

Princeton Public Schools - ISD 477
Monday, March 2, 2020 at 6:00 PM
Regular School Board Meeting
District Center 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. Roll Call
- 4. Citizen Comments

5. REPORTS

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

6. APPROVE AGENDA

7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

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.

- a. Personnel 6
- b. Bills 7
- c. Gifts 11

9. ACTION

- a. Revised Budget 12
 - I move to accept the 2020 Revised Budget as presented.

b. Parameters for 2020-2021

Enrollment

I move to accept the 2020-2021 estimated enrollment as calculated on school finance enrollment which estimates ___ enrollment.

Class Size

I move to approve the recommended class size ranges.

10. INFORMATION

- a. First Reading of Policy
- b. Election Update

19

11. ADDITIONS TO AGENDA

12. FUTURE MEETING(s) INFORMATION

- Executive Planning- Mar 12, 3:00pm
- Board Work Session- Mar 18, 6:00pm

13. MOTION TO CLOSE BOARD MEETING TO DISCUSS NEGOTIATION STRATEGY

Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), I move to close the meeting for discussion of Negotiation Strategy.

14. ADJOURN

Call to Order and Pledge of Allegiance

The work session meeting of the School Board of District #477 was called to order by Board Chair Eric Strandberg on the **18th day of February, at 6:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Eric Strandberg, Eric Minks, Chad Young, Sue VanHooser, Jim Tomsy and Deb Ulm.

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech and Director of Human Resources Jason Senne.

Citizen Comments: Spoke in support of the district's Spanish Immersion program.

REPORTS

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

Jim Tomsy	Policy Committee; Long Range Planning Community Meeting
Sue VanHooser	Long Range Planning Community Meeting
Eric Strandberg	Long Range Planning Community Meeting; Executive Planning
Deb Ulm	Long Range Planning Community Meeting; Executive Planning
Eric Minks	Long Range Planning Community Meeting
Chad Young	Long Range Planning Community Meeting
Howard Vaillancourt	Policy Committee

Student Council Report Wellness Week in partnership with FFA is coming up soon which will promote wellness at school. There will be wellness bingo and the student council will distribute granola bars with positive messages on them. There is an all-conference Student Council meeting on Friday to collaborate with area student councils, specifically to discuss the annual Snow Daze events. Next week is Bus Driver Appreciation day and the student council will deliver candy and thank you cards to Palmer Bus.

Superintendent Report: We strive to continually improve internal communications and will be holding a 'state of the district' meeting for staff in early March. Princeton

Online Academy is getting a makeover and we are creating new and improved curriculum. We are discussing the marketing strategy for the new online academy.

APPROVE AGENDA

Motion made by Jim Tomsy, seconded by Sue VanHooser **to approve the agenda as presented.** Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Chad Young seconded by Howard Vaillancourt, **to approve the February 4 board meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Jim Tomsy, **to approve the consent agenda as presented.** Personnel, bills, Treasurer's Report, wire transfers, gifts, grants, and fundraisers. Motion passed unanimously.

WORK SESSION

The board started their Work Session at 6:14 p.m. The topics for discussion were:

- Activities Update
- Long Range Planning Recommendations

ACTION

Long Range Planning

Motion made by Jim Tomsy to **adopt the resolution calling for the school building bond election**, seconded by Deb Ulm. A motion made by Eric Minks to **amend the school building bond election motion to modify the building construction year to 1966**, seconded by Howard Vaillancourt. Upon roll call the following voted in favor of the original motion: Howard Vaillancourt, Chad Young, Eric Minks, Deb Ulm, Eric Strandberg, Sue VanHooser and Jim Tomksy. Opposed: None. Motion passed unanimously. Upon roll call the following voted in favor of the the amended motion: Howard Vaillancourt, Chad Young, Eric Minks, Deb Ulm, Eric Strandberg, Sue VanHooser and Jim Tomksy. Opposed: None. Motion passed unanimously.

WORK SESSION

The board resumed their Work Session at 7:46 p.m.

