

Princeton Public Schools - ISD 477
Tuesday, June 7, 2016 at 7:00 PM
Regular School Board Meeting
City of Princeton Council Chambers

Our vision

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

our mission

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

1. PROCEDURAL ITEMS

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

2. REPORTS

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

3. APPROVE AGENDA

4. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

5. CONSENT AGENDA

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

- a. Personnel 8
- b. Open Enrollment 9
- c. Gifts 10
- d. Grants 14
- e. Construction-Change of Order 15

6. INFORMATIONAL ITEMS

- a. Princeton Middle School Handbook 16

b. Princeton Intermediate Handbook	40
c. Joint Powers Agreement	78
d. Scoreboard Presentation	150
e. MNDOT Safe Routes to School	155
f. 2017 Budget	156
g. Policies - 1st Reading of Policies #801, 802, 805, 806, 807, 901, 902, 903, 904, 905, 907, 908, 909	166
7. ACTION	
a. Policies - 2nd Reading of Policies #605, 625, 626, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 720 <i>I move to accept the 2nd Reading of the listed policies as presented.</i>	226
b. Long Term Facility Maintenance <i>I move to accept the Long Term Facility Maintenance plan and estimated budget as presented.</i>	292
c. 2016-2017 Capital Budget <i>I move to accept the 2016-2017 Capital Budget spend down as presented.</i>	296
d. Teaching & Learning Budgets <i>I move to accept the 2016-2017 Teaching and Learning budgets as presented.</i>	299
e. Food Service Program Prices <i>I move to accept the food service program price changes as presented.</i>	302
f. Chairs for Princeton Primary School, District Office and Transition Program <i>I move to accept the office chair quote provided by General Office Products for \$24, 353.22.</i>	304
g. MN State High School League Resolution <i>I move to authorize membership of Princeton School District 477 in the Minnesota State High School League.</i>	308
8. FUTURE MEETING(s) INFORMATION	
9. ADDITIONS TO AGENDA	
10. ADJOURN - Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), move to close the meeting for real estate discussion.	

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the 17th day of May, at 7:00 p.m. in the District Office Board Room.

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

Members Absent: Deb Ulm

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Buildings and Grounds Keith Barlage

Student Council Representative: Absent

Citizen Comments: None

REPORTS

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

Howard Vaillancourt: Teaching & Learning Committee Meeting, High School Cheerleading Tryouts, Science Fair, School Board Scholar Banquet, Community Ed Advisory Council Meeting, Activities Committee Meeting, Policy Meeting

Craig Johnson: School Board Scholar Banquet

Chuck Nagle: No Report

Eric Minks: Project Oversight Committee Meeting, Activities Committee Meeting

Jeremy Miller: Teaching & Learning Committee Meeting, School Board Scholar Banquet, Policy Meeting, Agenda Planning Meeting

Chad Young: Teaching & Learning Committee Meeting, Project Oversight Committee Meeting, School Board Scholar Banquet, Activities Committee Meeting

Superintendent Report: This is the last board meeting to take place at the District Office location. Future meetings will be at the City Council Chambers. There are a lot of moving projects taking place over the next couple of weeks. Preliminary testing numbers at North and South Elementaries are looking good. Dr. Espe received a District Leadership Award from the Minnesota Association of School Administrators, finished her 200 classroom visits, and completed her facebook goal as well. Board members were asked to review a replica of the plaque that will be placed in the new Princeton

Primary School in the fall.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Chad Young and seconded by Howard Vaillancourt, to approve the May 3rd 2016 Regular Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt and seconded by Craig Johnson to to approve the consent agenda as presented: Open Enrollment, Fundraisers, Grants, Gifts, Personnel, Bills, Wire Transfers, Treasurer's Report, and Enrollment Update. Motion passed unanimously.

INFORMATION

1st Reading of Policies #605, 625, 626, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 720 - Nine policies were reviewed and not changed, and four policies were changed with MSBA recommendations. Policy 605 is an added policy regarding Academic Student Fees.

Long Term Facility Maintenance - Two programs have been combined and the requirement is to have a 10 year plan. Known requests for this year and the following year have been compiled. This will provide better planning for the long term.

2016-2017 Capital Budget - Capital analysis of a planned spend down was presented. The spend down will be in place until the North Elementary bond is paid, then the spend down will end.

Teaching & Learning Budgets - Budgets were presented for the Gifted and Talented Program, Staff Development and Q Comp. These three areas are included in the Teaching and Learning budget.

Food Service Program Prices - Lunch, breakfast, and milk prices have been reviewed with the recommendation being to increase lunch prices by 10 cents, adult lunch by 15 cents and second lunch by 10 cents. Breakfast and milk prices will remain the same.

ACTION ITEMS

Milk Bids - *Motion made by Craig Johnson and seconded by Eric Minks to accept the low bid for milk from Deans as presented in the bid information. Upon roll call vote, the following voted in favor: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks. Motion passed unanimously. Deans is a Land O'Lakes product.*

High School Equipment Proposal - Motion made by Craig Johnson and seconded by Eric Minks to **approve the construction change order for motorized bleachers at the high school as presented.**

Upon roll call vote, the following voted in favor: Chuck Nagle, Eric Minks, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller. Motion passed unanimously.

District Office Lease - Motion made by Craig Johnson and seconded by Chad Young to **accept the lease with the City of Princeton as presented for the District Office space.** Superintendent Espe clarified the terms of the lease which trades expenses for renovation for lease costs. Upon roll call vote, the following voted in favor: Chad Young, Jeremy Miller, Eric Minks, Howard Vaillancourt, Craig Johnson. Opposed: Chuck Nagle. Motion passed 5:1.

Old Police Station Lease - This is a purchase lease agreement with lease payments going toward the purchase of the Old Police Station for \$50,000. Motion made by Eric Minks and seconded by Craig Johnson to **accept the lease with the City of Princeton as presented for the Old Police Station space.** Upon roll call vote, the following voted in favor: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Eric Minks. Opposed: Chuck Nagle. Motion passed 5:1.

Minnesota Department of Education External User Access Recertification System - Motion made by Craig Johnson and seconded by Chad Young to **designate Julia Espe, Superintendent, as the Identified Official with Authority to assign job duties and authorize external user access for LEA.**

The Department of Education wants one point of contact to assign the people to do the reporting. Upon roll call vote, the following voted in favor: Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks, Howard Vaillancourt, Craig Johnson. Motion passed unanimously.

FUTURE MEETINGS High School Graduation will take place on 5/27/16 at 7 pm.

ADDITIONS TO AGENDA

Move to Closed Meeting - Pursuant to Minnesota Statutes section 13D.05 subdivision 2(b), a motion to close the meeting for real estate discussion was made by Howard Vaillancourt seconded by Chad Young. Motion passed unanimously.

A motion to resume the meeting was made by Howard Vaillancourt and seconded by Craig Johnson. Meeting resumed at 8:07 p.m.

District Storage and Garage Use - Motion was made by Chad Young and seconded by Craig Johnson to **make an offer within the parameters that were discussed in the closed meeting, to purchase the old fire station in Princeton.** Upon roll call vote, the following voted in favor: Eric Minks, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle. Motion passed unanimously.

ALC Location - Motion was made by Chad Young, seconded by Howard Vaillancourt to **authorize administration to pursue lease options for the ALC.** Upon roll call vote, the following voted in favor: Chuck Nagle, Eric Minks, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller. Motion passed unanimously.

ADJOURN - Craig Johnson made a motion to adjourn the meeting, Howard Vaillancourt seconded the motion. Meeting was adjourned at 8:11 p.m.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Sonia Strickland

Call to order

The closed meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **17th day of May, at 7:40 p.m.** in the District Office Board Room.

Closed meeting minutes: Parameters were discussed for possible City property. ALC locations were discussed for possibilities of leases.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Sonia Strickland

6/7/2016

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Abraham, Kristin	New Hire	Server-HS	Food Service	Khristine Platt	07.01.16	\$11.36/hr
Balsley, Allen	Reassignment	Dean/Counselor-HS	Teacher		07.01.16	
Bednar, Lindsay	Leave of Absence	English Teacher-HS	Teacher		09-01-16 to 06.01.17	
Durch, Sarah	Reassignment	Dean/Counselor-HS	Teacher		07.01.16	
Englund, Dana	Leave of Absence	HS-Food Service	Food Service		05.02.16 to 05.27.16	
Fritz, Beth	New Hire	DCD Teacher	Teacher	Gina Blood	07.01.16	\$46,694.00
Heitke, Samantha	New Hire	Gifted & Talented Teacher	Teacher		11.01.16	\$55,753.00
Martindale, Jeannine	Extra Duty	Head Gymnastics Coach		Emily Vogelpohl	10.01.16 to 03.01.17	\$3,758.00
Milam, Steve	Resignation	SPED Teacher-MS	Teacher			
Pearson, Jacenta	New Hire	Speech Language Pathology Asst		New Position	07.01.16	\$25.52/hr
Peterson, Maricela	New Hire	Pre-K Spanish Immersion	Teacher		08.29.16	\$25.52/hr
Peterson, Shannon	New Hire	ECFE Childcare Lead		Lisa Gruba	08.01.16	\$13.40/hr
Scott, Cynthia	New Hire	MS Speech Language Path.	Teacher	Kit Girtz	08.01.16	\$61,067.00
Siewert, Ellen	.33 Leave of Absence	World Language-HS	Teacher		2016-17 School Year	
Strom, Emily	New Hire	Dir of Student Services Secretary	Secretary	New Position	07.01.16	\$17.32/hr
Szczech, Alexandra	New Hire	School Readiness Teacher-DO	Teacher	Angela Ulrich	08.01.16	\$25.52/hr
Ulrich, Angela	Termination	School Readiness Teacher-DO	Teacher		06.07.16	

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Open Enrolled Students (Out/In) as of June 7, 2016

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
Out	09.01.16	Princeton	Zimmerman	9	No longer home-schooling student
In	09.01.16	Zimmerman	Princeton	10	District of Choice
In	09.01.16	Zimmerman	Princeton	9	District of Choice
Out	05.18.16	Princeton	Big Lake	9	Moved-finishing school year in Big Lake
In	09.01.16	Milaca	Princeton	10	District of Choice

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Karie Skarohlid

Description of gift: 7 ozobot robots

Pre-Condition, Condition, or Limitation on use:

none

How this gift specifically relates to the program or school: these are the robots we are using in technology class - teaches programming

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Brenda Bairol Staff Name
Principal or Director Date: 5/20/16

Accepted Not Accepted [Signature] Julia Espe Date: 5.24.16
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Business Services

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: East Central Corn Growers Ass C

Description of gift: Money towards Supermileage Competition.
\$400.00

Pre-Condition, Condition, or Limitation on use:

use for supplies

How this gift specifically relates to the program or school:

This gift helps purchase needed supplies

This gift meets all requirements of Policy 706

David Paddock
Staff Name

Accepted Not Accepted

Bart Muckenhe Date: 5-18-16
Principal or Director

Accepted Not Accepted

Julia Espe Date: 5.19.16
Superintendent

Accepted Not Accepted

School Board Chairperson Date: _____

Code Assigned: 01-350-255-049-000-430

Program Name Supermileage Instructional
Supplies

Routing:
Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

Please obtain Principal's signature prior to sending to board for approval.

Donor name: Elk River Composting, Inc.

Description of gift: black dirt for middle school garden

Purpose of gift: 2-3 yards of black dirt donated for middle school vegetable garden.

How this gift specifically relates to the building curriculum: A grant was written to help extend the learning for students beyond ~~the~~ provide them enrichment opportunities. This helps with the extra needs beyond the scope of the grant.

This gift meets all requirements of Policy 706 (on reverse side).

Accepted Not Accepted [Signature] Date: 5/18/16
Principal

Accepted Not Accepted [Signature] Date: 5.19.16
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Steinbrecker Paint

Description of gift: approx. 2 gallons of paint

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school:

Student Council painted a temporary senior wall.

This gift meets all requirements of Policy 706 Andrea Levering

Accepted Not Accepted But Muchal Date: 5-10-16
Principal or Director Staff Name

Accepted Not Accepted Julia Espe Date: 5.18.16
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Business Services

Board Approval

Revised: October 29, 2013



May 25, 2016

North Elementary
Attn: Deanna Cooley
1202 7th Ave N
Princeton, MN 55371

RE: Hydration Station

Thank you for your grant application submission for the Partners in Healthy Living mini-grant. Your project has been approved. Your mini-grant is awarded for the amount of **\$1000.00**.

As a reminder, the financial transaction will be on a reimbursement basis only. A cost reimbursement payment is a type of grant payment in which the grantee incurs the expenses before requesting repayment from Partners in Healthy Living. This means the cost must be paid by the grantee before it can be reimbursed.

Attached you will find a final report form and W-9 form that must be submitted along with all supporting documents upon project completion and emailed to partnersinhealthyliving@gmail.com or by mail to Kanabec-Pine Community Health, Attn.: Partners in Healthy Living, 905 Forest Avenue East, Suite 127, Mora, MN 55051.

Sincerely,

Lori Swanson-Kanabec-Pine Community Health	(320) 679-6316
Melissa Carstensen- Isanti County	(763) 689-8265
Alisha Voigt-Mille Lacs County	(320) 983-8299

CONSTRUCTION CHANGE ORDERS

06.07.16			
	ADD	Project	DESCRIPTION
AGC	\$13,360.72	District Wide	Phone System
Gopher State	\$26,455.37	District Office	Unforeseen existing beam & bearing walls. New beams & columns were needed to make the wall structurally sound
Gopher State	\$9,784.00	District Office	Add'l Casework for City Hall Reception Area
Gopher State	\$2,414.58	District Office	Existing duct and 8" pipe were indicated in the wrong place on the drawings & needed to be relocated to stay ADA compliant
Gopher State	\$5,838.00	District Office	After abatement it was determined a new sub floor would be required
Gopher State	-\$873.77	District Office	Gypsum board were revised from 5/8" to 3/8"
El-Jay Plumbing	\$13,904.00	Primary School	Restroom addition at loading dock.
Rochon Corporation	\$9,367.05	High School	Hand Dryers
Rochon Corporation	\$1,260.00	High School	3" ball valve on the cold water line
Rochon Corporation	\$3,090.15	High School	Mop Sink
Rochon Corporation	\$51,988.40	High School	Revisions to Sanitary Piping System
Rochon Corporation	\$22,446.90	High School	Casework Revisions in Area C
Rochon Corporation	\$9,529.80	High School	Joist Reinforcing
Rochon Corporation	\$3,566.85	High School	Conduit to Press Box
Rochon Corporation	\$7,143.24	High School	Window in Fab Lab
Rochon Corporation	\$576.45	High School	Locker room switch location
Rochon Corporation	\$33,935.63	High School	Sanitary Sewer Line Area A
Rochon Corporation	-\$1,890.00	High School	CO#4 was already in original bid

WELCOME MIDDLE SCHOOL STUDENTS

Dear Students and Parents:

Welcome to the Princeton Middle School education team! As your child's primary teacher, you are very important to the success of his/her educational experience. Because we share a common goal of quality education, it is important that we support one another's efforts to meet that expectation. We truly see you as a partner with us and encourage your involvement, communication, and presence at Princeton Middle School. We understand that your child means the world to you. We want you to know that we will provide a safe, positive, and challenging learning environment for all.

This handbook has been developed for the purpose of interpreting our school expectations to its students, parents and other friends. Both students and parents should become familiar with the policies, procedures, and activities associated with Princeton Middle School. We want all students to be happy at school and learn all they possibly can. Student success is very important. To make sure students are successful we implement our Tiger Pride or Honor Code Expectations: Respecting Myself, Others, Property, and Community.

We are looking forward to another exciting year, filled with many new opportunities and challenges promoting learning and growth. Let's work together to make this school year an enjoyable and rewarding experience for everyone.

Respectfully,
Dan Voce, Principal

Sarah Marxhausen, Assistant Principal



PRINCETON MIDDLE SCHOOL

District Mission Statement

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

District Vision

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

Middle School Philosophy

The administration, faculty, and staff expect each student to:

1. Manage yourself by solving your own problems with staff guidance.
2. Always do your best, be on time, and be prepared to learn.
3. Take responsibility for choices made.
4. Treat others with kindness and respect.
5. Take care of district property and equipment.

Middle	School		Administration
Dan Voce-Principal	389-6750	Joan Bullivant-Counselor	389-6739
Sarah Marxhausen-Assistant Principal	389-6751	Bobbi Benner-Counselor	389-6753

School Contacts

To e-mail a staff member use the following format: first name.last name@isd477.org

Princeton School District #477 web site: www.princeton.k12.mn.us

Middle School Office/Attendance: 763-389-6704

Health Office: Amy Oliver: 763-389-6723

Daily Schedule

The schedule is adjusted by staff and varies by grade level:
7:55 - 8:05 Students remain in the cafeteria area until released
8:15 - 8:35 T/A
8:40 - 3:05 Core classes and specialists
11:26 - 1:10 Student lunch periods
3:15 Busses depart. **For the safety of students, after 3:20 all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.**

Criminal Background Check (ISD 477 Policy 404)

The purpose of this policy is to maintain a safe and healthy environment for 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.

Physical Education Dress Code

Students will need to purchase a Phy-Ed uniform (t-shirt and shorts) to wear for their physical education class. The cost of the pair will be \$15 and can be purchased in the office. Tennis shoes and socks are required. Students are expected to wear the uniform on a daily basis. If they forget their uniform they will be required to participate, but they may lose partial credit for the day. If they damage or lose their shirt or shorts, they will need to purchase a

second pair. Financial assistance will be available for those who qualify, contact the office if you think you may qualify.

Photos/ Videos in School/ District Publications/ Media Sites

Throughout the year, photographs and video are taken in classrooms, around the school, and at school activities. Some of these may be published in local newspapers, within the Middle School, District 477 publications, broadcasted on television highlights within the building, or shared with other schools in the state or even nationally. The middle school gets a lot of attention because of our PBIS initiatives. Parents may request that their children's photographs and/or video and identifying names not be published or shared. Please make your written request to the principal. (This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs).

Academic Information

Teachers will give more detailed specifics about behavior and academic expectations in their classrooms.

Homework

Current research shows that completing homework has immediate and long-term effects on achievement and learning. In fact, a student of middle school age that completes his/her homework will outperform students who do not. Therefore, with best practice research and middle school developmental stages in mind, students may have homework in the evening. The amount of effort a student puts forth in class may determine whether they have more or less homework.

Late Work

At Princeton Middle School we expect all students complete their work on time. Excused Absences will have two days for every day they are absent to make up assignments that they missed. Teachers may have additional expectations for late work.

Student Planner

Students will receive an academic planner at the start of the school year. **Students are expected to have their planner with them in all classes and in the halls except when going to lunch.** The planners will be used to record classroom agendas and homework and will act as a pass for any travel within the building. The planner should be shared daily with parents. A student traveling without their planner may be escorted back to their classroom for proper permission. Passes can be reduced if they are misused. **Replacement cost for a lost or damaged planner is \$5.00 and may be purchased in the office.**

Grading Guidelines

Grading System and Report Cards

The evaluation of student achievement is one of the important functions of each teacher. Report cards are issued at midterm and at the end of each trimester. The accepted marking system is as follows:
A - Excellent B - Good C - Average D - Poor N - Not Acceptable
I - Incomplete

Purpose/Definition of Grading: The purpose of grading is to show what students know and are able to do in relation to course standards. Grading: a) reflects academic achievement, b) contains meaningful feedback, c) aligns with Princeton Public Schools Curriculum, and d) reflects consistency among classes, grade levels, and/or departments.

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

- o Practice (formative) assessments include activities such as teacher observations, quizzes, homework, rough drafts, peer editing, and notebook checks, etc.
- o 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. Students are ready to be responsible for the material.

- Academic achievement (summative) assessments include: final drafts, tests, exams, projects, essays, performances, etc.
- Academic Achievement (Summative) Assessments will make up 75% of a student's overall grade.

Friday Folders

In addition to report cards, parents will receive progress reports and missing assignment reports. Parents will receive these reports on student progress in the Friday Folder each week. Students are expected to bring home this folder, have their parent(s)/guardian(s) sign it, and bring it back the following school day. If you do not receive a report, please contact your student's TA teacher. In addition, parents are encouraged to view their student's grades online through the Skyward Program. Passwords for this program can be accessed through the office and/or through your student's TA teacher.

Overtime Program - Academic intervention and support

Students who need academic assistance in their classes and coursework may be referred to our "Overtime" program by their teaching team, guidance counselor, or advisor. Overtime is 2 days a week after school from 3:30-5:30 pm. Students in the program will work with a team teacher/mentor to assist, guide, and track student progress. Every two weeks student grades will be reviewed. Students who have shown progress will be exited out of the program. Students who do not make adequate progress on their grades at the end of the school year may be enrolled in our summer "Overtime" program.

Incomplete Grades

Students who have incomplete work and are not meeting adequate progress in their courses will receive an "I" at the end of each trimester. Students will be given a **two-week** window in which to complete any missing or late assignments. Students may need to re-do assignments to improve their scores. Our goal is to help students successfully complete their courses and learn the necessary skills to be successful in high school and beyond.

Parent Teacher Conferences

Conferences bring student, advisor, and parent(s) together. This conference provides an important communication link between parents and the school. The conference will last 15-20 minutes where students and parents will share the report card and work samples. Parents are always welcome to conference with teachers on any school day. To meet with a teacher in addition to scheduled conference nights, please contact your student's teacher(s).

Team Requests and Schedule Changes

Our goal is to provide students a variety of experiences through their core, fine art classes, and working with multiple staff members. Team requests are not accepted and once a student is enrolled in a class, they are expected to remain in the class until it is completed. As a general rule, we are not able to adjust student schedules. Special circumstances require administration approval.

Roles and Responsibilities

In order to promote lifelong learning, Princeton Middle School has established the following roles and responsibilities. The goal is to ensure that all students are successful in developing skills necessary for academic achievement.

Teacher Responsibilities

- Teachers present standards, learning goals, and expectations for student success on an ongoing basis.
- Teachers will further define academic expectations and communicate to students/parents when they are not being met.
- Teachers/Team will refer and support students who are in need of academic assistance through the defined action plan.
- Teachers/Team will work with referred students and parents to fulfill academic requirements in a timely manner.
- Teachers teach students.

Student Responsibilities

- Students will follow teacher and school expectations.

According to Minnesota Law/Statute 260A.02 Subd. 3, a pupil is considered a continuing truant if absent on three (3) or more class periods on three (3) or more days without a valid excuse. According to Minnesota Law/Statute 260C.007 Subd. 19, a pupil is considered a habitual truant if absent on seven (7) or more class periods on seven (7) or more days without a valid excuse. The school must notify county and will notify parents.

Tardiness

Students late to school should report to the office to receive a pass. Students late to class are expected to have a pass. Any staff can ask to see a student's pass if in the hall during class time. Teachers will record unexcused tardiness, which may result in a teacher detention. Chronic tardiness may result in parent contact and referral to an administrator. **Three unexcused tardies can result in one unexcused absence.** Each morning administration will "sweep" the hallways. Students in the hall without a pass will report to the media center and educated on the importance of being on time. The students may receive consequences for tardiness.

Pre-Arranged

Students should present written parental request to the middle school office for any prearranged absences. Students will be given a form for teachers to sign and record homework assigned for the time missed.

Absences

Make-Up

When students return to school they are responsible to get their make-up work and will receive full credit for work missed when completed upon the teacher's deadline. Unexcused absences may have grade adjustments determined by the team of teachers.

Work

Leaving School During The Day

Students should provide a parent note or phone call at the start of the day to leave during school hours. Students can be picked up from the following: parent(s), legal guardian(s), emergency contact(s), or a written permission from parent/guardian stating whom will pick up their son/daughter. Students are not allowed to leave school by themselves during the school day. The failure to properly check out of school will be recorded as an unexcused absence.

Care of Property

Vandalism/Property Damage

The Princeton community and schools are fortunate to have a state of the art middle school facility. It is the responsibility of everyone to respect school property and property belonging to someone else. If you see someone damaging or vandalizing, please report this to a staff member. Students involved in vandalism will be expected to reimburse the district for any damages in addition to further consequences to be determined by school administrators.

Theft

Please report to a staff member or office personnel any time you have witnessed or been victimized by someone. Remember to lock your school and gym locker when not in use and do not share the combination with others. Leave valuables at home. Students are discouraged from bringing more money than what they need to spend at school each day. The school is not responsible for lost or stolen money and/or property on school grounds or at school activities. Administration will determine consequences for theft while following the school district's policy. This may include but is not limited to: parent contact, in-school suspension, out-of-school suspension, restitution, and/or notifying the police resource officer.

Food

Students should only consume food/drink in the cafeteria or in a classroom when approved by a staff member. Open beverage containers in the hallway areas are prohibited and may be confiscated by staff. Due to the high caffeine content in energy drinks and soda pop, as well as the effects they have on adolescents, they are prohibited at school. Only water in clear containers is allowed. Colored liquids and colored and/or opaque containers are not allowed. Teacher and/or staff member discretion will be given in regards to the clear water bottles being allowed in the individual classrooms. Please note that there are drinking fountains in each wing and throughout the school available for students.

Lockers

All students will be assigned an individual locker. **You should use only the locker assigned to you!** For your protection, it is necessary that you do not reveal your combination to any other person. Once assigned a locker, this is your locker throughout the school year; locker changes need to be pre-approved through the front office. Each student will have one locker, sharing of lockers or moving lockers is prohibited. Valuables should never be left in your locker even though you have it locked. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. **The lockers are school property and the law permits the inspection and/or search of student lockers at any time.** Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may for any reason conduct an inspection of the contents of lockers at any time, without notice, without student consent, and without a search warrant.

Student Management

Vision

Our vision is to extend the learning from the classroom into an innovative and clearly defined student management system. This is essential to stop ongoing behavior problems and educate students on how the choices they make, affect themselves and others. Staff will encourage positive “Tiger Pride” student behaviors and will use Positive Behavioral Interventions and Supports (PBIS).

Mission

Educate students to take accountability for their actions and develop a plan to make better choices in the future. To understand that they have an opportunity to be successful within the educational setting and to appropriately resolve any social conflict they encounter. To realize they independently have the opportunity to make decisions that will enable them to be successful.

Student Conduct and Expectations

Students are responsible for their own actions and behaviors. Students are expected to demonstrate respect and responsibility by following school rules. The administration of Princeton Middle School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors that are not acceptable. Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated.

Students who violate this code of conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution. Administration may use consequences as deemed necessary for altercations, incidents, and behaviors not specifically mentioned in the handbook. Students must cooperate in all disciplinary investigations and procedures. Non-cooperation in investigations may subject student(s) to discipline. The school cannot disclose disciplinary action of other students, per student-data privacy.

Planning Room

Students can come to the Planning Room for support, either academic or behavior. Students can report offensive behaviors to the Planning Room where a staff member will assist students in addressing the behavior and will help find solutions. Students can learn self-advocacy skills, replacement behaviors, and academic support.

Restitution Room

This is where students will be initially placed following removal from class or other disciplinary incident(s). Students sent to the restitution room should report to the office until they can meet with the supervisor. Students have the opportunity to reflect on the situation, repair their mistake, and create a plan to make a better choice in the future. Depending upon the incident, an effort will be made to contact the parent either by a staff member, teacher, and/or student. Frequent or more severe behavior will be referred to administration.

Student

Responsibilities

during

Detention

1. Students are to be in detention on days assigned unless they are excused in advance by staff member.
2. Students are expected to be on time, sign in, and sit in assigned seat.

3. Students are expected to follow staff instructions.
4. Refusal to make up a detention may result in further consequences determined by an administrator.

Teacher Detention

Teacher detention is assigned and supervised by individual teachers. Students are required to attend at the assigned time (this may include before, during, and/or after school) and are responsible for transportation home. Students may also be assigned lunch detention and are required to serve their detention during their lunch period, which may include a nutritious bag lunch.

Lunch Detention (through the office)

Students may be assigned a lunch detention through the office. Students are expected to report directly to the assigned lunch detention area. A nutritious bag lunch, instead of a hot lunch, will be provided to the students. The students are expected to be on time, sign in, stay seated where staff determines, not participate in talking and/or other distracting behaviors, and demonstrate respect toward the monitor and other students in the area. Failure to comply with these expectations may result in additional lunch detentions and/or more severe consequences.

Catch- Up Lunches

Students may be assigned a working lunch as a layer of support to help students with their missing work. This can be assigned through the office and/or classroom teacher. The students receive a regular lunch while they complete their needed work.

In-School Suspension (ISS)

In-school suspension is held during the school day in the office.

1. Students will complete provided learning materials and classroom assignments.
2. ANY electronic device, talking, non-verbal communication, and/or sleeping is not allowed.
3. Lunch will be eaten in the office. A nutritious bag lunch will be provided.
4. Failure to comply with ISS rules may result in additional ISS time, OSS, and/or administrative meeting.
5. Students placed in ISS may not participate in after-school activities.

Out-of-School Suspension (OSS)

Out-of-school suspension will be used at the discretion of the administration, under the guidelines of The Pupil Fair Dismissal Act. Some possible examples include but are not limited to: fighting, harassment, vandalism, weapon violation, stealing, threats made toward students and/or staff members, smoking, truancy, chemical possession and/or use, insubordination, and/or other inappropriate acts. Student schoolwork assigned during a suspension period must be completed. A parent conference may be required upon the student returning to school.

Profanity/Offensive

Language

Profanity is any use of language that may be offensive to others and will not be tolerated in the school, on school property, or at school functions. Depending upon the severity of the language and/or the context of how it was used, consequences may include but are not limited to: parent contact, detention, in-school suspension, out-of-school suspension; at the discretion of the administration.

Safe

School

Zone

Minnesota Statute 152.021 - 152.023 and 609.66 has declared the area surrounding schools as a drug free and weapon free zone. This zone begins at the boundaries of the school property and extends 300 feet from that point, or one city block, whichever is greater. The court toward adults may administer tougher penalties and juveniles caught possessing or selling illegal drugs, or possessing a dangerous weapon within a school zone.

School Disruption

Any student who disturbs or interrupts the peace and good order of the school or school sponsored activities whether on or off the school campus, will be subject to disciplinary action, which may include filing a police report. Any dangerous threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable.

Public Displays of Affection

The school is not an appropriate place to openly display affection. Students need to use good judgment regarding this and are asked to refrain from such inappropriate displays inside our building or on school property. If such behavior occurs, the following may take place: warning, parent contact and/or further disciplinary action.

Insubordination

A student is insubordinate when a staff member makes a reasonable request to a student and the student refuses to cooperate. It is expected that students work with and answer administration's questions when needed. Depending upon the severity of insubordination, consequences may include but are not limited to: parent contact, detention, in-school suspension, out-of-school suspension; at the discretion of administration.

Student Dress Code

The responsibility for the appearance of the student rests with the student and parents themselves. They have the right to choose proper student dress providing that the attire is not destructive to school property, complies with the health code of the State of Minnesota, and does not interfere with the educational process or school policy. Certain apparel is not appropriate for school, based upon the guidelines of health, safety, and its potential for disruption:

1. Shoes must be worn at all times.
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains, or low riding pants (**pants need to be worn on hips and/or at waist level, no underwear being shown**) may not be worn to school. **Students may monitor the length of their shorts or skirt. When standing, if they place their arms straight down at their side, they should touch the material of their shorts or skirt. If they touch skin they're too short and they cannot be worn. When monitoring length, the garment should rest freely. Straps need to be the width of at least two fingers.**
3. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate and/or inferred messages may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).
4. No items such as hats, scarves on heads, bandanas, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.
5. The school has the right to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific areas.
6. When an infraction of the dress code occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing (including belts and/or ties for low riding pants), and/or parent contact. If the violation cannot be remedied at school, the student may be sent home to change into appropriate clothing. Continuous inappropriate dress may result in further consequences.

Cell Phones & Other Personal Electronic Devices (PED's)

Students are allowed to use their PED's anytime before 8:10 a.m. and after 3:05 p.m. Students may have PED's with them at school, but they must be turned off (not on vibrate). PED's may not be visible at any other time during instructional time. Teachers may allow students the use of PED's during instructional time for instructional purposes, as technology can help promote learning within the 21st century. Cell phones and/or other electronic devices are to be used only for the intended purpose, as approved by supervising staff. The use of cell phones and/or other electronic devices in locker room facilities, bathrooms, and/or activity nights is strictly prohibited at all times (including before, during, and after school). Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audio taping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone brought on school property. Students are expected to demonstrate positive digital citizenship toward self and others, use technology for intended purposes, maintain the privacy of others, and model positive online etiquette. The district is not responsible for electronic devices brought to school if lost, stolen, and/or damaged.

PED's may be used as incentives with staff approval. If students choose to bring a PED to school, the school is not responsible for loss, damage, or theft. Students are expected to follow all school-wide expectations or they may lose the privilege to have the PED during the school day. Students using electronic equipment during the day without

teacher permission may lose possession of the item and parents may be asked to pick the item up in the front office. If technology misuse continues to be an issue, the student's parent may be required to pick the item up at school and, ultimately, the student may lose the privilege of bringing their device to school. If students wish to contact a parent or guardian during the school day, phones are available in the front office.

Inappropriate Postings

Taking, posting, sending and/or receiving sexually explicit photos that are retrievable within a school facility or grounds, is strictly prohibited and there is a possibility of severe consequences; this may be deemed as sexual harassment. In addition, anyone who photographs, records (including but not limited to video and audio taping), in possession of, and/or transmits information on another student or staff member will be subject to discipline as this is unacceptable and is in violation of student conduct expectations. Consequences include but are not limited to: loss of privilege, parent contact, suspension or expulsion, and/or notifying law enforcement officials. Exceptions to these expectations need prior approval through administration.

Harmful or Nuisance Items

This includes all electronic devices, cameras, laser pens, roller blades, skateboards, hackey sacks, expensive jewelry or personal items, large sums of money or any item deemed disruptive by school staff. Unauthorized use of nuisance items will result in the item being confiscated and may require a parent meeting with administration to have the item returned. Repetitive violations may result in the item being confiscated until the end of the school year. The school district will not be held responsible for items lost or stolen on school property.

Bikes, Skateboards, Rollerblades, and Other Wheeled Items

Bikes and skateboards may be used for transportation to and from school, but they may not be used on school property. Skateboarding on school property is prohibited. For the safety of all students, staff, parents and visitors, students may not use wheeled devices past the bike rack. Skateboards, rollerblades, and other wheeled devices may not be used during school hours and must be stored in the office or in student lockers. First offense: Student will be warned. Second Offense: Parents may be notified and they may have to pick up the item. Third Offense: Loss of privilege for the remainder of the school year.

Harassment (ISD 477 Policy 413)

Harassment/discrimination is a violation of state law and policies of District #477. 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 through personal or electronic contact. All persons associated with the school including but not limited to the administration, staff, and students shall conduct themselves in a way to provide an atmosphere free from racial, religious or sexual harassment, discrimination or assault in written, verbal, electronic, or physical form. If you are a victim of harassment or witness harassment, you should report it to a staff member immediately. Students may be required to participate in training designed to increase sensitivity to the issue of harassment and/or may face dismissal/suspension or other disciplinary action per school board policy. For more information, please see District Policy #413 on the District Website.

Bullying Prohibition (ISD 477 Policy 514)

A safe and civil environment is needed for students to learn, attain high academic standards, and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. Princeton middle school takes several steps to educate students on bullying, one of which is the Olweus Bullying Prevention Program. This is an evidence-based, highly accredited, nation-wide program supported by the Hazelden Foundation.

Student bullying is defined in MN statute as: a) intimidating, threatening, abusive or harming conduct that is objectively offensive and b) there is an actual or perceived imbalance of power between the students and c) the conduct is repeated or forms a pattern; or d) 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. Cyberbullying is defined as bullying using technology and/ or other electronic communication.

The purpose of the bullying policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior, either by physical, verbal, or electronic means. We will take action to investigate, respond, remediate, and discipline those acts of bullying, which have not been successfully prevented. Report any offensive behavior to your teacher, guidance counselor, the planning room, a trusting adult, or an administrator. For more information, please see District Policy #514 on the District Website.

Hazing Prohibition (ISD 477 Policy 526)

The school district maintains a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level. For more information, please see District Policy #526 on the District Website.

Fighting/Physical Assault

Fighting is when two or more individuals attempt to and/or intentionally cause physical harm to each other. Fighting may include verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students involved may be suspended from school up to ten (10) days in/out-of-school suspension as determined by administration. If a student violently directs an attack on another person: The student may be initially suspended for ten (10) days, and may be recommended to the Superintendent and School Board for expulsion.

Internet Acceptable Use and Safety (ISD 477 Policy 524)

The use of the school district system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the incident 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, or exclusion; 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. For more information see District Policy #524 on the District Website.

Activities

Middle School Activities Philosophy

Middle school students need a variety of activities through which they can experience success in academic, athletic, and fine art arenas. At this level of competition the emphasis is put on participation both during contests and practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. Our first goal is to allow students a chance to participate to enhance their fundamental skills; our second goal is to win the contest.

