

Princeton Public Schools - ISD 477

School Board Meeting Agenda

Tuesday, September 18, 2018 at 5:00 PM
Policy Committee Meeting
District Office Board Room

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| 1. 427 - Workload Limits for Certain Special Education Teachers | 2 |
| 2. 498 - Substitute, Homebound Teachers, and Classified Staff Employment | 6 |
| 3. 605 - Student Fees (needs to be re-numbered to be consistent with MSBA) | 11 |
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| 6. 704 - Development and Maintenance of an Inventory of Fixed Assets & a Fixed Asset Accounting System | 25 |
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* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

PRINCETON PUBLIC SCHOOLS
POLICY 427-WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

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

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

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

B. Direct Services

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

C. Indirect Services

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

D. Workload

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

III. GENERAL STATEMENT OF POLICY

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

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

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

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

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

Adopted: August 4, 2015
Revised: September 6, 2016

Adopted: _____

MSBA/MASA Model Policy 427
Orig. 2015

Revised: _____

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

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

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

I. PURPOSE

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II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

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

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

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Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

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

PRINCETON PUBLIC SCHOOLS
POLICY 498-Substitute (Casual and Long-Term), Homebound Teachers, and
Classified Staff Employment

I. PURPOSE

The purpose of this policy is to ensure school administrators and staff members consistently implement and administer the wage, benefit, license, PELRA and tenure package for short-call and long-call substitute teachers.

II. GENERAL STATEMENT OF POLICY

The superintendent or his/her designee shall develop a comprehensive policy to cover issues surrounding the employment of substitute teachers.

III. DEFINITION AND LICENSURE

Under the Minnesota Rules, substitute teachers are divided into two classes, long call substitute teachers, and short call substitute teachers. Both classes are required to hold licenses, and are defined by Min.. R. 8700 as follows:

- A. Subpart. 1 Short call substitute teacher. A short call substitute teacher is one who teaches on a day-to-day basis not to exceed 15 consecutive days replacing the same teacher. A short call substitute teacher shall hold a Minnesota license or short call substitute license. These licenses are valid for functioning as a short call substitute teacher at all grade levels in all fields.
- B. Subpart. 2. Long call substitute teacher. A long call substitute teacher is one who replaces the same teacher for 15 or more consecutive days. Long call substitute teachers shall hold an entrance or continuing license for each licensure area taught or a variance must be approved by the Department of Education.

NOTE: All substitutes must be employed through Teachers on Call in order to be employed in Princeton Public Schools.

IV. DURATION AND TENURE

Minn. State.122A.44 addresses substitute teachers in the following manner:

- A. Subd. 1. The board must employ and contract with necessary qualified teachers and discharge the same for cause.
- B. Subd. 2. The board must not hire a substitute teacher except:
 - 1. For a duration of time of less than one school year to replace a regular teacher who is absent; or
 - 2. For a duration of time equal to or greater than one school year to replace a regular teacher on a leave of absence.

If a substitute teacher is hired pursuant to paragraph (a), clause (2), each full school year during which the teacher is employed by a district pursuant to that clause shall be deemed one year of the teacher's probationary period of employment pursuant to either section 122A.40, subd. 5, 122A.41, subd. 2. The teacher shall be eligible for continuing contract status pursuant to section 122A.40, subd.7, or tenure status pursuant to section 122.41, subd 4, after completion of the applicable probationary period.

V. PELRA BARGAINING UNIT STATUS

PELRA specifically states that the following employees are considered public employee:

- A. "(1) An employee hired by a school district...(i) to replace an absent teacher or faculty member who is public employee, where the replacement employee is employed more than 30 working days as a replacement for that teacher or faculty member; or (ii) to take a teaching position created due to increased enrollment curriculum expansion, courses which are a part of the curriculum whether offered annually or not, or other appropriate reason." Minn. Stat. 179A.03, Subd. 14.

Even though substitute teachers who are hired for less than one year are not covered by continuing contract rights under Minn. Stat. 122A.44 subd.2, they are covered by PELRA if they satisfy either of the above conditions. All long call, working for more than 15 consecutive days, substitute teachers, who are deemed public employees will be

represented by the teachers bargaining unit because all substitute teachers are required to hold a license.

