

Princeton Public Schools - ISD 477
Tuesday, May 21, 2019 at 6:00 PM
Work Session
District Office Board Room

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. Sherburne County TZD Safe Roads Coalition Award
- 4. Math Corps Recognition
- 5. Roll Call

6. REPORTS

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

7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 4

8. 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.

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Executive Planning- May 29, 4:15pm	
High School Graduation- May 31, 6:00pm	
Finance Committee- June 4, 4:30pm	

Regular Board Meeting- June 4, 6:00pm

14. **ADJOURN**

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Board Chair Eric Minks on the **5th day of March, at 6:00 p.m.** in the District Center Board Room.

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

Absent: Eric Strandberg and Sue VanHooser

Others present: Director of Business Services Michelle Czech, Director of Human Resources Jason Senne, Student Council member Ellie Pomerleau.

Citizen Comments: None

REPORTS

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

Chad Young	Executive Planning; Finance Committee
Deb Ulm	Finance Committee
Eric Minks	High School Redesign; Finance Committee
Jim Tomsky	None
Howard Vaillancourt	Princeton Tigers Speech Meet

Student Council Report: Planning senior vs. staff basketball game.

Superintendent Report: Discuss role of student council in the school board. Schools for Equity in Education day at capital upcoming March 19. Staff Development days on March 7 & 8 to discuss Multi Tiered Systems of Support and planning for flexible learning days.

APPROVE AGENDA

Motion made by Deb Ulm, seconded by Jim Tomsky **to approve the agenda as presented.** Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Howard Vaillancourt seconded by Chad Young, **to approve the February 19th and February 5th, regular meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Jim Tomsy, seconded by Howard Vaillancourt, **to approve the consent agenda as presented.** Personnel, gifts, fundraisers, and American Indian Parent Advisory Committee Compliance Documentation. Motion passed unanimously.

INFORMATION

First Reading of Policies- Changes to policies 614, 615, 707, 708 709, 709 Manual, 710, 711, 904, and 904 Procedures were presented with minimal changes.

ACTION

Revised Budget

Motion to accept the 2019 Revised Budget was made by Deb Ulm, seconded by Chad Young. Upon roll call the following voted in favor of: Chad Young, Deb Ulm, Eric Minks, Jim Tomksy, and Howard Vaillancourt. Motion passed unanimously.

Parameters for 2019-2020

Motion to accept the 2019-2020 estimated enrollment as calculated on school finance enrollment which estimates flat enrollment was made by Jim Tomsy, seconded by Howard Vaillancourt. Motion passed unanimously.

State %

Motion to accept the state increase at 2% as presented was made by Howard Vaillancourt, seconded by Jim Tomsy. Motion passed unanimously.

Class Size

Motion to accept the recommended class size ranges as presented was made by Howard Vaillancourt, seconded by Jim Tomksy. Motion passed unanimously.

Second Reading of Policy

Motion to accept the second reading of policy 299 as presented was made by Chad Young, seconded by Deb Ulm. Motion passed unanimously.

Pool HVAC Bid

Motion to accept the Pool HVAC bid from Brennan Companies was made by Chad Young, seconded by Jim Tomsy. Upon roll call the following voted in favor of: Howard Vaillancourt, Jim Tomksy, Eric Minks, Deb Ulm, Chad Young. Motion passed

unanimously. Motion passed unanimously.

ADDITIONS TO AGENDA- None

FUTURE MEETINGS

Executive Planning- Feb 13, 4:15pm

Long Range Planning- Feb 21, 4:00pm

Policy Committee- Feb 19, 5:00pm

Work Session- Feb 19, 6:00pm

CLOSE MEETING FOR NEGOTIATIONS PLANNING

Motion to close meeting for negotiations planning was made by Chad Young, seconded by Jim Tomsy. Motion passed unanimously.

ADJOURN

Motion to adjourn the meeting was made by Howard Vaillancourt and seconded by Eric Minks. The meeting was adjourned at 6:31 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

5.21.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Pham	Matthew	MS	Band Instructor	PEA	Carol Fillafer	8.20.19	\$41,218.00
New Hire	Hartneck	Nick	HS	Custodian	Custodians	Gary Kubesewski	5.13.19	\$17.42
New Hire	Romportl	Aaron	MS	6th Grade Science Teacher	PEA	Kelly Bloom	8.1.19	\$41,218.00
New Hire	Totzke	Breanna	MS	8th Grade Language Arts	PEA	Joan Becker	5.21.19	\$42,958.00
New Hire	Anderson	Clover	PS	SPED Teacher	PEA		8.26.19	\$50,376.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Jennrich	Anna	HS	Varsity Speech Asst Coach	Activities		5.1.19	
Resignation	Jennrich	Anna	MS	MS Speech Head Coach	Activities		5.1.19	
Resignation	Jennrich	Anna	HS	9th Grade Softball Coach	Activities		5.1.19	
Resignation	Hilligoss	Janelle	HS	Cheer Coach	Activities		5.1.19	
Resignation	Jacobs	Erik	HS	Health/PE Teacher	PEA		5.31.19	
Resignation	Jacobs	Erik	HS	Head Girls Basketball Coach	Activities		5.31.19	
Resignation	Wallace	Cori	HS	Onward Para	Paras		5.15.19	
Resignation	Soens	Debra	HS	Academic Behavior Asst	Paras		5.30.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Papham	Linda	IS	SPED Para	Paras		4.26.19-5.04.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Mattick	Thor	HS	.07 English Teacher (overload)	PEA		8.19.19	
Change in Assignment	McMahon	Padraic	HS	.07 English Teacher (overload)	PEA		8.19.19	
Change in Assignment	Skeim	Steven	HS	.07 English Teacher (overload)	PEA		8.19.19	
Change in Assignment	Moehlmann	Scott	HS	.67 Social Studies / .33 Phy Ed	PEA		7.1.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Freberg	Joe	PS	ESY Teacher	PEA		5.6.19-8.16.19	\$32.00 / hr

Princeton Public Schools #477
Detail Payment Register By Check No.
Fund Summary

Fund	Description	Total
01	General Fund	\$807,404.36
02	Food Service	\$55,216.42
04	Community Service	\$8,661.52
06	Construction	\$19,557.49
10	Student Activities	\$49,195.75
Report Total		\$940,035.54

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		OO1	79777	172324	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	Yes	No	USD	04/15/2019	208.28
			79789	172325	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	04/12/2019	4,946.22
			79790	172326	Check	1	11427	1	AT&T MOBILITY	Yes	Yes	No	USD	04/12/2019	166.27
			79822	172327	Check	1	8242		AUGSBURG COLLEGE	Yes	No	No	USD	04/12/2019	108.02
			79814	172328	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	04/12/2019	31.98
			79801	172329	Check	1	15832		BEMIDJI HIGH SCHOOL	Yes	No	No	USD	04/12/2019	150.00
			79809	172330	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	04/12/2019	301.00
			79788	172331	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	04/12/2019	1,146.40
			79812	172332	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	04/12/2019	115.53
			79795	172333	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	04/12/2019	131.20
			79791	172334	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	04/12/2019	2,291.70
			79806	172335	Check	1	16328		FIRST EDUCATION RESOURCES, LL	Yes	Yes	No	USD	04/12/2019	1,500.00
			79800	172336	Check	1	15171		GALLEBERG DAVID	Yes	No	No	USD	04/12/2019	90.00
			79802	172337	Check	1	16278		GRACIOUS INCLUSION, LLC	Yes	No	No	USD	04/12/2019	700.00
			79792	172338	Check	1	12624		HOFSTEDT JASON	Yes	Yes	No	USD	04/12/2019	90.00
			79823	172339	Check	1	9654		JARVIS JIM	Yes	Yes	No	USD	04/12/2019	90.00
			79803	172340	Check	1	16291		KABA SOUFIANA	Yes	Yes	No	USD	04/12/2019	140.00
			79811	172341	Check	1	3623		KOEHLER & DRAMM INC.	Yes	Yes	No	USD	04/12/2019	2,134.49
			79798	172342	Check	1	14694	1	MCPETE'S SPORTS BAR AND LANES	Yes	Yes	No	USD	04/12/2019	52.00
			79793	172343	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	04/12/2019	1,554.30
			79796	172344	Check	1	14222	2	MINNESOTA SPORTSMEN'S CLUB	Yes	No	No	USD	04/12/2019	4,704.00
			79813	172345	Check	1	4358		MN F.F.A.	Yes	No	No	USD	04/12/2019	110.00
			79815	172346	Check	1	4687		NORTH BRANCH PUBLIC SCHOOL	Yes	No	No	USD	04/12/2019	165.00
			79810	172347	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	04/12/2019	710.00
			79816	172348	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	04/12/2019	29.96
			79808	172349	Check	1	16330		PRINCETON SENIOR PARTY	Yes	Yes	No	USD	04/12/2019	60.00
			79817	172350	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	04/12/2019	82.21
			79818	172351	Check	1	5273	4	REGION 4 FFA	Yes	No	No	USD	04/12/2019	30.00
			79821	172352	Check	1	7632		REIMER SCOTT	Yes	Yes	No	USD	04/12/2019	574.00
			79819	172353	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	04/12/2019	2,000.00
			79804	172354	Check	1	16325		STRESEMANN, CARIN	Yes	Yes	No	USD	04/12/2019	20.00
			79805	172355	Check	1	16327		STURGES TRICIA	Yes	Yes	No	USD	04/12/2019	13.55
			79797	172356	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	04/12/2019	19,365.37
			79799	172357	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	04/12/2019	1,443.54
			79794	172358	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	04/12/2019	980.48
			79820	172359	Check	1	6461		WATSON CO. INC.	Yes	Yes	No	USD	04/12/2019	692.52
			79807	172360	Check	1	16329		WEST JESSICA	Yes	Yes	No	USD	04/12/2019	31.60
			79825	172361	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	04/15/2019	22,444.14
			79857	172362	Check	1	7328		AUTO BODY TECHNICIANS	Yes	Yes	No	USD	04/18/2019	224.25
			79852	172363	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	04/18/2019	22.10
			79837	172364	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	04/18/2019	630.00

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Princeton Public Schools #477

Check Register by Bank and Check Number

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	79844	172365	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	04/18/2019	43.75
		79842	172366	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	04/18/2019	100.00
		79843	172367	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	04/18/2019	100.00
		79845	172368	Check	1	1903		CONFIDENCE LEARNING CENTER	Yes	Yes	No	USD	04/18/2019	240.00
		79826	172369	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	04/18/2019	4,244.88
		79838	172370	Check	1	15976		ECO SHRED MN, INC.	Yes	Yes	No	USD	04/18/2019	81.00
		79846	172371	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	04/18/2019	23.00
		79847	172372	Check	1	2361		ELK RIVER HIGH SCHOOL	Yes	Yes	No	USD	04/18/2019	325.00
		79831	172373	Check	1	14384		ENTERTAINMENT PLUS	Yes	No	No	USD	04/18/2019	142.50
		79848	172374	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	Yes	No	USD	04/18/2019	240.14
		79827	172375	Check	1	12624		HOFSTEDT JASON	Yes	Yes	No	USD	04/18/2019	90.00
		79835	172376	Check	1	15415		INDEPENDENT EMERGENCY SERVIK	Yes	Yes	No	USD	04/18/2019	75.39
		79860	172377	Check	1	9654		JARVIS JIM	Yes	Yes	No	USD	04/18/2019	90.00
		79829	172378	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	Yes	No	USD	04/18/2019	126.90
		79841	172379	Check	1	16332		KEENER AUDRA	Yes	Yes	No	USD	04/18/2019	27.40
		79828	172380	Check	1	12642		KRICK STEVE	Yes	No	No	USD	04/18/2019	90.00
		79849	172381	Check	1	4404	3	MINNESOTA TWINS	Yes	Yes	No	USD	04/18/2019	835.00
		79850	172382	Check	1	4404	3	MINNESOTA TWINS	Yes	Yes	No	USD	04/18/2019	835.00
		79851	172383	Check	1	4517	1	MUSIC THEATRE INTERNATIONAL	Yes	Yes	No	USD	04/18/2019	1,790.50
		79858	172384	Check	1	7479		OSTROOT RICHARD	Yes	Yes	No	USD	04/18/2019	150.00
		79853	172385	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	04/18/2019	2,523.74
		79854	172386	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	04/18/2019	144.29
		79859	172387	Check	1	9494	1	SNA	Yes	Yes	No	USD	04/18/2019	35.00
		79836	172388	Check	1	15563		SOLHEIM VETERANS FIELD	Yes	Yes	No	USD	04/18/2019	4,000.00
		79832	172389	Check	1	14418		SPRUTE TAWNYA	Yes	Yes	No	USD	04/18/2019	125.00
		79840	172390	Check	1	16331		STB-M HULTGREN	Yes	Yes	No	USD	04/18/2019	1,290.00
		79833	172391	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	04/18/2019	15,141.88
		79855	172392	Check	1	6231		TRIO SUPPLY COMPANY	Yes	Yes	No	USD	04/18/2019	1,398.38
		79839	172393	Check	1	16299		TRUSTED EMPLOYEES	Yes	Yes	No	USD	04/18/2019	372.00
		79834	172394	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	04/18/2019	190.24
		79856	172395	Check	1	6331		VALLEYFAIR	Yes	Yes	No	USD	04/18/2019	6,100.00
		79830	172396	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	04/18/2019	320.16
		79864	172397	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	04/25/2019	2,111.86
		79883	172398	Check	1	15868	1	ARMSTRONG COOPER GIRLS HOCK	Yes	No	No	USD	04/25/2019	700.00
		79869	172399	Check	1	13116		AUDIO ENHANCEMENT	Yes	Yes	No	USD	04/25/2019	13.60
		79900	172400	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	04/25/2019	41.51
		79884	172401	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	04/25/2019	630.00
		79910	172402	Check	1	8866	1	BLICK ART MATERIALS	Yes	Yes	No	USD	04/25/2019	603.51
		79890	172403	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	04/25/2019	533.30
		79899	172404	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	04/25/2019	18,870.45
		79889	172405	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	Yes	No	USD	04/25/2019	62.72

Princeton Public Schools #477 Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	79887	172406	Check	1	16302		CONNECTIONS UNLIMITED, INC.	Yes	Yes	No	USD	04/25/2019	420.50
			79909	172407	Check	1	8491		COUNTRY SIDE PEST CONTROL, INC	Yes	No	No	USD	04/25/2019	375.00
			79871	172408	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	04/25/2019	47.21
			79881	172409	Check	1	15504		DAHL DENIS	Yes	No	No	USD	04/25/2019	90.00
			79865	172410	Check	1	12028		DECKER EQUIPMENT	Yes	Yes	No	USD	04/25/2019	97.20
			79891	172411	Check	1	2269		ECMECC	Yes	No	No	USD	04/25/2019	7,912.14
			79878	172412	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	04/25/2019	240.80
			79872	172413	Check	1	14384		ENTERTAINMENT PLUS	Yes	No	No	USD	04/25/2019	75.00
			79866	172414	Check	1	12619	1	ERIC ARMIN INC	Yes	Yes	No	USD	04/25/2019	205.45
			79886	172415	Check	1	16038		FRISCHMON MICHAEL	Yes	No	No	USD	04/25/2019	75.00
			79892	172416	Check	1	2669		GAME WORLD	Yes	No	No	USD	04/25/2019	325.00
			79893	172417	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	04/25/2019	791.52
			79894	172418	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	Yes	No	USD	04/25/2019	1,954.75
			79895	172419	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	Yes	No	USD	04/25/2019	75.86
			79882	172420	Check	1	15620	1	IDEAL SERVICE	Yes	No	No	USD	04/25/2019	285.00
			79875	172421	Check	1	14738		JAMIESON ROBERT	Yes	No	No	USD	04/25/2019	90.00
			79876	172422	Check	1	14753		KLINE ROY JR	Yes	No	No	USD	04/25/2019	75.00
			79896	172423	Check	1	3623		KOEHLER & DRAMM INC.	Yes	Yes	No	USD	04/25/2019	46.47
			79897	172424	Check	1	3701		LAKESHORE LEARNING MATERIALS	Yes	Yes	No	USD	04/25/2019	177.01
			79868	172425	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	04/25/2019	11,500.00
			79874	172426	Check	1	14645	2	MAKERGEAR	Yes	No	No	USD	04/25/2019	1,265.00
			79898	172427	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	04/25/2019	2,109.04
			79907	172428	Check	1	8388	1	METRO SALES INC	Yes	Yes	No	USD	04/25/2019	1,682.74
			79880	172429	Check	1	15244	2	MID AMERICA ADMINISTRATIVE & RE	Yes	Yes	No	USD	04/25/2019	280.00
			79867	172430	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	04/25/2019	225.92
			79901	172431	Check	1	5107		PRINCETON AUTO CENTER	Yes	No	No	USD	04/25/2019	199.98
			79902	172432	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	Yes	No	USD	04/25/2019	80.00
			79903	172433	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	04/25/2019	580.97
			79904	172434	Check	1	5254	2	REALLY GOOD STUFF	Yes	No	No	USD	04/25/2019	74.41
			79888	172435	Check	1	16317		RITZ PHOTO BOOTH	Yes	No	No	USD	04/25/2019	495.00
			79877	172436	Check	1	15155		SOLE SHINE HENNA ART	Yes	No	No	USD	04/25/2019	410.00
			79908	172437	Check	1	8395		STOB DONALD A.	Yes	No	No	USD	04/25/2019	170.00
			79873	172438	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	04/25/2019	18,172.67
			79870	172439	Check	1	14018		TEAMWORKS INTERNATIONAL INC.	Yes	No	No	USD	04/25/2019	4,510.90
			79905	172440	Check	1	6202		TRANS-MISSISSIPPI BIOLOGICAL	Yes	No	No	USD	04/25/2019	367.20
			79885	172441	Check	1	15938	1	TRIMARK	Yes	Yes	No	USD	04/25/2019	214.57
			79879	172442	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	04/25/2019	116.00
			79906	172443	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	04/25/2019	269.46
			79923	172444	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	04/30/2019	947.28
			79920	172445	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	04/30/2019	120.54
			79921	172446	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	04/30/2019	182.18

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0477	001	79922	172447	Check	1	4584	4	NCPERS GROUP LIFE INS.	Yes	No	No	USD	04/30/2019	64.00
		79924	172448	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	04/30/2019	19,501.13
		79925	172449	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	04/30/2019	1,498.93
		79926	172450	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	04/30/2019	2,760.12
		79919	172451	Check	1	14890		RIVERVIEW LAW OFFICE, PLLC	Yes	No	No	USD	04/30/2019	230.00
		79927	172452	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	04/30/2019	966.25
		79928	172453	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	04/30/2019	12,603.13
		79931	172454	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	05/03/2019	1,034.88
		79932	172455	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	No	No	USD	05/03/2019	13,890.00
		79934	172456	Check	1	10120	1	ACT	Yes	No	No	USD	05/03/2019	1,183.00
		79945	172457	Check	1	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	No	USD	05/03/2019	3,760.00
		79982	172458	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	05/03/2019	21.99
		79998	172459	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	05/03/2019	1,926.00
		79959	172460	Check	1	16225		BRILLIANT BUSINESS SUPPORT, LLC	Yes	No	No	USD	05/03/2019	400.00
		79971	172461	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	05/03/2019	11,786.00
		79962	172462	Check	1	16260		CHRIST OUR LIGHT	Yes	No	No	USD	05/03/2019	200.00
		79963	172463	Check	1	16260		CHRIST OUR LIGHT	Yes	No	No	USD	05/03/2019	75.00
		79952	172464	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	05/03/2019	162.93
		79933	172465	Check	1	10069		DALCO	Yes	No	No	USD	05/03/2019	220.46
		79938	172466	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	05/03/2019	1,270.71
		79972	172467	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	05/03/2019	158.90
		79943	172468	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	05/03/2019	402.76
		79973	172469	Check	1	2336		EHLERS AND ASSOCIATES INC	Yes	No	No	USD	05/03/2019	3,500.00
		79974	172470	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	05/03/2019	132.45
		79942	172471	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	05/03/2019	209.44
		79967	172472	Check	1	16326		EVERYDAY SPEECH LLC	Yes	No	No	USD	05/03/2019	199.99
		79941	172473	Check	1	12363		FERGUSON CRAIG	Yes	No	No	USD	05/03/2019	6.30
		79951	172474	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	05/03/2019	43.00
		79968	172475	Check	1	16333	1	GO MINI MSP	Yes	No	No	USD	05/03/2019	262.00
		79958	172476	Check	1	16028		GRAEN KATHLEEN	Yes	No	No	USD	05/03/2019	75.00
		79994	172477	Check	1	6645		GRAINGER	Yes	No	No	USD	05/03/2019	210.73
		79997	172478	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	05/03/2019	75.38
		79966	172479	Check	1	16321		HOWBRITE SOLUTIONS	Yes	No	No	USD	05/03/2019	98.30
		79965	172480	Check	1	16310		I.S.D. #271 BLOOMINGTON PUBLIC S	Yes	No	No	USD	05/03/2019	1,400.00
		79975	172481	Check	1	3295		IKI INC	Yes	No	No	USD	05/03/2019	44.00
		79936	172482	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	05/03/2019	2,054.50
		79955	172483	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	05/03/2019	60.50
		79976	172484	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	05/03/2019	2,330.48
		79944	172485	Check	1	12642		KRICK STEVE	Yes	No	No	USD	05/03/2019	90.00
		79977	172486	Check	1	3701		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	05/03/2019	159.85
		80001	172487	Check	1	8213		LEOM DAVID	Yes	No	No	USD	05/03/2019	90.00