Middle School Activities Mission

Our mission is to support and enhance the learning process for all our students by providing quality programming not typically found in regular course curriculum.

Middle School Activities Goal

Our goal is to provide all students with a variety of quality activities in which to participate. Because we offer a wide variety of activities, it is our intention to have as many students participate in co-curricular activities as possible.

Code Of Conduct

Princeton Schools encourage participation in activities. However, **participation in activities is a privilege, rather than a right**. Students who elect to participate in activities will be expected to exemplify high standards of behavior. Behaviors considered by the coach, advisor, activities director or principal, to be inappropriate for a representative of Princeton Schools will not be tolerated. Such behaviors, both on and off school property, may result in suspension or removal from any or all activities.

MSHSL (Minnesota State High School League) Rules

Good Standing & General Eligibility (MSHSL Bylaw 206)

The member schools of the Minnesota State High School League (MSHSL) believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

As a student participating in Princeton Middle School's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country and will respect those who are responsible for enforcing these rules.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial or religious harassment or violence may also constitute a violation of this bylaw.

PENALTY: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The MSHSL specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

Chemical Eligibility (MSHSL Bylaw 205)

Philosophy and Purpose

The Minnesota State High School league recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members, or other significant persons in their lives.

Rule: During the school year and all non-school year, regardless of quantity, a student shall not:

- 1) use, buy, sell, have in possession, or give away a beverage containing alcohol;
- 2) use, buy, sell, have in possession, or give away tobacco;
- 3) use or consume, have in possession (on your person, in a locker, or in a vehicle, etc.) buy, sell, or give away any other controlled substance or drug paraphernalia.
- 4) use or consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products, and/or other chemicals.

Penalty for Athletic Activities:

1) First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of the season in which the student is a participant, whichever is greater. No exception for a student who participates in a treatment program.

2) Second Violation: After confirmation of a second violation, the student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, of the season in which the student is a participant, whichever is greater. No exception for a student who participates in a treatment program.

3) Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve consecutive interscholastic contests or four weeks, 28 calendar days, of the season in which the student is a participant, whichever is greater. If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

- Penalties shall be accumulative beginning with and throughout the student’s 7th and 8th grade years.
- A student shall be disqualified from all interscholastic athletics 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.

Social Websites/Public Domain and Participation in Activities

Any public behaviors, pictures, or otherwise, observed on social websites will be screened for conduct becoming that of a Princeton Activities participant. Substantial evidence will be the level of proof needed to issue eligibility consequences. 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 and there may be eligibility consequences as outlined in school district policy.

Interscholastic Eligibility (ISD 477 Policy 597)

Participating in extra-curricular activities is a **privilege** not a **right**. Princeton Middle School follows District #477 policies and MSHSL academic and behavior By-Laws. All 7th & 8th grade 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” 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.” Students can participate in practices and events as usual, unless individual coaches have additional expectations/requirements. If after the two-week probation period, students remain academically ineligible, they will be placed on academic suspension and unable to participate until academically successful as approved through the Activities Office. If a 2.0 and/or zero “N’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 3rd trimester of the previous year. The administration may review individual cases and has discretion regarding waiving eligibility requirements.

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

Conduct at Extra-Curricular Events

The purposes for extracurricular events are for entertainment, social interaction, and the development of school pride. Students that attend extra-curricular activities are expected to be respectful and follow school rules of conduct for extra-curricular activities. Violators will be subject to removal from the activity and the school, and will face disciplinary action in accordance with established school system policies and procedures.

Activity Night Expectations

1. Appropriate school behavior is expected from all students at all times.
2. When a student leaves, he/she may not return.
3. Pop, juice, and food items may be consumed in designated areas only, not in the gym.
4. Dress must be acceptable school attire. Hats are not allowed.
5. Students violating school rules may be asked to leave school grounds.
6. Activity night is open only to Princeton Middle School students.
7. Any student sent to the ISS room, suspended or truant prior to the activity may not be allowed to participate.
8. Students may be denied the privilege of attending activities due to previous behavior disruptions. Any student who displays a behavior disruption at a dance/activity night may be excluded from the next two activity nights.
9. Inappropriate public displays of affection are not allowed.
10. Electronic devices are not allowed.

School Field Trips

School-sponsored field trips are a privilege to attend, not a right. Students may be held back from trips due to inappropriate behavior. Field trips are considered part of the school day to which school policies and procedures apply.

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.

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

Use of Health Services

A student may utilize the Health Office for a medical concern, injury, or for information/referral for a specific health 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 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 have 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.princeton@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 are 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.princeton@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.

Screenings

Vision and hearing 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.

Physical Education Participation

Physical activity is important to the growth and development of our students. Our physical education program provides a variety of activities for all students including students who may have a recent injury, chronic illness, or handicap.

A student may be excused from participating in physical education for the following: illness or injury. To ensure the health and safety of each student while helping remain physically active, certain guidelines are expected. To be excused from participating, a written request must be received. Written requests for being excused include:

- From a parent (for two days only) or from the health office (for two days only)
- From an examining physician, if more than 2 days. Please make this specific to the time frame and activities to be excluded and/or recommendation of allowable activities. This is the student/parent's responsibility. Please turn into health office.
- In order to ensure the student's safety, a student receiving a physician's excuse must also present a physician's permission to resume activities.

Lunch Service

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. Deposits must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:55-8:15 AM.

Lunch Account Policy

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

All account balances must be positive by **May 15th** in order to continue charging meals to that account. No 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 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.

Prices (subject to change):

Lunch	\$2.30	Reduced Lunch	\$.00
Breakfast	\$1.40	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.40	Adult Lunch	\$3.75
Second Entree	\$1.75	Second Lunch	\$2.85

Student Lunch Menus

Menus are published on the Princeton Public School website www.princeton.k12.mn.us. We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

Student Cold Lunches

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. Students or parents may not call in orders to have meals delivered to school.

Breakfast Program

School breakfast is offered every school day from 8:00-8:15. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

After School Snack Shop Program

Students can purchase snacks or meals needed to get them through their after school activities. All they need to do is come to the lunch room before going to practices or events. 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! Remember to plan accordingly and deposit additional money in your child's lunch account if needed.

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. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

Guidance Department

The middle school counseling program uses a developmental guidance approach. Its purpose is to help all learners grow emotionally, socially, and intellectually. This may be accomplished in several ways, such as:

1. Helping students feel comfortable in the middle school setting.
2. Offering guidance program activities, which are primarily preventative in nature.
3. Assuring that guidance program curriculum and activities are available to all students.
4. Additional services and duties provided by the counselor include:
 - Assistance with short and long range planning
 - Teacher consultation
 - Referrals
 - Academic monitoring of student progress
 - Counseling (individual and/or group)
 - Parent consultation
 - Providing information
 - Cumulative record maintenance

Students interested in meeting with a counselor should make an appointment in the middle school office. The releasing teacher must sign your planner.

Bus Transportation

Riding the bus is a privilege given to students, not a right. All school rules and transportation rules are in effect while a student is riding the bus or at the bus stop. Students that ride the school bus before or after school are not permitted to leave the school grounds for any reason after arriving or before departing on the school bus. Specific bus and bus stop rules are listed below. Consequences for not following the rules range from a warning to having transportation privileges taken away. Administration has the discretion to keep students from riding the bus home from the school day, if their behavior prohibits them and/or others from a safe bus ride home.

Bus Behavior - Guidelines and Consequences

Class I Offenses: Spitting, excessive noise, horseplay, distracting behavior, eating or drinking, littering, leaving seat or standing without permission, use of liquid containers, profanity, verbal abuse, harassment, obscene gestures, possession of unacceptable material, false identification of oneself, refusal to identify oneself, riding unassigned bus, using unassigned bus stop, opening window past safety line, disobedient to driver or monitor, cell phone use (including videos and photos), other offenses as reported by driver to principal.

Class II Offenses: Hanging out of windows, throwing/shooting of any object, bullying or physical aggression, profanity/threats directed at driver or bus monitor, possession of tobacco or any controlled substance, vandalism to bus (restitution will be made), holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement, lighting of matches or lighters or any flammable object or substance, unauthorized entering or leaving bus through emergency exit or tampering with bus equipment, possession or threat of weapons/explosives/flammables, possession or use of laser pens or pointers, other offenses as reported by the driver to principal. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II, 1st offense. If a student receives a bus suspension and/or loss of service, the student has lost all bus privileges, including but not limited to activity, shuttle, and field trip bus privileges. Students are required to attend school if there is a bus suspension or loss of service.

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

- | | |
|-----------------|---|
| Class I | 1st Offense: Warning or 1-5 day bus suspension |
| | 2nd Offense: 1 – 10 day bus suspension |
| | 3rd Offense: 5-10 day suspension, possible loss of bus service, parent/principal meeting (optional) |
| | 4th Offense: Loss of bus service |
| Class II | 1st Offense: 5 day bus suspension |
| | 2nd Offense: 10 day bus suspension |
| | 3rd Offense: 10 day bus suspension, possible loss of bus service, parent/principal meeting (optional) |
| | 4th Offense: Loss of bus service |

Frequently Asked Questions

How does a student get a message from a parent?

Parents may call the student message line at 763-389-6757 to leave a message for their child.

How do I use a telephone?

Office telephones may only be used for an emergency with the permission of office staff.

Where should visitors go when they come to the Middle School?

Any person other than Princeton Middle School students, staff, or Board of Education personnel are regarded as visitors and must report to the office for a name badge and to sign in before going anywhere in the building. This badge is to be worn at all times so it is visible to others. Visitors need to check out with the front office. Visitors during the school day who do not receive proper authorization to be in the building will be considered trespassing. The administration reserves the right to deny visitors access to the school during school hours. Because it's a disruption to the learning process, we do not allow student visitors.

What if I get injured or sick during school?

Have your planner signed by your teacher and go to the health office. Students are never to leave school without notifying the office.

If you move to a different address during the school year or your parent(s)/guardian(s) change jobs, and telephone numbers, what should you do? *Report this information to the office secretary.*

What if I don't know my bus route? *Contact the bus company.*

What if my locker doesn't work or I forget my combination?

Ask any teacher for help. Go to your next class and explain the situation. Go to the office when the teacher says you can.

Can I carry my backpack during the school day?

No. Your locker is conveniently located by your math, science, language arts, and social studies classes.

District Policies

Prohibition of Weapon (ISD 477 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. **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.** "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. 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.

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.

The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

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. Policy 501 can be found in it's entirety on the district website.

Student Discipline (ISD 477 Policy 506)

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 assistant principal. 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 re-admission, and a copy of the Minnesota Fair Dismissal Act.

EXPULSION

1. 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.
 2. Grounds: A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.
 3. 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.
 4. 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.
- Note: Policy 506 can be found in it’s entirety on the district website.

Chemical Use and Abuse (ISD 477 Policy 417)

Student Use and Distribution of Controlled Substances

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 that 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 wellbeing 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 inappropriate 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.

Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location.
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the students until the administrator arrives.

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

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 substances.

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 year.

Note: Policy 417 can be found in it's entirety on the district website.



PRINCETON MIDDLE SCHOOL

1100 4th Avenue North, Princeton, MN 55371

Dan Voce, Principal 763-389-6750

Sarah Marxhausen, Assistant Principal 763-389-6751

Bobbi Benner, Counselor 763-389-6753

Leann Bellinger, Counselor 763-389-6750

June 7, 2016

Re: Middle School Handbook Changes

Dear Dr. Espe and School Board Members,

Below are the recommended changes for the 2016-17 middle school handbook. These changes are based on a variety of reasons: correcting misinformation, aligning current practices and policies, and recommendations from those in Food Service, Health Services, and building principal/assistant principal.

1) District Mission Statement

~~To develop the potential in each person through academic and co-curricular excellence.~~

Replace with:

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

2) District Vision

~~No boundaries to learning.~~

Replace with:

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

3) Daily Schedule (Items in bold have been changed)

The schedule is adjusted by staff and varies by grade level:

7:55-8:05 Students remain in the cafeteria area until released

8:15 - 8:35 T/A

8:40 - 3:05 Core classes and specialists

11:26 - 1:10 Student lunch periods

3:15 Busses depart-For the safety of students, after **3:20** all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.

4) Overtime Program - Academic intervention and support

~~The "Overtime" is every Tuesday and Thursday night from 3:30-5:30 pm.~~

Replace with:

Overtime is 2 days a week after school from 3:30-5:30 pm.

5) Add the following section:

Team Requests and Schedule Changes

Our goal is to provide students a variety of experiences through their core, fine art classes, and working with multiple staff members. Team requests are not accepted and once a student is enrolled in a class, they are expected to remain in the class until it is completed. As a general rule, we are not able to adjust student schedules. Special circumstances require administration approval.

6) Student Conduct and Expectations Add:

The school cannot disclose disciplinary action of other students, per student-data privacy.

7) Student Management Take Out:

Cell Phones, Other Personal Communication Devices, and Music Devices

~~The use of cellphones and other electronic devices at school can create a disruption to the learning environment and may jeopardize student safety during potential emergency situations. The use of cell phones and/or other electronic devices may be used during class time for educational purposes only, pending staff approval. Students may only use these devices under the supervision of a staff member or they remain in your locker. Cell phones and/or other electronic devices are to be used only for the intended purpose, as approved by supervising staff, not as distractions to the school day. The use of cell phones and/or other electronic devices in locker room facilities, bathrooms, and/or activity nights is strictly prohibited at all times (including before, during, and after school). Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audiotaping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone brought on school property. Students are expected to demonstrate positive digital citizenship toward self and others, use technology for intended purposes, maintain the privacy of others, and model positive online etiquette. The district is not responsible for electronic devices brought to school if lost, stolen, and/or damaged.~~

~~If a violation occurs, staff will confiscate the electronic device. It may be turned into the office. Disciplinary action may include: confiscation, conference with administration, parent contact, loss of privilege, and/or suspension. 1st offense: student may pick up the device in the office at the end of the day, 2nd offense: parent/guardian picks up the device, 3rd offense: student may lose the privilege to have electronic devices at Princeton Middle School. *Note: Consequences may be more severe depending upon the infraction with the electronic device. Any exception to this policy for emergency purposes must have prior approval by building administration.~~

Replace with:

Cell Phones & Other Personal Electronic Devices (PED's)

Students are allowed to use their PED's anytime before 8:10 a.m. and after 3:05 p.m. Students may have PED's with them at school, but they must be turned off (not on vibrate). PED's may not be visible at any other time during instructional time. Teachers may allow students the use of PED's during instructional time for instructional purposes, as technology can help promote learning within the 21st century. Cell phones and/or other electronic devices are to be used only for the intended purpose, as approved by supervising staff. The use of cell phones and/or other electronic devices in locker room facilities, bathrooms, and/or activity nights is strictly prohibited at all times (including before, during, and after school). Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audio taping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone brought on school property. Students are expected to demonstrate positive digital citizenship toward self and others, use technology for intended purposes, maintain the privacy of others, and model positive online etiquette. The district is not responsible for electronic devices brought to school if lost, stolen, and/or damaged.

PED's may be used as incentives with staff approval. If students choose to bring a PED to school, the school is not responsible for loss, damage, or theft. Students are expected to follow all school-wide expectations or they may lose the privilege to have the PED during the school day. Students using electronic equipment during the day without teacher permission may lose possession of the item and parents may be asked to pick the item up in the front office. If technology misuse continues to be an issue, the student's parent may be required to pick the item up at school and, ultimately, the student may lose the privilege of bringing their device to school. If students wish to contact a parent or guardian during the school day, phones are available in the front office.

8) Student Management Add: Catch- Up Lunches

Students may be assigned a working lunch as a layer of support to help students with their missing work. This can be assigned through the office and/or classroom teacher. The students receive a regular lunch while they complete their needed work.

9) Health Office:

Screenings (Add the bold word and take out scoliosis)

Vision **and** 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.

10) Lunch Service (Items in Bold have changed)

Prices (subject to change):

Lunch	\$2.30	Reduced Lunch	\$.00
Breakfast	\$1.40	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.40	Adult Lunch	\$3.75
Second Entree	\$1.75	Second Lunch	\$2.85

11) Student Lunch Menus

Take out:

~~Menus are published in the Princeton Union Eagle newspaper and on the Princeton Public School website www.princeton.k12.mn.us~~

Replace with:

Menus are published on the Princeton Public School website www.princeton.k12.mn.us. We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

12) Bus Transportation Add:

Administration has the discretion to keep students from riding the bus home from the school day, if their behavior prohibits them and/or others from a safe bus ride home.

13) Under Health Office:

Screenings (Add the bold word and take out scoliosis)

Vision **and** 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.

Respectfully Submitted,

Sarah A. Marxhausen

Changes to Princeton Intermediate Student Handbook 2016-2017

All occurrences of the word North was changed to Princeton Intermediate or PI

Pg 4 – School hours changed

Pg 6 – Calendar updated

Pg 9 – Addition of ‘Use the appropriate voice level for the setting

Pg 10 – Addition ‘Respectfully follow playground staff directions

Pg 11 – Addition ‘use good sportsmanship’

Pg 11 – ‘Extra class recess follow the same expectations’

Pg 23 - Addition ‘A copy of the policy will be sent home. Family Ties will be offered to parents/guardians as needed.

Pg 27 – Update to current District Nurse info

Princeton Intermediate



TABLE OF CONTENTS

Welcome	3
Princeton Intermediate Focus	4
Hours/ Phone numbers.....	5
Calendar	6
Academic	
Assessments	7
Conferences	7
Curriculum	8
Homework	8
Behavior Expectations/ TIGER PRIDE	9-18
Communications	19
Food Service Programs	19-21
General Information/ Procedures	
AM Arrivals.....	21
Arrival and Departure	21
Attendance	21-22
Bicycles	22
Emergency Forms	22-23
Field Trips	23
Criminal History Background Checks.....	23
Permission Slips.....	23
Fire, Emergency, Lock Down and Weather Drills	24
Lockers	24
Lost and Found	24
Lost, Damaged or Destroyed	24
Party Treats	24
Pledge of Allegiance	24
Release of Child During School Hours	24
Selling in School	25
Snack Breaks	25
Student Planner	25
Visitors	25
Weather Procedures	25-26
Health Services	26-29
Volunteer Program	29
Special Programs	
Release Time	30
Safety Patrol	30
Student Council	30
Special Services	30-31
APPENDIX	
District-Wide Policies and Procedures	
Directory Information	32
Harassment and Violence	32
Prohibition of Weapons	33
Student Transportation Safety	33-34
Student Use and Distribution of Controlled Substances	35
Technology Use	36
Internet Use Agreement	36

Dear Students and Parents:

Welcome to the Princeton Intermediate Family! We serve approximately 750 students in grade 3 – 5. The school was built in 1969, but was extensively remodeled in 2011. We have created an optimally safe and positive learning environment for each and every child and adult here. This is our first year as Princeton Intermediate. For the last 47 years, we were North Elementary, but with the new primary school built next door, our name was changed. Our playground has been expanded again after a year of construction.

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

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

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

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

Tiger Pride addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process. We have seen an overall reduction in major office referrals since we began using Tiger Pride in 2005.

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

We look forward to another fantastic school year!

Sincerely,
John Beach
Principal

Parent/Student Handbook Form – Princeton Intermediate

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

Please sign and leave in the assignment log.

Parent/Guardian’s Signature

Student Signature

Date

Princeton Intermediate Goals

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

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

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

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

We are committed to maintaining our positive school culture!

Hours

Our school day is 8:22 am – 3:15 pm

Our office is open from 7:30 am - 4:00 pm

Principal

John Beach

Secretary

Kim Myers

Assistant Secretary

Laura Pipenhagen

School Board Members

Deb Ulm	856-4017	Jeremy Miller	612-940-6838
Chuck Nagle	651-483-3982	Eric Minks	763-238-1571
Craig Johnson	763-634-2550	Chad Young	856-5314
		Howard Vaillancourt	389-3627

Administration

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

SCHOOL TELEPHONE NUMBERS

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

E-MAIL DESCRIPTION

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

first name.last name@isd477.org

Example: John Beach

john.beach@isd477.org

Princeton Intermediate
2016-2017 SCHOOL CALENDAR

September 12	First day of school
September 28-October 6	Book Fair
October 1-31	Fall Conferences
October 4	Fall pictures
October 13	All School Conference Night 3-7 pm
October 20 & 21	NO SCHOOL – MEA
October 28	NO SCHOOL – Staff Development
November 1	Picture Retakes
November 10	Tiger Pride Family Night and Silent Auction – 5:30-7:30 pm
November 11	NO SCHOOL – Staff Development
November 24 & 25	Thanksgiving
December 2	End of trimester 1, Tiger Bingo and all day Reading
December 5	NO SCHOOL
December 6	4 th & 5 th Grade Choir Concert 7pm @ PAC
December 23-January 2	NO SCHOOL – Winter Break
January 16	NO SCHOOL MLK– Staff Development
February 3	Film Festival at New Life Church
February 16	3 rd grade all school conference night 3-7pm
February 20	NO SCHOOL – President’s Day
Feb. 23-March 31	Spring conferences
March 9	Spring & class pictures
March 10	End of trimester 2, Tiger Bingo & all day reading
March 13-14	NO SCHOOL – Staff Development
March 16	4 th & 5 th Grade All School Conference Night 3-7, Art Show
April 14-17	Spring Break
May 2-9	Book fair
May 4	3 rd Grade musical
May 5	Grandparent’s Lunch
May 19	Field Day
May 26	Carnival
May 29	Memorial Day – NO SCHOOL
June 2	End of year assembly
June 7	Last day of school
June 8	Staff Development ½ day

ACADEMIC

Assessment and Evaluation

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

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

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

MCAs

What are the Minnesota Comprehensive Assessments (MCAs)?

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

Some ways to help students:

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

Parent-Teacher Conferences

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

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

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

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

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

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

School and Home Partnership

Students should:

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

Parents should:

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

The School should:

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

Standards-Based Learning

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

Specialists

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

Homework and Student Daily Work

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

Vacation Homework

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

SCHOOL BEHAVIOR EXPECTATIONS

Behavior and Discipline Policy

I. Behavior Guidelines

A. Philosophy

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

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

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

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

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

**RESPECT FOR
MYSELF
OTHERS
PROPERTY
AND COMMUNITY**

B. Expectations

In GENERAL, students are expected to:

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

And to **NOT**:

- Chew gum on the school premises

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

In the HALLS, students are expected to:

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

In the RESTROOMS, students are expected to:

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

In the CAFETERIA, students are expected to:

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

On the PLAYGROUND, students are expected to:

- Use Stop, Walk, and Talk when needed
- Respectfully follow playground staff directions
- Stay within the boundaries of our playground
- Stay away from areas that have been marked with cones as unsafe or off-limits
- Stay away from all classrooms and windows so that other students are not disturbed
- Remain on the playground at all times – do not go back in the building without a pass
- Line up as soon as the signal is given
- Use climbing equipment safely (avoid waiting, immediately go down the slides feet first)
- No fighting (play wrestling and fighting will be considered real), kicking, hitting, biting, pushing, spitting or pulling hair
- Football must be one-hand touch – sign the contract to play
- Play only those games that allow everyone to enjoy recess safely
- No chasing or tag games on playground equipment or woodchip area

- Not pick up or throw rocks, sticks, mulch, dirt, snow/ice, etc
 - Report all accidents, injuries, and other concerns to one of the adults on duty immediately
 - Use respectful and non-threatening language and actions
 - Be respectful of other children's clothing, hoods, coats – do not pull on them
 - Only chase other students when all students in the game want to be chased. Once a child says STOP, then that child should no longer be chased.
 - Wear appropriate clothing suited for the weather – snow pants and boots need to be worn to play in snowy areas. Closed toe shoes are strongly recommended.
 - Keep food off the playground (classrooms may have snack breaks on the playground, but should work to keep the playground litter-free)
 - No personal electronics
 - Be inclusive and fair – use good sportsmanship
 - Keep away from construction area
- (Extra class recess follow the same expectations)**

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

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

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

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

Consequences

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

- Warning

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

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

Stop and Think Room

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

City of Princeton – Title 6 Nuisances and Offenses

635.01 Unlawful Actions

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

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

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

635.99 Penalty

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

Severe Behaviors

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

Minnesota State Statutes have been revised to allow the use of reasonable force by a teacher, school employee, bus driver, or other agent of the school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment,

which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

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

Apparel

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

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

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

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

Bullying

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

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

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

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

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

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

It is very important not to wait to tell a trusted adult about a bullying situation. The sooner we know what is happening, the sooner we can help and prevent it from happening again.

Stop, Walk and Talk

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

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

TIGER PRIDE MATRIX

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

TIGER PRIDE MATRIX

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

Tiger Pride Locker Area

I will RESPECT myself by

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

I will RESPECT others by

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

I will RESPECT property by

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



I will RESPECT myself by

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

I will RESPECT others by

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

I will RESPECT property by

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

Tiger Pride Cafeteria



I will RESPECT myself by

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

I will RESPECT others by

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

I will RESPECT property by

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



Tiger Pride Hallways

I will RESPECT myself by

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

I will RESPECT others by

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

I will RESPECT property by

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



Tiger Pride Technology

I will RESPECT myself by

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

I will RESPECT others by

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

I will RESPECT property by

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

Tiger Pride Bus



I will RESPECT myself by

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

I will RESPECT others by

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

I will RESPECT property by

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

Tiger Pride Restrooms



I will RESPECT myself by

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

I will RESPECT others by

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

I will RESPECT property by

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

Tiger Pride Playground



<https://goo.gl/v82x6b>



COMMUNICATIONS

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

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

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

Who To Call

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

Telephone

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

Photos/ Video in School/ District Publications/ Media Sites

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

Transportation

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

FOOD SERVICE PROGRAM

Lunch Account Payments:

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. 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 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 8:00-8:25 AM. Be sure to ask your child if she/he handed the money in the day you gave it to them.

Lunch Account Policy:

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

Lunch Account Balances:

You may check your child’s lunch account balance at any time using the Parent Access link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child’s account. This is the easiest and preferred method. 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 does not negate any current negative balances. Students are still accountable for those charges and will be expected to be paid in full as soon as possible.

Prices (subject to change) :

Lunch	\$2.20	Reduced lunch	\$.00
Breakfast	\$1.40	Reduced breakfast	\$.00
Extra lunch milk – everyone	\$.40	Adult lunch	\$3.75

Student Lunch Menus:

Lunch is served at PI each day. Menus are published in the Princeton Union-Eagle newspaper, the monthly Princeton Intermediate Newsletter and on the Princeton Public School website 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 8:00-8:25. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

Morning Snack Shop Program:

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

Expected Behavior:

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

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

GENERAL INFORMATION/ PROCEDURES

AM Arrivals

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

Arrival & Departure at PI by Car

Buses arrive between 8:00-8:15 a.m., and leave approximately 3:20 p.m., in the back (east side) of the building each day. We ask that when you bring your students to school, you use the **Front** of the school -- the west side, to drop your child off, or to pick them up. Please pull as far forward as you can when dropping off and picking up your child. Following this procedure saves a great deal of time for those waiting behind you.

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

Princeton Intermediate Attendance Procedure

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

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

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

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

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

What absences are considered excused?

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

What absences are considered unexcused?

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

What happens when attendance becomes a problem?

The School Social Worker and the Administration monitor attendance concerns.

- | | |
|--------------------------|---|
| 3 unexcused absences: | The school social worker will notify the child's parents or legal guardian according to MN Statute 260A. A copy of the policy will be sent home. Family Ties will be offered to parents/guardians as needed. |
| 7 unexcused absences: | The Social Worker will file a report of educational neglect with the county of residence. |
| 7 tardies per trimester: | The Social Worker will contact the parents or guardians stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting the child to school on time. |
| 15 absences: | Due to the excessive number of absences, any further occurrences will require a doctor's note presented within 2 days of the return to school. |

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

Bicycles

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

Emergency Forms

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

Field Trips

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

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

Criminal History Background Checks

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

Permission Slips

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

A master permission slip for the school year may be used by your child's teacher. You will still be made aware of upcoming field trips, but a child will not be denied going on a field trip if they have a signed permission slip for field trips for the school year.

Fire, Emergency and Weather Drills

It is required that we hold a certain number of fire drills during the school year. When the fire alarm sounds, each class will follow the direction of the teacher who is following a building plan. The purpose of the drills is to learn how to evacuate the building in a quick but orderly fashion. All pupils and staff leave

the building during these drills. There are also specific procedures to be followed for weather (tornado) drills and other emergencies.

Classroom Lock Down Expectations

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

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

Lockers

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

Lost and Found

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

Lost, Damaged or Destroyed

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

Party Treats

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

Pledge of Allegiance

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

Release of Child During School Hours

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

Selling in School

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

Snack Breaks

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

Student Planner

Students will receive a professional planner at the start of the school year. Students are expected to have their planner with them.

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

Visiting School

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

School Visitation by Children

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

Emergency Closings

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

Weather Procedures - Cold

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

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

Weather Procedures - Warm

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

HEALTH SERVICES

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

Mary Appleton

(763) 389-6195

fax 763-389-9142

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

Health Services Assistants:

High School	763-389-6019	fax 763-389-5816
Middle School	763-389-6723	fax 763-389-6723
North Elementary	763-389-6803	fax 763-389-6850
South Elementary	763-389-6904	fax 763-389-6920

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

Use of Health Services

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

Emergency Forms

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

Medications

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

administered by health service assistant during school hours are required to provide:

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

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

Illness

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

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

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

Before returning to school:

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

Injuries

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

Child With a Health Concern

Make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year. Work with the District School Nurse to develop and *Individual Health Plan* for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a *Data Release Form, Individual Health Plan, and/or Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: www.princeton@isd477.org click on District Information, Department, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. If the school health staff are 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 health provider and parent/guardian signature, *Medication Administration Form* with health care provider and parent/guardian signature, and all necessary medications to the health office. The school health staff will review the information, and share health information with appropriate school personnel as needed. The parent/guardian is responsible to also submit health information and emergency medications to the bus company if needed.

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

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

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

Immunizations

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child's immunizations are current. Call the health office or school district nurse with any questions or concerns. Immunization information and forms can be found on the Health Services website: www.princeton@isd477.org, click on District Office, Department,

Health Services, Immunization information and resources or on the Minnesota Department of Health website: www.health.state.mn.us/immunize.

Screenings:

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

Staying in from Recess/Excused from Physical Education Class

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

Student Health Insurance

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

VOLUNTEER PROGRAM

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

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

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

Danielle Opay, 389-7260.

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

SPECIAL PROGRAMS

Other

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

Release Time

Princeton Intermediate is obligated to dismiss students interested in religious release time on Thursdays at 1:30 p.m. about twice a month. Students will be returned to PI by 2:50 p.m. Students must be registered to attend by October 12, 2012. Students take a bus to a local church for activities. This activity is not a school-sponsored activity. Students are responsible to make up any missed work.

Safety Patrol

Fifth graders are encouraged to join the patrol.

Student Council

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

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

SPECIAL SERVICES

Speech and Language Services

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

Guidance and Counseling

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

School Psychologist

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

Title I

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

Emotional and Behavioral Disorders (E/BD)

Licensed E/BD teachers and paraprofessionals provide services for students with emotional and behavioral disabilities. The E/BD resource team provides the following services: social skills groups, academic support, and behavior modification plans. The program incorporates the Boys Town model and Jim Fay's Love and Logic model.

Learning Disabilities (LD)

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

Developmental and Cognitive Delays (DCD)

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

Low Incidence Impairments

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

APPENDIX

DISTRICT-WIDE POLICIES AND PROCEDURES

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

Directory Information

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

Harassment and Violence

School district policy 413 states:

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

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

Prohibition of Weapons

School district policy 501 states:

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

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

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

"Weapon" means any firearm (whether loaded or unloaded), any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, 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.princeton.k12.mn.us or by contacting the district office.

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

Student Transportation Safety

School district policy 709 states:

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

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

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

A. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior. The bus

company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.

B. Rules at the Bus Stop

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

Rules on the Bus

The following rules will be posted on each school bus:

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

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

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

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

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

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

1. Elementary (K - 6)

1st offense -- written warning

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

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

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

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

**Student Use and Distribution
of Controlled Substances**

School district policy 417 states:

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

Chemical Use and Abuse

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

Definitions

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

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

Technology Use
School district policy 524 states:

I. PURPOSE

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

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.

See updated and complete policy at Princeton.k12.mn.us.

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.

Joint Powers Agreement for Rum River Special Education Cooperative

This Agreement entered into this first day of July 2015 by and between Independent School Districts:

Braham I.S.D. #314
Cambridge-Isanti I.S.D. #911
Isle I.S.D. #473
Milaca I.S.D. #912
Mora I.S.D. #332
Ogilvie I.S.D. #333
Princeton I.S.D. #477

hereinafter referred to as Member Districts witness:

WHEREAS, each Member District has determined that required special education services can best be delivered through cooperative efforts; the undersigned school districts hereby agree:

1. ESTABLISHMENT OF JOINT POWERS COOPERATIVE. That hereby there is established a Joint Powers Special Education Cooperative to be known as the Rum River Special Education Cooperative as approved by majority vote of each school board of the participating districts.
2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide by cooperative effort, comprehensive education programs as can be efficiently and effectively operated by this group of districts. This Agreement amends and supersedes the previous Agreement between "members" is effective starting July 1, 2015.
3. ACCOMPLISHMENT OF PURPOSE. The purpose of this Agreement shall be the creation of a Joint Powers Governing Board (herein referred to as the "Governing Board") and the Joint Powers Executive Council (herein referred to as the "Executive Council"), who shall, on behalf of the Member Districts, apply for, receive and administer educational funding, including state special education reimbursements and money received through federal and other sources. The Governing Board and Executive Council shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in Paragraph 2. The establishment of the Rum River Special Education Cooperative shall facilitate the delivery of services provided by State and Federal law and regulations, the Commissioner of Education and the Member Districts. The care, management and control of the Rum River Special Education Cooperative shall be vested in the Cooperative's Joint Powers Board.

WHEREAS, methods to accomplish improved educational opportunities for the member districts shall include:

10. Establish, review regularly and amend as necessary, by-laws specifying the duties and powers of its officers and the meeting dates of the Board, as well as such other provisions as may be usual and necessary for the efficient conduct of the business of the Governing Board.
11. Establish special educational programs for Member Districts.
12. Adopt fiscal, personnel and other policies to govern the administration and operation of its services as well as those services and staff shared by member Districts and/or other agencies.
13. Do what is reasonably necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement and complies with all state and federal statutory provisions, which are applicable to the Member Districts.
14. Contract with a Member District to act as the fiscal host to the Joint Powers Cooperative to provide the functions essential and necessary for the management of fiscal affairs related to the operations of the Cooperative programs, acting in the name of the Cooperative's Governing Board, with the Cooperative Governing Board approval to include payroll, bills, receipt of funds, maintenance of fiscal records, and disbursement of funds.

ARTICLE II

Administration

A. Rum River Special Education Cooperative Joint Powers Executive Council

1. Executive Council Meetings

The superintendents of the member school districts shall constitute the Executive Board to Rum River Special Education Cooperative.

- a. The Executive Council shall meet at least eight times per year at times and places determined by the Executive Council. The Council will establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting Law.
- b. A majority of the members shall constitute a quorum for the purpose of conducting business. A quorum once established at a meeting shall not thereafter be lost at that meeting by the withdrawal of members. At any meeting at which a quorum is not present, the members in attendance shall have the power to set the time and place for the next meeting.

2. Executive Council Responsibilities

The Executive Council shall:

- a. Act as the administering council of Rum River Special Education Cooperative and in addition to such other authority as may be granted to it in this agreement, shall be generally empowered to:
 - 1) Administer the affairs of Rum River Special Education Cooperative under direction of the Governing Board;
 - 2) Review, revise and recommend an annual budget to the Governing Board prior to June 30 of each year and approve all disbursements of funds;
 - 3) Make recommendations to the Governing Board in the matter of policy, programs and such other matters as would enhance the function of Rum River Special Education Cooperative.
- b. Have all the functions essential and necessary to the administration of Rum River Special Education Cooperative; including the recruitment, supervision, assignment of all personnel, and the recommendation to the Governing Board for employment and termination of licensed personnel.
- c. Be responsible for the management of the fiscal affairs related to the operation of Rum River Special Education Cooperative and in such capacity shall authorize the payment of all bills and payroll checks and receive all monies for Rum River Special Education Cooperative.
- d. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative and for which the Cooperative is entitled.
- e. Bill each of the member districts regularly for its proportionate share of the costs of operations of the Rum River Special Education Cooperative.

B. Joint Powers Director of Special Education

The Director of Special Education shall be employed and supervised by the Executive Council. The Director of Special Education shall be the chief administrative officer of the Rum River Special Education Cooperative.

1. Duties

- a. The Director is responsible to recruit, interview and recommend the employment of prospective employees to the Joint Powers Cooperative.
- b. The Director may indicate a recommendation for employment to the candidate, but shall also inform the candidate that an approval of the employment may come only from the Governing Board.

