

Princeton Public Schools - ISD 477
Tuesday, April 3, 2018 at 6:00 PM
Regular School Board Meeting
District Office Board Room Located @ City Hall (Use City Hall Entrance)

Our Mission

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

Our Vision

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

1. **PROCEDURAL ITEMS**
2. Call to Order and Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. Winter Commendations
6. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
7. **APPROVE AGENDA**
8. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
9. **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 5
 - b. Gifts 6
 - c. Grants 61
10. **INFORMATION**
 - a. First Reading of Policies 62
 - b. Strategic Plan Goal Report 84
11. **ACTION**
 - a. Second Reading of Policies 93
I move to accept the second reading of the policies as presented.

b. Princeton Online Academy	138
<i>I move to approve administration to change the Online Academy from grades 3-12 to 9-12.</i>	
c. Long Range Planning	147
<i>I move to authorize administration the use of the \$25,000 Bush Grant to be used to review High School options for innovative programming.</i>	
d. 2018-19 Unassigned Budget Guide	155
<i>I authorize administration to decrease the 2018-19 preliminary unassigned budget projections by \$_____.</i>	
e. School Board Financial Directive	159
<i>I move to accept the resolution as presented.</i>	

12. ADDITIONS TO AGENDA

13. FUTURE MEETINGS

- Executive Committee- April 11, 4:00 P.M.
- Wellness Committee- April 17, 3:30 P.M.
- Policy Meeting- April 17, 5:00 P.M.
- Board Work Session- April 17th, 6:00 P.M.
- Executive Committee- April 24, 4:00 P.M.

14. ADJOURN

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Eric Minks on the **20th day of March, at 6:00 p.m.** in the District Center Board Room.

Roll Call:

Members Present: Deb Ulm, Craig Johnson, Chad Young, Sue VanHooser, and Eric Minks.

Members Absent: Eric Strandberg, Howard Vaillancourt

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Barb Muckenhirn, Erin Dohrmann, Andrea Preppernau, Jessica Town-Gunderson, Dan Voce.

REPORTS

Board committee meeting(s) and school events each Board member attended.

Deb Ulm
Eric Minks
Sue VanHooser

Wellness Committee
Executive Planning
Superintendent Search Meeting; Rum River Special Education Coop Board Meeting; Policy
Superintendent Search Meeting
Policy

Craig Johnson
Chad Young

Superintendent Report:

12 students are advancing to State in the National History Day program.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Deb Ulm, seconded by Sue VanHooser, **to approve the March 6th, regular/closed meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Deb Ulm, seconded by Chad Young, **to approve the consent agenda as presented.** Personnel, Bills, Wire Transfers, Treasurer's Report, Gifts, Fundraisers, and Grants. Motion passed unanimously.

ACTION

Primary School Principal- Motion to accept Sarah Marxhausen as the Primary School

principal was made by Craig Johnson and seconded by Sue VanHooser. Motion passed unanimously.

Sale of Property- Motion to authorize the Superintendent and Director of Business Services to move forward with the purchasing of the previous Police Station was made by Deb Ulm and seconded by Craig Johnson. Upon roll call the following voted for: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, and Craig Johnson. Motion passed unanimously.

WORK SESSION- The board started their Work Session at 6:04 p.m. The topics for discussion were.

- Princeton Online Academy 2018-19
- Report from Long Range Planning Committee
- Graduation Data
- Budget Planning

FUTURE MEETINGS INFORMATION

Executive Committee- March 28, 4:00 P.M.

Finance Meeting- April 3, 4:30 P.M.

Regular Board Meeting- April 3, 6:00 P.M.

ADJOURN

The work session was adjourned at 7:54 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

4.03.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Alfords	Kristen	Intermediate	Head Cook	Food Service	Susan Dupay	7.30.18	17.94/hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Bergstrom	Courtney	Middle School	MS Summer Targeted Services	PEA		4.01.18	
Retiring	Moats	JoAnn	Family Center	DAPE Teacher	PEA	N/A	5.31.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Huss	Andrea	Primary	2nd Grade Teacher	PEA	N/A	03.26.18	
Intermittent LOA	Marxhausen	Sarah	District Center	Director of HR	At-Will	N/A	3.21.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Miller	Ashely	High School/Student Services	Paraprofessional	Paras		3.7.18	No change
Change in Assignment	Hunn	Lynn	Primary	Paraprofessional	Paras		3.7.18	No change

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Naumann	Dillon	High School	Asst Boy's JV Baseball Coach	Activities	Jeff Beckers	3.2018	\$3,165.00
Extra Duty	Borst	Steven	High School	Asst Boy's Tennis Coach	Activities	Mitchell Brandel	3.2018	\$3,165.00
Extra Duty	Lindberg	Erin	Middle School	MS Musical Director	Activities	Casie Monson	3.19.18	\$1,265.60

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: Medtronic Foundation Volunteer Grant Program

Description of gift: Check # 8200059839 in the amount of \$100.00.

Pre-Condition, Condition, or Limitation on use: Check # 8200059839 (Copy Attached)

How this gift specifically relates to the program or school: This gift will provide students additional funds in the Student Activity acct.

This gift meets all requirements of Policy 706
 Accepted Not Accepted [Signature] Date: 3/19/18
Principal or Director

Accepted Not Accepted Julia Espo Date: 3.21.18
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: 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: Osborn Law Offices

Description of gift: \$100 ~~donor~~ cash donation

Pre-Condition, Condition, or Limitation on use:

To use for kindergarten grandparent day
supply items need for activities & remainder to go to
Carmen Segade's classroom budget.

How this gift specifically relates to the program or school: It is always a joy
to invite grandparents for KG grandparent day, these
funds will go for purchasing the supplies needed for the
student / grandparent activities.

This gift meets all requirements of Policy 706

Accepted Not Accepted

[Signature]
Principal or Director

Staff Name

Date: 3-27-18

Accepted Not Accepted

[Signature]
Superintendent

Date: 3.29.18

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Michael and Pam Pagelkopf & Mn DNR

Description of gift: 30 Field desks

Pre-Condition, Condition, or Limitation on use:

As part of the induction to the School Forest program, these desks are donated to us from the DNR & Michael & Pam Pagelkopf (Mn Master Naturalists)

How this gift specifically relates to the program or school: These desks are sturdy, wooden boxes good for carrying supplies outside & the lid is a clipboard. They can be used outside & in our New School Forest when it is ready.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____ Date: 3/22/18
Principal or Director

Accepted Not Accepted Julia Espe Date: 3.23.18
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
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Donor name: Project Learning Tree - Sustainable Forestry Initiative

Description of gift: \$1,000

Pre-Condition, Condition, or Limitation on use:

① Must follow grant proposal - "Outdoor Classroom: Migrating Bird Ecosystem"
② Complete & return Final Project Report to PLT by 1-31-19 detailing
how funds were spent ③ Photo release forms attached for each photo

How this gift specifically relates to the program or school: The money will be used
for the Outdoor Classroom near the IS that relates to the Proposal
of a Migrating Bird Ecosystem - (Plants, flowers, birdfeeders & houses)

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____ Date: 3/22/18
Principal or Director

Accepted Not Accepted Julia Espe Staff Name _____ Date: 3.23.18
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
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Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: PTO

Description of gift: \$700 for the author to visit our school.

Pre-Condition, Condition, or Limitation on use:

The author only.

How this gift specifically relates to the program or school:

He will speak to each grade level.

This gift meets all requirements of Policy 706

Accepted Not Accepted *[Signature]* Cindy Schmatz
Principal or Director Staff Name Date: 3/23/18

Accepted Not Accepted *[Signature]* Julia Espe
Superintendent Date: 3.26.18

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

Donor name: Freshwaters United Methodist Church

Description of gift: \$1,037 to be applied to student lunch accounts.