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0477		001	79978	172488	Check	1	4048	3	M.A.S.S.P. SUMMER CONFERENCE	Yes	No	No	USD	05/03/2019	825.00
			79979	172489	Check	1	4048	3	M.A.S.S.P. SUMMER CONFERENCE	Yes	No	No	USD	05/03/2019	275.00
			80000	172490	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	05/03/2019	8.56
			80002	172491	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	05/03/2019	193.75
			79964	172492	Check	1	16284		MINNESOTA ADAPTED ATHLETICS A:	Yes	No	No	USD	05/03/2019	270.00
			79937	172493	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	05/03/2019	621.22
			79980	172494	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/03/2019	450.00
			79960	172495	Check	1	16226		MN PREMIER PUBLICATIONS, INC.	Yes	No	No	USD	05/03/2019	13.00
			79981	172496	Check	1	4537		NASCO	Yes	No	No	USD	05/03/2019	254.97
			79961	172497	Check	1	16247	1	NATUS MEDICAL, INC.	Yes	No	No	USD	05/03/2019	293.44
			79946	172498	Check	1	13257		NORTHERN SPEECH SERVICES	Yes	No	No	USD	05/03/2019	308.22
			79948	172499	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/03/2019	183.25
			79949	172500	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/03/2019	3,700.00
			79939	172501	Check	1	12116		PEAP - AWARDS PROGRAM	Yes	No	No	USD	05/03/2019	345.00
			79970	172502	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	05/03/2019	91.75
			79983	172503	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	05/03/2019	282.59
			80003	172504	Check	1	9183		POSTAUDIO INC	Yes	No	No	USD	05/03/2019	240.00
			79984	172505	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	05/03/2019	36.00
			79985	172506	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	05/03/2019	160.00
			79996	172507	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	No	No	USD	05/03/2019	240.00
			79986	172508	Check	1	5167		PRO-ED, INC.	Yes	No	No	USD	05/03/2019	165.00
			79940	172509	Check	1	12243		PROVISION MEDIA INC	Yes	No	No	USD	05/03/2019	160.00
			79987	172510	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/03/2019	779.57
			79956	172511	Check	1	15403	1	RENNEBERG HARDWOODS	Yes	No	No	USD	05/03/2019	1,866.92
			79993	172512	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	05/03/2019	2,000.00
			79988	172513	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	05/03/2019	172.93
			79957	172514	Check	1	16027		SCHMIDT RICHARD	Yes	No	No	USD	05/03/2019	75.00
			79989	172515	Check	1	5579		SCHOOL NURSE SUPPLY INC	Yes	No	No	USD	05/03/2019	63.34
			79990	172516	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	05/03/2019	168.64
			79999	172517	Check	1	7830		SCHROEDER-DAVIS STEPHEN	Yes	No	No	USD	05/03/2019	1,000.00
			80004	172518	Check	1	9494	1	SNA	Yes	No	No	USD	05/03/2019	13.00
			79969	172519	Check	1	16334		SOCIAL IMPRESSIONS, INC.	Yes	No	No	USD	05/03/2019	2,200.00
			79953	172520	Check	1	14452		STRESEMANN CARIN	Yes	No	No	USD	05/03/2019	125.00
			79991	172521	Check	1	5974		STUMPS	Yes	No	No	USD	05/03/2019	336.44
			79992	172522	Check	1	6072	1	TEACHER'S DISCOVERY	Yes	No	No	USD	05/03/2019	258.48
			79954	172523	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	05/03/2019	20,212.97
			79995	172524	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/03/2019	425.00
			79947	172525	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	05/03/2019	1,134.55
			79935	172526	Check	1	10660		WILD MOUNTAIN	Yes	No	No	USD	05/03/2019	4,213.52
			79950	172527	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	05/03/2019	19,557.49
			80006	172528	Check	1	11515		NICKELODEON UNIVERSE	Yes	No	No	USD	05/09/2019	864.00

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0477		001	80010	172529	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	05/10/2019	4,403.54
			80039	172530	Check	1	16337		AFFELDT WILLIAM J.	Yes	No	No	USD	05/10/2019	90.00
			80066	172531	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	05/10/2019	29,400.00
			80012	172532	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	05/10/2019	181.77
			80064	172533	Check	1	7328		AUTO BODY TECHNICIANS	Yes	No	No	USD	05/10/2019	99.48
			80054	172534	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	05/10/2019	2.49
			80036	172535	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	05/10/2019	630.00
			80011	172536	Check	1	10865	1	BFG SUPPLY COMPANY	Yes	No	No	USD	05/10/2019	301.36
			80025	172537	Check	1	13980		BRAND LAURA	Yes	No	No	USD	05/10/2019	10.00
			80037	172538	Check	1	16209		BULBS.COM	Yes	No	No	USD	05/10/2019	874.16
			80031	172539	Check	1	15134	1	BULKCANDYSTORE - BCS	Yes	No	No	USD	05/10/2019	431.76
			80009	172540	Check	1	10584		CARD SERVICES	Yes	No	No	USD	05/10/2019	1,063.17
			80051	172541	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	05/10/2019	88.70
			80045	172542	Check	1	1761		CHIP'S A.C. REFRIG & APPLI	Yes	No	No	USD	05/10/2019	732.99
			80046	172543	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	05/10/2019	4,000.00
			80043	172544	Check	1	16341		CONROY DANIEL	Yes	No	No	USD	05/10/2019	210.20
			80026	172545	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	05/10/2019	139.02
			80027	172546	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	05/10/2019	28.23
			80007	172547	Check	1	10069		DALCO	Yes	No	No	USD	05/10/2019	4,309.88
			80022	172548	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	05/10/2019	3,225.00
			80042	172549	Check	1	16340		DE LEON SUSANA	Yes	No	No	USD	05/10/2019	450.00
			80014	172550	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	05/10/2019	1,693.78
			80047	172551	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	05/10/2019	23.00
			80032	172552	Check	1	15171		GALLEBERG DAVID	Yes	No	No	USD	05/10/2019	90.00
			80016	172553	Check	1	12179		GOLDSTEIN JILL	Yes	No	No	USD	05/10/2019	45.00
			80023	172554	Check	1	13649		GOLF TEAM PRODUCTS	Yes	No	No	USD	05/10/2019	580.00
			80048	172555	Check	1	2775		GOPHER	Yes	No	No	USD	05/10/2019	2,105.98
			80063	172556	Check	1	6645		GRAINGER	Yes	No	No	USD	05/10/2019	1,086.48
			80049	172557	Check	1	2853		GRIMES HORTICULTURE	Yes	No	No	USD	05/10/2019	1,065.29
			80040	172558	Check	1	16338		HANNAN PAM	Yes	No	No	USD	05/10/2019	60.00
			80067	172559	Check	1	9966		HD SUPPLY	Yes	No	No	USD	05/10/2019	198.89
			80034	172560	Check	1	15533		HERITAGE EMBROIDERY & DESIGN	Yes	No	No	USD	05/10/2019	593.55
			80035	172561	Check	1	15598		HIRMAN JIM	Yes	No	No	USD	05/10/2019	75.00
			80050	172562	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	05/10/2019	46.50
			80033	172563	Check	1	15415		INDEPENDENT EMERGENCY SERVIC	Yes	No	No	USD	05/10/2019	75.39
			80008	172564	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	05/10/2019	416.67
			80019	172565	Check	1	13350		J & A GLASS & MIRROR INC.	Yes	No	No	USD	05/10/2019	47.00
			80041	172566	Check	1	16339		JAMNICK JILLIAN	Yes	No	No	USD	05/10/2019	16.00
			80065	172567	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	05/10/2019	121.08
			80029	172568	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	05/10/2019	2,550.00
			80018	172569	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	05/10/2019	1,757.07

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0477		001	80013	172570	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	05/10/2019	37.50
			80052	172571	Check	1	4358		MN F.F.A.	Yes	No	No	USD	05/10/2019	760.00
			80053	172572	Check	1	4537		NASCO	Yes	No	No	USD	05/10/2019	179.02
			80055	172573	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	05/10/2019	88.00
			80020	172574	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/10/2019	100,621.78
			80015	172575	Check	1	12174		PETERSON STAN	Yes	No	No	USD	05/10/2019	75.00
			80044	172576	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	05/10/2019	55.22
			80057	172578	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	05/10/2019	1,570.00
			80058	172579	Check	1	5152		PRINCETON SCHOLARSHIP FOUND1	Yes	No	No	USD	05/10/2019	1,500.00
			80059	172580	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/10/2019	201.94
			80060	172581	Check	1	5273	4	REGION 4 FFA	Yes	No	No	USD	05/10/2019	150.00
			80021	172582	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	05/10/2019	10,163.78
			80061	172583	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	05/10/2019	1,723.02
			80028	172584	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	05/10/2019	17,574.94
			80062	172585	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	05/10/2019	235.03
			80017	172586	Check	1	12320		THE METRO GROUP, INC	Yes	No	No	USD	05/10/2019	557.00
			80030	172587	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	05/10/2019	1,463.54
			80038	172588	Check	1	16324		UNDERWOOD DISTRIBUTING CO.	Yes	No	No	USD	05/10/2019	230.40
			80024	172589	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	05/10/2019	320.16
			80068	172590	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/10/2019	125.00
			80069	172591	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/10/2019	159.24
			80078	172592	Check	1	14890		RIVERVIEW LAW OFFICE, PLLC	Yes	No	No	USD	05/15/2019	274.50
			80089	172593	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	05/15/2019	22,929.54
			80107	172594	Check	1	14363		A&B WELDING & CONSTRUCTION IN	Yes	No	No	USD	05/21/2019	587.50
			80096	172595	Check	1	11043	1	AMERICAN ENGINEERING TESTING	Yes	No	No	USD	05/21/2019	6,176.96
			80144	172596	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	05/21/2019	241.99
			80100	172597	Check	1	1321		BAUDVILLE	Yes	No	No	USD	05/21/2019	253.79
			80108	172598	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	05/21/2019	356.40
			80115	172599	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	05/21/2019	4,891.00
			80093	172600	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	05/21/2019	537.50
			80116	172601	Check	1	15796		BYTESPEED LLC	Yes	No	No	USD	05/21/2019	990.00
			80126	172602	Check	1	1731		C.F.I. SYSTEMS	Yes	No	No	USD	05/21/2019	77.90
			80127	172603	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	05/21/2019	290.00
			80119	172604	Check	1	16080		CAPTURE VIDEO LLC	Yes	No	No	USD	05/21/2019	6,925.00
			80139	172605	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	05/21/2019	1,995.00
			80125	172606	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	05/21/2019	828.87
			80090	172607	Check	1	10069		DALCO	Yes	No	No	USD	05/21/2019	26,058.26
			80129	172608	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	05/21/2019	17.44
			80130	172609	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	05/21/2019	715.82
			80117	172610	Check	1	15976		ECO SHRED MN, INC.	Yes	No	No	USD	05/21/2019	81.00
			80156	172611	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/21/2019	340.42

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Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	80131	172612	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	05/21/2019	10,536.00
			80132	172613	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	05/21/2019	1,218.78
			80128	172614	Check	1	2244	1	ERIC ARMIN INCORPORATED	Yes	No	No	USD	05/21/2019	49.48
			80133	172615	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	05/21/2019	67.65
			80105	172616	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	05/21/2019	118.94
			80123	172617	Check	1	16323		GARDENER'S SUPPLY CO.	Yes	No	No	USD	05/21/2019	260.60
			80124	172618	Check	1	16333	1	GO MINI MSP	Yes	No	No	USD	05/21/2019	180.00
			80134	172619	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	05/21/2019	22.95
			80154	172620	Check	1	6645		GRAINGER	Yes	No	No	USD	05/21/2019	1,600.24
			80104	172621	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	05/21/2019	540.00
			80135	172622	Check	1	2853		GRIMES HORTICULTURE	Yes	No	No	USD	05/21/2019	340.52
			80136	172623	Check	1	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	05/21/2019	114.20
			80137	172624	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	05/21/2019	490.08
			80138	172625	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	No	No	USD	05/21/2019	935.72
			80095	172626	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	05/21/2019	245.51
			80092	172627	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	05/21/2019	416.67
			80112	172628	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	05/21/2019	43.47
			80157	172629	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	05/21/2019	550.00
			80109	172630	Check	1	14645	2	MAKERGEAR	Yes	No	No	USD	05/21/2019	1,999.00
			80140	172631	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	05/21/2019	3,687.00
			80120	172632	Check	1	16261	3	MCKESSON MEDICAL-SURGICAL, IN	Yes	No	No	USD	05/21/2019	839.20
			80094	172633	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	05/21/2019	293.15
			80110	172634	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	05/21/2019	2,775.00
			80155	172635	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	05/21/2019	1,495.00
			80097	172636	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	05/21/2019	148.48
			80141	172637	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	05/21/2019	143.22
			80142	172638	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	05/21/2019	330.00
			80143	172639	Check	1	4536		NARDINI FIRE EQUIPMENT CO	Yes	No	No	USD	05/21/2019	448.00
			80118	172640	Check	1	16049		NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD	05/21/2019	4,278.07
			80101	172641	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/21/2019	164,301.50
			80113	172642	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	05/21/2019	1,739.27
			80145	172643	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	05/21/2019	252.00
			80146	172644	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	05/21/2019	57,364.34
			80147	172645	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/21/2019	277.43
			80099	172646	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	05/21/2019	1,244.00
			80148	172647	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	05/21/2019	651.12
			80149	172648	Check	1	5732	1	SKYWARD	Yes	No	No	USD	05/21/2019	12,401.00
			80111	172649	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD	05/21/2019	768.78
			80114	172650	Check	1	15713	1	ST. CLOUD CARTRIDGES	Yes	No	No	USD	05/21/2019	767.92
			80103	172651	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	05/21/2019	193.75
			80091	172652	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	05/21/2019	709.83

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	80150	172653	Check	1	6031	1	SYLVA CORPORATION INC	Yes	No	No	USD	05/21/2019	803.25
		80102	172654	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	05/21/2019	129.40
		80098	172655	Check	1	12413	1	THOMAS TOOL AND SUPPLY INC.	Yes	No	No	USD	05/21/2019	79.96
		80151	172656	Check	1	6142	2	TIERNEY BROS.	Yes	No	No	USD	05/21/2019	11,696.50
		80152	172657	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	05/21/2019	3,119.28
		80153	172658	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	05/21/2019	1,893.72
		80121	172659	Check	1	16299		TRUSTED EMPLOYEES	Yes	No	No	USD	05/21/2019	624.00
		80106	172660	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	05/21/2019	26,007.73
		80122	172661	Check	1	16322	1	VIRCO	Yes	No	No	USD	05/21/2019	2,953.25
Bank Total: 001													\$940,035.54	
Report Total:													\$940,035.54	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR APRIL 2019**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	11,919,254.02	3,641,553.51	2,766,384.28	(1,634.83)	12,794,423.25
02 Food Service	529,899.74	179,546.29	131,411.88	(1,126.12)	578,034.15
04 Community Service	497,463.41	96,926.00	116,565.41	(1,597.32)	477,824.00
06 Building	4,368,357.90	9,016.68	8,086.94	0.00	4,369,287.64
07 Debt Service	827,396.74	8,880.02	0.00	0.00	836,276.76
10 Activities	173,789.94	43,654.93	69,247.64	(2,630.27)	148,197.23
TOTAL	18,316,161.75	3,979,577.43	3,091,696.15		19,204,043.03

Bank Accounts

AP/PR Account (Bremer)	821,703.63
MSDLAF+	5,566,905.35
Investments (Fd01)	8,984,478.63
Facility Bond (Fd06)	<u>4,369,287.64</u>
	19,742,375.25
O/S Accts Pay Checks	(426,371.26)
O/S Payroll Checks	(14,949.85)
O/S Wires	(98,715.11)
NSF Checks	<u>1,704.00</u>
TOTAL	19,204,043.03

Princeton Public Schools - ISD #477

Wire Transfer Report

May 21, 2019

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
4/15/2019	\$ 606,459.99	ACH File Transfer
4/15/2019	\$ 200,004.88	Federal Tax Wire Transfer
4/15/2019	\$ 33,939.43	State Tax Wire Transfer
4/15/2019	\$ 21,231.57	Select Account HSA
4/15/2019	\$ 1,170.14	MN Revenue
4/15/2019	\$ 100,677.64	TRA File Transfer
4/15/2019	\$ 38,709.25	PERA File Transfer
4/15/2019	\$ 241.50	MN Child Support File Transfer
4/15/2019	\$ 39,347.53	TSA File Transfer
4/30/2019	\$ 631,756.08	ACH File Transfer
4/30/2019	\$ 208,354.82	Federal Tax Wire Transfer
4/30/2019	\$ 35,051.81	State Tax Wire Transfer
4/30/2019	\$ 24,365.47	Select Account H S A
4/30/2019	\$ 397.04	MN Revenue
4/30/2019	\$ 104,014.35	TRA File Transfer
4/30/2019	\$ 39,187.37	PERA File Transfer
4/30/2019	\$ 255.50	MN Child Support File Transfer
4/30/2019	\$ 38,645.29	TSA File Transfer
5/6/2019	\$ 12,087.51	BMO Harris Bank - (Pcards)
5/2/2019	\$ 166.00	MN Revenue - (Sales tax)
4/4/2019	\$ 3,698.28	Further
4/11/2019	\$ 3,202.14	Further
4/18/2019	\$ 2,953.34	Further
4/20/2019	\$ 362.65	Further
4/25/2019	\$ 3,068.40	Further
TOTAL	\$ 2,149,347.98	

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 Sherburne NWR, Inc

Description of gift: \$500

Pre-Condition, Condition, or Limitation on use:

Must be used to pay for busing students to The Refuge for outdoor education.

How this gift specifically relates to the program or school:

It enables us to take students to The Refuge when we would otherwise be unable to afford the busing.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____
Principal or Director Date: 4/26/19

Accepted Not Accepted [Signature] Date: 5/7/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Peterson / Porttinn families
Ed + Blaine Peterson / Dave + Logan + Annie + Audrina Porttinn

Description of gift: two arbors - wooden

Pre-Condition, Condition, or Limitation on use:
Arbors are staked into the ground in the garden

How this gift specifically relates to the program or school: Arbors mark the entrance point for the native pollinator learning garden between the Primary + Intermediate Schools

This gift meets all requirements of Policy 706
 Accepted Not Accepted Becky Ballard Staff Name
[Signature] Date: 5/7/19
Principal or Director

Accepted Not Accepted [Signature] Date: 5/7/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval

Revised: October 29, 2013



PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name Philip & Kristie Trunk

Description of gift Check #12126 \$500.00
Donation: School Lunch Angel Program

Pre-Condition, Condition, or Limitation on use School Lunch Angel Program

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

This gift meets all requirements of Policy 706 _____

Accepted Not Accepted _____
Staff Name Michelle Czech Date: 5.13.19
Principal or Director

Accepted Not Accepted _____ Date: _____
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____ Routing: _____

Principal or Director (thank you note attached)
Copy to Building Business Services Board Approval



PRINCETON
DISTRICT CENTER

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-Tech Automotive

Description of gift: Supplying Vehicles for our bi-annual Mock Crash including delivery & pickup to & from HS.

Pre-Condition, Condition, or Limitation on use: _____

How this gift specifically relates to the program or school: We need vehicles to have a crash and make it as real as possible.

This gift meets all requirements of Policy 706 Kris Alderik
Staff Name

Accepted Not Accepted [Signature] Date: 5/6/19
Principal or Director

Accepted Not Accepted [Signature] Date: 5/6/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached) Being Sent

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016



PRINCETON
DISTRICT CENTER

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: Kwik-Drip

Description of gift: Pizza's, Cookies, water

Pre-Condition, Condition, or Limitation on use: _____

How this gift specifically relates to the program or school: To show our appreciation to our Emergency Personal that assisted with our Mock Crash- We fed everyone.

This gift meets all requirements of Policy 706 Kris Alderink

Accepted Not Accepted [Signature] Staff Name
Principal or Director Date: 5/6/19

Accepted Not Accepted [Signature]
Superintendent Date: 5/7/19

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:
Principal or Director (thank you note attached) to be sent

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016



PRINCETON
DISTRICT CENTER

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: Subway - Princeton

Description of gift: Cookies

Pre-Condition, Condition, or Limitation on use: _____

How this gift specifically relates to the program or school: Additional food to feed 1st Responders -

This gift meets all requirements of Policy 706 Kris Alderink
Staff Name

Accepted Not Accepted [Signature] Date: 5/6/19
Principal or Director

Accepted Not Accepted [Signature] Date: 5/7/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached) Being sent

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016



PRINCETON
DISTRICT CENTER

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: Wal-Mart

Description of gift: \$50 gift card

Pre-Condition, Condition, or Limitation on use: _____

How this gift specifically relates to the program or school: will be used to purchase healthy snacks for distribution at Early Childhood Fair

This gift meets all requirements of Policy 706 Amy Dierks
Staff Name

Accepted Not Accepted [Signature] Date: 5.1.19
Principal or Director

Accepted Not Accepted [Signature] Date: 5/7/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

- Routeing:
- Principal or Director (thank you note attached)
 - Copy to Building
 - Business Services
 - Board Approval

Revised: October 18, 2016

MEMORANDUM OF UNDERSTANDING

Re: Chelsey Nordine Seniority Date

The parties to this Memorandum of Understanding, the Princeton Education Association and Independent School District #477, Princeton Public Schools, mutually agree to the following:

Whereas, Chelsey Nordine began working in Princeton Public Schools effective August 31st, 2017 and worked continuously for the same teacher for one academic year.

Whereas, the Princeton Public School’s practice is to hire a licensed substitute teacher for leaves of 45 or more days. Licensed substitute teachers who work for the same teacher for more than 45 days are to be employed by the Princeton Public Schools.

Whereas, the practice was not followed during the hiring of Ms. Nordine as an employee of Princeton Public Schools after 45 days.

Therefore, Ms. Nordine’s seniority date shall be permanently adjusted to reflect the date she first began working in Princeton Public Schools, August 31st, 2017.

- a) This agreement does not set a precedent for other teachers or future similar situations in ISD #477, Princeton Public Schools
- b) It is specifically understood and agreed that the acceptance of the considerations set forth in this Memorandum is a full, final and complete agreement and does not constitute and shall not be construed as, any admission of wrongdoing, liability, or fault by any of the parties to this Memorandum of Understanding.
- c) This Memorandum of Understanding represents a full and complete agreement between the parties hereto. There are no covenants, promises, or undertakings outside of this Memorandum or other than as specifically set forth herein.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understand and fully agree to each, all and every provision of this Memorandum.

