

Princeton Public Schools - ISD 477
Tuesday, August 18, 2015 at 7:00 PM
Regular School Board Meeting
District Office Board Room

OUR VISION
NO BOUNDARIES TO LEARNING

OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS

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.

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 - b. Princeton High School Back to School Report

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13. ADJOURN	

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **4th day of August, at 7:00 p.m.** in the District Office Board Room.

Roll Call: Members Present: Chuck Nagle, Deb Ulm, Howard Vaillancourt, Chad Young, and Eric Minks

Members Absent: Jeremy Miller and Craig Johnson

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Stacie Vos, Director of Teaching and Learning Julie Williams

Student Council Representative: None

Citizen Comments: None

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

Howard Vaillancourt:	POC Meeting
Chad Young	Oakland Board Meeting
Eric Minks	POC Meeting, Finance Meeting
Deb Ulm:	POC Meeting, Finance Meeting

Superintendent Report: Superintendent Julie Espe: Talked about the beginning of school. New programs and training for the teachers are happening to get ready for the start of school and starting the process for annexation to the city for fields.

APPROVE AGENDA as presented: Moved by Howard Vaillancourt and seconded by Chad Young to approve the agenda as presented. Motion carried.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Moved by Chad Young and seconded by Howard Vaillancourt to **approve the July 21st Regular Board meeting minutes as presented.** Motion carried.

CONSENT AGENDA

Moved by Eric Minks and seconded by Howard Vaillancourt **to approve the consent agenda items as presented and removing one of the fundraisers at this time: Personnel, Workers' compensation, Fundraising, and Enrollment counts.** Motion carried.

INFORMATION

South Elementary Handbook- Presented by Greg Fink with minimal changes to the 2015-2016 handbook.

South Elementary Back to School Report- Greg Fink presented about the news and updates with South Elementary to the board members.

Alternative Services Report- Julie Williams presented about the alternative service report.

Middle School Back to School Report- Dan Voce presented the middle school back to school report to the board members.

Construction Update- Ryan Hoffman presented the monthly project status report.

First Reading of Policies- 205,206,207,214,427,498,499,501,502,503

Policies had either minimal changes and/or MSBA updates.

ACTION ITEMS

Long Term Facility Plan- Michelle Czech presented about the long term facility plan. Moved by Howard Vaillancourt and seconded by Eric Minks to accept the long Term Facility Plan for Deferred Maintenance and Health and Safety plan. Upon Roll call the following voted for: Howard Vaillancourt, Chad Young, Deb Ulm, and Eric Minks. The following voted against: Chuck Nagle. Motion carried.

Individual Contracts- Moved by Eric Minks, seconded by Chad Young to approve the individual contracts. Motion carried.

New York Field Trip- Moved by Eric Minks and seconded by Howard Vaillancourt to approve the New York Field Trip. Motion carried.

Second Reading of Policies- 420, 421, 422, 423, 450, 495, 495A, 509, 597, 599

Julia Espe presented second reading of the policies. Moved by Eric Minks and seconded by Chad Young to approve the second reading of the policies. Motion carried.

Bids for the Fields- Moved by Eric Minks and seconded by Howard Vaillancourt to reject the bids of the ball fields. Eric Minks calls the question. Motion carried.

Bids for the High School- Ryan Hoffman presented the bids for the high school. Moved by Howard Vaillancourt and seconded by Chad Young to approve the base bid with Rochon Corporation for the high school project. Motion carried.

ADDITIONS TO AGENDA –None

ADJOURN – Moved by Howard Vaillancourt and seconded by Chad Young to close the meeting pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), move to close the meeting for negotiation strategies. Howard Vaillancourt calls the question. Chuck Nagle opposed to close the meeting. Motion carried. Meeting was adjourned at 9:08 p.m.

Recorder: Kari Osborne

Chair Deb Ulm

Clerk Eric Minks

8.18.15

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Akers, Catherine	New Hire	Reading Intervention Teacher-NE	PEA	N/A	Fall 2015	\$36,295.00
Bahe, Mary	Reassignment	ADSIS Teacher-SE	PEA	N/A	2015-2016	
Borich, John	Extra Duty	Overtime Instructor-MS	PEA	Angela Anderson	2015-2016	32.00/HR
Brandell, Mitchell	Extra Duty	JV Girl's Tennis		Rob Essig	8.17.15-11.1.15	\$3,699.00
Brovold, Cynthia	Reassignment	ADSIS Teacher-SE	PEA	N/A	2015-2016	
Eastwood, Alissa	Resignation	Para-MS	PARA	N/A	8.10.15	
Engness, Erin	Resignation	Assessment and Special Programs Coordinator	PEA	N/A	8.3.15	
Foster, Crissy	New hire	School Readiness Instructor	PEA	N/A	8.18.15	
Hasser, Kelsie	New Hire	LTS-ECSE Teacher	PEA	Heather DeMars	Aug. 25th-Nov. 25t	12,163.72
Linder, Kristin	Resignation	Title One-Para-NE	PARA	N/A	8.11.15	
Mathson, Danielle	New Hire	ADSIS Teacher-MS	PEA	N/A	2015-2016	36,295.00
McCann, Mandy	New hire	School Readiness instructor-Spanish Immersion	PEA	N/A	8.20.15	42,984.00
Munsterman, Adele	New Hire	Spanish Teacher-HS	PEA	Katie Poe	2015-2016	32.176.00
Nehring, Christine	Extra Duty	Asst. Girls Swim/Dive Coach		Logan Hershey	August-November	\$2,904.00
Nehring, Christine	Extra Duty	Assistant Gymnastics Coach		Jess Bost	10.15.15-2.16.15	\$2,904.00
Norton, Cathy	New Hire	Math Intervention-NE	PEA	N/A	2015-2016	\$64,352.00
Perkins, Angela	Resignation	Math teacher-MS	PEA	N/A	7.31.15	
Preppernau, Andrea	New Hire	Assessment and Special Programs Coordinator	Individual	Erin Engness	8.19.15	\$74,000.00-2015-2016 \$75,500.00-2016-2017
Ratz, Mary	New Hire	FACS-HS	PEA	K. Sylvester	2015-2016	\$20,915.50
Schossow, JoAnn	Reassignment	Media center/Tech Para	Para	Holly Bachmeyer	2015-2016	15.06/HR
Solberg, Alyssa	Extra Duty	Volleyball Coach-MS		Michelle Lindell	Aug. -October	\$1,452
Solberg, Alyssa	New Hire	6th Gr. Math Teacher	PEA	Angie Perkins	2015-2016	36,295.00
Tovin, Violeta	New hire	Classroom Para/EC Cultural Liaison	Para	N/A	8.18.15	\$13.50/Hr
Yungbauer, Tamara	Resignation	School Readiness Instructor	Individual	N/A	12.3.2015	

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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	63450	159060	Check	1	2777		GOPHER STAGE LIGHTING INC	Yes	Yes	No	USD	07/16/2015	9,529.00
			63451	159061	Check	1	14820		RELIANCE STANDARD	Yes	Yes	No	USD	07/16/2015	7,552.35
			63452	159062	Check	1	4467		M.S.B.A.	Yes	Yes	No	USD	07/23/2015	8,337.00
			63462	159063	Check	1	14005		AGC NETWORKS INC	Yes	Yes	No	USD	07/24/2015	1,260.00
			63456	159064	Check	1	1243	1	ASCD	Yes	Yes	No	USD	07/24/2015	80.10
			63460	159065	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	07/24/2015	460.00
			63477	159066	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	07/24/2015	2,944.30
			63463	159067	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	07/24/2015	43.91
			63468	159068	Check	1	14822		DAVID MARY	Yes	No	No	USD	07/24/2015	50.00
			63465	159069	Check	1	14789		DAVIS MARY A	Yes	No	No	USD	07/24/2015	16.00
			63470	159070	Check	1	2265	4	ECKROTH MUSIC CO.	Yes	No	No	USD	07/24/2015	122.30
			63471	159071	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	07/24/2015	69.30
			63490	159072	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	07/24/2015	320.80
			63472	159073	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	07/24/2015	240.69
			63469	159074	Check	1	14823		FRANKE DEB	Yes	No	No	USD	07/24/2015	144.00
			63486	159075	Check	1	6645		GRAINGER	Yes	Yes	No	USD	07/24/2015	2,704.70
			63473	159076	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	07/24/2015	546.49
			63454	159077	Check	1	11237		INFINITY ONLINE	Yes	No	No	USD	07/24/2015	1,750.00
			63453	159078	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	07/24/2015	95.98
			63466	159079	Check	1	14801		KDH SAFETY, LLC	Yes	Yes	No	USD	07/24/2015	60.00
			63474	159080	Check	1	4007		KEMPS	Yes	Yes	No	USD	07/24/2015	993.70
			63476	159081	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/24/2015	324.00
			63488	159082	Check	1	7475		M.B.S.A.	Yes	Yes	No	USD	07/24/2015	225.00
			63475	159083	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	07/24/2015	635.87
			63458	159084	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	07/24/2015	103.88
			63491	159085	Check	1	9106		MILLE LACS CTY HISTORICAL SCTY	Yes	No	No	USD	07/24/2015	1,914.00
			63459	159086	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	07/24/2015	29,298.52
			63478	159087	Check	1	5038	1	PITNEY BOWES	Yes	Yes	No	USD	07/24/2015	290.00
			63479	159088	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	Yes	No	USD	07/24/2015	1,045.92
			63487	159089	Check	1	6889		PRINCETON LIONS	Yes	No	No	USD	07/24/2015	180.00
			63480	159090	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	07/24/2015	61,719.59
			63485	159091	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	07/24/2015	2,000.00
			63481	159092	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	Yes	No	USD	07/24/2015	210.00
			63461	159093	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	Yes	No	USD	07/24/2015	80.00
			63482	159094	Check	1	5426		RUM RIVER SPECIAL ED COOP	Yes	Yes	No	USD	07/24/2015	922.78
			63492	159095	Check	1	9992		SAUTTER JULIE	Yes	No	No	USD	07/24/2015	55.00
			63464	159096	Check	1	14718		SCENIC SIGN CORP.	Yes	Yes	No	USD	07/24/2015	14,740.00
			63467	159097	Check	1	14821		SCHOMEL TIFFANY	Yes	No	No	USD	07/24/2015	6.05
			63455	159098	Check	1	11628		SFM	Yes	Yes	No	USD	07/24/2015	99,578.00
			63457	159099	Check	1	12498		SOUTH CENTRAL SERVICE COOP	Yes	Yes	No	USD	07/24/2015	450.00
			63489	159100	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	Yes	No	USD	07/24/2015	4,634.88

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			63484	159102	Check	1	6294	3	UNITED STATES TREASURY	Yes	Yes	No	USD	07/24/2015	1,150.74
			63495	159103	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	07/27/2015	10,723.05
			63496	159104	Check	1	14774		HINKEMEYER JILL	Yes	Yes	No	USD	07/28/2015	250.00
			63506	159105	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	07/31/2015	67.14
			63507	159106	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	07/31/2015	119.43
			63508	159107	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	07/31/2015	80.00
			63509	159108	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	07/31/2015	71.96
			63510	159109	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	07/31/2015	88.00
			63511	159110	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	07/31/2015	2.00
			63505	159111	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	07/31/2015	47.78
			63513	159112	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	07/31/2015	30,645.40
			63514	159113	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	07/31/2015	793.65
			63515	159114	Check	1	2874		GTS	Yes	No	No	USD	08/04/2015	15.00
			63517	159115	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	08/06/2015	400.00
			63516	159116	Check	1	2122	7	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	08/06/2015	1,418.00
			63523	159118	Check	1	1241		A.S.C.D.	Yes	No	No	USD	08/07/2015	239.00
∞			63520	159119	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIC	Yes	No	No	USD	08/07/2015	40.98
			63522	159120	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	08/07/2015	189.16
			63526	159121	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	08/07/2015	219.50
			63553	159122	Check	1	7328		AUTO BODY TECHNICIANS	Yes	No	No	USD	08/07/2015	426.02
			63540	159123	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	08/07/2015	3,062.89
			63534	159124	Check	1	14330		CLYNE KAITLIN	Yes	No	No	USD	08/07/2015	1,000.00
			63541	159125	Check	1	1846	2	CNA SURETY	Yes	No	No	USD	08/07/2015	75.00
			63542	159126	Check	1	1903		CONFIDENCE LEARNING CENTER	Yes	No	No	USD	08/07/2015	840.00
			63536	159127	Check	1	14507		DAHL DOUGLAS P.	Yes	No	No	USD	08/07/2015	380.00
			63543	159128	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	08/07/2015	21.00
			63544	159129	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	08/07/2015	605.23
			63521	159130	Check	1	10908	1	G & K SERVICES	Yes	No	No	USD	08/07/2015	634.81
			63545	159131	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	08/07/2015	1,527.34
			63554	159132	Check	1	7475		M.B.S.A.	Yes	No	No	USD	08/07/2015	75.00
			63525	159133	Check	1	12571		MIDWEST MACHINERY CO	Yes	No	No	USD	08/07/2015	74.46
			63546	159134	Check	1	4271		MINNESOTA CHILDRENS MUSEUM	Yes	No	No	USD	08/07/2015	199.50
			63537	159135	Check	1	14817		NORTH AMERICAN ADVENTURE	Yes	No	No	USD	08/07/2015	582.40
			63532	159136	Check	1	13774		NORTH CENTRAL TRANSPORTATION	Yes	No	No	USD	08/07/2015	769.00
			63530	159137	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	08/07/2015	10,789.34
			63547	159138	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	08/07/2015	1,502.91
			63548	159139	Check	1	5159		PRINCETON YOUTH HOCKEY ASSN	Yes	No	No	USD	08/07/2015	30,500.00
			63538	159140	Check	1	14832		PUDIL TANYA	Yes	No	No	USD	08/07/2015	46.65
			63527	159141	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	08/07/2015	833.00
			63519	159142	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF M	Yes	No	No	USD	08/07/2015	434.00

