

Princeton Public Schools - ISD 477

School Board Meeting Agenda

Tuesday, March 4, 2014 at 7:00 PM
Regular School Board Meeting
District Office Board Room

1. **PROCEDURAL ITEMS**
 - a. Call to Order and Pledge of Allegiance
 - b. Roll Call
 - c. Citizen Comments
2. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
3. **APPROVE AGENDA**
4. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
5. **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 7
 - b. Treasurer's Report (February) 8
 - c. Fundraisers 9
 - d. Award 11
6. **POLICIES - 1st Readings** 12
7. **INFORMATIONAL ITEMS**
 - a. North Elementary Strategic Growth and Change (Principal John Beach) 32
 - b. Instructional Rounds Report (Dr. Rebecca Koelln, and John Beach)
 - c. Referendum Update
8. **MEETINGS TO BE SET**
9. **ADDITIONS TO AGENDA**
10. **ADJOURN**

* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

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 **18th day of February 2014, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: None

Others present: Superintendent Julia Espe,
Director of Business Services Michelle Czech,
Director of Human Resources Brenda Alexander

Citizen Comments: None

Student Council Rep: Gabrielle Foede

REPORTS

Board Reports:

Deb Ulm	Attended: The Agenda and Policy meetings.
Jeremy Miller	Attended: The Finance Board Committee meeting.
Howard Vaillancourt	Attended: The Grievance Board Committee meeting.
Eric Minks	Attended: The Grievance and Finance Board Committee meetings.
Craig Johnson	Attended: The winter band concert.
Chuck Nagle	Attended: The Oak Land Center.
Student Council	The council is working on the Fundraiser Pennies for Patience and a dance for current 8 th graders.

Recognition of School Board Members: This is board appreciation week. Thank you for attending all the meetings, taking citizen phone calls, and doing so many things behind the scenes. Thank you for all you do for the district. You are appreciated.

APPROVE AGENDA

Motion made by Howard Vaillancourt and seconded by Craig Young, to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Jeremy Miller, and seconded by Craig Johnson, to approve the February 6, 2014 Regular School Board meeting minutes, and the February 6, 2014 Closed meeting minutes. Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, and seconded by Craig Johnson, to approve the consent agenda items: Personnel, Bills, Wire Transfers, Gifts, Non Resident Agreements, and Fundraiser. Motion passed unanimously.

INFORMATION

Brad Lundell – Executive Director of Schools for Equity in Education (SEE), provided the board with an overview of SEE. SEE works to keep the property taxes fair.

South Elementary - Strategic Growth and Change Framework

Principal Greg Finck provided the board with an overview the South Elementary Strategic Growth and Change Framework beginning with Standard Work items: PBIS, PLCs, Staff Development, Collaboration, NWEA, Due Process, ATPPS, Skyward, Shared Leadership (CORE), and Guided Reading. Next, Adaptive Work items: Daily 5, Reciprocal Teaching, PALS, STEM, Lesson Study, RTI, FAST, iObservation/Marzano. Last, Learning Work items: Leveled Literacy Intervention (LLI), Skyward (Advanced), Leveled Instruction, Leveled Books, and iPads (technology in classroom).

Instructional Technology Presentation (Technology Team)

Patrick Morrow presented a demonstration of a classroom project, which showed the board how technology integrates into the classroom with a demonstration of a classroom project using technology on the web.

Susan Vanhooser, English Teacher at the High School, presented the board with information on how the Notability software works for the High School students to receive feedback on assignments.

Nicole Trujillo, 6th Grade Teacher at the Middle School, shared with the board how the Chrome Books have worked in her classroom, and using Google Docs as well. Nicole explained how that Google Docs allows her to view in real-time what her students are doing in their homework, as they are working. She is also involved in developing a digital curriculum.