IN WITNESS WHEREOF: The Parties have executed this Agreement as follows:

PEA Co-President Date

School Board Chair Date

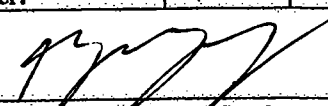


PEA Co-President Date

School Board Clerk Date

* This is run by the Tiger Football Booster program

* Each card sold offers the buyer free admission⁵¹¹ to the first home football game on 8/29/19

FUNDRAISING APPROVAL FORM

Date of fundraiser: 8/29/19		Projected profit: NA	Amount earned:
Group or organization proposing the fundraiser: Princeton Football Boosters		Item(s) being sold: Tiger Cards	
Company/organization supplying items to be sold: Card Company			
The money raised will be used for: Tiger Football			
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	X	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X	
8.	<p>Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards:</p> <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 	X	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 5/2/19	Teacher/Sponsor Signature: 		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			
Date: 5/3/19	Administrator Signature: 		
Date: 5/7/15	Superintendent Signature: 		
Date:	School Board Chair Signature:		

First Reading of Policies Summary of Changes

- 422 - Policies Incorporated by Reference
 - No changes
- 423 - Employee-Student Relationships
 - MSBA changes
- 424 - License Status
 - MSBA changes
- 450 - Respectful Workplace
 - No changes
- 495 - Teacher Strike Plan
 - No changes
 - Reformatted Procedures
- 497 - Picketing
 - No changes
- 499 - Employee Recognition Compensation
 - Added “gift cards” to unacceptable gifts
- 502 - Search of Student Lockers
 - No changes
- 503 - Student Attendance
 - No changes
- 509 - Enrollment of Nonresident Students
 - MSBA changes
- 510 - Activities Program
 - No changes
- 524 - Internet Acceptable Use and Safety
 - Changes proposed by Tech Department
 - Added procedures
- 714 - Fund Balance
 - No changes to policy
 - Attached Fund Balance Calculation procedure

**PRINCETON PUBLIC SCHOOLS
POLICY 422-POLICIES INCORPORATED BY REFERENCE**

I. PURPOSE

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

- Policy 102 Equal Educational Opportunity
- Policy 103 Complaints – Students, Employees, Parents, Other Persons
- Policy 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
- Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
- Policy 501 School Weapons
- Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- Policy 510 Student Activities
- Policy 511 Student Fundraising
- Policy 517 Student Recruiting
- Policy 518 DNR-DNI Orders
- Policy 519 Interviews of Students by Outside Agencies
- Policy 522 Unlawful Sex Discrimination Toward A Student
- Policy 524 Internet Acceptable Use and Safety Policy
- Policy 525 Violence Prevention
- Policy 610 Field Trips
- Policy 710 Extracurricular Transportation
- Policy 711 Video Recording on School Buses
- Policy 712 Video Surveillance Other Than on Buses
- Policy 802 Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Adopted: August 5, 2014
Reviewed: May 19, 2015
Revised: April 16, 2017
Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOL
POLICY 423 - EMPLOYEE-STUDENT RELATIONSHIPS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

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

IV. SCHOOL DISTRICT ACTION

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

V. SCOPE OF LIABILITY

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to

Professional Educator Licensing and Standards Board or Board of School Administrators ~~Minnesota Board of Teaching~~

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

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

Adopted: May 27, 2003

Revised: November 23, 2010

Reviewed: April 16, 2017

Revised: May 21, 2019

PRINCETON PUBLIC SCHOOLS POLICY 424-LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until ~~the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law. that person has filed for record with the superintendent of the school district a license, or a copy thereof, authorizing that person to teach school in the school district and perform the particular service for which the teacher is employed by the school district.~~ the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

Legal References: Minn. Stat. §122A.16 (~~Highly~~-Qualified Teacher Defined)
Minn. Stat. §122A.22 (District Verification of Teacher Licenses)
Minn. Stat. §122A.40, Subd. 13 (Employment; Contracts; Termination-Immediate Discharge)
Minn. Stat. §127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)

Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)

In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver Ploeg), June 8, 1992, affirmed, 1993 WL 129639 (Minn. App. 1993)

Adopted: May 27, 2003

Reviewed: May 15, 2015

Revised: April 16, 2017

Revised: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY-450 RESPECTFUL WORKPLACE**

I. PURPOSE

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

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

II. DEFINITIONS

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

III. PROCESS TO FILE A COMPLAINT

- A. School personnel may report concerns or complaints pursuant to the school district. While written reports are encouraged, a complaint may be made verbally. For school personnel other than School Board members, the complaint should be made to a supervisor, administrator, or human resources representative. Any school personnel receiving a complaint shall advise the immediate supervisor, the district's human resources representative, or the Superintendent of the complaint.
- B. In the case of a concern or complaint against a School Board member, the oral or written report should be made to the School Board Chairperson, either by the complaining party, or if the complaint is made to a supervisor or administrator, the School Board Chairperson shall be advised of the complaint.

- C. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall be promptly referred to the Superintendent who shall determine what type of investigation shall be conducted. The Superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the administrator concerning the status or outcome of the matter.
- D. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation, including any appropriate action or corrective measures taken. The Superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes 13 or other law.
- E. Complaints which fall under School District Policy No. 413: Harassment and Violence, should be filed pursuant to that policy.
- F. The school district will take appropriate action with any school personnel who retaliates against any person who makes a good faith report pursuant to this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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

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

Adopted: June 8, 2010
Reviewed: August 18, 2015
Revised: April 16, 2017
Reviewed: May 21, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 495-DISTRICT POLICIES DURING A STRIKE

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

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

necessary to procure required licenses for individuals employed by the district during the period of the strike. Substitute employees will be paid at the rates established by the school board. The administration shall take such actions as may be practicable to give training and supervision to employees working in new areas or in unfamiliar positions. The superintendent shall have authority to notify nonstriking employees of layoff subject to the needs of the school district.

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

leave during the strike only if appropriate acceptable medical evidence of the illness or injury is provided upon request.

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

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

- 9) The administration shall take such actions as it may deem necessary to inform all employees of the district of the provisions of this policy.
- 10) The board shall not schedule any additional time or days of school to make up any time lost during the strike by the school district employees.

Cross References: 400A Teacher Strike Plan

Adopted: January 12, 2010
Renumbered: January 26, 2010
Revised: April 16, 2017
Reviewed: May 21, 2019



Procedures Title: 495 - TEACHER STRIKE PLAN

Introduction: District and operational guidelines in the instance of a teacher strike.

Policy Context: Policy 495 is the current board approved policy related to the rights to action related to collective bargaining negotiations.

Procedures:

I. GENERAL GUIDELINES

A. Employee Rights and Obligations

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

B. Operating District Programs During a Teacher Strike

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

C. Emergency Authority of the Superintendent

1. It is recognized that under threat of strike or under actual strike conditions, emergency decisions may need to be made on behalf of the

district. The school board, by official action, will grant to the superintendent emergency authority to act on behalf of the board.

2. The authority action will include the stipulation that to the extent possible, the superintendent will confer with the board president prior to emergency action which is in the purview of the board. All action will be communicated to the board and also appropriate post-confirmation will be requested.

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

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

E. Wages and Benefits During a Strike

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

F. Status of Other Employees During a Teacher Strike

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

G. Conduct of Striking Employees

1. Striking employees will not be permitted on school property or in school facilities with the following exceptions:
 - a) Any official or agent of the union who needs to enter any school premises to conduct official business must have the prior approval of the superintendent or designee. The terms of entrance will be established on each individual case.

- b) Individual striking teachers who have public business at a public function held in school facilities will have access. This will be closely monitored. If problems develop, a limitation on conducting public functions may need to be considered.
 - 2. Striking Teachers Have a Right to Picket
 - a) Picketing will be orderly and limited to general public areas exclusive of school property.
 - b) Picketers may not block access to the buildings.
 - c) Any act which threatens the safety of those crossing lines will be subject to police and district action.
 - 3. Legal Responsibility When Driving Through a Picket Line
 - a) A moving vehicle entering a driveway with picketers moving must come to a complete stop and exercise caution before proceeding through the driveway.
- H. After Notice of Intent to Strike and Prior to the First Possible Date of Strike
 - 1. A meeting will be held with representation of all nonstriking unions and nonstriking employee groups. The representatives will be informed of the district's expectations of all employees during a strike.
 - 2. A meeting will be held with representation of the striking union to outline the district's expectation relative to conduct of the union and striking employees during a strike; position of the district relative to make-up time; position of the district relative to insurance and benefits; and to express the intent of the district to respect the right of employees within the striking bargaining unit to engage in strike as well as a right of bargaining unit employees to report during a strike.
 - 3. Public statements at board meetings and news media releases will be utilized to the fullest extent for factual reporting of the district's position.
- I. Recognizing that working parents of elementary age children may have special problems of supervision created by a prolonged school closing due to a strike, the district may expand the community S.A.C.C. Tiger Club program for elementary aged children.

II. OPERATIONAL GUIDELINES

- A. The operations network will serve to coordinate communication and facilitate actions as necessary under strike conditions.
 - 1. Compiling strike reports from buildings twice daily.
 - 2. Serving as "hotline" for items needing awareness / action
 - 3. Monitoring all daily strike activities.
 - 4. Gathering and analyzing special data as needed.
 - 5. Serving as "rumor control."
 - 6. Provide daily public and media releases.
- B. Operations
 - 1. Superintendent – 389-6190

2. Director of Business Services – 389-6183
3. Human Resources Coordinator – 389-6181
4. Director of Teaching and Learning – 389-7278
 - a) PHS Principal – 389-6010
 - b) PMS Principal – 389-6750
 - c) North Principal - 389-6802
 - d) South Principal – 389-6902
 - e) Community Education Director – 389-6199

C. Building Plans

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

D. Daily Operations

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

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

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

 - a) Provide for proper wage and benefits for reporting teacher.
 - b) Follow-up on absences of nonstriking employees.

- c) Provide for temporary help as needed.
- d) Security

Discretionary judgment should be used by building administration in security matter problems.

- e) Routine Security Incidents: take appropriate action and report to the superintendent.
 - f) Security Alert: Human Resources Coordinator at 389-6181.
 - g) Emergency Alert: Contact appropriate support body directly (police, fire). Telephone report to Human Resources Coordinator at 389-6181.
4. Strike and Negotiations Information

Information on negotiations and strike proceedings for board and administration will be available in the Office of the Superintendent.

Cross Reference: 400 District Policies and Procedures During a Strike

Adopted: January 12, 2010
Renumbered: January 26, 2010
Reviewed: August 18, 2015
Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 497-SCHOOL DISTRICT POLICY ON PICKETING**

I. Purpose

Independent School District No. 477, Princeton, Minnesota, has a right and obligation to protect school grounds and to continue to conduct school business during an employee strike; public employees have a legal right to strike; that the following policy regulating picketing be adopted:

- A. The proper and lawful access to and egress from School District property and facilities shall remain free from interference, or disruption or the imminent threat thereof.
- B. No picketer while on private or public grounds adjacent to any School District building in which School District business is being conducted shall act in a manner threatening to the safety of persons or creating an interference that substantially disturbs the conduct of business.
- C. Persons involved in picketing activities shall not obstruct or unreasonably interfere with the normal access to an egress from School District property and facilities; no picketing or activities collateral to or arising out of the picketing activities will be permitted in School District facilities while School District business is being conducted.
- D. No person, while engaged in picketing activities on public or private grounds adjacent to any building in which a school or any class thereof is in session, shall willfully make or assist in the making of any noise or diversion which disturbs or imminently threatens to disturb the peace and good order of such session or class thereof.

Adopted: January 2, 1992

Revised: August 11, 1998

Revised (Renumbered): May 22, 2007

Revised: January 12, 2010

Reviewed: August 18, 2015

Reviewed: March 21, 2017

Reviewed: May 21, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 499 - EMPLOYEE RECOGNITION / COMPENSATION

I. Purpose

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

II. General Statement of Policy

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

III. Definitions

- A. Recognition means the acknowledgement of exemplary work or effort and/or years of service.

Adopted: January 13, 2004
Revised: July 7, 2015
Reviewed: March 21, 2017
Revised: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 502-SEARCH OF STUDENT LOCKERS,
DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

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

B. Desks

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

C. Personal Possessions and Student's Person

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

- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

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

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will

uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. §121A.72 (school locker policy)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: Princeton Public Schools Policy 417 (Chemical Use/Abuse)
Princeton Public Schools Policy 418 (Drug-Free Workplace / Drug-Free School)
Princeton Public Schools Policy 501 (School Weapons)
Princeton Public Schools Policy 506 (Student Discipline)

Adopted: December 17, 2002

Revised: August 4, 2015

Reviewed: March 21, 2017

Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 503-STUDENT ATTENDANCE**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

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

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

4. Administrator's Responsibility

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

B. Attendance Procedures

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

1. Excused Absences

- a) To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a

physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b) The following reasons shall be sufficient to constitute excused absences:

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

c) Consequences of Excused Absences

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

2. Unexcused Absences

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

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Any other absence not included under the attendance procedures set out in this policy other than those approved by building administrator.

b) Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56. Days during which a student is suspended from school shall not

be counted in a student's total cumulated unexcused absences.

- (2) In cases of recurring unexcused absences, each building will follow the processes outlined in their handbook for communicating with the parents of the student about the absences. Administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minn. Stat. § 260C.007 Subd. 6, section 14.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a) Students tardy at the start of school must report to the school office for an admission slip.

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

3. Excused Tardiness

Valid excuses for tardiness are:

- a) Illness.

- b) Serious illness in the student's immediate family.

- c) A death or funeral in the student's immediate family or of a close friend or relative.

- d) Medical, dental, orthodontic, or mental health treatment.

- e) Court appearances occasioned by family or personal action.

- f) Physical emergency conditions such as fire, flood, storm, etc.

- g) Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a) An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b) Consequences of tardiness may include parent conference, detention, suspension or referral to county agency.

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

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

III. DISSEMINATION OF POLICY

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

IV. REQUIRED REPORTING

A. Continuing Truant

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

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

B. Reporting Responsibility

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school

days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988) Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984) Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: Princeton Policy 506 (Student Discipline)

Adopted: March 22, 2005
Revised: December 20, 2011

Reviewed: January 20, 2015

Revised: March 21, 2017

Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 509-ENROLLMENT OF NONRESIDENT STUDENTS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

2. possessing or using an illegal drug at school or a school function;
 3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence; or except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.
- D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to "Students and Families," then, under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."~~(that enrollment form follows this policy).~~
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. ~~The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where: Siblings of currently enrolled students,~~

~~applications related to an approved integration and achievement plan, and children of the school district's staff must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.~~

1. The student's resident district does not operate a school building;
2. The municipality is located partially or fully within the boundaries of at least five school districts;
3. The nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. No other nonresident, independent, special, or common school district operates a school building within the municipality.

F. Exclusion.

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.
3. Termination of Enrollment.
 - a) The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, 124D.07 or 124D.08 at the end of a school year if the student meets the

definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

- b) The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
- c) A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

G. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district

without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 124D.03, Subds. 3, 4, 6 and 7 (Enrollment Options Program)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Stat. § 121A.40 to 121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)

Cross References: Princeton Policy 506 (Student Discipline)
Princeton Policy 517 (Student Recruiting)
[MSBA Service Manual, Chapter 5, Various Educational Programs](#)

Adopted: October 14, 2003
Revised: June 25, 2013
Revised: June 16, 2015
Revised: March, 21 2017
Revised: September 15, 2017
[Revised: May 21, 2019](#)

**PRINCETON PUBLIC SCHOOLS
POLICY 510 - ACTIVITIES PROGRAM**

I. PURPOSE

The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program. ISD 477 is a member of MSHSL and follows all rules, regulations and bylaws pertaining to interscholastic eligibility.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interest that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior in inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

Legal References: Minn. Stat § 123 B.49 (Cocurricular and Extracurricular Activities)

Cross References: Princeton Public Schools Policy 503 (Student Attendance)
Princeton Public Schools Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 5 Various Educational Programs

Adopted: February 6, 2018

Reviewed: May 21, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 524-RESPONSIBLE USE POLICY
~~**INTERNET ACCEPTABLE USE AND SAFETY**~~

I. PURPOSE

The district's Responsible Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information and to comply with the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). ~~The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable, responsible and safe use of the Internet and school issued devices including electronic communications.~~

II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district ~~network, devices and internet computer system and the internet~~ the school district considers ~~our its own stated~~ educational mission, goals, and objectives.
- B. The district's Responsible Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information and to comply with the Children's Internet Protection Act (CIPA).
- C. As used in this policy, "user" includes anyone using computers, tablets, internet, email, and all other forms of electronic communication or equipment provided by the district (the "network") regardless of the physical location of the user.
- D. Access to the ~~school district network and devices school district computer system and to the Internet~~ enables students and employees to explore ~~the internet~~, thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- E. The school district expects that employees and students will blend thoughtful use of the school district ~~network and devices computer systems and the Internet~~ throughout the curriculum.
- F. The school district ~~uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary.~~

~~Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email. monitors online activities and operates technology protection measures, including filters, that protect against access to unacceptable or harmful material through the school district network.~~

- G. All electronic communications that are sent or received on the school district network are considered property of the school district.
- H. The District will take all necessary measures to secure the network against potential cybersecurity threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States.
- I. The district will partner with parents and guardians to guide appropriate use of school-issued devices and internet resources inside and outside of the district. ~~It is ultimately the responsibility of parents and guardians to partner with of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.~~

III. ACCEPTABLE USES

- A. ~~Users are expected to use district internet access through the district network system to further educational and personal goals consistent with the mission of the school district and school policies.~~
- B. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- C. Use encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- D. Use is related to instructional, administrative and other support activities considered consistent with the mission of the district.
- E. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. Users will not use the school district system ~~or devices or devices~~ to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
- B. ~~Users will not use information or materials that could cause damage or danger of disruption to the educational process.~~
- ~~B. Information or materials that could cause damage or danger of disruption to the educational process.~~
- C. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
- D. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- E. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- F. ~~Users will not use the school district network or devices to post private information about another person, personal contact information about themselves, or other persons, or other personally identifiable information, including but not limited to, addresses, phone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, passwords, labeled photographs, or other information that would make the individual's identify easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.~~
- G. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files.
- H. ~~Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the~~

person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school device and will not plagiarize works they find on the internet. :

- I. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
- J. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (Princeton Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district ~~computer~~-system and use of the Internet shall be consistent with school district policies and the mission of the school district. Misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct.

VII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

VIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- C. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
17 U.S.C. § 101 et seq. (Copyrights)
20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N. W. 2d811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)524-11
Kowalski v. Berkeley Cnty Sch., 652 F.3d 656 (4th Cir. 2011)2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Princeton Policy 406 (Public and Private Personnel Data)
 Princeton Policy 506 (Student Discipline)
 Princeton Policy 514 (Bullying Prohibition Policy)
 Princeton Policy 515 (Protection and Privacy of Pupil Records)
 Princeton Policy 519 (Interviews of Students by Outside Agencies)
 Princeton Policy 521 (Student Disability Nondiscrimination)
 Princeton Policy 522 (Student Sex Nondiscrimination)
 Princeton Policy 526 (Hazing Prohibition)
 Princeton Policy 603 (Curriculum Development)
 Princeton Policy 606 (Textbooks and Instructional Materials)
 Princeton Policy 806 (Crisis Management Policy)
 Princeton Policy 904 (Distribution of Materials on School District Property by Non School Persons)

Technology Procedure Manual

Sheninger, E. C. (2017). *Learning Transformed: 8 Keys to Designing Tomorrow's Schools, Today*. ASCD.

LA Unified School District Policy 999.11 (Responsible Use Policy for District Computer and Network Systems)

[Princeton Public Schools 1:1 Technology Procedures](#)

Adopted: February 26, 2002

Adopted: February 22, 2005

Revised: December 8, 2009

Reviewed: March 22, 2011

Revised: March 13, 2012

Revised: September 2, 2014

Revised: September 1, 2015

Revised: April, 18 2017

Revised: May 21, 2019



Procedures for Responsible Use of District Technology and 1:1 Student Devices

Policy Context: Policy 524 is the current board approved policy related to student devices and Responsible Use.

Procedures:

Responsible Use and Digital Citizenship

Parents and students are expected to review the responsible use policy together and create a plan for device guidelines and expectations for when the device is at home.

The district will provide parent information sessions at the beginning of the school year to review digital citizenship expectations, filtering options, social media, and best practices for school and home regarding students and their devices.

The district will provide information on digital safety throughout the school year on the district's facebook page and through other communication channels.

Service and Protection Plans

The district will provide an optional service and protection plan covering repairs and accidental damage. This optional plan does not cover a lost/stolen device or damages caused by misuse and abuse. All repairs on any school device must be completed by a school technician or sent out by the district to an approved service vendor.

Families must choose an insurance option when signing the digital device agreement before a student will be issued their device.

Option 1 - \$30 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 \$60.

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 attached to this form.

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 screen replacement is \$70, a replacement Chromebook is \$250, a replacement case is \$55.

Device Distribution

Forms Needed

All parents and students are required to read and sign the Responsible Use Policy Agreement and Service and Protection Plan form before a device will be distributed to the student.

- Forms will be completed online through Skyward.
- A paper copy will be made available by request.
- Students will not receive a device until forms are signed by a parent or guardian in Skyward.
- Extra devices will be set up during Intermediate, Middle school, High School, and Student Services open houses for parents to fill out forms if they are unable to fill out forms at home.

Device Distribution

- Students in grades 3-5 will receive devices from the teacher in the classroom the first week of school. Teachers will have carts of chromebooks in classrooms that will be numbered. Each student will be assigned a numbered device and will be responsible for that device for the school year.
- Students in grade 6 will receive their device and charger on WEB day.
- Students in grades 7-8 will receive their device and charger at open house.
- Students in grade 9 will receive their device and charger on LINK day.
- Students in grades 10-12 will receive their device and charger the first week of school.
- Students attending Princeton ALC or Princeton Online Academy will access devices through the Department of Student Services during the first week of school.
- New students will be able to pick up their device in the media center once their form has been signed in Skyward.

Device Collection

At the conclusion of the school year, students will return their device and charger to be redistributed in the fall.

Students will get the same chromebook back in the fall while they are in the same building. For example a 6th grader will have the same chromebook in 7th and 8th grade but will receive a different chromebook to use for 9th-12th.

Chromebooks will not follow students to new buildings.

- In grades 3-5 teachers will collect chromebooks in the classroom cart. Students will not receive the same chromebook the following school year.
- In grades 6-12 students will return their chromebook and charger on the assigned collection day.

Any damages found or reported when the chromebook is returned will be billed and will need to be paid before student receives their chromebook in the fall.

The full replacement fee of \$250 will be charged for a chromebook that is not returned.

- The district will place a lost notification on the device, rendering it unusable. The district may also file a report of stolen property with the Princeton Police Department.
- The replacement cost of \$20 will be charged if the school-issued charger is not returned.

Transferring/Withdrawing Students

Students who transfer out of Princeton Public Schools must turn in their device and charger to the media center or main office by the last day of attendance.

Failure to return the device will result in the full replacement cost being charged and the district will place a lost notification on the device, rendering it unusable. The district may also file a report of stolen property with the Princeton Police Department.

Student Expectations

Students in 6-12 will be given a charger with their device and are expected to bring their device to school fully charged every day. Students will bring their device to every class unless directed differently by their teacher.

Students in 3-5 will charge their devices in classroom carts and keep their devices at school unless given permission by the teacher to bring the device home for instructional purposes.

When devices are transported between school and home, students will keep device protected in backpack or tote. Liquids and food will not be kept in the same area as the device.

For the 2019-2020 school year, most chromebooks will come with a protective clamshell case. These cases are not to be removed by students and can only be removed by district technicians or staff when completing repairs on the device.

If a student does not bring their device to school:

- In the event a student forgets their device, students should call home and have it brought to school.
- If it cannot be brought to school, a limited amount of devices may be available for students to borrow for the day from the media center.
- The media center staff will document the number of times a loaner is issued to each student for not having their device at school, and communicate that information to the building principal.

Device Support and Repairs

Device repairs are to only be completed by district technicians and staff.

Basic chromebook troubleshooting will be taught to students at the beginning of the school year, and posters will be placed in every classroom. Students are expected to do basic troubleshooting first if there is an issue.

- If basic troubleshooting does not help, students in 6-12 will bring the device to the media center for further help or repairs.
- If basic troubleshooting does not help for students in 3-5, their teachers will complete a tech work order to have the device checked by a district technician.
- Loaner devices may be issued to students if their device is being repaired.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to, or loss of, the loaned device.
- Students will be contacted when their device is repaired. Students must return the loaner device before receiving the repaired device.