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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
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			63539	159144	Check	1	14834		RUM RIVER AUTOMOTIVE	Yes	No	No	USD	08/07/2015	1,023.79
			63549	159145	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	08/07/2015	576.46
			63550	159146	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	08/07/2015	34.50
			63555	159147	Check	1	9413		SKILLPATH SEMINARS	Yes	No	No	USD	08/07/2015	149.00
			63551	159148	Check	1	5883		ST. CLOUD TIMES	Yes	No	No	USD	08/07/2015	240.02
			63535	159149	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	08/07/2015	78.13
			63531	159150	Check	1	13674	1	THE PRINT AND WEB SHOP	Yes	No	No	USD	08/07/2015	149.99
			63533	159151	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	08/07/2015	320.18
			63528	159152	Check	1	12895		WALLACE CHARLENE	Yes	No	No	USD	08/07/2015	37.00
			63529	159153	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	08/07/2015	263.37
			63524	159154	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	08/07/2015	700.00
			63556	159155	Check	1	14331		AIRMAXX TRAMPOLINE PARK	Yes	No	No	USD	08/10/2015	270.00
			63578	159156	Check	1	1140	1	AMERICAN RED CROSS - MINNESOT	Yes	No	No	USD	08/18/2015	109.00
			63582	159157	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	08/18/2015	370.05
			63583	159158	Check	1	1243	1	ASCD	Yes	No	No	USD	08/18/2015	16.49
			63595	159159	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	08/18/2015	1,215.50
			63628	159160	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	08/18/2015	83.94
			63599	159161	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	08/18/2015	25,994.00
			63584	159162	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	08/18/2015	627.94
			63609	159163	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	08/18/2015	3,639.00
			63593	159164	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	08/18/2015	25,242.60
			63600	159165	Check	1	1876		COMPANION	Yes	No	No	USD	08/18/2015	2,496.00
			63571	159166	Check	1	10069		DALCO	Yes	No	No	USD	08/18/2015	7,984.36
			63601	159167	Check	1	2107	2	DELL MARKETING L.P.	Yes	No	No	USD	08/18/2015	1,823.92
			63590	159168	Check	1	13741		EDMENTUM	Yes	No	No	USD	08/18/2015	6,352.50
			63602	159169	Check	1	2307		EDUCATIONAL INNOVATIONS	Yes	No	No	USD	08/18/2015	48.65
			63603	159170	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	08/18/2015	878.56
			63575	159171	Check	1	10571	1	EMED CO INC.	Yes	No	No	USD	08/18/2015	84.99
			63604	159172	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	08/18/2015	699.47
			63591	159173	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	08/18/2015	7,808.12
			63580	159174	Check	1	11613		FRONTLINE PLACEMENT TECH INC	Yes	No	No	USD	08/18/2015	3,570.00
			63606	159175	Check	1	2774		GOODHEART-WILLCOX CO. INC.	Yes	No	No	USD	08/18/2015	434.53
			63605	159176	Check	1	2770	2	GOODIN COMPANY	Yes	No	No	USD	08/18/2015	552.34
			63625	159177	Check	1	6645		GRAINGER	Yes	No	No	USD	08/18/2015	1,239.07
			63574	159178	Check	1	10503	2	GTM SPORTSWEAR	Yes	No	No	USD	08/18/2015	3,192.00
			63607	159179	Check	1	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	08/18/2015	670.00
			63597	159180	Check	1	14674		HOUGHTON MIFFLIN HARCOURT	Yes	No	No	USD	08/18/2015	80,299.16
			63577	159181	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	08/18/2015	60,811.34
			63576	159182	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	08/18/2015	558.33
			63632	159183	Check	1	9932		J.P. COOKE COMPANY	Yes	No	No	USD	08/18/2015	45.95

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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	63596	159184	Check	1	14496		LEADERTECH SYSTEMS OF CHICAG	Yes	No	No	USD	08/18/2015	1,730.00
			63608	159185	Check	1	3822		LIFELINE AMPLIFICATION SYS	Yes	No	No	USD	08/18/2015	893.00
			63585	159186	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	08/18/2015	16,938.14
			63610	159187	Check	1	4093	6	MCGRAW-HILL SCHOOL EDUCATION	Yes	No	No	USD	08/18/2015	384.09
			63572	159188	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	08/18/2015	174.14
			63629	159189	Check	1	9130		MINNESOTA WEARABLES	Yes	No	No	USD	08/18/2015	2,916.00
			63611	159190	Check	1	4491		MULTIPLE CONCEPTS INTERIOR	Yes	No	No	USD	08/18/2015	2,110.52
			63612	159191	Check	1	4537		NASCO	Yes	No	No	USD	08/18/2015	1,428.46
			63631	159192	Check	1	9892	1	NCS PEARSON, INC.	Yes	No	No	USD	08/18/2015	171.40
			63573	159193	Check	1	10444		OLSEN FIRE PROTECTION INC	Yes	No	No	USD	08/18/2015	1,145.00
			63598	159194	Check	1	14736		ONICON	Yes	No	No	USD	08/18/2015	131.15
			63613	159195	Check	1	5104	3	PREMIER AGENDAS INC	Yes	No	No	USD	08/18/2015	4,084.00
			63614	159196	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	08/18/2015	1,311.01
			63579	159197	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	No	No	USD	08/18/2015	2,266.33
			63615	159198	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	08/18/2015	138.13
			63616	159199	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	08/18/2015	2,696.77
			63588	159200	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	08/18/2015	1,817.90
			63586	159201	Check	1	12727		RYAN SEIBEL FLOORING LLC	Yes	No	No	USD	08/18/2015	6,271.50
			63581	159202	Check	1	12091	1	RYDIN DECAL	Yes	No	No	USD	08/18/2015	449.47
			63617	159203	Check	1	5553		SCHOLASTIC INC.	Yes	No	No	USD	08/18/2015	900.00
			63619	159204	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	08/18/2015	354.15
			63618	159205	Check	1	5555		SCHWAAB INC.	Yes	No	No	USD	08/18/2015	39.25
			63594	159206	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	08/18/2015	21.06
			63630	159207	Check	1	9494	1	SNA	Yes	No	No	USD	08/18/2015	209.00
			63587	159208	Check	1	13336		SOURCEONE GRAPHICS, INC.	Yes	No	No	USD	08/18/2015	615.50
			63620	159209	Check	1	6015		SUPREME SCHOOL SUPPLY CO.	Yes	No	No	USD	08/18/2015	467.39
			63621	159210	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	08/18/2015	571.30
			63589	159211	Check	1	13674	1	THE PRINT AND WEB SHOP	Yes	No	No	USD	08/18/2015	285.99
			63622	159212	Check	1	6213	2	TRANE U.S. INC.	Yes	No	No	USD	08/18/2015	332.32
			63626	159213	Check	1	8412	1	TREND	Yes	No	No	USD	08/18/2015	71.24
			63623	159214	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	08/18/2015	62.02
			63627	159215	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	08/18/2015	1,410.47
			63592	159216	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/18/2015	4,842.59
			63624	159217	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	08/18/2015	679.44
Bank Total: 001														\$657,387.97	
Report Total:														\$657,387.97	

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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	63513	159112	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	07/31/2015	30,645.40
			63514	159113	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	07/31/2015	793.65
														Bank Total: 001	\$31,439.05
														Report Total:	\$31,439.05

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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	63517	159115	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	08/06/2015	400.00
			63516	159116	Check	1	2122	7	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	08/06/2015	1,418.00
Bank Total: 001														\$1,818.00	
Report Total:														\$1,818.00	

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	63664	159242	Check	1	14814		A&H ELECTRIC INC	Yes	No	No	USD	08/18/2015	61,300.00
			63665	159243	Check	1	14841		ARC - AMERICAN REPROGRAPHICS	Yes	No	No	USD	08/18/2015	12,626.67
			63660	159244	Check	1	11973		BRAUN INTERTEC CORPORATION	Yes	No	No	USD	08/18/2015	9,709.00
			63666	159245	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	08/18/2015	10,865.50
			63658	159246	Check	1	11601		EBERT CONSTRUCTION	Yes	No	No	USD	08/18/2015	51,684.75
			63667	159247	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	08/18/2015	608.16
			63659	159248	Check	1	11707		EL-JAY PLUMBING & HEATING	Yes	No	No	USD	08/18/2015	334.40
			63661	159249	Check	1	11991		EMC INSURANCE COMPANIES	Yes	No	No	USD	08/18/2015	10.00
			63657	159250	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	08/18/2015	34,165.51
			63668	159251	Check	1	4196		MID CENTRAL DOOR COMPANY	Yes	No	No	USD	08/18/2015	3,952.00
			63669	159252	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	08/18/2015	379.56
			63663	159253	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	08/18/2015	1,411,277.00
			63662	159254	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	08/18/2015	53,803.37
Bank Total: 001														\$1,650,715.92	
Report Total:														\$1,650,715.92	

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

Fund Description	Total
06 Construction	\$31,439.05
Report Total	\$31,439.05

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

Fund Description	Total
06 Construction	\$1,818.00
Report Total	\$1,818.00

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

Fund Description	Total
01 General Fund	\$19,501.80
06 Construction	\$1,631,214.12
Report Total	\$1,650,715.92

Princeton Public Schools - ISD #477

Wire Transfer Report

August 18, 2015

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
7/15/2015	\$ 443,688.15	ACH File Transfer
7/15/2015	\$ 156,741.07	Federal Tax Wire Transfer
7/15/2015	\$ 24,743.49	State Tax Wire Transfer
7/15/2015	\$ 8,747.29	Select Account HSA
7/15/2015	\$ 217.10	MN Revenue
7/15/2015	\$ 81,720.06	TRA File Transfer
7/15/2015	\$ 16,716.54	PERA File Transfer
7/15/2015	\$ 594.00	MN Child Support File Transfer
7/15/2015	\$ 32,374.83	TSA File Transfer
7/15/2015	\$ 20,000.00	MSRS
7/31/2015	\$ 447,166.21	ACH File Transfer
7/31/2015	\$ 156,893.20	Federal Tax Wire Transfer
7/31/2015	\$ 24,472.61	State Tax Wire Transfer
7/31/2015	\$ 8,822.29	Select Account H S A
7/31/2015	\$ 167.68	MN Revenue
7/31/2015	\$ 83,580.84	TRA File Transfer
7/31/2015	\$ 15,742.66	PERA File Transfer
7/31/2015	\$ 594.00	MN Child Support File Transfer
7/31/2015	\$ 28,199.38	TSA File Transfer
8/3/2015	\$ 3,883.77	BMO Harris Bank - (Pcards)
8/5/2015	\$ 3.00	MN Revenue - (Sales tax)
7/2/2015	\$ 2,149.13	SelectAccount
7/9/2015	\$ 1,041.79	SelectAccount
7/16/2015	\$ 2,672.55	SelectAccount
7/23/2015	\$ 2,138.56	SelectAccount
7/30/2015	\$ 1,209.66	SelectAccount
	\$ 0.00	
TOTAL	\$ 1,564,279.86	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR JULY 2015**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,359,379.18	1,421,049.27	2,521,568.90	(199.58)	12,258,859.55
02 Food Service	386,030.75	31,867.90	40,613.29	4.16	377,285.36
04 Community Service	595,475.54	75,285.12	166,298.58	(1,359.03)	504,462.08
06 Building Fund	27,610,128.01	7,531.38	758,746.68	0.00	26,858,912.71
07 Debt Service	2,307,229.44	29,553.46	992,446.97	903.66	1,344,335.93
10 Activities	168,622.64	812.57	27,354.29	0.00	142,080.92
TOTAL	44,426,865.56	1,566,099.70	4,507,028.71		41,485,936.55

Bank Accounts

AP/PR Account (Bremer)	749,055.55
MSDLAF+	5,186,394.86
Investments (Fd01)	9,080,973.81
Investments (Fd06)	<u>26,858,912.71</u>
	41,875,336.93
O/S Accts Pay Checks	(243,278.76)
O/S Payroll Checks	(2,854.66)
O/S Wires	(147,046.46)
NSF Checks	<u>3,779.50</u>
TOTAL	41,485,936.55

Aug 2015

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: Frank Smith

Description of gift: Framed tiger print - very
sizeable print.

Pre-Condition, Condition, or Limitation on use:
very good condition.

How this gift specifically relates to the program or school:
Enhances the office area
of the school / promotes "tiger
Pride."