- c. The Director is responsible for the assignment, supervision and evaluation of all personnel employed by the Joint Powers Cooperative.
- d. The Director shall submit to the Executive Council for review proposed policies for the Joint Powers Cooperative and guidelines for the operation of each program or service offered by the Joint Powers Cooperative. The Executive Council shall recommend for approval by the Governing Board policies and program guidelines for the Joint Powers Cooperative.
- e. The Director shall prepare an annual budget, which shall be presented to the Executive Council in March of the year preceding the school year in which the budget is to take effect.
- f. The Director shall make all necessary reports and file all claims for reimbursement and aids to which the Joint Powers Cooperative is entitled.
- g. The Director shall prepare advisory reports to the Superintendents and/or the Boards of Education.

ARTICLE III

Finance

The costs of the operation of the Rum River Special Education Cooperative, including such things as salaries, travel, supplies and equipment, shall be borne by the districts served by the Cooperative. Service costs shall be shared on a per capita basis. Costs for programs paid with local and state funds shall be shared based on the school districts' general populations. Federal programs expenditures shall be based on the December child count (number of students with disabilities) from the prior year. Member districts will be billed monthly for their proportionate share of the costs of the operation of the Joint Powers Cooperative. Final billing to each member district will take place at the end of the fiscal year. A certified audit and financial report shall be prepared at the close of each fiscal year by a certified public accountant that has been approved by the Joint Governing Board.

Each member district will be responsible for their own costs incurred in due process options, including, but not limited to, complaints, hearings and mediation.

- A. **FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE:** The Joint Powers Cooperative will contract for financial services with a Member District for the management of the fiscal affairs related to the operation of the Cooperative. Contracted services will include:
 - 1. Maintenance of records, disbursement of funds, and acceptance of receipts in accordance with the budget as approved by the Joint Powers Board.
 - 2. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative.

3. Make payments to and require payment from Member Districts as necessary and appropriate under the law and as described by the By-Laws of the Joint Powers Cooperative.
4. Pay all bills, issue all payroll checks and receive all funds and bill Member Districts for the proportionate share of the costs of operations of the Cooperative.
5. Make necessary reports to State and other agencies and file all claims for reimbursement and State and Federal aids for which the Cooperative is entitled.
6. Establish and maintain financial records from which an annual audit report may be derived.
7. If requested, provide an annual audit report to each of the Member Districts.

B. SEPARATE BENEFITS FOR MEMBER DISTRICTS.

Nothing herein shall prevent any Member District from applying separately for any benefits to which it may itself be entitled.

ARTICLE IV

Programs and Services

The Joint Powers Cooperative is vested with providing effective and efficient programs and services for all of its member districts.

- A. Programs for students with disabilities will be coordinated and staff utilized as agreed by Member Districts.
- B. Low incidence services will be coordinated and staff utilized as agreed by Member Districts.
- C. Research, evaluation, planning and program and/or staff development will be carried out as agreed by Member Districts.
- D. Summer Extended School Year (ESY) programs will be carried out as agreed by Member Districts.
- E. Assistive technology for educational programs will be managed and implemented as agreed by Member Districts.
- F. Three separate site educational programs for students with emotional/behavioral disorders will be managed and implemented as agreed by Member Districts.
- G. A separate site program for students with challenging behaviors and communication disorders will be managed and implemented as agreed by Member Districts.

- H. Assistance with improvement initiatives such as Response to Intervention (RTI) and Positive Behavioral Interventions and Supports (PBIS) will be provided as agreed by Member Districts.
- I. Improved learning will be an ongoing goal and function of the Joint Powers Cooperative.
- J. Special Education practices and procedures will be developed and administered in a manner that is in compliance with current law.
- K. Comprehensive planning will be an ongoing function and goal of the Joint Powers Cooperative.
- L. The Joint Powers Cooperative will monitor compliance with State and Federal Laws.

ARTICLE V

Membership

- A. Addition of Member Districts:
Any school district, whether or not an original signatory, may become a member upon application to the Cooperative Joint Powers Board, with majority consent of the current Member Districts and subscription to this Agreement. Such applicants shall also agree to apply to the Cooperative, a prorata cost for the real and personal property owned by the Cooperative. This amount shall be determined by the Cooperative's Joint Powers Board from the records it has maintained. Before any district is accepted to the Rum River Special Education Cooperative, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to the Agreement.
- B. Withdrawal of Member Districts:
 1. All members of this Cooperative shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any Member District may withdraw from the Cooperative by giving to the other Member Districts before July 1, written notice of its intention to withdraw. Such withdrawal, however, shall become effective only on June 30 of the following fiscal period. The withdrawing member is encouraged to submit comment as to why they are withdrawing.
 2. In the event a Member District consolidates with another Member District and thereby creates another new school district, the new district continues as a member and assumes responsibility for the debt and assets of the 2 consolidated districts.
 3. Upon termination of membership in this Agreement, the terminating Member District shall be refunded their proportionate share of current depreciated value of any real or personal property they helped purchase. The amount refunded shall not exceed the proportionate share originally paid by the terminating district for said property.

4. The withdrawal shall affect employment matters of a Member District as described under Minn. Stat. 123A33, as amended, when the withdrawal has occurred in order for the withdrawing district to provide the same educational services or programs by other means.

ARTICLE VI

Dissolution of the Joint Powers Cooperative

A. Dissolution

1. This Agreement may be terminated by a two-thirds vote of the Cooperative Joint Powers Board. Such determination, however, shall become effective only on June 30 of the following fiscal period in which the vote occurred.
2. Upon termination of the Cooperative, all funds remaining after payment of all outstanding debt and obligations and all property owned by it shall be distributed to Member Districts in the same proportion as those Member Districts contributed to the Cooperative when they joined.

B. Liability Limitations

In keeping with Minnesota Statutes, and specifically Minn. Stat. 136D.83 as amended, no participating school district shall have individual liability for the debts and obligations of the Joint Powers Board, except as described herein; nor shall any individual serving as a member of the Board have such liability.

ARTICLE VII

Review and Amendment

- A. The Joint Powers Board shall review this Agreement annually. Necessary amendments shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District School Board. No Amendment shall become effective until after it is so approved by all Member District School Boards. Should any provisions be found unlawful, the Agreement shall be amended so that the Agreement is lawful.

IN WITNESS WHEREOF, this Agreement is entered into by the action of the governing body of each original signatory, and in attestation thereof this instrument is signed in their respective names; by direction of their Boards of Education by their respective clerks in Independent School District #314 of Braham, Independent School District #911 of Cambridge-Isanti, Independent School District #473 of Isle, Independent School District #912 of Milaca, Independent School District #332 of Mora, Independent School District #333 of Ogilvie, Independent School District #477 of Princeton.

INDEPENDENT SCHOOL DISTRICT #314
BRAHAM, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #332
MORA, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #911
CAMBRIDGE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #333
OGILVIE, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #473
ISLE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #477
PRINCETON, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA

Clerk

Date

Agenda Item IX: Adjournment

Background: Adjourn Meeting

Time: _____

Administration Recommendation:

To adjourn meeting

Motion to adjourn meeting made by: _____.

Seconded by: _____.

Action: _____.



Rum River Special Education Cooperative
140 Buchanan Street North, Suite 150
Cambridge, MN 55008
Governing Board Meeting
Thursday, May 12, 2016 – 7:00 p.m.
Ogilvie Board Room

-
- I. Call Meeting to Order
 - II. Roll Call
 - III. Approve Amended Agenda
 - IV. Election of Governing Board Officers
 - V. Consent Agenda
 - A. Governing Board Meeting Minutes – *Page 8*
 - B. Personnel Action – *Page 10*
 - C. Contracts – *Page 11 ***
 - VI. Clerks Report – Payment Distribution and P-Card Summary – *Page 21*
 - VII. Discussion Items
 - A. December 1, 2015 Child Count – *Page 32*
 - B. RRN/S/E Enrollment – *Page 34*
 - C. Update on RRN Building Project – *Page 38*
 - VIII. Action Items
 - A. External User Access Recertification System – Minnesota Department of Education – *Page 40*
 - B. Rum River Special Education Cooperative Audit – *Page 41*
 - C. District #6079 Rum River Special Education FY 17 Budget Proposal – *Page 46*
 - D. Annual Approval of Joint Powers Agreement – *Page 59*
 - IX. Adjournment – *Page 70*

Agenda Item I: Call Meeting to Order

The Board Chair will call the meeting to order

Time: _____

Administration Recommendation:

Board Action is not required



RRSEC
DISTRICT
6079

Meeting Date:
Thursday, May 12, 2016

Agenda Item II: Roll Call

The Board Chair will take roll call. A quorum must be established in order for the meeting to proceed.

Board Members

Mike Thompson

Heidi Sprandel

Randy Christensen

Bryan Rensenbrink

Robert Jensen

Paula Anderson

Chuck Nagle

Superintendents

Ken Gagner

Ray Queener

Dean Kapsner

Tim Truebenbach

Craig Schultz

Kathy Belsheim

Julia Espe

Ex Officio, Pauline Bangma, Director of Special Education

Others in Attendance:

Administration Recommendation:

Board action is not required



RRSEC
DISTRICT
6079

Meeting Date:
Thursday, May 12, 2016

Agenda Item III: Approve the Agenda

Commentary by: Board Chair

Once a quorum has been established the Board Chair will request approval of the meeting agenda.

Administration Recommendation:

To approve the meeting agenda

Motion to approve the meeting agenda made by: _____.

Seconded by: _____.

Action: _____.



Agenda Item IV: Election of Governing Board Officers

Commentary by: Pauline Bangma

Background:

The Governing Board annually elects three officers at their May meeting: Chairperson, Vice-Chair and Clerk. Nominations for the positions are taken at the meeting. The current Chairperson will run the elections. At the completion of the elections the new chairperson will assume the responsibility of running the meeting.

- “Are there nominations for the position of the Governing Board Chair?”
_____ was nominated by: _____.
Seconded by: _____.
- “Are there any other nominations?”
- “Are there any other nominations?”
- “Hearing no further nominations, nominations for the office of Governing Board chairperson are closed.”
- “All in favor of electing _____ as Chairperson indicate by saying I.”
“Opposed, same sign?”
_____ is elected Chairperson of the RRSEC Governing Board for 2016.

- “Are there nominations for the position of the Governing Board Vice-Chair?”
_____ was nominated by: _____.
Seconded by: _____.
- “Are there any other nominations?”
- “Are there any other nominations?”
- “Hearing no further nominations, nominations for the office of Governing Board Vice-Chair are closed.”
- “All in favor of electing _____ as Vice Chair indicate by saying I.”
“Opposed, same sign?”
_____ is elected Vice-Chair of the RRSEC Governing Board for 2016.



RRSEC
DISTRICT
6079

Meeting Date:
Thursday, May 12, 2016

-
- “Are there nominations for the position of the Governing Board Clerk?”
_____ was nominated by: _____.
Seconded by: _____.
 - “Are there any other nominations?”
 - “Are there any other nominations?”
 - “Hearing no further nominations, nominations for the office of Governing Board clerk are closed.”
 - “All in favor of electing _____ as Clerk indicate by saying I.”
 - “Opposed, same sign?”
_____ is elected Clerk of the RRSEC Governing Board for 2016.



Agenda Item V: Consent Agenda

Background:

- A. October 8, 2015 Minutes – *Page 8*
- B. Personnel Action – *Page 10*
 - A summary of personnel actions for this month is attached, including hires retirements, leave of absences, change in assignments, additional assignments, resignations and terminations.
- C. Contracts – *Page 11*
 - Lea Asmussen
 - Jeff Borchardt
 - Casey Ewert
 - Krista McFarland
 - Jenna Pulkrabek
 - **Barry Thomas *****
 - Courtney Vorell
 - Mid-State Education District #6979

Any items Board members wish to have considered as separate action?

Board approval of Consent Agenda is needed.

Administration Recommendation:

To approve the consent agenda

Motion to approve the consent agenda was made by: _____.

Seconded by: _____ Action: _____.

APPROVED MINUTES OF THE REGULAR GOVERNING BOARD MEETING
Rum River Special Education Cooperative
October 8, 2015

The Regular Governing Board meeting of the Rum River Special Education Cooperative was called to order by Chairperson Heidi Sprandel at 7:06 p.m., at Ogilvie ISD 333 Board Room.

Joint Powers Board members were: Mike Thompson, Heidi Sprandel, Randy Christensen, Bryan Rensenbrink, Robert Jensen, Paula Anderson and Chuck Nagle. Also in attendance were Superintendents: Ken Gagner, Ray Queener, Dean Kapsner, Tim Truebenbach, Kathy Belsheim and Julia Espe; absent: Craig Schultz; in attendance was Pauline Bangma, Director of Special Education.

The Board reviewed the agenda. Moved by Robert Jensen, seconded by Mike Thompson, to approve the final agenda as presented. The motion carried.

The Board reviewed the May 14, 2015 Regular Governing Board Meeting Minutes. Moved by Bryan Rensenbrink, seconded by Paula Anderson, to approve the May 14, 2015 Governing Board Minutes. The motion carried.

The Board reviewed the Consent Agenda. Moved by Mike Thompson, seconded by Bryan Rensenbrink, to approve the items in the Consent Agenda. The motion carried. The consent agenda consisted of the following:

Approval of the Regular Governing Board Meeting Minutes for May 14, 2015

Approval of May – August 2015 Payment Distribution

Personnel Items:

Resignation

Megan Bekius, Academic Behavior Manager, 5/21/2015

Lois Jacobson, Teacher of the Vision Impaired, End of School Year

Danielle Swenson, Academic Behavior Manager, 5/28/2015

Steven Saari, Academic Behavior Manager, 6/5/2015

George Frasher, Academic Behavior Manager, 6/5/2015

Sam Watson, Academic Behavior Manager, 8/5/2015

Aaron Berg, Academic Behavior Manager, 8/18/2015

Hiring

LeAnn Giefer, Academic Behavior Manager, 5/18/2015

Jean Wenz, Academic Behavior Manager, 5/19/2015

Natalie Hagle, Academic Behavior Manager, 5/21/2015

Jessica Burda, Academic Behavior Manager, 6/1/2015

Jill Puffer, Administrative Assistant, 7/13/2015

Karin Isabell, Teacher for the Blind and Visually Impaired, 7/14/2015

Jennifer Britz, School Psychologist, 7/27/2015

Danielle Meyer, School Psychologist, 8/27/2015

Roxanne Carlson, ASD Teacher, 8/31/2015

Brittany Adolphson, Special Education Teacher (Variance), 8/31/2015

Lisa Lester, Academic Behavior Manager, 8/31/2015

Mara Koolmo, Special Education Teacher (Community Expert), 9/8/2015

Valarie Ling, Academic Behavior Manager, 9/8/2015

Danielle Oslin, Academic Behavior Manager, 9/8/2015

Change in Assignment/Transfer:

John Hornung, From ASD Teacher (Community Expert) to Academic Behavior Manager, 8/7/2015

Contracts

FY16 Agreement between RRSEC and Oak Land Cooperative Center for Special Education Services

Contract between SW/WC Service Cooperative and the RRSEC for Summer OT Services

Melissa Johnson – Braillist

Physical Therapist (75 Days) Midstate Education District #6979

Rum River Ornamental Products & Services – Cleaning Services for the RRSEC Offices

Contract for Services with Robin Durand

The Board received the RR East/North/South Lease Levy Actual Calculations for FY 15.

The Board received the RR East/North/South Lease Levy Payables for FY 16.

The Assurance of Compliance with State and Federal Law Prohibiting Discrimination form was reviewed and signed.

Items for Discussion:

Superintendent Tim Truebenbach gave an update on the Milaca building project. Also discussed was the state of the current building. Pauline will have air-quality tests done on the Rum River North space.

The RR East, RR North and RR South Education Program Student Enrollment for September was discussed.

The next Governing Board meeting will be held on May 12, 2016.

There being no further business to discuss, moved by Mike Thompson, seconded by Robert Jensen, to adjourn. Motion carried. The meeting adjourned at 7:39 p.m.

Minutes by Pauline Bangma

PERSONNEL ACTION

New Hires, Resignations, Terminations, Change in Assignments, Leave Requests, and Position Authorizations				
NEW HIRES				
NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Paula Anderson	1.0 FTE Academic Behavior Manager	RRS	Hired	11/9/2015
Vick Beech	1.0 FTE Academic Behavior Manager	RRE	Hired	3/28/2016
Alecia Cox	1.0 FTE Administrative Assistant	RRSEC	Hired	6/25/2016
Kaitlen Dahlberg	1.0 FTE Academic Behavior Manager	RRN	Hired	12/22/2015
Denea Donovan	1.0 FTE Academic Behavior Manager	RRE	Hired	12/21/2015
George Frasher	1.0 FTE Academic Behavior Manager LTS	RRS	Hired	12/15/15 - 2/24/16
Katie Friedrichs	1.0 FTE Academic Behavior Manager	RRS	Hired	10/6/2015
Jessoca Grove	1.0 FTE Academic Behavior Manager	RRE	Hired	1/2/2016
Amber Jorgenson	1.0 FTE Academic Behavior Manager LTS	RRS	Hired	4/5/2016
Rachel Olson	1.0 FTE Academic Behavior Manager	RRS	Hired	2/4/2016
Nikole Pfitzenrueter	1.0 FTE Academic Behavior Manager	RRS	Hired	10/12/2015
Karmin Remer	1.0 FTE Academic Behavior Manager	RRN	Hired	4/28/2016
Barry Thomas	1.0 FTE Mental Health Professional	RRN	Hired	4/1/2016
RESIGNATION / TERMINATION / RETIREMENT				
NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Brittany Adolphson	1.0 FTE Special Education Teacher	RRE	Non-Renewal of Teachers on a variance	6/3/2016
Scott Black	1.0 FTE Academic Behavior Manager	RRN	Resignation	8/18/2015
Anna Blondell	1.0 FTE Academic Behavior Manager	RRS	Resignation	1/22/2016
Denea Donovan	1.0 FTE Academic Behavior Manager	RRE	Terminated	1/12/2016
Sue Dunleavy	1.0 FTE Administrative Assistant	RRE	Retired	10/1/2015
Travis Fuhol	1.0 FTE Academic Behavior Manager	RRS	Resignation	9/18/2015
Blake Iserman	1.0 FTE Educational Audiologist	RRSEC	Retired	End of 15-16 School Year
Mara Koolmo	1.0 FTE Community Expert	RRE	Non-Renewal of Teachers on a variance	6/3/2016
Krista McFarland	1.0 FTE Social Worker	RRN	Resignation	3/21/2016
Lauren Stoeckmann	1.0 FTE Academic Behavior Manager	RRS	Resignation	1/15/2016
Barry Thomas	1.0 FTE Academic Behavior Manager	RRS	Resignation	10/13/2015
Jean Wenz	1.0 FTE Academic Behavior Manager	RRE	Terminated	10/9/2015
Denise White	Instructional Assistant	RRS	Resignation	10/30/2015
CHANGE IN ASSIGNMENT / TRANSFER				
NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Sue Janssen	1.0 FTE Academic Behavior Manager	RRN to RRS	Transfer	10/19/2015
LEAVE REQUESTS				
NAME	TITLE	BUILDING	ACTION	EFFECTIVE
Stacey Boettcher	1.0 FTE Academic Behavior Manager	RRS	Workers Comp Leave	1/28/2016
Jessica Burda	1.0 FTE Academic Behavior Manager	RRS	FMLA	4/4/2016
Cassy Ewert	1.0 FTE Behavior Analyst	RRS	FMLA	3/27/2016
Krystina Lange	1.0 FTE Academic Behavior Manager	RRE	FMLA	2/23/2016
Nokole Pfitzenrueter	1.0 FTE Academic Behavior Manager	RRS	FMLA	12/15/15 - 2/24/16

Letter of Assignment For
Lea Asmussen
 FY 2015-2016 & FY 2016-2017

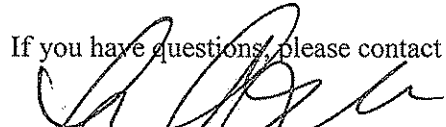
This memo will serve to confirm your employment for the position of Social Worker at Rum River East, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 8/20/2014. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$53,486; and for FY 17 will be \$57,865, effective 7/1/2015. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **PERA:** 7.5%
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE:** Two times annual salary
- LONG-TERM DISABILITY:** Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00; 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE:** Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
- PERSONAL:** Four (4) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
- CHILD CARE/ADOPTION LEAVE:** May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

Rum River Special Education Cooperative #6079 reserves all management rights including the right to change hours, days, schedules, shift and location according to School District business needs. This assignment is not intended to create an express or implied contract of employment.

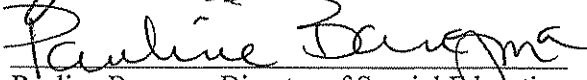
If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.



 Lea Asmussen, Social Worker

4-8-16

 Date



 Pauline Bangma, Director of Special Education

4-5-16

 Date



 Craig Schultz, RRSEC Executive Council Chair

4-13-16

 Date

Letter of Assignment For
Jeff Borchardt
FY 2015-2016 & FY 2016-2017

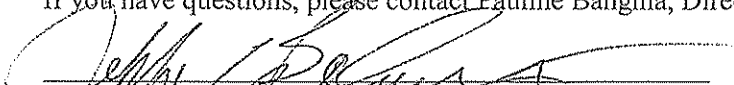
This memo will serve to confirm your employment for the position of Reintegration Specialist/Behavior Analyst at Rum River South, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 1/18/2005. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$58,945; and for FY 17 will be \$60,545, effective 7/1/2015. You will also receive a \$600 stipend prorated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

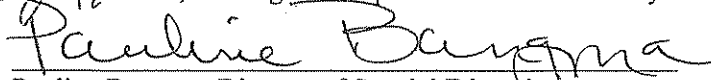
- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **PERA:** 7.5%
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE:** Two times annual salary
- LONG-TERM DISABILITY:** Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00; 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE:** Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
- PERSONAL:** Four (4) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
- CHILD CARE/ADOPTION LEAVE:** May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

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If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.


Jeff Borchardt, Reintegration Specialist/Behavior Analyst

4/6/15
Date


Pauline Bangma, Director of Special Education

4-5-16
Date


Craig Schultz, RRSEC Executive Council Chair

4-13-16
Date

**Letter of Assignment For
Casey Ewert
FY 2015-2016 & FY 2016-2017**

This memo will serve to confirm your employment for the position of Reintegration Specialist/Behavior Analyst at Rum River South, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 8/22/12. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$41,898; and for FY 17 will be \$44,542, effective 7/1/2015. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **PERA:** 7.5%
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE:** Two times annual salary
- LONG-TERM DISABILITY:** Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00;
15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE:** Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
- PERSONAL:** Four (4) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
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If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.

<p style="text-align: center;"><i>Casey Ewert</i> _____ Casey Ewert, Reintegration Specialist/Behavior Analyst</p> <p style="text-align: center;"><i>Pauline Bangma</i> _____ Pauline Bangma, Director of Special Education</p> <p style="text-align: center;"><i>Craig Schultz</i> _____ Craig Schultz, RRSEC/Executive Council Chair</p>	<p style="text-align: center;">4/7/16 _____ Date</p> <p style="text-align: center;">4-5-16 _____ Date</p> <p style="text-align: center;">4-13-16 _____ Date</p>
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**Letter of Assignment For
Krista McFarland
FY 2015-2016 & FY 2016-2017**

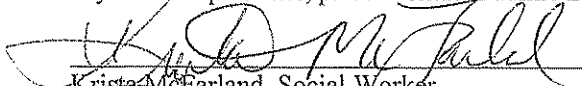
This memo will serve to confirm your employment for the position of Social Worker at Rum River North, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of Hire is 8/20/2014. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$40,324; and for FY 17 will be \$42,896, effective 7/1/2015. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **TRA:** 7.5 %
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE:** Two times annual salary
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If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.



Krista McFarland, Social Worker

4-9-16

Date



Pauline Bangma, Director of Special Education

4-5-16

Date

Craig Schultz, RRSEC Executive Council Chair

Date

Letter of Assignment For
Jenna Pulkrabek
 FY 2015-2016 & FY 2016-2017



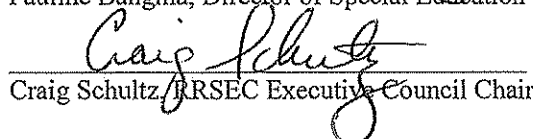
This memo will serve to confirm your employment for the position of Social Worker at Rum River North, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 8/21/2013. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$46,833; and for FY 17 will be \$49,700, effective 7/1/2015. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

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- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
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- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00; 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
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If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.

 Jenna Pulkrabek, Social Worker	<u>4-6-16</u> Date
 Pauline Bangma, Director of Special Education	<u>4-5-16</u> Date
 Craig Schultz, RRSEC Executive Council Chair	<u>4-13-16</u> Date

**Letter of Assignment For
Barry Thomas
FY 2015-2016 & FY 2016-2017**

This memo will serve to confirm your employment for the position of Social Worker/Mental Health Professional at Rum River North, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 4/11/2016. Your salary for 39.5 days, 7.5 hours/day, for FY 16 will be \$8,449.55; and for 183 days, 7.5 hours/day, for FY 17 will be \$39,706, effective 4/11/2016.

Your prorated benefits include:

- FICA: 7.65% OASDI, 1.45% Medicare (or current federal rate) TRA: 7.5%
- HOLIDAY: You will not be paid for vacation, holidays or overtime.
- HEALTH: 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL: 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE: Two times annual salary
- LONG-TERM DISABILITY: Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN: 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00; 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE: Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification from attending physician may be required for any and all absences due to illness.
- FUNERAL: Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
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- CHILD CARE/ADOPTION LEAVE: May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

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If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.

Barry Thomas, Social Worker

Date

Pauline Bangma, Director of Special Education

Date

Craig Schultz, RRSEC Executive Council Chair

Date

**Letter of Assignment For
Courtney Vorell
FY 2015-2016 & FY 2016-2017**

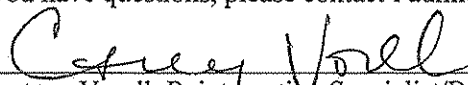
This memo will serve to confirm your employment for the position of Reintegration Specialist/Behavior Analyst at Rum River North, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 12/4/14. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$44,446; and for FY 17 will be \$47,479, effective 7/1/15. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **PERA:** 7.5%
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE:** Two times annual salary
- LONG-TERM DISABILITY:** Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00; 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE:** Earned at the rate of six (6) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to nine (9) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
- PERSONAL:** Two (2) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
- CHILD CARE/ADOPTION LEAVE:** May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

Rum River Special Education Cooperative #6079 reserves all management rights including the right to change hours, days, schedules, shift and location according to School District business needs. This assignment is not intended to create an express or implied contract of employment.

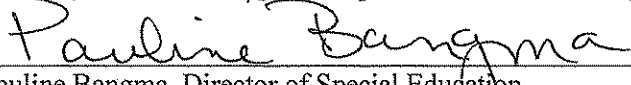
If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.



Courtney Vorell, Reintegration Specialist/Behavior Analyst

4-8-16

Date



Pauline Bangma, Director of Special Education

4-5-16

Date



Craig Schultz, RRSEC Executive Council Chair

4-13-16

Date

MID-STATE Education District #6979

April 4, 2016

Pauline Bangma
Director of Special Education
Rum River Special Education Cooperative #6709
140 Buchanan Street North, Suite 150
Cambridge, MN 55008
Phone: 763-552-7701

CONTRACT FOR SERVICES for 2016-17 School Year

- 1) Whereas, Rum River Special Education Cooperative has determined it necessary to retain the services of a qualified person to fulfill the duties and responsibilities of a Physical Therapist (PT) in order to:
 - Provide direct and indirect Physical Therapy (PT) services to qualifying students as determined by the individual education plans.
 - Provide consultation to staff who provide instruction to students in need of PT direct or indirect services
 - Complete mandated due process paperwork within timelines
 - Supervise and complete third party billing.
 - Maintain student confidentiality

- 2) Mid-State Education District (MSED) will provide the following qualified, appropriately licensed staff at the cost/contract/benefit per diem (hourly breakdown of salary and benefits) of this employee:
Loretta Oberfeld, PT, 75 days
 - The above-referenced Service Provider is an employee of Mid-State Education District.
 - The Service Provider shall not be considered under the provisions of this Agreement or otherwise as having an employee status in Rum River Special Education Cooperative for any purpose.

- 3) MSED agrees to assure appropriate certification and training of their employees. Rum River Special Education Cooperative will provide supervision of the contracted time for the services provided to the district.

MID-STATE Education District #6979

Consideration and Conditions of Payment:

- A. In consideration for services provided under the terms of this contract, Rum River Special Education Cooperative shall pay MSED Thirty one thousand and nine hundred and ninety five and NO/100 dollars (\$31,995.00). This amount is based upon a rate of four hundred twenty six and 60/100 dollars and (\$426.60) per day (SY16-17 rate) and for a total of 75 days at 7.5 hours.
- B. This contract shall become effective on July 1, 2016 and shall remain in effect until June 30, 2017. Provided that this contract may be cancelled prior to said termination date by either of the parties hereto, upon thirty (30) days written notice and without showing cause.
- C. Rum River Special Education Cooperative shall pay the PT directly for mileage claims submitted at the established IRS rate. Rum River Special Education Cooperative will pay for the miles driven by the PT on the days assigned to work in the District between schools and homes.
1. No changes may be made in the terms or conditions of this contract, except by the mutual written consent of the parties hereto.
 2. All services provided under this contract shall be performed to the satisfaction of the Rum River Special Education Cooperative's Director of Special Education or an authorized agent, and no payment shall be made for any portion of this assignment not performed in a satisfactory manner.
 3. In the event that this contract is cancelled prior to the termination date specified in Section 2, Clause B, Mid-State Education District shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
 4. No payment or reimbursement shall be made under this contract for any services performed or expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule or regulations. Payment for service hours is due 30 days within the date of the annual invoice to Rum River Special Education Cooperative.
 5. Data Privacy: All of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in the performance of the contract is subject to the requirements of the Minnesota Government Data Practices Act, MN Statutes Chapter 13, the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g and rules and regulations promulgated under these laws. The Contractor must comply with these requirements as if it were a government entity.
 6. Indemnity: The Contractor and the District shall each be responsible for the acts of their respective officers, employees or agents and not the acts of the other party's officers, employees or agents. It is the intention of the parties that the Contractor is and shall be considered an independent contractor.

MID-STATE Education District #6979

The Contractor agrees to keep in effect a policy of commercial general liability insurance to insure against liabilities up to \$300,000 for each claimant and \$1,000,000 for each single occurrence in addition to any other insurance required by the specifications. The contractor further agrees to defend, indemnify and hold the District harmless from any claims, demands, actions or causes of action for injuries or damage to person or property arising out of any intentional or negligent act or omission on the part of the Contractor, its agents or employees in the performance of this contract; however this provision has no effect is, but on is, the sole proximate cause of the injuries or damage is the intentional or reckless conduct of the District.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed this day and year first above written.

Mid-State Education District #6979

Rum River Special Education Cooperative #6709

By: *Suzanne J Busacker*
 Name: Suzanne Busacker

By: _____
 Name: Pauline Bangma

Title: Executive Director

Title: Director of Special Education

Date:

Date:

Agenda Item VI: Clerk's Report – Payment Distribution and P-Card Summary

Background:

Paula Anderson, Governing Board Clerk, met with Pauline Bangma to review the P-Card Details and Payment Distributions from September 1, 2015, to March 31, 2016. Included in this packet is a summary of P-Card expenditures and the Payment Distributions. Paula will give a brief summary and recommendation to the board.

Administration Recommendation:

A motion to approve the P-Card and Payment Distribution expenditures was made by _____ . Seconded by: _____ . Motion _____ .

Rum River Special Ed Coop Payment Distributions

Co	L	Fd	Org	Pr	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
											No								Co	Cd	Amount	Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2050	AVP1	1	7082		SANDERS KRISTEEN	201603	6079	1866	66.70	0.00
											6079	2051	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	14.60	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	2,733.13	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	161.81	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	5,894.46	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	95.40	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	8,647.88	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	56.09	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	15,217.85	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	540.62	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	105.23	0.00
											6079	2053	AVP1	1	00038		STAR	201603	6079	1866	29.35	0.00
											6079	2054	AVP1	1	00040		CUB FOODS	201603	6079	1866	41.97	0.00
											6079	2055	AVP1	1	00045		CITY OF CAMBRIDGE	201603	6079	1866	4,774.92	0.00
											6079	2056	AVP1	1	00322		KNUTSON, FLYNN & DF	201603	6079	1866	100.00	0.00
											6079	2057	AVP1	1	01090		SCHOLASTIC INC	201603	6079	1866	90.75	0.00
											6079	2058	AVP1	1	02804		REIMPARTMENT OF HUM	201603	6079	1866	245.00	0.00
											6079	2059	AVP1	1	03212		MASAMASE	201603	6079	1866	440.00	0.00
											6079	2060	AVP1	1	4244		NORTHSIDE COMMON	201603	6079	1866	20,812.50	0.00
											6079	2061	AVP1	1	5027		REMITAZ20, LLC	201603	6079	1866	5,542.94	0.00
											6079	2062	AVP1	1	7037		CITY OF PRINCETON	201603	6079	1866	200.00	0.00
											6079	2063	AVP1	1	7039		DEPT OF HUMAN SER	201603	6079	1866	422.00	0.00
											6079	2063	AVP1	1	7039		DEPT OF HUMAN SER	201603	6079	1866	420.00	0.00
											6079	2064	AVP1	1	7045		JOHN B HOFFMANN DI	201603	6079	1866	12,320.00	0.00
											6079	2065	AVP1	1	7056		REMICORY'S COMPLETE	201603	6079	1866	350.00	0.00
											6079	2066	AVP1	1	7069		OBERFELD LORETTA	201603	6079	1866	73.60	0.00
											6079	2067	AVP1	1	7083		RADEMACHER SHERR	201603	6079	1866	30.00	0.00
											6079	2068	AVP1	1	7102		FIRST CHOICE DOCUM	201603	6079	1866	117.60	0.00
											6079	2069	AVP1	1	7116		CARLSON ANN	201603	6079	1866	176.70	0.00
											6079	2070	AVP1	1	00040		CUB FOODS	201603	6079	1866	72.64	0.00
											6079	2071	AVP1	1	00043		CENTRAL MINNESOTA	201603	6079	1866	448.99	0.00
											6079	2072	AVP1	1	3084		MN CEC-DEC	201603	6079	1866	100.00	0.00
											6079	2073	AVP1	1	7026		T M JOHNSON BROS I	201603	6079	1866	94.00	0.00
											6079	2074	AVP1	1	3981		US ENERGY SERVICE	201603	6079	1866	31.12	0.00
											6079	2075	AVP1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	520.00	0.00
											6079	2075	AVP1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	632.00	0.00
											6079	2076	AVP1	1	7045		JOHN B HOFFMANN DI	201604	6079	1906	340.00	0.00
											6079	2076	AVP1	1	7045		JOHN B HOFFMANN DI	201604	6079	1906	340.00	0.00

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2077	A/P1	1	00696		I.S.D. #477 - PRINCETON	201603	6079	1870	132,429.25	0.00
											6079	2078	A/P1	1	00793		I.S.D. #473 - ISLE	201603	6079	1870	27,210.28	0.00
											6079	2079	A/P1	1	01027		I.S.D. #314 - BRAHAM	201603	6079	1870	5,382.77	0.00
											6079	2080	A/P1	1	01031		I.S.D. #912 MILACA	201603	6079	1870	21,219.18	0.00
											6079	2081	A/P1	1	01036		I.S.D. #333 - OGLIVIE	201603	6079	1870	15,815.69	0.00
											6079	2082	A/P1	1	01402		I.S.D. #332 - MORA	201603	6079	1870	32,161.86	0.00
											6079	2083	A/P1	1	7118		ST LOUIS COUNTY	201604	6079	1906	50.00	0.00
											6079	2084	A/P1	1	00038		STAR	201604	6079	1906	18.62	0.00
											6079	2085	A/P1	1	00040		CUB FOODS	201604	6079	1906	173.70	0.00
											6079	2085	A/P1	1	00040		CUB FOODS	201604	6079	1906	55.01	0.00
											6079	2085	A/P1	1	00040		CUB FOODS	201604	6079	1906	338.75	0.00
											6079	2085	A/P1	1	00040		CUB FOODS	201604	6079	1906	224.20	0.00
											6079	2086	A/P1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	36.00	0.00
											6079	2086	A/P1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	264.93	0.00
											6079	2086	A/P1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	71.84	0.00
											6079	2086	A/P1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	48.00	0.00
											6079	2086	A/P1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	48.00	0.00
											6079	2087	A/P1	1	00045		CITY OF CAMBRIDGE	201604	6079	1906	4,774.92	0.00
											6079	2088	A/P1	1	00322		KNUTSON, FLYNN & DE	201604	6079	1906	153.75	0.00
											6079	2089	A/P1	1	2360		REMIPHONAK INC.	201604	6079	1906	2,467.00	0.00
											6079	2089	A/P1	1	2360		REMIPHONAK INC.	201604	6079	1906	88.39	0.00
											6079	2089	A/P1	1	2360		REMIPHONAK INC.	201604	6079	1906	88.39	0.00
											6079	2089	A/P1	1	2360		REMIPHONAK INC.	201604	6079	1906	70.00	0.00
											6079	2089	A/P1	1	2360		REMIPHONAK INC.	201604	6079	1906	529.10	0.00
											6079	2090	A/P1	1	3784		NATIONAL JOINT POWI	201604	6079	1906	160.00	0.00
											6079	2091	A/P1	1	4244		NORTHSIDE COMMON	201604	6079	1906	20,812.50	0.00
											6079	2092	A/P1	1	5027		REMITAZ20, LLC	201604	6079	1906	5,542.94	0.00
											6079	2093	A/P1	1	7032		SURPLUS SERVICES	201604	6079	1906	712.00	0.00
											6079	2094	A/P1	1	7039		DEPT OF HUMAN SER	201604	6079	1906	315.00	0.00
											6079	2095	A/P1	1	7045		JOHN B HOFFMANN/DI	201604	6079	1906	12,660.00	0.00
											6079	2096	A/P1	1	7056		REMICORY'S COMPLETE	201604	6079	1906	180.00	0.00
											6079	2097	A/P1	1	7069		OBERFELD LORETTA	201604	6079	1906	241.50	0.00
											6079	2098	A/P1	1	7081		SWWC SERVICE COO	201604	6079	1906	1,416.25	0.00
											6079	2099	A/P1	1	7083		RADEMACHER SHERR	201604	6079	1906	60.00	0.00
											6079	2100	A/P1	1	7117		CAMBRIDGE FLORAL	201604	6079	1906	31.76	0.00
											6079	2101	MSDL	1	3738		MASTERCARD P-CARC	201604	6079	1906	12.15	0.00
											6079	2102	MSDL	1	3738		MASTERCARD P-CARC	201604	6079	1906	724.77	0.00
											6079	2102	MSDL	1	3738		MASTERCARD P-CARC	201604	6079	1906	5,389.99	0.00