Charging Devices

Students in grades 6-12 will charge their devices at home each evening and bring their device to school each day fully charged.

- Students in grades 3-5 will charge devices at school in classroom carts. Chargers will stay at school, even when devices are sent home. Charged devices can last 1-2 days without a charge.

Chargers **will not** be available for check out from the media center. Teachers may have extra chargers in their classrooms that they will allow students to use at their discretion.

Replacement chargers can be purchased in the media center for \$20 and are not covered by the optional insurance plan.

Device Maintenance

- Devices must remain free of any writing drawing, stickers, or labels (other than labels placed on device by district)
- Devices should be shut down when not in use to conserve battery life.
- No food or drink should be next to devices.
- Devices in cases should not be removed from their case, except for repairs by a district technician or technology staff member.
- Cords and cables can be fragile and must be inserted carefully into the device. Do not wrap cords too tightly as this can cause them to fray.
- Do not stack books or other heavy items on top of devices; this can damage the screen.
- Do not expose device to extreme temperatures or direct sunlight for extended periods of time.

Personalizing Student Device

- Devices are to remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Princeton Public Schools.
- Students may add appropriate music, photos, and videos to their device.

Sound

- Sound must be muted at all times unless permitted by teacher or other staff member.
- Headphones may be used only at teacher discretion.

Printing

- Chromebooks will not be set up for printing at school.
- Students are encouraged to digitally publish and share their work with their teachers and peers when assigned and appropriate.

PRINCETON PUBLIC SCHOOLS
POLICY 714-FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Non-spendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 10 percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the

school district will follow the approved district plan for each of the areas (Capital, Assigned, Deferred, Health and Safety, Etc.,) If there is no plan the district will strive to spend resources from the fund balances classifications in the following order (First to Last): Restricted, Committed, Assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent or Director of Business Services. Assignments so made shall be reported to the Finance Committee and/or school board on a quarterly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding
[Princeton Public Schools Procedure 714- Fund Balance Calculation](#)

Adopted: May 24, 2011
Revised: November 12, 2013
Revised: May 19, 2015
Reviewed: October 18, 2016
Revised: May 21, 2019



Procedures Title: Committed Fund Balance Calculation

Introduction: This procedure outlines the calculation used by the district for the committed fund balance.

Policy Context: Policy 714 is the current board approved policy related to creating new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

Calculation Procedure:

1. The committed fund balance will be calculated using the Projected Benefit payments calculated in the actuarial study for current year and one year forward. The numbers are on page 8 of the Hildi report for year 19. We will add to that number compensated absences for all the other groups (Secretaries, Custodians, Paras, Food Service, and Administration) which includes severance obligations estimates for 403b, HSA's, and Health Insurance premiums for the following year.

Outdoor Classroom Update May 2019



Students planted the 700+ native plants in the garden



Winter Refuge
trip-snowshoe hike



Eight classrooms in 1st-5th grade planted Common milkweed in the new School Forest

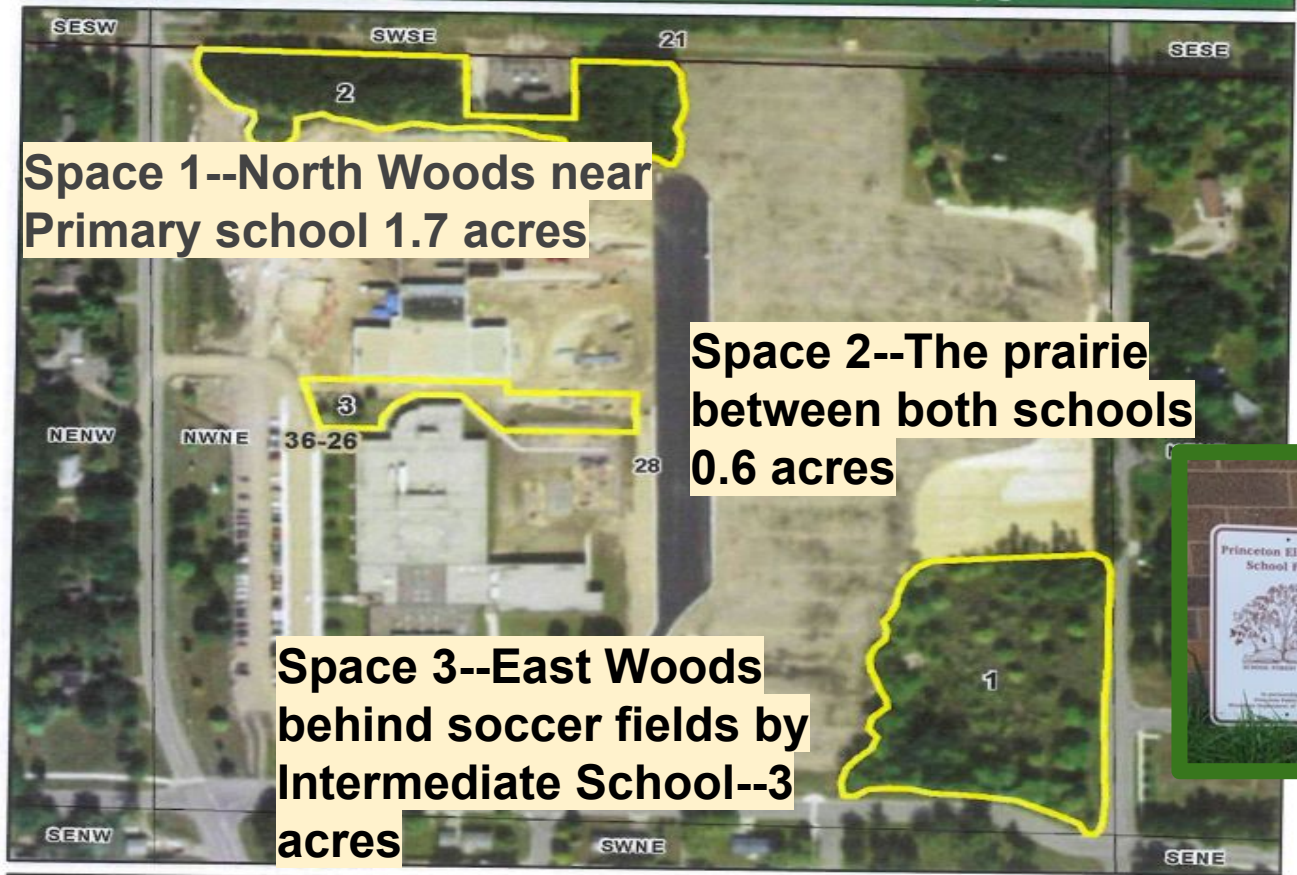


Service project-4th graders spread all the mulch near new benches in East woods



Measuring branch angles in the School Forest using protractors

Woodland Stewardship Cover Types



Space 1--North Woods near Primary school 1.7 acres

Space 2--The prairie between both schools 0.6 acres

Space 3--East Woods behind soccer fields by Intermediate School--3 acres

Three School Forest areas for outdoor learning near the Primary and Intermediate Schools



New signs to be installed near the entrances of the new School Forests

North Woods (1.7 acres) north of Primary School Conservation Corps Completed Trails



- 4 days August 2018
CCM project
- Cleared hazard trees
& poison ivy
- mulched loop trail
through woods



Students learning in the
North Woods



The project was funded by the Minnesota Environment and Natural Resources Trust Fund (ENRTF), as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR) to the MN DNR to coordinate Conservation Corps Minnesota projects that improve School Forest outdoor classrooms.

Conservation Corps provides hands-on environmental stewardship and service-learning opportunities to youth and young adults while accomplishing conservation, natural resource management and emergency response work

East Woods (3 acres) behind Intermediate School

Conservation Corps Completed Trails & Installed Benches



- 4 days September 2018 CCM project
- Cleared 300-foot loop trail through woods
- Constructed an ADA accessible path from sidewalk to benches
- Built and installed 8 outdoor classroom benches
- Cleared poison ivy near entrance path
- Students spread mulch by benches
- Grades 1-5 helped plant about 300 milkweed plants



Native Pollinator Learning Garden-The Prairie (0.6 acres between Primary & Intermediate Schools)

Project Learning Tree Grant--Outdoor Classroom Improvement Project

- Spring 2018--Students measured, designed and built a 4,000 Square Foot Migrating Bird & Pollinator Native Garden
- Fall 2018 Students measured & weeded their “adopted” plants
- April 2019 installed 2 arbors donated by Peterson/Porttiin family



Fall 2018



Summer 2018



Spring 2018



April 2019

Partnership with Sherburne National Wildlife Refuge continues....

Students “Get in the Moment” outside when they arrive.



Students use thermometers and other science tools.



Volunteers guide students through the trails.

Fall, winter, and spring trips for ALL 4th graders.

Lessons were developed by Fish and Game Wildlife staff based on Mn State Standards in science, math & language arts.

Busing funds for two trips were donated by *Friends of the Refuge*. (\$1000 total)

National Wildlife Refuge Partnership - Special Use Permit for wildlife cameras



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Community Education Recreation, Enrichment & Facility Use



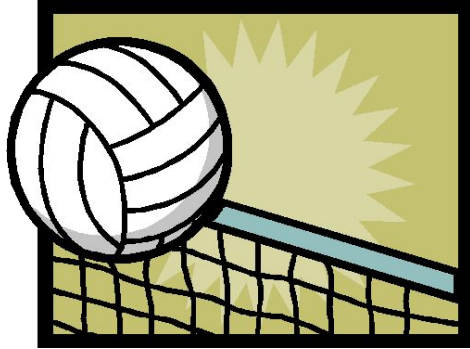
COMMUNITY EDUCATION



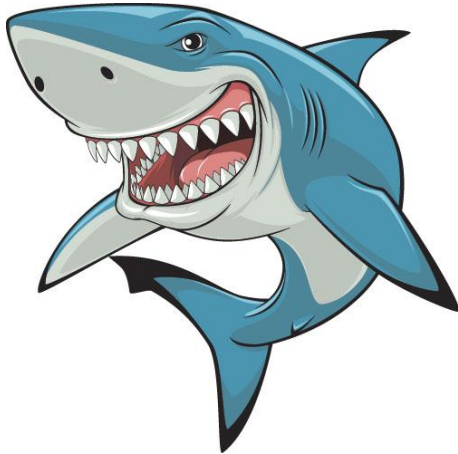
About CE - Who do we serve?



- CE provides youth and adult programming to over 4500 users through over 450 different programs each year
- Programs include: Recreation, Enrichment, Tiger Club, Adults with Disabilities, Adult Basic Education, Drivers Education, Aquatics, ECFE, Hand in Hand Preschool, Advanced Academic Academy
- We print and mail 3 catalogs per year to over 16,000 homes
- CE collaborates with over 45 businesses each year through programming and advertisements
- School district buildings are rented out to over 30 different entities throughout the year with over 3000 hours of use time
- CE offers fee assistance/scholarships applications available for all families



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Recreation - 105 program offerings

Princeton Tigers Archery - 69

Youth Wrestling - 95

Tiger Gymnastics - 208 over 23 class options

Tiger Sharks - 48

Level 1-6 Swim Lessons - 202 over 47 class options

After School Tennis, Basketball and Volleyball - 31, 29, 19



Enrichment - 56 Program Offerings

Spanish Programming - Board Games and Arts and Crafts - 12

Babysitter Certification - 7

Science Explorers' Crazy Chemistry - 9

Paramount Day Trip - Classic Nashville Roadshow - 29

Soap Making 101 - 4

First Aide and CPR Certifications - 9



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Facility Use in the District

Beyond Sports and Taekwondo - Fall Brawl

Crystal Cabinets Staff Christmas Party

PYBA, Archery, JO and Youth Wrestling Tournaments

Just for Kix Shows and Practices

Boy and Girl Scouts - Pinewood Derby

Chamber of Commerce - Business Expo

Heart to Toe Ballet Performances



2019-2020 STAFF DEVELOPMENT		
2018 ACTUAL FUND BALANCE	\$263,097.60	
2019 ESTIMATED FUND BALANCE	\$214,475.00	
2020 ESTIMATED REVENUE	\$450,525.00	
2020 ESTIMATED EXPENSES		
Data Analysis, Technology, and Literacy Coaching	\$266,500.00	
Back to School Professional Development	\$18,450.00	
Software and Dues	\$8,500.00	
Licensed Staff Professional Development	\$67,300.00	
Non-Licensed Professional Development	\$22,800.00	
Additional Opportunies for all Staff	\$10,000.00	
Building Allocations	\$43,800.00	
Supplies for all District Professional Development	\$2,000.00	
Partial District Staff Development Day	\$50,000.00	
District Staff Development Day-only if needed		\$80,000.00
Total	\$489,350.00	
2020 ESTIMATED FUND BALANCE	\$175,650.00	
After year end close reallocation or additions may occur for revised budget.		

2019-2020 CAPITAL		
2019 Estimated Fund Balance		\$2,090,222.00
2020 Estimated Revenue		\$612,050.00
FAMILY CENTER		
PRIMARY		
INTERMEDIATE		
Outside of Playground Surfacing		\$25,000.00
MIDDLE		
HIGH SCHOOL		
TRANSPORTATION		
Van-aging out		\$60,000.00
Bus Cameras		\$5,000.00
BUILDINGS & GROUND		
Bucket Truck		
Other Equipment		\$25,000.00
STUDENT SERVICES BUILDING		
TECHNOLOGY		
DW One to One Student Tech Initiative	\$307,000.00	\$307,000.00
Classroom Hardware	\$67,000.00	\$33,500.00
Copiers-move to operational lease	\$20,000.00	\$25,000.00
Infrastructure	\$35,000.00	\$35,000.00
Staff Devices	\$117,000.00	\$58,500.00
Software-moved from unassigned		\$75,000.00
(there may be movement among the technology categories based on priority)		
(student technology would be first priority)		
OTHER		
Furniture, Fixtures, and Equipment	\$150,000.00	\$150,000.00
Districtwide Emergency	\$15,000.00	\$13,050.00
Total	\$711,000.00	\$812,050.00
Variance		-\$200,000.00

SUMMER 2019 LONG TERM FACILITY MAINTENANCE	
2019 Estimated Fund Balance	\$761,270.80
Revenue:	\$555,337.00
Total Funds Available	\$1,316,607.80
EXPENDITURES	
Health & Safety Total	\$145,000.00
Primary School	
Intermediate School	
Maintenance Garage Roof	\$5,000.00
Carpet-Media/N. Computer	\$23,000.00
Ground maintenance by playground	\$10,000.00
Middle School	
Parking Lot	\$55,000.00
Lighting Classrooms	\$50,000.00
Paint & Accoustical Tiles Gym	\$50,000.00
High School	
Tuck Pointing	\$50,000.00
Carpeting Office Area	\$21,000.00
Repair curb & ADA Access	\$28,000.00
Repair & chip seal Smith System Rd	\$40,000.00
Family Center/District Center	
Paint accent border	\$9,000.00
Student Service	
Gutter Replacement	\$4,000.00
District Wide	
Yearly Maintenance Costs (crs801)	\$75,000.00
Emergency Maintenance (CRS803)	\$100,000.00
Total for 2020	\$665,000.00
VARIANCE	\$651,607.80

2019-2020 ATPPS/QCOMP	
2018 FUND BALANCE	\$226,244.00
2019 ESTIMATED FUND BALANCE	\$228,118.00
ESTIMATED REVENUE	\$887,000.00
ESTIMATED EXPENSES	
INDIVIDUAL PLC, GOALS, PLANS	\$454,000.00
ADMINISTRATION COSTS	\$43,800.00
CAREER LADDER	\$246,400.00
AFT PD CLASSES	\$58,400.00
COP	\$15,000.00
BUILDING GOALS	\$50,800.00
COACH TRAINING	\$0.00
CAREER LADDER	\$3,100.00
SITE PROFESSIONAL DEVELOPMENT	\$32,850.00
TOTAL EXPENSES	\$904,350.00
2020 ESTIMATED VARIANCE	-\$17,350.00
2020 ESTIMATED FUND BALANCE	\$210,768.00

PROGRAM INITIATIVES	
2018 FUND BALANCE	\$649,982.00
2019 ESTIMATED FUND BALANCE	\$302,982.00
2019-2020 PROPOSED EXPENDITURES	
On-Line Additional Staffing	\$122,000.00
Spanish Materials	\$30,000.00
Schoology	\$1,000.00
Chromebooks	N/A
Odysseyware	Budgeted in Tech
Device	Budgeted in Tech
Curriculum Development	To be Determined
Trainings	\$1,000.00
TOTAL	\$154,000.00
2020 ESTIMATED FUND BALANCE	\$148,982.00

TECHNOLOGY ASSIGNED	
2018 FUND BALANCE	\$57,595.00
2019 ESTIMATED FUND BALANCE	\$44,595.00
REVENUE	\$17,250.00
BUILDING IMPROVED PROPOSAL	
Student Chromebook Repairs	\$22,500.00
TOTAL	\$22,500.00
2020 ESTIMATED FUND BALANCE	\$39,345.00
Fund Balance move to Unassigned -(if needed)	\$35,000.00
This was the original fund balance in this area.	

BUILDING IMPROVED	
2018 FUND BALANCE	\$280,537.00
2019 ESTIMATED FUND BALANCE	\$149,530.00
BUILDING IMPROVED PROPOSAL	
Fund Balance move to Program Initiatives	\$149,530.00
Spanish Immersion Teacher 1 year	\$72,458.00
Net Fund Balance Move	\$77,072.00
Propose using Capital to pay for Connection to City Water and Sewer if needed	

**PRINCETON PUBLIC SCHOOL
ORIGINAL BUDGET 2019-2020
MAY 2019**

	2020 ORIGINAL ESTIMATED REVENUES	2020 ORIGINAL ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 37,492,753	\$ 39,021,135
FOOD SERVICE (02)	\$ 1,777,000	\$ 1,852,733
COMMUNITY EDUCATION (04)	\$ 1,448,110	\$ 1,550,418
BUILDING FUND (06)	\$ -	\$ 1,639,000
DEBT SERVICE (07)	\$ 4,349,160	\$ 4,280,194
TOTAL ALL FUNDS	\$ 45,067,023	\$ 48,343,480

2018 FUND BALANCE	
GENERAL FUND	\$ 10,919,778
FOOD SERVICE	\$ 481,297
COMMUNITY EDUCATION	\$ 326,576
BUILDING FUND	\$ -
DEBT SERVICE	\$ 754,075

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FOOD SERVICE	\$ 481,297
COMMUNITY EDUCATION	\$ 326,576
BUILDING FUND	\$ -
DEBT SERVICE	\$ 754,075

**PRINCETON PUBLIC SCHOOLS
GENERAL FUND ORIGINAL BUDGET
MAY 2019**

		2020 Estimated Revenues	2020 Estimated Expenses	Variance
LTFM-Restricted		\$ 547,795	\$ 665,000	\$ (117,205)
Operating Capital-Restricted		\$ 612,050	\$ 812,050	\$ (200,000)
Staff Development-Restricted		\$ 460,296	\$ 489,350	\$ (29,054)
Qcomp-Assigned		\$ 896,573	\$ 904,350	\$ (7,777)
Technology-Assigned		\$ 17,250	\$ 22,500	\$ (5,250)
Building Improved-Assigned		\$ -	\$ -	\$ -
Program Initiatives-Assigned		\$ -	\$ 229,000	\$ (229,000)
Activity Account-Assigned		\$ 500,000	\$ 500,000	\$ -
Unassigned		\$ 34,458,789	\$ 35,398,885	\$ (940,096)
Total		\$ 37,492,753	\$ 39,021,135	
		\$ (37,492,753)	\$ (39,021,135)	

**2018 Fund
Balance**

ALC-Restricted	\$ 49,835
Basic Skills-Restricted	\$ 15,672
Basic Skills Ext Time-Restricted	\$ 16,911
LTFM-Restricted	\$ 408,023
Med Asst-Restricted	\$ 8,651
Operating Capital-Restricted	\$ 2,147,068
Staff Development-Restricted	\$ 263,098
Severance-Committed	\$ 941,283
Qcomp-Assigned	\$ 226,244
Technology-Assigned	\$ 57,595
Building Improved-Assigned	\$ 280,537
Program Initiatives-Assigned	\$ 649,982
Activity Acct-Assigned	\$ 119,773
Non Spendable	\$ 196,274
Unassigned	\$ 5,538,832
	\$ 10,919,778

Audit report for 2018 was presented at the 1st board meeting in November and the fund balances for the 2017-2018 school year for each category are reflected above.

GENERAL FUND

GIFTED AND TALENTED

Revenue Sources

- State Aid

Expenditures

- Part of unassigned budget area
- Planned fund balance spend down in 2018

LONG TERM FACILITY MAINTENANCE

Revenue Sources

- Property Tax Levy
- Previously Health & Safety & Deferred Maintenance

Expenditures

- 2019 summer projects-attached to 2020 budget
- Budget created based on summer projects
- Actual expenses will be split between two years budget years

OPERATING CAPITAL

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Board approved-attached to 2020 budget

STAFF DEVELOPMENT

Revenue Sources

- State Aid

Expenditures

- Board approved-attached to 2020 budget
- Based on staff development plan

ATPPS (Qcomp)

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Board approved-attached to 2020 budget
- Based on ATPPS plan

BUILDING IMPROVED ASSIGNED

Revenue Sources

- Previous revenue set aside for specific purpose

Expenditures

- Board approved-attached to 2020 budget

PROGRAM INITIATIVE ASSIGNED

Revenue Sources

- Previous revenue set aside for specific purpose

Expenditures

- Board approved-attached to 2020 budget

TECHNOLOGY ASSIGNED

Revenue Sources

- Student Fees

Expenditures

- Board approved-attached to 2020 budget
- Repairs of student devices

ACTIVITY ACCOUNT

Revenue Sources

- Student fundraising
- Donations
- Participation fees

Expenditures

- Field Trips
- Rewards for instructional participation
- Recreational Supplies

UNASSIGNED

Revenue Sources

- State Aid
- Property Tax Levy
- Federal and/or State Grants
- Participation fees and donations

Based Revenue on:

- Enrollment of 3330 PK-12
- State Formula Increase of 2%
- Special Education Increase-Estimated

Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Instructional supplies (buildings based on per student amount)
- Operational costs: building repairs, utilities, insurance and transportation
- Technology: software and repairs
- Activities
- Severance
- Staff salaries, benefits and other contractual requirements
- Budget Adjustments
 - Estimated staff salaries increases
 - Non-replacement of retirements or long-term leaves-2 FTE's
 - Replacement of retirements or long-term leaves-6 FTE's
 - .5 Custodial FTE moved to Community Education
 - \$75,000 of Software costs moved to Capital
 - \$50,000 of Staff Development moved to cover costs of a partial day of staff development for staff
 - Special education staff added-1.5 FTE's
 - Operations Secretary-shared with Food Service
 - Reduced 1 bus route
 - Reduction of 2 special education para-professionals
 - One time fund balance shifts if needed:
 - Staff development
 - Technology assigned
 - Rum River Coop Refund

FOOD SERVICE

Revenue Sources

- State Aid
- Federal Aid
- Participation Fees

Base Revenue on

- Breakfast and Lunch Price increase
 - Board approved on 05.07.19

Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Food, paper and general supplies

- Operational costs like utilities, custodial and technology
- Equipment costs

COMMUNITY EDUCATION

Revenue Sources

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

Expenditures

- Staff salaries, benefits and other contractual requirements
- Supplies, technology and field trip costs
- Operational costs like utilities, custodial and transportation may be charged to the community service fund.