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Date: 8/4/15
Principal or Director

Accepted Not Accepted Julia Espe Date: 8.12.15
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval Revised: May 14, 2013

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>9/27/15</u>		Projected profit: <u>\$1,000</u>	Amount earned:	
Group or organization proposing the fundraiser: <u>High School Physical Education</u>			Item(s) being sold: <u>Fun Run Entry</u>	
Company/organization supplying items to be sold:				
The money raised will be used for: <u>Cardio and Fitness equipment</u>				
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.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
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:				
			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	X
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		NA	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		NA	
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.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • 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: <u>7/22/15</u>	Teacher/Sponsor Signature: <u>Sara Ceers</u>			
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: <u>7-20-15</u>	Administrator Signature: <u>Paul Much</u>			
Date: <u>8.3.15</u>	Superintendent Signature: <u>Julia Espe</u>			
Date:	School Board Chair Signature: <u>Oliver M. Ullm</u>			

Open Enrolled Students (Out/In) as of August 18th, 2015

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
In	9/8/2015	Elk River	Princeton	9	Better education
In	9/8/2015	Milaca	Princeton	3	District of choice
In	9/8/2015	Milaca	Princeton	9	District of choice
in	9/8/2015	Milaca	Princeton	9	District of choice
In	9/8/2015	Cambridge	Princeton	10	district of choice
In	9/8/2015	Milaca	Princeton	9	district of choice

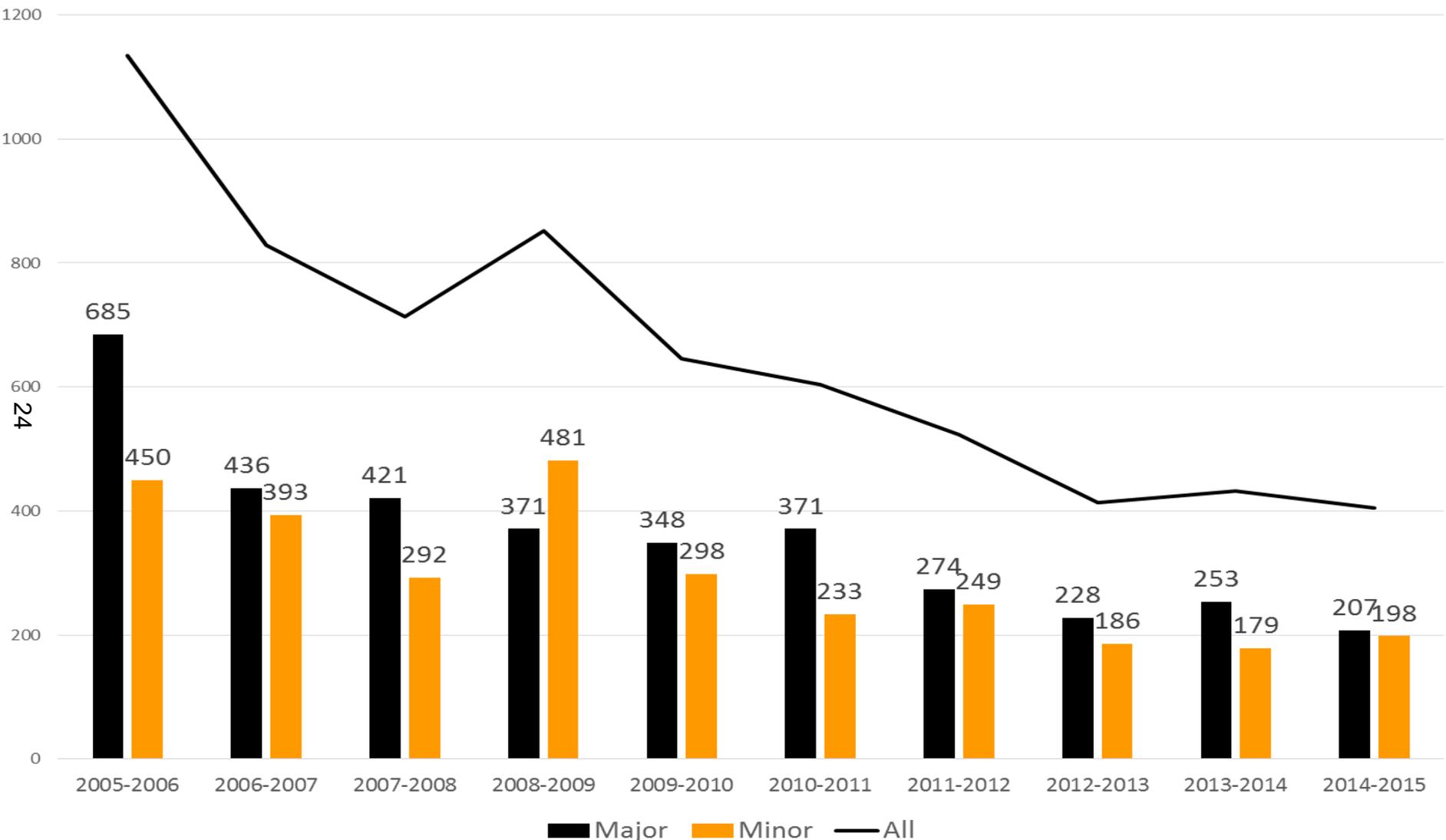
School Board Report

North Elementary
August 18, 2015

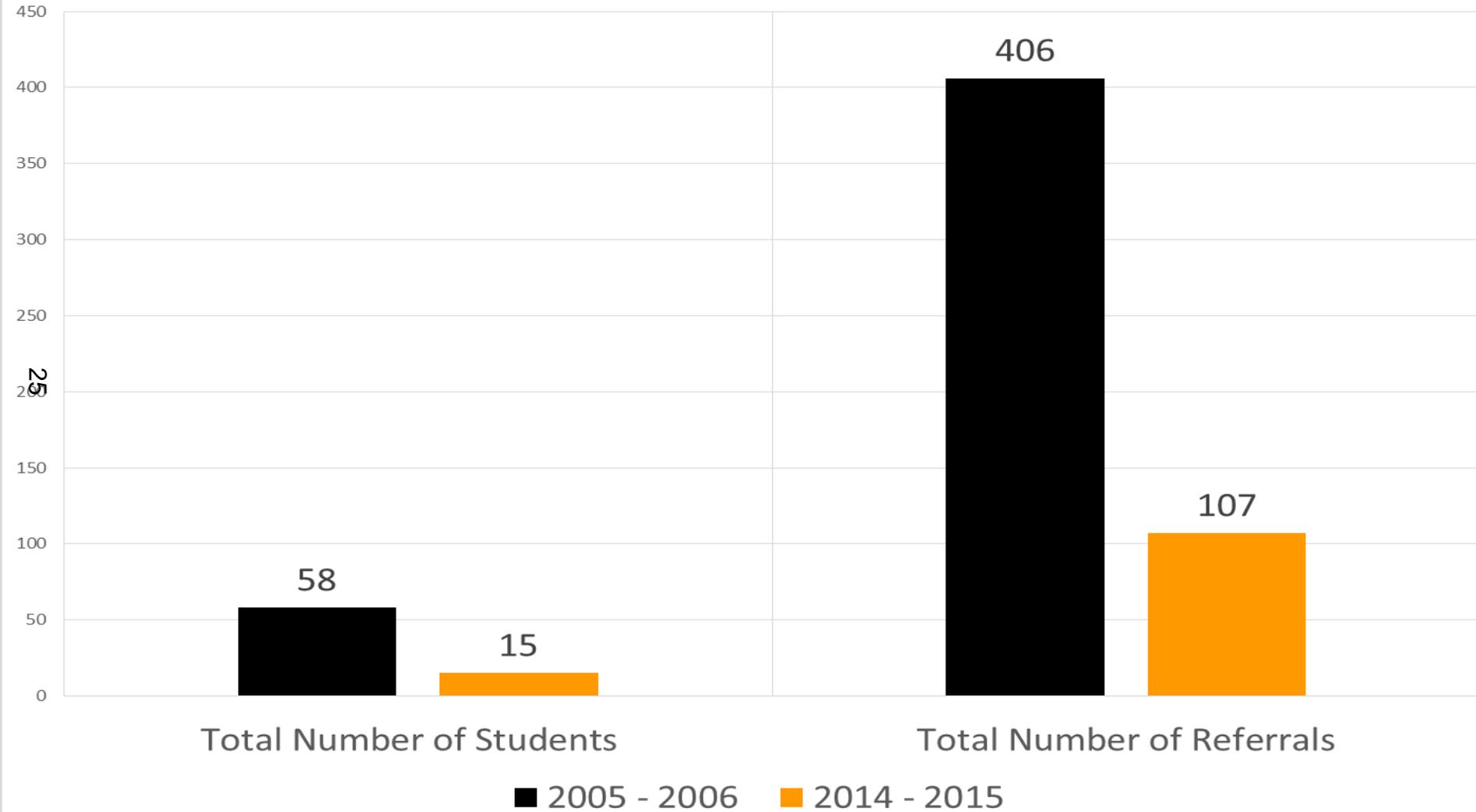
North Elementary

- 2014-15 Successes
- Looking Forward

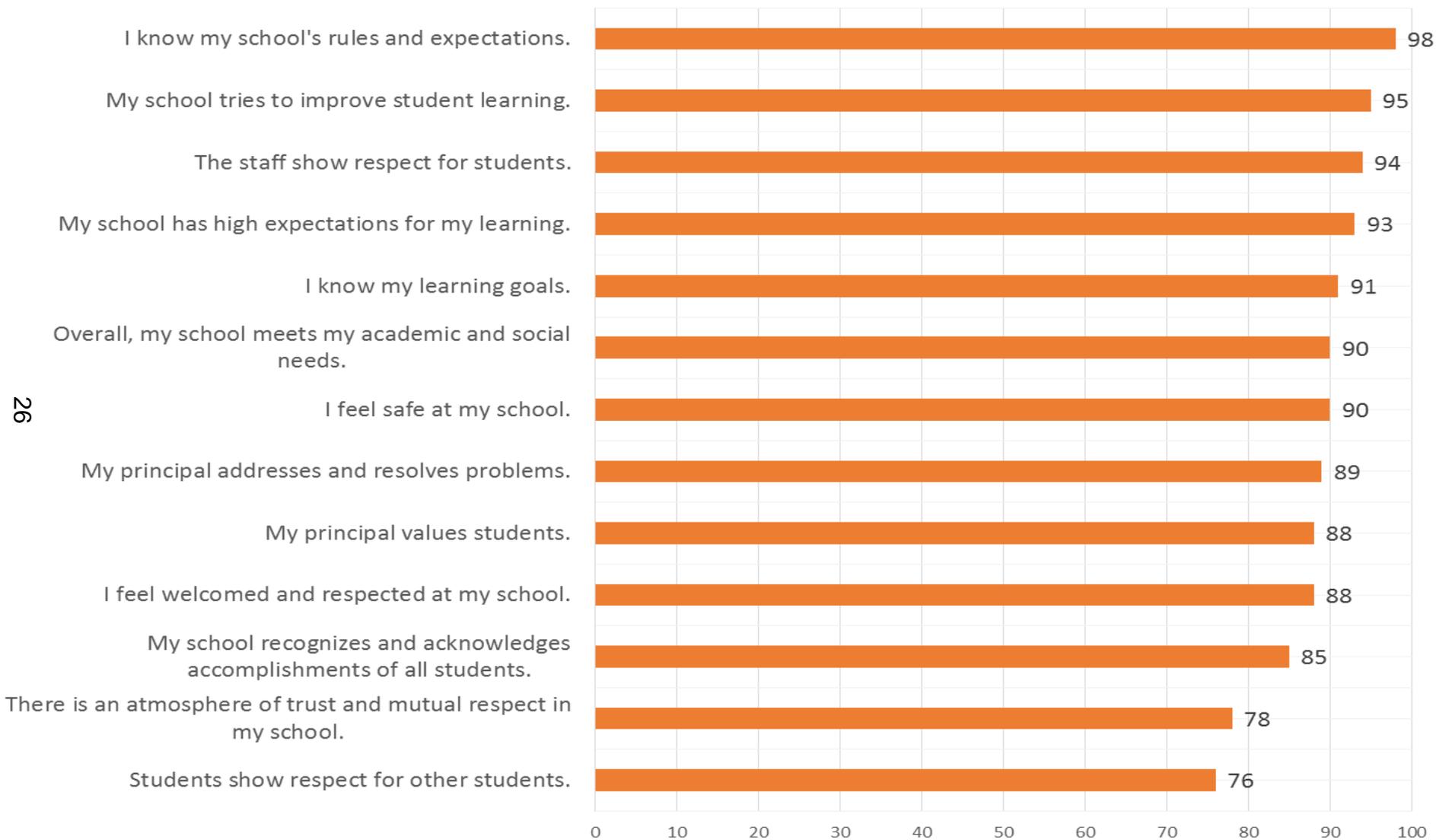
North Elementary Behavior Data Trend



Students with 4 or More Majors



North Elementary Student Survey (Agree and Strongly Agree)



North Elementary Staff Survey (Agree and Strongly Agree)

My school has high academic standards.

100

Our school recognizes and acknowledges accomplishments of all students and staff toward a positive school culture.

96

Our school communicates effectively with students and parents.

95

I feel welcomed and respected at this school.

