

Princeton Public Schools - ISD 477
Tuesday, October 2, 2018 at 6:00 PM
Regular School Board Meeting
District Office Board Room

Our Mission

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

Our Vision

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

1. **PROCEDURAL ITEMS**
2. Monsanto Grant Presentation
3. Call to Order and Pledge of Allegiance
4. Roll Call
5. Citizen Comments
6. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
7. **APPROVE AGENDA**
8. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
9. **CONSENT AGENDA**

The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.

 - a. Personnel 6
 - b. Gifts 7
 - c. Fundraisers 10
 - d. Grants 13
 - e. At-Will Contracts 14
 - f. Title I Program Change 17
 - g. High School Counselor Request 19
10. **INFORMATION**
 - a. First Reading of Policies 21
11. **ACTION**

- a. Long Term Facilities Maintenance \$4.5M Bond Project 34
I direct administration to move forward with planning documents related to the \$4.5M Long Term Facilities Maintenance list.

12. ADDITIONS TO AGENDA

13. FUTURE MEETINGS

Executive Committee- October 10, 4:15 P.M.

Wellness Committee- October 16, 3:30 P.M.

Policy Committee- October 16; 5:00 P.M.

Board Work Session- October 16, 6:00 P.M.

Community Education Advisory Committee- September 24, 12:00 P.M.

14. ADJOURN

Call to Order and Pledge of Allegiance

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

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

Members Absent: Deb Ulm and Craig Johnson.

Others present: Superintendent Ben Barton, Director of Human Resources Jason Senne, Director of Business Services Michelle Czech, High School Principal Barb Muckenhirn, Middle School Principal Dan Voce, and Middle School Vice Principal Jona Deavel.

REPORTS

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

Sue VanHooser
Chad Young
Eric Strandberg
Eric Minks
Howard Vaillancourt

Policy Committee; SEE Legislative Committee
Policy Committee
Executive Planning
Executive Planning
Policy Committee

Superintendent Report:

Working with administrative team to align work between building to focus on universal student achievement goals and strategic planning, and currently configuring committees to achieve these goals. Focusing on customer service and behavioral expectations to create positive experiences for everyone involved with the school district.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Howard Vaillancourt, seconded by Eric Strandberg, **to approve the September 4th regular meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Sue VanHooser, seconded by Howard Vaillancourt, **to approve the consent agenda as presented.** Personnel, Fundraisers, Gifts, Grants, Bills, Wire

Transfers, Treasurer's Report. Motion passed unanimously.

WORK SESSION

The board started their Work Session at 6:08 p.m. The topics for discussion were:

- Middle School Updates
- High School Updates
- Levy Update
- Long Term Facilities Maintenance
- High School Counselor Request
- Individual Contracts
- Title I Program Change

ACTION

Levy update

Motion to accept the Levy Resolution as presented was made by Eric Strandberg and seconded by Chad Young. Upon role call the following voted in favor: Howard Vaillancourt, Eric Strandberg, Eric Minks, Chad Young, and Sue VanHooser. Opposed: None. Motion passed unanimously.

Second Reading of Policies

Motion to accept the second reading of policies as presented was made by Sue VanHooser and seconded by Howard Vaillancourt. Motion passed unanimously.

Truth in Taxation Meeting Time

Motion to set the Truth in Taxation meeting report for December 18, 2018 at the Regular School Board Meeting was made by Chad Young and seconded by Eric Strandberg. Motion passed unanimously.

ADDITIONS TO AGENDA

None.