Pre-Condition, Condition, or Limitation on use: Lunch accounts.

How this gift specifically relates to the program or school: _____

Assist families in affording school lunches.

This gift meets all requirements of Policy 706 _____

Accepted Not Accepted _____ Date: _____
Staff Name

Accepted Not Accepted _____ Date: 3.26.18
Principal or Director
Julia Espe
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 18, 2016



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 Doug Berlin

Description of gift \$10.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted _____ Date: 3/30/18

Julia A. Espe

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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Business Services

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PUBLIC SCHOOLS

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

Donor name Erin Erdman

Description of gift \$10.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PUBLIC SCHOOLS

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

Donor name Krista Fouquette

Description of gift \$10.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted _____ Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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Business Services

Board Approval



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PUBLIC SCHOOLS

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

Donor name Yvonne McKnight

Description of gift \$10.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PUBLIC SCHOOLS

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

Donor name Stacy Kelzer

Description of gift \$15.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PRINCETON
PUBLIC SCHOOLS

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

Donor name Brittney Muus

Description of gift \$25.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PUBLIC SCHOOLS

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

Donor name Laura Pipenhagen

Description of gift \$25.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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

Donor name Christina Rice

Description of gift \$25.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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

Donor name Jean Roof

Description of gift \$25.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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Business Services

Board Approval



PRINCETON
PUBLIC SCHOOLS

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

Donor name Andrea Volker

Description of gift \$25.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Nancy Howard

Description of gift \$30.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PUBLIC SCHOOLS

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

Donor name Lisa Marks

Description of gift \$30.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

Copy to Building Business Services Board Approval



PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

Donor name Kristy Quigley

Description of gift \$30.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

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Principal or Director (thank you note attached)

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

Donor name Jeannie Bromberg

Description of gift \$30.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

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Principal or Director (thank you note attached)

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

Donor name Kimberly Young

Description of gift \$75.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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

Donor name Scott Berry Law Office

Description of gift \$100.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

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Principal or Director (thank you note attached)

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

Donor name Hofman Oil Co Inc.

Description of gift \$100.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

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

Donor name Netta Jorgensen

Description of gift \$100.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

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Principal or Director (thank you note attached)

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

Donor name Scott Liestman, Edward Jones

Description of gift \$100.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

Copy to Building

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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 Ellen Siewert

Description of gift \$100.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Dalco

Description of gift \$200.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Fairview Health Services

Description of gift \$200.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Howard Homes

Description of gift \$200.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Hy-Tech Automotive

Description of gift \$200.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

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Principal or Director (thank you note attached)

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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 Minuteman Press

Description of gift \$200.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Jeremy Peterson

Description of gift \$200.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

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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 Curtis Van Oort

Description of gift \$200.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Crystal Cabinets

Description of gift \$250.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Metro Sales, Inc.

Description of gift \$250.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

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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 Steinbrecher Painting

Description of gift \$250.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Sterling Pointe

Description of gift \$250.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Craftsman's Choice

Description of gift \$400.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Kinship Youth Mentoring

Description of gift \$400.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name Princeton Electric

Description of gift \$400.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Papa Murphy's (Pauls Girls LLC)

Description of gift \$441.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted _____ Date: 3/30/18
Superintendent *Julia A. Espe*

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 BioMatrix Inc.

Description of gift \$500.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Coborn's

Description of gift \$500.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

Donor name Egan

Description of gift \$500.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 McDowall Company

Description of gift \$500.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Meridian Consulting Group

Description of gift \$500.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name Princeton Insurance Agency

Description of gift \$500.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Pizza Barn

Description of gift \$721.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 City of Princeton

Description of gift \$1000.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 Fairview Health Services

Description of gift \$1000.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

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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 Friends of Princeton Library

Description of gift \$1000.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

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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 Palmer Bus

Description of gift \$1000.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

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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 Boser Construction

Description of gift \$1000.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted _____ Date: 3/30/18

Julia A. Espe
Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name Princeton Lion's Club

Description of gift \$1200.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted _____ Date: 3/30/18

Julia A. Espe
Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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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 ECRAC

Description of gift \$1300.00 donated to the Big Read

Pre-Condition, Condition, or Limitation on use Purchase books for The Big Read

How this gift specifically relates to the program or school: Books for all students!

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia A. Espe Date: 3/30/18

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

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Board Approval

04.03.2018

Should we be awarded the following grants, the Board authorizes acceptance of funds.

Date Submitted	Grant Name	School	Applicant	Approx Funds
3.30.18	Sauer Family Foundation	District	Gary Loch	\$23,125.00

4.3.18

First Reading of Policies

104 - School District Mission Statement

Added graphic from Strategic Plan.

Added missing Goal 4 from Strategic Plan.

Corrected formatting.

301 - School District Administration

Corrected formatting.

304 - Superintendent Evaluation

Updated Setting of Goals terminology.

Corrected formatting.

904 - Distribution of Materials on School District Property by Nonschool Persons

Updated Legal References per MSBA policies.

Corrected formatting.

905 - Advertising

Reviewed, no Changes.

907 - Rewards

Reviewed, no Changes.

908 - Data Access Policy for Members of the Public

Updated Data Practices Act points of contact.

Corrected formatting.

**PRINCETON PUBLIC SCHOOLS
104 - SCHOOL DISTRICT MISSION STATEMENT**

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. SCHOOL DISTRICT GOALS

NEW MISSION

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

NEW VISION

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

A. Goals

1. Provide personalized instruction for every student.
2. Prepare 21st Century students to be college and career ready.
3. Implement innovative programming.
4. Guarantee creative & relevant digital learning.
5. Improve communication and engagement with staff, parents, business and

community partners in order to maximize student success.



IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270
Minn. Stat § 123.972 (School District Policy)

Cross References:

Adopted: February 11, 2003
Revised: November 28, 2003
Reviewed: February 23, 2010
Revised: February 16, 2016
Revised: XX

**PRINCETON PUBLIC SCHOOLS
301 - SCHOOL DISTRICT ADMINISTRATION**

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. §123B.143 (Superintendent)
Minn. Stat. §123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 5, School Board-Staff Relationships

Adopted: April 8, 2003
Revised: January 8, 2013
Revised: May 5, 2015
Revised: XX

**PRINCETON PUBLIC SCHOOLS
POLICY 304 - SUPERINTENDENT EVALUATION**

I. PURPOSE

The purpose of this policy is to provide for a systematic evaluation of the Superintendent.

II. GENERAL STATEMENTS

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent. Measurement of those duties shall be by the performance appraisal outlined in this document.
- C. A Superintendent Evaluation shall be conducted at least annually by June 30 (the board chair will meet with the Superintendent prior to the Superintendent evaluation.) This evaluation shall be per this document and the results of this evaluation shall be documented, shared with the Superintendent, and a record copy of this evaluation retained in the Superintendent's personnel file.