94

Our school uses data to improve student learning.

93

There is an atmosphere of trust and mutual respect in our school.

89

27

0 10 20 30 40 50 60 70 80 90 100

TPN Videos and Announcements –

<http://goo.gl/5wuRRY>

Tiger Pride - Videos

Main Page <http://goo.gl/H3baOs>

Tiger Pride – Film Festival 2015

State Film Festival in June

1. Tiger Pride/ Classroom – Rysavy Pod
2. Cool to Walk in School – Walerius Pod
3. Lego Tiger Pride - Burling

National Film Festival in March

1. Be Brave - Franson
2. Respect Train – Yellow Pod
3. All about Respect – E. Ryan Pod



PBIS Sustaining Exemplar

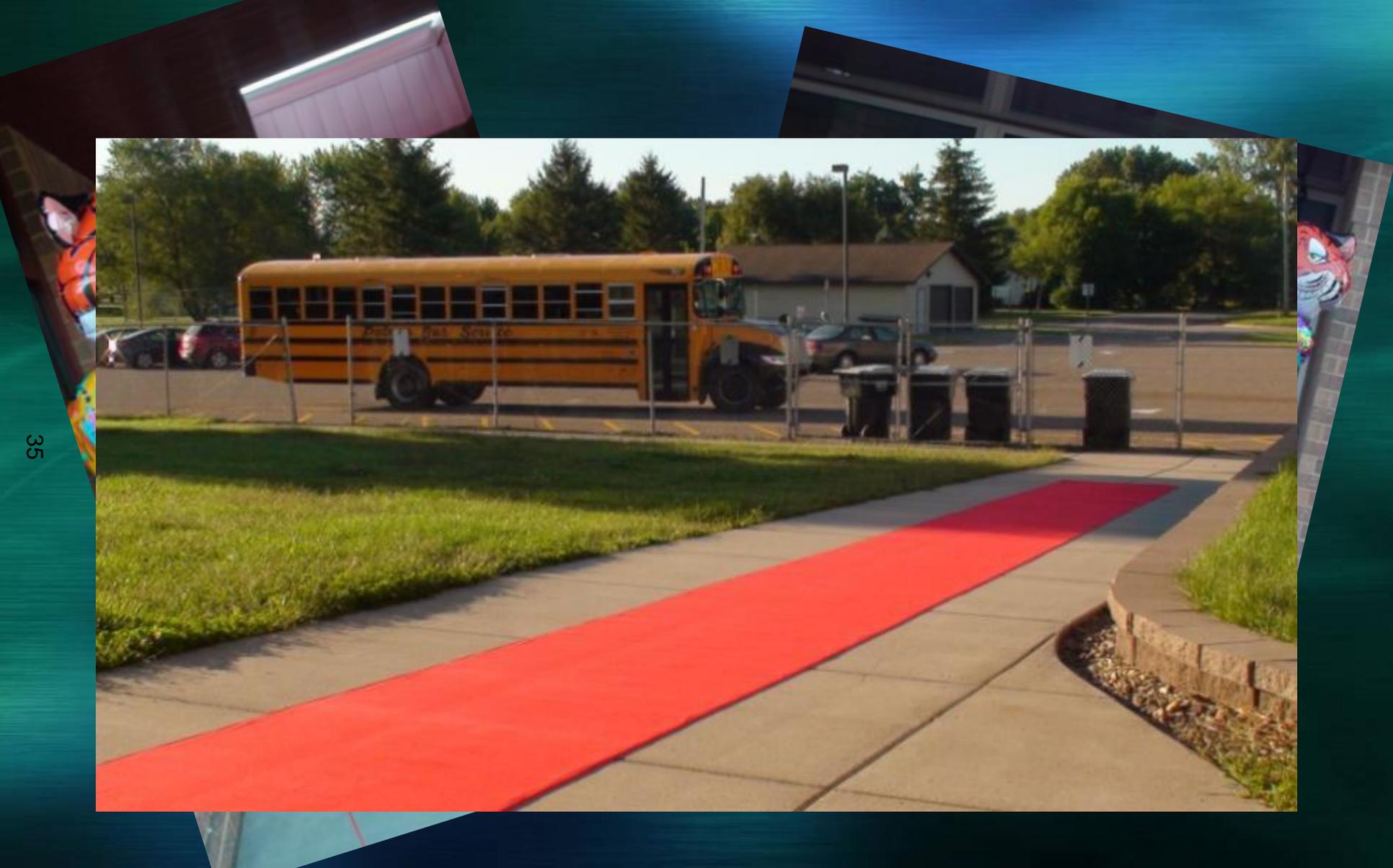
- Three years running

Final Reading 2014			Reading 2015		Gain
Grade 3	55.4%		Grade 3	64.0%	8.6
Grade 4	58.1%		Grade 4	60.1%	2
Grade 5	64%		Grade 5	73.3%	9.3
Overall	59.4%		Overall	65.7%	6.3

Final Math 2014		Final Math 2015		Gain
Grade 3	68.9%	Grade 3	71.1%	2.2
Grade 4	70.6%	Grade 4	71.2%	0.6
Grade 5	57.1%	Grade 5	62.9%	5.8
Overall	65.3%	Overall	68.5%	3.2

Looking forward

- Building on our successes



We are North Elementary

I BELONG



Level of Understanding

 <p>0</p>	<ul style="list-style-type: none"> ★ Even with help I still don't understand. ★ I cannot figure out what I am doing wrong.
 <p>1</p>	<ul style="list-style-type: none"> ★ I am starting to get it, but am still confused. ★ I am just starting to learn this, but don't understand it completely.
 <p>2</p>	<ul style="list-style-type: none"> ★ I can do this with help or with an example in front of me. ★ I kind of get it, but may make a mistake.
 <p>3</p>	<ul style="list-style-type: none"> ★ I can do this on my own without help. ★ I can show I understand.
 <p>4</p>	<ul style="list-style-type: none"> ★ I can do this on my own. ★ I can explain how to do it. ★ I can teach someone else how to do it.

Math

Extended \times and \div Scale



Extended Multiplication and Division Learning Targets



3rd grade MN standard: 3.1.2.5

4	<p>I can:</p> <ul style="list-style-type: none"> Analyze errors in multiplication algorithms. Apply multiplication and division knowledge to real life situations.
3	<p>I can: Use strategies and algorithms based on knowledge of place value, equality and properties, of addition and multiplication to multiply a two- or three- digit number by a one digit number.</p>
2	<p>I can: Recognize and recall specific vocabulary including product, quotient, factors, number model, multiplication, division, fact families, fact triangles.</p> <ul style="list-style-type: none"> Use different strategies which may include the lattice method, partial products, and the standard algorithm. Complete and create fact families or triangles, using extended multiplication and division. Multiply by 10, 100, 1000.
1	<p>With help, I have partial success at 2.0 & 3.0 content</p>

Progress

4

4 I can create a drama, poem or prose with correct structure.

3

3 I can determine a theme of a prose, drama or poem from details in the text.

I can explain how a series of chapters, scenes, or stanzas fit together to provide the overall structure of a story, drama, or poem.

2

2 I can: POEM

- Describe how stanzas fit together in a poem.
- Describe the key parts of rhyme & meter in a poem.
- Recognize the theme of a poem.

DRAMA

- Describe how acts/scenes fit together in a drama.
- Describe the key parts of a drama: setting, characters, stage directions, dialogue, and descriptions.
- Recognize the theme of a drama.

1

1 With help, partial success at 2.0 & 3.0 content

0

0 Even with help, no success

Questions?

PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

Name of Field Trip Supervisor: <u>MARK POTVIN + JIM BAXTER</u>	Name of group, club, or department: <u>MUSIC DEPT</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>Music Dept Italy Tour 2019</u>	Destination: <u>ITALY</u> Round Trip Miles: <u>10,546.66</u> (Attach mapquest map)
Number of Students expected to participate: <u>100 - 130</u> Number of Teacher/Advisor Chaperones: <u>2</u> Number of adult volunteers/chaperones: <u>10 - 14</u>	Grade level/s of student participants: (circle all that apply) 9 <u>10</u> <u>11</u> <u>12</u>
Date of Departure: <u>2/27/2019</u> Time of Departure: <u>EVENING TBD - FLIGHT</u>	Date of Return: <u>3/10/19</u> Time of Return: <u>EVENING TBD - FLIGHT</u>
School Hours Missed: (for single day trips) 1 2 3 4 5 (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 <u>2</u> 2.5 3 3.5 4 other _____ → <u>If coincide w/ Break</u> <input type="checkbox"/> outside the school day <u>See itinerary</u>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This field trip extends past 6:00 p.m. on a Wednesday.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This field trip occurs on a Sunday.

How will this field trip be funded? (Check all that apply.)

- Department budget (Code: _____)
- Students will be assessed a fee to cover transportation and/or registration/admission fee
- Students will pay for their own lunch
- Building funds are requested
- Grant funds (name of grant: _____)
- Outside group, booster club, individual, or agency funding (name: _____)

- A. What is the purpose of this field trip? (choose 1 CATEGORY only)**
- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study)
(Section F of this form is required for instructional trips)
(check all that apply)
 - Required for all students enrolled in the course
 - Only students in selected section/s of this course will participate
 - Students participate by choice

 - CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
 - All students in a course or club/activity will participate
 - Students participate by choice or selection
 - This is an enrichment opportunity

 - CATEGORY C: Extended** (policy 610: trip that covers more than 400 miles round trip, or involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
 - Regional or state level competition, training or meeting
 - have qualified
 - anticipating to qualify
 - Selected or invited to participate in honorary event or competition
 - have been invited or selected
 - have applied to be invited or selected
 - will apply to be invited or selected

E. What are the estimated costs of the field trip? (If codes are unknown, leave blank. Complete cost estimate calculations.)

I.	Transportation Code: _____	# of round trip miles _____ X \$1.45 = \$ _____	# of hours _____ X \$17.34 = \$ _____	
		# of buses needed _____ X the combination of the two subtotals above = \$ _____ (A)		
II.	Lodging Code: _____	# of rooms _____ X # of nights _____ = total rooms _____	X cost of room _____ = \$ _____	(B)
III.	Registration Code: _____	# of students _____ X cost of registration _____ = \$ _____		(C)
		# of adults _____ X cost of registration _____ = \$ _____		(D)
IV.	Substitute Code: _____	# of teachers needing a substitute _____ X # of hours _____ X \$25 (approx) = \$ _____		(E)
		OR		
		# of teachers needing a substitute _____ X # of days _____ X \$125 (approx) = \$ _____		(F)
V.	Meals Code: _____	# of students & adults _____ X approximate cost of meal _____ X # of meals = \$ _____		(G)
TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G): \$ <u>3796⁰⁰</u> / student				

F. Complete this section for instructional field trip requests.

1. Name of course: _____
2. What critical content statement does this field trip align to? # _____
 - It does not align to any critical content statements.
4. Is this trip part of this course for all course sections regardless of the teacher or the trimester in which is it taught?
 - Yes
 - No (Provide explanation below)

Date Received (Office): _____

G. Building Administrative Review			
Activities Director Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
<i>[Signature]</i>	7-30-15	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Principal Signature	Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
District Review for Extended Trips	8.3.15	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Superintendent Signature	Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
School Board Chairperson Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