- Enrollment
- Class Size Guidelines
- Budget

ACTION

Second Reading of Policy

Motion made by Eric Minks, seconded by Jim Tomsy to **accept the second reading of policy** as presented. Motion passed unanimously.

ADDITIONS TO AGENDA- None

FUTURE MEETINGS

Executive Planning- Feb 26, 4:15pm
Finance Committee- Mar 2, 4:30pm
Regular Board Meeting- Mar 2, 6:00pm

ADJOURN

Motion to adjourn the meeting was made by Deb Ulm and seconded by Howard Vaillancourt. The meeting was adjourned at 8:10 p.m.

Chair Eric Strandberg

Clerk Chad Young

Recorder- Emily McKinnon

3.4.20

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Climent	Carmen	PS	1st Grade Spanish Immersion	PEA		5.29.20	
Resignation	Badal	Daniel	PS	Spanish Immersion Para	Paras		5.29.20	
Resignation	Olive	Brandon	HS	JV Asst Boys Soccer Coach	Activities		2.24.20	
Resignation	Thiel	Joe	HS	JV Asst Girls Soccer Coach	Activities		2.24.20	
Resignation	Ruiz	Oskia	PS	2nd Grade Spanish Immersion	PEA		5.29.20	
Resignation	Noehre	Amy	MS	STEAM Teacher	PEA		3.27.20	
Resignation	Naumann	Dillon	HS	Asst Boys Baseball Coach	Activities		2.26.20	
Retiring	Roof	Jean	Onward	Onward Teacher	PEA		5.29.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Bathke	Rita	PS	SPED Para	Paras		3.4.20-3.14.20	
LOA	Porttiin	Annie	PS	KG Teacher	PEA		2020-2021	
LOA	Long	Samantha	PS	KG Teacher	PEA		2020-2021	
LOA	Johnson	Megan	PS	Kindergarten Teacher	PEA		2020-2021	
LOA	Becker	Joan	MS	English Teacher	PEA		2020-2021	
Intermittent LOA	Gilson	Cheryl	MS	Speech Pathologist	PEA		1.13.20-8.1.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Leciejewski	Luke	PS	Tiger Club Assistant	Community Ed		2.19.20	\$10.00 / hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Joseph	Jade	HS	Online Teacher Overload .07	PEA		3.9.20-5.29.20	\$4,350.22

Princeton Public Schools #477
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$428,043.04
02	Food Service	\$36,519.70
04	Community Service	\$14,829.99
10	Student Activities	\$16,437.92
Report Total		\$495,830.65

Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	83089	175306	Check	1	16484		KYLE L. CARLSON, CHAPTER 13 TRU	Yes	No	No	USD	02/14/2020	350.00
			83090	175307	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	02/14/2020	22,181.86
			83094	175308	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	02/14/2020	2,615.72
			83113	175309	Check	1	16584		ANDERSON MATT	Yes	No	No	USD	02/14/2020	133.00
			83107	175310	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	02/14/2020	630.00
			83105	175311	Check	1	15578		BECKER COMMUNITY EDUCATION	Yes	No	No	USD	02/14/2020	820.00
			83099	175312	Check	1	1369		BELL MUSEUM	Yes	No	No	USD	02/14/2020	108.00
			83110	175313	Check	1	16573		BONNER ERIC	Yes	No	No	USD	02/14/2020	118.00
			83109	175314	Check	1	16292		BRONSON ROY	Yes	No	No	USD	02/14/2020	70.00
			83117	175315	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	02/14/2020	302.00
			83093	175316	Check	1	10584		CARD SERVICES	Yes	No	No	USD	02/14/2020	2,295.54
			83103	175317	Check	1	15306		CHAMPIONSHIP PRODUCTS UNLIMI	Yes	No	No	USD	02/14/2020	1,410.00
			83101	175318	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	02/14/2020	132.30
			83096	175319	Check	1	11656	1	DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	02/14/2020	2,402.89
			83114	175320	Check	1	16585		DEPEW LANDON	Yes	No	No	USD	02/14/2020	133.00
			83119	175321	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	02/14/2020	23.00
			83134	175322	Check	1	7493		FRIDLEY HIGH SCHOOL	Yes	No	No	USD	02/14/2020	204.00
			83115	175323	Check	1	16588		GOSKEY DONNA	Yes	No	No	USD	02/14/2020	25.00
			83121	175324	Check	1	2842		GREAT RIVER EDUCATIONAL ARTS	Yes	No	No	USD	02/14/2020	298.00
			83120	175325	Check	1	2816		GREG ANDERSON AUTO	Yes	No	No	USD	02/14/2020	5,224.93
			83104	175326	Check	1	15474		HOFFMAN RYAN	Yes	No	No	USD	02/14/2020	133.00
			83122	175327	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	02/14/2020	1,133.73
			83097	175328	Check	1	12624		HOFSTEDT JASON	Yes	No	No	USD	02/14/2020	118.00
			83098	175329	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	02/14/2020	99.39
			83112	175330	Check	1	16582		KRUSE PATRICK	Yes	No	No	USD	02/14/2020	1,858.08
			83133	175331	Check	1	6998		LEVIN AARON	Yes	No	No	USD	02/14/2020	133.00
			83100	175332	Check	1	14006		LINQUIST BRANDON	Yes	No	No	USD	02/14/2020	133.00
			83123	175333	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	02/14/2020	848.85
			83124	175334	Check	1	4136		MENARDS	Yes	No	No	USD	02/14/2020	40.83
			83125	175335	Check	1	4232		MILACA HIGH SCHOOL- ISD #912	Yes	No	No	USD	02/14/2020	40.00
			83126	175336	Check	1	4232		MILACA HIGH SCHOOL- ISD #912	Yes	No	No	USD	02/14/2020	1,814.00
			83095	175337	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	02/14/2020	288.90
			83118	175338	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	02/14/2020	100.00
			83108	175339	Check	1	16242		OPEN WORLD LEARNING ARCHERY	Yes	No	No	USD	02/14/2020	810.00
			83127	175340	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	02/14/2020	2,688.44
			83135	175341	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	02/14/2020	70.85
			83128	175342	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	02/14/2020	258.36
			83129	175343	Check	1	5245		RAPTOR CENTER	Yes	No	No	USD	02/14/2020	99.00
			83106	175344	Check	1	15833		REKSTAD JONAH	Yes	No	No	USD	02/14/2020	133.00
			83131	175345	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	02/14/2020	2,000.00
			83111	175346	Check	1	16581		RUFF START RESCUE	Yes	No	No	USD	02/14/2020	312.00