Overall structure to ensure vitality of Community Education

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

New Programs 2019

- Programs are continually added throughout the year

Discontinued Programs 2018

- Programs may be discontinued during the year.

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

BUILDING CONSTRUCTION FUND

- Last project to be expended in 2018
- Revised
 - 4.5 million dollar bond projects

DEBT SERVICE FUND

Revenue Sources

- Property Tax Levy
- State Aid

Expenditures

- Building Bond Payments

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



PRINCETON
PUBLIC SCHOOLS

Long Term Needs and Facilities Maintenance Plan

District Name: Princeton Public Schools	District: 477	Date: 43217
District Contact for Questions on this Spreadsheet:		E-mail: michelle.czech@isd477.org
Name: Michelle Czech		Phone #: 7633896187

Finance Code	Category	Fiscal Year, Ending June 30th -->										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Total for all District Facilities												
Health and Safety, IAQ and Abatement Projects												
347	Physical Hazards	\$ 26,210	\$ 28,629	\$ 27,806	\$ 30,372	\$ 29,500	\$ 32,222	\$ 31,296	\$ 34,184	\$ 33,202	\$ 6,524	
349	Other Hazardous Materials	\$ 18,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 16,415	\$ 11,941	\$ 12,299	\$ 12,668	\$ 2,610	
352	Environmental Health & Safety Management	\$ 237,242	\$ 68,983	\$ 70,234	\$ 69,086	\$ 70,713	\$ 76,963	\$ 75,019	\$ 144,250	\$ 82,280	\$ 5,219	
358	Asbestos Removal and Encapsulation	\$ 262,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	\$ 3,262	
363	Fire Safety	\$ 281,925	\$ 11,948	\$ 21,324	\$ 12,676	\$ 13,056	\$ 23,301	\$ 13,851	\$ 14,267	\$ 25,462	\$ 3,914	
366	Indoor Air Quality	\$ 151,832	\$ 11,845	\$ 12,200	\$ 12,566	\$ 12,943	\$ 13,332	\$ 13,732	\$ 280,116	\$ 14,568	\$ 2,610	
367	Accessibility	\$ 49,000	\$ 36,050	\$ 26,523	\$ 21,855	\$ 22,510	\$ 23,185	\$ 23,881	\$ 24,597	\$ 25,335	\$ 1,957	
	Total	\$ 1,026,209	\$ 180,115	\$ 181,427	\$ 170,595	\$ 173,483	\$ 199,330	\$ 184,048	\$ 524,472	\$ 208,716	\$ 26,095	
IAQ, Fire and Abatement, Projects Costing > \$100,000 per Site												
358	Asbestos Removal and Encapsulation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
363	Fire Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
366	Indoor Air Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Deferred Capital Expenditures and Maintenance Projects												
368	Building Envelope	\$ 486,048	\$ 189,520	\$ 203,162	\$ 587,341	\$ 296,572	\$ 240,549	\$ 247,766	\$ 255,199	\$ 255,254	\$ 14,353	
369	Building Hardware and Equipment	\$ 457,868	\$ 129,226	\$ 130,225	\$ 131,619	\$ 83,288	\$ 85,786	\$ 94,330	\$ 91,011	\$ 93,741	\$ 8,481	
370	Electrical	\$ 565,619	\$ 152,646	\$ 259,921	\$ 169,373	\$ 579,637	\$ 208,669	\$ 2,234,915	\$ 152,504	\$ 152,012	\$ 2,466,021	
379	Interior Surfaces	\$ 538,850	\$ 868,651	\$ 527,639	\$ 260,725	\$ 214,522	\$ 408,760	\$ 230,739	\$ 213,998	\$ 218,645	\$ 6,524	
380	Mechanical Systems	\$ 1,657,800	\$ 425,905	\$ 440,274	\$ 71,027	\$ 73,158	\$ 672,379	\$ 77,613	\$ 5,212,132	\$ 82,340	\$ 130,477	
381	Plumbing	\$ 82,000	\$ 41,200	\$ 73,202	\$ 1,109,118	\$ 75,972	\$ 78,251	\$ 27,463	\$ 62,724	\$ 12,668	\$ 21,529	
382	Professional Services and Salary	\$ 2,109,755	\$ 526,284	\$ 514,510	\$ 636,213	\$ 449,205	\$ 480,794	\$ 787,118	\$ 1,557,571	\$ 266,164	\$ 689,573	
383	Roof Systems	\$ 2,631,900	\$ 78,280	\$ 166,243	\$ 16,937	\$ 268,997	\$ 17,969	\$ 18,508	\$ 19,063	\$ 19,635	\$ 13,048	
384	Site Projects	\$ 2,018,933	\$ 219,709	\$ 257,374	\$ 198,712	\$ 204,674	\$ 210,814	\$ 217,138	\$ 223,653	\$ 230,362	\$ 97,858	
	Total Deferred Capital Expense and Maintenance	\$ 10,548,773	\$ 2,631,421	\$ 2,572,550	\$ 3,181,065	\$ 2,246,023	\$ 2,403,972	\$ 3,935,590	\$ 7,787,853	\$ 1,330,821	\$ 3,447,863	
Total Annual 10 Year Plan Expenditures		\$ 11,574,982	\$ 2,811,536	\$ 2,753,977	\$ 3,351,660	\$ 2,419,506	\$ 2,603,302	\$ 4,119,639	\$ 8,312,325	\$ 1,539,537	\$ 3,473,959	
Total 10 Year Plan Expenditures		\$42,960,423										

Detailed Summary by Facility

Category	Princeton High School	Princeton Middle School	Princeton Intermediate School	Princeton Primary School	Student Services Building	Princeton Family Center	District Center	Buildings and Grounds	District Wide Allocations	Grand Total
Site Projects - 384	\$1,669,213	\$469,900	\$495,929	\$1,500	\$193,125	\$187,269	\$0	\$2,500	\$859,791	\$3,879,228
Building Envelope - 368	\$727,820	\$1,150,002	\$446,018	\$2,000	\$113,080	\$333,660	\$0	\$3,183	\$0	\$2,775,763
Roof Systems - 383	\$480,196	\$2,500,000	\$70,375	\$13,048	\$4,400	\$117,671	\$0	\$64,890	\$0	\$3,250,579
Building Hardware & Equipment - 369	\$372,485	\$380,591	\$283,616	\$198	\$76,258	\$188,875	\$0	\$3,551	\$0	\$1,305,576
Interior Surfaces - 379	\$959,057	\$472,595	\$683,454	\$6,620	\$110,296	\$207,272	\$0	\$33,846	\$1,015,911	\$3,489,051
Mechanical Systems - 380	\$6,003,460	\$889,414	\$623,900	\$12,000	\$65,000	\$555,600	\$0	\$33,389	\$660,342	\$8,843,105
Plumbing - 381	\$1,215,699	\$79,578	\$74,289	\$0	\$21,529	\$59,646	\$0	\$0	\$133,385	\$1,584,126
Electrical - 370	\$2,650,172	\$2,068,406	\$426,059	\$998,151	\$27,430	\$738,318	\$0	\$32,782	\$0	\$6,941,318
Professional Services and Salary - 382	\$3,519,526	\$2,002,622	\$775,910	\$258,379	\$152,780	\$597,078	\$0	\$43,535	\$667,357	\$8,017,186
	\$17,597,528	\$10,015,109	\$3,879,550	\$1,291,897	\$763,696	\$2,385,339	\$0	\$217,676	\$3,336,795	\$40,085,927
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Safety - 363	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physical Hazards - 347	\$25,093	\$13,207	\$7,111	\$22,350	\$0	\$15,239	\$0	\$0	\$196,945	\$279,945
Hazardous Substance - 349	\$45,716	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,307	\$117,023
Asbestos Removal and Encapsulation - 358	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,171	\$375,171
Environmental H&S Management - 352	\$230,785	\$16,001	\$42,227	\$5,588	\$2,538	\$27,342	\$2,538	\$3,864	\$569,109	\$899,990
Fire Safety - 363	\$285,564	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136,160	\$421,724
Accessibility - 367	\$50,796	\$50,796	\$64,796	\$0	\$10,150	\$50,796	\$10,150	\$15,455	\$1,957	\$254,894
IAQ - 366	\$265,973	\$0	\$97,000	\$0	\$0	\$43,332	\$0	\$0	\$119,439	\$525,744
	\$10,754,554	\$10,093,112	\$4,090,584	\$1,319,834	\$776,595	\$3,122,057	\$12,688	\$236,994	\$4,556,876	\$47,960,423



General Summary of Facility Costs

School	Category	Item #	Item Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Grand Total	
Princeton High School	Accessibility - 367			\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	\$0	\$50,796	
	Asbestos Removal and Encapsulation - 358			\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	
	Building Envelope - 368			\$71,000	\$73,130	\$75,324	\$77,584	\$79,911	\$82,308	\$84,778	\$87,321	\$89,941	\$6,524	\$727,820	
	Building Hardware & Equipment - 369			\$112,500	\$23,690	\$65,245	\$25,133	\$25,887	\$26,663	\$27,463	\$28,287	\$29,136	\$8,481	\$372,485	
	Electrical - 370			\$150,130	\$148,011	\$127,308	\$65,564	\$67,531	\$0	\$2,091,629	\$0	\$0	\$0	\$2,650,172	
	Environmental H&S Management - 352			\$133,449	\$3,469	\$3,573	\$3,680	\$3,790	\$3,904	\$4,021	\$70,635	\$4,266	\$0	\$230,785	
	Fire Safety - 363			\$271,825	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739	\$1,791	\$1,845	\$1,900	\$0	\$285,564	
	Hazardous Substance - 349			\$4,635	\$4,635	\$4,774	\$4,917	\$5,065	\$5,217	\$5,373	\$5,534	\$5,700	\$0	\$45,716	
	IAQ - 366			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$265,973	\$0	\$0	\$265,973	
	Mechanical Systems - 380			\$141,000	\$358,955	\$371,315	\$0	\$0	\$0	\$0	\$5,132,190	\$0	\$0	\$6,003,460	
	Physical Hazards - 347			\$2,470	\$2,544	\$2,620	\$2,699	\$2,780	\$2,863	\$2,949	\$3,038	\$3,129	\$0	\$25,093	
	Plumbing - 381			\$50,000	\$0	\$0	\$1,092,727	\$18,571	\$41,734	\$0	\$0	\$0	\$0	\$1,215,699	
	Professional Services and Salary - 382			\$485,022	\$314,060	\$222,696	\$334,224	\$130,404	\$57,804	\$571,699	\$1,333,303	\$54,930	\$5,382	\$3,519,526	
	Roof Systems - 383			\$7,500	\$7,725	\$160,408	\$8,195	\$259,993	\$8,695	\$8,955	\$9,224	\$9,501	\$0	\$480,196	
	Site Projects - 384			\$1,313,108	\$37,183	\$63,760	\$39,447	\$40,631	\$42,850	\$43,105	\$44,398	\$45,730	\$0	\$1,669,213	
	Interior Surfaces - 379			\$134,850	\$607,546	\$27,424	\$28,247	\$29,094	\$29,967	\$30,866	\$31,792	\$32,746	\$6,524	\$959,057	
	Accessibility - 367			\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	\$0	\$50,796	
	Princeton Middle School	Asbestos Removal and Encapsulation - 358			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Building Envelope - 368			\$119,800	\$73,645	\$80,628	\$421,793	\$85,539	\$88,105	\$90,748	\$93,470	\$96,275	\$0	\$1,150,002
		Building Hardware & Equipment - 369			\$50,000	\$25,750	\$39,784	\$40,977	\$42,207	\$43,473	\$44,777	\$46,120	\$47,504	\$0	\$380,591
Electrical - 370				\$24,500	\$0	\$0	\$65,564	\$219,474	\$69,556	\$71,643	\$73,792	\$76,006	\$1,467,870	\$2,068,406	
Environmental H&S Management - 352				\$1,575	\$1,622	\$1,671	\$1,721	\$1,773	\$1,826	\$1,881	\$1,937	\$1,995	\$0	\$16,001	
Fire Safety - 363				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Hazardous Substance - 349				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
IAQ - 366				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Mechanical Systems - 380				\$179,300	\$0	\$0	\$0	\$0	\$579,637	\$0	\$0	\$0	\$130,477	\$889,414	
Physical Hazards - 347				\$1,300	\$1,339	\$1,379	\$1,421	\$1,463	\$1,507	\$1,552	\$1,599	\$1,647	\$0	\$13,207	
Plumbing - 381				\$0	\$25,750	\$0	\$0	\$0	\$0	\$9,552	\$44,275	\$0	\$0	\$79,578	
Professional Services and Salary - 382				\$805,000	\$49,801	\$38,723	\$153,255	\$95,950	\$256,779	\$63,882	\$74,407	\$65,239	\$399,587	\$2,002,622	
Roof Systems - 383				\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000	
Site Projects - 384				\$268,400	\$22,660	\$23,340	\$24,040	\$24,761	\$25,504	\$26,269	\$27,057	\$27,869	\$0	\$469,900	
Interior Surfaces - 379				\$78,000	\$51,397	\$11,139	\$60,646	\$11,818	\$220,842	\$12,538	\$12,914	\$13,301	\$0	\$472,595	
Accessibility - 367				\$19,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	\$0	\$64,796	
Princeton Intermediate School		Asbestos Removal and Encapsulation - 358			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Building Envelope - 368			\$54,988	\$42,745	\$44,027	\$56,275	\$46,709	\$48,110	\$49,553	\$51,040	\$52,571	\$0	\$446,018
		Building Hardware & Equipment - 369			\$145,170	\$60,152	\$21,748	\$8,742	\$9,004	\$9,274	\$9,552	\$9,839	\$10,134	\$0	\$283,616
		Electrical - 370			\$0	\$0	\$0	\$0	\$135,061	\$69,556	\$71,643	\$73,792	\$76,006	\$0	\$426,059
	Environmental H&S Management - 352			\$29,175	\$1,468	\$1,512	\$1,557	\$1,604	\$1,652	\$1,702	\$1,753	\$1,805	\$0	\$42,227	
	Fire Safety - 363			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Hazardous Substance - 349			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	IAQ - 366			\$97,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,000	
	Mechanical Systems - 380			\$623,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$623,900	
	Physical Hazards - 347			\$700	\$721	\$743	\$765	\$788	\$811	\$836	\$861	\$887	\$0	\$7,111	
	Plumbing - 381			\$17,000	\$0	\$57,289	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,289	
	Professional Services and Salary - 382			\$277,265	\$57,798	\$118,688	\$40,431	\$66,686	\$51,298	\$52,837	\$54,852	\$56,055	\$0	\$775,910	
	Roof Systems - 383			\$20,000	\$5,665	\$5,835	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$0	\$70,375	
	Site Projects - 384			\$112,500	\$66,394	\$41,375	\$42,616	\$43,895	\$45,212	\$46,568	\$47,965	\$49,404	\$0	\$495,929	
	Interior Surfaces - 379			\$135,500	\$56,238	\$304,478	\$48,080	\$25,887	\$26,663	\$27,463	\$30,009	\$29,136	\$0	\$683,454	
	Accessibility - 367			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Princeton Primary School	Asbestos Removal and Encapsulation - 358			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Building Envelope - 368			\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
		Building Hardware & Equipment - 369			\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198
		Electrical - 370			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$998,151	\$998,151
Environmental H&S Management - 352				\$550	\$567	\$583	\$601	\$619	\$638	\$657	\$676	\$697	\$0	\$5,588	
Fire Safety - 363				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Hazardous Substance - 349				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
IAQ - 366				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Mechanical Systems - 380				\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000	
Physical Hazards - 347				\$2,200	\$2,266	\$2,334	\$2,404	\$2,476	\$2,550	\$2,627	\$2,706	\$2,787	\$0	\$22,350	
Plumbing - 381				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Professional Services and Salary - 382				\$4,550	\$1,030	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$252,800	\$258,379	
Roof Systems - 383				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,048	\$13,048	
Site Projects - 384				\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	
Interior Surfaces - 379				\$2,500	\$4,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,620	



General Summary of Facility Costs

School	Category	Item #	Item Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Grand Total
Student Service Building	Accessibility - 367			\$5,000	\$5,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,150
	Asbestos Removal and Encapsulation - 358			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Building Envelope - 368			\$113,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$113,080
	Building Hardware & Equipment - 369			\$0	\$19,634	\$3,448	\$47,206	\$0	\$0	\$5,970	\$0	\$0	\$0	\$76,258
	Electrical - 370			\$0	\$0	\$0	\$0	\$22,510	\$0	\$0	\$4,919	\$0	\$0	\$27,430
	Environmental H&S Management - 352			\$1,250	\$1,288	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,538
	Fire Safety - 363			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Hazardous Substance - 349			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	IAQ - 366			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Mechanical Systems - 380			\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
	Physical Hazards - 347			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Plumbing - 381			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,529	\$21,529
	Professional Services and Salary - 382			\$98,901	\$16,496	\$1,658	\$11,801	\$9,848	\$0	\$7,463	\$1,230	\$0	\$5,382	\$152,780
	Roof Systems - 383			\$4,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,400
	Site Projects - 384			\$193,125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$193,125
	Interior Surfaces - 379			\$20,000	\$46,350	\$3,183	\$0	\$16,883	\$0	\$23,881	\$0	\$0	\$0	\$110,296
	Princeton Family Center	Accessibility - 367			\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	\$0
Asbestos Removal and Encapsulation - 358				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Envelope - 368				\$125,180	\$0	\$0	\$31,689	\$84,413	\$22,026	\$22,687	\$23,368	\$16,468	\$7,829	\$333,660
Building Hardware & Equipment - 369				\$150,000	\$0	\$0	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$0	\$188,875
Electrical - 370				\$390,889	\$4,635	\$132,613	\$5,464	\$135,061	\$69,556	\$0	\$0	\$0	\$0	\$738,318
Environmental H&S Management - 352				\$12,458	\$1,674	\$1,724	\$3,776	\$3,829	\$1,884	\$1,940	\$1,999	\$2,059	\$0	\$27,342
Fire Safety - 363				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hazardous Substance - 349				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IAQ - 366				\$43,332	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,332
Mechanical Systems - 380				\$555,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$555,600
Physical Hazards - 347				\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739	\$1,791	\$1,845	\$1,900	\$0	\$15,239
Plumbing - 381				\$0	\$0	\$0	\$0	\$40,518	\$19,128	\$0	\$0	\$0	\$0	\$59,646
Professional Services and Salary - 382				\$360,642	\$5,214	\$56,891	\$17,757	\$73,721	\$36,662	\$14,926	\$15,373	\$13,934	\$1,957	\$597,078
Roof Systems - 383				\$100,000	\$0	\$0	\$2,732	\$2,814	\$2,898	\$2,985	\$3,075	\$3,167	\$0	\$117,671
Site Projects - 384				\$52,800	\$16,223	\$49,332	\$10,654	\$10,974	\$11,303	\$11,642	\$11,991	\$12,351	\$0	\$187,269
Interior Surfaces - 379				\$68,000	\$0	\$45,619	\$14,479	\$13,913	\$15,360	\$15,821	\$16,296	\$16,785	\$0	\$207,272
District Center Buildings and Grounds		Accessibility - 367			\$6,250	\$6,438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Asbestos Removal and Encapsulation - 358			\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	\$0	\$15,455
	Building Envelope - 368			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Building Hardware & Equipment - 369			\$0	\$0	\$0	\$3,551	\$0	\$0	\$0	\$0	\$0	\$0	\$3,551
	Electrical - 370			\$0	\$0	\$0	\$92,782	\$0	\$0	\$0	\$0	\$0	\$0	\$92,782
	Environmental H&S Management - 352			\$1,250	\$1,288	\$1,326	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,864
	Fire Safety - 363			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Hazardous Substance - 349			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	IAQ - 366			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Mechanical Systems - 380			\$16,000	\$0	\$0	\$0	\$0	\$17,389	\$0	\$0	\$0	\$0	\$33,389
	Physical Hazards - 347			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Plumbing - 381			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Professional Services and Salary - 382			\$4,625	\$16,223	\$8,222	\$9,083	\$844	\$4,347	\$191	\$0	\$0	\$0	\$43,535
	Roof Systems - 383			\$0	\$64,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,890
	Site Projects - 384			\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
	Interior Surfaces - 379			\$0	\$0	\$29,705	\$0	\$3,377	\$0	\$764	\$0	\$0	\$0	\$33,846
	District Wide Allocations	Accessibility - 367			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,957
Asbestos Removal and Encapsulation - 358				\$12,000	\$12,360	\$12,731	\$13,113	\$13,506	\$13,911	\$14,329	\$14,758	\$15,201	\$3,262	\$125,171
Building Envelope - 368				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Hardware & Equipment - 369				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electrical - 370				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Environmental H&S Management - 352				\$56,285	\$56,322	\$59,845	\$59,752	\$63,098	\$67,060	\$64,819	\$67,251	\$71,459	\$5,219	\$569,109
Fire Safety - 363				\$10,100	\$10,403	\$19,733	\$11,037	\$11,368	\$21,562	\$12,060	\$12,422	\$23,562	\$3,914	\$136,160
Hazardous Substance - 349				\$13,500	\$5,665	\$5,835	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$2,610	\$71,307
IAQ - 366				\$11,500	\$11,845	\$12,200	\$12,566	\$12,943	\$13,332	\$13,732	\$14,144	\$14,568	\$2,610	\$119,439
Mechanical Systems - 380				\$65,000	\$66,950	\$68,959	\$71,027	\$73,158	\$75,353	\$77,613	\$79,942	\$82,340	\$0	\$660,342
Physical Hazards - 347				\$18,040	\$20,214	\$19,139	\$21,445	\$20,304	\$22,751	\$21,541	\$24,136	\$22,853	\$6,524	\$196,945
Plumbing - 381				\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911	\$18,448	\$0	\$0	\$133,385
Professional Services and Salary - 382				\$63,750	\$65,663	\$67,632	\$69,661	\$71,751	\$73,904	\$76,121	\$78,404	\$76,006	\$24,464	\$667,357
Roof Systems - 383				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Projects - 384				\$75,000	\$77,250	\$79,568	\$81,955	\$84,413	\$86,946	\$89,554	\$92,241	\$95,008	\$97,858	\$859,791
Interior Surfaces - 379				\$100,000	\$103,000	\$106,080	\$109,273	\$112,551	\$115,927	\$119,405	\$122,987	\$126,677	\$0	\$1,015,911
Grand Total					\$11,374,972	\$12,417,558	\$13,729,977	\$15,051,639	\$16,460,509	\$17,906,592	\$19,387,659	\$20,907,622	\$22,469,537	\$24,072,953