Requesting to study

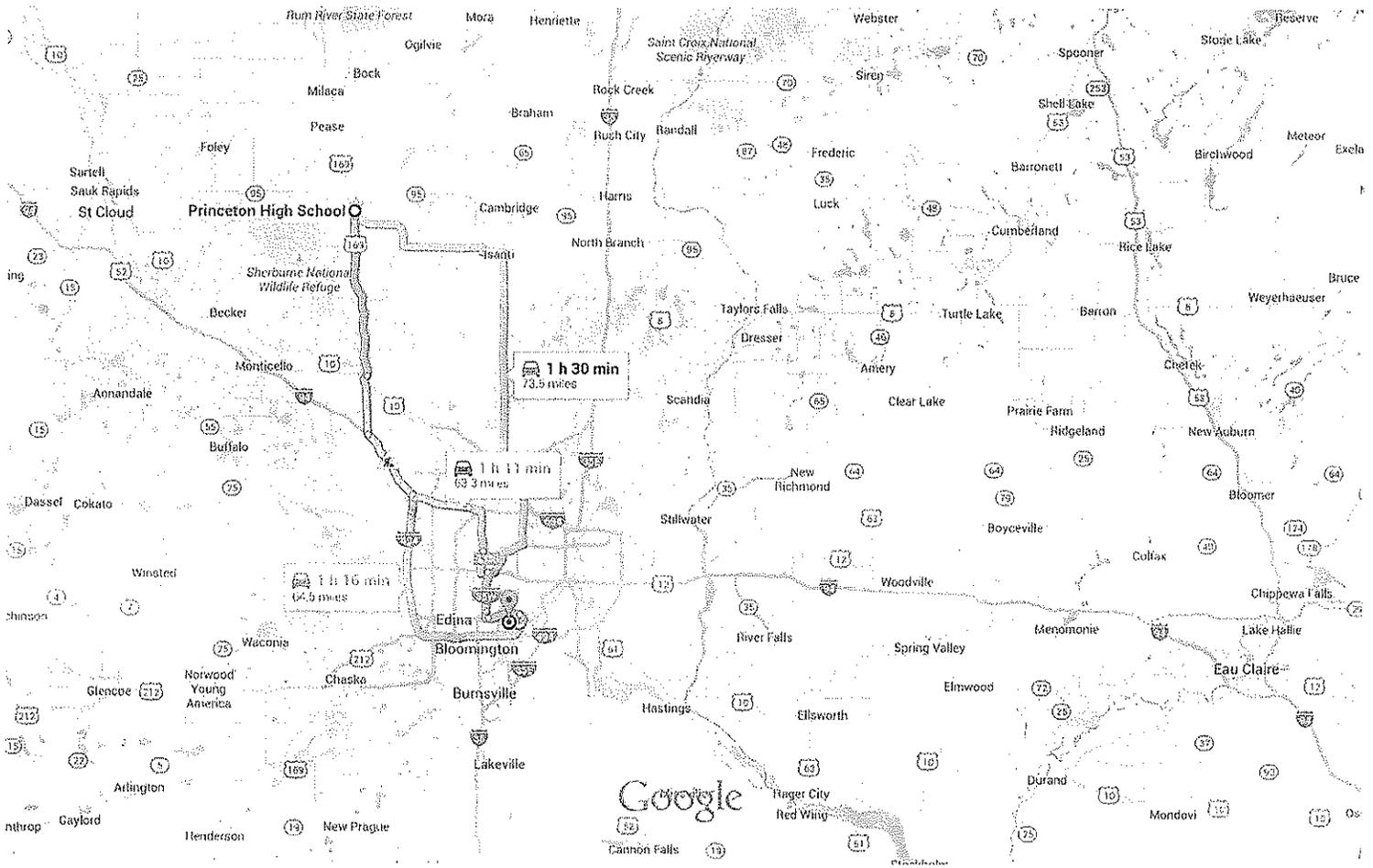
No gauge interest in family



Google

Princeton High School to Minneapolis -Saint Paul International Airport

Drive 63.3 miles, 1 h 11 min



Map data ©2015 Google 10 mi

63.3 mi



Google

Minneapolis–Saint Paul International Airport to Rome, Italy



Map data ©2015 Google, INEGI 1000 mi

MSP → Rome (4,880^{mi})

Milan → MSP (4,600^{mi})



Google

Rome, Italy to Montecatini Terme, Province of Pistoia

Drive 982 km, 13 h 38 min



Map data ©2015 Google 20 mi

Rome → Sorrento → Pompeii →
Sorrento → Amalfi Coast → Siena →
Montecatini Terme

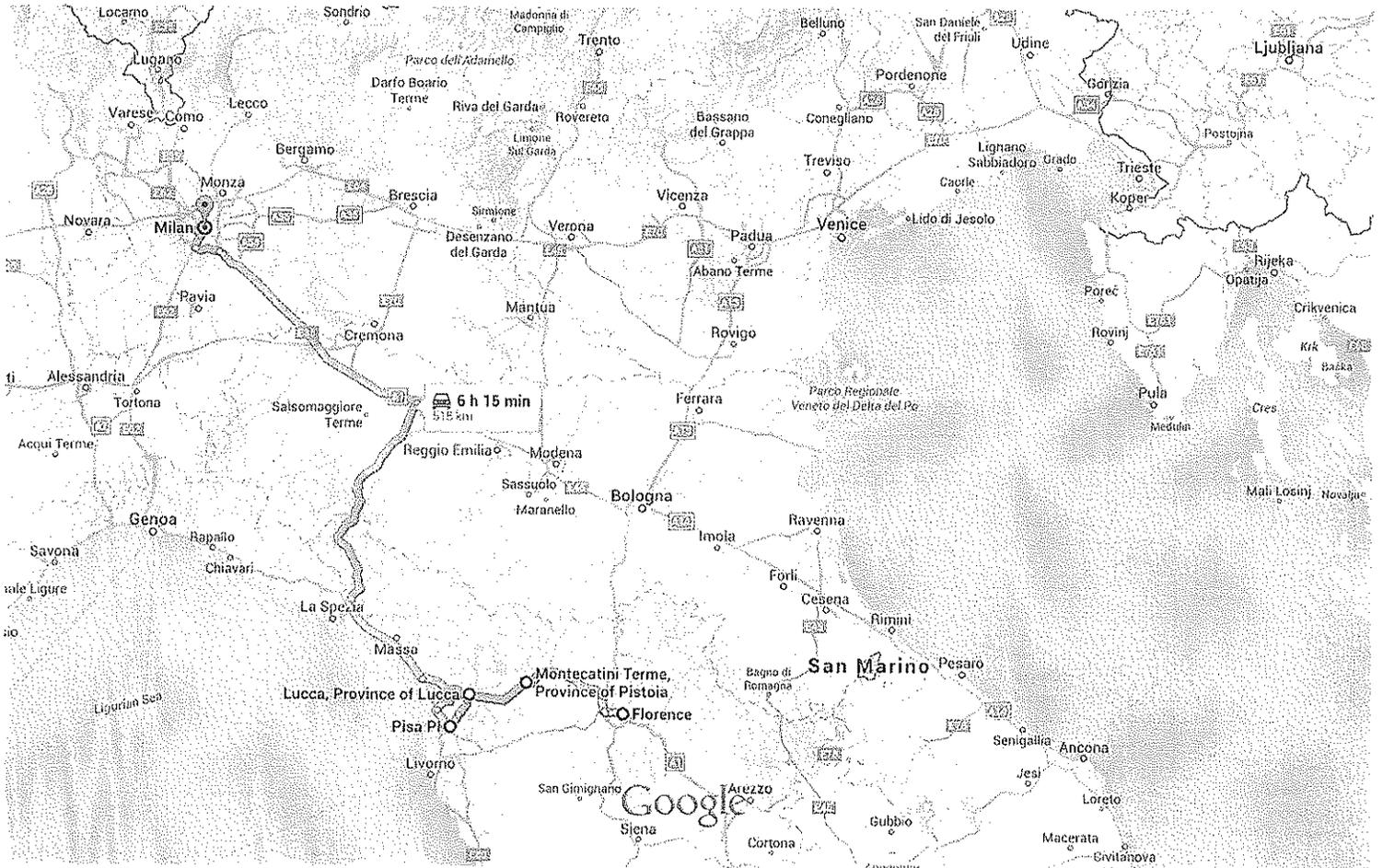
w/ rest of Italy:
1500 km



Google

Montecatini Terme, Province of Pistoia to Milan, Metropolitan City of Milan, Italy

Drive 518 km 6 h 15 min



Map data ©2015 GeoBasis-DE/BKG (©2009), Google 20 mi

Montecatini Terme → Florence → M.T. →
 Pisa → Lucca → M.T. → Milan

Issue at Hand

Pursuant to Policy 610, staff are not permitted to discuss potential field trip(s) with students or their families without approval for said field trip(s) from the school board.

Action Item

Request approval for a Music Department field trip to Italy in 2019 so that student interest and input can be solicited. Should the trip be approved and interest exist, full tour planning and fundraising would commence with final dates set by the high school band/choir directors, high school principal, and superintendent of schools to align.

Information of Note

If approved and if student interest exists, this trip would:

1. Replace the existing band and choir tours and the rotation established in 2004-2005.
2. Offered every three years in a new rotation.
3. Be a combined tour for interested band and choir students.
4. Be available only to students in grades 10-12.
5. Occur in the window between second and third trimesters in 2019. Approximate dates are 2/27/2019 to 3/10/2019.
6. Follow an itinerary modeled on the sample attached.
7. Include the lodging, performances, amenities, and meals noted on the attached list.

If approved and if student interest exists, fundraising for this trip would begin immediately and information distributed to music students entering grades 7, 8, & 9, offering over three years to plan and save.

If approved and if student interest exists, this trip would be scheduled to coincide with the end of second trimester (and a potential spring break) in an effort to miss as few days of instruction as possible. The tour will run approximately 12 days.

Because: a) the field trip would likely happen over a break from school, b) a low student to chaperone ratio (9:1 or better) is important, and c) student/chaperone respect is imperative, an effort would be made to take teachers and staff as chaperones if the request is approved and student interest exists.



**Princeton High School Band and Choir
Performance Tour of Italy
February 27 – March 10, 2019**

Proposed Itinerary – 12 Day Tour

Day One – Wednesday, February 27, 2019 Depart Minneapolis/St. Paul

Departure Depart from Minneapolis today for your performance tour of Italy.

Day Two – Thursday, February 28, 2019 *(Incentive Day?)* Arrive Rome – Sorrento

Arrival Arrive in Rome, Italy, clear customs, and claim your luggage. Meet your Gateway Tour Manager and your English-speaking European tour leader, who will be with you for your entire tour to handle travel and performance arrangements.

Transfer Travel from Rome to Sorrento after your arrival. The journey will take around 3 hours without stops. Depending on your flight arrival time, you may have free time prior to checking in at your hotel.

Meals Dinner
Overnight Sorrento

Day Three – Friday, March 1, 2019 Pompeii – Sorrento

Pompeii City Tour Today's excursion brings you to Pompeii, a ruined Roman city near modern Naples. Pompeii was completely buried during a catastrophic eruption of the volcano Mount Vesuvius in 79 AD. The city remained lost for 1,600 years before its accidental rediscovery in 1748. Since then, its excavation has provided an extraordinarily detailed insight into the life of a city at the height of the Roman Empire.

Free time The afternoon is at your leisure for lunch on your own and sightseeing around Sorrento.

🎵 Promoted Concert Perform a promoted concert in Sorrento or the surrounding area.
Promoted concert venues may include school or community auditoriums, concert halls, churches or outdoor stages. Concerts may be independent, comprise part of a concert series, benefit a local charity or include a local ensemble. Typical lengths range from 45-90 minutes. Audiences are attracted through promotion. Promotion varies by location and may include posters and flyers, event listings, invitations and press releases to radio stations and newspapers.

Meals Continental breakfast; dinner
Overnight Sorrento



Day Four – Saturday, March 2, 2019

Amalfi Coast – Sorrento

- Amalfi Coast excursion** Today you will take a trip around the famous Amalfi Coast, home to some of the most beautiful and scenic coastline in the world. You'll make stops to have leisure time in the towns of Ravello, Amalfi and Positano.
- Free time** There will be free time in each of the stops along the Amalfi Coast for you to shop, sightsee and have lunch on your own.
- Meals** Continental breakfast; dinner
- Overnight** Sorrento

Day Five – Sunday, March 3, 2019

Sorrento – Rome

- Transfer** Check out of your hotel in Sorrento and transfer to Rome. The journey will take around 4 hours with a stop made for lunch on your own.
- Rome** Rome, the capital city of Italy, is home to more than 2.7 million residents. Today it is one of the most important tourist destinations in the world – its incalculable number of archaeological and artistic treasures, charming traditions, beautiful geography, and magnificent villas attract between 7 and 10 million tourists every year. Rome had a major impact in music history and continues to be an important musical center to this day.
- ♪ Promoted Concert** Perform a promoted concert in Rome or the surrounding area.
- Meals** Continental breakfast; dinner
- Overnight** Rome

Day Six – Monday, March 4, 2019

Rome

- Ancient Rome Tour** A Roman city guide will bring you to the famed Colosseum and through the ancient Roman Forum (entrances included). With the capacity to seat 50,000 spectators, the Colosseum was used for gladiator contests and public spectacles. It is considered one of the greatest examples of Roman architecture and engineering. The nearby Roman Forum contains the ruins of what was once the political, social and economic center of the Roman Empire.
- Roman Catacombs** This afternoon make a visit to the Roman catacombs. These ancient burial grounds are home to some of the most important early Christian art, some dating from the 4th century. After your visit, you will head to the Pantheon where you may have a chance to sing one song inside (subject to permission that day).
- Meals** Continental breakfast; dinner
- Overnight** Rome



Day Seven – Tuesday, March 5, 2019

Rome

- Vatican City Tour** Nestled within the city of Rome, the Vatican is the smallest country in the world. A guided tour includes St. Peter's Basilica, the Vatican Museums and the Sistine Chapel, with ceilings adorned by Michelangelo's restored masterpieces. Please wear or bring clothing to cover your shoulders for your visit to St. Peter's Basilica.
- Free Time** You'll have free time for lunch on and some sightseeing this afternoon.
- ♫ Mass** Your choir may have the opportunity to participate in a Mass at St. Peter's Basilica in the Vatican (subject to availability). If St. Peter's Basilica is unavailable, your choir may perform Mass at another historic church, basilica or cathedral in Rome.
- Meals** Continental breakfast; dinner
- Overnight** Rome

Day Eight – Wednesday, March 6, 2019

Rome – Siena – Montecatini

- Transfer** Check out of your hotel in Rome and transfer to Siena this morning. The journey will take around 2 hours without stops.
- Siena** Surrounded by olive groves and vineyards, Siena is one of the most beautiful cities of Tuscany. Set on three hills, the city is drawn together by winding alleyways and steep steps. At its heart is the Piazza del Campo – an enormous, shell-shaped piazza famous for its semi-annual horse race called the Palio. Your tour leaders will show you the highlights of Siena on a walking orientation.
- Free time** The afternoon is at your leisure to have lunch and sightsee around Siena.
- Transfer** Continue on to Montecatini Terme. The journey will take around 2 hours without stops.
- Montecatini** Arrive in Montecatini, a charming town in the heart of Tuscany known for its thermal spas and convenient location near Florence. If time allows, take a ride up the funicular to Montecatini Alto, the quiet medieval village on the hilltop (cost not included).
- Meals** Continental breakfast; dinner
- Overnight** Montecatini Terme