III. PROCESS AND REQUIREMENTS

A. SETTING OF GOALS

In July of each year the School Board and Superintendent shall meet to review the strategic plan goals and action plan. In July of each year the School Board and the Superintendent shall meet to establish the below items. Agreement of the below items shall be by consensus between the majority of the board and the Superintendent. These goals and action plans shall be documented. This group may establish multiple year goals and action plans, however only the upcoming year's goals and action plans shall be used for evaluation purposes of the Superintendent. ¶

¶

- ~~1. School district goals for the upcoming year~~
- ~~2. Superintendent action plan for the upcoming year~~

B. MONITORING PROGRESS

Periodically throughout the year the Superintendent shall update the School Board on progress made toward the district's goals and Superintendent's action plan. This update shall be at a frequency mutually agreed to by the Superintendent and the School Board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 5, School Board-Staff Relationships (See Model Contract and Appraisal)

Adopted: April 8, 2003
Revised: July 18, 2006
Reviewed: May 25, 2010
Reviewed: November 12, 2013
Reviewed: February 16, 2016
Revised: XX

PRINCETON PUBLIC SCHOOLS
904 - DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NON
SCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by non staff and non students 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 non school 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 non school persons or non school organizations for distribution. Examples of non school 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. "Non school 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, walkout, 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. Non school 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 non school 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 non school 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 non school 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:
 - a. Name and phone number of the person submitting the request.
 - b. Date(s) and time(s) of day of requested distribution.
 - c. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 - d. 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 non school 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 non school 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)
[Doe v. South Iron R-1 School District](#), 498 F.3d 878 (8th Cir. 2007)
[Bystrom v. Fridley High School](#), 822 F.2d 747 (8th Cir. 1987) ←
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)
[Roark v. South Iron R-1 School Dist.](#), 573 F.3d 556 (8th Cir. 2009)
[Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.](#), 640 F.3d 329 (8th Cir. 2011), cert. denied ___U.S. ___, 132 S.Ct. 592 (2011)

Cross References: Policy 512 (School Sponsored Student Publications)

[MSBA/MASA Model Policy 505 \(Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees\)](#)

Adopted: January 10, 2006

Revised: October 27, 2009

Revised: April 5, 2012

Revised: March 17, 2015

Reviewed: May 17, 2016

Reviewed: August 16, 2016

Reviewed: March 20, 2018
Revised: XX

**PRINCETON PUBLIC SCHOOLS
905 - ADVERTISING**

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

It is the school district's policy 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 Superintendent. 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 board 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 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 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 year-end report shall be made to the school board by the Superintendent or Director of Business Services 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: Policy 421 (Gifts to Employees)
Policy 702 (Accounting)

Adopted: January 10, 2006
Revised: October 13, 2009
Revised: May 17, 2016
Reviewed: August 16, 2016
Reviewed: March 20, 2018
Reviewed: XX

**PRINCETON PUBLIC SCHOOLS
907 - 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
Reviewed: August 16, 2016
Reviewed: March 20, 2018
Reviewed: XX

PRINCETON PUBLIC SCHOOL
908 - 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: ~~Superintendent Dr. Julia Espe~~
 Address: 706 1st St
 Princeton, MN 55371
 Phone: 763-389-6190
 Fax: 763-389-9142
 Email: ~~superintendentjulia.espe@isd477.org~~

Data Practices Designee(s) Superintendent Executive Assistant

Name: ~~Superintendent Executive Assistant Kari Plafcan~~
 Phone: 763-389-6184
 Fax: 763-389-9142
 Email: ~~superintendentjulia.espe@isd477.org kari.plafcan@isd477.org~~

Adopted: April 1, 2014
 Reviewed: May 17, 2016
 Reviewed: August 16, 2016
~~Reviewed: March 20, 2018~~
 Revised: XX

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: _____

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.

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.

Goal V



Communication



Increase staff engagement



Continue to develop partnership processes and communication loops with staff.



Evidence

Making connections and developing systematic approaches to communication



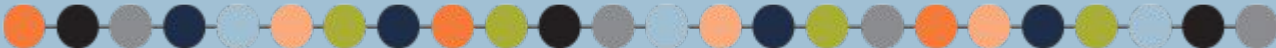
- Defining stakeholder groups (Patterns of Influence)
- Investing more efforts and intentionality into creating collective efficacy
- Site leadership teams rejuvenated



Build an open and welcoming image that encourages connections



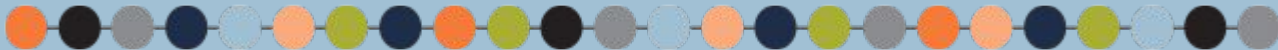
- Build capacity in staff and district communications to create and foster a welcoming environment and build a culture of service.
- Communicate and train staff on our new brand and website to present a cohesive district image to staff, parents and community members.
- New service combing the website to send us update on items that are not ADA compliant, misspellings, and links that are not working.



Evidence



- Building capacity through regular face to face communication with secretaries, custodial and paraprofessional staff. Inclusion in training and staff development.
- Cohesive district image - Continuous development of website through weekly website meetings and scans for ADA accessibility, spelling errors and broken links. Gradual



Recruit students early and improve district wide

Tiger Pride



Focus efforts on ensuring that all district students have access to preschool opportunities and are ready for Kindergarten.

Further develop Tiger Pride across the school community.



Evidence



Strong grasp of who is enrolled in our pre-K programs

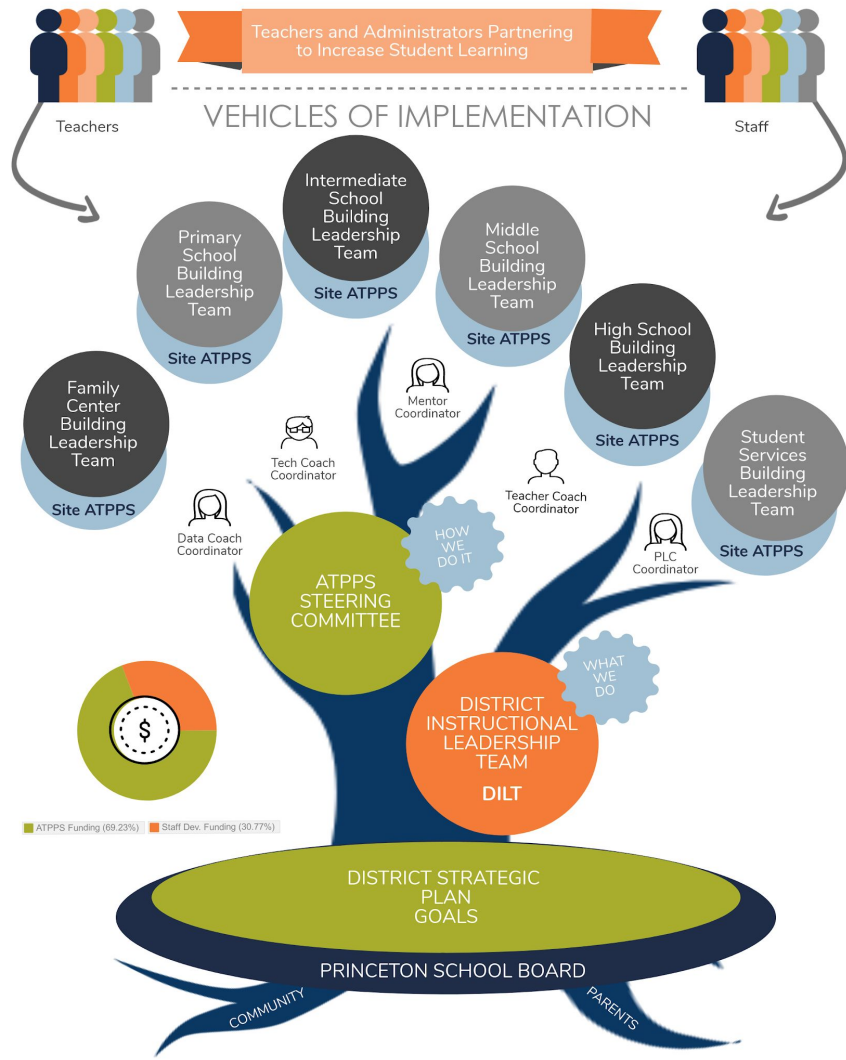
Melding Tiger Pride PBIS goals with social/emotional learning - SEL to have a greater impact on student health and success





GOALS 2017-2018





PRINCETON PUBLIC SCHOOLS
801 - EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to elementary and 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. It is the policy of this school district 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 elementary and 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. "Elementary school" means any school with enrollment of pupils in kindergarten through grade 5 or any portion thereof.
- C. "Secondary school" means any school with enrollment of pupils ordinarily in grades 6 through 12 or any portion thereof.
- D. "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.
- E. "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.
- F. "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.
- G. "Nonschool person" means any person who is not currently enrolled as a student or employed by the school district.