FUTURE MEETINGS INFORMATION

Community Education Advisory Committee- Sept 24, 12:00pm

Executive Planning- Sept 26, 4:15pm

Finance Committee- Oct 2, 4:30pm

Regular Board Meeting- Oct 2, 6:00pm

ADJOURN

The work session was adjourned at 7:42 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

10.02.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Holland	Donna	FC	ECFE Para	Paras	Nita Morris	9.18.18	\$16.33 / hr
New Hire	Johaneson	Paige	FC	Preschool Tier Club Asst	Community Ed	Sara Efta	9.18.18	\$9.68 / hr
New Hire	Duerr	Bradley	HS	Student Redesign Member	Busch Grant		10.1.18	\$15.00 / hr
New Hire	Feero	Elizabeth	FC	ECFE Childcare Assistant	Community Ed		9.27.18	\$15.44 / hr
New Hire	Pettibone	Teresa	PS	Title One Assistant	Paras	Lori Loberg	10.2.18	\$17.61 / hr
New Hire	Achtelik	Lara	PS	Title One Assistant	Paras	Kathy Robideau	10.2.18	\$17.61 / hr
New Hire	Johnson	Danielle	FC	Tiger Club Para	Paras	Lora More	10.1.18	\$16.33 / hr
New Hire	Wilson	Rebecca	IS	SPED Para	Paras	Jenny Whittlef	10.1.18	\$16.66 / hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Buisman	Michele	PS	Para	Paras		10.8.18	
Resignation	Noack	Brian	HS	Lead Custodian	Custodians		9.28.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Gadacz	Brianna	PS	Kindergarten Teacher	PEA		12.3.18-2.22.19	
LOA	Neubauer	Jordan	MS	8th Grade Teacher	PEA		9.26.18-11.2.18	
LOA	Trujillo	Nicole	MS	World Languages Teacher	PEA		2.7.18 - 3.1.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Fischer	Kathy	MS	Para	Paras	Kim Kitzman	8.28.18	
Change in Assignment	Atwood	Shelley	IS	SPED Para	Paras	Shelly Mussetter	10.1.18	\$16.33 / hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Johnson	Danielle	FC	ECFE Assistant Sub	Community Ed		10.1.18	\$15.44 / hr

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: Studio H Photography

Description of gift: \$100 donation Sideline Football Cheer Team

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

How this gift specifically relates to the program or school: I received an email from Heather, owner of Studio H. She stated she wanted to be "in support of our organization" :)

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____ Date: 9/21/18
Principal or Director

Accepted Not Accepted [Signature] Date: 9/24/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing: Principal or Director (thank you note attached) Cheer Squad Copy to Building

Business Services

Signing and sending

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Crystal Cabinets

Description of gift: 250⁰⁰

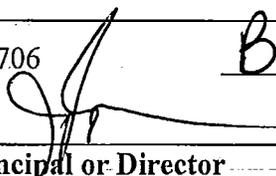
Pre-Condition, Condition, or Limitation on use:

Robotics Sponsorship

How this gift specifically relates to the program or school: robotics equipment

This gift meets all requirements of Policy 706

Accepted Not Accepted


Principal or Director

Brenda Baird
Staff Name

Date: 9/18/18

Accepted Not Accepted


Superintendent

Date: 9/20/18

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013



PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name Bremer Bank

Description of gift check # 1211007811 \$155.00

Pre-Condition, Condition, or Limitation on use Angel Lunch Account

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

This gift meets all requirements of Policy 706 _____

Accepted Not Accepted Michelle Czech ^{Staff Name} Date: 9.14.18
Principal or Director

Accepted Not Accepted [Signature] Date: 9/18/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name: _____ Routing: _____

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

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>no more than</u> <u>TBD - 4 times this year</u>		Projected profit: <u>?</u>	Amount earned: <u>?</u>
Group or organization proposing the fundraiser: <u>PHS Cross Country & Track</u>		Item(s) being sold: <u>% of pizza sales for evening</u>	
Company/organization supplying items to be sold: <u>Papa Murphys</u>			
The money raised will be used for: <u>extras beyond what our instructional supply budget</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.	✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		✓
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		✓
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.	✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	NA	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	✓	
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.	NA	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 	NA	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <u>9/14/18</u>	Teacher/Sponsor Signature: <u>Tom Ostrust</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. APPROVED NOT APPROVED			
Date: <u>9/14/18</u>	Administrator Signature: <u>Dan J. Pauls</u>		
Date: <u>9/18/18</u>	Superintendent Signature: <u>[Signature]</u>		
Date:	School Board Chair Signature:		

for NY trip

FUNDRAISING APPROVAL FORM

will show item in basic supply etc.

