification is subject to revocation or suspension prior to its expiration if the Department issues a finding of noncompliance.

**Minnesota Department of Human Rights**

**FOR THE DEPARTMENT BY:**

Kevin M. Lindsey, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: PRINCETON PRIMARY ELEMENTARY SCHOOL – BALL FIELDS  
XXXX 7<sup>TH</sup> AVENUE NORTH  
PRINCETON, MINNESOTA

BID TO: Princeton Public School District #477  
District Board Room  
706 First Street  
Princeton, Minnesota 55377

BID FROM: Peterson Companies, Inc.

We have examined the Contract Documents for the proposed Princeton Primary Elementary School – Ball Fields as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 2 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by date designated in Section 01 32 00 Construction Scheduling.
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bids

1. The Bidder agrees to perform all work ~~including General Construction~~ for the Base Bid Sum of:

\_\_\_\_\_ Dollars \$ 824,825.00

B. Alternates

1. The Bidder agrees to add to or deduct from the Base Bid Sum the following amounts to perform the alternate work described in Section 01 23 00, including all associated costs.

a. Alternate No. 1 – Additional Outfield Fencing

Add/Deduct \_\_\_\_\_ Dollars \$ 71,959.00

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE July 9, 2015

FIRM NAME Peterson Companies, Inc.

OFFICIAL ADDRESS 8326 Wyoming Trail

Chisago City, MN 55013

TELEPHONE NUMBER ( 651 ) 257-6864 FAX NUMBER ( 651 ) 257-3393

BY 


TITLE (Owner or Officer) Jonathan M. Peterson, President

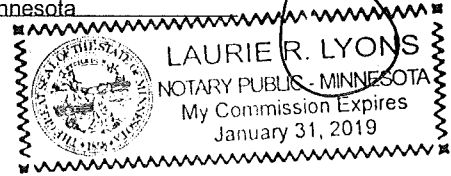
STATE OF Minnesota )  
 )SS.  
COUNTY OF Chisago )

Sworn to and subscribed to before me this 9th day of July, 2015.

Notary Public, Chisago County, State of Minnesota

My Commission Expires: January 31, 2019





END OF SECTION 00 41 13

SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of Peterson Companies, Inc. (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
  - i. Is in compliance with workers' compensation and unemployment insurance requirements;
  - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
  - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
  - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;
  
2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
  - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
  - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
  - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
  - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
  - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
  - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;
  
4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;
  
5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;
  
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

7. All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses 1 to 6.

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

CONTRACTOR OR SUBCONTRACTOR

Peterson Companies, Inc.

By: 

Its: Jonathan M. Peterson, President

STATE OF Minnesota )

)SS.

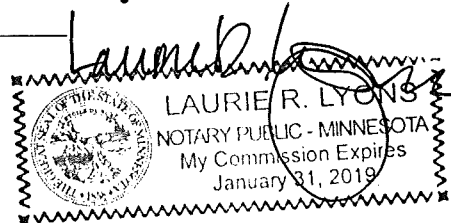
COUNTY OF Chisago )

Sworn to and subscribed to before me this 9th day of July, 2015.

Notary Public, Chisago County, State of Minnesota

My Commission Expires: January 31, 2019

END OF SECTION 00 41 15



# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

**KNOW ALL MEN BY THESE PRESENTS**, that we

**Peterson Companies, Inc**  
8326 Wyoming Trail  
Chisago City, MN 55013

as Principal, hereinafter called Principal, and

**Travelers Casualty and Surety Company of America**  
One Tower Square  
Hartford, CT 06183

a corporation duly organized under the laws of the State of **Connecticut**

as Surety, hereinafter called Surety, are held and firmly bound unto

**Independent School District No. 477, Princeton Public Schools**  
706 1st Street  
Princeton, MN 55371

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

Dollars ( **5%** ),

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

WHEREAS, the Principal has submitted a bid for

(Here insert full name, address and description of project)

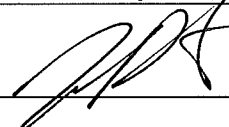
**Princeton Primary Elementary School - Ball Fields**

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

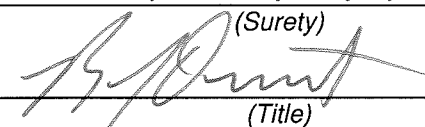
Signed and sealed this 9th day of July, 2015.