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)
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)

Independent School District #477
Princeton, Minnesota 55371

Adopted: February 28, 2006
Reviewed: May 17, 2016
Reviewed: August 16, 2016
Revised: April 3, 2018

PRINCETON PUBLIC SCHOOLS
802 - DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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 or the Director of Business Services 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 or the Director of Business Services 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 re-advertise.
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 re-solicitation 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.

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. 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.

G. 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.

H. Sales to Employees

No officer or employee of the School District shall sell or procure for sale or possess or control 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 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.

I. 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;

J. 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.

K. 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.

L. Sales to Employees

No officer or employee of the School District shall sell or procure for sale or possess or control 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. 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.

M. 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: December 20, 2011
 Revised: May 17, 2016
 Reviewed: August 16, 2016
 Reviewed: April 3, 2018

**PRINCETON PUBLIC SCHOOLS
805 - WASTE REDUCTION AND RECYCLING**

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, including paper, glass, plastics, metals, automobile oil, batteries, 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 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 material.

(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 will have containers for at least three of the following recyclable materials: 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.93)

- 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:

4. place major appliances in mixed municipal solid waste; or
5. 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 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. § 16B.122, 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. § 16B.122, 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 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 reusable binding materials or staples and bind documents by methods that do not use glue;
6. use soy-based inks;
7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as re manufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. §115A.03, Subd. 25b.
8. produce reports, publications, and periodicals that are readily recyclable;
9. purchase paper which has been made on a paper machine located in Minnesota; and
10. print documents on both sides of the paper where commonly accepted publishing practices allow.

(Minn. Stat. § 16B.122, Subd. 2)

- D. 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. § 16B.122, 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. § 16B.122, Subd. 3(b))

VI. OTHER

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

Legal References: Minn. Stat. § 16B.122 (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:

Adopted: March 14, 1995
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Revised: April 3, 2018

**PRINCETON PUBLIC SCHOOLS
806 - 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. 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 an 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. (Every Student Succeeds Act)
 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)

Adopted: May 22, 2007

Revised: July 20, 2010

Revised: June 25, 2013

Revised: January 20, 2015

Revised: May 17, 2016

Reviewed: August 16, 2016

Revised: April 3, 2018

**PRINCETON PUBLIC SCHOOLS
807 - HEALTH AND SAFETY POLICY**

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: Princeton Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Princeton Policy 701 (Establishment and Adoption of School District Budget)
Princeton Policy 806 (Crisis Management Policy)

Reviewed: June 25, 2013

Reviewed: June 17, 2014

Reviewed: August 18, 2016

Revised: April 3, 2018

PRINCETON PUBLIC SCHOOLS
808 - SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish procedures for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets.

B. Handler

A “handler” is an individual with a disability who is accompanied by a service animal or a trainer who is accompanied by a service animal. For purposes of this policy, the terms “handler” and “individual with disability” may be used interchangeably.

C. “Works or Tasks”

1. “Work or tasks” are those functions performed by a service animal. The “work or tasks” performed by a service animal must be directly related to the handler’s disability.
2. Examples of “work or tasks” include, but are not limited to,

assisting individuals who are blind or have low vision with navigation and other tasks alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling wheelchair assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The prime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right:
 - (a) to be present on school district property
 - (b) to attend or participate in a school sponsored event, activity, or program; or
 - (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school

district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. If the animal is required because of a disability; and
 2. What work or tasks the animal has been trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.
- D. An individual with a disability may not be required to provide documents such as proof that the animal has been certified, trained, or licensed as a service animal.

V. MANAGEMENT OF SERVICE ANIMALS

A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means)

VI. CARE OF, AND RESPONSIBILITY FOR, SERVICE ANIMALS; LIABILITY

- A. The handler is solely responsible for the care and supervision of the service animal including, but not limited to, feeding, watering, cleaning, and toileting. Neither the school district nor its staff will assume such responsibilities. In the case of a young child or a student with disabilities who is unable to care for or supervise his or her service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the direction of the building administrator.
- B. Individuals with disabilities who are assisted by service animals are

responsible for providing the supplies and equipment needed by the service animal.

- C. Owners of service animals are liable for any harm or injury caused by the service animal to other students, staff, visitors and/or property.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building or a school-sponsored program or activity, if:
 - 1. The service animal is out of control and the handler does not take effective action to control it;
 - 2. The service animal is not housebroken;
 - 3. The presence of the animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The handler fails to submit proof of current vaccinations and immunizations of the service animal.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. They type, size and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken;

- D. Whether the miniature horse's presence in a specific building or on school grounds compromised legitimate safety requirements that are necessary for safe operation; and
- E. Whether the miniature horse's presence is contrary to any other provision of this Policy.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of the animals is generally not a valid reason for prohibiting the presence of a service animal.

X. ANIMALS FOR STUDENTS WITH IEPS OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP Team or Section 504 Team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education ("FAPE")

XI. SERVICE ANIMALS FOR EMPLOYEES

Use of a service animal by a school district employee who is qualified individual with a disability will be allowed when such use is necessary to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

Legal References: 28 C.F.R. § 35.104, 28 C.F.R § 35.130(b)(7) and 28 C.F.R § 35.136
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 256C.02 (Public Accommodations)

Cross References: MSBA Policy 402-Disability Nondiscrimination Policy
MSBA Policy-521 Student Disability Nondiscrimination

Adopted: September 6, 2016
Revised: April 3, 2018

**PRINCETON PUBLIC SCHOOLS
901 - 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 Non curricular 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
Reviewed: May 17, 2016
Reviewed: August 18, 2016
Reviewed: April 3, 2018

PRINCETON PUBLIC SCHOOLS
903 - 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. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration is responsible for visitor and post-secondary enrollment options student procedures and requirements.

- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, 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, including post-secondary enrollment options students, 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, post-secondary enrollment options student, 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. § 124D.09 (Post-Secondary Enrollment Options Program)

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
Reviewed: August 18, 2016
Revised: April 3, 2018

Princeton Online Academy

— FY19 Recommendations —
March 20, 2018
Board Presentation

Program Overview

- POA began serving students Fall 2015
- State approved online program
- Able to serve students residing anywhere in MN
- Currently serve students in grades 3-12
- Supplemental and full-time
- Base instructional materials are created by Odysseyware
 - Customized by POA staff

Enrollment History-Grades 3-12

	Supplemental			Full Time		
	Tri 1	Tri 2	Tri 3	Tri 1	Tri 2	Tri 3
2015-16						
Student Count*	25	29	64	39	55	51
Course Enrollments	33	36	94	224	274	257
2016-17						
Student Count*	71	107	141	64	65	65
Course Enrollments	105	137	194	302	253	298
2017-18						
Student Count*	127	160	156	64	67	64
Course Enrollments	215	263	261	368	354	352

Grades 3-8 Data Summary-2015 to Present

47 Students Grades 3-8	% of Total
23 Residents of Princeton	49%
7 of 47 were supplemental	15%
6 are SPED or 504	13%
17 of 26 forms submitted are F or R	36%
25 of 47 failed 1 or more courses	53%
23 of 47 had attendance concerns	49%

FY18 Grade 3-8 Enrollment

Enrollment by Grade	FY17 Total	FY17 Nonresident	FY18 Total	FY18 Nonresident
3rd	3	3	1	1
4th	3	0	3	3
5th	2	2	0	0
6th	3	2	3	2
7th	4	2	3	2
8th	11	2	5	2
Total	26	11	15	10

Identified Concerns With Current Services

- Support services are limited for students who are struggling academically.
 - Title 1, Reading Corps, Math Corps, and ADSIS are not available.
 - Students with academic deficits must rely on their parents for support.
- Increasing course enrollments in grades 3-12 limit staff time to make appropriate revisions to content needed for struggling learners.
- Over 40 students enrolled in POA are on IEPs or 504 plans.
 - This is causing a significant increase to staff workload not measurable by looking at course enrollments numbers.
- MCA data for grades 3-8 documents significant deficits needing more support.