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	83130	175347	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	02/14/2020	863.00
			83092	175348	Check	1	10194		SMEKTA BOB	Yes	No	No	USD	02/14/2020	118.00
			83102	175349	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	02/14/2020	16,394.99
			83116	175350	Check	1	16590		WILSON CHARLOTTE	Yes	No	No	USD	02/14/2020	31.50
			83132	175351	Check	1	6663	2	YOUTH FRONTIERS INC	Yes	No	No	USD	02/14/2020	395.00
			83137	175352	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	02/18/2020	9,162.15
			83138	175353	Check	1	3700		LAKES COUNTRY SERVICE COOP	Yes	No	No	USD	02/18/2020	260.00
			83139	175354	Check	1	16480		RED MOUNTAIN PRESS	Yes	No	No	USD	02/21/2020	5,960.00
			83146	175355	Check	1	14605		ANDERSON CATHY	Yes	No	No	USD	02/21/2020	180.00
			83163	175356	Check	1	8242		AUGSBURG COLLEGE	Yes	No	No	USD	02/21/2020	3,800.00
			83153	175357	Check	1	16292		BRONSON ROY	Yes	No	No	USD	02/21/2020	70.00
			83160	175358	Check	1	16594		BROOKS HEATHER	Yes	No	No	USD	02/21/2020	90.00
			83141	175359	Check	1	11656	1	DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	02/21/2020	2,699.21
			83143	175360	Check	1	13495		DEISTING RANDY	Yes	No	No	USD	02/21/2020	118.00
			83162	175361	Check	1	7144		DEYAK BRIAN	Yes	No	No	USD	02/21/2020	85.00
			83151	175362	Check	1	16216		DREXLER DAVID	Yes	No	No	USD	02/21/2020	118.00
			83149	175363	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	02/21/2020	253.60
			83164	175364	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD	02/21/2020	95.00
			83142	175365	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	02/21/2020	226.67
			83140	175366	Check	1	10478	4	MN BAND DIRECTORS ASSOC.	Yes	No	No	USD	02/21/2020	260.00
			83148	175367	Check	1	15042		MORDHORST JEFF	Yes	No	No	USD	02/21/2020	118.00
			83150	175368	Check	1	15583		NASP-NATIONAL ARCHERY IN THE S	Yes	No	No	USD	02/21/2020	838.00
			83159	175369	Check	1	16592		NELSON ERIC	Yes	No	No	USD	02/21/2020	157.00
			83155	175370	Check	1	16561		CONNELL GARRETT	Yes	No	No	USD	02/21/2020	150.00
			83156	175371	Check	1	16576		PETERSON ANNIKA	Yes	No	No	USD	02/21/2020	185.00
			83161	175372	Check	1	5038	2	PITNEY BOWES	Yes	No	No	USD	02/21/2020	881.97
			83158	175373	Check	1	16591		PRINCETON WRESTLING BOOSTER	Yes	No	No	USD	02/21/2020	1,056.00
			83145	175374	Check	1	14515		REASONER MICHAEL	Yes	No	No	USD	02/21/2020	157.00
			83152	175375	Check	1	16266		SCHULTZ-MCCURDY WENDY	Yes	No	No	USD	02/21/2020	185.00
			83144	175376	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	02/21/2020	18,176.04
			83147	175377	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	02/21/2020	190.24
			83157	175378	Check	1	16577		WILLIAMS MARK	Yes	No	No	USD	02/21/2020	90.00
			83154	175379	Check	1	16478	1	WRECK-LESS DRIVING ACADEMY C	Yes	No	No	USD	02/21/2020	6,600.00
			83178	175380	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	03/03/2020	630.00
			83176	175381	Check	1	14819	2	BSN SPORTS	Yes	No	No	USD	03/03/2020	750.00
			83181	175382	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	03/03/2020	3,854.00
			83188	175383	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	03/03/2020	23,820.55
			83180	175384	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	03/03/2020	116,010.00
			83165	175385	Check	1	10069		DALCO	Yes	No	No	USD	03/03/2020	3,900.79
			83182	175386	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	03/03/2020	1,924.50
			83183	175387	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	03/03/2020	201.25

Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	83173	175388	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	03/03/2020	380.14
			83199	175389	Check	1	6645		GRAINGER	Yes	No	No	USD	03/03/2020	814.54
			83184	175390	Check	1	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	03/03/2020	1,660.00
			83185	175391	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	03/03/2020	113.60
			83175	175392	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	03/03/2020	929.10
			83166	175393	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	03/03/2020	343.00
			83186	175394	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	03/03/2020	1,462.50
			83168	175395	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	03/03/2020	283.16
			83189	175396	Check	1	4326	1	M.M.E.A.	Yes	No	No	USD	03/03/2020	140.00
			83177	175397	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	03/03/2020	1,800.00
			83200	175398	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	03/03/2020	900.00
			83187	175399	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	03/03/2020	335.79
			83167	175400	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	03/03/2020	792.61
			83190	175401	Check	1	4536		NARDINI FIRE EQUIPMENT CO	Yes	No	No	USD	03/03/2020	1,317.78
			83170	175402	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	03/03/2020	99,896.96
			83191	175403	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	03/03/2020	20.00
			83192	175404	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	03/03/2020	921.73
			83193	175405	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	03/03/2020	55,196.80
			83194	175406	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	03/03/2020	42.31
			83172	175407	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	03/03/2020	857.24
			83196	175408	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	03/03/2020	774.90
			83179	175409	Check	1	16438		SORA PEDIATRIC THERAPY	Yes	No	No	USD	03/03/2020	10,570.50
			83195	175410	Check	1	5617	7	ST CLOUD STATE UNIVERSITY	Yes	No	No	USD	03/03/2020	19,910.00
			83171	175411	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	03/03/2020	153.50
			83169	175412	Check	1	13064		SUPER TEACHER WORKSHEETS	Yes	No	No	USD	03/03/2020	350.00
			83197	175413	Check	1	6142	2	TIERNEY BROS.	Yes	No	No	USD	03/03/2020	130.20
			83198	175414	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	03/03/2020	122.19
			83174	175415	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	03/03/2020	21,966.97
														Bank Total: 001	\$495,830.65
														Report Total:	\$495,830.65