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount	
6079	B	01	206	000				F	Other Accts Payable		6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		6,560.28	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		3,152.38	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		294.73	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		58.05	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		48.22	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		63.16	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		3,015.51	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		563.70	0.00	
											6079	2103	A/P	1	01031		I.S.D. #912 MILACA	201604	6079	1906		3,505.72	0.00
											6079	2104	A/P	1	03212		MASAMASE	201604	6079	1906		440.00	0.00
											6079	2104	A/P	1	03212		MASAMASE	201604	6079	1906		440.00	0.00
											6079	2105	A/P	1	3981		US ENERGY SERVICES 201604	6079	1906		30.00	0.00	
											6079	2105	A/P	1	3981		US ENERGY SERVICES 201604	6079	1906		32.70	0.00	
											6079	2106	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		34.63	0.00	
											6079	2107	A/P	1	7065		MAWSECO	201605	6079	1939		100.00	0.00
											6079	2107	A/P	1	7065		MAWSECO	201605	6079	1939		100.00	0.00
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		3.62	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		740.08	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		2,399.92	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		587.82	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		218.18	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		135.90	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		843.90	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		3,264.17	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		361.68	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		72.00	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		58.23	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		2,602.71	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		906.33	0.00	
											6079	2109	A/P	1	7120		DURAND ROBIN	201605	6079	1939		875.00	0.00
											6079	2109	A/P	1	7120		DURAND ROBIN	201605	6079	1939		500.00	0.00
											6079	2110	A/P	1	00038		STAR	201605	6079	1939		44.11	0.00
											6079	2111	A/P	1	00043		CENTRAL MINNESOTA	201605	6079	1939		206.83	0.00
											6079	2111	A/P	1	00043		CENTRAL MINNESOTA	201605	6079	1939		55.50	0.00
											6079	2111	A/P	1	00043		CENTRAL MINNESOTA	201605	6079	1939		36.00	0.00
											6079	2111	A/P	1	00043		CENTRAL MINNESOTA	201605	6079	1939		45.23	0.00
											6079	2112	A/P	1	00045		CITY OF CAMBRIDGE	201605	6079	1939		4,774.92	0.00
											6079	2113	A/P	1	00151		MINN DEPT OF ECONC	201605	6079	1939		4,065.80	0.00

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2114	A/P1	1	00322		KNUTSON, FLYNN & DF201605	6079	1939		51.25	0.00
6079											6079	2115	A/P1	1	01036		I.S.D. #333 - OGILVIE	201605	6079	1939	22.05	0.00
6079											6079	2115	A/P1	1	01036		I.S.D. #333 - OGILVIE	201605	6079	1939	136.30	0.00
6079											6079	2116	A/P1	1	02548		INSTITUTE FOR ENVIR	201605	6079	1939	650.00	0.00
6079											6079	2117	A/P1	1	03433		SUNSHINE PRINTING	201605	6079	1939	32.45	0.00
6079											6079	2117	A/P1	1	03433		SUNSHINE PRINTING	201605	6079	1939	103.45	0.00
6079											6079	2118	A/P1	1	2360		REMPHONAK INC.	201605	6079	1939	824.39	0.00
6079											6079	2118	A/P1	1	2360		REMPHONAK INC.	201605	6079	1939	1,679.39	0.00
6079											6079	2119	A/P1	1	4244		NORTHSHIDE COMMON	201605	6079	1939	20,812.50	0.00
6079											6079	2120	A/P1	1	5027		REMITAZ20, LLC	201605	6079	1939	5,542.94	0.00
6079											6079	2121	A/P1	1	7039		DEPT OF HUMAN SER	201605	6079	1939	385.00	0.00
6079											6079	2122	A/P1	1	7045		JOHN B HOFFMANN DJ	201605	6079	1939	12,660.00	0.00
6079											6079	2123	A/P1	1	7069		OBERFELD LORETTA	201605	6079	1939	193.20	0.00
6079											6079	2124	A/P1	1	7119		LHOTKA BARB	201605	6079	1939	499.50	0.00
6079											6079	2125	A/P1	1	7080		LAKEWAY LANES LLC	201605	6079	1960	78.00	0.00
6079											6079	2126	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	81.91	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	1,781.25	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	5,078.45	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	2,766.94	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	6,054.10	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	581.23	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	489.65	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	511.32	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	915.36	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	58.19	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	2,920.69	0.00
6079											6079	2128	MSDL	1	4735		WELLS FARGO	201606	6079	1969	9,665.86	0.00
6079											6079	2129	A/P1	1	3981		US ENERGY SERVICE	201606	6079	1969	68.79	0.00
6079											6079	2130	A/P1	1	00043		CENTRAL MINNESOTA	201606	6079	1969	158.89	0.00
6079											6079	2131	A/P1	1	00043		remif CENTRAL MINNESOTA	201606	6079	1969	35.48	0.00
6079											6079	2132	A/P1	1	00045		CITY OF CAMBRIDGE	201606	6079	1969	4,774.92	0.00
6079											6079	2133	A/P1	1	00322		KNUTSON, FLYNN & DF201606	6079	1969	51.25	0.00	
6079											6079	2134	A/P1	1	01036		I.S.D. #333 - OGILVIE	201606	6079	1969	105.00	0.00
6079											6079	2135	A/P1	1	01195		MALLOY MONTAGUE & 201606	6079	1969	3,000.00	0.00	
6079											6079	2136	A/P1	1	2360		REMPHONAK INC.	201606	6079	1969	1,612.00	0.00
6079											6079	2136	A/P1	1	2360		REMPHONAK INC.	201606	6079	1969	1,728.39	0.00
6079											6079	2137	A/P1	1	4244		NORTHSHIDE COMMON	201606	6079	1969	20,812.50	0.00
6079											6079	2138	A/P1	1	5027		REMITAZ20, LLC	201606	6079	1969	5,681.51	0.00

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Co	Pmt	No	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	JE	Debit	Credit
																							Amount	Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	1,959.58	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	2,250.37	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	1,033.60	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	4,138.77	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	2,074.09	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	808.97	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	270.98	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	59.24	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	2,607.21	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		1,959.58	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		2,250.37	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		1,033.60	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		1,605.40	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		4,138.77	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		2,074.09	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		0.00	1,605.40	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		808.97	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		270.98	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		59.24	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986		2,607.21	0.00	
											6079	2156	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		22.58	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		1,959.58	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		2,250.37	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		1,033.60	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		1,605.40	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		4,138.77	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		2,074.09	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		808.97	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		270.98	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		59.24	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984		2,607.21	0.00	
											6079	2158	AVP1	1		01031		I.S.D. #912 MILACA	201607	1984		2,648.80	0.00	
											6079	2159	AVP1	1		7063		TODD LIND CONSTRU(201607	6079	1984		1,354.08	0.00	
											6079	2160	AVP1	1		00043		CENTRAL MINNESOTA 201607	6079	1984		339.23	0.00	
											6079	2160	AVP1	1		00043		CENTRAL MINNESOTA 201607	6079	1984		700.00	0.00	
											6079	2161	AVP1	1		00045		CITY OF CAMBRIDGE	201607	1984		4,774.92	0.00	
											6079	2162	AVP1	1		00212		ECM PUBLISHERS INC 201607	6079	1984		46.80	0.00	
											6079	2162	AVP1	1		00212		ECM PUBLISHERS INC 201607	6079	1984		50.00	0.00	

Rum River Special Ed Coop
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	JE	Debit	Credit
											No								Co	Co	Co	Amount	Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2163	AVP1	1	00322		KNUTSON, FLYNN & DE	201607	6079	1984	768.75	0.00	
											6079	2163	AVP1	1	00322		KNUTSON, FLYNN & DE	201607	6079	1984	102.50	0.00	
											6079	2164	AVP1	1	01195		MALLOY MONTAGUE &	201607	6079	1984	6,500.00	0.00	
											6079	2165	AVP1	1	2360		REMIPHONAK INC.	201607	6079	1984	543.39	0.00	
											6079	2165	AVP1	1	2360		REMIPHONAK INC.	201607	6079	1984	218.39	0.00	
											6079	2166	AVP1	1	4055		LANDWORKS CONSTR	201607	6079	1984	615.50	0.00	
											6079	2166	AVP1	1	4055		LANDWORKS CONSTR	201607	6079	1984	65.00	0.00	
											6079	2167	AVP1	1	4244		NORTHSIDE COMMON:	201607	6079	1984	20,812.50	0.00	
											6079	2168	AVP1	1	5027		REMITAZ20, LLC	201607	6079	1984	5,681.51	0.00	
											6079	2169	AVP1	1	7015		ICS FACILITY SERVICE	201607	6079	1984	7,800.00	0.00	
											6079	2170	AVP1	1	7039		DEPT OF HUMAN SER\	201607	6079	1984	385.00	0.00	
											6079	2171	AVP1	1	7045		JOHN B HOFFMANN DI	201607	6079	1984	12,660.00	0.00	
											6079	2172	AVP1	1	7056		REMICORY'S COMPLETE	LA 201607	6079	1984	230.00	0.00	
											6079	2173	AVP1	1	7069		OBBERFELD LORETTA	201607	6079	1984	233.45	0.00	
											6079	2174	AVP1	1	7065		MAWSECO	201607	6079	1984	60.00	0.00	
											6079	2175	AVP1	1	03694		remit-STANLEY ACCESS	TEC201608	6079	1995	0.00	1,308.68	
											6079	2175	AVP1	1	03694		remit-STANLEY ACCESS	TEC201607	6079	1984	1,308.68	0.00	
											6079	2176	AVP1	1	7065		MAWSECO	201607	6079	1984	30.00	0.00	
											6079	2176	AVP1	1	7065		MAWSECO	201607	6079	1984	30.00	0.00	
											6079	2177	AVP1	1	00151		MINN DEPT OF ECONC	201607	6079	1984	1,138.16	0.00	
											6079	2177	AVP1	1	00151		MINN DEPT OF ECONC	201607	6079	1984	2,352.51	0.00	
											6079	2178	AVP1	1	3981		US ENERGY SERVICE	201607	6079	1984	207.79	0.00	
											6079	2179	AVP1	1	7120		DURAND ROBIN	201607	6079	1984	437.50	0.00	
											6079	2180	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	8.31	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	200.00	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	59.33	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	3,343.93	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	2,367.25	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	2,225.27	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	729.07	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	3,496.29	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	3,409.40	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	75.82	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	6,953.18	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	581.14	0.00	
											6079	2181	MSDL	1	3738		MASTERCARD P-CARC	201608	6079	1995	129.63	0.00	
											6079	2182	AVP1	1	7120		DURAND ROBIN	201608	6079	1995	650.00	0.00	
											6079	2183	AVP1	1	01031		I.S.D.#912 MILACA	201608	6079	1995	1,220.11	0.00	

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
6079	B	01	206	000					F Other Accts Payable		6079	2184	AVP1	1	00038		STAR	201608	6079	1995	22.29	0.00
6079											6079	2185	AVP1	1	00043		CENTRAL MINNESOTA	201608	6079	1995	580.00	0.00
6079											6079	2185	AVP1	1	00043		CENTRAL MINNESOTA	201608	6079	1995	8.40	0.00
6079											6079	2186	AVP1	1	00043	remit	CENTRAL MINNESOTA	201608	6079	1995	39.95	0.00
6079											6079	2187	AVP1	1	00045		CITY OF CAMBRIDGE	201608	6079	1995	4,774.92	0.00
6079											6079	2188	AVP1	1	00322		KNUTSON, FLYNN & DE	201608	6079	1995	2,124.70	0.00
6079											6079	2189	AVP1	1	01036		I.S.D. #333 - OGILVIE	201608	6079	1995	89.25	0.00
6079											6079	2190	AVP1	1	01195		MALLOY MONTAGUE &	201608	6079	1995	6,085.00	0.00
6079											6079	2191	AVP1	1	14107		SCRED	201608	6079	1995	21.55	0.00
6079											6079	2192	AVP1	1	4055		LANDWORKS CONSTR	201608	6079	1995	65.00	0.00
6079											6079	2192	AVP1	1	4055		LANDWORKS CONSTR	201608	6079	1995	456.00	0.00
6079											6079	2193	AVP1	1	4244		NORTHSIDE COMMON	201608	6079	1995	20,812.50	0.00
6079											6079	2194	AVP1	1	5027		REMITAZZO, LLC	201608	6079	1995	5,681.51	0.00
6079											6079	2195	AVP1	1	5970		MID-STATE EDUCATIO	201608	6079	1995	14,177.10	0.00
6079											6079	2196	AVP1	1	7039		DEPT OF HUMAN SER	201608	6079	1995	455.00	0.00
6079											6079	2197	AVP1	1	7045		JOHN B HOFFMANN DI	201608	6079	1995	12,660.00	0.00
6079											6079	2198	AVP1	1	7089		OBERFELD LORETTA	201608	6079	1995	199.80	0.00
6079											6079	2199	AVP1	1	7120		DURAND ROBIN	201608	6079	1995	612.50	0.00
6079											6079	2200	AVP1	1	7123		SILVER BELL TROPHIE	201608	6079	1995	12.00	0.00
6079											6079	2201	AVP1	1	03694	remit	STANLEY ACCESS TEC	201608	6079	1995	1,308.68	0.00
6079											6079	2202	AVP1	1	3981		US ENERGY SERVICES	201608	6079	1995	246.83	0.00
6079											6079	2203	AVP1	1	7019		STATE OF MINNESOTA	201609	6079	2007	400.50	0.00
6079											6079	2204	AVP1	1	7120		DURAND ROBIN	201609	6079	2007	562.50	0.00
6079											6079	2204	AVP1	1	7120		DURAND ROBIN	201609	6079	2007	237.50	0.00
6079											6079	2205	AVP1	1	01031		I.S.D. #912 MILACA	201609	6079	2007	17,091.55	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	2,536.92	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	2,262.35	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	1,124.60	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	949.01	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	723.07	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	1,241.49	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	190.39	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	112.87	0.00
6079											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	487.50	0.00
6079											6079	2207	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	3,765.66	0.00
6079											6079	2208	AVP1	1	7120		DURAND ROBIN	201609	6079	2007	55.11	0.00
6079											6079	2209	AVP1	1	00038		STAR	201609	6079	2007	212.50	0.00
6079											6079	2209	AVP1	1	00038		STAR	201609	6079	2007	23.78	0.00

Rum River Special Ed Coop Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
											No								Co	Cd	Amount	Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2210	A/P1	1	00043		CENTRAL MINNESOTA	201609	6079	2007	423.88	0.00
											6079	2210	A/P1	1	00043		CENTRAL MINNESOTA	201609	6079	2007	242.97	0.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	36.39	0.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	380.00	0.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	44.14	0.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	0.00	135.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	290.00	0.00
											6079	2212	A/P1	1	00045		CITY OF CAMBRIDGE	201609	6079	2007	4,774.92	0.00
											6079	2213	A/P1	1	4244		NORTHSIDE COMMON	201609	6079	2007	1,875.00	0.00
											6079	2213	A/P1	1	4244		NORTHSIDE COMMON	201609	6079	2007	1,875.00	0.00
											6079	2213	A/P1	1	4244		NORTHSIDE COMMON	201609	6079	2007	1,875.00	0.00
											6079	2213	A/P1	1	4244		NORTHSIDE COMMON	201609	6079	2007	22,687.50	0.00
											6079	2214	A/P1	1	5027		REMITAZ20, LLC	201609	6079	2007	5,681.51	0.00
											6079	2215	A/P1	1	7045		JOHN B HOFFMANN DI	201609	6079	2007	12,660.00	0.00
											6079	2216	A/P1	1	7069		OBERFELD LORETTA	201609	6079	2007	285.14	0.00
											6079	2217	A/P1	1	7075		RUPP, ANDERSON, SQ	201609	6079	2007	2,986.00	0.00
											6079	2218	A/P1	1	01402		I.S.D. #332 - MORA	201609	6079	2007	624.00	0.00
											6079	2219	A/P1	1	09013		METRO ECSU	201609	6079	2007	225.00	0.00
											6079	2220	A/P1	1	3881		US ENERGY SERVICES	201609	6079	2007	205.88	0.00
											6079	2221	A/P1	1	7039		DEPT OF HUMAN SER	201609	6079	2007	350.00	0.00
											6079	2222	A/P1	1	7120		DURAND ROBIN	201609	6079	2007	625.00	0.00
Account Total:																					\$852,855.85	\$35,082.68
Report Total:																					\$852,855.85	\$35,082.68

Mastercard P-Card Summary Report Sept, 2015-March, 2016

General Fund Expenses (Fin 000)

Consulting Fees/Fees for Service	\$1,936.89	
Utility Services	\$22,548.81	
Repairs and Maintenance	\$15,868.97	
Operating Leases and Rentals	\$118.22	
Supplies/Materials-Non Instructional	\$3.63	
Supplies/Materials-Individualized Instruction	\$1,066.64	
Equipment	\$679.90	
Technology Equipment and Software	\$5,935.51	
Total General Fund Expenses		\$48,158.57

Compensatory Expenses (Fin 317)

Instructional Supplies	\$8,394.53	
Supplies/Materials-Individualized Instruction	\$21,866.98	
Textbooks	\$52.52	
Technology Equipment and Software	\$3,250.63	
Technology Equipment for SPED Direct Instruction	\$3,736.50	
Total Compensatory Expenses		\$37,301.16

Third Party Billing Expenses (Fin 372)

Dues/Memberships	\$553.00	
Total Third Party Billing Expenses		\$553.00

Federal Expenses (Fin 419)

Federal Subawards and Subcontracts	\$312.94	
Communication	\$3,304.41	
Postage	\$58.80	
Professional Development	\$7,820.37	
Supplies/Materials-Non Instructional	\$3,614.86	
Supplies/Materials-Individualized Instruction	\$10,609.35	
Testing Materials	\$315.00	
Technology Equipment and Software	\$1,675.52	
Total Federal Expenses		\$27,711.25

State Special Education Expenses (Fin 740)

Communication	\$1,140.46	
Postage	\$55.90	
Repairs and Maintenance	\$260.00	
Travel	\$34.95	
Professional Development	\$2,636.37	
Supplies/Materials-Non Instructional	\$5,754.52	
Supplies/Materials-Individualized Instruction	\$2,379.18	
Equipment	\$4,755.54	
Technology Equipment for SPED Direct Instruction	\$7,227.93	
Total State Special Education Expenses		\$24,244.85

Total Mastercard P-Card Summary	\$137,968.83
--	---------------------

Agenda Item VII - Discussion Item A: December 1, 2015 Child Count

Background:

Included is a summary of RRSEC district data broken down by disability category and a historical look at special education child count since 1995. The Statewide childcount average is 12.474% of students ages 5-18.

Administration Recommendation:

Board action is not required

State Numbers Rum River Special Education 2015 Child Count

Enrollment	Braham		C-I		Isle		Mliaca		Mora		Ogilvie		Princeton		RRSEC Totals	
	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment
S/L	36	3.76	111	2.17	10	2.32	59	2.75	48	2.95	6	1.03	101	2.95	371	2.60%
DCDM	2	0.21	38	0.74	3	0.70	14	0.65	8	0.49	0	0.00	21	0.61	86	0.60%
DCDS	2	0.21	10	0.20	0	0.00	10	0.47	4	0.25	3	0.52	11	0.32	40	0.28%
SMI	0	0.00	4	0.08	1	0.23	2	0.09	0	0.00	2	0.34	3	0.09	12	0.08%
PI	3	0.31	10	0.20	1	0.23	2	0.09	3	0.18	2	0.34	3	0.09	24	0.17%
HI	3	0.31	8	0.16	2	0.46	1	0.05	2	0.12	0	0.00	7	0.20	23	0.16%
VI	1	0.10	3	0.06	0	0.00	0	0.00	0	0.00	0	0.00	1	0.03	5	0.04%
SLD	41	4.28	180	3.52	34	7.89	106	4.94	50	3.08	29	4.99	62	1.81	502	3.52%
E/BD	18	1.88	80	1.57	8	1.86	39	1.82	36	2.15	13	2.24	73	2.13	266	1.86%
Deaf-blind	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00%
OHI	27	2.82	87	1.70	13	3.02	49	2.28	35	2.15	20	3.44	71	2.07	302	2.12%
ASD	16	1.67	82	1.60	4	0.93	30	1.40	19	1.17	7	1.20	56	1.64	214	1.50%
TBI	1	0.10	1	0.02	0	0.00	2	0.09	1	0.06	0	0.00	3	0.09	8	0.06%
DD	14	1.46	116	2.27	15	3.48	68	3.17	49	3.02	14	2.41	54	1.58	330	2.31%
Total	164	17.14	730	14.29	91	21.11	382	17.80	254	15.63	96	16.52	466	13.61	2183	15.29%

History	Braham		C-I		Isle		Mliaca		Mora		Ogilvie		Princeton		RRSEC Totals	
	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment
12/1/2014	161	16.79	743	14.40	81	18.84	418	18.82	263	15.90	95	15.30	473	13.40	2234	15.33%
12/1/2013	154	15.63	702	13.26	78	16.85	405	18.78	241	14.38	102	15.77	477	13.38	2,159	14.60%
12/1/2012	150	15.02	647	12.41	82	17.86	379	18.01	259	14.79	114	17.51	474	13.43	2,105	14.31%
12/1/2011	135	12.96	636	12.22	73	15.84	348	16.35	250	14.39	138	20.81	469	12.73	2,049	13.74%
12/1/2010	133	12.36	625	11.88	75	15.92	325	15.27	262	14.63	110	16.54	459	12.70	1,989	13.26%
12/1/2009	122	11.32	586	11.23	71	14.79	307	14.64	246	13.83	111	15.48	475	13.14	1,918	12.80%
12/1/2008	120	11.13	555	10.31	71	14.14	287	13.49	225	12.46	104	14.61	521	14.21	1,883	12.33%
12/1/2007	114	10.50	563	10.59	78	14.18	309	13.27	235	12.68	118	16.39	510	13.67	1,927	12.36%
12/1/2006	120	11.18	559	10.62	64	11.81	295	13.25	232	12.45	118	16.74	538	14.29	1,926	12.47%
12/1/2005	125	11.83	531	10.15	68	12.21	271	12.58	231	12.37	91	12.91	476	12.89	1,793	11.75%
12/1/2004	139	12.74	508	9.83	67	12.14	257	11.67	223	11.95	110	14.93	465	12.69	1,769	11.58%
12/1/2003	125	11.33	480	9.46	66	12.15	240	11.02	178	9.59	101	13.17	430	12.00	1,620	10.73%
12/1/2002	134	11.81	479	9.59	66	12.45	244	10.99	175	9.19	90	11.61	419	12.01	1,607	10.68%
12/1/2001	117	11.07	416	8.55	66	12.41	233	11.12	189	9.72	80	10.42	394	11.65	1,495	10.21%
12/1/2000	116	10.35	365	7.59	56	11.31	211	10.02	179	9.03	89	11.48	354	10.87	1,370	9.41%
12/1/1999	111	10.60	369	7.6	64	12.43	201	9.64	169	8.40	81	10.09	344	10.81	1,339	9.23%
12/1/1998	114	10.16	353	7.31	67	12.69	207	10.14	171	8.35	71	9.17	319	10.18	1,302	8.95%
12/1/1997	-	12.64	-	8.01	-	13.44	-	10.80	-	8.25	-	10.64	-	10.04	-	-
12/1/1996	138	12.64	376	8.01	75	13.44	219	11.10	161	7.63	85	10.47	314	10.02	1,368	9.53%
12/1/1995	-	13.16	-	8.41	-	12.40	-	11.15	-	7.86	-	10.49	-	10.03	-	-

1/20/2016



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VII - Discussion Item B: RRN/S/E Student Enrollment

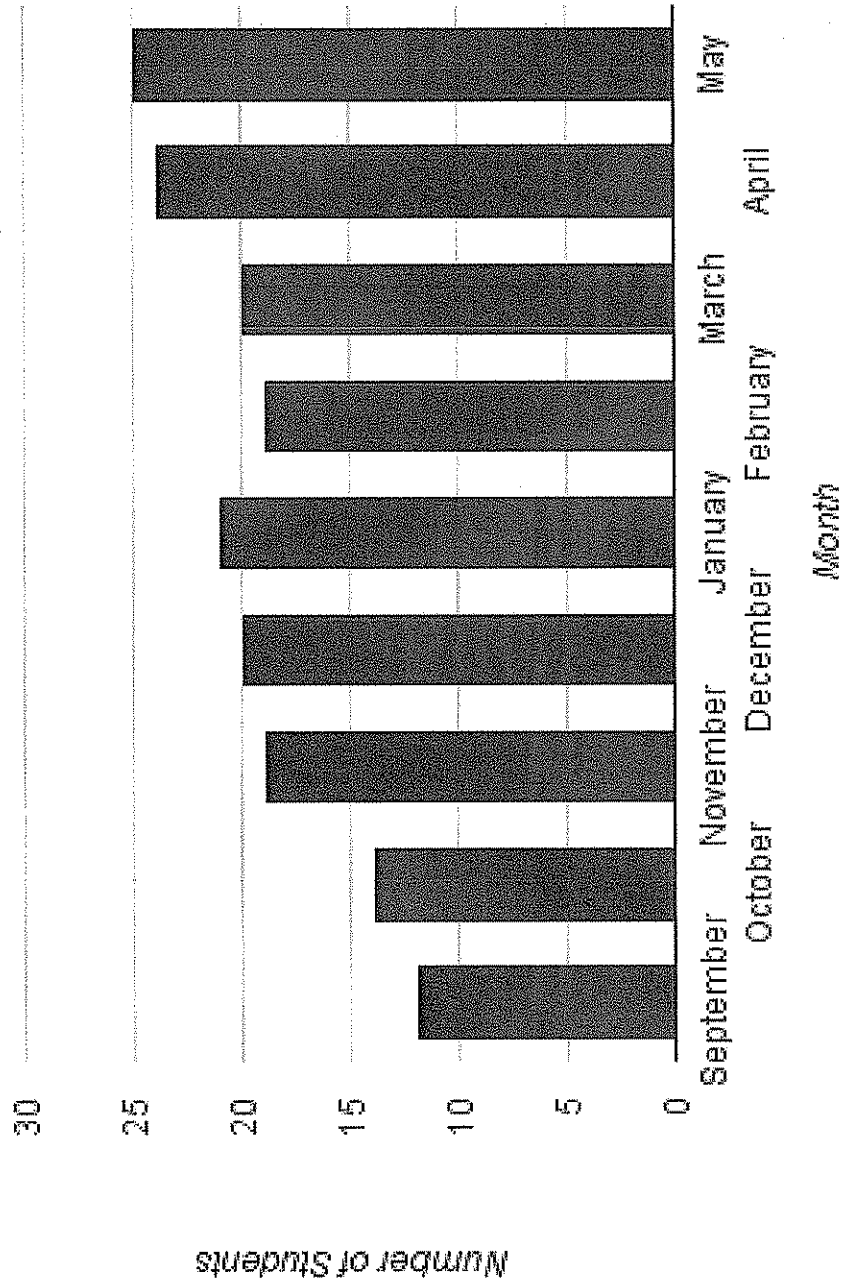
Background:

Included are graphs showing the number of students placed in the Rum River North, South and East Level IV programs during the 2015 – 2016 school year.

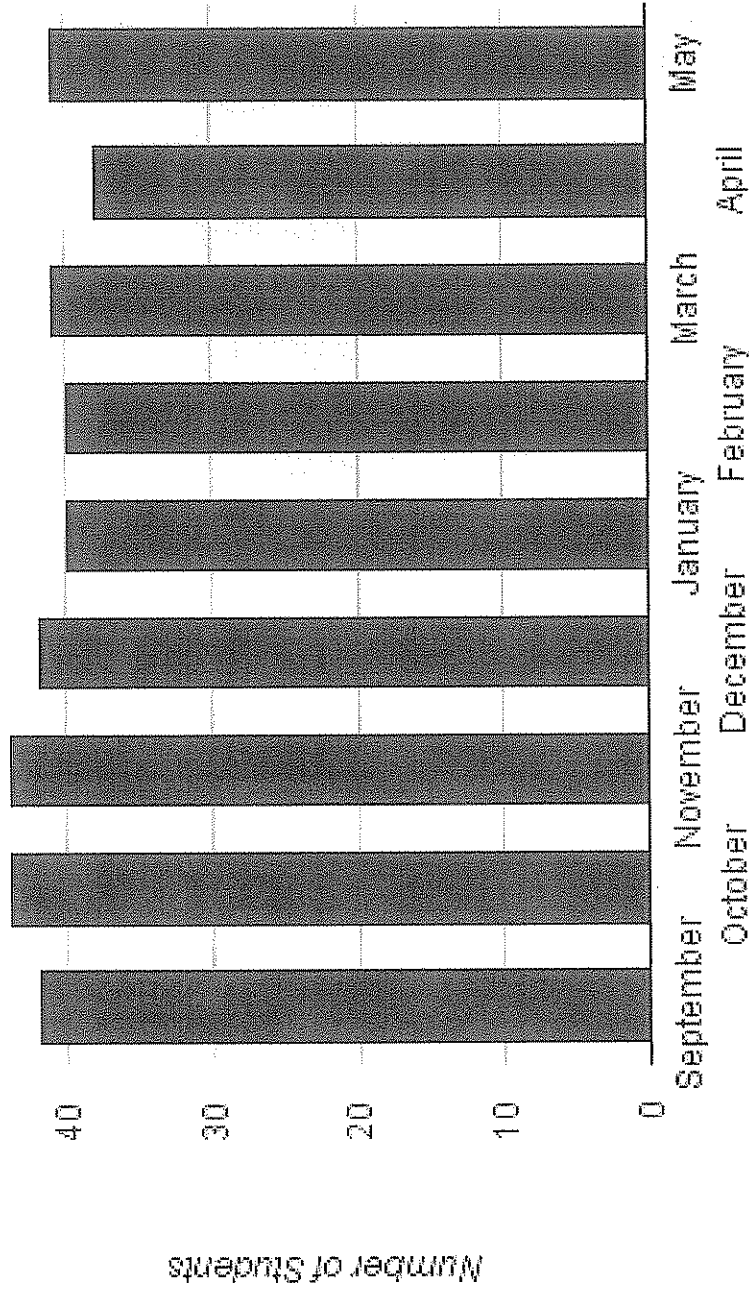
Administration Recommendation:

Board Action is not required

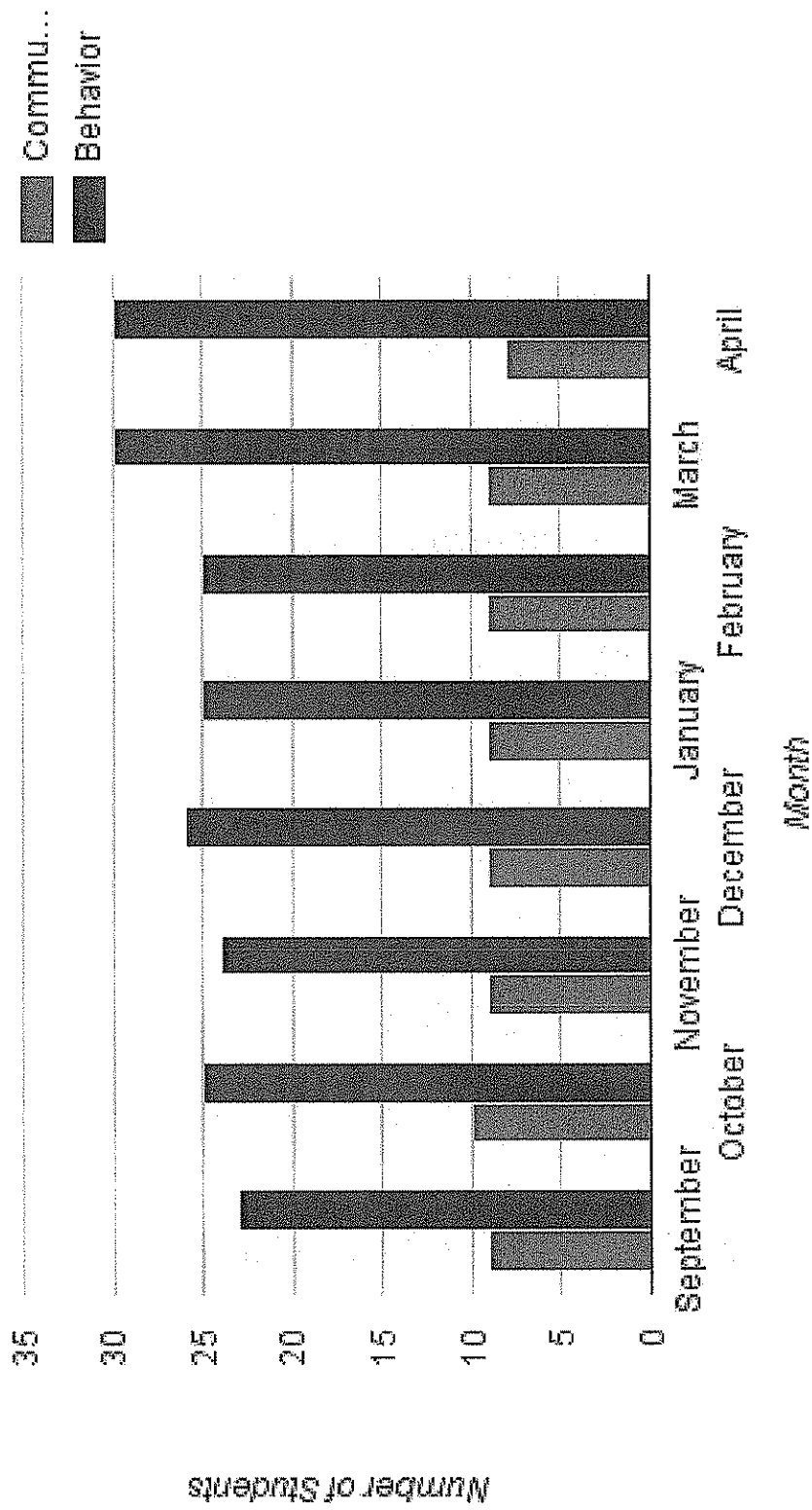
Rum River North Education Program Enrollment for 2015-16 School Year



Rum River East Education Program Enrollment for 2015-16 School Year



Rum River South Education Program Enrollment for 2015-16 School Year





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

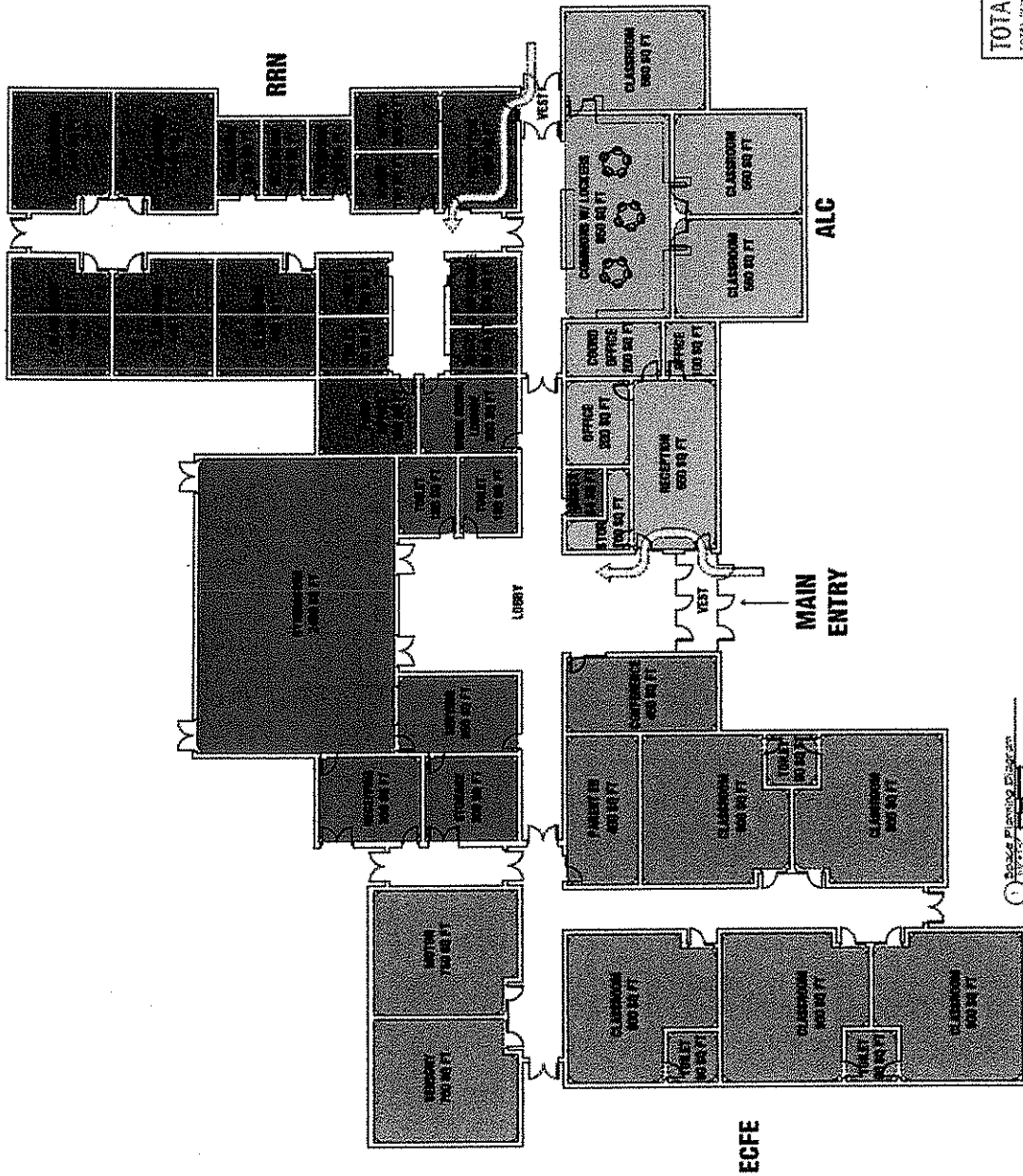
Proposed Utility Extensions

Date: 3/4/2016

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

ISD #912 MILACA PUBLIC SCHOOLS
 MILACA EARLY CHILDHOOD / ALC / SP ED CENTER
 DECEMBER 1, 2012

TOTAL BUILDING AREA: 26,700 SQ. FT.
 (TOTAL BUILDING AREA WITH ALL ECPE CLASSROOMS AT 17,000 SQ. FT.)