Date of fundraiser: <u>Oct. 15 - Oct. 29</u>		Projected profit: <u>\$1,000</u>	Amount earned:
Group or organization proposing the fundraiser: <u>PHS Music Dept.</u>		Item(s) being sold: <u>Frozen food, Candy</u>	
Company/organization supplying items to be sold: <u>Clubs Choice</u>			
The money raised will be used for: <u>Current and future trips & student music expenses</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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <u>7/20/18</u>	Teacher/Sponsor Signature: <u>[Signature]</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>8-30-18</u>	Administrator Signature: <u>[Signature]</u>		
Date: <u>9/26/18</u>	Superintendent Signature: <u>[Signature]</u>		
Date:	School Board Chair Signature:		

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>October - Nov. 12</i>		Projected profit: <i>\$1,000</i>	Amount earned: <i>\$500</i>
Group or organization proposing the fundraiser: <i>Unified Club</i>		Item(s) being sold:	
Company/organization supplying items to be sold:			
The money raised will be used for: <i>Donation to Special Olympics + funding our club activities</i>			
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	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		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: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 		NA
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <i>9/24/18</i>		Teacher/Sponsor Signature: <i>[Signature]</i>	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED			
Date: <i>9/24/18</i>		Administrator Signature: <i>[Signature]</i>	
Date: <i>9/26/18</i>		Superintendent Signature: <i>[Signature]</i>	
Date:		School Board Chair Signature:	

(online donation only)

Abbey Thompson

10.02.18

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

Date Submitted	Grant Name	School	Applicant	Approx Funds
9.24.18	Project Learning Tree	EC	Kaela Gallup	\$1,000.00
10.1.18	Multi-Tiered Systems of Support (MTSS) with Fidelity Grant (amended)	District	Andrea Preppernau	\$50,000.00
10.1.18	State Professional Development Grant - Autism Spectrum Disorders (SPDG-ASD) (amended)	District	Erin Dohrmann	\$21,500.00

**AT WILL CONTRACT REVIEWS
2018-2020
Board Information Item
September 18 , 2018**

We are in process of linking at-will employees to other bargaining unit contracts for benefit consistency.

EMPLOYEES:

1) District Technician

- a. Current wages- 20.00
- b. 2018-2019 – 3% increase = (.60) \$20.60
- c. 2019-2020 – 3% increase = (.61) \$21.21
- d. Leave language align to Secretary language (No Change to Benefit)
- e. Vacation language changed to Secretary Language
- f. Insurance to Secretary Language added. He will remain on current benefit until benefit equals current \$1011.83/month.
- g. Add Dental Benefit based on Secretary Language (\$13.00 month)
- h. 403b Secretary Language (No Change to Benefit)

2) PAC Coordinator

- a. Current wages – 23.56
- b. 2018-2019- 3% increase = (.70) \$24.26
- c. 2019-2020 –3% increase = (.74) \$25.00
- d. Leave language align to Secretary language (No Change to Benefit)
- e. Insurance to Secretary Language increase of benefit (single coverage from \$6339.36 to \$7542.00 annual)
- f. No change to Dental
- g. Add Secretary 403b Language (\$550)

3) Special Education Nurse

- a. Current wages = \$32.00
- b. 2018-2020 Wages remain the same until catch up of Teacher contract BA step 6
- c. Leave language to Teacher (No Change to Benefit)
- d. Insurance move to Teacher Language increase of benefit (single coverage from \$5718.12 to \$7260 annual)
- e. Add Dental Benefit based on Teacher Language (\$33.00 month)
- f. Add PEA 403b language (\$550)