VI. WAGE DETERMINATION

- A. Short Call/Casual Substitutes: The daily rate of pay for casual/short call subs is \$125.00 per day; \$135.00 per day for District #4477 retirees.
- B. Long Call Substitutes: After 15 days of consecutive work in the same position, the long call substitute teacher is paid BA step A wages retroactive to the first day of consecutive work.
- C. The Superintendent may employ a long call substitute at higher wage rate if the position requires a Master's Degree.

VII. BENEFIT DETERMINATION

- 1. Short call substitute teachers are not eligible for benefits through Princeton Public Schools.
- 2. Long call substitute teachers are eligible for the following benefits:

- a. Personal Leave:

Personal leave on a prorated basis, is available for long-call substitute teachers who have a signed contract. Personal leave is prorated based on the FTE as designated in the long call substitute contract. The maximum personal leave accrued is two (2) days per school year if the long call substitute teacher works consistently for one (1) school year. Personal leave is not carried over, or cashed out for long call substitutes.

- b. Sick Leave:

Sick leave, on a prorated basis, is available for long call substitute teachers who have a signed contract. Sick leave is prorated on the FTE as designated in the long call substitute contract. The maximum sick leave accrued is 13 days per school year if the long call substitute teacher works consistently for one (1) school year. Sick leave is not carried over or cashed out for long call substitutes.

c. Insurance:

Health, Dental, life and disability benefits are available for long call substitute teachers who hold a position and have a signed contract for 90 working days, or more, for at least 30 scheduled hours of work per week in any given school year.

d. Other:

Benefits that are **not** available for long call substitute teachers include: 403b match, funeral, sabbatical, child care and adoption leave.

VIII. CONTRACT

A Teacher hired as a long call substitute will be put on a long call substitute teacher contract if the start and end date are known.

IX. CLASSIFIED STAFF

A. Substitutes:

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

1. Classified staff covering long term absences, more than 30 days, shall be eligible for the following benefits;
 - a) Wage: Long-term substitute classified staff who are employed in the same position for more than 30 consecutive days in any calendar year shall be paid in accordance with provisions of the corresponding Master Agreement.
 - b) Sick Leave: Sick leave, on a prorated basis, is available for long call substitute employees working more than 30 consecutive days. The maximum sick leave accrued is 9 days per school year if the long call substitute teacher works consistently for one (1) school year. Sick leave is not carried over or cashed out for long call substitutes.
 - c) Insurance: Health, dental, life and disability are available for classified long call substitutes who hold a position for 90

working days, or more, for at least 30 scheduled hours of work per week in any given school year.

- d) Other: Benefits that are **not** available for long call substitute teachers include: 403 b match, funeral, sabbatical, child care and adoption leave.

B. Homebound Teachers:

The selection of homebound teachers shall be the responsibility of the respective building principals. Salary shall be paid at the rate established in negotiations. There shall be remuneration paid for mileage to and from the student's home.

Legal References: Minn. Stat. § 122A. 44
 Minn Stat. § 8700; 122A.40; 122A.41

Adopted: February 7, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 605-STUDENT FEES**

I. PURPOSE

The purpose of this policy is to provide clear student fee guidelines.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is that student fee procedures are developed and maintained.

III. DEVELOPMENT OF STUDENT FEE PROCEDURE(S)

The Administration shall be responsible for the development and maintenance of a student fee procedure. The procedure shall be operated in compliance with UGG, UFARS, and all other state and federal rules and regulations.

IV. STUDENT FEE PROCEDURE GUIDELINE(S)

It is the policy of the school district to provide that public education shall be free, and no student will be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation. Where necessary, however, the school district will make certain charges and establish fees in areas considered extracurricular, non curricular or supplementary to the requirement for the successful completion of a class or educational programs.

V. WAIVER

- A. Guidelines and procedures shall be established by the administration to ensure that any fee or deposit that the student or student's parent is unable to pay is waived. ¶
- B. Upon application, fees or deposits may be waived for any student whose parent is serving in, or within the past year has served in, active military service as defined by Minnesota Statutes Section 190.05. ¶

Adopted: April 18, 2016

2018-19 1:1 Device Agreement

* Required

1. **Student First Name ***

2. **Student Last Name ***

3. **Student's Grade for 2018-19 ***

Check all that apply.

- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

Digital Device Use Agreement

By signing below, you acknowledge and agree to abide by the ISD 477 Internet Acceptable Use (524) policy, both at home and at school.