Agenda Item VII - Discussion Item C: Update on RRN Building Project

Commentary by: Tim Truebenbach Superintendent, Milaca Schools

Background:

Superintendent Truebenbach will update the Governing Board on the Milaca Schools building project that includes space for the Rum River North level IV program. Included is information on the bonding bills (HF2561 and SF2246) for utility extensions to the new building.

Administration Recommendation:

Board Action is not required

BONDING TO SUPPORT UTILITY EXTENSIONS TO SERVE REGIONAL SPECIAL EDUCATION FACILITY, MILACA

House File: HF2561

Senate File: SF2246

Economic benefits:

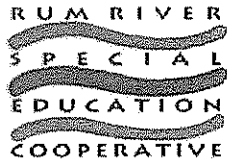
- Mille Lacs County struggles to create a competitive economic environment. Public utilities extended to this area will make additional commercial development attractive.
- Regionalization. Milaca already provides wastewater treatment service to the City of Bock. The City of Foreston, and the City of Pease both are at capacity in their water and wastewater treatment facilities. Utility extensions in this area gets utilities closer to both of these communities should they desire to connect in the future.

Environmental benefits:

- Provides public utilities to an unserved, but populated area. All wells in this area will be properly abandoned protecting our drinking water.
- Protects the city's Drinking Water IS Management Area. The city's two municipal wells are in this area and limiting the number of wells and individual septic systems in this area help protect the aquifer.
- Regional treatment facilities limit the number of discharge points. Presently there are three wastewater discharges into the Rum River, or West Branch of the Rum River. If regionalization occurs, that would reduce the number of discharge points to one.

Education benefits:

- The proposed building will house the Rum River North program for the Rum River Special Education Cooperative. The Cooperative provides low incidence services to its member districts; including Cambridge/Isanti, Mora, Princeton, Isle, Braham, Ogilvie, and Milaca. These services include School Psychology, Deaf/Hard of Hearing, Blind and Visually Impaired, Autism Consultations, Behavior Analyst, Audiology, Occupational Therapy and Physical Therapy. The cooperative also provides setting IV special education programming for students in grades K-12 with intense social, emotional or behavioral needs.
- Site for IV programs. Placement in the setting IV programs are IEP team decisions after all resources at the regular education school have been exhausted. The programs offer smaller class sizes, a higher student to staff ratio and use proven research based academic and social skills programs for working with students who have emotional behavioral needs. The programs' goal is to help students learn adaptive skills and behaviors to fulfill each student's individual potential in an effort to facilitate the reintegration of the student to his/her home school district.



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VIII - Action Item B: Rum River Special Education Cooperative Audit

Background:

The annual fiscal audit for the Rum River Special Education Cooperative was completed on December 22, 2015. The Executive Council approved the audit at their February 18, 2016 meeting. RRSEC Account Executive, Tracy Wells, will present a summary of the audited financial statements. Hard copies of the audit will be available at the meeting.

Administration Recommendation:

To approve the FY 2014-2015 Audit Report

Motion to approve the FY 2014-2015 Audit Report was made by: _____.

Seconded by: _____. Action: _____.



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

**Agenda Item VIII - Action Item A: External User Access Recertification System Minnesota
Department of Education**

Background:

The Minnesota Department of Education requires approval from the school board members annually to designate an Identified Official with Authority (IOWA) to approve authorization of local education agency staff so they may access MDE secure websites. The Board is asked to designate Pauline Bangma, Director, as the IOWA for the Rum River Special Education Cooperative.

A motion to designate Pauline Bangma, Director of Special Education, as the Identified Official with Authority to assign job duties and authorize external user access for our LEA was made by _____ . Seconded by _____ .
Motion _____ .



PRINCIPALS

Thomas M. Montague, CPA
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA

December 22, 2015

To the Board of Directors and Management of
Rum River Special Education Cooperative

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA, *GOVERNMENT AUDITING STANDARDS*, AND THE U.S. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133

We have audited the financial statements of the governmental activities and major fund of Rum River Special Education Cooperative (the Cooperative) as of and for the year ended June 30, 2015, and the related notes to the financial statements. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINION ON THE COOPERATIVE'S FINANCIAL STATEMENTS

We issued an unmodified opinion on the Cooperative's financial statements. After performing our audit tests and procedures, we have concluded that the basic financial statements fairly present the Cooperative's financial position and changes in financial position as of and for the year ended June 30, 2015.

REPORT ON INTERNAL CONTROLS AND COMPLIANCE OVER FINANCIAL REPORTING

We reported no material weaknesses in the Cooperative's internal controls over financial reporting. The results of our testing also disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. It should be understood that internal controls are never perfected, and those controls which protect the Cooperative's funds from such things as fraud and accounting errors need to be continually reviewed by your management and modified as necessary.

REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

We reported that the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.
5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Telephone: 952-545-0424 • Telefax: 952-545-0569 • www.mmkr.com

REPORT ON INTERNAL CONTROL OVER COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

We reported no current year compliance findings or material weaknesses in the Cooperative's internal controls over compliance in our testing of major federal programs.

REPORT ON COMPLIANCE WITH MINNESOTA LAWS AND REGULATIONS

We reported one finding based on our testing of the Cooperative's compliance with Minnesota laws and regulations. One disbursement selected for testing was not paid within forty-five days of the receipt of the goods or services, or receipt of the invoice for goods or services, as required by state statutes.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Cooperative are described in Note 1 of the notes to basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2015.

We noted no transactions entered into by the Cooperative during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements were:

Special education state aid includes an adjustment related to tuition billings to and from other school districts for special education services which are computed using formulas derived by the Minnesota Department of Education. Because of the timing of the calculations, this adjustment for the current fiscal year is not finalized until after the Cooperative has closed its financial records. The impact of this adjustment on the receivable and revenue recorded for state special education aid is calculated using preliminary information available to the Cooperative.

The depreciation of capital assets involves estimates pertaining to useful lives.

We evaluated the key factors and assumptions used by management to develop the estimates discussed above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated December 22, 2015.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Cooperative's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Cooperative's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Expenditures of Federal Awards and Uniform Financial Accounting and Reporting Standards Compliance Table accompanying the financial statements, which are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

PURPOSE OF THIS REPORT

The purpose of this report is solely to make communications required by *Government Auditing Standards* related to our audit to those charged with governance of the Cooperative, management, and those who have responsibility for the financial reporting process. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.
Minneapolis, Minnesota



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VIII - Action Item C: District #6079 Rum River Special Education Cooperative FY 17 Budget Proposal

Background:

The FY 17 budget was approved by the Executive Council at their April 13, 2016 meeting. Director Bangma will present the FY 17 budget for approval by the Governing Board.

Director's Recommendation:

Director recommends to approve the FY 17 Budget for the Rum River Special Education Cooperative.

A motion to approve the proposed FY 17 Budget for Rum River Special Education Cooperative, was made by: _____ Seconded by: _____
Action: _____

FY 16-17 Budget Summary

RRSEC Projected Revenue

Federal - 419	2,170,495	
Federal - 420	59,407	
Federal - 422	67,116	
Federal - 425	103,297	
District Billings	1,851,191	
Low incidence	70,000	
Misc Billbacks	40,200	
Total RRSEC Revenue	\$ 4,361,707	

Rum River N/S/E Projected Revenue

State Aid/Tuition Billing/State Appeal	4,387,491	
Compensatory	132,321	
Lease Levy	524,018	
Indirect Billing	277,823	
MA Revenue	75,000	
Food Service Reimbursement	7,000	
Total Rum River N/S/E Revenue	\$ 5,403,653	

Total Revenues

\$ 9,765,361

Projected Expenditures

RRSEC	3,532,992	
RRSEC - Member District Fed. Exp.	828,715	
Rum River North	1,125,554	
Rum River South	2,382,878	
Rum River East	1,820,721	

Total Expenditures

\$ 9,690,861

Change in Fund Balance \$ 74,500

Fund Balances

	FY 15-16 Projected Ending Balance	FY 16-17 Projected Revenue	FY 16-17 Projected Expenditures	FY 16-17 Projected Ending Fund Balance
Unassigned/Unrestricted (MA Revenue)	169,123	9,633,040	9,558,540	243,623
Restricted - Basic Skills (Compensatory)	137,395	132,321	132,321	137,395
Total:	306,518	9,765,361	9,690,861	381,018

Budget Increase/Decrease

	Personnel		Supplies/Travel		Overall Budget	
	+/- Amt.	%	+/- Amt.	%	+/- Amt.	%
RRSEC	\$254,747	9.34%	\$11,691	3.30%	\$314,282	7.76%
Rum River South	\$95,212	5.39%	-\$20,771	-4.98%	\$111,298	4.90%
Rum River North	-\$54,060	-5.52%	-\$71	-0.05%	-\$40,293	-3.48%
Rum River East	\$159,926	13.16%	\$6,873	2.00%	\$199,358	12.30%
Total	\$455,825	6.81%	-\$2,278	-0.18%	\$584,646	6.42%

*Overall Increase/Decrease also reflects Member District Federal Expenses and Indirect costs

Rum River Special Ed Cooperative		Annual Salary	FTE	Certified Salary	Non-Certified Salary	Total Benefits	Total	Notes:
RRSEC Database	FY 17 Budget							
Administration/Technology								
01 001 420 000 419 304 F	Bangma, Pauline	118,440	1.00	118,440		35,871	154,311	
01 001 420 000 419 304 F	Cox, Alecia	42,224	1.00		42,224	12,939	55,163	
01 001 420 000 419 304 F	Coop, Michelle	39,456	1.00		39,456	7,274	46,730	
01 001 420 000 419 304 F	Wells, Tracy	63,296	1.00		63,296	13,692	76,988	
01 001 420 000 419 304 F	Eberhardt, Dave	91,506	0.50	45,753		15,245	60,999	
01 001 420 000 419 304	Tacker, Tanya	78,391	1.00	78,391		34,133	0	
01 001 420 000 419 304 F/B	Carson, Monica	91,506	1.00	91,506		36,515	128,022	
01 001 420 000 419 304 F/B	TBH-Princeton Coordinator	56,940	1.00	56,940		30,498	87,439	
01 001 412 000 422 304	Erin Dohrmann-ECSE Coord.	10,000	1.00	10,000		0	10,000	
01 001 420 000 419 304 F	Hoff, Roz	50,285	1.00	50,285		9,520	59,804	
01 001 420 000 419 304 B	Hoskins, Kim	31,863	1.00		31,863	22,992	54,855	Princeton Pays
01 001 420 000 419 304 B	Close, Zach-Tech Integration	43,284	1.00	43,284		27,335	70,619	
01 001 400 000 000 305 B	Insurance-McNear	-	1.00	0		2,817	2,817	
01 001 400 000 000 305 B	Insurance-Ruprecht, Mike		1.00	0		3,069	3,069	
Administration/Technology Salaries/Benefits Total							810,815	
Administration/Technology Travel/Supplies Total							242,267	
Total Administration/Technology							1,053,082	
Autism								
01 001 411 000 419/422 304 F	Uphoff, Rebecca	60,126	1.00	60,126		10,787	70,913	
01 001 411 000 419/422 304 F	Schulte, Lynn	52,899	1.00	52,899		30,064	82,963	
Autism Salaries/Benefits Total							153,876	
Autism Travel/Supplies Total							9,650	
Total Autism							163,526	
Psychology								
01 001 420 703 000 396 S	Wild, Scott	71,102	1.00	71,102		26,626	97,728	5 additional days
01 001 420 703 000 396 S	Bevis, Melissa	71,102	1.00	71,102		19,545	90,647	5 additional days
01 001 420 703 000 396 S	Terhaar, Jennifer	55,565	1.00	55,565		9,414	64,979	5 additional days
01 001 420 703 000 396 S	Haseth, Mark	73,124	1.00	73,124		33,490	106,614	5 additional days
01 001 420 703 000 396 S	Perreault, Kyle	64,977	1.00	64,977		31,610	96,587	5 additional days
01 001 420 703 000 396 S	Oblander, Chad	71,102	1.00	71,102		33,148	104,250	5 additional days
01 001 420 703 000 396 S	Meyer, Danielle	55,298	1.00	55,298		23,948	79,246	5 additional days
01 001 420 703 000 396 S	TBH	75,177	1.00	75,177		33,338	108,515	TBH with signing bonus/5 additional days
01 001 420 703 000 396	TBH	75,177	1.00	75,177		33,338	108,515	TBH with signing bonus/5 additional days
Psychology Salaries/Benefits Total							857,082	
Psychology Travel/Supplies Total							32,150	
Total Psychology							889,232	
Motor/Physically Impaired								
01 001 404 000 000 396 S	Tague-Hamline, Naomi	55,569	1.00	55,569		24,639	80,208	
01 001 404 000 000 396 S	Noring, Cindy	64,269	1.00	64,269		27,068	91,337	
01 001 404 000 000 396 S	Sauer, Lisa	61,402	1.00	61,402		25,582	86,984	
01 001 404 000 000 396 S	Hammill, Sonia	61,402	1.00	61,402		31,004	92,406	
01 001 404 000 000 396 S	Hokanson, Natalie	63,638	1.00	63,638		30,783	94,421	
01 001 404 000 000 396 S	Affeldt, Margaret	71,179	1.00	71,179		32,661	103,840	
01 001 404 000 000 396 S	Groess, Jenny (OHD)	60,126	1.00	60,126		31,038	91,164	
01 001 404 000 000 396 S	Mid State Contract	32,848	1.00	32,848		0	32,848	
Motor Salaries/Benefits Total							673,209	
Motor Travel/Supplies Total							35,720	
Total Motor							708,929	
Hearing								
01 001 405 000 419/422 304 F	Sanljer, Katie	61,402	1.00	61,402		29,624	91,026	
01 001 405 000 419/422 304 F	Haglund, Abby	43,753	1.00	43,753		7,413	51,166	
01 001 400 405 000 304 F	TBH-Audiologist	49,843	1.00	49,843		29,546	79,389	
Hearing Salaries/Benefits Total							221,681	
Hearing Travel/Supplies Total							25,675	
Total Hearing							247,256	
Vision								
01 001 406 000 419/422 304 F	Isabell, Karin	77,014	1.00	77,014		19,946	96,960	15 extra days
01 001 406 000 419/422 304 F	TBH-Vision	81,179	1.00	81,179		33,755	114,934	TBH-Signing Bonus
01 001 406 000 419/422 304 F	Braille Contract	24,050		24,050		0	24,050	
Vision Salaries/Benefits Total							235,945	
Vision Travel/Supplies Total							15,800	
Total Vision							251,745	

Rum River Special Ed Cooperative		Annual Salary	FTE	Certified Salary	Non-Certified Salary	Total Benefits	Total	Notes:	
RRSEC Database	FY 17 Budget								
B-2 Summer Services									
01 001 404 299 000 398 S	Tague-Hamlin, Naomi	1,680		1,680		275	1,955		
01 001 404 299 000 396 S	Norling, Cindy	3,760		3,760		616	4,376		
01 001 404 299 000 396 S	Sauer, Lisa	2,025		2,025		332	2,357		
01 001 404 299 000 396 S	Hammill, Sonia	2,430		2,430		398	2,828		
01 001 404 299 000 398 S	Hokanson, Natalie	2,990		2,990		490	3,480		
01 001 404 299 000 396 S	Affeldt, Margaret	6,344		6,344		1,039	7,383		
01 001 405 299 000 396 S	Santjer, Kalle	405		405		66	471		
01 001 405 299 000 396 S	Haglund, Abby	320		320		52	372		
01 001 406 299 000 396 S	Isabell, Karin	520		520		86	606		
B-2 Summer Services Salaries/Benefits Total							23,828		
B-2 Summer Services Travel/Supplies Total							4,000		
Total B-2 Summer Services							27,828		
ESY									
01 001 404 299 000 396 S	Tague-Hamlin, Naomi	660		660		108	768		
01 001 404 299 000 398 S	Norling, Cindy	594		594		97	691		
01 001 404 299 000 396 S	Sauer, Lisa	198		198		32	230		
01 001 404 299 000 396 S	Hammill, Sonia	264		264		43	307		
01 001 404 299 000 396 S	Hokanson, Natalie	99		99		16	115		
01 001 404 299 000 396 S	Affeldt, Margaret	990		990		162	1,152		
01 001 405 299 000 396 S	Santjer, Kalle	1,056		1,056		173	1,229		
01 001 405 299 000 396 S	Isabell, Karin	330		330		54	384		
01 001 405 299 000 396 S	Iserman, Blake (Audiology)	1,145		1,145		187	1,332		
ESY Salaries/Benefits Total							6,209		
ESY Travel/Supplies Total							1,000		
Total ESY							7,209		
Total RRSEC Sal/Ben							2,982,546	Increase/Decrease:	% Change:
								\$254,747	9.34%
Total RRSEC Travel/Supplies							366,262	Increase/Decrease:	% Change:
								\$11,691	3.30%
RRSEC Subtotal							3,348,808		
FY 16 Subtotal							3,062,370		
Federal Flow-Through (419) by Member Districts							593,706		
Federal Flow-Through (420) by Member Districts							59,407		
Federal Flow-Through (422) by Member Districts							29,102		
Federal Flow-Through (425) by Member Districts							103,297		
Member Districts Indirect Cost							43,203		
RRSEC Indirect Cost							184,184	indirect Cost increase from 4% to 5.50%	
Total RRSEC FY 17 Budget							4,361,707		
FY 16 Budget							4,047,425	Increase/Decrease:	% Change:
								\$314,282	7.76%

**Rum River Special Education Cooperative
TRAVEL/SUPPLY BUDGET
FY 17 Budget**

RRSEC Database							Administration		
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	Notes:
E	01	001	400	000	000	311	RRSEC Audit	17,000	
E	01	001	400	000	000	311	Legal Counsel	12,000	
E	01	001	400	000	000	311	Contracted Services-Subs	5,000	
E	01	001	400	000	000	311	Cleaning Services	4,700	
E	01	001	400	000	000	311	Misc. Professional Service	600	
E	01	001	400	000	000	331	Utilities-Electricity	5,000	
E	01	001	400	000	000	332	Utilities-Gas	2,500	
E	01	001	400	000	000	340	Insurance-General Liability	1,400	
E	01	001	400	120	000	433	Instruc. Supplies-Bill Back	5,000	
E	01	001	400	120	000	405	Software/Licensing--Bill Back (SPED Forms)	20,000	
E	01	001	420	000	419	320	Telephone/Fiber	6,800	
E	01	001	420	000	419	329	Postage	500	
E	01	001	420	000	419	350	Repairs & Maint	1,000	
E	01	001	420	000	419	366	Travel	17,000	
E	01	001	420	000	419	367	Professional Development	47,586	
E	01	001	420	000	419	303	Transition Day (\$200/District)	1,400	
E	01	001	420	000	419	370	Rental & Leases	57,299	
E	01	001	420	000	419	303	Advertising/Postings	2,000	
E	01	001	420	000	419	401	Office Supplies	11,000	
E	01	001	420	000	419	530	Equipment	3,000	
E	01	001	420	000	419	820	Dues & Memberships	5,132	
Administration Total								225,917	Total Decrease-\$9,829
Technology									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	420	000	419	366	Travel	1,000	
E	01	001	420	000	419	367	Professional Devel.	350	
E	01	001	420	000	419	555	Technology Equipment	12,000	
E	01	001	420	000	419	555	Innovation Grant	3,000	
Technology Total								16,350	Total Increase- \$16,350
Autism									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	411	000	419	366	Travel	8,700	
E	01	001	411	000	419	367	Professional Devel. & Training Materials	700	
E	01	001	411	000	419	433	Ind. Instructional Supplies	250	
Autism Total								9,650	Total Decrease-\$50
Psychology									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	420	703	419	366	Travel	18,000	
E	01	001	420	703	419	367	Professional Devel. & Training Materials	3,150	
E	01	001	420	703	419	433	Instructional Supplies & Testing Materials	11,000	
Psychology Total								32,150	Total Increase- \$6400
Motor									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	404	000	419	350	Equipment Repair	250	
E	01	001	404	000	419	366	Travel	23,000	
E	01	001	412	000	422	366	ECSE Travel	7,000	
E	01	001	404	000	419	367	Professional Devel. & Training Materials	2,450	
E	01	001	404	000	419	433	Ind. Instructional Supplies & Testing Materials	3,020	
Motor Total								35,720	Total Decrease- \$210

Rum River Special Education Cooperative TRAVEL/SUPPLY BUDGET FY 17 Budget									
Hearing									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	400	120	000	350	Repairs/Maintenance-BILLBACK	1,500	
E	01	001	400	120	000	433	Instructional Supplies-BILLBACK	1,500	
E	01	001	400	120	000	530	Equipment-BILLBACK	5,200	
E	01	001	405	000	419	366	Travel	13,500	
E	01	001	412	000	422	366	ECSE Travel	500	
E	01	001	405	000	419	367	Professional Devel. & Training Materials	875	
E	01	001	405	000	419	433	Ind. Instructional Supplies	1,100	
E	01	001	405	000	419	350	Equipment Repair	500	
E	01	001	405	000	419	530	Equipment	1,000	
Hearing Total								25,675	Total Increase-\$175
Vision									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	406	000	419	366	Travel	7,000	
E	01	001	412	000	422	366	ECSE Travel	500	
E	01	001	406	000	419	367	Professional Devel. & Training Materials	700	
E	01	001	406	000	419	433	Ind. Instructional Supplies	600	
E	01	001	400	120	000	350	Repairs/Maintenance-BILLBACK	1,000	
E	01	001	400	120	000	433	Instructional Supplies-BILLBACK	1,000	
E	01	001	400	120	000	530	Equipment-BILLBACK	5,000	
Vision Total								15,800	Total Decrease-\$225
ESY									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	030	420	915	419	366	ESY Travel-ages 3-21	1,000	
E	01	030	412	915	422	366	ESY Travel-ages 0-2	4,000	
ESY Total								5,000	Total Decrease-\$920
RRSEC Total FY 17 Travel/Supply Budget								366,262	

Rum River North		Annual Salary	FTE	Certified Salary	Non-Certified Salary	Total Benefits	Total	Notes	
RRSEC Database	FY 17 Budget								
Administration									
01 010 420 000 740 396	Wuornos, Joanna	91,506	1.00	91,506		16,904	108,410		
01 001 420 000 740 396	Puffer, Jill	34,144	1.00		34,144	5,785	39,929		
Administration Total							148,339		
Specialists									
01 010 408 000 740 396	Social Worker - TBH	39,746	1.00	39,746		26,735	66,481		
01 010 401 000 740 396	Downing, Andrea-Speech	63,638	0.10	6,364		3,138	9,502		
01 010 408 000 740 396	Vorell, Courtney, Reintegration/Behavior	47,479	0.90		42,731	7,240	49,971		
Specialists Total							125,954		
Teachers									
01 010 408 000 740 396	Gorecki, Chuck	61,023	1.00	61,023		17,237	78,260		
01 010 408 000 740 396	Moon, Lana	62,301	1.00	62,301		32,157	94,458		
01 010 408 000 740 396	Spiczka, Michelle	63,638	1.00	63,638		32,383	96,021		
01 010 408 000 740 396	Tolzman, Brad	53,601	1.00	53,601		30,683	84,284		
Teachers Total							353,023		
ABMs									
01 010 408 000 740 396	Natalie Hagle	26,306	1.00		26,306	4,457	30,763	Isle pays	
01 010 408 000 740 396	Kaitlin Dahlberg	24,370	1.00		24,370	9,572	33,942	Milaca pays	
01 010 408 000 740 396	Owen, Julia	26,741	1.00		26,741	4,531	31,272	Milaca pays	
01 010 408 000 740 396	Popins, Nancy	26,306	1.00		26,306	21,734	48,040		
01 010 408 000 740 396	Peterson, Angela	26,306	1.00		26,306	9,900	36,206		
01 010 408 000 740 396	TBH	24,370	1.00		24,370	9,572	33,942		
01 010 408 000 740 396	TBH (based on enrollment)	24,370	1.00		24,370	21,423	45,793	Projected Princeton pay	
ABMs Total							259,959		
Misc.									
01 010 400 000 000 396	Cleaning Contract	7,750		7,750		0	7,750		
01 010 400 000 000 396	Substitutes	6,500		6,500		1,101	7,601		
Misc. Total							15,351		
ESY									
01 010 408 299 740 396	Teacher	2,970		2,970		486	3,456		
01 010 408 299 740 396	Teacher	2,970		2,970		486	3,456		
01 010 408 299 740 396	Teacher	2,970		2,970		486	3,456		
01 010 408 299 740 396	Social Worker	2,970		2,970		477	3,447		
01 010 408 299 740 396	ABM	1,622			1,622	266	1,888		
01 010 408 299 740 396	ABM	1,622			1,622	266	1,888	Milaca pays	
01 010 408 299 740 396	ABM	1,622			1,622	266	1,888	Isle pays	
01 010 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	Projected Princeton pay	
01 010 408 299 740 396	ABM	1,622			1,622	266	1,888	Milaca pays	
ESY Total							23,257		
Rum River North Totals Sal/Ben							925,884	Increase/Decrease: (\$54,060)	% Change: -5.52%
Rum River North Travel/Supplies							140,992	Increase/Decrease: (\$71)	% Change: -0.05%
Rum River North Indirect Cost							58,678	Indirect Cost increase from 4% to 5.50%	
Total Rum River North FY 17 Budget							1,125,554		
FY 16 Budget							1,165,847	Increase/Decrease: (40,293)	% Change: -3.46%

RRSEC Database							Rum River North RRN TRAVEL/SUPPLY BUDGET FY 2017 Budget		
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	Notes:
E	01	010	400	000	000	305	Professional Service	11,300	Increase of \$1,500
E	01	010	400	101	000	320	Communication (Erate 40%)	800	Decrease of \$800
E	01	010	400	000	000	340	Insurance-General Liability	1,400	
E	01	010	400	000	000	350	Repairs & Maint	4,000	Decrease of \$200
E	01	010	400	000	000	370	Rent	68,178	Increase \$665
E	01	010	400	000	000	530	Equipment	7,000	Decrease of \$2000
E	01	010	400	000	317	401	Supplies/Materials	8,000	
E	01	010	400	000	317	433	Ind. Instructional Supplies-Compensatory	11,000	Increase of \$3200
E	01	010	400	000	317	556	Tech Equipment-Compensatory	7,464	Decrease of \$1536
E	01	010	400	000	372	305	Consult/Fee for Service (MA)	100	Add of \$100
E	01	010	408	000	740	320	Communication	2,000	Increase of \$1000
E	01	010	408	000	740	329	Postage	500	Decrease of \$1000
E	01	010	408	000	740	366	Travel	5,000	
E	01	010	408	640	740	367	Professional Development	4,750	
E	01	010	408	000	740	401	General Supplies	5,500	Decrease of \$500
E	01	010	400	000	740	556	Tech Equipment Instructional	3,000	Decrease of \$1500
E	01	010	400	000	740	555	Tech Equipment Non Instructional	1,000	Add of \$1000
RRN Total Travel/Supply Budget								140,992	

Rum River South		Annual Salary	FTE	Certified Salary	Non-Certified Salary	Total Benefits	Total	Notes:
RRSEC Database	FY 17 Budget							
Administration								
01 020 420 000 740 396	Miller, Jeannine	91,506	1.00	91,506		37,305	128,811	
01 001 420 000 740 396	Anderson, Viva	36,414	1.00		36,414	19,326	55,740	
Administration Total							184,551	
Specialists								
01 020 408 000 740 396	Pulkarek, Jenna-Social Worker	49,700	1.00	49,700		15,329	65,029	
01 020 408 000 740 396	Ewert, Casey-Behavioral Analyst	44,542	0.70		31,179	19,283	50,463	
01 020 408 000 740 396	Borchardt, Jeff-Behavioral Analyst	60,545	0.70		42,382	8,322	50,703	
01 020 401 000 740 396	Downing, Andrea-Speech	63,638	0.80	50,910		25,507	76,417	
01 020 408 000 740 396	Tischer, Steve-DAPE	61,402	0.13	7,982		3,953	11,935	
01 020 408 000 740 394	Police Liaison - Contracted Service	10,009	1.00	0	10,009	0	10,009	
Specialists Total							264,555	
Teachers								
01 020 408 000 740 396	Carlson, Roxanne	71,179	1.00	71,179		26,639	97,818	
01 020 408 000 740 396	Grovender, Sarah	52,989	1.00	52,989		29,576	82,565	
01 020 408 000 740 396	Imker, Susan	48,432	1.00	48,432		23,385	71,817	
01 020 408 000 740 396	Piche, Michelle	56,744	1.00	56,744		30,215	86,959	
01 020 408 000 740 396	Reier, Mark	59,982	1.00	59,982		31,764	91,746	
01 020 408 000 740 396	Bergstrom-Beam, Christine	52,989	1.00	52,989		16,928	69,917	
01 020 408 000 740 396	Wilking, Jami	41,778	1.00	41,778		8,458	50,236	
01 020 408 000 740 396	O'Brien, Megan	45,563	1.00	45,563		15,218	60,781	
Teachers Total							611,798	
ABMs and IAs								
01 020 408 000 740 396	Anderson, Lynn	26,306	1.00	26,306		4,757	31,063	Cambridge pays
01 020 408 000 740 396	Anderson, Paula	24,370	1.00	24,370		4,129	28,499	
01 020 408 000 740 396	Bosttcher, Stacey	26,306	1.00	26,306		4,457	30,763	Cambridge pays
01 020 408 000 740 396	Burda, Jessica	26,306	1.00	26,306		4,457	30,763	Cambridge pays
01 020 408 000 740 396	Dewey, Jennifer	26,741	1.00	26,741		10,299	37,040	
01 020 408 000 740 396	Friedrichs, Katie	25,535	1.00	25,535		4,326	29,861	
01 020 408 000 740 396	Henrikson, Michale	26,306	1.00	26,306		21,734	48,040	Cambridge pays
01 020 408 000 740 396	Hornung, John	26,306	1.00	26,306		9,900	36,206	Rush City pays
01 020 408 000 740 396	Knighton-Johnson, Jason	26,306	1.00	26,306		4,457	30,763	Mora pays
01 020 408 000 740 396	Janssen, Sue	26,306	1.00	26,306		17,113	43,419	
01 020 408 000 740 396	Lester, Lisa	26,306	1.00	26,306		9,900	36,206	Cambridge pays
01 020 408 000 740 396	Lutterman, Brea	26,306	1.00	26,306		9,900	36,206	Cambridge pays
01 020 408 000 740 396	Nassif, Bob	26,306	1.00	26,306		4,457	30,763	Cambridge pays
01 020 408 000 740 396	Olson, Rachal	24,370	1.00	24,370		4,129	28,499	
01 020 408 000 740 396	Pfutzenrueter, Nikole	26,306	1.00	26,306		9,900	36,206	N. Branch pays
01 020 408 000 740 396	Pierson, Leah	26,306	1.00	26,306		10,225	36,531	Cambridge pays
01 020 408 000 740 396	Reichmann, Wade	25,535	1.00	25,535		9,769	35,304	Braham pays
01 020 408 000 740 396	Sarnsa, Doreen	26,306	1.00	26,306		21,734	48,040	Cambridge pays
01 020 408 000 740 396	Wagner, Eileen	26,306	1.00	26,306		9,900	36,206	Mora pays
01 020 408 000 740 396	Zoerb, Dallas	26,306	1.00	26,306		21,734	48,040	Braham pays
ABMs and IAs Total							718,424	
Misc.								
01 020 400 000 000 396	Midlo, Pat-Cleaning	35,049	0.25		8,762	2,818	11,580	
01 020 400 000 000 396	Substitutes	10,000		10,000		1,694	11,694	Increase of 2500
Misc. Total							23,274	

RRSEC Database							Rum River South TRAVEL/SUPPLY BUDGET FY 2017 Budget			
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	Notes:	
E	01	020	400	000	000	305	Professional Service	6,470		
E	01	020	400	000	000	340	Insurance-General Liability	1,600	Increase of \$200	
E	01	020	400	000	000	350	Repairs & Maint (general)	20,300	Decrease of \$5,000	
E	01	020	408	000	740	350	Repairs & Maint	2,250		
E	01	020	400	000	000	370	Rent	265,000	Increase of \$4,000	
E	01	020	400	000	000	370	Rent-ECMECC	800	Increase of \$200	
E	01	020	400	000	000	530	Equipment	5,000	Decrease of \$5,000	
E	01	020	400	000	740	556	Tech Equipment	7,000		
E	01	020	400	000	000	330	Utilities	3,150	Decrease of \$1,000	
E	01	020	400	000	000	331	Electricity	13,300	Increase of \$1,300	
E	01	020	400	000	000	580	Capital Lease-Principal	0	Decrease of \$12,000	
E	01	020	400	000	000	581	Capital Lease-Interest	0	Decrease of \$7,000	
E	01	020	400	000	317	401	Instr. Supplies-Compensatory	12,000		
E	01	020	400	000	317	433	Ind.Instr. Supplies-Compensatory	20,929	Increase of \$3329	
E	01	020	400	000	317	556	Tech Equipment-Compensatory	20,000		
E	01	020	400	000	372	305	Consult/Fee for Service (MA)	200	Increase of \$200	
E	01	020	408	000	740	320	Communication	1,800		
E	01	020	408	000	740	329	Postage	1,000	Decrease of \$500	
E	01	020	408	000	740	366	Travel	4,000		
E	01	020	408	000	740	367	Professional Development	5,000		
E	01	020	408	000	740	401	Office Supplies	4,500	Decrease of \$1,500	
E	01	020	400	000	000	332	Natural Gas	2,000	Increase of \$2,000	
RRS Total Travel/Supply Budget								396,299		

Rum River East		Annual		Certified	Non-	Total		Notes:
RRSEC Database	FY 17 Budget	Salary	FTE	Salary	Certified	Benefits	Total	
Administration								
01 030 420 000 740 396	Armstrong, Howard	91,506	1.00	91,506		37,385	128,811	
01 030 420 000 740 396	Ling, Valarie	34,144	1.00		34,144	11,553	45,697	
Administration Total							174,508	
Specialists								
01 030 408 000 740 396	Asmussen, Lea, Mental Health Professional	57,866	1.00	57,866		29,805	87,670	
01 030 408 000 740 396	Evert, Casey-Behavioral Analyst	44,542	0.30		13,363	8,264	21,627	
01 030 408 000 740 396	Borchardt, Jeff-Behavioral Analyst	60,545	0.30		18,164	3,311	21,475	
01 030 408 000 740 396	Vorell, Courtney	47,479	0.10		4,748	804	5,552	
01 030 401 000 740 396	Dowling, Andrea-Speech	63,638	0.10	6,364		3,138	9,502	
01 030 408 000 740 394	Police Liaison- Contracted Service	10,009	1.00		10,009	0	10,009	
Specialists Total							155,835	
Teachers								
01 030 408 000 740 396	Erickson, Scott	61,402	1.00	61,402		31,504	92,906	
01 030 408 000 740 396	Lenzen, Nicole	38,964	1.00	38,964		26,603	65,567	
01 030 408 000 740 396	LaValla, Jesse	42,556	1.00	42,556		14,108	56,664	
01 030 408 000 740 396	Nelson, VandaRae	43,284	1.00	43,284		14,232	57,516	
01 030 408 000 740 396	Semier, Jeremiah	45,399	1.00	45,399		27,693	73,092	
01 030 408 000 740 396	TBH	45,399	1.00	45,399		27,693	73,092	
01 030 408 000 740 396	TBH	45,399	1.00	45,399		27,693	73,092	TBH based on enrollment
Teachers Total							491,929	
ABMs								
01 030 408 000 740 396	Lindstrom, Melissa	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	Bellin, Jessica	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	Hunter, Layne	26,306	1.00		26,306	10,125	36,431	
01 030 408 000 740 396	Kingery, Kathryn	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	Swenson, Danielle	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	LeAnn Gelfer	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	Lange, Krysina (student specific)	26,306	1.00		26,306	21,734	48,040	CI
01 030 408 000 740 396	Courryea, Andrea (student specific)	26,306	1.00		26,306	9,900	36,206	CI
01 030 408 000 740 396	Koolmo, Mara (student specific)	26,306	1.00		26,306	9,900	36,206	CI
01 030 408 000 740 396	Sodarstrom, Ashley (student specific)	26,306	1.00		26,306	21,734	48,040	Milaca
01 030 408 000 740 396	TBH (student specific)	26,306	1.00		26,306	21,734	48,040	CI
01 030 408 000 740 396	TBH (student specific)	26,306	1.00		26,306	21,734	48,040	CI
ABMs Total							482,037	
Misc.								
01 030 400 000 000 396	Mido, Pat-Cleaning	35,048	0.25			8,762	2,818	11,580
01 030 400 000 000 396	Substitutes	11,000	1.00	11,000			1,864	12,864
Misc. Total							24,443	
ESY								
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher (based on enrollment)	2,866		2,866		469	3,335	
01 030 408 299 740 396	Teacher (based on enrollment)	2,866		2,866		469	3,335	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
ESY Total							46,612	
Rum River East Totals- Sal/Ben							1,375,364	Increase/Decrease: \$159,926 % Change: 13.16%
Rum River East Travel/Supplies							350,438	Increase/Decrease: \$6,873 % Change: 2.00%
Rum River East Indirect Cost							94,919	Indirect Cost increase from 4% to 5.50%
Total Rum River East FY 17 Budget							1,820,721	
FY 16 Budget							1,621,363	Increase/Decrease: \$199,358 % Change: 12.30%

RRSEC Database							Rum River East TRAVEL/SUPPLY BUDGET FY 2017 Budget		
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	Notes:
E	01	030	400	000	000	305	Professional Service	7,470	Increase of \$1000
E	01	030	400	000	000	330	Utilities	9,000	
E	01	030	400	000	000	331	Electricity	12,000	
E	01	030	400	000	000	340	Insurance-General Liability	1,400	
E	01	030	400	000	000	350	Repairs & Maint	18,000	Decrease of \$6755
E	01	030	400	000	000	370	Rent	190,840	
E	01	030	400	000	000	370	Rent-ECMECC	600	
E	01	030	400	000	740	555	Tech Equipment	8,000	Increase of \$1000
E	01	030	400	000	317	433	Ind. Instr. Supplies-Compensatory	42,928	Increase of \$3928
E	01	030	400	000	317	555	Tech Equipment-Compensatory	10,000	
E	01	030	400	000	372	305	Consult/Fee for Service (MA)	200	Increase of \$200
E	01	030	408	000	740	320	Communication	3,500	
E	01	030	408	000	740	329	Postage	1,500	
E	01	030	408	000	740	366	Travel	5,500	
E	01	030	408	000	740	367	Professional Development	9,000	
E	01	030	408	000	740	401	Office Supplies	7,500	Increase of \$500
E	01	030	408	000	740	433	Ind. Instructional Supplies	6,500	Increase of \$1000
E	01	030	400	000	740	530	Equipment	16,500	Increase of \$6000
RRE Total Travel/Supply Budget								350,438	



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VIII - Action Item D: Annual Approval of the Joint Powers Agreement

Background:

The RRSEC Governing Board and its member districts must annually review and approve the RRSEC Joint Powers Agreement. There are no amendments to the agreement. Director Bangma is requesting approval of the Joint Powers Agreement for 2016.