Grades 3-8 MCA Data Summary

	2015 MCA Reading	MCA Math	2016 MCA Reading	MCA Math	2017 MCA Reading	MCA Math
144	22 Students	22 Students	24 Students	24 Students	19 Students	19 Students
	45% Meet	41% Meet	54% Meet	33% Meet	53% Meet	21% Meet
	55% Does Not Meet	59% Does Not Meet	46% Does Not Meet	67% Does Not Meet	47% Does Not Meet	79% Does Not Meet

FY19 Recommendations

- Eliminate full-time instruction for students in grades 3-8.
- Maintain supplemental instruction for students in grades 3-8 seeking advanced course content.
- Maintain staffing at 2.5-3.0 FTE in order to offer more support at PHS for students seeking supplemental instruction. Consider collaboration with PHS staffing to offer an online classroom each period of the day.
- Begin a gradual transition in core content areas at the high school level from Odysseyware to staff generated content allowing for alignment of the scope and sequence with PHS seat based courses.

Staff Workload Concerns

- MN statute caps the workload of online instructors to 40 students per section.
- Current Instructor Assignment
 - 5 sections per trimester (equivalent of 40 students/hr)
 - 1 period of prep each day
 - Each teacher is instructing 17-58 different courses per trimester
- Current course enrollments is equivalent to 3 FTE.
- We currently have 2.5 FTE.
- Eliminating services for grades 3-8 would bring workload closer to 2.5 FTE

Minnesota Career Fields, Clusters & Pathways

- **Marketing**
 - > Merchandising
 - > Marketing Management
 - > Marketing Communications
 - > Marketing Research
 - > Professional Sales

- **Business, Management, and Administration**
 - > Administrative Support
 - > Operations Management
 - > Business Information Management
 - > Human Resources Management
 - > General Management

- **Hospitality and Tourism**
 - > Lodging
 - > Recreation, Amusements and Attractions
 - > Restaurants and Food/Beverage Services
 - > Travel and Tourism

- **Finance**
 - > Banking Services
 - > Business Finance
 - > Securities and Investment
 - > Accounting
 - > Insurance

- **Agriculture, Food, and Natural Resources**
 - > Animal Systems
 - > Agribusiness Systems
 - > Environmental Service Systems
 - > Food Products and Processing Systems
 - > Natural Resources Systems
 - > Plant Systems
 - > Power, Structural, and Technical Systems

- **Arts, Audio/Video Technology, and Communications**
 - > Audio/Video Technology and Film
 - > Journalism and Broadcasting
 - > Performing Arts
 - > Printing Technology
 - > Communications Technology
 - > Visual Arts
- **Information Technology**
 - > Information Support and Services
 - > Network Systems
 - > Programming and Software Development
 - > Web and Digital Communications



Minnesota
STATE COLLEGES
& UNIVERSITIES

Minnesota Department of
Education

Foundation Knowledge & Skills

Problem Solving • Critical Thinking
Employability • Citizenship • Ethics
Career Development • Integrity • Teamwork
Legal Responsibilities • Academic Foundations
Technology Application • Communications
Safety, Health & Environment • Leadership
Technical Literacy • Cultural Competence
Lifelong Learning • Financial Well-Being
Organizational & Global Systems
Creativity • Innovation

CAREER FIELD
Business, Management, & Administration

CAREER FIELD
Agriculture, Food, & Natural Resources

CAREER FIELD
Arts, Communications, & Information Systems

CAREER FIELD
Engineering, Manufacturing, & Technology

CAREER FIELD
Health Science Technology

CAREER FIELD
Human Services

- **Law, Public Safety, Corrections, and Security**
 - > Correction Services
 - > Emergency and Fire Management Services
 - > Law Enforcement Services
 - > Legal Services
 - > Security and Protective Services

- **Human Services**
 - > Consumer Services
 - > Counseling and Mental Health Services
 - > Early Childhood Development and Services
 - > Family and Community Services
 - > Personal Care Services

- **Government and Public Administration**
 - > Revenue and Taxation
 - > Foreign Service
 - > Governance
 - > National Security
 - > Planning
 - > Public Management and Administration
 - > Regulation

- **Education and Training**
 - > Administration and Administrative Support
 - > Professional Support Services
 - > Teaching/Training

- **Health Science**
 - > Biotechnology Research and Development
 - > Diagnostic Services
 - > Support Services
 - > Health Informatics
 - > Therapeutic Services

- **Transportation, Distribution, and Logistics**
 - > Facility and Mobile Equipment Maintenance
 - > Health, Safety, and Environmental Management
 - > Logistics Planning and Management Services
 - > Sales and Services
 - > Transportation Operations
 - > Transportation Systems/Infrastructure Planning, Management, and Regulation
 - > Warehousing and Distribution Center Operations

- **Architecture and Construction**
 - > Construction
 - > Design/Pre-construction
 - > Maintenance/Operations

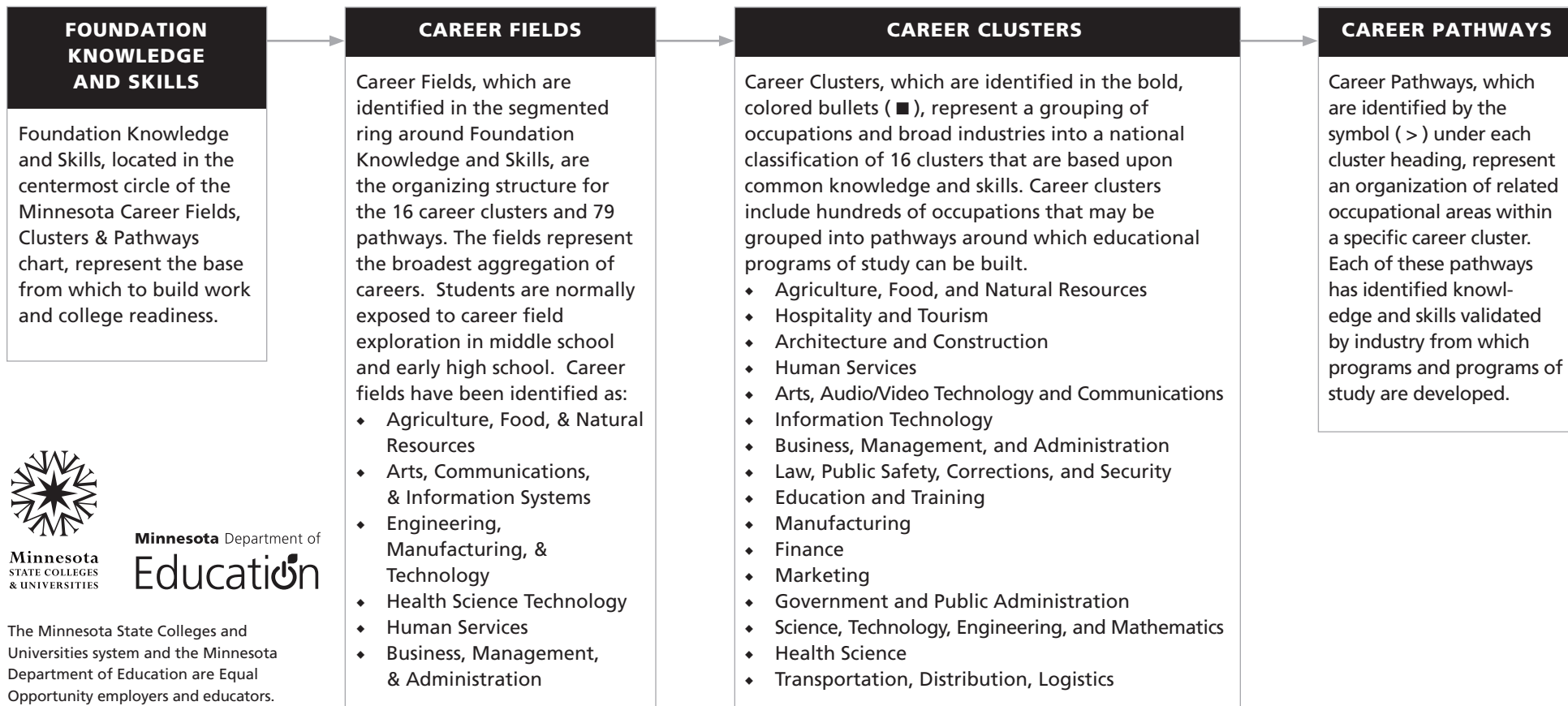
- **Manufacturing**
 - > Production
 - > Manufacturing Production
 - > Process Development
 - > Maintenance, Installation, and Repair
 - > Quality Assurance
 - > Logistics and Inventory Control
 - > Health, Safety, and Environmental Assurance