PRINCETON
PUBLIC SCHOOLS

Princeton Public Schools
Princeton, MN

Facilities and Enrollment Analysis
March, 2019

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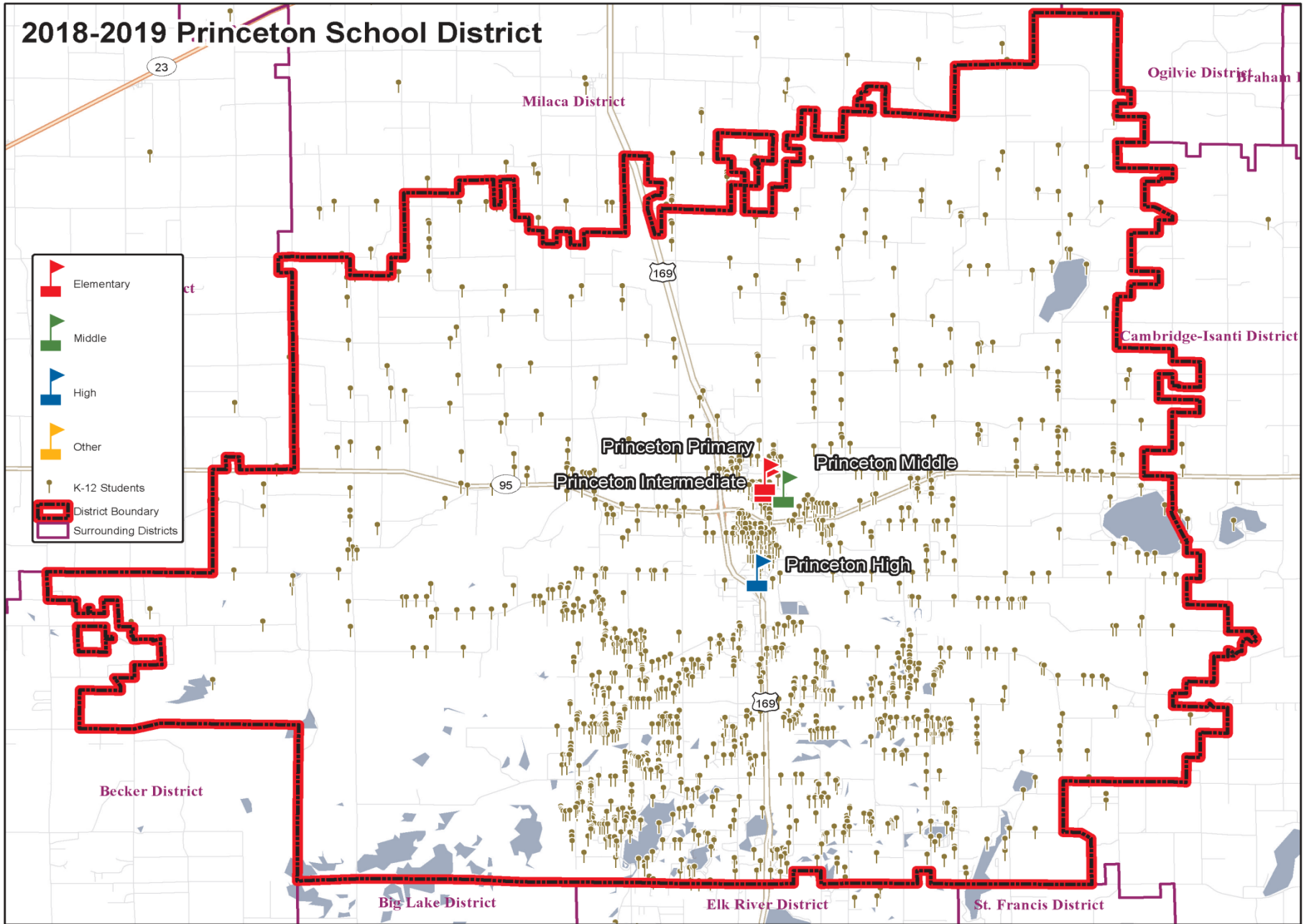
INTRODUCTION

The purpose of this report is to provide a comprehensive look at the enrollment trends for the Princeton Public School District along with analyzing live births, market share, and ideal capacities. (**Map 1**).

This analysis begins by reporting on residential birth patterns in the district, and surrounding districts. Historical resident birth data was obtained from the Minnesota Department of Health for years 2008 to 2018.

Next, a comprehensive analysis on the Princeton School District historical student enrollment trends, current market share, and current ideal capacities are presented. A synthesizes of the resident births, market share, and historical student enrollment trends is then utilized to project 5-year student enrolments for the entire district, as well as for each individual school within the district.

NOTE: Capacity and enrollment trends are presented for Princeton's four main schools and do not include the Online Academy or the ALC.



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Map 1: 2018-2019 Princeton Public Schools

RESIDENT BIRTH ANALYSIS

The total number of births in a region is a strong predictor of future preschool and kindergarten enrollment. **Table 1** reflects the total number of resident births across the district beginning in school year 2008-2009 and ending in school year 2017-2018, and includes births for the City of Princeton and the State of Minnesota. **Table 2** reflects resident births in surrounding school districts across the same time period. In this case a school year begins September 1st and ends August 31st of the following year. Here, we assume that children born in a particular school year will begin kindergarten 6 years later.

Key Findings

- Between school year 2008-2009 and 2017-2018, the total number of resident births declined 28.6% from 269 to 192. **However, the district has only seen a light decrease of 1.2% from 194 to 192 over the last three years.** Trends for the City of Princeton and the State of Minnesota are listed below (**Table 1 & Map 2**)
 - City of Princeton: 59 to 30 (-49.0%)
 - State of Minnesota: 74,005 to 59,082 (-20.2%)

- Between school year 2008-2009 and 2017-2018, the total number of resident births in surrounding school districts declined 14.4% from 2,596 to 2,221 (**Table 2 & Map 2**)
 - Becker: 178 to 162 (-8.8%)
 - Big Lake: 325 to 248 (-23.6%)
 - Cambridge-Isanti: 414 to 313 (-24.3%)
 - Elk River: 974 to 916 (-6.0%)
 - Foley: 127 to 114 (-10.4%)

- Milaca: 173 to 107 (-38.2%)
- Ogilvie: 54 to 26 (-51.1%)
- St. Francis: 350 to 335 (-4.5%)

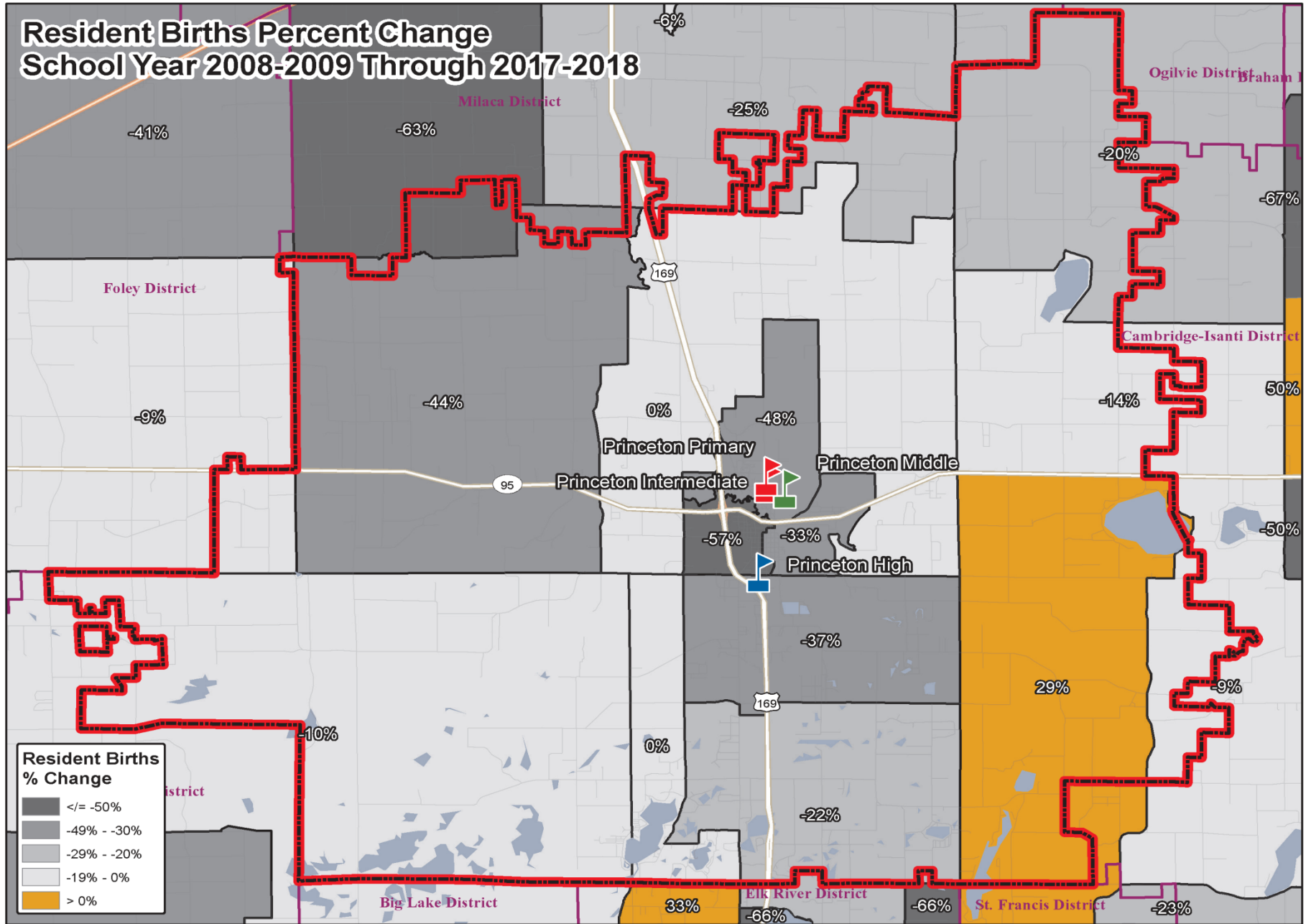
TABLE 1: HISTORICAL RESIDENT BIRTHS

Birth Year Kindergarten Year	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2005 - 2018	2015-2018
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	% Change	% Change
Princeton District Boundary	269	275	263	240	203	194	188	194	176	192	-28.6%	-1.2%
City of Princeton	59	74	54	61	40	37	41	48	40	30	-49.0%	-37.5%
State of Minnesota	74,005	69,442	61,412	63,018	63,144	62,350	63,056	63,296	60,564	59,082	-20.2%	-6.7%

TABLE 2: HISTORICAL RESIDENT BIRTHS - SURROUNDING SCHOOL DISTRICTS

Birth Year Kindergarten Year	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2005 - 2018	2015-2018
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	% Change	% Change
Becker	178	176	146	150	175	144	148	161	142	162	-8.8%	0.7%
Big Lake	325	310	289	299	277	265	284	256	300	248	-23.6%	-2.8%
Cambridge-Isanti	414	426	398	329	313	293	314	323	265	313	-24.3%	-3.0%
Elk River	974	973	974	997	862	930	971	995	992	916	-6.0%	-8.0%
Foley	127	154	128	121	133	114	157	121	113	114	-10.4%	-5.9%
Milaca	173	139	148	131	137	113	119	142	108	107	-38.2%	-24.6%
Ogilvie	54	41	38	24	30	22	32	31	34	26	-51.1%	-15.4%
St. Francis	350	354	340	323	330	328	348	354	334	335	-4.5%	-5.4%
Surrounding District Totals	2,596	2,573	2,462	2,374	2,257	2,208	2,374	2,382	2,287	2,221	-14.4%	-6.8%

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Map 2: Resident Births Percent Change – School Year 2008-2009 through 2017-2018 by Census Block Group

HISTORICAL ENROLLMENT TRENDS & FACILITY UTILIZATION ANALYSIS

Key Findings

Between School Year 2011-2012 & 2018-2019

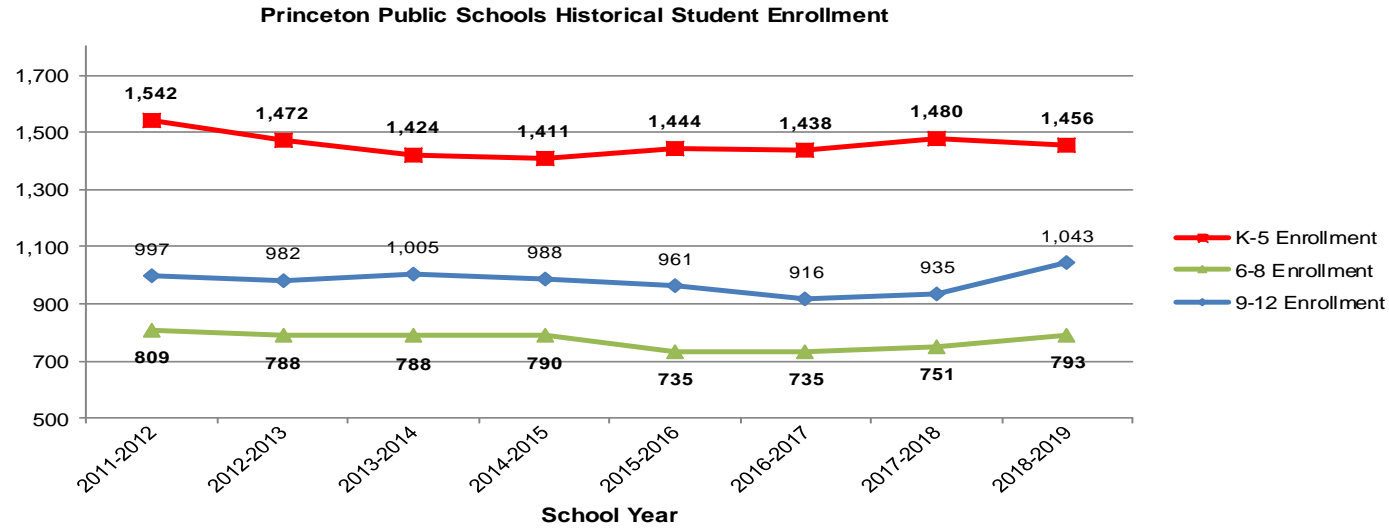
- Overall enrollment decreased 1.7% from 3,348 to 3,292 (**Table 3**)
- Elementary school (K-5) enrollment decreased 5.6% from 1,532 to 1,456
- Middle school (6-8) enrollment decreased 2.0% from 809 to 793
- High school (9-12) enrollment increase 4.6% from 997 to 1,043
- The overall average survival cohort was 101.3%
 - Elementary (K-5): 101.3%
 - Middle (6-8): 100.1%
 - High (9-12): 96.3%

In Fall 2018-2019

- K-12 Ideal Capacity was 3,603
- Overall Facility Utilization of ideal capacity was 91.0%
- Ideal Capacity by grade level
 - Elementary (K-5): 1,593: (91.0%)
 - Middle (6-8): 900: (88.0%)
 - High (9-12): 1,110: (94.0%)

Note: Overall historical enrollment figures do not include data from Online Academy or ALC.

Ideal Capacity is a conceptual number defined as the number of students that would allow for the highest level of classroom learning under the current staffing level.

**TABLE 3: PRINCETON PUBLIC SCHOOLS HISTORICAL ENROLLMENT**

Grade	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
K	259	231	223	230	217	222	254	232
1	248	259	242	222	239	220	234	261
2	228	240	249	250	225	246	225	228
3	261	223	230	243	265	228	262	232
4	263	256	223	238	254	268	234	255
5	283	263	256	227	244	255	271	248
6	257	278	263	254	221	247	263	279
7	267	258	268	264	251	228	257	262
8	285	252	257	271	263	260	231	252
9	262	274	258	266	272	260	269	249
10	269	254	265	249	250	254	249	272
11	227	248	247	239	219	213	226	259
12	238	206	235	234	220	189	191	263
Total K - 5	1,542	1,472	1,424	1,411	1,444	1,438	1,480	1,456
Total 6 - 8	809	788	788	790	735	735	751	793
Total 9 - 12	997	982	1,005	988	961	916	935	1,043
Total K - 12	3,348	3,242	3,216	3,188	3,141	3,089	3,166	3,292

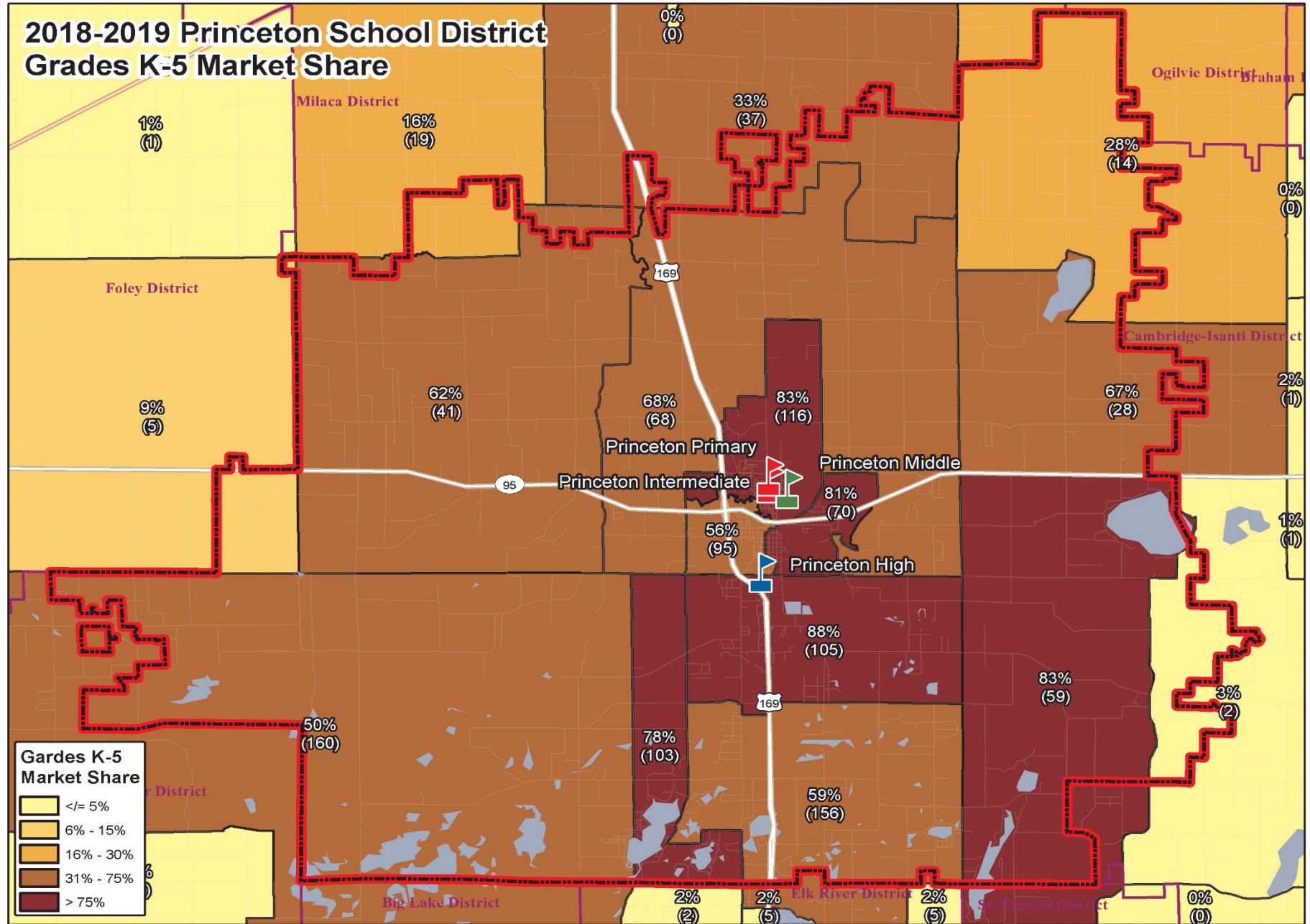
MARKET SHARE ANALYSIS

Key Findings

In Fall 2018-2019

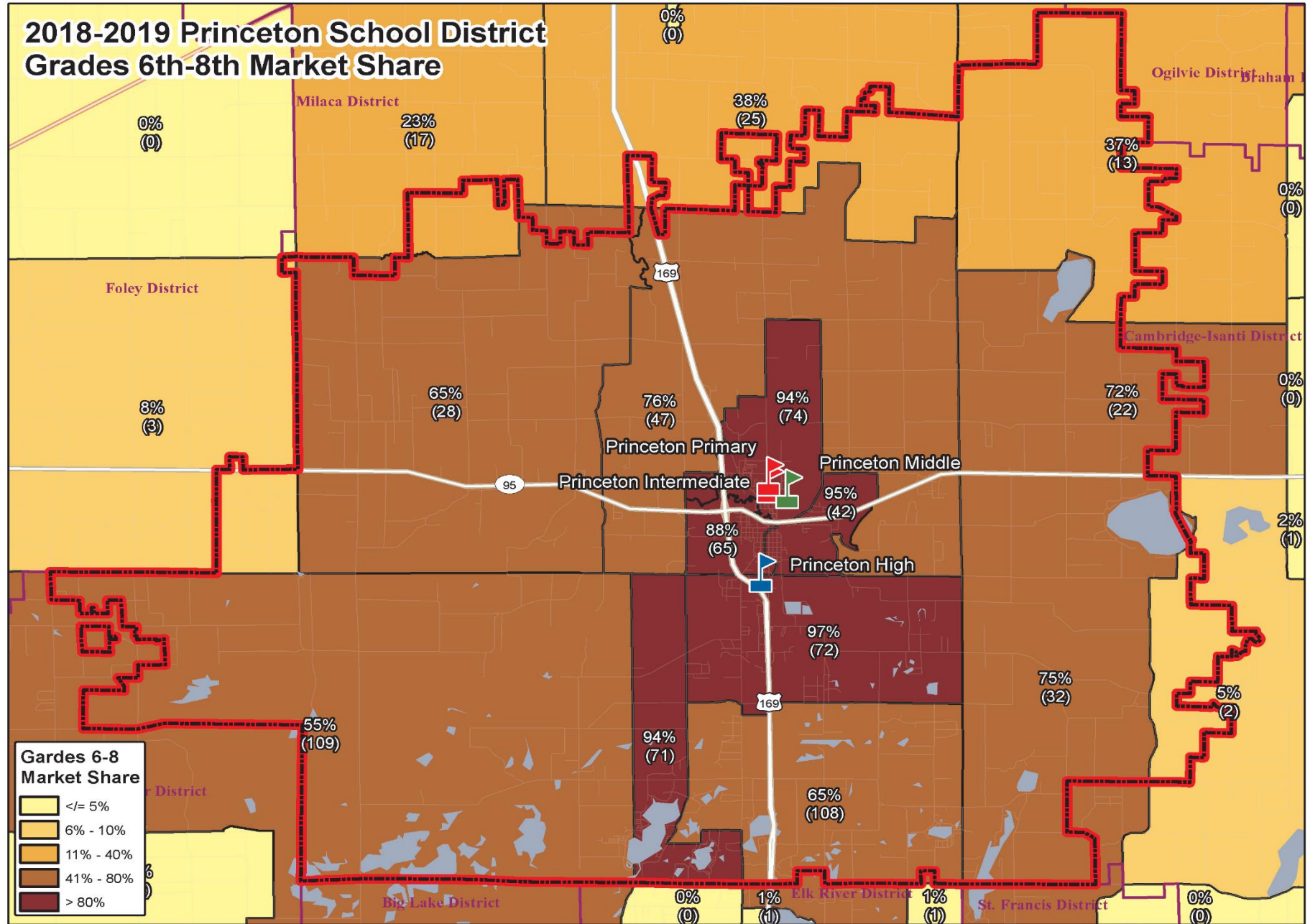
- Overall **Resident** K-12 district market share was 76.0%
 - Elementary (K-5): 1,068 (74.9% - **Map 4**)
 - Middle (6-8): 706 (78.4% - **Map 5**)
 - High (9-12): 924 (76.0% - **Map 6**)
- Approximately 8.1% (254) of students enrolled at Princeton Public Schools are non-resident students
- Nearly 90% of non-resident students currently reside in the following school districts:
 - Milaka: 118 (46.5%)
 - Elk River: 62 (24.4%)
 - Cambridge-Isanti: 37 (14.6%)
 - Foley: 10 (3.4%)
- 639 resident students open enrolled into another school district, and approximately 75% of these enrolled in the following school districts:
 - Elk River: 298 (46.6%)
 - Milaka: 74 (11.6%)
 - Cambridge-Isanti: 58 (9.1%)
 - Foley: 25 (3.9%)
 - St. Francis: 22 (3.4%)
- 128 resident students enrolled in a private school or were homeschooled. 69.5% of these were homeschooled (89), while 10.9% were enrolled at Pease Community Christian School (14).