Administration Recommendation:

A motion to approve the Joint Powers Agreement with no changes was made by _____ . Seconded by _____ .

Motion _____ .

May 17th, 2016

Re: Video Display Board

Dear School Board Members,

We are asking for permission to start a fundraising campaign to purchase a video display board for the new gym at the Princeton High School. This campaign would be a collaboration of coaches and members in our community. We would like to fund this board by reaching out to successful Princeton alumni to donate toward this project and by selling advertising space to businesses. Attached you will see a proof of what the boards would look like. On and surrounding the boards will be advertising space for businesses. They would sign a contract with us to advertise their business for a set amount of years. Businesses would have the opportunity to get a commercial or digital advertisement during events.

The video display board will serve many purposes. First the video display board will enhance the viewing experience for fans at various Princeton Tiger events. Starting lineups, national anthem singers, pep bands, fans, and video highlights can all be showcased over the course of a game or event. There will also be a benefit for co-curricular events such as prom, pep fests, and all-school assemblies. Graduation will also see a benefit for the video board; the new gym and video display board would be used for overflow seating for extended family, staff, and community members so they can celebrate and recognize the success of that year's graduating class.

The operation of the video display board will allow students at Princeton High School to participate in a 21st century hands-on learning opportunity that will allow for the application of video production skills in a real world setting.

While the video display board will enhance many events at Princeton High School, the allocated advertisement space will allow for a revenue pool for Princeton activities and the rest of the school district in as soon as five years. There are many success stories across the state and the midwest that, once their boards are paid for, will see 1000s of dollars of an additional revenue stream per year. Companies, organizations, and individuals will agree to a five year contract for advertisement space.

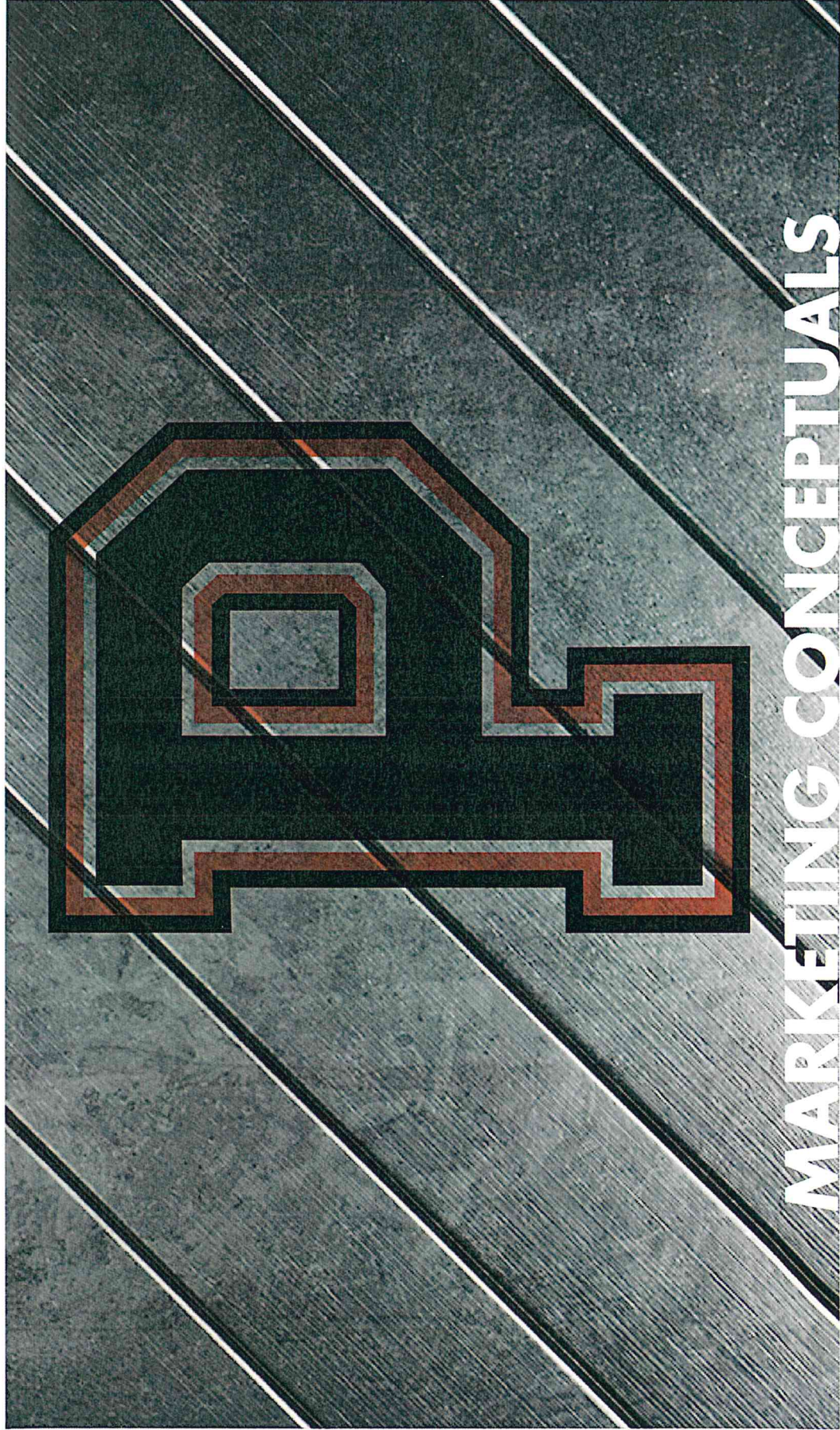
The video display board will improve the extracurricular and co-curricular experience for all associated with the display board at Princeton High School. The district will see a benefit in the long-term with a revenue stream associated with the advertisement space.

Sincerely,

Mary Patnode and Brett Cloutier



PRINCETON HIGH SCHOOL
PRINCETON, MN



MARKETING CONCEPTUALS



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DAKTRONICS
SPORTS MARKETING



PRINCETON HIGH SCHOOL PRINCETON, MN

GYMNASIUM GRAPHIC

GRAPHIC DISPLAY

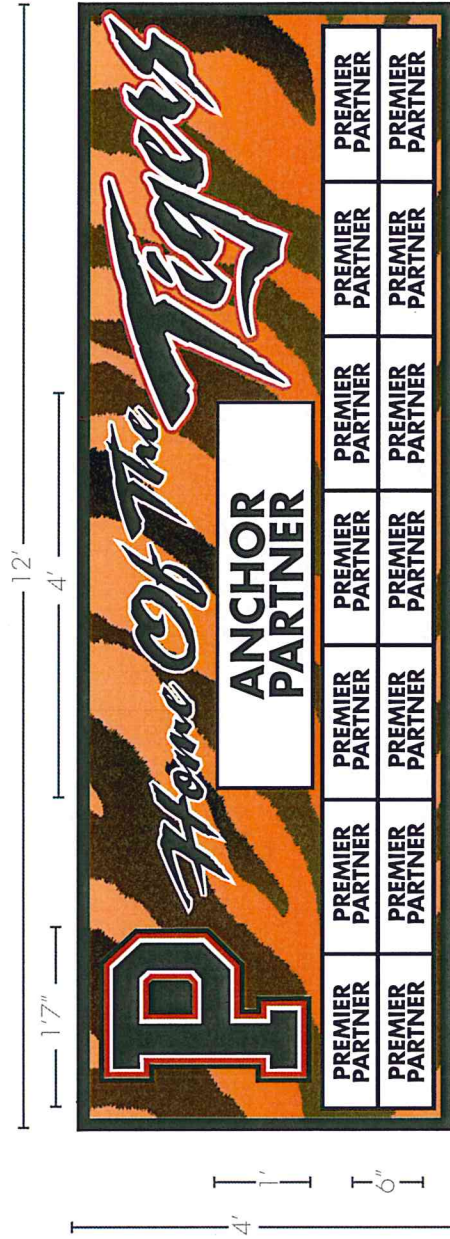
One (1) Graphic Wall Display
4'h x 12'w

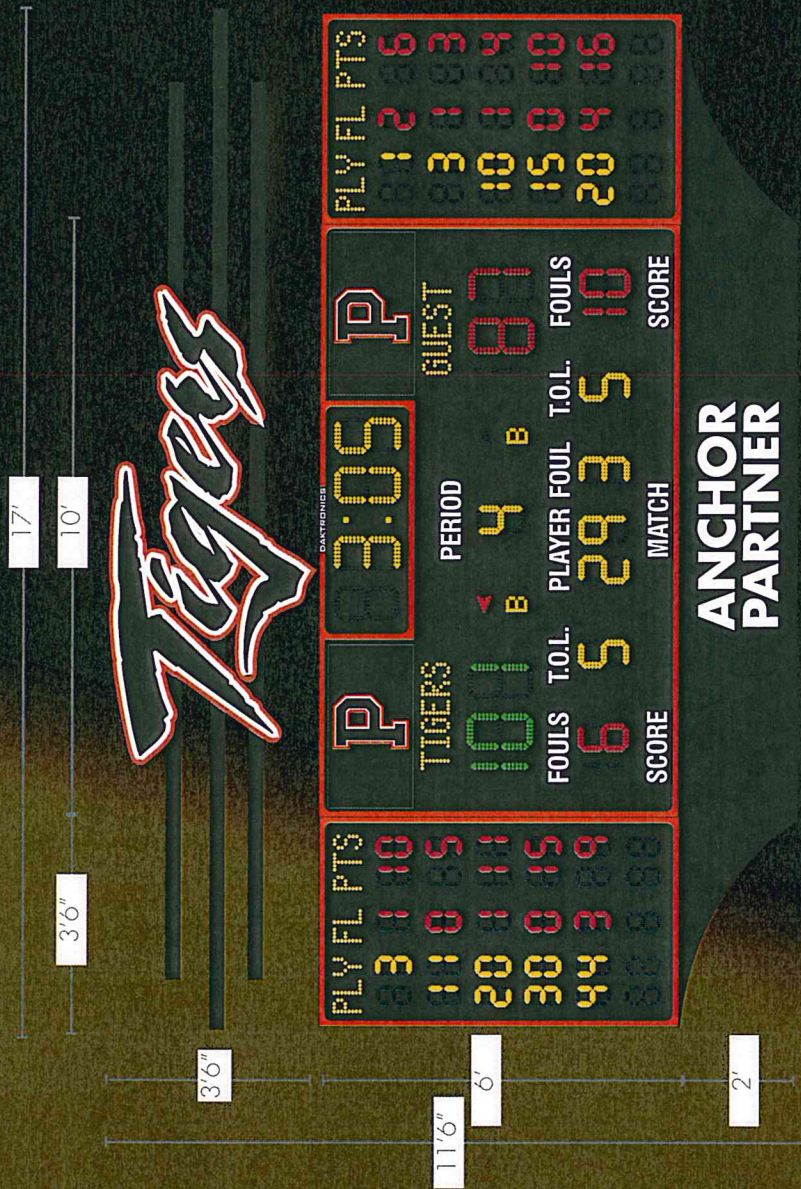
ANCHOR PANELS

One (1) Nonlit Anchor Panel
1'h x 4'w

PREMIER PANELS

Fourteen (14) Nonlit Premier Panels
6" h x 1'7" w





**ANCHOR
PARTNER**



PRINCETON HIGH SCHOOL PRINCETON, MN

MAIN SCORING DISPLAY

ID DISPLAY

- Two (2) DA-1500-18 Vinyl Covered Piping Accents 3'h x 18"w
- One (1) DA-1500-20 Vinyl Covered Piping Accent 3'h x 20"w

Backlit Channel Lettering, 3'h

SCORING DISPLAY

- One (1) BB-3125 Scoreboard with TNMC's 4'h x 10'w

PARTNER PANELS

- Two (2) Nonlit Partner Panels 4'h x 4'11"w

VIDEO DISPLAY

- One (1) DVN Video Display 224 x 384 - 10MIN 7'8"h x 12'10" w
- or
- One (1) DVN Video Display 336 x 576 - 6MIN 7'8"h x 12'10" w

STATISTIC DISPLAYS

- One (1) Set of SD-3102 Stat Displays w/ Electronic Captions 6'h x 3'6" w

PARTNER PANELS

- Six (6) Nonlit Partner Panels 3'h x 3'w

CUSTOM CUT PANEL

- One (1) Custom Cut Graphic 3'8"h x 19'10" w

PIPING ACCENTS

- Twelve (12) Vinyl Covered Piping Accents 3" h x 9" w



MnDOT Safe Routes to School Bicycle Fleet Resolution

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it safer for children to walk and bike to school; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicited applications for bicycle fleets to enable school and communities to implement Safe Routes to School education activities. [organization] was awarded the grant; and

WHEREAS, Princeton Public Schools ISD 477 will teach the Walk! Bike! Fun! curriculum, store and maintain the bikes and share the fleet with other schools and organizations and continue the program for at least five years; and

WHEREAS; No local match funding is required; and

NOW THEREFORE, BE IT RESOLVED, that Princeton Public Schools ISD 477 Board of Directors supports the Safe Routes to School bicycle fleet grant contract.

BE IT FURTHER RESOLVED, that Princeton Public Schools ISD 477 Board of Directors authorizes the Princeton Intermediate School Physical Education teachers to enter into an agreement with the Minnesota Department of Transportation to purchase bicycles, a trailer and supplies funded with the Safe Routes to School program. And teach the Walk! Bike! Fun! curriculum, store and maintain the fleet, and share it with other schools and organizations for a period of at least five years.

BE IT FURTHER RESOLVED, that the Superintendent and Princeton Intermediate School Physical Education teachers are hereby authorized to execute such Agreement and any amendments.

Board Chair

Superintendent

Date

Date

**PRINCETON PUBLIC SCHOOL
ORIGINAL BUDGET 2016-2017
JUNE 2016**

	2017 ESTIMATED REVENUES	2017 ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 34,375,815	\$ 37,152,589
FOOD SERVICE (02)	\$ 1,666,700	\$ 1,792,054
COMMUNITY EDUCATION (04)	\$ 1,424,659	\$ 1,537,641
BUILDING FUND (06)	\$ -	\$ 6,000,000
DEBT SERVICE (07)	\$ 3,506,739	\$ 3,682,541
TOTAL ALL FUNDS	\$ 40,973,913	\$ 50,164,825

	2015 FUND BALANCE
GENERAL FUND	\$ 12,551,273
FOOD SERVICE	\$ 383,513
COMMUNITY EDUCATION	\$ 396,361
BUILDING FUND	\$ 26,927,908
DEBT SERVICE	\$ 588,512

**PRINCETON PUBLIC SCHOOLS
GENERAL FUND ORIGINAL BUDGET
JUNE 2016**

	2017 Estimated Revenues	2017 Estimated Expenses	
Gifted & Talented-Restricted	\$ 44,647	\$ 45,304	\$ (657)
LTFM-Restricted	\$ 659,624	\$ 440,000	\$ 219,624
Operating Capital-Restricted	\$ 566,043	\$ 694,000	\$ (127,957)
Staff Development-Restricted	\$ 416,730	\$ 450,268	\$ (33,538)
Qcomp-Assigned	\$ 871,940	\$ 849,503	\$ 22,437
Building Improved-Assigned	\$ 500,000	\$ 2,000,000	\$ (1,500,000)
Program Initiatives-Assigned	\$ 652,605	\$ 872,588	\$ (219,983)
Activity Account-Assigned	\$ 500,000	\$ 500,000	\$ -
Unassigned	\$ 30,164,226	\$ 31,300,926	\$ (1,136,700)
Total	\$ 34,375,815	\$ 37,152,589	
	\$ 34,375,815	\$ 37,152,589	

**2015 Fund
Balance**

Gifted & Talented-Restricted	\$ 39,426
Deferred Maint-Restricted	\$ 57,437
Health & Safety-Restricted	\$ (45,255)
Operating Capital-Restricted	\$ 2,497,971
Staff Development-Restricted	\$ 70,515
Severance-Committed	\$ 699,936
Qcomp-Assigned	\$ 80,869
Technology-Assigned	\$ 115,278
Building Improved-Assigned	\$ 3,600,000
Program Initiatives-Assigned	\$ 700,000
Activity Acct-Assigned	\$ 138,627
Non Spendable	\$ 77,231
Unassigned	\$ 4,519,237
	\$ 12,551,273

Audit report for 2015 was presented at the 1st board meeting in November and the fund balances for the 2014-2015 school year for each category are reflected above.

**PRINCETON PUBLIC SCHOOLS
COMMUNITY EDUCATION FUND BUDGET
JUNE 2016**

		2017 Estimated Revenues	2017 Estimated Expenses	
Community Ed-Restricted		\$ 852,641	\$ 949,970	
Early Childhood-Restricted		\$ 197,777	\$ 208,733	
School Readiness-Restricted		\$ 355,162	\$ 357,804	
Other-Restricted		\$ 19,079	\$ 21,134	
		\$ 1,424,659	\$ 1,537,641	\$ (112,982)

**2015 Fund
Balance**

Community Ed-Restricted	\$ 201,402
Early Childhood-Restricted	\$ 100,621
School Readiness-Restricted	\$ 72,340
Other-Restricted	\$ 20,479
NON-Spendable	\$ 1,519
	\$ 396,361

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

2017 Original Budget Document Explanation

Gifted and Talented

Revenue Sources

- State Aid

Expenditures

- Coordinator
- Lead Teacher
- Building Coaches
- Instructional Supplies
- Professional Development

Long Term Facility Maintenance

Revenue Sources

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

Expenditures

- Approved on June 7, 2016 by Board

Operating Capital

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Approved on June 7, 2016 by Board

Staff Development

Revenue Sources

- State Aid

Expenditures

- Professional Development
- New Staff-Back-to School Workshops
- All Staff-Back-to-School Workshops
- Instructional Rounds & Summer Instructional Work
- Technology Integrationist
- Assessment Coordinator
- 1 Day Chargeback for District Days

ATPPS (Qcomp)

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Based on Plan that has to be voted on by teacher bargaining unit
- Includes:
 - Individual PLC,
 - Career Ladder
 - Building Goals
 - Training Costs
 - Administrative Costs

Building Improved Assigned

Revenue Sources

- Grant
- Previous revenue set aside for specific purpose

Expenditures

- Early Childhood Grant: Approved January 6, 2015.
- Includes:
 - Playground
 - Transitions & District Office Plan
 - Technology
 - Other Projects upon approval from the board

Program Initiatives Assigned

Revenue Sources

- Previous revenue set aside for specific purpose
- Student Enrollment

Expenditures

- Alternative Student Services approved on April 19, 2016
- One Time Costs for Spanish Immersion
- One Time Costs for Marketing
- Additional Counseling .50 Addition
- One Time Costs for ALC
- Note: We will Receive a Settlement for Oakland for the Dissolution

Activity Account Assigned

Revenue Sources

- Student fundraising
- Donations
- Participation Fees

Expenditures

- Field Trips
- Rewards for instructional participation
- Recreational Supplies

Unassigned

Revenue Sources

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

Based Revenue on:

- Enrollment of 3139 PK-12
- State Formula Increase
- Special Education Increase-Estimated

Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Building Instructional Supplies (Based on Per student amount)
- Operational Costs: Building Repairs, Utilities, Insurance, and Transportation
- Technology: Software, Technology Repairs
- Teaching and Learning: Instructional Materials
- Activities
- Estimated Salary Increases
- Budget Adjustments
 - Reduction in Teaching and Learning Supplies
 - Reduction in Building Instructional Supplies
 - HS Business 1.00 Reduction
 - HS English -.42 Reduction
 - HS Physical Education-.33 Reduction
 - HS Science-.58 Reduction
 - HS World Language .16 Reduction
 - HS PASS 1.25 Reduction

- HS Math 1.00 Addition
- HS Social Studies .83 Addition
- District Wide Curriculum Materials-Reduction
- \$15.00 Reduction per student for supplies
- Para-Professional-Media 1.00 Reduction
- Paraprofessional-Special Education 1.5 Reduction
- Physical Education .25 Addition with additional sub costs to provide more Physical Education to Primary
- Benefit Costs
- Speech Language Pathologist Assistant 1.00 Addition
- Gifted and Talented Lead Teacher .75 Addition
- Custodian 1.00 Addition
- Delivery & Grounds .29 Addition
- Staff Containment when Positions Open

Food Service

Revenue Sources

- State Aid
- Federal Aid
- Participation Fees

Base Revenue on

- Breakfast and Lunch Price increase Board Voted on

Expenditures

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

Community Education Budget

Revenue Sources

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

Expenditures

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

- Technology Costs which includes software

Overall structure to ensure vitality of Community Education

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

New Programs 2017

- All Day Everyday Preschool
- Programs are continually added throughout the year

Discontinued Programs 2017

- Programs may be discontinued during the year.

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

Building Construction Fund

Revenue Sources

- Building Bond Referendum 2014
- Interest

Expenditures

- New Primary Elementary
- High School Renovations

Debt Service Fund

Revenue Sources

- Property Tax Levy
- State Aid

Expenditures

- Building Bond Payments

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

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 2006

801 EQUAL ACCESS TO SCHOOL FACILITIES

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

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
[*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 \(8th Cir. 2012\)](#)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
 MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. ~~2008~~ 2012

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$100,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$100,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control ~~for sale for sale~~ to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district ~~in any 12-month period at any one auction~~. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;

3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

Adopted: _____

MSBA/MASA Model Policy 805

Orig. 1996

Revised: _____

Rev. 2014 2015

805 WASTE REDUCTION AND RECYCLING

[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, ~~and~~ source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process ~~residues rejects~~ do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
 1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is

located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the

mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c),

(d), or (e).

(Minn. Stat. § 115A.931)

- K. The school district may not place a telephone directory:
1. in solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ~~ten~~ 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper, and printing paper unless the

coated paper is made with at least 50 percent postconsumer material;

2. purchase recycled content copy paper with at least ~~ten~~ 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
- ~~5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;~~
- ~~6~~ 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
- ~~7~~ 6. use soy-based inks;
- ~~8~~ 7. produce reports, publications, and periodicals that are readily recyclable;
- ~~9~~ 8. purchase paper which has been made on a paper machine located in Minnesota; and
- ~~10~~ 9. print documents on both sides of the paper where commonly accepted publishing practices allow; ~~and~~
- ~~11. purchase copier paper that contains at least ten percent post-consumer material by fiber content.~~

(Minn. Stat. § 16C.073, Subd. 2)

- D. ~~After July 1, 1998, t~~The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

PRINCETON PUBLIC SCHOOLS

CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the

individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Princeton Crisis Management Procedures to assist in the development of building-specific crisis management plans. ~~Finally,~~ All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants.

Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.
 - b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.

(Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended).
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his

or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in other appropriate areas and will be easily accessible and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to emergency responders, such as fire and law enforcement personnel. For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first emergency responders or sharing the documents with emergency responders during the crisis planning process.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff,

and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider and alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery

IV. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Princeton Public Schools Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants

Princeton Public Schools is a sister district with Big Lake Public Schools should the Monticello Nuclear Power Plant have an accident or incident at the power plant. There are plans included in the Crisis Manual.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
 Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 Minn. Stat. § 121A.035 (Crisis Management Policy)
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 Minn. Stat. § 299F.30 (Fire Drill in School)
 Minn. Stat. § 326B.02, Subd. 6 (Powers)
 Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
 Minn. Rules Ch. 7511 (Fire Safety)
 20 U.S.C. § 1681, *et seq.* (Title IX)
 20 U.S.C. § 6301, *et seq.* (No Child Left Behind)
 20 U.S.C. § 7912 (Unsafe School Choice Option)
 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: Princeton School District Policy 407 (Employee Right to Know –Exposure to Hazardous Substances)
 Princeton School District Policy 413 (Harassment and Violence)
 Princeton School District Policy 501 (School Weapons Policy)
 Princeton School District Policy 506 (Student Discipline)
 Princeton School District Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
 Princeton School District Policy 903 (Visitors to School District Buildings and Sites)
 MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 501 (School Weapons Policy)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
 MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

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806-9

Adopted: _____

MSBA/MASA Model Policy 807

Orig. 2012

Revised: _____

Rev. ~~2014~~ 2015

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. ~~The provisions of this policy substantially reflect statutory requirements.~~ This policy has been approved by the Minnesota Department of Education.

The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe

work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools

10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify

potential hazards and safety concerns.

- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

PRINCETON PUBLIC SCHOOLS

COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the

framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings as stipulated in the by laws.

- D. The council will implement a procedure to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: Policy 902 (Use of School District Facilities and Equipment)

Adopted: July 22, 2008
Revised: October 13, 2009

PRINCETON PUBLIC SCHOOLS

FACILITY USE

Policy

It is the policy of Independent School District 477 to make the use of school facilities available primarily by citizens of the district. The implementation of this policy requires both individual and community cooperation. School facility rules and regulations under this policy apply to all property owned and managed by the school district and are in effect at all times when the school property is not in use for regular educational programs.

Administration

The administration, through the Community Education Department, will develop and execute appropriate guidelines for the use of school facilities.

Scheduling

Community Education processes requests for use of all district facilities before and after the regular school day, as well as weekends and vacations. Individuals or groups interested in using school facilities should make such requests through Community Education, which will determine the availability and appropriate usage of the facilities.

District Facilities are available for use according to the following hours of operation.

Princeton Intermediate	Mon. – Fri.	6am – 10:30 pm		
Princeton Primary	Mon. – Fri.	6am – 10:30 pm		
District Center	Mon. – Fri.	6am – 10:30 pm		
Middle School	Mon. – Fri.	6am – 10:30 pm	Sat. 8am – 4pm	Sun. 12pm – 4pm
High School	Mon. – Fri.	6am – 10:30 pm	Sat. 8am – 4pm	Sun. 12pm – 4pm

Sunday usage would require a Site Supervisor to oversee practice events. Custodial coverage is required for all public performances and games. Sunday rentals are based on an hourly rate only. Usage outside of these hours of operation may be requested and additional staffing charges will be incurred based on needs.

Class 1 (District sanctioned events) will absorb additional costs for events held outside of the building hours of operation.

Classes 2-4 Will absorb additional costs based on needs.

Designated Contract Holidays

Labor Day*

Memorial Day*

Presidents Day*
 Christmas Eve
 Christmas Day
 Thanksgiving Day
 Day-after Thanksgiving*
 New Years Eve*
 New Years Day
 Independence Day
 Good Friday*
 Other Dates - to be determined

***Exceptions:**

District sponsored practice type events must have a designated school employee responsible for supervision of attendees and securing school buildings on the following Designated Contract Holidays:

1. Labor Day
2. Memorial Day
3. Presidents Day
4. Day-After Thanksgiving
5. New Years Eve
6. Good Friday

All events held on these days must follow the requirements outlined below:

1. Practice & Scrimmage type events are allowed.
2. Games or Performances are not allowed.
3. Princeton High School & Middle School are the only buildings available for access on these days.
4. Only events with a valid Facility Use Permit issued by the Community Education are allowed on these days.
5. The holder of the permit is responsible for securing the High School during and at the conclusion of the event.
6. Onsite Supervisors must be trained in securing the building.
7. Any expenses incurred by the district (i.e. alarm fees, damages, staff expenses or other costs) as a result of these events will be billed to the event.
8. Program or events that do not comply with these guidelines will be denied the privilege of further building use on these designated contract holidays.

Any party found to be using district facilities without a facility use permit issued by the Community Education Department will be charged for the time used and may be charged a \$100 fee per instance of unauthorized usage.

Sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization directly and completely coordinates, funds, plans, and operates.

Co-sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization, through a joint arrangement with another

agency, organization or individual, assists in one or more of the following ways: coordinating, funding, planning or operating.

The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class I activities. Wednesday evenings are designated as Activity-Free for students in the district. School authorities will schedule and/or plan all District Sponsored E-12 student programs or meetings must conclude before 6:00 p.m. on Wednesday. Certain Community Education sponsored events may take place at this time. Facilities may be rented to groups on Wednesdays after 6:00pm. Should the need to schedule events (i.e. games, performances etc.) at these times be unavoidable, special request must be completed and submitted to the Director of Community Education and Superintendent. If approved, a Facility Use permit will be issued for the event. Only events with a valid Facility Use Permit issued by the Community Education are allowed at these times. Program or events that do not follow these guidelines will be denied the privilege of further building use at these times.

User Group Classifications

The Superintendent, or his/her designee, has the authority to alter the fees for the use of Princeton Public Schools facilities and equipment. However, in no instance will the school district incur additional expenses to accommodate a request for facility use (i.e., direct custodial costs).

To make maximum use of school facilities with minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities are classified as 1 through 4, with Class 1 having highest priority for use when developing the annual master calendar. Thereafter, priority is on a first-come, first-served basis.

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities. Examples of users in each classification have been listed.

CLASS 1 - DISTRICT SANCTIONED EVENTS

All directly related school activities and events such as musical events, athletic events, school productions, All-Night Senior Class Party, staff meetings, and community education activities. Any direct personnel, equipment costs or damages may be assessed to the activity. Any student meetings or booster club non-event meetings are also included in class 1. Outside local agencies wishing to use district conference rooms during hours of operations will not incur a charge.

No Rental Cost

CLASS 2 - LOCAL NONPROFIT GROUPS & PUBLIC AGENCIES

Public Agencies, School Booster Organizations major events, youth nonprofit organizations and nonprofit civic and service groups with nonprofit tax status. (Non-Profit Filing Number

issued by the Secretary of State is required.)

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 30% of established Rental Rate or by alternate agreement for youth activities.

CLASS 3 - RESIDENT INDIVIDUALS AND GROUPS

Individuals, groups or organizations that have headquarters within the boundaries of District 477. Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 60% of established Rental Rate.

CLASS 4 - OUT-OF-DISTRICT GROUPS

Nonresidents whose headquarters are outside the Princeton School District boundaries.

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 100% of established Rental Rate

Application Procedure

1. A person requesting use of district facilities or grounds will obtain a School Facility Use Application from the Community Education Office. Applications are available on the district web page under Community Education/Facility Use Application.
2. Complete Facility Use Application and include a \$15 non-refundable Application Fee payable to District 477. Return it to the Community Education Office either by mail or in person at least 10 working days in advance of the proposed date(s) of usage. District Sanctioned Events need not include Application Fee.
3. Community Education staff will review the form, complete the approval section, and establish costs according to the Facility Use Policy.

Facility Use Application will be reviewed to:

- A. Determine availability and appropriate facility to meet the request (including personnel and equipment, if applicable).
 - B. Determine the requester's classification.
 - C. Determine estimated cost of application.
 - D. Determine method of fee collection.
4. When these criteria have been determined, a confirmation (Facility Use Permit) will be prepared and emailed to applicant and other parties that may be impacted such as the Building Principal, Buildings and Grounds Coordinator, PAC Manager (when PAC is reserved) and Custodian at the facility being used.
 5. External applicants will be informed through Facility Use Permit after the Community Education Office completes approval. Internal applicants receive

booking into requested facility unless conflicts exist. (Permits may not be issued to internal applicants for routine facility use.) Community Education will prepare billings for charges or fees pursuant to this policy.

6. If the request is to be denied, the requester needs to be informed with reason(s).

They may appeal by calling, writing or meeting with the community education director. If the director upholds the decision, the requester can appeal to the superintendent, who will review the request and make a final decision.

7. Facilities calendar is available on the district website under community education for building principal, buildings and grounds coordinator, lead building custodian and general public.
8. Requests for use of school grounds or equipment will utilize the same procedures and applicants will complete a similar form.

Application Fee

A \$15 nonrefundable Application Fee payable to District 477 for all external rental groups or individuals will be submitted along with each use Facility Use Application before an application is processed.

A \$10 non-refundable rescheduling fee is charged for each revision of an existing permit.

Cancellations & No Shows

Changes, additions or cancellations must be made through the Community Education Department at least seven working days in advance of scheduled use to receive a refund. Application fees will not be refunded for any reason. Any direct costs already incurred on the user's behalf must be paid in full.