Day Nine – Thursday, March 7, 2019

Florence – Montecatini

- Transfer** Transfer into Florence this morning. The journey will take around 45 minutes.
- Florence City Tour** Your guided walking tour of Florence brings you past the Santa Maria del Fiore Cathedral with its immense dome, Giotto's Belltower, and the Baptistery's "Gates of Paradise" by Ghiberti. Entrance is included to the Accademia Gallery, which houses Michelangelo's *David*.
- ♫ Promoted Concert** Perform a promoted concert in Montecatini Terme or the surrounding area.
- Meals** Continental breakfast; dinner
- Overnight** Montecatini Terme



Day Ten – Friday, March 8, 2019**Pisa – Lucca – Montecatini**

Transfer	Travel to Pisa this morning. The journey will take around 1 hour.
Pisa	Visit Pisa's <i>Campo dei Miracoli</i> (Field of Miracles), where the Cathedral, Baptistry, Camposanto and iconic Leaning Tower form one of Italy's most outstanding architectural complexes. When the Leaning Tower was completed in 1350, its foundations were already sinking. Enjoy time for a photo opportunity by the Leaning Tower (entrance not included).
Lucca City Tour	Visit the town of Lucca, one of Italy's finest medieval treasures. A local guide will lead you around the charming pedestrian streets lined with palaces, towers and churches. During your free time, you can walk along the impressive medieval city walls surrounding the town.
Free time	You'll have free time for lunch on your own.
Olive grove dinner	Enjoy a leisurely evening of beautiful scenery and a tasting of one of Tuscany's most important products, genuine olive oil. Your tour will include an informative olive oil tasting to learn how to recognize quality oils from the many inferior products. Dinner will be served after the visit.
Meals	Continental breakfast; dinner
Overnight	Montecatini Terme

Day Eleven – Saturday, March 9, 2019**Montecatini – Milan**

Transfer	Check out of your hotel in Montecatini Terme this morning and transfer to Milan. The journey will take around 4 hours with a stop made for lunch.
Milan	Arrive in Milan, Italy, recognized as a world fashion and design capital, with a major influence in commerce, industry, music, sport, literature, art, and media. The city has a particularly famous musical (especially operatic) tradition, being the home of several important composers (Giuseppe Verdi, for example) and theatres.
Milan City Tour	Your guided tour of Milan's historic center starts in the Piazza del Duomo (Cathedral Square). Visit Milan Cathedral, a Gothic masterpiece and the second largest church in Italy after St. Peter's in Rome. Next door is the Galleria, a covered double arcade formed of two glass-vaulted arcades at right angles intersecting in an octagon. Walk through the Galleria to the Piazza della Scala.
Meals	Continental breakfast; dinner
Overnight	Milan area

Day Twelve – Sunday, March 10, 2019**Depart Milan – Arrive Minneapolis/St. Paul**

Departure	Transfer to the airport for your return journey. You will arrive in the United States later this afternoon.
Meals	Continental breakfast

This is a sample itinerary and is subject to change. Performance venues may be subject to availability and/or acceptance.

Inclusions



Princeton High School Band and Choir Jim Baxter and Mark Potvin, Directors Performance Tour of Italy February 27 – March 10, 2019

Inclusions – 12 Day Tour

May 14, 2015

Transportation

- Round-trip airfare from Minneapolis to Rome, Italy with return from Milan, Italy
- Air taxes and fuel surcharges (estimated at \$634.00)
- Transportation via deluxe motorcoach for all transfers and touring in Europe

Accommodations & Meals

- Accommodations in superior three-star hotels – 10 nights
 - Sorrento – 3, Rome – 3, Montecatini Terme – 3, Milan – 1
- Continental breakfasts – 10
- Dinners – 10
 - Including one oil tasting and dinner at an olive grove and vineyard in Tuscany

Performances

- Promoted concerts – 3
 - Sorrento area
 - Rome area
 - Montecatini Terme area
- Mass Participation – 1
 - St. Peter's Basilica or similar

Sightseeing & Activities

- All sightseeing as shown in itinerary
- City tours with local guides in Pompei, Rome (x3), Florence, Lucca and Milan
- City visits to Ravello, Amalfi, Positano, Siena and Pisa
- Attractions: Pompeii Archeological Site, Colosseum, Roman Forum, Roman Catacombs, Pantheon, Vatican Museums and Sistine Chapel, St. Peter's Basilica, Pisa's Field of Miracles, Florence Duomo and Baptistery and the Accademia Gallery

Additional Inclusions

- Services of a Gateway Tour Manager throughout tour upon arrival in Italy
- English-speaking European tour leader throughout tour (one per coach)
- Free trips including airfare, based on double occupancy rate as outlined in pricing section
- Gratuities to European drivers and local guides
- All taxes and gratuities on inclusive services with the exception of your Gateway Tour Manager
- Group Travel Insurance - Basic Travel Protection Plan (Plan #1)
- Professional Liability Insurance Coverage carried by Gateway Music Festivals & Tours, Inc.
- Luggage tag for each checked bag
- Copy of tour itinerary and international travel information for each passenger
- "My Gateway" online passenger registration program
- "My Gateway" individual payment processing (optional)
- Airport send-off assistance
- Tour manual for Director and/or Tour Coordinator
- Pre-departure meeting with a Gateway representative

Non-Inclusions

- Transportation to and from your local airport
- Porterage of luggage at hotels or airline skycaps
- Airline baggage fees (checked luggage, instruments or overages)
- Storage facilities at your hotel
- Instrument or equipment rental
- Instrument truck
- Lunches
- Beverages at evening meals
- Increases in air taxes and/or fuel surcharges
- Foreign exchange rate adjustment(s)



Price – 12 Day Tour

Price based on 100 passengers traveling

	100 passengers (including 8 free)	100 passengers (including 10 free)	100 passengers (including 12 free)
Land Price	\$2,125.00	\$2,224.00	\$2,322.00
Airfare	\$1,474.00	\$1,474.00	\$1,474.00
Total Tour Price	\$3,599.00	\$3,698.00	\$3,796.00

Single Supplement: \$393.00

The price is subject to the guidelines in the “Terms and Conditions.” The land prices are based on vendor rates available on 5/14/15 and are subject to increases imposed by vendors. The prices and events in this proposal can only be confirmed upon receipt of a tour application and booking of activities. The price is subject to change according to the number of passengers.

Air rates will not be available until 11 months prior to your departure. This estimated airfare is based on a rate available on 5/14/15, and includes estimated air taxes and fuel surcharges. Air taxes and fuel surcharges are subject to change until tickets are issued, approximately 60 days prior to departure.

The price is based on a foreign exchange rate in effect on 5/14/15.

The price is based on double occupancy. Passengers desiring a single room will pay a single supplement.

Please Note: Your initial invoices will show an estimated distribution of passengers at the double and single room rates, resulting in an estimated total balance. When we receive your final rooming list we will adjust your invoice to reflect your actual distribution and actual final balance. Your final balance must be paid in full 45 days prior to departure.

Issue at Hand

Pursuant to Policy 610, staff are not permitted to discuss potential field trip(s) with students or their families without approval for said field trip(s) from the school board.

Action Item

Request approval for a Music Department field trip to Italy in 2019 so that student interest and input can be solicited. Should the trip be approved and interest exist, full tour planning and fundraising would commence with final dates set by the high school band/choir directors, high school principal, and superintendent of schools.

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6. Follow an itinerary modeled on the sample attached.

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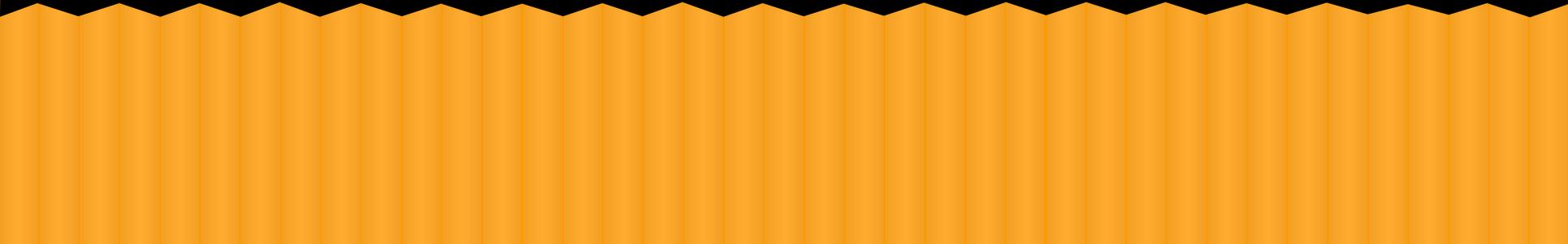
MCA Report 2015

Princeton Public Schools

Presented by Julie Williams, Director of Teaching & Learning

Princeton Scores Steady and Improving

.....
Despite Testing Technology Difficulties

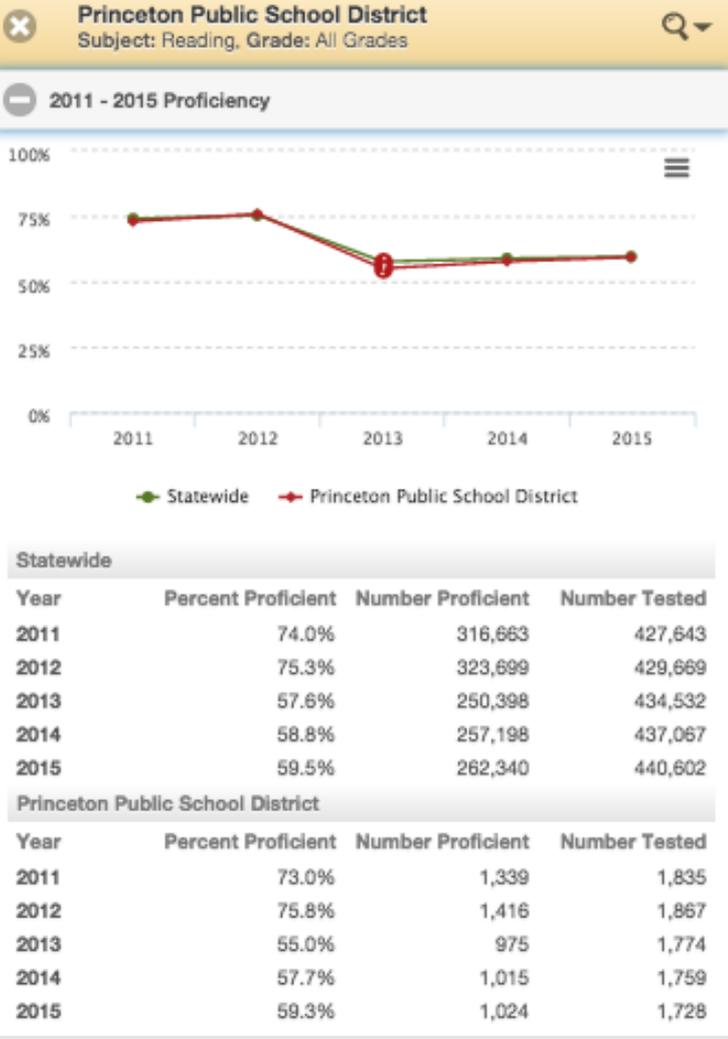


2015 Mathematics, Reading and Science Results

- ★ 2015 Minnesota Assessment Results include student performance in math, reading and science from three testing programs:
 - MCA
 - MCA-Modified
 - MTAS
- ★ These tests measure how Minnesota students are doing on state academic standards in math, reading and science.
- ★ The assessments are direct measures of student performance.