- 86 resident students enrolled in a charter school, and roughly 45% of these enrolled in the following charter schools:
 - Rum River North: 16 (18.6%)
 - MN Connections Academy: 14 (16.3%)
 - Kaleidoscope: 9 (10.5%)



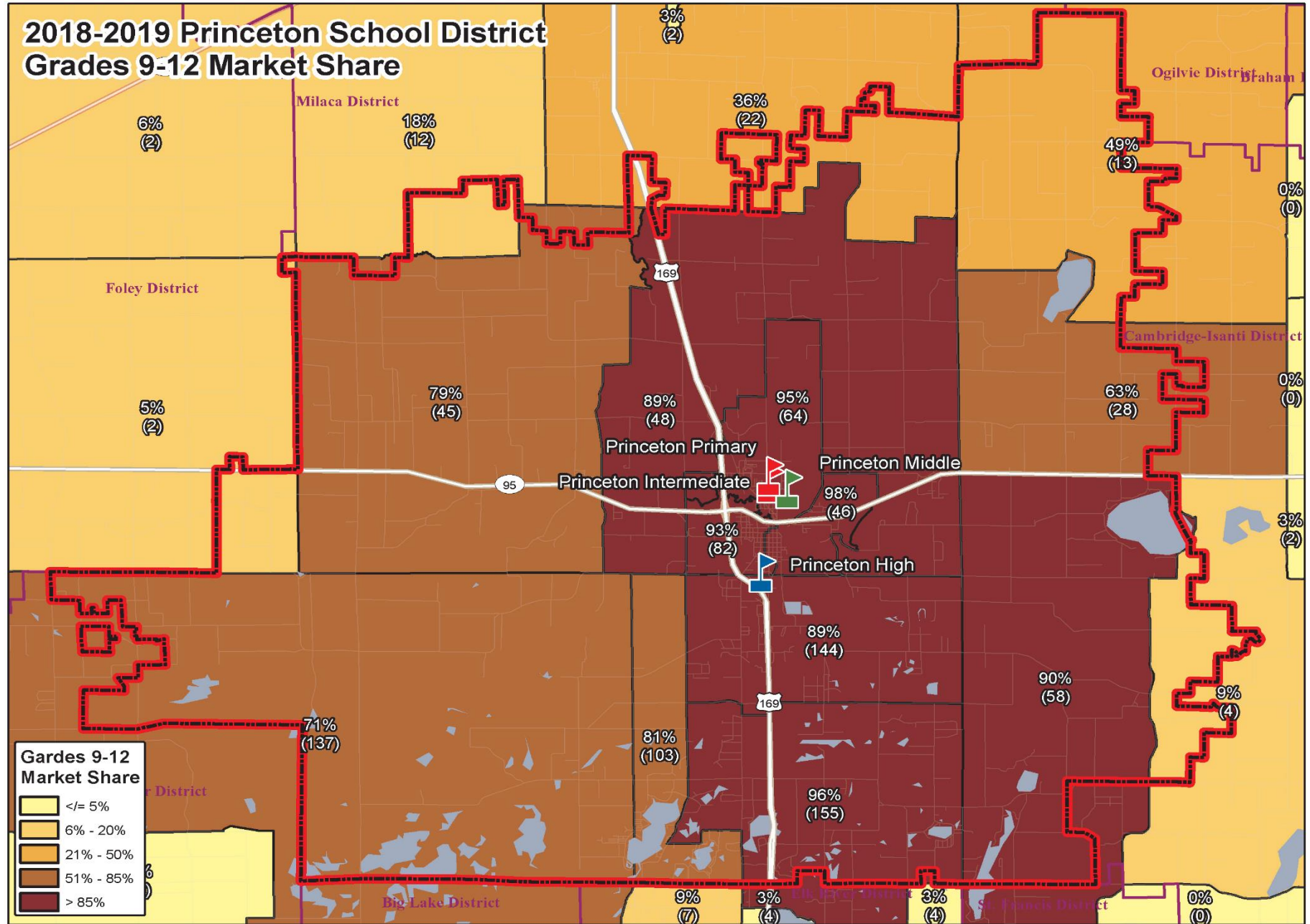
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Map 4: 2018-2019 Elementary School (K-5) Market Share Percentage by Census Block Group



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Map 5: 2018-2019 Middle School (6-8) Market Share Percentage by Census Block Group



Map 6: 2018-2019 High School (9-12) Market Share Percentage by Census Block Group

PROJECTED ENROLLMENT TRENDS & FACILITY UTILIZATION ANALYSIS

Methodology

The following analysis presents 5-year, K-12 enrollment projections for the district. Five-year enrollment projections for kindergarten were derived by utilizing resident birth data obtained from the Minnesota Department of Health. Projected enrollments for grades 1 through 12 were then calculated by employing a cohort survival methodology. With this method, survival ratios were calculated based on historical student enrollments by dividing the total number of students per grade in a given year by the total number of students in the preceding grade in the previous year. An average of long-term and short-term survival ratios was then utilized to project future 1st through 12th graders.

Key Findings - By School Year 2023-2024

- Overall enrollment is projected to decrease 3.6% from 3,292 to 3,173 (**Table 4**)
- Elementary school (K-5) enrollment is projected to decrease 7.6% from 1,456 to 1,345
- Middle school (6-8) is projected to 1.8% from 793 to 779
- High school (9-12) is projected to remain flat
- Overall K-12 Percent of ideal capacity is projected to be 88.0%

****Enrollment & ideal capacity figures for individual schools can be found in Appendix 1***

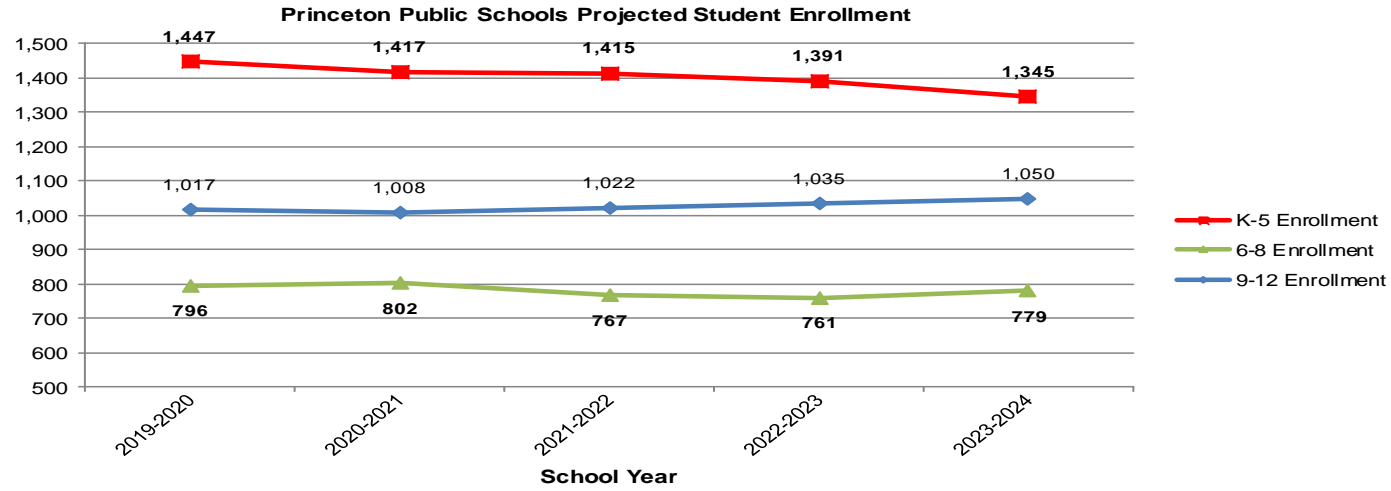


TABLE 4: PROJECTED ENROLLMENT

Grade	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
K	214	208	214	194	211
1	239	221	214	221	200
2	264	242	223	216	223
3	235	271	249	229	222
4	233	236	273	250	231
5	262	239	242	280	257
6	252	266	243	246	285
7	282	255	269	246	249
8	261	281	254	268	246
9	261	271	292	263	278
10	243	255	264	284	257
11	257	229	240	249	268
12	256	254	227	238	246
Total K - 5	1,447	1,417	1,415	1,391	1,345
Total 6 - 8	796	802	767	761	779
Total 9 - 12	1,017	1,008	1,022	1,035	1,050
Total K - 12	3,259	3,228	3,204	3,186	3,173

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APPENDIX 1

Historical & Projected Student Enrollments For Individual Schools

PRINCETON PUBLIC SCHOOLS ENROLLMENT

Grade									Projected Enrollment				
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
K	259	231	223	230	217	222	254	232	214	208	214	194	211
1	248	259	242	222	239	220	234	261	239	221	214	221	200
2	228	240	249	250	225	246	225	228	264	242	223	216	223
3	261	223	230	243	265	228	262	232	235	271	249	229	222
4	263	256	223	238	254	268	234	255	233	236	273	250	231
5	283	263	256	227	244	255	271	248	262	239	242	280	257
6	257	278	263	254	221	247	263	279	252	266	243	246	285
7	267	258	268	264	251	228	257	262	282	255	269	246	249
8	285	252	257	271	263	260	231	252	261	281	254	268	246
9	262	274	258	266	272	260	269	249	261	271	292	263	278
10	269	254	265	249	250	254	249	272	243	255	264	284	257
11	227	248	247	239	219	213	226	259	257	229	240	249	268
12	238	206	235	234	220	189	191	263	256	254	227	238	246
Total K - 5	1,542	1,472	1,424	1,411	1,444	1,438	1,480	1,456	1,447	1,417	1,415	1,391	1,345
Total 6 - 8	809	788	788	790	735	735	751	793	796	802	767	761	779
Total 9 - 12	997	982	1,005	988	961	916	935	1,043	1,017	1,008	1,022	1,035	1,050
Total K - 12	3,348	3,242	3,216	3,188	3,141	3,089	3,166	3,292	3,259	3,228	3,204	3,186	3,173
Percent Ideal Capacity K-5 %								91%	91%	89%	89%	87%	84%
Percent Ideal Capacity 6-8 %								88%	88%	89%	85%	85%	87%
Percent Ideal Capacity 9-12 %								94%	92%	91%	92%	93%	95%
Percent Ideal Capacity K-12 %								91%	90%	90%	89%	88%	88%

PRINCETON PRIMARY - HISTORICAL & PROJECTED STUDENT ENROLLMENT

Grade	Historical Enrollment								Projected Enrollment				
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Kindergarten	259	231	223	230	217	222	254	232	214	208	214	194	211
1st	248	259	242	222	239	220	234	261	239	221	214	221	200
2nd	228	240	249	250	225	246	225	228	264	242	223	216	223
Total Students	736	729	714	702	681	688	713	721	717	670	651	631	635
Percent Ideal Capacity								89.6%	89.1%	83.2%	80.9%	78.4%	78.9%

PRINCETON INTERMEDIATE - HISTORICAL & PROJECTED STUDENT ENROLLMENT

Grade	Historical Enrollment								Projected Enrollment				
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
3rd	261	223	230	243	265	228	262	232	235	271	249	229	222
4th	263	256	223	238	254	268	234	255	233	236	273	250	231
5th	283	263	256	227	244	255	271	248	262	239	242	280	257
Total Students	807	743	709	709	763	750	767	735	730	747	764	760	710
Percent Ideal Capacity								93.3%	92.6%	94.8%	96.9%	96.4%	90.1%

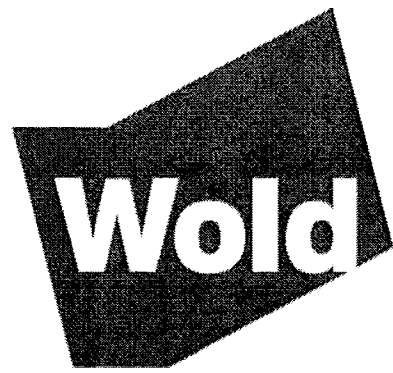
PRINCETON MIDDLE SCHOOL - HISTORICAL & PROJECTED STUDENT ENROLLMENT

Grade	Historical Enrollment								Projected Enrollment				
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
6th	257	278	263	254	221	247	263	279	252	266	243	246	285
7th	267	258	268	264	251	228	257	262	282	255	269	246	249
8th	285	252	257	271	263	260	231	252	261	281	254	268	246
Total Students	809	788	788	790	735	735	751	793	796	802	767	761	779
Percent Ideal Capacity								88.1%	88.4%	89.2%	85.2%	84.5%	86.6%

PRINCETON HIGH SCHOOL - HISTORICAL & PROJECTED STUDENT ENROLLMENT

Grade	Historical Enrollment								Projected Enrollment				
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
9th	262	274	258	266	272	260	269	249	261	271	292	263	278
10th	269	254	265	249	250	254	249	272	243	255	264	284	257
11th	227	248	247	239	219	213	226	259	257	229	240	249	268
12th	238	206	235	234	220	189	191	263	256	254	227	238	246
Total Students	997	982	1,005	988	961	916	935	1,043	1,017	1,008	1,022	1,035	1,050
Percent Ideal Capacity								94.0%	91.6%	90.9%	92.1%	93.2%	94.6%

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PUBLIC SCHOOLS

Independent School District #477 Capacity Study 2019

April 29, 2019

DRAFT

PLANNERS
ARCHITECTS
ENGINEERS

Overview:

When District's study capacity, it blends both the "design capacity" (what a building is theoretically designed to accommodate) as well as the current functional utilization (the factors that influence how a building is being utilized in any given year). It is an adaptable number that may change from year to year, but will be able to demonstrate consistency as a District evaluates how to accommodate current and pending enrollments within the District facilities. Common subjective items considered include:

- District target class sizes by grade level
- Scheduling during the day (# of periods)
- Spaces currently utilized to accommodate Special Education
- # of instructors by department (limits the amount of spaces that need to be used)

Special Education Students:

Typically, Special Education capacity totals are already accommodated within the methodology utilized for studying an entire building. If students spend 100% of their day outside of these totals, additional consideration will need to be given for how to account for that capacity.

Elementary Schools:

Elementary Schools are relatively simple to determine capacity as students are assigned to a "home room" in most cases. If they are not within their home room, they are traveling as a class to a specialist area, so they can only be in one space at a time. This allows you to count the number of classrooms and multiply them by the appropriate classroom target size. For example:

- If a District target size for 3rd grade classroom is 25, and
- there are (10) 3rd grade classrooms, then
- $10 \times 25 = 250$ capacity for 3rd grade

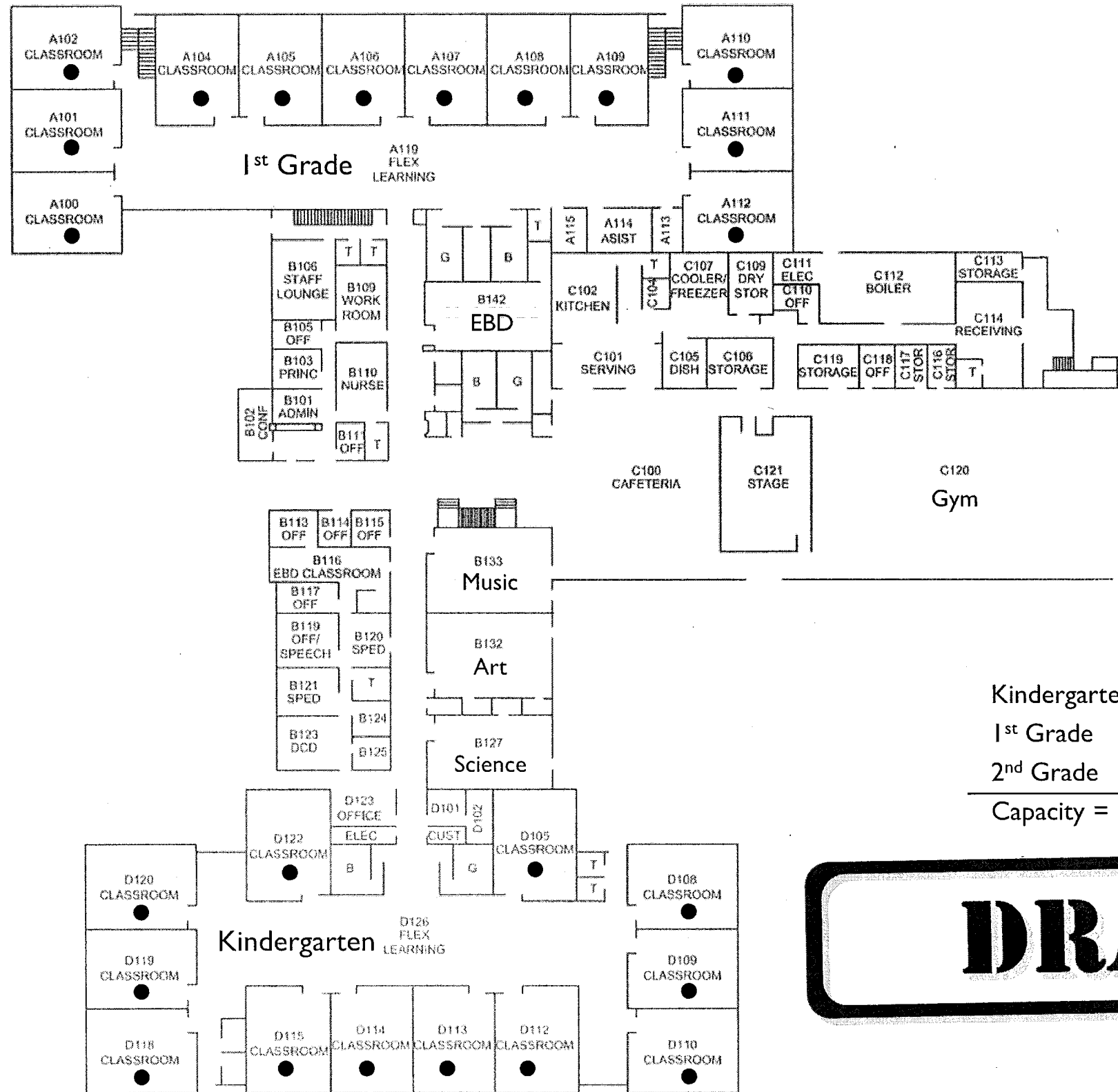
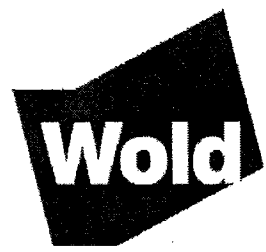
This needs to be done for each grade level to find the total capacity. If the District class size is a range (for example, 23-25 at a grade) it may be represented as a range in the total, although the more common practice is to show it at the max target size for capacity. Another variable may be to look at how a District is being utilized that year vs. how it is designed. If an elementary is designed as a (5) section building (5 classrooms per grade) it would be more consistent to show it as 5 per grade than to reflect a 'bubble' or irregularity from year to year.

Secondary Schools:

Secondary Schools need to accommodate for the fact that students are moving throughout the school day based on academic choice and need vs. grouped together by age. In these schools, the total number of teaching stations is determined and multiplied by the class target size as well as the number of periods per day the rooms are scheduled (the *Utilization Factor*). While this can be studied on a room-by-room basis, it is more common to use the average or specified periods during the day (typically 5 out of 6, or 6 out of 7). This allows for prep time to be considered in the totals. For example:

- If there are 45 Teaching Stations in the High School, and
- the District target size for 9th-12th Grade is 30 students, and
- If they schedule the High School at 5 out of 6 periods (83%), then:
- $45 \times 30 \times 83\% = 1,120$ Student Capacity

It is not uncommon to vary the Utilization Factor slightly to accommodate either more spaces being utilized full time (or less). However, after studying the conditions both room-by-room, and hour-by-hour for many schools, we have been able to determine that 85-90% is a fairly common utilization point when a building appears "full" to administrators.