No-Shows will be responsible for all estimated charges and will be assessed a \$50 No-Show fee. All charges for No-Shows must be paid prior to further use of facilities.

Indemnification and Liability Insurance

1. All organizations (including an individual, informal groups, commercial entities, political subdivisions, and nonprofit entities regardless of legal status) must agree to indemnify and hold harmless the district, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the district, its officers and employees in connection with defending any actions relating thereto.
2. All commercial and nonprofit organizations that are legally established within the State of Minnesota are required to furnish a yearly certificate confirming liability

insurance in the minimum amounts of \$1,000,000 for bodily injury and \$1,500,000 property damage.

General Rules and Regulations

1. All permits are revocable and are not considered as a lease. The School Board or its authorized agent may reject any applications or cancel any permit. It may be necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or preemption of any application/permit must have the approval of the community education director with notification to the user within 48 hours or sooner, if possible.
2. The district will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those organizations of the school will have first priority.
3. A school district employee capable of providing for the security of the school facility and for service to the user must be on duty as "site supervisor" whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building staff, and co-curricular supervisors during the time they are supervising students assigned to their co-curricular assignment. Cost for the school district employee and other charges may be billed to the user.
4. Permits are nontransferable and are restricted to the stated hours and intended use of the facility as stated on the Facility Use Permit. The requester is responsible for notifying Community Education when their group wants to make changes to a confirmed permit.
5. Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Children will have adult supervision at all times. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district employee will supervise the operation of the facilities but not be required to supervise a group or its activities.
6. The use of school district-owned equipment for private purposes either on or off school property is prohibited without predetermined use of district property being included in the facilities use contractual agreement.
7. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the E -12 school program.
8. All facilities and grounds of the Princeton School District are TOBACCO/E-Cig-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.

9. All local and state ordinances and laws of the police and fire department must be observed.
10. Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility.
11. The school district is not responsible for lost or stolen items.
12. The school district shall not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property. OSHA standards will apply.
13. Any use of recreational, audio-visual, stage lighting, piano or other music or other school equipment must show item approval on the facility use permit prior to use. Competent equipment operators, approved by the administration, must be available; and any charge will be assessed to the permit holder.
14. The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.
15. Any donation or gift solicitation must follow District Policy #706 which requires the submission of the Acceptance of Gifts Form as well as approval by the School Board.

Fees

Community Education will determine the appropriate charges for the use of district facilities based on the following:

1. Classification of the organization or individual requesting use
2. Nature of the activity
3. Size of the facility necessitated by the activity
4. Personnel costs
5. Equipment
6. Fee schedule

Class 1 users will not be charged facility use fees. However, all classes of users may be charged a standard hourly rate for additional costs (equipment, personnel, etc.). Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility. Facility users will be billed for overtime pay for district employees on designated holidays.

Payment Procedures

Facility Use Application Fee (\$15) is due at the time the application is submitted. This fee is non-refundable any circumstances.

A payment of 50% of the estimated charges is due upon receipt of contract or permit. Facility Use charges of \$20 or less are due in full at this time. Remaining charges will be billed monthly and must be paid within 30 days. A late charge of \$20 will be assessed if the bill is overdue.

Checks are to be made payable to District 477. Failure to pay will result in future permits being denied. If personnel services are necessary, the hours will be verified and the user charged accordingly.

A deposit may be required for any or all groups at the discretion of the Community Education Department.

Supervision

Building custodial personnel or designated site supervisor will supervise the use of facilities. Community Education will inform the facility user and building custodian of the rules and regulations specific to each facility.

The district reserves the right to require police supervision at any event as deemed necessary by the administration or Community Education. The requester will pay for the police supervision.

Overnight Use

Overnight stays by local groups are not encouraged but are permitted by the district. Facilities may be used to house out-of-town visitors for a one-time use under the following conditions:

1. The district will require a district employee or a paid supervisor to be assigned to the building during use.
2. The visiting agency or group will have a roster of all participants available at all times.
3. No heating appliances of any type will be allowed (hot plates, hair dryers) except in those areas so designated (kitchen, restrooms).
4. The requester/supervisor must be present at all times while the activity is in session. This requester/supervisor will be provided at no cost to the district. No one will be admitted to the facility until the requester/supervisor is present. The group will assume liability for any accidents that occur on the facilities during the time school grounds and buildings are in use.

Food, Alcoholic Beverages and Tobacco

Food and beverages are permitted in designated areas only. The use of alcoholic beverages or illegal drugs in any form is prohibited. All district facilities and grounds are tobacco-free/E-Cig free.

Emergency Procedures

The district reserves the right to cancel facility use if required by weather conditions. Local media stations and district website will carry announcements of school closing and, when possible, Community Education will notify the facility user.

Damages and Maintenance

Any person found willfully damaging or defacing property belonging to the district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charge may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damages and costs. If the group refuses to make payment, it will not be allowed to use district facilities again.

Performing Arts Center (PAC)

The PAC may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their equipment needs when making a request. School principals or appropriate administrator will verify all requests for PAC use by internal users. No food or beverages allowed in the Performing Arts Center.

Requester is required to check permanent equipment at start of usage to determine any previous damage with PAC Director and designee. Such damage is to be documented on Walk-Through form and shown to the PAC Director and designee. If requestor refuses or fails to complete the walk-through, they will be denied use of the school district facility, as stated on the Walk-Through form. All groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.

Equipment from the PAC such as lights, sound or grand piano may not be taken from the PAC without approval of the PAC Manager or administration. If the grand piano is moved to a location within the high school, it must be moved by no less than two adults and be included in the facility use agreement. Requestor will be charged custodial time and tuning of the piano after it is returned to the PAC stage.

Swimming Pool

Properly certified Lifeguards are required anytime the pool is in use. Community Education will determine proper certification standards for Lifeguards. (Basic standards, current Lifeguard, First Aid & CPR certifications.)

The district will provide certified lifeguards during rentals. In certain long-term relationships the renter may be allowed to provide their own certified lifeguard. Certified personnel must be on duty at all times during the rental. Community Education must grant approval for all Lifeguard personnel and copies of their current Lifeguard, First Aid & CPR certifications must be on file with Community Education.

In-district users are required to have properly certified Lifeguards on duty at all times during pool use. Community Education may assist in providing lifeguards to these users.

Cafeterias - Food Service Guidelines

Use of kitchen facilities and/or equipment before and after the regular school day may be permitted, subject to the following conditions:

1. The Food Service Director will be notified of all functions relating to the use of the kitchen prior to the event. Adequate time must be allowed for appropriate staffing.
2. To maintain a safe and sanitary food production environment, the Minnesota Department of Health recommendations regarding food preparation and storage will be followed.
3. Food and beverages must be served in the cafeteria or other approved lounges or locations within the school buildings.
4. No home baked/cooked foods may be stored, sold, or served in district facilities, except as allowed by Minnesota Statutes, section 157.22.
5. No food may be prepared or warmed outside of licensed food preparation areas.
6. A food service staff member is required when preparing food or using kitchen equipment. Cost of actual hours worked is billed to group requesting kitchen use.
7. The group is responsible for loss of food service inventory when using coolers, milk coolers or freezers for group events.
8. An estimate of fees for personnel and/or use of facilities and equipment will be provided by Community Education prior to the event.
9. Food service personnel may be assigned to supervise the use and clean up of all non production equipment (sinks, warming carts, refrigerator, servicing tables). This employee will be trained and knowledgeable of equipment and sanitation requirements and may remain in the kitchen during the entire event.
10. Dinners and banquets may be catered through the district catering service or by an outside catering service. The Food Service Director must approve any requests for food service.
11. The Food Service Department will collect appropriate fees from the user to pay for food service personnel and equipment supplied for internal users. Community Education will collect appropriate fees from the user to pay for other direct personnel costs for a district function.

If renters choose to serve food without the use of District Food Services, they must hold a food service license or obtain a concession license through the Minnesota Department of Health and a copy of said licenses must be on file in the Princeton Community Education Services office prior to the first date of the event. The obtained license must also be posted by the food stand during the event.

Community Education will collect all fees aside from food service fees for non

district functions (community use).

Classrooms

The public (for purposes and activities appropriate to the facility) may schedule classrooms in elementary and secondary schools for use. Each building will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teacher's and students' equipment, supplies and materials. Users also will be expected to leave the classroom in the same (if not better) condition than they found it.

Equipment

The primary purpose of equipment in a school is education of students by district staff. Requests for equipment may be made with Community Education at the time a facility is reserved. Community Education will include equipment requests on all facility confirmations. Designated personnel will be responsible for the supervision and operation of requested equipment. When a usage cost is involved, the requester will pay the charge. Any loss or damage to district equipment is the full obligation of the requester. Property belonging to the district is not to be removed from the district premises for any reason except when included as part of the facility use agreement.

Media Centers

Media centers may be used for approved use, meetings and quiet study. Materials are to be requested in advance. Materials are not to be removed from the media centers.

Multi-Purpose Rooms and/or Gymnasiums

School gymnasiums and multi-purpose rooms may be used for purposes and activities appropriate to the facility. Gym shoes are required of participants in all active sports and games.

Scheduling Space

Community Education will facilitate all scheduling of gymnasiums and facilities for organized community programs.

Outside Areas

The use of outside areas (football, softball, baseball and soccer fields, tracks, parking lots) will also require completion of the Facility Use Application form.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields. Organizations not providing the clean up will be charged for groundskeeper/custodian wages as indicated on the fee schedule.

All outside facilities and grounds of District 477 Schools are TOBACCO-FREE. Alcohol and

other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.

Community Education may require users to allow a minimum of one-half hour between the end of school activities and the beginning of community user activities, practices and games.

All non district outdoor practices, games and activities may be canceled when it rains to prevent damage to the fields. Community Education may rotate use of fields for aeration, drainage, re-seeding and maintenance. Fields may be fenced off by the Maintenance Department to prevent use. Signs will be posted to prevent trespassing and use.

Revision

The Community Education Director and the School Board Policy Committee will review these administrative guidelines annually. Should revisions be made, the approval of the Superintendent and the Board will be necessary before the changes take effect.

Facility Use Charges

Extra charges for air-conditioning or other special services may be added to these charges.

- Class 1:** No Rental Charge
- Class 2:** 30% of established Rental rate
- Class 3:** 60% of established Rental rate

Facility Types		Hourly Rate
Rates in this section are eligible for class discounts		
Classroom		\$20.00
Cafeteria/HS Commons		\$100.00
Kitchen		\$100.00
Media Center		\$100.00
Hallway		\$20.00
Computer Room		\$200.00
Band Room		\$40.00
Choir Room		\$40.00
Gymnasium (per court)	Intermediate & Primary	\$40.00
Gymnasium (per court)	High School & Middle School	\$60.00
Wrestling Room		\$40.00
Stadium		\$300.00
Track		\$100.00
Swimming Pool	No lifeguards included	\$80.00
Concession Stand		\$20.00
Ballfield		\$20.00
Tennis Court (per court)		\$10.00

Locker Room		\$50.00
Weight Room		\$200.00
Ballfields (tournament use)		\$50.00
PAC- Performance, Tech, Dress Rehearsal Use		\$200.00
PAC- Non-Performance Use		\$100.00

Class 4: 100% of established Rental rate

Additional Fees (Not subject to class discounts)

Lifeguard	\$15 hr., 2-hour minimum
Application Fee	\$15 Non-refundable
Permit Revision Fee	\$10
Building Monitor	\$16/hr., 2-hour minimum
Custodian	\$30/hr., 2-hour minimum
Kitchen Staff	\$25/hr., 2-hour minimum
PAC or Tech Manager	\$30/hr., 2-hour minimum
Additional PAC Tech Student Staff	\$12/hr., 2-hour minimum
Express Application Processing Fee	\$40
(Less than 10 working days prior to event)	
Unapproved Event Fee	\$100
Riser/Platform	\$10/use
Resuscitation Annie	\$35/use
Portable Projection Screen	\$10/use
Overhead or Projector	\$5/use
Piano	\$75/use
Scoreboard	\$5/use

Other Fees

1. Any time custodial services are needed; a custodian will be hired at the assigned rate. If special furniture and/or equipment are used for an activity, an additional custodial charge may also be assessed. The Community Education Director will determine such charge. A damage deposit may also be required.
2. Any time kitchen facilities are used; a facility use charge will be assessed and a kitchen employee assigned to the event will be charged at the assigned rate.
3. Other charges for facilities not identified in this policy will be determined when the request for facility use is made.
4. Additional fees may be charged for services such as police security, ticket takers, field lining (marking), waste removal or additional cleanup.

Cross References:

Princeton Policy 801: Equal Access to School Facilities
Princeton Policy 706: Acceptance of Gifts

Adopted: June 27, 2000
Revised: December 19, 2000
Revised: February 12, 2002
Revised: March 23, 2004
Revised: November 23, 2004
Revised: May 24, 2005
Revised: April 25, 2006
Revised: April 24, 2007
Revised: October 13, 2009
Revised: December 21, 2010
Revised: April 4, 2014
Revised: May 31, 2015
Revised: May 17, 2016

PRINCETON PUBLIC SCHOOLS**VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES****I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. RESPONSIBILITY

- A. The school district administration is responsible for visitor procedures and requirements.
- B. Upon request, it shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process.

IV. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the

visit is not in the best interest of students, employees or the school district.

- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Adopted August 10, 2010
Reviewed: June 25, 2103
Revised: May 17, 2016

PRINCETON PUBLIC SCHOOLS**DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY
NONSCHOOL PERSONS****I. PURPOSE**

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.
- C. Friday folders may only be used for communications generated of materials, the school, a school sponsored event or activity, or an activity feeder program.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. “School activities” means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the Superintendent on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the Superintendent will consider factors including, but not limited to the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;
 3. whether the materials can be distributed from the office or other

isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.
8. is in direct violation with state & federal statute.

D. No political campaigning by individuals will be permitted on school property.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the Superintendent, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the Superintendent at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The Superintendent will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the school board. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal Reference: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)

Cross References: *Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)*
Policy 512 (School Sponsored Student Publications)

Adopted: January 10, 2006
 Revised: October 27, 2009
 Revised: April 5, 2012
 Revised: March 17, 2015
 Reviewed: May 17, 2016

Adopted: _____

MSBA/MASA Model Policy 905

Orig. 1996

Revised: _____

Rev. ~~2003~~ 2015

905 ADVERTISING

[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained ~~on school district property or~~ within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

PRINCETON PUBLIC SCHOOLS**REWARDS****I. PURPOSE**

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Stat. § 123B.02, Subd. 22 (Reward)

Adopted: February 14, 2006
Reviewed: May 17, 2016

Princeton School District

Data Access Policy for Members of the Public

I. PURPOSE

It is the policy of Independent School District 477 that data access will be provided to the public as stipulated by law.

II. PROCEDURES

A. Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Princeton Public must keep all government data in a way that makes it easy to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

B. How to Make a Data Request

To look at data or request copies of data that Princeton Public Schools keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document. You may make your written request for data by email, mail, and fax or in person with the data request form.

If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Princeton Public Schools cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you

want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

C. How We Respond to a Data Request

Upon receiving your written request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data is not data for the public, we will notify you writing as soon as reasonably possible and state which specific law says the data are not public.
- Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD- ROM) upon request if we keep the data in electronic format.
- Copy or scan charges are 25 cents per page. We also expect pre-payment for the copies. There will be a \$5.00 fee for a CD-Rom.
- Reports in electronic email versions/PDF format will be charged \$5.00 per file.

Copy/Scan	25 cents per page
CD Rom	\$5.00
PDF	\$5.00 per request

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of

your request, including cost and response time. In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

D. Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Princeton Public Schools will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge. *Minnesota Statutes, section 13.03, subdivision 2(b), requires us to have this document.*

III. DATA PRACTICES CONTACTS

Princeton Public Schools:

Responsible Authority Superintendent

Name: Dr. Julia Espe
 Address: 706 1st St
 Princeton, MN 55371
 Phone: 763-389-6190
 Fax: 763-389-9142
 Email: julia.espe@isd477.org

Data Practices Designee(s) Superintendent Executive Assistant

Name: Kari Plafcan
 Phone: 763-389-6184
 Fax: 763-389-9142
 Email: kari.plafcan@isd477.org

Adopted: April 1, 2014
 Reviewed: May 17, 2016

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

(Note: Inspection is free but Princeton Public Schools does charge for copies - 25 cents per page).

Inspection • Copies • Both inspection and copies

The data I am requesting is:

(Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form).

Contact Information

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will not be able to begin processing your request until you contact us.

Princeton Public Schools will respond to your request as soon as reasonably possible.

Early Entrance Policy

I. Purpose:

A student must be five years of age on or before September 1 of any year to be eligible to enroll in kindergarten classes. Princeton Public Schools views this age requirement as developmentally appropriate for a child to function successfully in the kindergarten program.

II. General Statement of Policy

Princeton Public Schools is in compliance with the Minnesota Statutes 2002, 120A.20, subdivision 1, which states that no person shall be admitted to any public school as a kindergarten pupil, unless the pupil is at least five years of age on or before September 1 of the calendar year in which the school year for which the pupil seeks admission commences [or as a 1st grade student unless the pupil is at least six years of age on or before September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten;] except that any school board may establish a process for admission of selected students at an earlier age. The early entrance process and criteria have been established for students that request admission at an earlier age.

Legal Reference: M.S. 120A.20

III. Criteria

To be eligible for early entrance to school the student must meet the criteria in the prioritized list below.

- A. Birthday is prior to October 15 of the year students seeks early entrance.
- B. Competency in academic skills is demonstrated by the student on the school readiness assessments which are conducted by school personnel.
- C. Demonstrated success in a preschool program validated by a letter of recommendation from pre-school teacher/director/child care provider etc.

If Student successfully completes A, B, and C, then they will move onto:

- D. The student must demonstrate social and emotional maturity and be free of any serious adjustment problems, as document by professionally trained staff.
- E. The student must achieve a minimum Full Scale I.Q. score of 130, using an individually administered technically adequate instrument.
- F. Must participate in Slide into Kindergarten program the final week of July or first week of August.

Adopted on: October 21, 2014

PRINCETON PUBLIC SCHOOLS**STUDENT FEES****I. PURPOSE**

The purpose of this policy is to provide clear student fee guidelines.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is that student fee procedures are developed and maintained.

III. DEVELOPMENT OF STUDENT FEE PROCEDURE(S)

The Administration shall be responsible for the development and maintenance of a student fee procedure. The procedure shall be operated in compliance with UGG, UFARS, and all other state and federal rules and regulations.

IV. STUDENT FEE PROCEDURE GUIDELINE(S)

It is the policy of the school district to provide that public education shall be free, and no student will be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation. Where necessary, however, the school district will make certain charges and establish fees in areas considered extracurricular, non-curricular or supplementary to the requirement for the successful completion of a class or educational programs.

V. WAIVER

- A. Guidelines and procedures shall be established by the administration to ensure that any fee or deposit that the student or student's parent is unable to pay is waived.
- B. Upon application, fees or deposits may be waived for any student whose parent is serving in, or within the past year has served in, active military service as defined by Minnesota Statutes Section 190.05.

VI. COLLECTION OF FEES

VII.

Consumables, breakage, field trips, course beyond full time status, rental, projects beyond requirements, breakage, remedial.

PRINCETON PUBLIC SCHOOLS**ACCELERATION OF STUDENTS****I. PURPOSE**

The School Board recognizes that in certain situations it may be desirable to accelerate the placement of a student in instructional programs appropriate to the student's academic, social, and personal development levels. The Superintendent is directed to develop and maintain a procedure which allows students to be accelerated.

II. GENERAL STATEMENT OF POLICY

Procedures shall be in place for academic acceleration of gifted and talented students in grades K-8. See policy 626: *Credit for Learning*, for applicable policy for students in grades 9-12.

III. DEFINITIONS

Acceleration is the placement of student in an instructional program that is more age and/or academically appropriate.

IV. PROCEDURES

- A. The student may be considered for acceleration only if the following can be demonstrated clearly:
 - a. A high level of academic achievement in all areas of the curriculum with special emphasis on reading, writing, and mathematics.
 - b. Intellectual ability two (2) standard deviations above the norm.
 - c. Social and emotional maturity.
 - d. High degree of persistence.
- B. A request for acceleration should be directed to the principal or gifted/talented teacher. A building acceleration team comprised of the principal, present grade level teacher, previous year teacher, gifted/talented teacher and supervisor, and district psychologist will be convened to review the request; interview the student, parents, and teachers; review test data; and develop a recommendation.
- C. If the team recommends acceleration, the principal will determine the most appropriate timeline for the student to be accelerated. Priority will be given to accelerating students at the beginning of a school year.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Students Program)

Cross References: Princeton Policy 104: School District Mission Statement
Princeton Policy 601: School District Curriculum & Instruction Goals
Princeton Policy 613: Graduation Requirements
Princeton Policy 614: School District Testing Plan and Procedure
Princeton Policy 615: Basic Standards and Graduation Required Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodation and LEP Students
Princeton Policy 616: School District System Accountability
Princeton Policy 626: Credit for Learning

Adopted: March 22, 2011

Reviewed: April 19, 2016

PRINCETON PUBLIC SCHOOLS

CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in post-secondary institutions, activities outside the school, previous learning, and community and work experiences. These experiences shall meet rigorous academic outcomes and are subject to approval as per procedures outlined in this policy.

II. GENERAL STATEMENT OF POLICY

If a student can demonstrate mastery of content by assessment or by previous learning, then the student can take more rigorous courses at a more appropriate learning level. The intent of the policy is to allow students the opportunity to access higher level courses but not be used as an avenue to eliminate taking required coursework.

III. PROCEDURES

A. Credit for Prior Learning

- a. Students will complete and return the application form titled, "Credit for Learning." These forms can be obtained through and returned to the Princeton High School counseling office.
- b. Students who successfully complete the assessment process will receive a course grade of "T" (Test Out) on their transcript. Such grades do not count toward a student's GPA or class rank.
- c. Effort shall be made to ascertain the content of courses, programs and learning previously achieved to credit the student as full as possible. This may include asking the student to verify the content of the activities.
- d. The counselor will use the School Review Committee to verify that the activities and learning are of sufficient rigor to earn a credit.
- e. The Review Committee will consist of at least a high school administrator, counselor, department chair of the affected department and teacher of the course. If necessary, a special education teacher, gifted/talented teacher, and/or the director of teaching and learning will be part of the committee.

B. Credit by Assessment

- a. Student shall discuss a request for credit by assessment for a high school course with the appropriate counselor.
- b. The student shall submit an application through the principal to the School Review Committee by June 30 prior to the start of the school year in which the course will be offered in which the student would typically enroll.
- c. The Review Committee shall determine what the student needs to demonstrate, the criteria for the demonstration, and competency level required. To test out of a course, the student must score at least 90%.
- d. If applicable, the Review Committee shall consider appropriate accommodations, modifications, and exemptions consistent with the student's Individual Education or 504 Plan.
- e. The Review Committee will consist of at least a principal or designee, a counselor, department chair of the affected department, and teacher of the course. If necessary, a special education teacher will be part of the committee.
- f. A student may attempt to test out of a course only once.
- g. Students who complete the assessment process successfully will receive a course credit of "T" (Test Out) on their transcript. Such grades do not count toward a student's GPA or class rank.

Legal References: Minn. Stat. § 120B.15

Cross References: Princeton Policy 104: School District Mission Statement
 Princeton Policy 601: School District Curriculum & Instruction Goals
 Princeton Policy 611: Home Schooling
 Princeton Policy 613: Graduation Requirements
 Princeton Policy 614: School District Testing Plan and Procedure
 Princeton Policy 615: Basic Standards and Graduation Required Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodation and LEP Students
 Princeton Policy 616: School District System Accountability
 Princeton Policy 625: Acceleration of Students

Adopted: March 22, 2011
 Reviewed: April 19, 2016

PRINCETON PUBLIC SCHOOLS**ACCOUNTING****I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Children, Families and Learning.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Children, Families and Learning and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also, on or before October 1 of each year, provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.75 (Revenue) Minn. Stat.
§ 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund
Transfers) Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board
Clerk) Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

Independent School District #477
Princeton, Minnesota 55371

Adopted: December 17, 2002
Revised: April 19, 2016

PRINCETON PUBLIC SCHOOLS**ANNUAL AUDIT****I. PURPOSE**

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education for the Department of Children, Families, and Learning (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow

comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
 Minn. Stat. § 123B.09 (School Board Powers)
 Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
 Minn. Stat. § 123B.02 (School District Powers)
 Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
 MSBA Service Manual, Chapter 7, Education Funding

Independent School District #477
 Princeton, Minnesota 55371

Adopted: December 17, 2002
 Revised: April 19, 2016

PRINCETON PUBLIC SCHOOLS**DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS
AND A FIXED ASSET ACCOUNTING SYSTEM****I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of this school district that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. CAPITALIZATION

Princeton Public Schools General Fixed Asset Account Group includes assets valued at \$1,500 or otherwise required by law, and with a useful life of more than one year.

V. DEPRECIABLE LIVES

In determining the useful life of an asset the district uses ASBO (Association of School Business Officials) GASB 34 Implementation Recommendations for School Districts guidelines. The guidelines are listed below.

Asset Class	Estimated Useful Life (Years)
Athletic Equipment	10
Audio/Visual Equipment	10
Building Construction	25
Buses / Other Vehicles	8
Business Machines	10
Carpet Replacement	7
Communication Equipment	10
Computer Hardware	5
Computer Software (administrative)	10-20
Computer Software (instructional)	5-10
Copiers	5
Custodial Equipment	15
Electrical/Plumbing	30
Furniture & Accessories	20
Grounds Equipment	15
HVAC Systems	20
Instructional Equipment	10
Kitchen Equipment	15
Land	N/A
Large Equipment	10
Library Books	5
Machinery & Tools	15
Musical Instruments	10
Outdoor Equipment	20
Plumbing	30
Portable Classrooms	25
Roofing	20
School Buildings	50
Science & Engineering	10
Site Improvements	20
Sprinkler/Fire System	25

VI. DEPRECIATION METHOD

Princeton Public School will depreciate all classes of fixed assets based on the straight line depreciation method.

VII. DONATIONS/GIFTS

Princeton Public Schools will assign a value to donations or gifts based on the current market value of that item at the time of receipt. The inventory database is to be maintained and updated semi-annually and upon receipt of any new equipment and disposal of any equipment. Each building will also have a trained representative to ensure inventory is updated. In addition to updating the inventory, each classroom, office or department will complete a physical inventory of all assets in their respective areas to ensure current information is available on the database, including all items disposed. Each building representative will update their building inventory semi-annually and give the report to the district office for updating the master list. The district office representative will be trained and updated annually in accordance with our financial software vendor.

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.

Legal References: Minn. Stat. § 123B.09 (School Board Powers)
 Minn. Stat. § 123B.02 (School District Powers)
 Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: Princeton School District Policy 702 (Accounting)
 MSBA Service Manual, Chapter 7, Education Funding
 MSBA Service Manual, Chapter 9, Public School Finance

Adopted: December 16, 2003
 Revised: June 22, 2004
 Revised: December 20, 2011
 Revised: August 10, 2010
 Revised: March 27, 2012
 Revised: January 8, 2013
 Reviewed: April 19, 2016

PRINCETON PUBLIC SCHOOLS

INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

- A. Pooling of Funds. Except for cash in certain restricted and special funds, Princeton Public Schools will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. Credit Risk. Princeton Public Schools will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the types of securities listed in Section IX of this Investment Policy.

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Princeton Public Schools will do business in accordance with Section V.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
- b. Interest Rate Risk. Princeton Public Schools will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section IX).

2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- a. A security with declining credit may be sold early to minimize loss of principal.
- b. A security swap would improve the quality, yield, or target duration in the portfolio.
- c. Liquidity needs of the portfolio require that the security be sold.

4. Maintaining the Public's Trust. The investment officer(s) shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board, or the School Board Treasurer.

V. DELEGATION OF AUTHORITY

- A. The Director of Business Services and the Assistant Business Affairs Executive of the school district are designated as the investment officers of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer(s) shall operate the school district's investment program consistent with this policy. The investment officer(s) may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer(s) shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

- A. The standard of conduct regarding school district investments to be applied by the investment officer(s) shall be the "prudent person standard." Under this standard, the investment officer(s) shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer(s), acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.
- B. Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial / investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal

investment transactions with the same individual with whom business in conducted on behalf of Princeton Public Schools.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer(s) shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer(s) shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds.

The school district may invest in any type of security allowed by Minnesota statute, as may be amended to those instruments listed below:

- A. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
- B. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank;
- C. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- D. Collateralized repurchase agreements, which conform to the requirements stated in 118A.05, sub.2 of the statutes;

- E. Commercial paper meeting the following requirements:
1. The corporation must be organized in the United States or be a Canadian subsidiary.
 2. The corporation's assets must exceed \$500,000,000.
 3. The obligations at the time of purchase must be rated at the highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelps, Moody's and Fitch Investors Service).
 4. The obligations cannot have a maturity longer than 270 days.
 5. The school district's goal shall be not more than 50% of the total investment fund can be invested in commercial paper at any time.
 6. The total investment in any one corporation should not exceed 10% of the corporation's outstanding obligations.
 7. The total investment in any one corporation cannot be more than \$10 million.
- F. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
- G. Investment products that are considered as derivatives are specifically excluded from approved investments.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
1. The investment officer(s) shall prepare and recommend to the Superintendent annually for presentation to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial

paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.
3. **Maximum Maturities.** To the extent possible, Princeton Public Schools shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Princeton Public Schools will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. Princeton Public Schools shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body (see the GFOA Recommended Practice on “Maturities of Investments in a Portfolio” in Appendix).

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage, as follows:

Subd. 1. For deposits beyond insurance. To the extent that funds on deposit at the close of the financial institution's banking day exceed available federal deposit insurance, the government entity shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state. For the purposes of this section, "banking day" has the meaning given in Federal Reserve Board Regulation CC,

Subd. 2. In lieu of surety bond. The following are the allowable forms of collateral in lieu of a corporate surety bond:

- (1) United States government Treasury bills, Treasury notes, Treasury bonds;
- (2) issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the

government entity;

- (3) general obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- (4) unrated general obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- (5) irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
- (6) time deposits that are fully insured by any federal agency.

Subd. 3. Amount. The total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution's banking day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit plus accrued interest at the close of the financial institution's banking day. The financial institution may furnish both a surety bond and collateral aggregating the required amount.

Subd. 4. Assignment. Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of the collateral shall be payable to the financial institution, its assigns, or both.

Subd. 5. Withdrawal of excess collateral. A financial institution may withdraw excess collateral or substitute other collateral after giving written notice to the governmental entity and receiving confirmation. The authority to return any delivered and assigned collateral rests with the government entity.

Subd. 6. Default. For purposes of this section, default on the part of the financial institution includes, but is not limited to, failure to make interest payments when due, failure to promptly deliver upon demand all money on deposit, less any early withdrawal penalty that may be required in connection with the withdrawal of a time deposit, or closure of the depository. If a financial institution closes, all deposits shall be immediately due and payable. It shall not be a default under this subdivision to require prior notice of withdrawal if such

notice is required as a condition of withdrawal by applicable federal law or regulation.

Subd. 7. Safekeeping. All collateral shall be placed in safekeeping in a restricted account at a Federal Reserve bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection shall be approved by the government entity.

- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.
- D. Collateralization. Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit (see GFOA Recommended Practices in Appendix).

XIV. REPORTING REQUIREMENTS

- A. The Investment Officers shall submit to the Finance Committee and the Superintendent an annual investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.
- B. If necessary, the investment officer(s) shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the Director of Business Services of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)

Cross References: Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

Adopted: April 25, 2006
Revised: March 25, 2008
Revised: October 26, 2010
Reviewed: April 19, 2016

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ACCEPTANCE OF GIFTS GENERALLY

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

IV. GIFTS OF REAL OR PERSONAL PROPERTY

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

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

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

VI. GUIDELINES

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

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

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

Cross References: Form 706

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

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: _____

Description of gift: _____

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: _____

This gift meets all requirements of Policy 706

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted _____ Date: _____
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

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

Board Approval

Revised: April 20, 2016

Princeton School District

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an

- afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the
- C. student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)
- D. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. (42 U.S.C. § 11434a)
- E. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. § 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, et seq.). (Minn. Stat. § 123B.41, Subd. 9)
- F. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- G. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- H. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- I. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- J. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student’s resident district, the school district will notify the student’s resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)

- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall be subject to a 50 mile radius distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours and within a 50 mile radius of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district within a 50 mile radius of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall
- G. provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- H. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- I. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - a. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - b. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been

revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

- c. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

Each school year, the School Board authorizes the Superintendent and/or designee to determine the safest method to stop the buses. Locations will be along Hwy 95 and certain in town bus stops based on statute 169.443. The use of a 4-way light system versus using the 8-way amber light system will be labeled on all stops within the routing system. All drivers will be trained in the appropriate manner regarding both types of stopping.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the

Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for
- C. that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subd. 1(11) and 6)
- D. § 123B.36, Subds. 1(11) and 6)
- E. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- F. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
 Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States) Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
 Minn. Stat. Ch. 125A (Children With a Disability)
 Minn. Stat. § 125A.02 (Children With a Disability, Defined) Minn. Stat. § 125A.12 (Attendance in Another District)
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility) Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind) Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts) Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431, et seq. (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132, et seq. (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 710 (Extracurricular Transportation) MSBA Service Manual, Chapter 2, Transportation

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**PRINCETON PUBLIC SCHOOLS
TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.88, Subd. 1; Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the

- transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))
- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services, if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students and any other matter relating thereto shall be within the sole discretion, control and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. SPECIAL EDUCATION/DISABLED STUDENTS

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for

- that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. Disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Rules Part 7470.1600, Subd. 1)
- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.84 (Policy) Minn. Stat. § 123B.86 (Equal Treatment)
 Minn. Stat. § 123B.88 (Independent School Districts,

Transportation)

Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)

Minn. Stat. Ch. 125A (Children With a Disability)

Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)

Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)

Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288

Minn. 1996, 179 N.W.2d 146 (Minn. 1970)

Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. App. 1988)

Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)

Cross References

MSBA/MASA Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA Service Manual, Chapter 2, Transportation

Adopted: August 28, 2001

Revised: September 14, 2004

Revised: March 9, 2009

Reviewed April 19, 2016

**Princeton School District
STUDENT TRANSPORTATION SAFETY POLICY**

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

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

B. Student Training

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

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

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

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.

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

4. Consequences

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

(1) Elementary (K-6)

1st offense – warning

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

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

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

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

(2) Secondary (7-12)

1st offense – warning

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

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

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

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

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

(3) Other Discipline

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

(4) Records

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

(5) Vandalism/Bus Damage

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

(6) Notice

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

(7) Criminal Conduct

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

IV. PARENT AND GUARDIAN INVOLVEMENT**A. Parent and Guardian Notification**

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

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

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

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department

of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

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

B. Evaluation

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

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

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

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.

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

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

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

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

- 7) performance of pretrip vehicle inspections;
- 8) safe loading and unloading of students, including, but not limited to:
 - a. utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - b. refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - c. avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - d. placing the type III vehicle in “park” during loading and unloading;
 - e. escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- 9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
 - c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may

use a breathalyzer or similar device to fulfill random alcohol testing requirements.

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

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

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

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

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

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

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

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

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

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

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

Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's
 Duties) Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses;
 Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start
 Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types,
 Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by
 a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of
 Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement
 for Certain Offenses)

Cross References: Minn. Stat. §181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver
 Violations) 49 C.F.R. § 383.33 (Notification of Driver's License
 Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)
 MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
 Records)
 MSBA/MASA Model Policy 707 (Transportation of Public
 Students) MSBA/MASA Model Policy 708 (Transportation of
 Nonpublic Students) MSBA/MASA Model Policy 710
 (Extracurricular Transportation)

Adopted: May 23, 1995
 Revised: November 14, 1995
 Revised: May 14, 1996
 Revised: January 14, 1997
 Revised: April 8, 1997

Revised: September 23, 1997
Revised: May 23, 2000
Revised: November 14, 2000
Revised: August 28, 2001
Revised: May 24, 2005
Revised: September 15, 2005
Revised: December 8, 2009
Revised: August 9, 2011
Revised: November 13, 2012
Revised: July 15, 2014
Revised: January 20, 2015
Reviewed: April 19, 2016

PRINCETON PUBLIC SCHOOLS

EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to

transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA Service Manual, Chapter 2, Transportation

Adopted: August 28, 2001
 Revised: April 22, 2008
 Revised: March 9, 2009
 Revised: November 18, 2014
 Reviewed: April 19, 2106

PRINCETON PUBLIC SCHOOLS

VIDEOTAPING ON SCHOOL VEHICLES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus/van is a significant factor in the safety and efficiency of school transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that videotaping student passengers and employees on the school vehicles will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus videotaping system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. The school district will begin to equip each and every school bus owned, leased, contracted and/or operated by the school district with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded on tape.
2. A video camera will not necessarily be installed in each and every school vehicle owned, leased, contracted and/or operated by the school district, but cameras may be rotated from vehicle to vehicle without prior notice to students.
3. Video cameras will be placed on a particular school vehicle, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Videotape

1. A videotape of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee, arising out of the student's or employee's conduct on the vehicle.