ACTION ITEMS

2015 Capital Plan – Director of Business Services Michelle Czech explained the 2015 Capital Plan. The complete 2015 Capital Plan can be viewed in person at the Superintendent's Office located in the District Office at 706 1st St, or on the District web site's home page at www.princeton.k12.mn.us in the School Board Meeting box, click on the Meeting Agenda Access link, then look for the February 18, 2013 meeting. Citizens may also fill out a request for data form. This form can be: emailed, mailed, or picked up in person at the District Office. Request this form by contacting Bridget Sorensen at bridget.sorensen@isd477.org or by phone 763-389-6184.

A motion was made by Jeremy Miller, and seconded by Eric Minks, to approve the 2015 Capital Budget as presented. The following voted in favor of: Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, and Eric Minks. The following voted against the same: Chuck Nagle. Motion passed 6:1.

Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions.

WHEREAS, the financial condition of the School District may require the School Board to reduce expenditures for the 2014-2015 school year; and WHEREAS, the District anticipates annual changes and/or reductions in student enrollment for the 2014-2015 school year; and WHEREAS, a reduction in expenditures and/or decreases in student enrollment may require that teachers be non-renewed or placed on unrequested leave of absence without pay or fringe benefits as a result of the discontinuance of programs or positions; BE IT RESOLVED, by the School Board of Princeton School District 0477, as follows:

That the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions as required to reduce expenditures and/or as a result of a reduction in enrollment, and to make recommendations to the School Board for the discontinuance of positions at a subsequent meeting of the School Board.

Motion made by Howard Vaillancourt, and seconded by Craig Johnson to approve the resolution directing the administration to make recommendation for reductions in programs and positions. Upon roll call the following voted in favor of: Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, and Deb Ulm. Motion passed.

Mark Park - Agreement with the City

Motion by Craig Johnson, and seconded by Eric Minks to approve the agreement with the City. Motion passed unanimously.

Resolution for Bond Referendum Elections and Questions

*Member Howard Vaillancourt, and seconded by member Craig Johnson for the adoption of the **RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON.** On a roll call vote, the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt, and Chad Young, and the following voted abstain: Chuck Nagle, whereupon said resolution was declared duly passed and adopted.*

A second motion was made by Craig Johnson, and seconded by Howard Vaillancourt, to approve the Single Question Resolution on the borrowing of funds for these purposes shall be School District Ballot Question 1 on the school district ballot at the special election held to authorize said borrowing, and that the polling locations will remain the same: one in each township. Upon roll Call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt, and Chad Young, and the following voted against: Chuck Nagle. Motion passed 6:1.

FUTURE MEETINGS

Business Expo March 8th from 9-2pm School Board Members' assistance is needed.

ADDITIONS TO AGENDA – None

ADJOURN The meeting adjourned at 9:11 p.m.

Chair Deb Ulm

Recorder: Bridget Sorensen

Clerk Eric Minks

Princeton Public Schools, ISD 0477 Board Consent Agenda

	A	B	C	D	E	F	G
1	March 4, 2014						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Bost, Jessica	New Hire	SPED Paraprofessional	ESA	Sandra Thompson-Slinder	3/17/2014	\$12.90/hour (class III, step 1-3)
4	Dahlin, Gwen	Resignation	Lunchroom Para - HS	ESA	N/A	2/20/2014	N/A
5	Dettmer, Lee	Retirement	Teacher - HS	PEA	N/A	6/6/2014	N/A
6	Kampa, Renee	LOA extension	Food Service - NE	FSV	N/A	extended through 3/31/14	N/A
7	Kollar, Trumond	Position Change from Assistant	Maintenance Engineer	CUS	Shane Duncan	3/1/2014	\$19.06/hour (class C42, step 3) 70% of Participant Revenue Minus Expenses
8	Oquist, Katherine	New Hire	Dance Team Coach - CE	N/A	N/A		
9	Rodrique, Catherine	New Hire - LTS	LTS FACS Teacher - HS	PEA	Kelly Schmeig	3/13/14 - 6/6/14 (61 days)	\$185.41/day
10	Servaty, Rebecca	Increase in Hours	FT Cook Helper - NE	FSV	Renee Kampa	1/13/2014	N/A
11	Skuz, Nancy	New Hire	Food Service Server- SE	FSV	Jodi Johnson	2/24/14 - 6/5/14	\$10.76/hour
12	Thoreson, Lois	LOA extension	Custodian - SE	CUS	N/A	extended through 5/21/14	N/A
13	Torkelson, Christine	New Hire - LTS	LTS SPED Paraprofessional	ESA	Israel Moss	3/10/14 - 6/6/14	\$12.90/hour (class III, step 1-3)
14	Webb, Jasen	New Hire	Network Administrator	N/A	James Hanna	3/24/2014	\$45,700
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**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR JANUARY 2014**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,869,899.24	2,560,470.90	2,889,416.97	3,139.44	12,540,953.17
02 Food Service	374,417.12	122,345.10	145,650.84	(34.32)	351,111.38
04 Community Service	302,617.62	152,628.05	68,197.19	(1,279.91)	387,048.48
06 Building Fund	0.00	0.00	0.00	0.00	0.00
07 Debt Service	2,514,646.42	91,834.30	2,120,368.05	132.53	486,112.67
10 Activities	162,907.41	27,848.55	22,593.77	101.92	168,162.19
TOTAL	16,224,487.81	2,955,126.90	5,246,226.82		13,933,387.89