  
(Witness)

**Peterson Companies, Inc**

 (Principal) (Seal)  
(Title) **Jonathan M. Peterson**  
President

**Travelers Casualty and Surety Company of America**

 (Surety) (Seal)  
(Title)

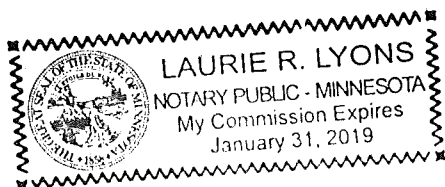
**Brian J. Oestreich**, Attorney in Fact

ACKNOWLEDGMENT OF CORPORATION

State of MINNESOTA )
) ss.
County of CHISAGO )

On this 9th day of July 2015,
before me appeared Jonathan M. Peterson, to me personally known, who,
being by me duly sworn, did say that he is the President
of PETERSON COMPANIES, INC., a corporation, that the seal affixed to the
foregoing instrument is the corporate seal of said corporation, (If no seal, so state, and strike out above as to
corporate seal) and that said instrument was executed in behalf of said corporation by authority of its Board
of Directors; and that said Jonathan M. Peterson acknowledged said instrument to be
the free act and deed of said corporation.

Laurie R. Lyons
Notary Public Chisago County, MN
My commission expires 1-31-2019

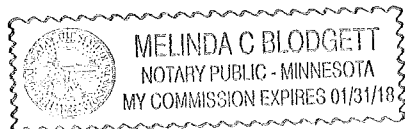


ACKNOWLEDGMENT OF CORPORATE SURETY

State of MINNESOTA )
) ss.
County of HENNEPIN )

On this 9th day of July 2015,
before me appeared Brian J. Oestreich, to me personally known, who,
being by me duly sworn, did say that he is the Attorney-in-Fact
of TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA,
a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and
that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and
that said Brian J. Oestreich acknowledged said instrument to be the free act and
deed of said corporation.

Melinda C. Blodgett
Notary Public Washington County, MN
My commission expires: January 31st, 2018





POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 229381

Certificate No. 006331145

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

John E. Tauer, Linda K. French, R. W. Frank, Craig Remick, Rachel Thomas, Nicole Stillings, Joshua R. Loftis, Brian J. Oestreich, Sandra M. Doze, Jerome T. Ouimet, D. R. Dougherty, Jack Cedarleaf II, Kurt C. Lundblad, Melinda C. Blodgett, R. C. Bowman, R. Scott Egginton, Ted R. Jorgensen, Emily Keiser, and Lin Ulven

of the City of Minneapolis, State of Minnesota, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 8th day of May, 2015.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 8th day of May, 2015, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.



[Signature]
Marie C. Tetreault, Notary Public

July 31, 2015

Michelle Czech, Director of Finance  
Princeton Public Schools, Independent School District #477  
706 First Street  
Princeton, MN 55374

Re: Princeton High School – Additions and Renovations  
ICS Project #5072

Dear Michelle:

On Thursday, July 30, 2015, we received bids for the Princeton High School Additions and Renovations project.

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

<b>Base Bid: Rochon Corporation</b>	<b>\$5,450,000.00</b>
Alt. 1 – Gym Divider Curtain	ADD: \$19,700.00
Alt. 2 – Bleachers	ADD: \$151,000.00
Alt. 3 – Multi-purpose classroom	ADD: \$136,500.00

Based on the information above, we recommend that the District enter into a contract with the above mentioned for the total Project amount of \$5,450,000.00. The Project Oversight Committee will analyze and prioritize referendum budgets to determine if the acceptance of any alternate should be approved. A recommendation will be brought to the board if the POC feels any alternate should be added to the contract prior to start of construction.

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

Sincerely,



Ryan Hoffman  
Project Manager