3.2.20

Type	Date Submitted	Donor Name	School	Reason	Gift / Amount
Gift	2.20.20	AAA ProMise Program	HS	Prom Safety Awareness	Prom Safety Items

**PRINCETON PUBLIC SCHOOL
REVISED BUDGET 2019-2020
MARCH 2020**

	2020 REVISED ESTIMATED REVENUES	2020 REVISED ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 37,231,033	\$ 39,156,332
FOOD SERVICE (02)	\$ 1,762,500	\$ 1,856,014
COMMUNITY EDUCATION (04)	\$ 1,594,221	\$ 1,676,317
BUILDING FUND (06)	\$ -	\$ 2,000,000
DEBT SERVICE (07)	\$ 4,349,160	\$ 4,280,194
TOTAL ALL FUNDS	\$ 44,936,914	\$ 48,968,857

2019 FUND BALANCE	
GENERAL FUND	\$ 11,040,103
FOOD SERVICE	\$ 583,245
COMMUNITY EDUCATION	\$ 349,248
BUILDING FUND	\$ 3,243,267
DEBT SERVICE	\$ 902,353

**PRINCETON PUBLIC SCHOOLS
GENERAL FUND REVISED BUDGET
MARCH 2020**

	2020 Estimated Revenues	2020 Estimated Expenses	Variance
LTFM-Restricted	\$ 572,495	\$ 741,142	\$ (168,647)
Operating Capital-Restricted	\$ 581,794	\$ 812,050	\$ (230,256)
Staff Development-Restricted	\$ 452,946	\$ 497,550	\$ (44,604)
Qcomp-Assigned	\$ 900,255	\$ 899,300	\$ 955
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	\$ 34,206,293	\$ 35,454,790	\$ (1,248,497)
Total	\$ 37,231,033	\$ 39,156,332	
	\$ (37,231,033)	\$ (39,156,332)	

**2019 Fund
Balance**

ALC-Restricted	\$ -
Basic Skills-Restricted	\$ 37,179
Basic Skills Ext Time-Restricted	\$ 49,025
LTFM-Restricted	\$ 910,224
Med Asst-Restricted	\$ 8,651
Operating Capital-Restricted	\$ 2,184,286
Staff Development-Restricted	\$ 208,412
Severance-Committed	\$ 991,266
Qcomp-Assigned	\$ 266,919
Technology-Assigned	\$ 65,030
Building Improved-Assigned	\$ -
Program Initiatives-Assigned	\$ 800,512
Activity Acct-Assigned	\$ 127,171
Non Spendable	\$ 25,142
Unassigned	\$ 5,366,285
	\$ 11,040,103

Audit report for 2019 was presented at the 1st board meeting in November and the fund balances for the 2018-2019 school year for each category are reflected above.