- **Science, Technology, Engineering, and Mathematics**
 - > Engineering and Technology
 - > Science and Mathematics

Learn about Programs of Study
www.mnprogramsofstudy.org
Career and Technical Education
www.learningthatworks.org

Legend:
■ = Career Cluster
> = Career Pathway
Explanation provided on reverse side.

Minnesota Career Fields, Clusters & Pathways Chart Explanation



148 **Minnesota** Department of **Education**
STATE COLLEGES & UNIVERSITIES

The Minnesota State Colleges and Universities system and the Minnesota Department of Education are Equal Opportunity employers and educators.

Minnesota Programs of Study

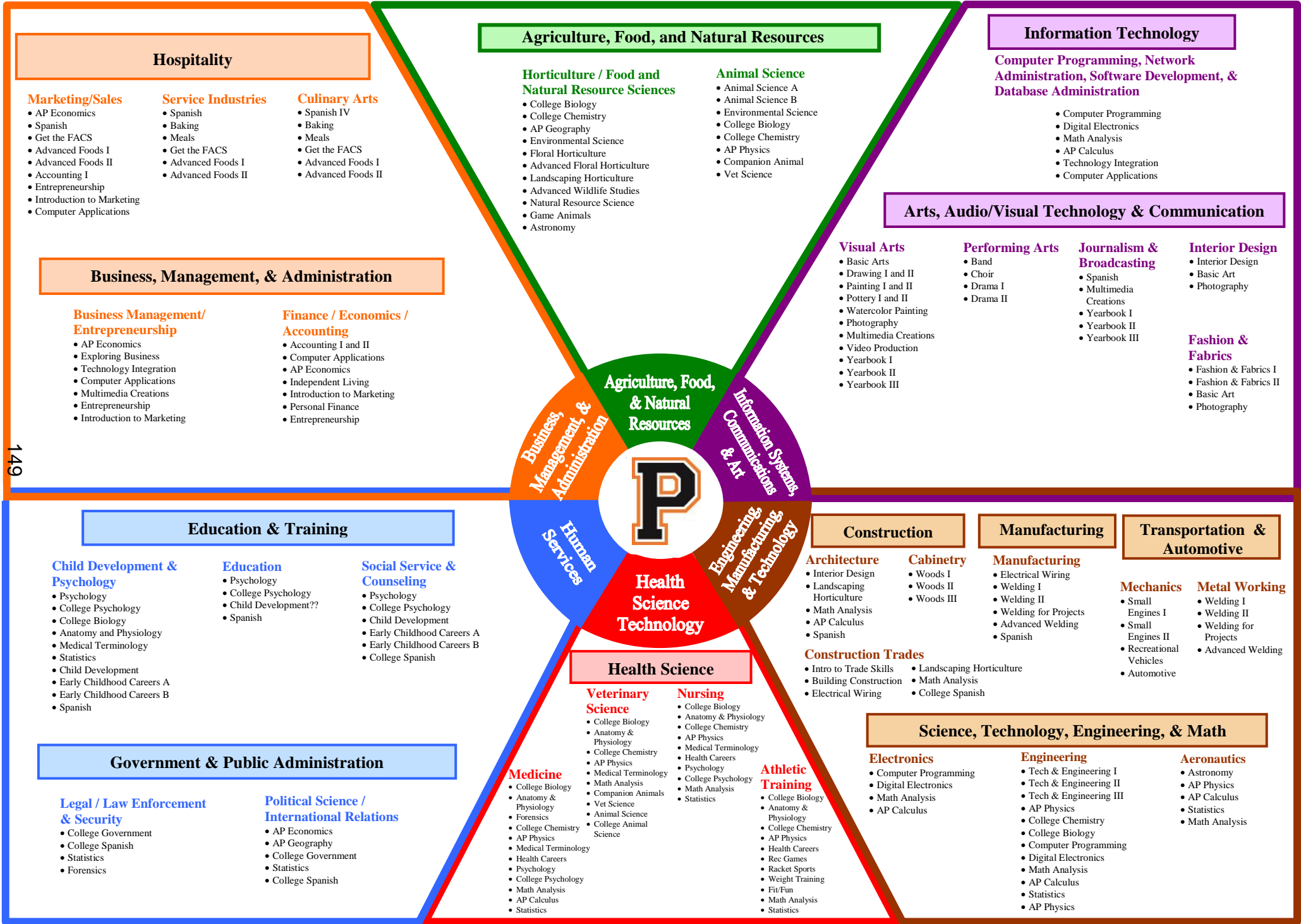
The Minnesota Career Fields, Clusters & Pathways chart, on the reverse side, graphically depicts the organizing framework of the foundation knowledge and skills, career fields, career clusters, and career pathways that Minnesota will use for developing programs of study in career and technical education. Once developed, learners at various levels (high school, collegiate, or workforce training level) will then be able to choose from several individual programs within a program of study in order to attain the specific knowledge, skills and abilities needed to pursue a career of their choice.