Bank Accounts

AP/PR Account (Bremer)	543,942.11
MSDLAF+	4,645,546.77
Investments (Fd01)	<u>9,217,723.91</u>
	14,407,212.79
O/S Accts Pay Checks	(414,941.97)
O/S Payroll Checks	(947.17)
O/S Wires	(60,436.56)
NSF Checks	<u>2,500.80</u>
TOTAL	13,933,387.89

FUNDRAISING APPROVAL FORM

Date of fundraiser: NOV. 13, 2014		Projected profit: \$400		Amount earned: unknown \$400			
Group or organization proposing the fundraiser: Princeton HS				Item(s) being sold: none - seeking donations			
Company/organization supplying items to be sold: no items sold - give MN.org							
The money raised will be used for: Supporting PPBIS & Link Crew student leadership efforts							
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"/>			
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"/>	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.					<input checked="" 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"/>			
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			<input checked="" type="checkbox"/>		(will be done in fall)	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			<input checked="" 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.					not applicable	
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"/>		no student sales	
I have reviewed Policy #511 Fundraising and agree to its provisions:							
Date: 2-18-14		Teacher/Sponsor Signature: Wah P. H. / [Signature]					
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED							
Date: 2-18-14		Administrator Signature: Bart Muckenthein					
Date: 2.21.14		Superintendent Signature: Julia Espe					
Date:		School Board Chair Signature:					



What is GiveMN?

GiveMN is a nonprofit donation platform that has facilitated nearly \$100 million in contributions for Minnesota schools and nonprofits since 2009. GiveMN provides free online fundraising tools and training to schools and nonprofits across Minnesota year-round, allowing them to access an engaging and easy-to-use website, make connections with other organizations, and reach new donors via social networks.

Give to the Max Day: November 13, 2014

Give to the Max Day is Minnesota's biggest one-day online giving event. Last year, more than 52,000 donors gave \$17.1 million to more than 4,400 Minnesota nonprofits and schools. This year we will continue to help thousands of organizations raise millions of dollars again. Save the date: November 13, 2014.

Get Started Today

It's easy and secure. Help your school raise money online.

1. Go to www.GiveMN.org/Schools to claim access to your page. If the page doesn't exist, email us at Schools@GiveMN.org.
2. Create a user account on GiveMN.
3. Once you have created an account, sign up your school.
4. After you are approved, you can update your school page with information about the school, the students you serve, and the programs you offer. We suggest including photos/videos on your page to connect with your donors.
5. Send your friends, family, and supporters to your school's page on GiveMN to make a donation to support your cause.

Resources

The GiveMN Resource Center on our website includes tools and tips to help you make the most of your school page and fundraising efforts.

1. Trainings and Webinars—Access archived trainings and webinars to learn about outreach methods that can help your school reach more donors or request to have GiveMN host a training or webinar in your area.
2. Widgets, Buttons, and Mobile Features—These tools are available and can be implemented once you have access to your school page.
3. The GiveMN Team is here to provide technical assistance, strategic insight, and answer any questions you may have.