Test Overview

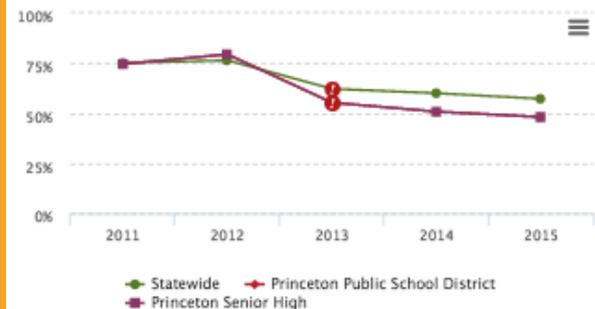
- ★ Mathematics assessments in grades 3-8 and grade 11 test performance on 2007 Minnesota Academic Standards
 - MCA-III was first given to grade 3-8 students in 2011
 - MCA-III for grade 11 students is a new assessment given to students for the first time in 2014
 - The increased test rigor is consistent with higher expectations in new standards
- ★ Reading assessments in grades 3-8 and 10 test performance on 2010 Minnesota Academic Standards
 - MCA-III was first given to students in 2013
- ★ Science assessments in grades 5, 8, and HS test performance on 2009 Minnesota Academic Standards
 - MCA-III started in 2012 for science



Princeton Public Schools--MCA Reading results

School	2014 Percent Proficient	2015 Percent Proficient	Percent Change
Statewide	58.8%	59.5%	+0.7%
District	57.7%	59.3%	+1.6%
High School	50.8%	48.1%	-2.7%
Middle School	58.6%	57.2%	-1.4%
North Elem.	59.1%	65.4%	+6.3%

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	75.1%	47,448	63,208
2012	76.4%	47,465	62,099
2013	62.2%	38,842	62,429
2014	60.0%	37,072	61,805
2015	57.2%	35,187	61,502

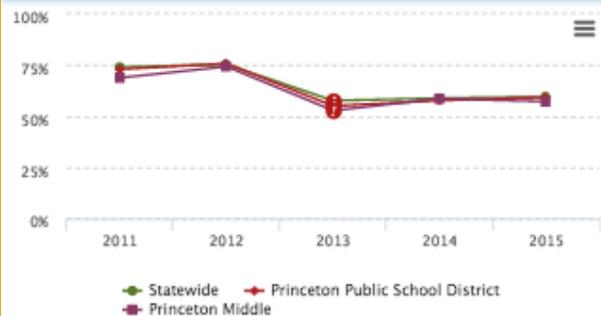
Princeton Public School District

Year	Percent Proficient	Number Proficient	Number Tested
2011	74.6%	173	232
2012	79.4%	208	262
2013	55.3%	136	246
2014	50.8%	129	254
2015	48.1%	116	241

Princeton Senior High

Year	Percent Proficient	Number Proficient	Number Tested
2011	74.6%	173	232
2012	79.4%	208	262
2013	55.3%	136	246
2014	50.8%	129	254
2015	48.1%	116	241

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	74.0%	316,663	427,643
2012	75.3%	323,699	429,669
2013	57.6%	250,398	434,532
2014	58.8%	257,198	437,067
2015	59.5%	262,340	440,602

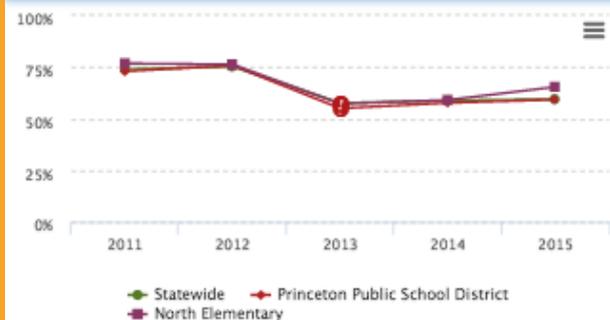
Princeton Public School District

Year	Percent Proficient	Number Proficient	Number Tested
2011	73.0%	1,339	1,835
2012	75.8%	1,416	1,867
2013	55.0%	975	1,774
2014	57.7%	1,015	1,759
2015	59.3%	1,024	1,728

Princeton Middle

Year	Percent Proficient	Number Proficient	Number Tested
2011	68.8%	558	811
2012	74.3%	598	805
2013	52.8%	420	795
2014	58.6%	465	793
2015	57.2%	452	790

2011 - 2015 Proficiency



Statewide

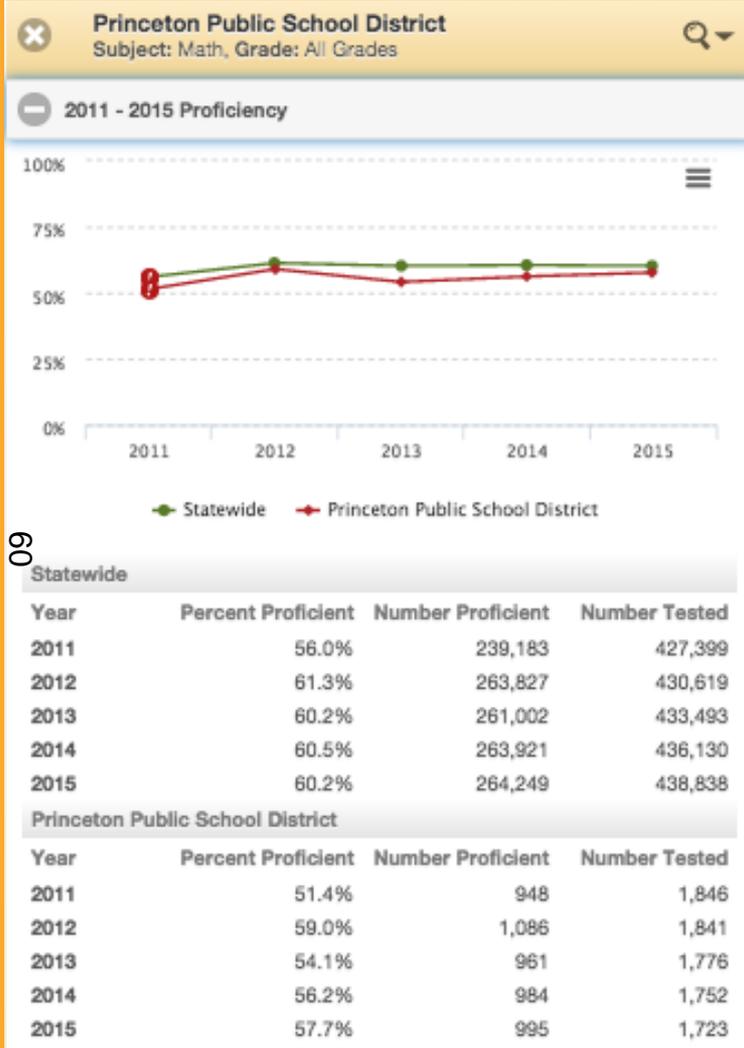
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North Elementary

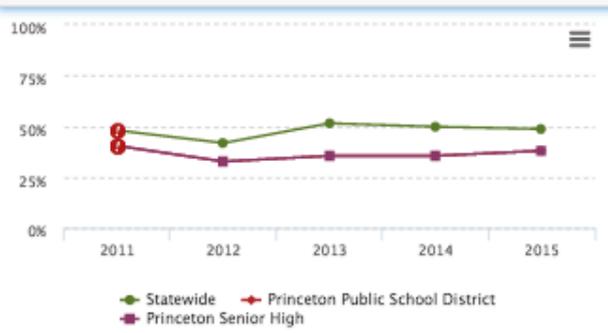
Year	Percent Proficient	Number Proficient	Number Tested
2011	76.8%	608	792
2012	76.3%	610	800
2013	57.2%	419	733
2014	59.1%	421	712
2015	65.4%	456	697



Princeton Public Schools--MCA Results in Math

School	2014 Percent Proficient	2015 Percent Proficient	Percent Change
Statewide	60.5%	60.2%	-0.3%
District	56.2%	57.7%	+1.5%
High School	35.5%	38.0%	+2.5%
Middle School	54.5%	54.2%	-0.3%
North Elem.	65.3%	68.4%	+3.1%

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	48.0%	29,934	62,353
2012	41.8%	25,721	61,463
2013	51.5%	31,165	60,538
2014	49.8%	29,970	60,145
2015	48.7%	28,692	58,858

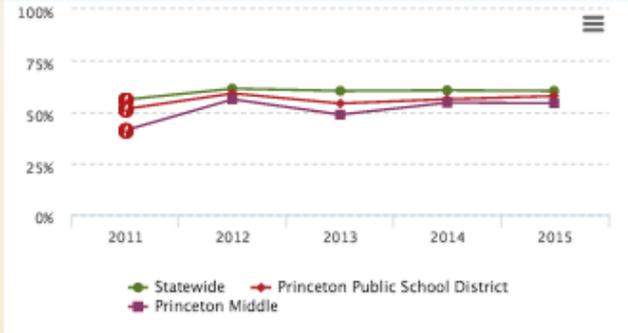
Princeton Public School District

Year	Percent Proficient	Number Proficient	Number Tested
2011	40.4%	99	245
2012	32.7%	73	223
2013	35.5%	88	248
2014	35.5%	88	248
2015	38.0%	90	237

Princeton Senior High

Year	Percent Proficient	Number Proficient	Number Tested
2011	40.4%	99	245
2012	32.7%	73	223
2013	35.5%	88	248
2014	35.5%	88	248
2015	38.0%	90	237

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	56.0%	239,183	427,399
2012	61.3%	263,827	430,619
2013	60.2%	261,002	433,493
2014	60.5%	263,921	436,130
2015	60.2%	264,249	438,838

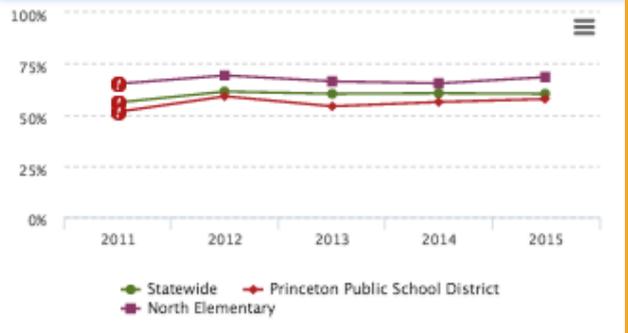
Princeton Public School District

Year	Percent Proficient	Number Proficient	Number Tested
2011	51.4%	948	1,846
2012	59.0%	1,086	1,841
2013	54.1%	961	1,776
2014	56.2%	984	1,752
2015	57.7%	995	1,723

Princeton Middle

Year	Percent Proficient	Number Proficient	Number Tested
2011	41.1%	332	807
2012	56.1%	457	814
2013	48.7%	387	795
2014	54.5%	433	795
2015	54.2%	428	789

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	56.0%	239,183	427,399
2012	61.3%	263,827	430,619
2013	60.2%	261,002	433,493
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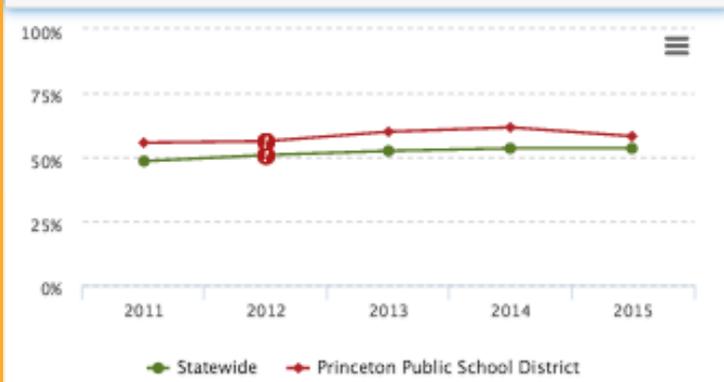
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2014	56.2%	984	1,752
2015	57.7%	995	1,723

North Elementary

Year	Percent Proficient	Number Proficient	Number Tested
2011	65.1%	517	794
2012	69.2%	556	804
2013	66.3%	486	733
2014	65.3%	463	709
2015	68.4%	477	697

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	48.4%	87,942	181,844
2012	50.8%	91,112	179,333
2013	52.4%	93,225	178,045
2014	53.4%	96,462	180,512
2015	53.4%	98,489	184,592

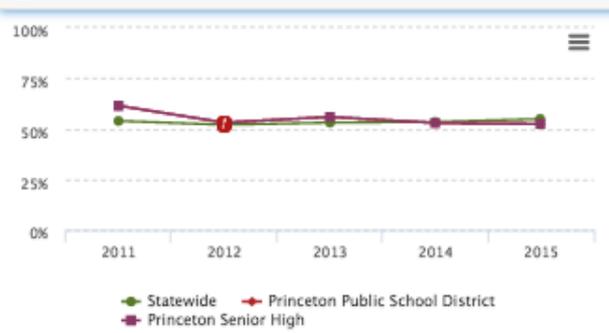
Princeton Public School District

Year	Percent Proficient	Number Proficient	Number Tested
2011	55.6%	416	748
2012	56.2%	458	815
2013	59.9%	443	740
2014	61.6%	464	753
2015	58.1%	418	719

Princeton Public Schools--Science MCA Results

School	2014 Percent Proficient	2015 Percent Proficient	Percent Change
Statewide	53.4%	53.4%	0.0%
District	61.6%	58.1%	-6.5%
High School	52.9%	52.4%	-0.05%
Middle School	65.4%	57.9%	-7.5%
North Elem.	66.0%	64.5%	-1.5%

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	53.9%	32,658	60,553
2012	52.0%	30,044	57,830
2013	53.1%	29,827	56,212
2014	53.4%	30,295	56,749
2015	54.9%	32,002	58,314

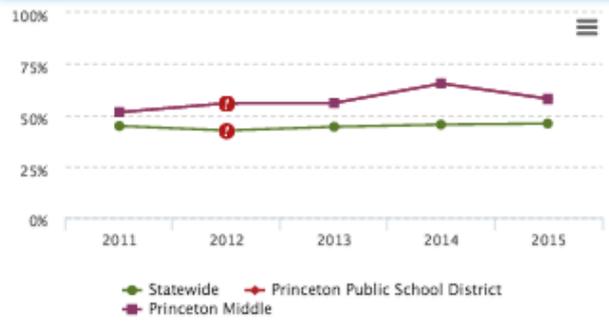
Princeton Public School District

Year	Percent Proficient	Number Proficient	Number Tested
2011	61.4%	143	233
2012	53.1%	135	254
2013	55.9%	127	227
2014	52.9%	127	240
2015	52.4%	122	233