4) Payroll Specialist

- a. Current wages - \$27.05
- b. 2018-2019 –3% increase = (.81) = \$27.86
- c. 2019-2020 -3% increase = (.84) = \$28.70
- d. Leave language align to Secretary language (No Change to Benefit)

- e. Insurance to Secretary Language increase of benefit (single coverage from \$6776.04 to \$7542.00 annual)
- f. Dental Language to Secretary Language until catch-up to \$23.00/month
- g. 403b Match Language to Secretary (No Change to Benefit)

5) School Readiness Teacher

- a. One year contract to get on PEA cycle
- b. Current Wages \$25.52
- c. 2018-2019 – wage based on School Readiness Guide = \$27.41/Hr
- d. All language changed to PEA language no benefit changes

6) School Readiness Teacher

- a. One year contract to get on PEA cycle
- b. Current Wages \$25.52
- c. 2018-2019 – wage based on School Readiness Guide = \$27.41/Hr
- d. All language changed to PEA language no benefit changes

7) School Readiness Teacher

- a. One year contract to get on PEA cycle
- b. New Hire replacing
- c. 2018-2019 – wage based on School Readiness Guide = \$26.82/Hr
- d. All language changed to PEA language no benefit changes

8) American Indian Liaison

- a. Current Wages \$25.00
- b. 2018-2019- 3% increase = (.75) \$25.75
- c. 2019-2020 –3% increase = (.77) \$26.52
- d. Leave language to Teacher (No Change to Benefit)
- e. Insurance move to Teacher Language increase of benefit (single coverage from \$565 to \$605 per month)
- f. Change Dental Benefit based on Teacher Language from \$23.00 to \$33.00 month
- g. Add PEA 403b language (\$550)

9) Speech Language Pathology Asst.

- a. Current Wages \$25.52
- b. 2018-2019- 3% increase = (.76) \$26.28
- c. Leave language to Teacher (Add of 1 personal day)
- d. Insurance move to Teacher Language increase of benefit (single coverage from \$565 to \$605 per month)
- e. Change Dental Benefit based on Teacher Language from \$23.00 to \$33.00 month
- f. Add PEA 403b language (\$550)

10) Director of Community Education & ECFE

- a. Current Wages \$100,208

- b. 2018-2019- 3% increase = (\$3,006) \$103,214
- c. 2019-2020 – Place on Elementary Principal Contract Step 1 = current \$105884.97 (2.5% increase)
- d. 2020-2021 Move to Step 2 of the Elementary Principal Contract = current \$107,022.35 (1.0% increase)
- e. Leave Language to Principal Contract (No Change to Benefit)
- f. Insurance Language change to Principal Contract increase to benefit (\$1450/month to \$1500/month)
- g. Dental Language to Principal Contract (No Change to Benefit)
- h. 403b Match Language to Principal Contract (No Change to Benefit)

11) Director of Student Services

- a. Current Wages \$98,450 (same the last two years)
- b. 2018-2019- 4.8% increase = (\$4,764) \$103,214
- c. 2019-2020 – Place on Elementary Principal Contract Step 1 = current \$105,884.97 (2.5% increase)
- d. 2020-2021 Move to Step 2 of the Elementary Principal Contract = current \$107,022.35 (1.0% increase)
- e. Leave Language to Principal Contract (No Change to Benefit)
- f. Insurance Language change to Principal Contract increase to benefit (\$1350/month to \$1500/month)
- g. Dental Language to Principal Contract (Change from 38.58/month to 45.00/month)
- h. 403b Match Language to Principal Contract (Change from \$2500 to \$2750)
- i. Duty days changed from 250 with 20 days of vacation to 220 days (Align with other directors)