Contact GiveMN

Leona Thao, School Outreach and Partnership Coordinator

Email: Schools@GiveMN.org

Phone: 651.325.4281

NOTIFICATION OF DONATION/GRANT AWARD
Princeton School District

Date: 2/27/14

Upon receipt of notification of a donation or a grant award please send this completed form to the Superintendent (District Office) for placement on a subsequent Board Meeting agenda. All grants require Board of Education acceptance. Notification of grant denials should also be forwarded to the Superintendent office.

Name of School/Program for which Donation/Grant was received: Princeton FFA

Name of Persons(s) Submitting Donation/Grant (grant writing team): Jessica Lupkes

Title of Donation/Grant Application (if applicable): Monsanto Farmers Grow Rural America Grant/

Donor /Agency Applied to: Monsanto
(Agency Name)
Dena Woods
(Contact Person)
314-746-1927
(Address)
Donation

Purpose of Donation/Grant: FFA Activities, updating landscape garden and activities with North Elem Garden Club.

Personnel Hired: _____

Length, Start Date: _____

NOTIFICATION RECEIVED:

Date: January 2014

Amount: \$2500

(NOTE: All expenditures will be in accordance with District Policy.)

Building Principal:

[Signature] 2-27-14
(Signature)

Superintendent of Schools:

[Signature] 2.28.14
(Signature)

PRINCETON PUBLIC SCHOOLS

FACILITY USE

Policy

It is the policy of Independent School District 477 to make the use of school facilities available primarily by citizens of the district. The implementation of this policy requires both individual and community cooperation. School facility rules and regulations under this policy apply to all property owned and managed by the school district and are in effect at all times when the school property is not in use for regular educational programs.

Administration

The administration, through the Community Education Department, will develop and execute appropriate guidelines for the use of school facilities.

Scheduling

Community Education processes requests for use of all district facilities before and after the regular school day, as well as weekends and vacations. Individuals or groups interested in using school facilities should make such requests through Community Education, which will determine the availability and appropriate usage of the facilities.

District Facilities are available for use according to the following hours of operation.

North	Mon.– Fri.	6AM -10:30 PM		
South	Mon.– Fri.	6AM -10:30 PM		
District Center	Mon.– Fri.	6AM -10:30 PM		
Middle School	Mon – Fri.	6AM -10:30 PM	Sat. 8AM - 4PM	Sun. 12 – 4PM
High School	Mon.– Fri.	6AM -10:30 PM	Sat. 8AM - 4PM	Sun. 12 – 4PM

Sunday usage would require a Site Supervisor to oversee practice events. Custodial coverage is required for all public performances and games. Sunday rentals are based on an hourly rate only. Usage outside of these hours of operation may be requested and additional staffing charges will be incurred based on needs. Parameters are subject to facility access surcharges listed below.

Class 1 (District sanctioned events) will absorb additional costs ~~will pay a Special Access Surcharge of \$40 per hour/building~~ for events held outside of the building hours of operation.

~~Classes 2-4 will pay a Special Access Surcharge of \$100 per hour/building for events held outside of the building hours of operation.~~

~~Classes 1-4 will pay a Contract Holiday Surcharge of \$200 per hour/building for events held on contract holidays.~~

Designated Contract Holidays

Labor Day*	Day-after Thanksgiving*
Memorial Day*	New Years Eve*
Presidents Day*	New Years Day
Christmas Eve	Independence Day
Christmas Day	Good Friday*
Thanksgiving Day	Other Dates - to be determined

***Exceptions:**

District sponsored practice type events must have a designated school employee responsible for supervision of attendees and securing school buildings ~~custodial coverage in the Princeton High School~~ on the following Designated Contract Holidays ~~and Sundays~~:

1. Labor Day
2. Memorial Day
3. Presidents Day
4. Day-After Thanksgiving
5. New Years Eve
6. Good Friday

All events held on these days must follow the requirements outlined below:

1. Practice & Scrimmage type events are allowed.
2. Games or Performances are not allowed.
3. Princeton High School & Middle School are the only buildings available for access on these days.
4. ~~A "Special Use of School Facilities Application" must be submitted to and approved by Community Education for these events.~~
4. Only events with a valid Facility Use Permit issued by the Community Education are allowed on these days.
5. ~~NO Contract Holiday Surcharge will apply to events that receive approval under these guidelines.~~
5. The holder of the permit is responsible for securing the High School during and at the conclusion of the event.
6. Onsite Supervisors must be trained in securing the building.
7. ~~A building closure checklist must be completed and turned into the Community Education Director.~~
7. Any expenses incurred by the district (i.e. alarm fees, damages, staff expenses or other costs) as a result of these events will be billed to the event.
8. Program or events that do not comply with these guidelines will be denied the privilege ~~of further building use on these designated contract holidays.~~

Any party found to be using district facilities without a facility use permit issued by the Community Education Department will be charged for the time used and charged a \$100 fee per instance of unauthorized usage. ~~This includes District sponsored events (Class1).~~

Sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization directly and completely coordinates, funds, plans, and operates.

Co-sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization, through a joint arrangement with another agency, organization or individual, assists in one or more of the following ways: coordinating, funding, planning or operating.

The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class I activities.

Wednesday evenings and ~~Sundays~~ are designated as Activity-Free for students in the district. School authorities will schedule and/or plan all District Sponsored E-12 student programs or meetings ~~will not be scheduled on Sundays and~~ must conclude before 6:00 p.m. on Wednesday. Certain Community Education sponsored events may take place at this time. Facilities may be rented to groups on Wednesdays after 6:00pm. Should the need to schedule events (i.e. games, performances etc.) at these times be unavoidable, A ~~”Special Use of School Facilities Application”~~ a special request must be completed and submitted to the Director of Community Education and Superintendent. If approved, a Facility Use permit will be issued for the event. Only events with a valid Facility Use Permit issued by the Community Education are allowed at these times. Program or events that do not follow these guidelines will be denied the privilege of further building use at these times.

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dent, or his/her designee, has the authority to alter the fees for the use of Princeton Public Schools facilities and equipment. However, in no instance will the school district incur additional expenses to accommodate a request for facility use (i.e., direct custodial costs).

To make maximum use of school facilities with minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities are classified as 1 through 4, with Class 1 having highest priority for use when developing the annual master calendar. Thereafter, priority is on a first-come, first-served basis.

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities. Examples of users in each classification have been listed.

CLASS 1 - DISTRICT SANCTIONED EVENTS

All directly related school activities and events such as musical events, athletic events, school productions, All-Night Senior Class Party, staff meetings, and community education activities. Any direct personnel, equipment costs or damages may be assessed to the activity. Any student meetings or booster club non-event meetings are also included in class 1. Outside local agencies wishing to use district conference rooms during hours of operations will not incur a charge.

No Rental Cost

CLASS 2 - LOCAL NONPROFIT GROUPS & PUBLIC AGENCIES

Public Agencies, School Booster Organizations major events, youth nonprofit organizations and nonprofit civic and service groups with nonprofit tax status. (Non-Profit Filing Number issued by the Secretary of State is required.)

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 30% of established Rental Rate or by alternate agreement for youth activities.

CLASS 3 - RESIDENT INDIVIDUALS AND GROUPS

Individuals, groups or organizations that have headquarters within the boundaries of District 477.

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 60% of established Rental Rate.

CLASS 4 - OUT-OF-DISTRICT GROUPS

Nonresidents whose headquarters are outside the Princeton School District boundaries.

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 100% of established Rental Rate

Application Procedure

1. A person requesting use of district facilities or grounds will obtain a School Facility Use Application from the Community Education Office. Applications are available on the district web page under Community Education/Facility Use Application. ~~at each school building. For District Sanctioned Events the appropriate supervising administrator must approve all applications prior to submission.~~
2. Complete Facility Use Application and include a \$15 non-refundable Application Fee payable to District 477. Return it to the Community Education Office either by mail or in person at least 10 working days in advance of the proposed date(s) of usage. District Sanctioned Events need not include Application Fee.