Princeton Senior High

Year	Percent Proficient	Number Proficient	Number Tested
2011	61.4%	143	233
2012	53.1%	135	254
2013	55.9%	127	227
2014	52.9%	127	240
2015	52.4%	122	233

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	44.7%	27,078	60,612
2012	42.5%	25,562	60,165
2013	44.3%	27,015	61,050
2014	45.4%	27,926	61,484
2015	45.9%	28,632	62,441

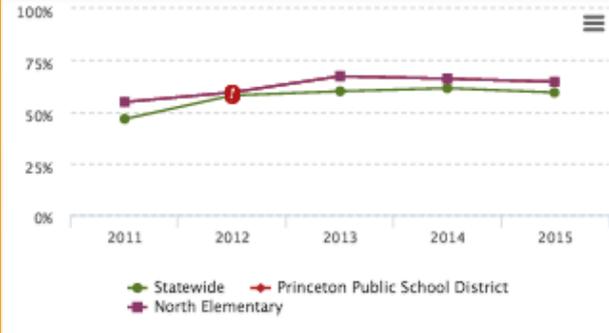
Princeton Public School District

Year	Percent Proficient	Number Proficient	Number Tested
2011	51.4%	133	259
2012	55.8%	155	278
2013	55.9%	142	254
2014	65.4%	168	257
2015	57.9%	154	266

Princeton Middle

Year	Percent Proficient	Number Proficient	Number Tested
2011	51.4%	133	259
2012	55.8%	155	278
2013	55.9%	142	254
2014	65.4%	168	257
2015	57.9%	154	266

2011 - 2015 Proficiency



Statewide

Year	Percent Proficient	Number Proficient	Number Tested
2011	46.5%	28,206	60,679
2012	57.9%	35,506	61,338
2013	59.9%	36,383	60,783
2014	61.4%	38,241	62,279
2015	59.3%	37,855	63,837

Princeton Public School District

Year	Percent Proficient	Number Proficient	Number Tested
2011	54.7%	140	256
2012	59.4%	168	283
2013	67.2%	174	259
2014	66.0%	169	256
2015	64.5%	142	220

North Elementary

Year	Percent Proficient	Number Proficient	Number Tested
2011	54.7%	140	256
2012	59.4%	168	283
2013	67.2%	174	259
2014	66.0%	169	256
2015	64.5%	142	220

2015 Accountability Results

- ★ What about MMR (Multiple Measurements Rating) and AYP (Adequate Yearly Progress)?
 - Information about how well individual schools are meeting Minnesota's expectations will be released approximately Sept 1.
 - The second phase of reporting will provide information about:
 - MMR provides information about how well individual schools are performing.
 - A MMR is given to all schools on an annual basis and measures school performance in the areas of proficiency, growth, achievement gap reduction and graduation rates.
 - AYP results will be used to support the MMR.
 - Growth emphasis will tell us if students are on track in academic performance.

PRINCETON PUBLIC SCHOOLS

OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on

file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an

accident or terrorist attack.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn.

Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy
 - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
 - b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two

years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods are prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a

consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Non Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a

closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Minn. Rules Ch. 5510 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: Princeton Policy 204 (School Board Meeting Minutes)
Princeton Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Princeton Policy 207 (Public Hearings)
Princeton Policy 406 (Public and Private Personnel Data)
Princeton Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: December 17, 2002
Revised: August 26, 2008
Revised: April 14, 2009
Revised: November 23, 2010
Revised: October 9, 2012
Revised: March 18, 2014
Revised: July 21 2015

PRINCETON PUBLIC SCHOOLS

**PUBLIC PARTICIPATION
IN SCHOOL BOARD MEETINGS / COMPLAINTS
ABOUT PERSONS AT SCHOOL BOARD MEETINGS
AND DATA PRIVACY CONSIDERATIONS**

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the social security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background;

previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:
- Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

- A. Agenda Items
1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of

the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time where citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)

Minn. Stat. § 13D.05 (Open Meeting Law)
 Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
 Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
 Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
 Minn. Stat. § 122A.44 (Contracting with Teachers)
 Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
 MSBA/MASA Model Policy 207 (Public Hearings)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
 MSBA Service Manual, Chapter 13, School Law Bulletin “P” (School Records – Privacy – Access to Data)

Adopted: May 13, 2003
 Revised: May 25, 2010
 Revised: January 8, 2013
 Revised: July 21, 2015

PRINCETON PUBLIC SCHOOLS

PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name

and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References: Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: Princeton Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: February 11, 2003
Revised: November 23, 2010
Reviewed: July 21, 2015

PRINCETON PUBLIC SCHOOLS

OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

**School board members will be allowed to attend one National Conference per term of service.*

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement (refer to Princeton Policy 412.1).

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
 Minn. Stat. § 471.661 (Out-of-State Travel)
 Minn. Stat. § 471.665 (Mileage Allowances)
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: Princeton Policy 212 (School Board Member Development)
 Princeton Policy 412 (Expense Reimbursement)
 Princeton Policy 412.1 (Employee Travel & Related Expenses)

Adopted: February 14, 2006
 Revised: October 27, 2009
 Revised: November 23, 2010
 Reviewed: November 8, 2011
 Reviewed: June 11, 2012
 Reviewed: June 12, 2013
 Reviewed: January 20, 2015

Adopted: _____

MSBA/MASA Model Policy 427
Orig. 2015

Revised: _____

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

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

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

I. PURPOSE

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

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

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

B. Direct Services

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

C. Indirect Services

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

D. Workload

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

III. GENERAL STATEMENT OF POLICY

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

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

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

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

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

PRINCETON PUBLIC SCHOOLS

Substitute (Casual and Long-Term), Homebound Teachers, and Classified Staff Employment

LICENSED STAFF

Casual Substitutes

The expectation is that teachers are responsible to use the substitute software program for securing the services of substitute teachers. All substitutes employed by the school district are required to have valid short call or teaching certificates.

Each sub will work and be paid a minimum of one-half day. The rate of pay for casual substitutes is \$115.00 per day; \$125.00 per day for District No. 477 retirees.

Long-Term Substitutes

Long-term substitute teachers who are employed in the same teaching position for more than 30 consecutive working days in any calendar year shall be paid in accordance with the provisions of the Master Agreement.

Homebound Teachers

The selection of homebound teachers shall be the responsibility of the respective building principals.

Salary shall be paid at the rate established in negotiations. There shall be remuneration paid for mileage to and from the student's home.

CLASSIFIED STAFF

Substitutes

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

Part-Time Positions

Employees working in a PART-TIME POSITION with less than the number of hours necessary for consideration in a collective bargaining unit shall be paid **the same rate per hour** as the lowest starting salary within the respective unit.

Adopted: July 27, 1982
 Revised: August 17, 1993
 Revised: August 26, 1997
 Revised: April 27, 1999
 Revised: January 9, 2001
 Revised: February 26, 2002
 Revised: September 13, 2005
 Revised: November 10, 2008
 Reviewed: December 21, 2010
 Revised: April 23, 2013

Reviewed: July 21, 2015

PRINCETON PUBLIC SCHOOLS

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 payment 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 district ~~vending machine revenue~~ donations.

III. Definitions

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

B. In-kind compensation is this policy refers to methods of recognition the district will use to recognize exemplary work or effort and/or years of service. This form of compensation shall include, but is not limited to, recognition meals, plaques, pins, medals, certificates and similar awards. It shall not include cash payment of any kind.

Independent School District #477
Princeton, Minnesota 55371

Adopted: January 13, 2004
Revised: July 21, 2015

PRINCETON PUBLIC SCHOOLS

SCHOOL WEAPONS

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent falls within one of the following categories:
1. licensed peace officers, military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
 4. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 5. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

6. a gun or knife show held on school property;
7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
8. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district ~~takes a firm “Zero Tolerance” position on~~ does not allow the possession, use or distribution of weapons by students, ~~and a similar position with regard to~~ or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

- A. The school district ~~takes a position of “Zero Tolerance” in regard to~~ does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;

4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

- Legal References:*** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
 Minn. Stat. § 121A.05 (Referral to Police)
 Minn. Stat. § 609.66 (Dangerous Weapons)
 Minn. Stat. § 609.605 (Trespass)
 Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
 Minn. Stat. § 97B.045 (Transportation of Firearms)
 Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
 Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
 18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
- Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: June 9, 1992
 Revised: December 20, 1994
 Revised: October 24, 1995
 Revised: November 28, 1995
 Revised: October 13, 1998
 Revised: August 10, 2004
 Revised: July 21, 2015

PRINCETON PUBLIC SCHOOLS

**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. ~~It shall be a~~ A violation of this policy occurs when ~~for~~ students ~~to~~ use lockers and desks for unauthorized purposes or to store contraband. ~~It shall be a~~ A violation occurs when ~~for~~ students ~~to~~ 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.

VIII. 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: MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
 MSBA/MASA Model Policy 418 (Drug-Free Workplace / Drug-Free School)
 MSBA/MASA Model Policy 501 (School Weapons)
 MSBA/MASA Model Policy 506 (Student Discipline)

Independent School District #477
Princeton, Minnesota 55371

Adopted: December 17, 2002
Revised: July 21, 2015

PRINCETON PUBLIC SCHOOLS**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.30 (Attendance Officers)
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

Service	FY14 ADM	Estimated ADM FY16	Projected Add'l Revenue FY16	Space Needs	Space Costs	Teacher FTE	Teacher Cost	Secretarial FT	Secretarial Cost	Administrative Needs	Administrative Costs	Curriculum and Technology Needs	Curriculum and Technology Costs-Start up	Estimated Total Costs
Targeted Services	19.78	19.78	\$99,236.26	Classrooms are used at each site - dependent on enrollment	None	Hourly	\$69,000.00	0.1	\$4,700.00	0.1	\$12,000.00	None	0	\$85,700.00
Online	42.23	22.23	\$140,049.00	office space for teacher and small instructional space for independent work-1350 sq	Yes	1.0/20	\$62,000.00	0.1	\$4,700.00	0.2	\$24,000.00	Chromebook, Oddesseyware, Schoolology-\$400/student	\$8,900.00	\$99,600.00
Care and Treatment	4.25	4.25	\$0.00	Currently using space at facilities or comparable to ALP	None	1.0/15-1.5 FTE	\$88,000.00	0.1	\$4,700.00	0.2	\$24,000.00	Chromebook, Oddesseyware, Schoolology-\$400/student	\$12,000.00	\$128,700.00
ALC (ALP)	34.44	34.44	\$216,972.00	2 classrooms, bathrooms, kitchen area, office space 2700sq	Yes	1.0/15 2.5FTE	\$150,000.00	0.3	\$9,400.00	0.5	\$60,000.00	Chromebook, Oddesseyware, Schoolology-\$400/student	\$14,000.00	\$233,400.00
Home School	188			None	None	None	None	None	None	None	None	None	None	None
			\$456,257.26											\$418,700.00
	Minimum	Maximum												
Space to Run Program	\$3.83	\$7.50	per square foot	3000-6000										
Transportation	\$10,000.00	\$35,000.00	In town vs Cambridge											
Utilities (Gas & Electric)	\$5,000	\$10,000.00												
Custodial	\$20,000.00	\$20,000.00	.5 position											
FFE	\$21,000.00	\$45,000.00												
TOTAL	\$56,000.00	\$110,000.00												

08.18.15 ALC(ALP) ESTIMATED REVENUES & EXPENSE			
Targeted Services	Board Approved	04.07.15	
Online Programing	Board Approved	04.07.15	
Care & Treatment	Board Approved	04.07.15	
ALC(ALP)			
Estimated Revenue	\$216,972.00		
Estimated Expenses			
Teachers (2FTE)	\$150,000.00		
Secretarial (.3FTE)	\$9,400.00		
Adminstrative (.5FTE)	\$60,000.00		
Educational Resources	\$14,000.00		
Utilities	\$10,000.00		
Custodial (.5FTE)	\$20,000.00		
FFE	\$45,000.00		
Total	\$263,400.00		
Estimated Variance/Without Rent	-\$46,428.00		
Estimated Savings of Transportation	\$20,875.04	Includes Oaklands Reimbursement	
Estimated Savings of Rental	\$16,809.00	This would be a direct savings to the tax payer	Or we could use to rent another space
Estimated Loss of Rental	\$6,500.00	School With-In-A School	

	Minimum	Maximum		
Rental of Space	\$3.83	\$7.50	Per Square Foot	

PROS AND CONS FOR OUR OWN PRINCETON AREA LEARNING PROGRAM

PROS

Students do not ride bus to and from Cambridge

We can provide better programming and access to career and tech ed classes

We have a school year to plan the program

We already have an Area Learning Program designation from the MDE

We have care and treatment here in town to access as much or little as needed

We have online programming as an option

Our Learning and Living Committee is committed to providing all students with job opportunities

We have a Career Center and their own counselors to keep them connected to the future

We have a successful PASS program to build upon for our ALP

Close proximity allows for a smoother transition should the student want to come back to PHS

CONS

We would have to find space

Current program is established

We only have one school year to prepare the program

It is a change that would require an adjustment in our staff

The budget to fund the program may exceed the revenues

HS counseling and career center have not previously served ALC students while they are at ALC