4. **Students, read (or have read to you) each statement and check each box. ***

Check all that apply.

- I will use the device as directed by teachers or other school staff.
- I will report any damage or device problems to a teacher or media center staff member immediately.
- I understand that use of the device and access to school networks may be restricted or revoked for abusive or inappropriate use of technologies.
- I understand that the school is not responsible for any personal data overages or charges incurred by using networks outside of school.
- I understand and agree that devices and accessories not returned on the date of student withdrawal from school, or on date of device collection, may be reported stolen to the local police department.
- I understand that I am responsible for the device.

5. **Students, type your full name to acknowledge you have read and understand the device expectations. ***

6. **Parents, type your full name to acknowledge and agree to these expectations. ***

7. **Parent's email ***

Service and Projection Plan Options

For our students in 4th through 12th grade who will be transporting devices home on a regular or semi regular basis, the possibility of accidental damage may occur. In an effort to protect families from unknown expenses while the device is in the care of your students, the district is offering an optional \$40 (\$80 family cap) service and protection plan. Details of this optional coverage can be found when filling out the 1:1 Digital Learning Device Use Agreement on the district webpage.

The fee is waived for students who qualify and have filled out a current-year free and reduced lunch form (available online or in schools). The fee is waived for students who qualify and have filled out a current-year free and reduced lunch form (available online or in schools). If that applies to your child, it is not necessary to submit payment or indicate on the form why the payment is not included. Select option 1 and submit the form with the student and parent/guardian signatures.

Parents of 3rd grade students can select the No Insurance option as devices do not go home.

8. **Please select one option ***

Mark only one oval.

Option 1: Service and Protection Plan (District) \$40 nonrefundable annual service and protection plan which covers the cost of repair and accidental damage. The insurance plan will cover the device for two incidents of accidental damage. It does not cover lost or stolen devices, chargers, or cases. Family annual maximum is \$80 (The fee is waived for families that qualify for free or reduced lunch).

Option 2: Personal Insurance Parents/guardians may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damages. Please consult with your insurance agent for details about your personal coverage of the student device and the deductible amount. The deductible may be higher than the cost of the device. Proof of insurance must be sent to the office at your child's school.

Option 3: No Insurance (Individual Liability) You agree to pay the full amount for repairs or replacements due to damage, theft and all other losses. A Chromebook screen replacement is \$40, a replacement Chromebook is \$275 and a replacement iPad is \$400.

Powered by



Adopted: _____

MSBA/MASA Model Policy 605

Orig. 1999

Revised: _____

Rev. 1999

605 ALTERNATIVE PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational programs to the school board.
- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Center Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional

Services)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

**PRINCETON PUBLIC SCHOOLS
POLICY 610-FIELD TRIPS**

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

Trips that involve one or more overnights stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. The request procedure will include approval for extended field trips from the principal, activities

director, superintendent and school board. Exemptions to this policy include teams/individuals advancing through MSHSL tournament play or in cases where a group/individual advance as a result of winning an official school activity or competition.

The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 - 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 - 2. An employee must obtain approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre approval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and

circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 123B.49 (Co Curricular and Extracurricular Activities; Insurance)
 Minn. Stat § 169.011. Subd. 71(a) (Definition of a School Bus)
 Minn. Stat § 169.454 Subd. 13 (Type III Vehicle Standards-Exemption)
 Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
 Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Policy 404 (Employment Background Checks)
 Policy 423 (Employee – Student Relationships)
 Policy 506 (Student Discipline)
 Policy 510 (Activities Program)
 Policy 707 (Transportation of Public School Students)
 Policy 709 (Student Transportation Safety Policy)
 Policy 710 (Extracurricular Transportation)

Adopted: August 23, 1983
Revised: January 12, 1999
Revised: August 9, 2005
Revised: December 8, 2009
Revised: March 11, 2010
Revised: October 26, 2010
Revised: October 25, 2011

Revised: October 21, 2014
Revised: October 20, 2015
Revised: January 17, 2017

Adopted: _____

MSBA/MASA Model Policy 610

Orig. 1995

Revised: _____

Rev. 2012

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. ~~In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office and such use must be approved in accordance with Policy 710, Extracurricular Transportation.~~
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;

Insurance)

[Minn. Stat. § 169.011, Subd. 71\(a\) \(Definition of a School Bus\)](#)

[Minn. Stat. § 169.454, Subd. 13 \(Type III Vehicle Standards – Exemption\)](#)

Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)

Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)



PRINCETON DISTRICT CENTER

Procedures Title: Field Trip Office Procedural Checklist

Introduction: To provide clear guidance on field trip requests

Policy Context: Policy 610 is the current board approved policy related to Field Trips.