3. Community Education staff will review the form, complete the approval section, and establish costs according to the Facility Use Policy.

Facility Use Application will be reviewed to:

- A. Determine availability and appropriate facility to meet the request (including personnel and equipment, if applicable).
 - B. Determine the requester's classification.
 - C. Determine estimated cost of application.
 - D. Determine method of fee collection.
4. When these criteria have been determined, a confirmation (Facility Use Permit) will be prepared and emailed to applicant and other parties that may be impacted ie., Building Principal, Buildings and Grounds Coordinator, PAC Manager (when PAC is reserved) and Custodian at the facility being used.
 5. External applicants will be informed through Facility Use Permit after the Community Education Office completes approval. ~~Internal applicants receive booking into requested facility unless conflicts exist. (Permits may not be issued to internal applicants for routine facility use.)~~ Community Education will prepare billings for charges or fees pursuant to this policy.
 6. If the request is to be denied, the requester needs to be informed with reason(s). They may appeal by calling, writing or meeting with the Community Education Director. If the Director upholds the decision, the requester can appeal to the Superintendent, who will review the request and make a final decision.
 7. ~~Each week a calendar of activities for the week (by building) will be sent to each~~ Facilities calendar is available on the district website under Community Education for Building Principal, Buildings and Grounds Coordinator, Lead Building Custodian and general public.
 8. Requests for use of school grounds or equipment will utilize the same procedures and applicants will complete a similar form.

Application Fee

A \$15 nonrefundable Application Fee payable to District 477 for all external rental groups or individuals will be submitted along with each use Facility Use Application before an application is processed.

A \$10 non-refundable rescheduling fee is charged for each revision of an existing permit.

Cancellations & No Shows

Changes, additions or cancellations must be made through the Community Education Department at least seven working days in advance of scheduled use to receive a refund. Application fees will not be refunded for any reason. Any direct costs already incurred on the user's behalf must be paid in full.

No-Shows will be responsible for all estimated charges ~~and will be assessed a \$50 No-Show fee.~~ All charges for No-Shows must be paid prior to further use of facilities.

Indemnification and Liability Insurance

1. All organizations (including an individual, informal groups, commercial entities, political subdivisions, and nonprofit entities regardless of legal status) must agree to indemnify and hold harmless the district, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the district, its officers and employees in connection with defending any actions relating thereto.
2. All commercial and nonprofit organizations that are legally established within the State of Minnesota are required to furnish a yearly certificate confirming liability insurance in the minimum amounts of \$500,000 for bodily injury and \$1,500,000 property damage.

General Rules and Regulations

1. All permits are revocable and are not considered as a lease. The School Board or its authorized agent may reject any applications or cancel any permit. It may be necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or preemption of any application/permit must have the approval of the Community Education Director with notification to the user within 48 hours or sooner, if possible.
2. The district will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those organizations of the school will have first priority.
3. A school district employee capable of providing for the security of the school facility and for service to the user must be on duty as "site supervisor" whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building staff, and co-curricular supervisors during the time they are supervising students assigned to their co-curricular assignment. Cost for the school district employee and other charges may be billed to the user.

4. Permits are nontransferable and are restricted to the stated hours and intended use of the facility as stated on the Facility Use Permit. The requester is responsible for notifying Community Education when their group wants to make changes to a confirmed permit.
5. Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Children will have adult supervision at all times. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district employee will supervise the operation of the facilities but not be required to supervise a group or its activities.
6. The use of school district-owned equipment for private purposes either on or off school property is prohibited without predetermined use of district property being included in the facilities use contractual agreement. ~~written approval granted by the Superintendent of Schools.~~
7. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the E -12 school program.
8. All facilities and grounds of the Princeton School District are TOBACCO/E-Cig-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.
9. All local and state ordinances and laws of the police and fire department must be observed.
10. Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility.
11. Requester is required to check permanent equipment at start of usage to determine any previous damage with PAC Director and designee. Such damage is to be documented on Walk-Through form and shown to the PAC Director and designee. If requestor refuses or fails to complete the walk-through, they will be denied use of the school district facility, as stated on the Walk-Through form. All groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.
12. The school district is not responsible for lost or stolen items.
13. The school district shall not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property. OSHA standards will apply.
14. Any use of recreational, audio-visual, stage lighting, piano or other music or other school equipment must show item approval on the facility use permit prior to use. Competent