GENERAL FUND

Revised Changes

GIFTED AND TALENTED

Revenue Sources

- State Aid

Expenditures

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

LONG TERM FACILITY MAINTENANCE

Revenue Sources

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

Expenditures

- 2019 summer projects-attached to 2020 original budget
- Budget created based on summer projects
- Actual expenses will be split between two years budget years
- Updated to reflect year project completed in

OPERATING CAPITAL

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Board approved-attached to 2020 original budget
- Reallocated expenses to pay for software needs

STAFF DEVELOPMENT

Revenue Sources

- State Aid

Expenditures

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

ATPPS (Qcomp)

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

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

BUILDING IMPROVED ASSIGNED

Revenue Sources

- Previous revenue set aside for specific purpose

Expenditures

- Board approved-attached to 2020 original budget

PROGRAM INITIATIVE ASSIGNED

Revenue Sources

- Previous revenue set aside for specific purpose

Expenditures

- Board approved-attached to 2020 original budget

TECHNOLOGY ASSIGNED

Revenue Sources

- Student Fees

Expenditures

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

ACTIVITY ACCOUNT

Revenue Sources

- Student fundraising
- Donations
- Participation fees

Expenditures

- Field Trips
- Rewards for instructional participation
- Recreational Supplies
- Note that this area will have a restricted fund balance and a assigned fund balance at the end of 2020 because of changes in law

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
- Enrollment reduction of 100 students
- Updated Special Education
- Added one time repayment from Rum River

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
- Updated salaries based on settlements
- Updated staffing
- Moved additional \$225,000 of software to capital

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 2020

- Programs are continually added throughout the year

Discontinued Programs 2020

- 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

- Based on approved 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.**

Summary of Changes

- 101 - Legal Status of the School
 - Reviewed
- 101.1 - Name of the School District
 - Reviewed
- 102 - Equal Education Opportunity
 - MSBA Update
- 103 - Complaints - Students, Employees, Parents, other Persons
 - Reviewed
- 104 - School District Mission Statement
 - Updated goals per 19-20 Continuous Improvement Plan
- 535 - Service Animals in School
 - Compared to Policy 808 - Service Animals in School
 - Inactivate Policy 808 and Publish 535
- 611 - Homeschooling
 - MSBA Changes
- 612 - Development of Parental Involvement Policies for Title 1 Programs
 - Reviewed
- 808 - Service Animals in School
 - Inactivated

**PRINCETON PUBLIC SCHOOLS
POLICY 101-LEGAL STATUS OF THE SCHOOL DISTRICT**

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.

3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B. (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64
(rights, powers, duties of political subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415,
78 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383,
147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn.
343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: Princeton Public Schools Policy 201 (Legal Status of School Board)
Princeton Public Schools Policy 603 (Curriculum Development)

Princeton Public Schools Policy 604 (Instructional Curriculum)
Princeton Public Schools Policy 606 (Textbooks and Instructional Materials)
Princeton Public Schools Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Princeton Public Schools Policy 705 (Investments)
Princeton Public Schools Policy 706 (Acceptance of Gifts)
Princeton Public Schools Policy 801 (Equal Access to Facilities of Secondary Schools)
Princeton Public Schools Manual, Chapter 4, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Adopted: February 11, 2003
Reviewed: October 8, 2013
Reviewed: March 17, 2015
Revised: September 6th, 2016
Reviewed: September 19, 2017
Reviewed: March 17, 2020

**PRINCETON PUBLIC SCHOOLS
POLICY 101.1-NAME OF THE SCHOOL DISTRICT**

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 477. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be Princeton Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 477 (Princeton Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

Adopted: February 11, 2003
Reviewed: March 17, 2015
Reviewed: September 19, 2017
Reviewed: March 17, 2020

PRINCETON PUBLIC SCHOOLS
POLICY 102-EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of Race, color, creed, religion, national origin, sex, ~~gender~~, marital status, parental status, status with regard to public assistance, disability, sexual orientation, **including gender identity and expression**, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act) 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

Cross References: Princeton Public Schools Policy 402 (Disability Nondiscrimination)
Princeton Public Schools Policy 413 (Harassment and Violence)
Princeton Public Schools Policy 521 (Student Disability Nondiscrimination)
Princeton Public Schools Policy 522 (Student Sex Nondiscrimination)

Adopted: December 17, 2002
Reviewed: October 8, 2013
Revised: October 20, 2015
Revised: September 6, 2016
Reviewed: September 19, 2017
Revised: March 17, 2020