Programs of study are sets of aligned programs and curricula that begin at the high school level and continue through college and university certificate, diploma and degree programs. The following are some of the key elements that underlie the definition:

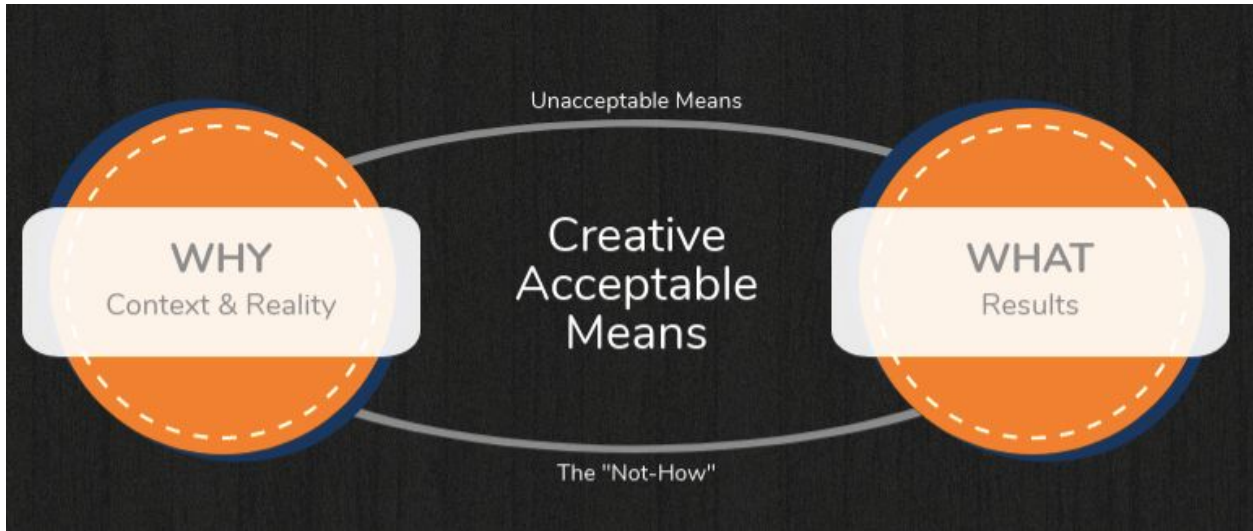
- » Competency based curricula tied to industry expectations and skill standards;
- » Sequential course offerings that provide strategic entry and exit points as needed throughout a lifetime - this leads to manageable “stepping stones” of skill building, high school graduation and postsecondary education completion;

- » Flexible course and program formats convenient for learner segments;
- » Course portability for seamless progression;
- » Multiple entry and exit points to support continuing education, returning adults, and dislocated workers;
- » Connections between high school and postsecondary education, skill progression, and career opportunities that align academic credentials with job advancement in high-skill, high-wage or high-demand occupations.

Career Pathways & Corresponding Princeton High School Academic Programs



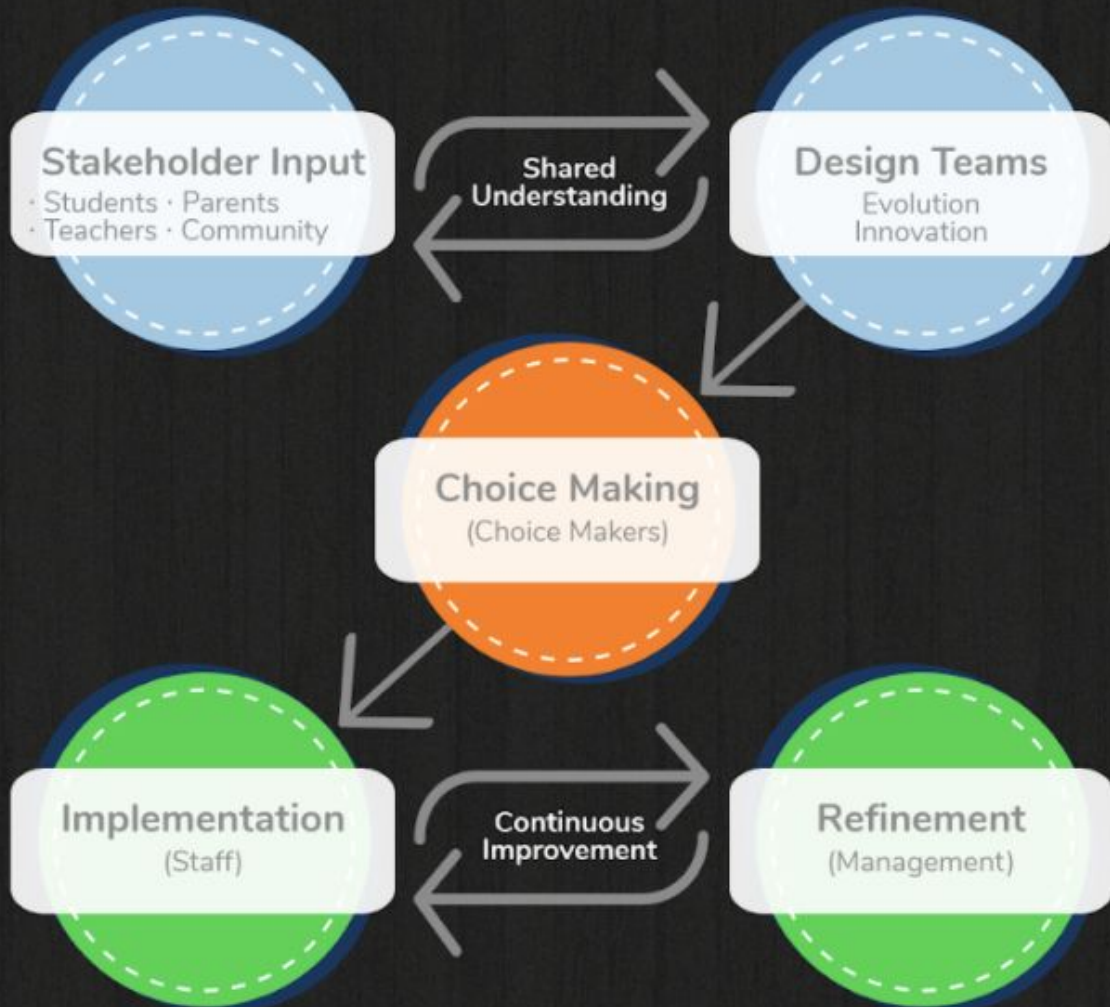
High School Redesign Guiding Change Framework



WHY	HOW	WHAT
<ul style="list-style-type: none"> • State of MN requires that all students are career and college ready by graduation • State of MN requires every student to have a Personal Learning Plan beginning in grade 9 • District focus through strategic plan on Personalized Instruction • 51.6% 11th-grade proficiency in math (State 48%) 		<ul style="list-style-type: none"> • Create a place where students discover their passions • Provide a unique menu of experiential learning opportunities in career pathways • Empower students to chart a meaningful Personal Learning Plan according to career interest

<ul style="list-style-type: none">● 57.6% 10th- grade proficiency in Reading (State 60.3%)● Decline in graduation● 133 HS students opted to go elsewhere this year (133 x \$6,500 = \$864,500)● Other districts facing similar challenges are reimagining High School● Trend toward experiential learning		
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Decision Making Framework





High School Redesign Timeline - Personalized Learning

Princeton High School becomes a place where students discover their passions.

We offer a menu of rich High School learning experiences in a variety of career pathways unique to Princeton Public Schools.

March 2018	Board Presentation of Process
April 2018	Review existing surveys and create additional questions for Stakeholder Input Survey <ul style="list-style-type: none"> ● Students ● Parents ● Teachers ● Community
May 2018	Identify Design Team(s) Team evolution Team innovation
June 2018	1-day design meeting, Independent research
July 2018	Independent research
August 2018 - March 2019	Experience Exploration/Idea Generation Show & tell & feedback loop with stakeholders monthly (2nd building meeting of the month at each school)
April 2019	Present plan evolution and plan innovation
May 2019	Final proposal / Plan selection by choicemakers
June-July-Aug 2019	Action Step Timeline creation for set up and implementation
September - December	Action Steps for set up / implementation
January 15, 2020	Offering description(s) ready for publication (course catalog/ marketing/ public relations)
Feb 2020-July 2020	Implementation action steps completed
September 2020-2021	First offerings available