PRINCETON

PUBLIC SCHOOLS



PRINCETON PUBLIC SCHOOLS REQUEST TO ADD PROGRAM, POSITION, ACTIVITY TO BUDGET

ADMINISTRATOR REQUESTING & BUILDING:

JESSICA TOWN-GUNDERSON, DIRECTOR OF TEACHING AND LEARNING

PROGRAM, POSITION, ACTIVITY:

.5 FTE, Title I Family Engagement and SEL Coordinator Position

RATIONALE:

The role of the Title I Parent and Family Engagement Coordinator is to support Social and Emotional Learning (SEL) and academic achievement of Title I students. Students are those identified through Title I as being at greater risk of academic inequality and are demonstrating an achievement gap compared to the full student population. Family engagement is a high-leverage strategy for improving student learning.

Responsibilities include focusing on the Social and Emotional Learning competencies as identified in academic standards and by CASEL as integral to college and career readiness: self-awareness, self-management, responsible decision-making, relationship skills, and social awareness. The person in this position will activate families to engage in and support student SEL and academic growth through direct communication and on-site events.

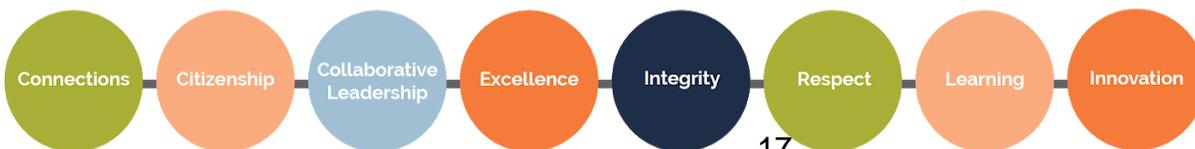
EXPENSES ASSOCIATED WITH REQUEST:

- Wages: \$26,858
 - Benefits: \$9,412
 - Other:
- Supplies:
 - Travel:
 - Total: \$36,270

REVENUES ASSOCIATED WITH REQUEST:

- Enrollment:
 - Student Fees:
 - Other:
- Gate Fees:
 - Grants: TITLE I FUNDING

Core Values



OTHER REDUCTIONS ASSOCIATED WITH REQUEST: (example: staffing, shift in programming, supplies)

--

SUSTAINABILITY PLAN:

Based on Title I Funding. Plan is reviewed each year for sustainability.
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PRINCETON

PUBLIC SCHOOLS



REQUEST TO ADD PROGRAM, POSITION, ACTIVITY TO BUDGET

ADMINISTRATOR REQUESTING & BUILDING:

Barb Muckenhirn, High School

PROGRAM, POSITION, ACTIVITY:

Counseling Position

RATIONALE:

The need for additional counseling support for students continues to be the most critical need at the High School. Currently there are 3 dean positions. Deans report consistently that discipline duties disallow them to address the critical independent academic, social/emotional and career and college guidance that is needed. This change will allow us to streamline duty allocations and responsibility. It also eliminates the conflict counselors/deans encounter by doing both discipline and guidance. This would result in one dean position having duties re-assigned to not include the academic counseling portion and would remove the discipline duties from the 3 counseling positions. All positions would be allocated duties from the Career and Counseling position

EXPENSES ASSOCIATED WITH REQUEST:

- Wages: \$53,715
- Benefits: \$18,824
- Other:
- Supplies:
- Travel:
- Total: \$72,539

REVENUES ASSOCIATED WITH REQUEST:

- Enrollment:
- Student Fees:
- Other:
- Gate Fees:
- Grants:

Core Values



OTHER REDUCTIONS ASSOCIATED WITH REQUEST: (example: staffing, shift in programing, supplies)

The High School would not replace the Career and Counseling position which gives us an opportunity to mitigate the cost of the adding the counseling position by approximately \$38,000 leaving approximately \$34,539 or a .5 FTE teacher to be added to the staffing plan.

SUSTAINABILITY PLAN:

This would become part of the staffing plan each year.