2. A videotape will be released to the public only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated there under.
3. Videotapes will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A videotape will be retained by the school district for a period of six (6) weeks, or until the conclusion of disciplinary proceedings in which the video tape is used for evidence.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Rules Parts 1205.0100-1205.2000
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. Secs. 99.1-99.67

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 012 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

Adopted: March 13, 2007
Revised: April 19, 2016

PRINCETON PUBLIC SCHOOLS

VIDEO SURVEILLANCE OTHER THAN ON BUSES

[See Model Policy 711 for Video Recording on School Buses]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property. II.

GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.

2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 121A.585 (Notice of Recording Device)
 Minn. Stat. § 138.17 (Government Records; Administration)
 Minn. Stat. § 609.746 (Interference with Privacy)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: Princeton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 Princeton Policy 506 (Student Discipline)
 Princeton Policy 515 (Protection and Privacy of Pupil Records)
 Princeton Policy 709 (Student Transportation Safety Policy)
 Princeton Policy 711 (Video Recording on School Buses)
 MSBA Service Manual, Chapter 2, Transportation

Adopted: August 9, 2011

Revised: April 19, 2016

PRINCETON PUBLIC SCHOOLS**VENDING MACHINES****I. PURPOSE**

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.
- B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.
- C. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.
- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: Policy 210 (Conflict of Interest – School Board Members)
Policy 702 (Accounting)

Adopted: November 25, 2003

Revised: October 26, 2010

Revised: April 19, 2016

2016-2017 Long Term Facility Maintenance Plan

Updated 04.19.16

2017 Estimated Budget			2018 Estimated Budget		
2016 Estimated Fund Balance		\$157,436.54	2017 Estimated Fund Balance		\$379,436.54
Revenue		\$662,000.00	Revenue		\$662,000.00
Total Funds Available		\$819,436.54	Total Funds Available		\$1,041,436.54
Expenditures			Expenditures		
Health & Safety	\$98,000.00	\$98,000.00	Health & Safety	\$98,000.00	\$98,000.00
Intermediate School			Intermediate School		
Gypsum Walls	\$5,000.00	\$5,000.00	Gypsum Walls	\$0.00	\$0.00
Ventilation & Air Handling	\$200,000.00	\$0.00	Ventilation & Air Handling	\$200,000.00	\$0.00
Middle School			Middle School		
High School			High School		
Asbestos HS Shops-Summer of 2017	\$40,000.00	\$40,000.00	Replacement after Asbestos Removal HS Shops	\$80,000.00	\$80,000.00
Roofing-above the PAC	\$250,000.00	\$0.00	Roofing-above the PAC	\$250,000.00	\$0.00
Replace Accordian Partitions PAC	\$12,000.00	\$12,000.00	Replace Accordian Partitions PAC	\$0.00	\$0.00
Pool-to be determined			Pool to be determined		
Family Center			Family Center		
Roofing-Spring/Summer of 2017	\$300,000.00	\$150,000.00	Roofing	\$300,000.00	\$150,000.00
Chillers	\$200,000.00	\$0.00	Chillers	\$200,000.00	\$0.00
CHW Pumps	\$60,000.00	\$0.00	CHW Pumps	\$60,000.00	\$0.00
System Piping	\$100,000.00	\$0.00	System Piping	\$100,000.00	\$0.00
Ventilation/Air Handling	\$350,000.00	\$0.00	Ventilation/Air Handling	\$350,000.00	\$0.00
Temperature Controls	\$100,000.00	\$0.00	Temperature Controls	\$100,000.00	\$0.00
Distribution Panels	\$50,000.00	\$0.00	Distribution Panels	\$50,000.00	\$0.00
Lighting-Halls	\$60,000.00	\$0.00	Lighting-Halls	\$60,000.00	\$0.00
Convenience Outlets	\$75,000.00	\$0.00	Convenience Outlets	\$75,000.00	\$0.00
Lighting-Classrooms	\$75,000.00	\$0.00	Lighting-Classrooms	\$75,000.00	\$0.00
Districtwide Maintenance Cycles		\$85,000.00	Districtwide Maintenance Cycles		\$85,000.00
Interior and exterior doors	\$15,000.00		Interior and exterior doors	\$15,000.00	
Flooring	\$30,000.00		Flooring	\$30,000.00	
Painting	\$15,000.00		Painting	\$15,000.00	
Tuckpointing	\$10,000.00		Tuckpointing	\$10,000.00	
Bathroom Partitions	\$10,000.00		Bathroom Partitions	\$10,000.00	
Curbs & Walks	\$5,000.00		Curbs & Walks	\$5,000.00	
Emergency Maintenance	\$50,000.00	\$50,000.00	Emergency Maintenance	\$50,000.00	\$50,000.00
Total for 2017	\$2,110,000.00	\$440,000.00	Total for 2018	\$2,133,000.00	\$463,000.00

VARIANCE		\$379,436.54	Carry Over to 2018 to do bigger projects	VARIANCE		\$578,436.54
Final prioritization for 2018 will be after January 2018						

2017 Estimated Budget			2018 Estimated Budget		
2016 Estimated Fund Balance			2017 Estimated Fund Balance		\$274,000.00
Revenue		\$662,000.00	Revenue		\$662,000.00
			Total Funds Available		\$936,000.00
Expenditures			Expenditures		
Health & Safety	\$98,000.00	\$98,000.00	Health & Safety	\$98,000.00	\$98,000.00
Intermediate School			Intermediate School		
Sealants-move to operational	\$10,000.00	\$0.00	Sealants	\$10,000.00	
Gypsum Walls	\$5,000.00	\$0.00	Gypsum Walls	\$5,000.00	
Ventilation & Air Handling	\$200,000.00	\$0.00	Ventilation & Air Handling	\$200,000.00	
Middle School			Middle School		
Garage: Painting/Siding/Door being torn down for ball fields and new one will be reconstructed	\$10,000.00	\$0.00	Garage: Painting/Siding/Door	\$10,000.00	
Sealants-move to operational	\$10,000.00	\$0.00	Sealants	\$10,000.00	
Major Painting-move to district wide cycle	\$15,000.00	\$0.00	Major Painting	\$15,000.00	
High School			High School		
Asbestos HS Shops	\$40,000.00		Replacement after Asbestos Removal HS Shops		
Curbs and Walks-Move to a cycle	\$4,000.00	\$0.00	Curbs and Walks	\$4,000.00	
Roofing-above the PAC	\$250,000.00	\$0.00	Roofing-above the PAC	\$250,000.00	
Replace Accordion Partitions PAC	\$12,000.00	\$0.00	Replace Accordion Partitions PAC	\$5,000.00	
Wood Doors-Move to a cycle	\$35,000.00	\$0.00	Wood Doors	\$35,000.00	
Family Learning Center			Family Learning Center		
Roofing-Spring/Summer of 2017	\$200,000.00	\$200,000.00	Roofing	\$0.00	
Sealants-move to operational	\$10,000.00	\$0.00	Sealants	\$10,000.00	
Windows-believe is sealant move to operational	\$10,000.00	\$0.00	Windows	\$10,000.00	
Chillers	\$200,000.00	\$0.00	Chillers	\$200,000.00	
CHW Pumps	\$60,000.00	\$0.00	CHW Pumps	\$60,000.00	
System Piping	\$100,000.00	\$0.00	System Piping	\$100,000.00	
Ventilation/Air Handling	\$350,000.00	\$0.00	Ventilation/Air Handling	\$350,000.00	
Temperature Controls	\$100,000.00	\$0.00	Temperature Controls	\$100,000.00	
Distribution Panels	\$50,000.00	\$0.00	Distribution Panels	\$50,000.00	
Lighting-Halls	\$60,000.00	\$0.00	Lighting-Halls	\$60,000.00	
Convenience Outlets	\$75,000.00	\$0.00	Convenience Outlets	\$75,000.00	
Lighting-Classrooms	\$75,000.00	\$0.00	Lighting-Classrooms	\$75,000.00	
Districtwide Maintenance Cycles			Districtwide Maintenance Cycles		
Flooring &/or Doors Spring-summer 2017	\$40,000.00	\$40,000.00	Flooring	\$40,000.00	

Emergency Maintenance	\$50,000.00	\$50,000.00		Emergency Maintenance	\$50,000.00	
Total for 2017	\$2,069,000.00	\$388,000.00		Total for 2017	\$1,822,000.00	
VARIANCE		\$274,000.00	Carry Over to 2018 to do bigger projects	VARIANCE		
Make Cycles	Flooring	We will do larger lfm projects starting in the spring of 2017 and finishing the summer of 2017				
	Painting					
	Tuckpointing					
	Bathroom Particians					
	Curbs & Walks					

CAPITAL ANALYSIS OF PLANNED SPEND DOWN		
Capital Fund Balance	\$2,497,971.00	
ALC Property	\$350,000.00	Sample
Total Fund Balance Available	\$2,147,971.00	
Estimate of Total Capital	\$750,000.00	
Reduction from Capital for Alt Facility Bond	-\$200,000.00	
Estimate of Total Available	\$550,000.00	
Planned Spend Down per year until bond is paid off	\$150,000.00	
8 years	\$1,200,000.00	
Total Fund Balance Available	\$2,147,971.00	
Planned Spend Down	-\$1,200,000.00	
Estimated Total Fund Balance Available end of 2024	\$947,971.00	

2016-2018 Capital plan

2016-2017 Capital Recommendation			2017-2018 Preliminary Capital Recommendation	
2016 Estimated Fund Balance		\$2,437,971.00	2018 Estimated Fund Balance	\$2,291,605.00
2017 Estimated Revenue-Based on New Bldg Age	\$547,634.00	\$547,634.00	2018 Estimated Revenue	\$536,378.00
FAMILY CENTER			FAMILY CENTER	
PRIMARY			PRIMARY	
INTERMEDIATE			INTERMEDIATE	
Playground sidewalks			Playground sidewalks	
MIDDLE			MIDDLE	
Enlarge Entry Road	\$40,000.00		Enlarge Entry Road	
Add Door to Office	\$2,500.00		Add Door to Office	
Create a MS Counseling Area	\$30,000.00		Create a MS Counseling Area	
Outside storage area	\$1,500.00		Outside storage area	
HIGH SCHOOL			HIGH SCHOOL	
3rd Station Gym Floor	\$50,000.00		3rd Station Gym Floor	
Heater in weight room	\$11,000.00		Heater in weight room	
TRANSPORTATION			TRANSPORTATION	
Van-aging out	\$30,000.00	\$30,000.00	Van-aging out	
Bus Cameras	\$10,000.00	\$10,000.00	Bus Cameras	
BUILDINGS & GROUND			BUILDINGS & GROUND	
Bucket Truck 1992	\$40,000.00		Bucket Truck 1992	
One Man Lift-Primary	\$20,000.00	\$20,000.00	One Man Lift-Primary	
Lawn Mower	\$25,000.00	\$25,000.00	Lawn Mower	
Other Equipment	\$20,000.00	\$20,000.00	Other Equipment	\$20,000.00
TECHNOLOGY			TECHNOLOGY	

NE Security Doors	\$30,000.00			NE Security Doors	\$30,000.00
DW One to One Student Technology Initiative	\$307,000.00	\$307,000.00		DW One to One Student Technology Initiative	\$307,000.00
Classroom Hardware	\$67,000.00	\$33,500.00		Classroom Hardware	\$33,500.00
Copiers-move to operational lease	\$20,000.00	\$20,000.00		Copiers-move to operational lease	\$20,000.00
Infrastructure	\$35,000.00	\$35,000.00		Infrastructure	\$35,000.00
Staff Devices	\$117,000.00	\$58,500.00		Staff Devices	\$58,500.00
(There may be movement among the technology categories based on priority)				(there may be movement among the technology categories based on priority)	
(student technology would be first priority)				(student technology would be first priority)	
OTHER				OTHER	
Furniture, Fixtures, and Equipment	\$150,000.00	\$120,000.00		Furniture, Fixtures, and Equipmen	\$120,000.00
Districtwide Emergency	\$15,000.00	\$15,000.00		Districtwide Emergency	\$15,000.00
Total	\$1,021,000.00	\$694,000.00		Total	\$639,000.00
Variance		-\$146,366.00		Variance	-\$102,622.00

2016- 2017 GIFTED AND TALENTED

Updated 04.25.16

2015 Actual Fund Bal	\$39,426.00
2016 Estimated Fund Bal	\$36,873.00
2017 Estimated Revenue	\$44,647.00
.17 Coordinator	\$11,378.00
G&T Lead Teacher	\$25,000.00
G&T Leader Each Building	\$3,500.00
Benefits	\$525.00
Building Allocations	
DO/EC	\$1,000.00
SE	\$1,000.00
NE	\$1,000.00
MS	\$1,000.00
HS	\$1,000.00
2017 Estimated Expenses	\$45,403.00
2017 Variance	-\$756.00

Gifted and Talented: Funding is based on enrollment in the district times a specified

dollar amount set by the state. Currently the rate set by the State is \$13.00.

The program must identify the gifted and talented students, provide programs for these students

and/or provide staff developments for teachers to best meet the unique needs of gifted and talented students.

MN Statute 120B.15.

2016-2017 Staff Development

Original 02.19.16
Updated 04.25.16

2015 Actual Fund Balance \$70,515.00
2016 Estimated Fund Balance \$79,029.00
2017 Estimated Revenue \$416,730.00

2017

Assessment Coordinator \$40,807.00
Tech Integrationist \$81,665.00
Add'l Day's Assessment Coordinator \$3,952.00
Speaker for Opening Working Shop \$12,000.00
Back to School New Staff \$16,900.00
Back to School All Staff (food) \$2,350.00
Staff Training-School Year PD \$70,235.00
Staff Training-School Year (food) \$0.00
Software/Dues \$17,240.00
District Wide Training-includes non-licensed staff \$10,000.00
Curriculum Alignment Work \$17,250.00
Summer Tech PD Plan \$51,000.00
DILT \$1,727.50
Subs \$18,425.00
Staff Dev--submitted/approved by Admin \$10,000.00
Early Childhood \$900.00
SE staff \$4,050.00
NE staff \$4,185.00
MS staff \$4,054.00
HS staff \$5,528.00
1 day Bill Back for District Days will only be taken if needed. \$78,000.00

TOTAL EXPENSES \$450,268.50

VARIANCE -\$33,538.50

CARRYFORWARD -\$33,538.50

300

2016-2017 QCOMP/ATTPS

Updated 4.25.16

2015 Actual Fund Balance **\$80,869.00**

2016 Estimated Fund Balance **\$32,309.00**

ESTIMATED REVENUES **\$856,044.00**

ESTIMATED EXPENDITURES

SUPPLIES \$0.00

DEMONSTRATION SCHOOLS \$0.00

INDIVIDUAL PLC, GOALS, PLANS \$408,623.00

ADMINISTRATION COSTS \$40,303.00

CAREER LADDER \$211,876.00

ER&D CLASSES \$50,101.00

TRAINING-OUTSIDE DISTRICT \$0.00

EC-GOALS \$3,109.00

SE-GOALS \$15,546.00

NE-GOALS \$15,891.00

MS-GOALS \$15,563.00

HS-GOALS \$22,346.00

SUMMER TRAINING \$14,000.00

SCHOOL YEAR TRAININGS \$18,695.00

EC/DO-SITE APPROVED PD \$2,400.00

SE-SITE APPROVED PD \$6,900.00

NE-SITE APPROVED PD \$7,050.00

MS-SITE APPROVED PD \$7,200.00

HS-SITE APPROVED PD \$9,900.00

TOTAL EXPENDITURES **\$849,503.00**

TOTAL VARIANCE **\$6,541.00**

CARRYFORWARD **\$0.00**

\$6,541.00

2016-2017 FOOD SERVICE PROGRAM PRICES

SCHOOL DISTRICT	SITES	2015-2016 LUNCH	2015-2016 BREAKFAST	2015-2016 MILK	2015-2016 ADULT	2015-2016 2nd LUNCH
BECKER	ELEMENTARY	\$2.15	\$1.35	\$0.35	\$3.40	\$3.40
	MIDDLE	\$2.25	\$1.45	\$0.35	\$3.40	\$3.40
	HIGH SCHOOL	\$2.30	\$1.45	\$0.35	\$3.40	\$3.40
BIG LAKE	ELEMENTARY	\$2.60	\$1.60	\$0.45	\$3.70	\$3.70
	SECONDARY	\$2.70	\$1.60	\$0.45	\$3.70	\$3.70
SARTELL	K-4	\$2.50	\$1.35	\$0.50	\$3.55	??
	5-12	\$2.60	\$1.35	\$0.50	\$3.55	
SAUK RAPIDS	ELEMENTARY	\$2.45	FREE	\$0.40	\$3.50	??
	SECONDARY	\$2.70	FREE	\$0.40	\$3.50	
PRINCETON	K-5	\$2.10	\$1.40	\$0.40	\$3.60	\$2.75
	6-12	\$2.20	\$1.40	\$0.40	\$3.60	\$2.75
RECOMMEND	SITES	2016-2017 LUNCH	2016-2017 BREAKFAST	2016-2017 MILK	2016-2017 ADULT	2016-2017 2nd LUNCH
PRINCETON	K-5	\$2.20	\$1.40	\$0.40	\$3.75	2.85
PRINCETON	6-12	\$2.30	\$1.40	\$0.40	\$3.75	2.85
2015-16 REIMBURSEMENTS						
FEDERAL LUNCH-Paid		\$0.29				
FEDERAL REDUCED		\$2.38				
FEDERAL FREE		\$2.78				
FEDERAL CERTIFIED-ALL		\$0.06				
STATE LUNCH-Paid		\$0.13				
STATE REDUCED		\$0.53				

STATE FREE		\$0.13						
FEDERAL BREAKFAST-PAID		\$0.29						
FEDERAL REDUCED		\$1.36						
FEDERAL FREE		\$1.66						
STATE BREAKFAST-PAID		\$0.55						
STATE REDUCED/FREE		\$0.30						
STATE BREAKFAST-K		\$1.30						
NOTE : From 2011 School Year to 2015 School Year we have had a total increase of 7% participation in paid lunches district wide.								



GENERAL OFFICE PRODUCTS COMPANY

4521 Highway Seven
Minneapolis, MN 55416
www.gopco.com

Phone: (952) 925-7500
Fax: (952) 925-7531

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
247900	6/7/2016	PRINCETON SEATING	226605	Kate Reckinger 952.925.7505	

QUOTE TO:

Attn: Accounts Payable
Independent School Dist 477
706 1st St
Princeton, MN 55371

SHIP TO:

Meg Deglmann
Princeton District Office
706 1st Street
Princeton, MN 55371

P: 763.389.2422

P: 763.389.2422

F: 763.389.9142

Terms: Net 15 From Inv Date

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	17	6023Y/E3.A134 SITONIT Torsa, Enhanced Synchro Cntrl, Multi-Adjustable Arms Torsa Caster Options C25 Carpet casters Torsa Frame Colors FC12 White Frame Torsa Back Support and Arm Colors Z4 White Back Support/Arms Torsa Base Options B20 White Base Torsa Cylinder Height Option ~ No Selection Torsa Mesh Colors MC14 Onyx Stripe Mesh Fabric or Leather Upholstery Selection FABRIC Fabric Grade Selections FG1 Fabric Grade 1 SUGAR Sugar Color Selection LICORICE Sugar Licorice ~ No Selection Packaging Options KD Knocked Down	340.51	5,788.67
2	10	2723Y.A142.B3 SITONIT Amplify, Highback, Upholstered Back, Enhanced Synchro Cntrl, Height/Width Adj Arms Frame Information	354.70	3,547.00

I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: _____ TITLE: _____ DATE: _____

ADDRESS: _____ EQUAL OPPORTUNITY EMPLOYER



GENERAL OFFICE PRODUCTS COMPANY

4521 Highway Seven
Minneapolis, MN 55416
www.gopco.com

Phone: (952) 925-7500
Fax: (952) 925-7531

Quotation

Page 2 of 4
(cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
247900	6/7/2016	PRINCETON SEATING	226605	Kate Reckinger 952.925.7505	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
3	48	FC14 Fog with Silver Frame B22 Silver Base Seat Depth Adjustment Option Selection E3 Seat Depth Adjustment Upgrade Amplify Caster Options C16 Standard, Soft floor casters Amplify Cylinder Height Options S0 Standard Cylinder Height Fabric or Leather Upholstery Selection FABRIC Fabric Grade Selections FG1 Fabric Grade 1 SUGAR Sugar Color Selection LICORICE Sugar Licorice ~ No Selection Packaging Options KD Knocked Down 5652B3.A130 SITONIT Focus, Side Chair, Upholstered Back, Silver Frame, A130 Arm Fabric or Leather Upholstery Selection FABRIC Fabric Grade Selections FG2 Fabric Grade 2 ~ No Selection Ganging Bracket Option Selection ~ No Ganging Bracket Upgrade Glide Option Selection G5 Standard Glide Stacking Cart Option Selection ~ No Cart Upgrade GRADE 2: MOMENTUM FUSE PRISTINE Tag For: C8-A	176.20	8,457.60
4	8	5723KB8 SITONIT Sona, Upholstered Back, Knee Tilt Cntrl, Armless Fabric or Leather Upholstery Selection FABRIC Fabric Grade Selections FG2 Fabric Grade 2 ~ No Selection Pull Handle Selection PH2 Silver Metallic Pull Base Selection B10 Silver Metallic Base Caster Selection C16 60mm Soft Floor Caster (Std) Packaging Options	340.51	2,724.08

I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: _____ TITLE: _____ DATE: _____

ADDRESS: _____ 305 _____ EQUAL OPPORTUNITY EMPLOYER



GENERAL OFFICE PRODUCTS COMPANY

4521 Highway Seven
Minneapolis, MN 55416
www.gopco.com

Phone: (952) 925-7500
Fax: (952) 925-7531

Quotation

Page 3 of 4
(cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
247900	6/7/2016	PRINCETON SEATING	226605	Kate Reckinger 952.925.7505	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
5	2	~ Std Packaging GRADE 2: MOMENTUM FUSE PRISTINE TS31409 TURNSTONE JENNY; CHAIR-ROUND UPHLSTRY:5H20 PEWTER	810.50	1,621.00
7	1	BFRR4284 STEELCASE TABLE-RECTANGLE, 42D X 84W EDGE :6242 VIRGINIA WALNUT TOP-SURF:2535 VIRGINIA WALNUT (HPL) Tag For: 36/72 Typical A	355.08	355.08
8	1	TS5ATBTS STEELCASE TABLE BASE-T, STEEL, 4D X 30W X 28H BASIC :4799 PLATINUM METALLIC Tag For: TB Typical A	149.02	149.02
9	1	LABOR GENERAL receive, assemble, deliver and set in place during normal business hours. One trip only.	1,268.00	1,268.00

QUOTATION TOTALS

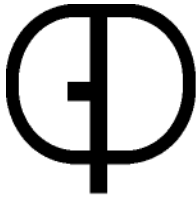
Sub Total	23,910.45
Handling Fee	442.77
Sales Tax 0% (Exempt)	0.00
Grand Total	24,353.22

*****End of Quotation*****

I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: _____ TITLE: _____ DATE: _____

ADDRESS: _____ EQUAL OPPORTUNITY EMPLOYER



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Minneapolis, MN 55416
www.gopco.com

Phone: (952) 925-7500
Fax: (952) 925-7531

Quotation

Page 4 of 4
(cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
247900	6/7/2016	PRINCETON SEATING	226605	Kate Reckinger 952.925.7505	

General Office Products Company

Terms and Conditions

Updated: January 2015

Each quotation, proposal, or purchase order is subject to these Terms and Conditions of sale, except as otherwise agreed upon by General Office Products Company (GOP) in writing.

1. QUOTATIONS AND ORDERS

- A. TERM: Prices quoted are firm for thirty (30) days from date of GOP quotation or per terms established in a written Purchase Agreement between GOP and Buyer.
- B. ACCEPTANCE: All orders require a (i) hard copy or electronic purchase order from Buyer or (ii) an approved quotation with an authorized signature and date of acceptance.
- C. MODIFICATIONS: Any modifications to an approved and acknowledged order are subject to GOP's ability to conform and to the manufacturer's approval. Changes must be made via a revised purchase order, change order or signed and dated revised GOP quotation.
- D. CUSTOMER REQUIRED DATE: A mutually agreeable (between Buyer and GOP) delivery date is required for each order and will be used as the customer required date.
- E. DEPOSITS: A deposit of 50% is required on all initial orders for new customers. Deposits for future orders will be negotiated. Deposits are required if manufacturer(s) or service provider(s) require a deposit.

2. INVOICING

- A. TIMING: Product orders will be invoiced after delivery of an order to the job site. Direct shipments from manufacturers will be invoiced upon shipment from the manufacturer. Services will be invoiced after the services have been substantially rendered. In the event of services lasting more than two weeks the service will be invoiced upon substantial completion of designated phases of the project.
- B. PAYMENT TERMS: Payment terms are net fifteen (15) days from date of invoice. A finance charge of 1 and 1/3% (16% per year) will be added to invoices not paid within thirty days. Buyer agrees not to withhold payment on any invoice because of partial delivery or open punch list items.
- C. FREIGHT: Unless otherwise noted, any applicable freight charges are not included in the price quotation and will be invoiced as a separate line item.
- D. TAXES: Unless otherwise noted, any applicable sales, use, excise, or any other taxes are not included in the price quotation and will be invoiced as a separate line item. Buyer agrees to pay any and all applicable taxes. If Buyer possesses tax exempt status, a certificate of tax exemption is to be provided prior to order placement. Buyer is responsible for self-assessment of any and all applicable taxes due jurisdictions outside of Minnesota.
- E. DELAYS: If Buyer is unable to receive product at the job site on the mutually agreed upon customer required date, product will be deemed delivered and will be invoiced as if delivered. Standard payment terms will apply.
- F. CREDIT CARDS: Payment with MasterCard, VISA, Discover and American Express credit cards are subject to a 2.5% merchant fee which will be added to the order and subject to applicable sales tax.

3. OTHER CHARGES

- A. CHANGES/CANCELLATIONS: Buyer will pay all additional charges from the manufacturer(s) for order changes and or cancellations accepted by the manufacturer(s). All product is custom manufactured to customer specifications and, therefore cannot be returned.
- B. EXTRA HANDLING IF SITE NOT READY: If job site is not available on mutually agreed upon customer required date, charges will be assessed to the Buyer for additional handling or redirecting of product at a standard hourly rate or actual charges if performed by a third party.
- C. STORAGE: If job site is not available, GOP will store product without charge for a maximum of 30 days. Thereafter, storage charges will be assessed to the Buyer at a standard monthly rate or actual charges if stored by a third party.
- D. EXTRA HANDLING DUE TO SITE CONDITIONS: Charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in the quotation at a standard hourly rate. GOP will notify Buyer prior to assessing any such charges.
- E. OVERTIME: Unless otherwise negotiated, delivery and installation will be made during GOP's normal business hours. Any additional labor costs resulting from overtime work performed at Buyer's request will be paid by Buyer.
- F. LEGAL FEES: Should either party incur any expense in enforcing any terms, covenants, conditions, representations, or warranties of the Agreement, the party in default will pay all expenses including reasonable attorney's fees.

4. DELIVERY AND INSTALLATION

- A. GOP'S RESPONSIBILITIES: GOP will receive, inspect, stage, deliver, and install Buyer's goods. All furnishings will be clean and put into good working order. Cartoning and packing materials will be removed and premises will be broom cleaned. Where circumstances of timing and quantity warrant, GOP may elect to meet direct trailer shipments at the job site and install without re-handling.
- B. FREIGHT CLAIMS: Claims for product damaged in transit will be processed by GOP and damaged product will be repaired or replaced to the reasonable satisfaction of Buyer.
- C. DROP SHIPMENTS: In case of drop shipments where product is delivered without installation, Buyer will receive, inspect, and install ordered goods. Buyer is also responsible for filing necessary freight claims in the event of damage.

- D. NORMAL BUSINESS HOURS: Unless otherwise agreed, delivery and installation will be made during GOP's normal working hours (8:00 am to 4:30 pm Monday through Friday, excluding Holidays).
- E. CONDITION OF JOB SITE: Job site will be clean and clear of all obstructions prior to installation. Buyer will provide adequate facilities and space for unloading, staging, moving, handling, and storing product at job site.
- F. JOB SITE SERVICES: Buyer will furnish electrical current, heating, lighting, and elevator/hoist service at job site without charge to GOP.
- G. ERECTION AND ASSEMBLY: GOP's ability to erect, assemble, install, permanently attach, or bolt in place movable furniture is dependent upon agreements made by trade unions at the job site. If applicable, trade regulations at the time of installation require employing tradesman to complete the installation, the cost will be paid by the Buyer.
- H. RISK OF LOSS: The responsibility for the security and safeguarding of the delivered furniture shall pass to Buyer at the time of delivery to the job site or designated storage facility. Upon delivery/storage, Buyer assumes all risk of loss of the good and Buyer shall not be released from any obligations under this agreement because of any loss, damage, or disrepair suffered by the good following delivery/storage.
- I. INSURANCE: GOP will carry general liability, worker's compensation, property damage, and automobile insurance. Buyer shall be responsible to carry at its expense liability and property insurance covering the job site including all risks of physical loss and damage.

5. ADDITIONAL TERMS:

- A. WARRANTIES: DISCLAIMER OF LIABILITY: GOP WILL ASSIST BUYER IN THE RESOLUTION OF PROBLEMS OR CLAIMS CONCERNING DAMAGED AND/OR DEFECTIVE MATERIALS AND/OR WORKMANSHIP MADE WITHIN GUARANTEE OR WARRANTY PERIOD AS STATED BY THE PARTICULAR MANUFACTURER, SUPPLIER, OR FABRICATOR AND WILL ARRANGE FOR THE REPAIR OR REPLACEMENT OF ANY DAMAGED OR DEFECTIVE ITEMS FOLLOWING DELIVERY OR INSTALLATION. GOP DISCLAIMS ANY WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. GOP SHALL HAVE NO RESPONSIBILITY WHATSOEVER TO BUYER OR TO ANY OTHER PERSON FOR INJURY TO PERSON OR DAMAGE OR LOSS OF PROPERTY OR VALUE CAUSED BY ANY PRODUCT PURCHASED HEREUNDER.
- B. INTERPRETATION OF TERMS AND CONDITIONS: This writing is intended by all parties as the final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their dealings between the parties, if any. No failure by any party to insist upon strict compliance by the other party with any of the terms, provisions, or conditions of this Agreement, in any instance, shall be construed as a waiver or relinquishment by either party of the other party's right to insist upon strict compliance therewith in the future. Whenever a term defined by the Uniform Commercial Code as adopted in Minnesota is used in this agreement and not otherwise defined, the definition contained in the Code is to control.
- C. ACTS BEYOND REASONABLE CONTROL: GOP will not be liable for any delay or failure to deliver any or all of the product or services in case delay or failure is caused by Buyer's actions, labor disputes, strikes, wars, riots, civil commotion, fire, flood, earthquake, hurricane, accident, storm or other destruction whole or in part of the product or the manufacturing plant, lack or inability to obtain raw materials, labor, fuel, or any other cause, contingency, or circumstances which prevent or hinder the manufacturer or delivery of the product or services beyond the reasonable control of GOP.
- D. WAIVER: Neither party waives any of its rights or consents to any default under this agreement unless such party does so in writing.
- E. ASSIGNMENT AND DELEGATION: No right or interest in this agreement shall be assigned by either Buyer or GOP without the written permission of the other party, and no delegation of any obligation owed, or of the performance of any obligation either by Buyer or GOP shall be made without the written permission of the other party. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this section.
- F. INSTALLATION, SERVICE, AND/OR OTHER CONTRACTS: Additional terms and conditions may apply to GOP's design, installation, rental and/or service contracts. Such contracts are incorporated herein by reference and shall take precedence on any conflict of terms.
- G. SECURITY INTEREST: Buyer hereby grants GOP a purchase-money security interest in all goods identified in any invoice hereafter issued under this agreement in connection with the purchase of such goods to secure payment of the amount of such invoice and accrued finance charges thereon, and Buyer hereby irrevocably authorizes GOP to file from time to time financing statements describing as collateral any goods so identified in any such invoice. Such goods will not be affixed to any real property in any manner which would change its nature from that of personal property to a fixture. Failure to pay any amount owed with respect to this agreement or any invoice issued under this agreement when due, or the occurrence of voluntarily or involuntarily proceeding under bankruptcy or insolvency laws which affects this agreement, shall constitute a default following which GOP may pursue any legal or equitable remedy available to GOP. Buyer will notify GOP immediately of any changes of name, location, or, if applicable, state of incorporation, organization or other registration.
- H. APPLICABLE LAW: This agreement and all rights and obligations of the parties shall be governed by the laws of the State of Minnesota.

I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: _____ TITLE: _____ DATE: _____

ADDRESS: _____



Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | www.mshsl.org

April 2016

Dear Superintendent:

Minnesota Statutes, Section 128C.01, requires individual school boards to authorize membership in the Minnesota State High School League. The Resolution for Membership (Resolution) affirms (1) that your school board delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the MSHSL Constitution, Bylaws and Rules and Regulations; and, (3) that the administration and responsibility for supervising your registered activities is assigned to your official school representative(s).

Section 208.00 of the MSHSL Constitution found in the Official Handbook and online at mshsl.org provides that each member school shall identify a **Designated School Representative** and **Designated School Board Member**. In addition, each school must identify individuals to represent boys' sports, girls' sports, speech and music; schools are also urged to form a **Local Advisory Committee** to address MSHSL matters. Page 2 of the Resolution provides language from the Constitution and space for your school to identify those persons who will represent your school.

Please return one copy of pages 1 and 2 of the 2016-2017 Resolution for Membership for each high school to the Minnesota State High School League and retain one copy of each for your school files. The deadline for returning the Resolution Form(s) is as soon as possible but not later than September 1, 2016. If your Designated School Board Member, Designated School Representative, Activity Representatives or Mailing Representative has changed from the previous year, please have your school's activity director make the change on your school's page on the MSHSL website database. If the Resolution is not received by the above date, a \$250 late fee will be assessed. No school is eligible to compete in regular or post-season tournaments unless the completed Resolution is on file in the League office.

A billing for services, rule books, and other supplies ordered for your school will be mailed in mid-August as has been the accepted procedure in the past and will be based on the supplies ordered and submitted to the League regarding the activities your school has agreed to sponsor during the 2016-2017 school year.

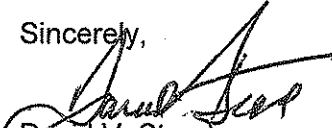
Please be reminded of the following:

1. August 1 begins the MSHSL fiscal year and the Resolution for Membership for the 2016-2017 school year must be approved by your local school board.
2. **September 1, 2016 is the due date for return of the Resolution Form.** A late fee will be assessed if the Resolution is not returned by that date; **your students WILL NOT BE COVERED** by the catastrophic insurance plan; your school district must assume that responsibility; and your students will not be allowed to participate in League-sponsored events.
3. **The Resolution must be completed in full**, including viewing of the *WHY WE PLAY* training video and a review of the Code of Conduct Statement. Signatures of the superintendent and clerk/secretary of the school board affirm such compliance.

I suggest that you place this Resolution on your agenda as soon as possible but certainly not later than your June or July board meeting, in order to avoid last-minute efforts late in the summer which may create problems for your board and administrative staff to meet the September 1, 2016 deadline.

Membership in the Minnesota State High School League will provide your students with rewarding benefits as they participate in the education-based athletic and fine arts activities sponsored by your school. The League staff looks forward to an on-going partnership with your school, your school personnel, and the students in your school community.

Sincerely,



David V. Stead
Executive Director

Enclosure

**2016-2017 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 477, County of Miller, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
_____ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by the Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared-common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: Julia Espe
Clerk/Secretary - Local Governing Board Superintendent or Head of School

Date: _____ Date: 5.24.16

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2016
Retain one copy for the school files.**

IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2016-2017 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Name of School (Please Print)

VOTE ON BEHALF OF THE HIGH SCHOOL

Eric Minks

Designated School Board Member (Please Print)

Darin Laabs

Designated School Representative (Please Print)

Email Address

Email Address

ACTIVITY REPRESENTATIVES

Boys' Sports (Please Print)

Girls' Sports (Please Print)

Speech (Please Print)

Music (Please Print)

*Mailing Representative (Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

**2016-2017 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 477, County of Mille Lacs, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

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is/are authorized by this, the Governing Board of said school district or school to:

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OR;
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Signed: _____
Clerk/Secretary - Local Governing Board

Signed: Julia Espe
Superintendent or Head of School

Date: _____

Date: 5.24.16

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

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Please complete and return this form with your school's 2016-2017 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Name of School (Please Print)

VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member
(Please Print)

Designated School Representative
(Please Print)

Email Address

Email Address

ACTIVITY REPRESENTATIVES

Boys' Sports
(Please Print)

Girls' Sports
(Please Print)

Speech
(Please Print)

Music
(Please Print)

*Mailing Representative (Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.