Procedures:

Teachers who wish to use a field trip experience must submit the request,

- using the FIELD TRIP REQUEST FORM
- to the principal at least ten (10) days prior to the scheduled activity.

Field trips should be avoided during the last two weeks of a trimester. The principal may communicate days on which field trips may not take place. Requests for extended field trips (overnight) must be submitted to the principal at least one month prior to the trip. Field trips that occur on Sunday, or Wednesday evening after 6:00 p.m., should be avoided and extremely rare. Students will be able to make up all assignments or other activities without penalty by the classroom teacher when excused for school approved functions and field trips. Access and follow the Field Trip Procedural checklist available in the office

FIELD TRIP OFFICE PROCEDURAL CHECKLIST-HIGH SCHOOL

- Submitted Field Trip Request and Transportation Request forms go to Principal's secretary Check for completion
 - (both forms if needed)
 - (teachers no longer need to fax transportation form)
 - Bring to Daily meeting
- Once Approved, Principal's secretary
 - Provides copy of field trip request to teacher along with checklist
 - Tracks field trip in spreadsheet
 - Routes request to district approval if needed
 - Routes Field Trip request to Jackie
 - Routes Transportation request to Debbie.

- Activities Secretary
 - Arranges for Transportation
- Assistant High School Secretary
 - Files the Field Trip Request form in binder
 - Files and checks for completion of checklist by supervising teachers (due prior to departure)
 - Keeps track of student list of who is attending-in binder
 - Alerts principal to unsubmitted checklists

Adopted: January 2, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY-704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF
FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of this school district that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. CAPITALIZATION

Princeton Public Schools General Fixed Asset Account Group includes assets valued at \$1,500 or otherwise required by law, and with a useful life of more than one year.

V. DEPRECIABLE LIVES

In determining the useful life of an asset the district uses ASBO (Association of School Business Officials) GASB 34 Implementation Recommendations for School Districts guidelines. The guidelines are listed below.

Asset Class	Estimated Useful Life (Years)
Athletic Equipment	10
Audio/Visual Equipment	10
Building Construction	25
Buses / Other Vehicles	8
Business Machines	10
Carpet Replacement	7
Communication Equipment	10
Computer Hardware	5
Computer Software (administrative)	10-20
Computer Software (instructional)	5-10
Copiers	5
Custodial Equipment	15
Electrical/Plumbing	30
Furniture & Accessories	20
Grounds Equipment	15
HVAC Systems	20
Instructional Equipment	10
Kitchen Equipment	15
Land	N/A
Large Equipment	10
Library Books	5
Machinery & Tools	15
Musical Instruments	10
Outdoor Equipment	20
Plumbing	30
Portable Classrooms	25
Roofing	20
School Buildings	50
Science & Engineering	10
Site Improvements	20
Sprinkler/Fire System	25

VI. DEPRECIATION METHOD

Princeton Public School will depreciate all classes of fixed assets based on the straight line depreciation method.

VII. DONATIONS/GIFTS

Princeton Public Schools will assign a value to donations or gifts based on the current market value of that item at the time of receipt. The inventory database is to be maintained and updated semi-annually and upon receipt of any new equipment and disposal of any equipment. Each building will also have a trained representative to ensure inventory is updated. In addition to updating the inventory, each classroom, office or department will complete a physical inventory of all assets in their respective areas to ensure current information is available on the database, including all items disposed. Each building representative will update their building inventory semi-annually and give the report to the district office for updating the master list. The district office representative will be trained and updated annually in accordance with our financial software vendor.

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.

Legal References: Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: Princeton School District Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding
MSBA Service Manual, Chapter 9, Public School Finance

Adopted: December 16, 2003
Revised: June 22, 2004
Revised: December 20, 2011
Revised: August 10, 2010
Revised: March 27, 2012
Revised: January 8, 2013
Reviewed: April 19, 2016
Reviewed: October 18, 2016

Adopted: _____

MSBA/MASA Model Policy 704

Orig. 1995

Revised: _____

Rev. 1999 2009

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ **The** policy of the school district **is** that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. ~~This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.~~

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
~~Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)~~
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding



Procedures Title: Fixed Asset Inventory

Introduction: To provide clear guidance on when and how to categorize a purchase as a fixed asset of the District.