10.02.18

First Reading of Policies-Summary of Changes

427 - Workload Limits for Certain Special Education Teachers

-MSBA changes

605 - Student Fees

-Renumbered to 627

-Added school handbook specific terminology to fee guidelines

605 - Alternative Programs

-Adopting MSBA policy

610 - Field trips

-Embedded Field Trip Request Form

704 - Development & Maintenance of an Inventory of Fixed Assets & a Fixed Asset Accounting System

-In section IV changed \$1500 to \$5000

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

I. PURPOSE

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

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

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

B. Direct Services

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

C. Indirect Services

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

D. Workload

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

III. GENERAL STATEMENT OF POLICY

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

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

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

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

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

Adopted: August 4, 2015
Revised: September 6, 2016
Revised: October 16, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY 605 - ALTERNATIVE PROGRAMS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

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

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
 Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative
 Educational Services)
 Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
 Minn. Stat. § 123A.06 (State-Approved Alternative
 Programs and Services)

Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and
Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized
Instructional Services)

Cross References:

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

Adopted: October 16, 2018

PRINCETON PUBLIC SCHOOLS
POLICY 605627-STUDENT FEES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF STUDENT FEE PROCEDURE(S)

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

IV. STUDENT FEE PROCEDURE GUIDELINE(S)

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

Each building handbook will address the cost of fees regarding the loss, damage, or other misuse of school property.

V. WAIVER

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

Adopted: April 18, 2016

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Instructional Trips

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

B. Supplementary Trips

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

C. Extended Trips

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

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

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

III. REGULATIONS

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

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

IV. SCHOOL BOARD REVIEW

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

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

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

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

Revised: October 25, 2011

Revised: October 21, 2014

Revised: October 20, 2015

Revised: January 17, 2017

Revised: October 16, 2018

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

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

IV. CAPITALIZATION

Princeton Public Schools General Fixed Asset Account Group includes assets valued at ~~\$5,000~~^{1,500} or otherwise required by law, and with a useful life of more than one year.

V. DEPRECIABLE LIVES

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

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

VI. DEPRECIATION METHOD

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

VII. DONATIONS/GIFTS

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

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

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

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

Adopted: December 16, 2003
Revised: June 22, 2004
Revised: December 20, 2011
Revised: August 10, 2010
Revised: March 27, 2012
Revised: January 8, 2013
Reviewed: April 19, 2016
Reviewed: October 18, 2016
Revised: October 16, 2018

		LTFM Total	\$9,441,152	
Location	Project	Estimated Cost	Funding Source	Priority
High School	Pool - Required Repairs	\$17,500	LTFM	2018
High School	Freezer Project	\$140,000	LTFM	2018
High School	Clearstory Water Leak	\$65,000	LTFM	2018
Middle School	Clearstory Water Leak	\$65,000	LTFM	2018
Middle School	Lighting Control	\$75,000	LTFM	2018
Intermediate School	Replace CO2 Sensors	\$18,350	LTFM	2018
Intermediate School	Storm Drainage Issue	\$50,000	LTFM	2018
High School	Wrestling mat replacement - Fire Safety	\$22,000	LTFM	2018
Family Center	PA upgrade	\$4,896	LTFM	2018
		LTFM 2018	\$457,746	
Location	Project	Estimated Cost	Funding Source	Priority
High School	Roof Replacement (39,020 SF)	\$702,360	LTFM	1
High School	HS Pool Restoration Project	\$1,884,375	LTFM	1
	Pool Deck Replacement		\$146,875	
	Pool Modifications		\$21,875	
	Pool Pump Upgrades		\$44,375	
	Pool Accessories/Upgrades		\$49,375	
	Pool HVAC		\$1,300,000	
	Pool Mech Room Demo		\$50,625	
	Pool Mech Room Access Modifications		\$150,625	
	Pool Filtration Equipment		\$120,625	
High School	Tennis Courts	\$200,000	LTFM	1
High School	Door Replacement	\$57,500	LTFM	1
Student Services	Paint	\$20,000	LTFM	2
Student Services	Roof - Shingles	\$38,000	LTFM	1
Student Services	Window Replacement	\$35,000	LTFM	1
Family Center	Elevator	\$147,191	LTFM	1
Family Center	Building Automation System upgrade	\$69,986	LTFM	1
Family Center	HVAC Upgrade	\$995,000	LTFM	1
Family Center	Boiler Room Upgrade		\$450,000	
Family Center	Chiller Replacement		\$350,000	
Family Center	Replace 2 AHU's		\$120,000	
Family Center	Upgrade Electrical Panels		\$75,000	
		LTFM Level 1	\$4,149,412	