**PRINCETON PUBLIC SCHOOLS
POLICY 103-COMPLAINTS - STUDENTS, EMPLOYEES,
PARENTS, OTHER PERSONS**

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure to be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. 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 promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, 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 appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to

the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References: Princeton Public Schools Policy 206 (Public Participation in School Board Meetings/ Complaints about Persons at School Board Meetings and Privacy Considerations)
Princeton Public Schools Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
Princeton Public Schools Policy 413 (Harassment and Violence)
Princeton Public Schools Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

Adopted: February 11, 2003
Revised: October 8, 2013
Reviewed: March 17, 2015
Reviewed: September 6, 2016
Reviewed: March 17, 2020

PRINCETON PUBLIC SCHOOLS
104 - SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCHOOL DISTRICT GOALS

A. ~~NEW~~ MISSION

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

B. ~~NEW~~ VISION

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

C. Goals

1. Student Learning: High student achievement.
2. Climate and Culture: Optimal teaching and learning environment.
3. Multi-tiered System of Supports: Robust response programming to meet the needs of ALL students in a tiered system.
4. Operations: Efficient and effective operations.



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



IV. REVIEW

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

Legal References: Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270

Cross References: Minn. Stat § 123.972 (School District Policy)

Adopted: February 11, 2003
Revised: November 28, 2003
Reviewed: February 23, 2010
Revised: February 16, 2016
Revised: May 1, 2018
Revised: March 17, 2020

PRINCETON PUBLIC SCHOOLS
535 - SERVICE ANIMALS IN SCHOOL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. 1. “Work or tasks” are those functions performed by a service animal.

2. 2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
3. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship are not “work or tasks” for the purposes of this policy.

D. Trainer

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

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person’s disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability; and
 2. What work or tasks is the service animal trained to perform.

- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized

representative is responsible for arranging for a service animal's care and supervision.

- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.

- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

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

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

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

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator

designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: Princeton Public Schools Policy 402 (Disability Nondiscrimination Policy)
Princeton Public Schools Policy 521 (Student Disability Nondiscrimination)

Adopted: March 17, 2020



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PUBLIC SCHOOLS

Policy 535 - Service Animals in School
Approval Request for Use of Service Animal

Students: Please turn in your request to school principal.

Employees: Please turn in your request to the Director of Human Resources

Student / Employee Name: _____ Date: _____

Parent or authorized representative name(s): _____

Address: _____

Email: _____ Phone: _____

Building: _____

Type of Service Animal: _____

Name of Service Animal: _____ Name of Handler: _____

Is the service animal required because of a disability: _____

What work or task is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally



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interferes with the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

Adopted: March 17, 2020

**PRINCETON PUBLIC SCHOOLS
POLICY 611 - HOME SCHOOLING**

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1).

III. CONDITIONS FOR HOMESCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3 4, and 4, 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of homeschooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8).

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or other materials are packaged physically or electronically with textbooks for student use), individualized instructional materials (including teacher materials that accompany pupil materials) and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school

district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4).

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a) The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b) The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c) The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Adopted: July 20, 1993
Revised: January 11, 2000
Revised: January 9, 2001
Revised: March 13, 2007
Revised: July 17, 2012
Revised: October 20, 2015
Reviewed: January 17, 2017
Revised: March 17, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 612 - DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES
FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for parent and family engagement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family activities to improve student academic achievement and school performance; which may include meaningful consultation with employers,

business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or Home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions, and to participate, as appropriate, in decisions relating to the education of their-children and respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build

and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a) Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b) Frequent progress reports to the parents; and
 - c) Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d) Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as

literacy training and using technology, as appropriate, to foster parental involvement;

3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
4. Coordinate and integrate parental involvement programs and activities other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and to the extent practicable, in a language the parents can understand; and
6. Provide such other reasonable support for parental involvement activities as requested by parents.

D. The policy will also describe the process to be taken if the school district and school choose to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school related meetings and training sessions;
4. Train parents to enhance the involvement of other parents;
5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to

attend such conferences at school in order to maximize parental involvement and participation in school-related activities;

6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement the school district and schools to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school profiles in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations—of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 Parent and Family Engagement

Cross References:

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