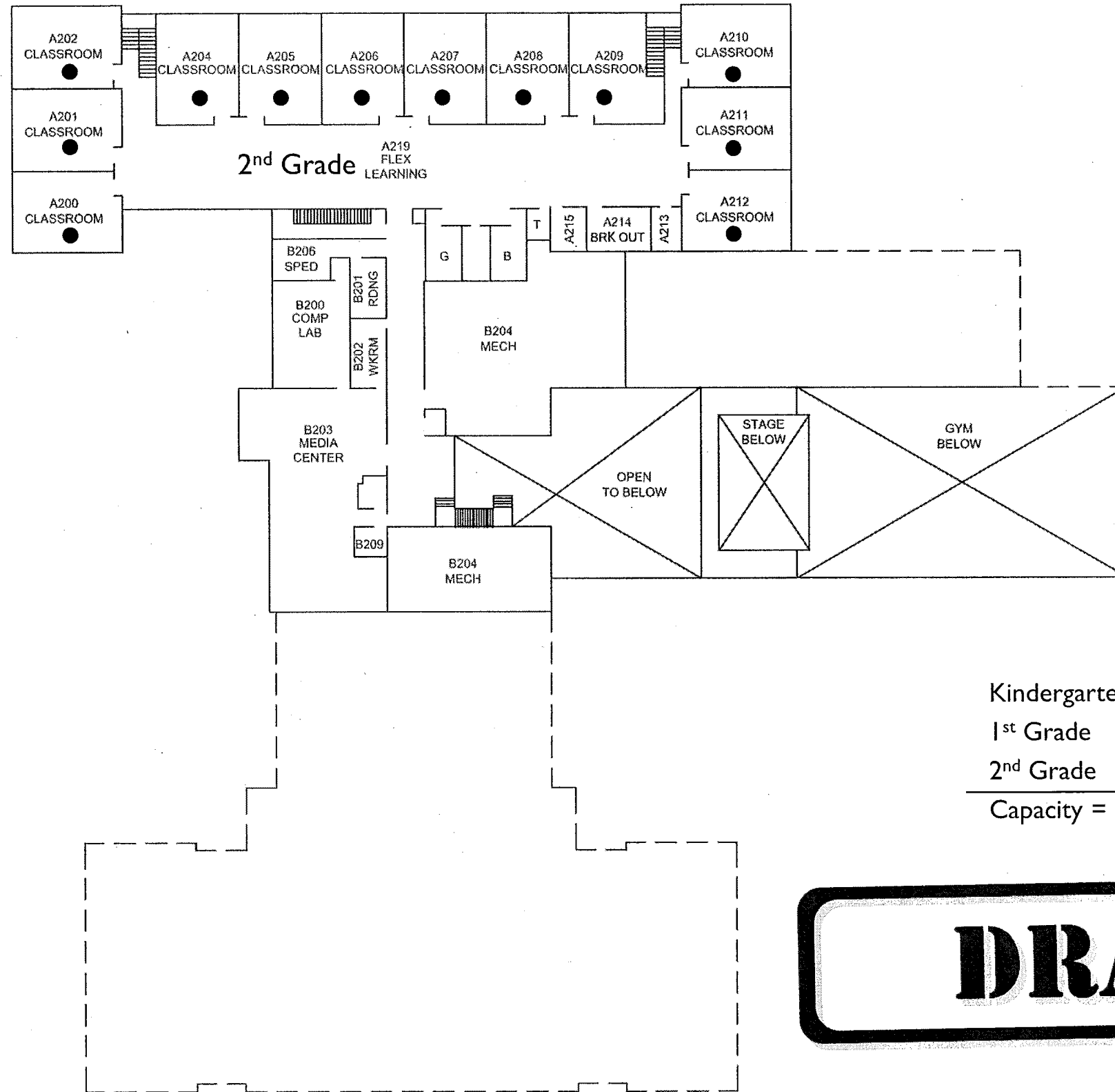
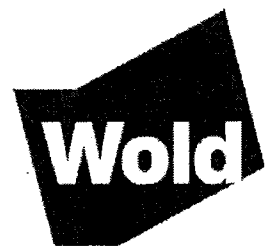
Kindergarten	(12) x 21 =	252
1 st Grade	(12) x 23 =	276
2 nd Grade	(12) x 25 =	300
Capacity =		828

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Main Level

Primary School



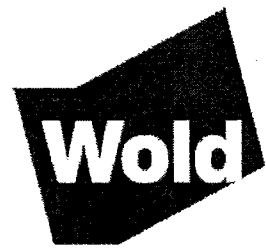


Kindergarten	(12) x 21 =	252
1 st Grade	(12) x 23 =	276
2 nd Grade	(12) x 25 =	300
Capacity =		828

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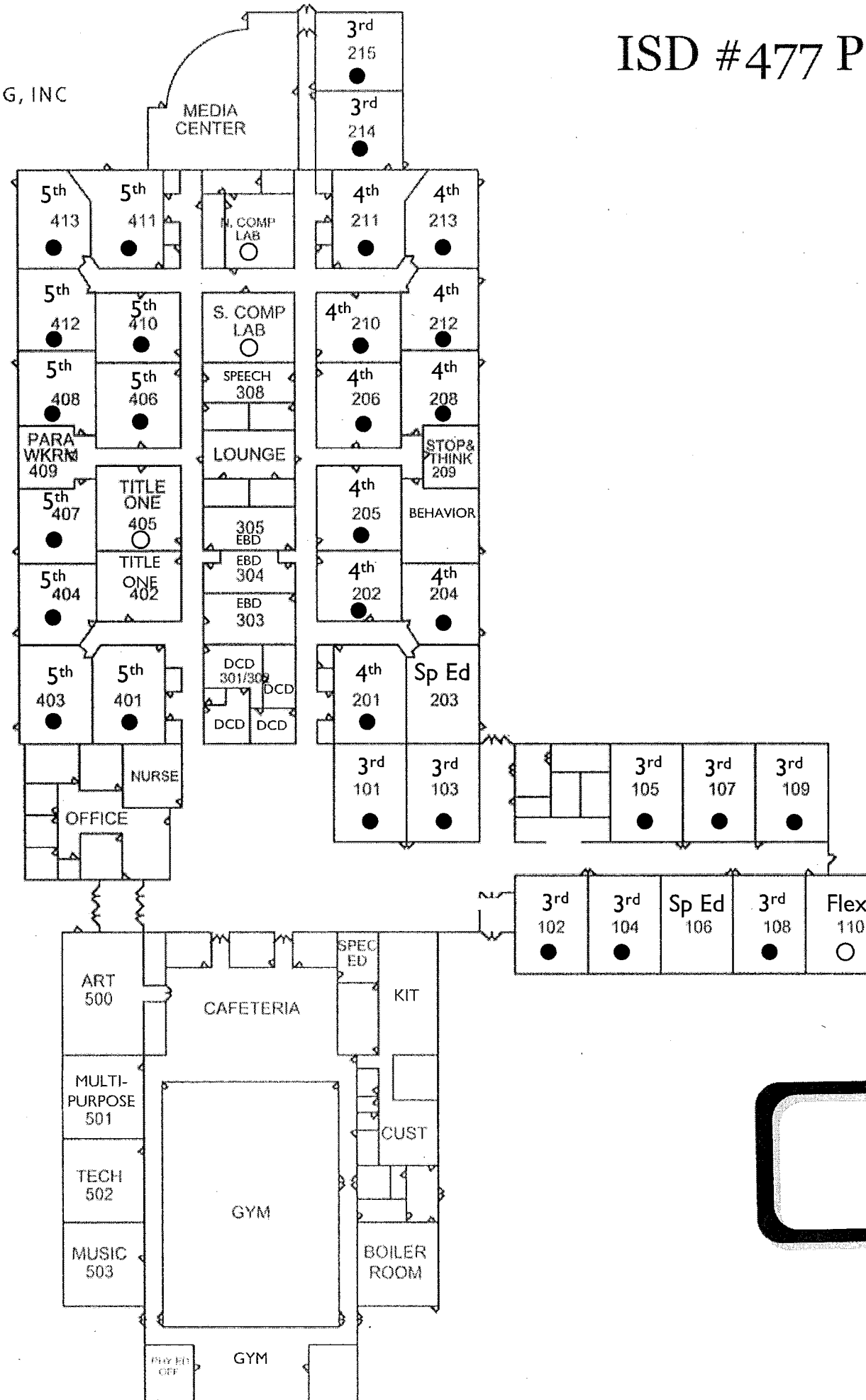
Main Level

Primary School



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3 rd Grade	(10) x 25 =	250
4 th Grade	(10) x 27 =	270
5 th Grade	(10) x 27 =	270
Capacity =		790

Additional Potential:

Open / Flex	(4) x 27 =	108
Total Potential Capacity		898

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Intermediate School



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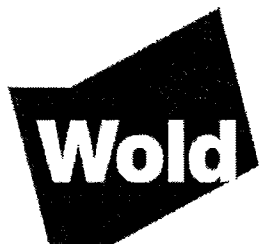
Stations	35
x Students / Station	30
x % Utilization	80%
Capacity =	840

Additional Potential:

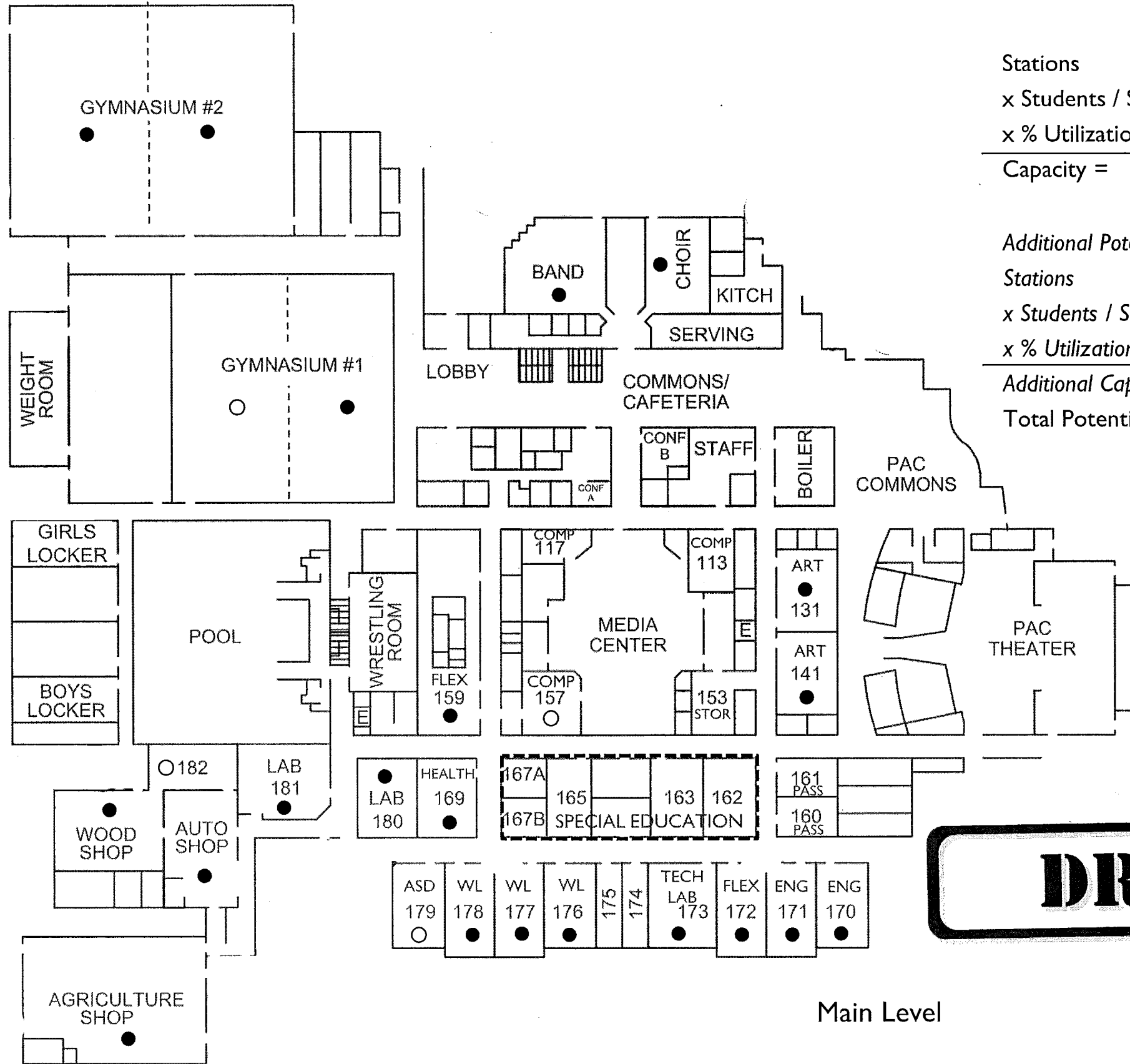
Stations	6
x Students / Station	30
x % Utilization	80%
Additional Capacity =	144
Total Potential Capacity	984

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Stations	48
x Students / Station	30
x % Utilization	80%
Capacity =	1,152

Additional Potential:

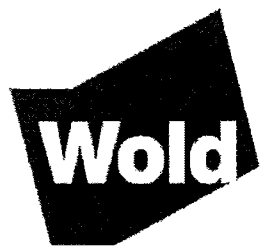
Stations	8
x Students / Station	30
x % Utilization	80%
Additional Capacity =	192
Total Potential Capacity	1,344

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Main Level

High School





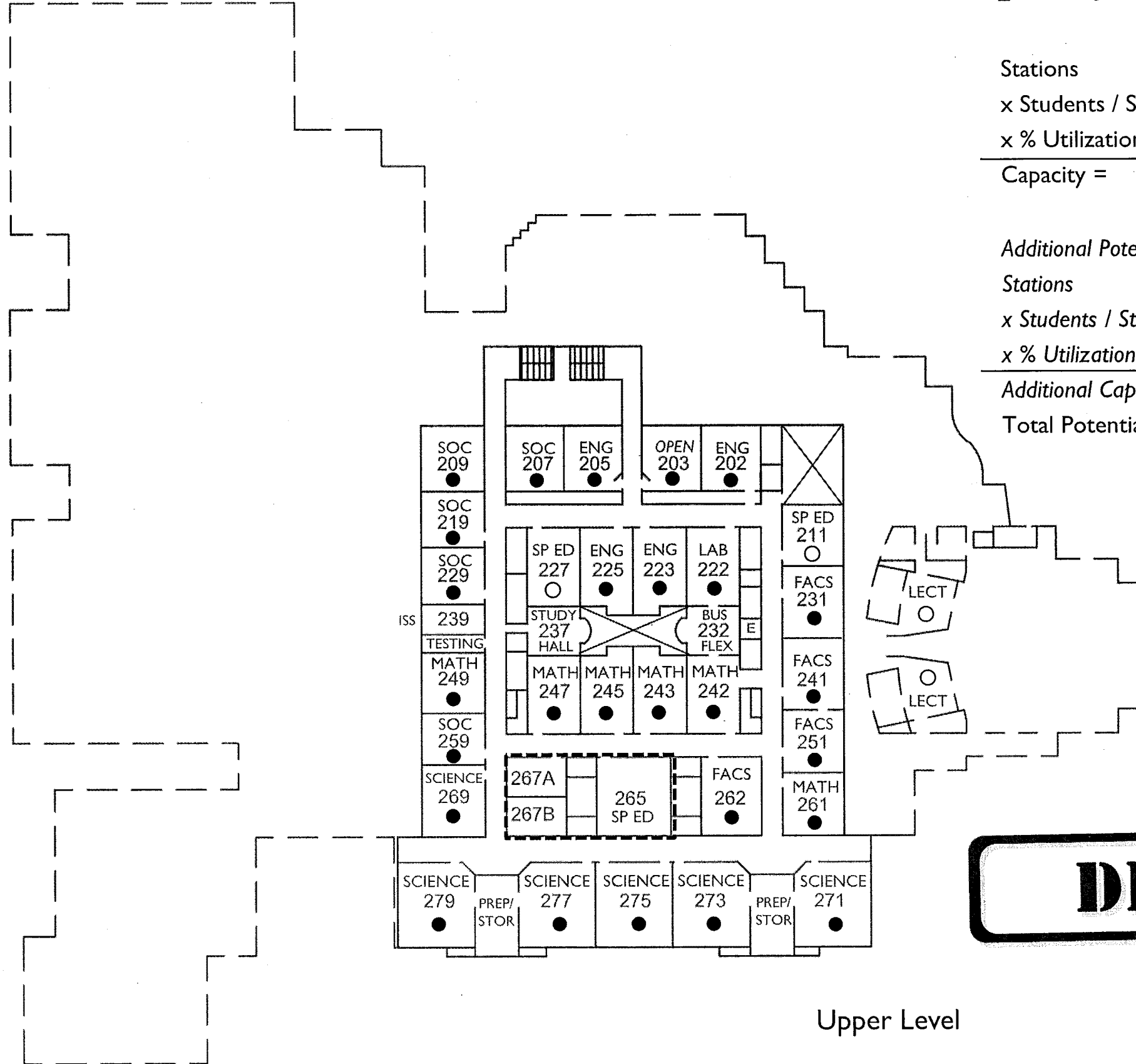
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ISD #477 Princeton Public Schools Capacity Study 2019

Stations	48
x Students / Station	30
x % Utilization	80%
Capacity =	1,152

Additional Potential:

Stations	8
x Students / Station	30
x % Utilization	80%
Additional Capacity =	192
Total Potential Capacity	1,344



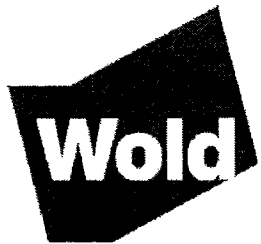
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Upper Level

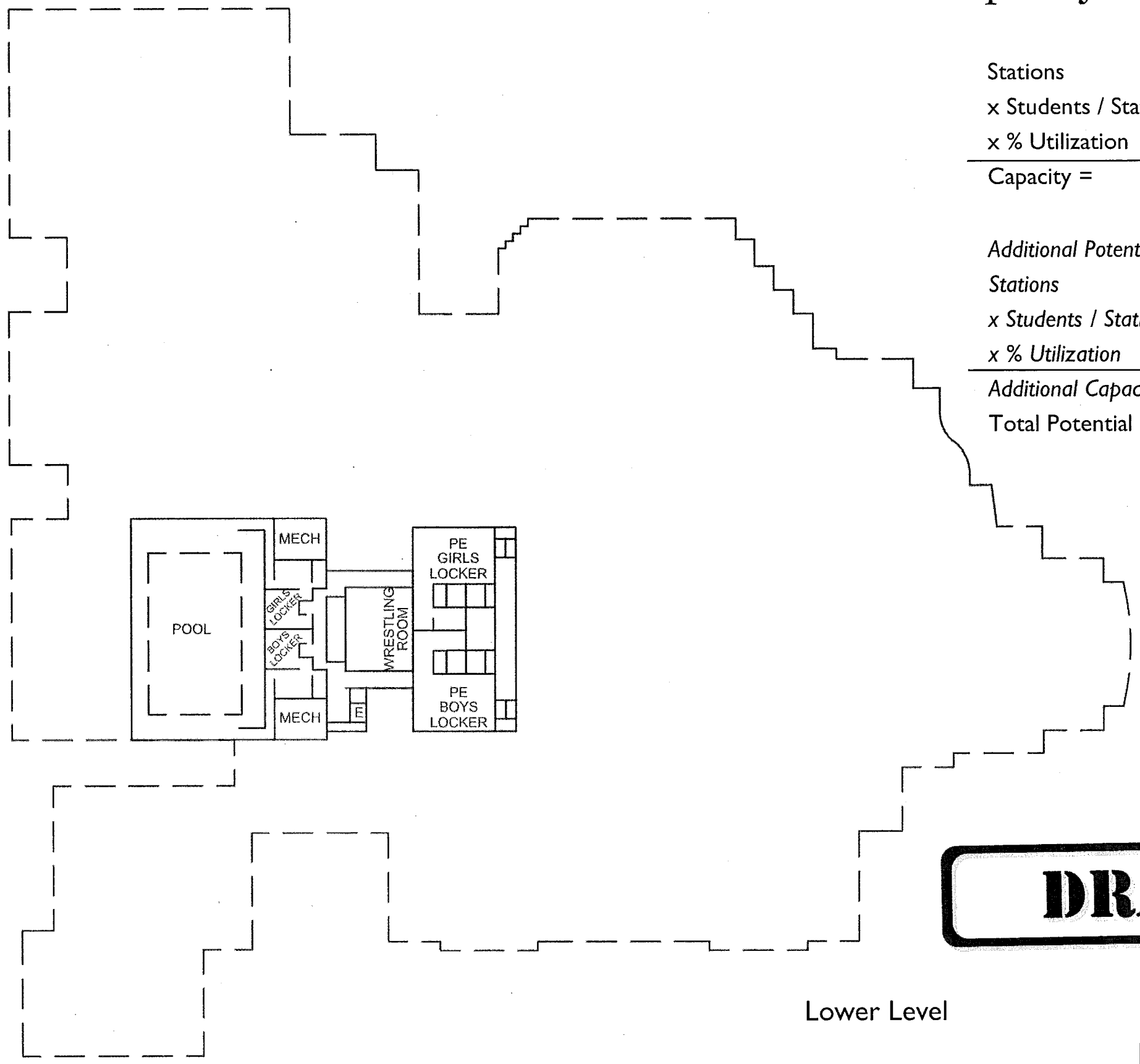
High School



PRINCETON
PUBLIC SCHOOLS



ISD #477 Princeton Public Schools Capacity Study 2019



Stations	48
x Students / Station	30
x % Utilization	80%
Capacity =	1,152

Additional Potential:

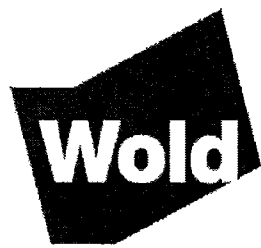
Stations	8
x Students / Station	30
x % Utilization	80%
Additional Capacity =	192
Total Potential Capacity	1,344

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Lower Level

High School





		Enrollment		Projections										
		Capacity	Potential Capacity	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29
PS	K-2	828	828											
IS	3-5	790	898											
MS	6-8	840	984											
HS	9-12	1,152	1,344											
		3,610	4,054	0	0	0	0	0	0	0	0	0	0	0

Notes:

General:

- Buildings “balance” based on grade level sizes (275-285 +/-)
- Media Centers are significant opportunities for reinvestment
- Lots of inefficiency in multiple small rooms at most buildings (IS, MS, HS)

Primary School:

- “Flex” spaces in each house have been converted to regular classrooms (12 classrooms per house)
- Special Education spaces have expanded to other areas:
 - EBD took over iLab
 - Conference rooms dedicated as offices

Intermediate School:

- Gym is too small (only building without standard sized gym)
- Cafeteria capacity too small
 - Seating area 1,650 sf
 - 13 sf / student = 3,575 sf
 - Existing size would require (6) lunch shifts to accommodate
- Special Education areas occupying potential classroom spaces in lieu of spaces designed to meet specific needs
- Computer Labs are underutilized

Middle School

- Assumed (1) classroom dedicated to Special Education for each grade (not in capacity)
- Center Resource Areas could be better utilized in each wing if converted
- Former Shop areas (BI32) currently utilized as District Copy Center
- Computer Labs are underutilized

High School:

- Many small, inefficiently used spaces
- Media Center needs to be modernized for today’s HS needs
- Core circulation spaces in oldest part of building are significantly undersized (especially stairwells)
- Weight room undersized for athletic needs (former storage room)
- IT / Shop area still in metal buildings (lower quality than adjacent spaces)
- New gyms were master-planned for expansion (fieldhouse capability)

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