2019 UNASSIGNED BUDGET PROJECTIONS	
2018 Unassigned Revenue	\$32,180,941.00
2019 Estimated Increase	\$575,000.00
TOTAL Estimated Revenue	\$32,755,941.00
2018 Unassigned Expenses + Program Initiatives Salary	\$32,896,067.00
2019 Estimated Salary Increase	\$1,150,000.00
2019 Estimated Other Increase	\$150,000.00
Total Estimated Expenses	\$34,196,067.00
VARIANCE	-\$1,440,126.00
REVENUE CHANGES	
Enrollment	
Special Education	
State Increase of 2%	
Compensatory	
Past Program Initiatives	
EXPENSE CHANGES	
Salary Increase Estimated	
Salary Increase Estimated	
Technology	
Insurances	
Severance Changes	
Transportation	
Past Program Initiatives Salary & Benefits	

2018 ESTIMATED FUND BALANCE

	2017 Actual Fund Balance	2018 Estimated Revenues	2018 Estimated Expense	2018 Estimated Fund Balance	2018 Estimated Variance
UNASSIGNED	\$5,114,331.00	\$31,382,711.00	\$32,056,074.00	\$4,440,968.00	-\$673,363.00
TOTAL FUND BALANCE	\$10,477,930.00	\$35,329,347.00	\$36,946,410.00	\$8,860,867.00	-\$1,617,063.00
Unassigned Fund Balance History					
2013 Actual UA Fund Balance	\$4,730,680.97				
2014 Actual UA Fund Balance	\$4,448,158.41				
2015 Actual UA Fund Balance	\$4,519,239.07				
2016 Actual UA Fund Balance	\$4,995,328.00				
2017 Actual UA Fund Balance	\$5,114,331.00				
Total Fund Balance History					
2013 Actual Total Fund Balance	\$14,020,156.14				
2014 Actual Total Fund Balance	\$12,508,726.79				
2015 Actual Total Fund Balance	\$12,551,274.92				
2016 Actual Total Fund Balance	\$11,138,730.00				
2017 Actual Total Fund Balance	\$10,477,930.00				

2019A1	2018 Estimated Fund Balance	2019 Estimated Revenues	2019 Estimated Expense	2019 Estimated Fund Balance	Estimated Variance
Without Additions Requested					
UNASSIGNED	\$4,440,968.00	\$32,755,941.00	\$34,196,067.00	\$3,000,842.00	-\$1,440,126.00
2019A2					
Requested Additions	Add'l				
UNASSIGNED	\$4,440,968.00	\$32,755,941.00	\$34,196,067.00	\$3,000,842.00	-\$1,440,126.00
2017A3					
Requested Additions for 2016-2017					
UNASSIGNED	\$4,440,968.00			\$4,440,968.00	\$0.00

2019A1

A		B		C		D	
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 98% of Expenditures Expended		99% of Revenues Received & 99% of Expenditures Expended		100.5% of Revenues Received & 101% of Expenditures Expended	
2017 Actual Fund Balance	\$5,114,331.00	2017 Actual Fund Balance	\$5,114,331.00	2017 Actual Fund Balance	\$5,114,331.00	2017 Actual Fund Balance	\$5,114,331.00
2018 Estimated Revenues	\$31,382,711.00	2018 Estimated Revenues	\$31,382,711.00	2018 Estimated Revenues	\$31,068,883.89	2018 Estimated Revenues	\$31,539,624.56
2018 Estimated Expenses	\$32,056,074.00	2018 Estimated Expenses	\$31,414,952.52	2018 Estimated Expenses	\$31,735,513.26	2018 Estimated Expenses	\$32,376,634.74
2018 Estimated Fund Balance	\$4,440,968.00	2018 Estimated Fund Balance	\$5,082,089.48	2019 Estimated Fund Balance	\$4,447,701.63	2018 Estimated Fund Balance	\$4,277,320.81
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended	
2019 Estimated Revenues & Expenses		2019 Estimated Revenues & Expenses		2019 Estimated Revenues & Expenses		2017 Estimated Revenues & Expenses	
2018 Estimated Fund Balance	\$4,440,968.00	2018 Estimated Fund Balance	\$5,082,089.48	2018 Estimated Fund Balance	\$4,447,701.63	2018 Estimated Fund Balance	\$4,277,320.81
2019 Estimated Revenues	\$32,755,941.00	2019 Estimated Revenues	\$32,755,941.00	2019 Estimated Revenues	\$32,755,941.00	2019 Estimated Revenues	\$32,755,941.00
2019 Estimated Expenses	\$34,196,067.00	2019 Estimated Expenses	\$34,196,067.00	2019 Estimated Expenses	\$34,196,067.00	2019 Estimated Expenses	\$34,196,067.00
2019 Estimated Fund Balance	\$3,000,842.00	2019 Estimated Fund Balance	\$3,641,963.48	2019 Estimated Fund Balance	\$3,007,575.63	2019 Estimated Fund Balance	\$2,837,194.81
	-\$1,440,126.00		-\$1,440,126.00		-\$1,440,126.00		-\$1,440,126.00
10% of unassigned Expenditures	\$3,400,000.00	10% of unassigned Expenditures	\$3,400,000.00	10% of unassigned Expenditures	\$3,400,000.00	10% of unassigned Expenditures	\$3,400,000.00
Est. Fund Balance Above 10%	-\$399,158.00	Est. Fund Balance Above 10%	\$241,963.48	Est. Fund Balance Above 10%	-\$392,424.37	Est. Fund Balance Above 10%	-\$562,805.19
Adjustments to maintain 10% in Unassigned	\$400,000.00	Adjustments to maintain 10% in Unassigned	\$0.00	Adjustments to maintain 10% in Unassigned	\$395,000.00	Adjustments to maintain 10% in Unassigned	\$570,000.00
		B1		C1		D1	
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 98% of Expenditures Expended		99% of Revenues Received & 99% of Expenditures Expended		100.5% of Revenues Received & 101% of Expenditures Expended	
		2018 Estimated Fund Balance	\$5,082,089.48	2018 Estimated Fund Balance	\$4,447,701.63	2018 Estimated Fund Balance	\$4,277,320.81
		2019 Estimated Revenues	\$32,755,941.00	2019 Estimated Revenues	\$32,428,381.59	2019 Estimated Revenues	\$32,919,720.71
		2019 Estimated Expenses	\$33,512,145.66	2019 Estimated Expenses	\$33,854,106.33	2019 Estimated Expenses	\$34,538,027.67
		2019 Estimated Fund Balance	\$4,325,884.82	2019 Estimated Fund Balance	\$3,021,976.89	2019 Projected Fund Balance	\$2,659,013.85
			-\$756,204.66		-\$1,425,724.74		-\$1,618,306.97
		10% of unassigned Expenditures	\$3,400,000.00	10% of unassigned Expenditures	\$3,400,000.00	10% of unassigned Expenditures	\$3,400,000.00
		Est. Fund Balance Above 10%	\$925,884.82	Est. Fund Balance Above 10%	-\$378,023.11	Est. Fund Balance Above 10%	-\$740,986.15
		Adjustments to maintain 10% in Unassigned	\$0.00	Adjustments to maintain 10% in Unassigned	\$380,000.00	Adjustments to maintain 10% in Unassigned	\$745,000.00
		B2		C2		D2	



PRINCETON

PUBLIC SCHOOLS



WHEREAS, the financial condition of the School District may require the School Board to reduce expenditures for the 2018-2019 school year; and

WHEREAS, the District anticipates annual changes and/or reductions in student enrollment for the 2018-2019 school year; and

WHEREAS, a reduction in expenditures and/or decreases in student enrollment may require that teachers be non renewed or placed on unrequested leave of absence without pay or fringe benefits as a result of the discontinuance of programs or positions;

BE IT RESOLVED, by the School Board of Princeton School District 0477, as follows: That the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions as required to reduce expenditures and/or as a result of a reduction in enrollment, and to make recommendations to the School Board for the discontinuance of positions at a subsequent meeting of the School Board.

Core Values