Location	Project	Estimated Cost	Funding Source	Priority
Intermediate School	HVAC Upgrade	\$635,500	LTFM	2
		Replace Steam Boilers	\$300,000	
		Boiler Piping	\$100,000	
		Fin Tube Radiation	\$150,000	
		Replace HW Pumps	\$50,000	
		Upgrade BAS	\$35,500	
High School	Remodel Chemistry/Science Labs Exhaust/Electrical	\$125,000	Capital/LTFM	2
High School	Parking lot - Chip seal, crack fill, Striping	\$55,000	LTFM	2
High School	Upgrade Security System	\$35,000	LTFM	2
High School	Paint Atrium	\$12,000	LTFM	2
High School	Remodel Shop Area/Abatement	\$250,000	LTFM	2
Middle School	Roofing	\$2,625,000	LTFM	2
Middle School	Condensing unit replacement (4)	\$160,000	LTFM	2
Intermediate School	Maint. Garage Shingle Replacement	\$20,000	LTFM	2
Student Services	Replace 2 condensing units	\$65,000	LTFM	2
Student Services	Landscaping	\$35,000	LTFM	2
Student Services	Replace Walks/Install retaining	\$20,000	LTFM	2
District Center	Entrance/Landscaping	\$87,000	LTFM	2
		LTFM Level 2	\$3,489,000	

Location	Project	Estimated Cost	Funding Source	Priority
High School	UV Disinfection system	\$50,000	LTFM	3
High School	Carpet - 8000 SF	\$32,000	LTFM	3
High School	Paint High School (Less Atrium & Addition)	\$213,150	LTFM	3
High School	Upgrade Track & CC timing system	\$5,000	LTFM	3
High School	Power to ticket booths	\$18,700	LTFM	3
High School	Update BAS	\$48,500	LTFM	3
High School	Folding Gym Wall	\$22,500	LTFM	3
High School	Addt RTU's and ducting for commons area cooling	\$250,000	LTFM	3
High School	Concrete Walks/Drives/Curbs	\$136,000	LTFM	3
High School	Drainage Issue (Lake Debbie)-Watch	\$35,000	LTFM	3
Middle School	Paint Gym	\$16,000	LTFM	3
Middle School	Water Heater Replacement	\$25,000	LTFM	3
Middle School	Bathroom Dividers	\$48,000	LTFM	3
Primary School	Parking lot - Chip seal, crack fill, Striping	\$50,000	LTFM	3
Intermediate School	Carpet Media Center & Comp Lab	\$21,684	LTFM	3
Intermediate School	Replace sports floor in gym	\$30,000	LTFM	3
Intermediate School	Playground Asphalt	\$25,460	LTFM	3
Family Center	Classroom LED Lighting	\$40,000	LTFM	3
Family Center	Final Roof Section (PVC Roof)	\$100,000	LTFM	3
Family Center	Paint	\$85,000	LTFM	3
Building and Grounds (Firehall)	Roof 3600 SF	\$63,000	LTFM	3
Building and Grounds (Firehall)	Garage/Office LED	\$30,000	LTFM	3
		LTFM Level 3	\$1,344,994	