Policy Context: Policies 704 and 721 are the current board policies related to Fixed Asset Inventory.

Responsibility: The Director of Business Services is responsible for the oversight and maintenance of the fixed asset procedures.

1. Items tagged as a fixed asset will be based on the dollar amount set in Policy # 704.
2. Director of Business Services, in the comment area of the purchase order or requisition, notes the item is a fixed asset. The fixed asset note will print out on the purchase order.
3. Items are received at each building site.
4. Departments and/or Staff that ordered the item are responsible for verifying the item has been received.
5. Departments and/or Staff notify Accounts Payable when items have been received.
6. If the item has not been received the staff person is to notify their Administrator and Accounts Payable.
7. Accounts Payable will process the item for payment and flag the item as a fixed asset in the system and provide a report to the District Center Secretary monthly in order to record assets correctly.
8. District Center Secretary will then move the item(s) into the fixed asset system.
9. District Center Secretary then fills out the Fixed Asset Form, attaches the fixed asset tag or tags related to the item on the form except in the case of technology.

10. Technology tracks inventory for their department separately on a master inventory google document. The District Office Secretary reviews monthly and includes any item at or over Policy 704 dollar amount threshold in our Smart Finance Fixed Asset Inventory.
11. Types of tags are: District, Federal or Technology.
12. District Center Secretary copies the form and then inner school mails the original form to the purchaser. In the case of Technology the District Office Secretary reviews the master inventory list and included the technology tag number in SMART Finance.
13. The individual Federal Department's track there fixed asset inventory on an approved spreadsheet form.
14. The purchaser affixes the Fixed Asset Tag(s) to the purchased item and fills out the model # and serial # on the form.
15. The purchaser then returns the form to the District Center Secretary.
16. The District Office Secretary then enters the model # and serial # into the fixed asset system.
17. If the District Center Secretary doesn't receive the form back, the District Center Secretary follows up with the purchaser based on the copy of the form.
18. At the start of the school year, the District Center Secretary will send to each staff person identified as being in possession of fixed assets a statement of assurance noting the items they possess and an explanation of their responsibility of loss, theft, and/or damage prevention.
19. At year end a physical inventory is completed by each staff person, including a signed and dated copy of any federal inventories which will include a Statement of Assurance.
20. The physical inventory verifies the location of the item, in which the District Office Secretary records any changes.
21. At year end the Director of Business Services verifies that all items purchased in the current year are in the fixed asset system. The Director of Business Services is provided a copy of all federal program tracking spreadsheets at year end and verifies that current year purchases are accounted for.
22. District Center Secretary makes any corrections necessary in the system.
23. Accountant performs the year end close process to recognize the year end fixed assets and disposals. For disposals see Disposal Procedure.

Reviewed June 2016

Reviewed 07.10.17 by Director of Business Services

Reviewed 07.30.18 by Director of Business Services

Adopted: _____

MSBA/MASA Model Policy 722
Orig. 2017

Revised: _____

722 PUBLIC DATA REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

(1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

(2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:

a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

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

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)

INDEPENDENT SCHOOL DISTRICT NO. ____
PUBLIC DATA REQUEST FORM

to be completed by the requestor

requestor name (not required):	phone number:*
address:*	email address:*
date of request:	
description of the information requested: (attach additional page if necessary)	
manner in which responsive data is to be provided:	
inspection only _____ copies only** _____ both inspection and copies _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

for office use only

date request received:	request received by:
date of response:	response provided by:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

**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
 Address: 706 1st St
 Princeton, MN 55371
 Phone: 763-389-6190
 Fax: 763-389-9142
 Email: superintendent@isd477.org

Data Practices Designee(s) Superintendent Executive Assistant

Name: Superintendent Executive Assistant
 Phone: 763-389-6184
 Fax: 763-389-9142
 Email: superintendent@isd477.org

Adopted: April 1, 2014
 Reviewed: May 17, 2016
 Reviewed: August 16, 2016
 Revised: May 1, 2018

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.

Princeton Public Schools will respond to your request as soon as reasonably possible.