equipment operators, approved by the administration, must be available; and any charge will be assessed to the permit holder.

15. The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.
16. Any donation or gift solicitation must follow District Policy #706 which requires the submission of the Acceptance of Gifts Form as well as approval by the School Board.

Fees

Community Education will determine the appropriate charges for the use of district facilities based on the following:

1. Classification of the organization or individual requesting use
2. Nature of the activity
3. Size of the facility necessitated by the activity
4. Personnel costs
5. Equipment
6. Fee schedule

Class 1 users will not be charged facility use fees. However, all classes of users may be charged a standard hourly rate for additional costs (equipment, personnel, etc.). Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility. Facility users will be billed for overtime pay for district employees on designated holidays.

Payment Procedures

Facility Use Application Fee (\$15) is due at the time the application is submitted. This fee is non-refundable any circumstances.

A payment of 50% of the estimated charges is due upon receipt of contract or permit. Facility Use charges of \$20 or less are due in full at this time. Remaining charges will be billed monthly and must be paid within 30 days. A late charge of \$20 will be assessed if the bill is overdue.

Checks are to be made payable to District 477. Failure to pay will result in future permits being denied. If personnel services are necessary, the hours will be verified and the user charged accordingly.

A deposit may be required for any or all groups at the discretion of the Community Education Department.

Supervision

Building custodial personnel or designated site supervisor will supervise the use of facilities. Community Education will inform the facility user and building custodian of the rules and regulations specific to each facility.

The district reserves the right to require police supervision at any event as deemed necessary by the administration or Community Education. The requester will pay for the police supervision.

Overnight Use

Overnight stays by local groups are not encouraged but are permitted by the district. Facilities may be used to house out-of-town visitors for a one-time use under the following conditions:

1. The district will require a district employee or a paid supervisor to be assigned to the building during use.
2. The visiting agency or group will have a roster of all participants available at all times.
3. No heating appliances of any type will be allowed (hot plates, hair dryers) except in those areas so designated (kitchen, restrooms).
4. The requester/supervisor must be present at all times while the activity is in session. This requester/supervisor will be provided at no cost to the district. No one will be admitted to the facility until the requester/supervisor is present. The group will assume liability for any accidents that occur on the facilities during the time school grounds and buildings are in use.

Food, Alcoholic Beverages and Tobacco

Food and beverages are permitted in designated areas only. The use of alcoholic beverages or illegal drugs in any form is prohibited. All district facilities and grounds are tobacco-free/E-Cig free.

~~Arrangements to serve refreshments will be made with Community Education prior to the event. The use of kitchen and/or food service equipment is explained under Special Facilities.~~

Emergency Procedures

The district reserves the right to cancel facility use if required by weather conditions. Local ~~radio~~ **television** stations and district website will carry announcements of school closing and, when possible, Community Education will notify the facility user.

Damages and Maintenance

Any person found willfully damaging or defacing property belonging to the district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charge may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damages and costs. If the group refuses to make payment, it will not be allowed to use district facilities again.

Performing Arts Center (PAC)

The PAC may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their equipment needs when making a request. School principals or appropriate administrator will verify all requests for PAC use by internal users. No food or beverages allowed in the Performing Arts Center.

Swimming Pool

Properly certified Lifeguards are required anytime the pool is in use. Community Education will determine proper certification standards for Lifeguards. (Basic standards, current Lifeguard, First Aid & CPR certifications.)

The district will provide certified lifeguards during rentals. In certain long-term relationships the renter may be allowed to provide ~~there~~ their own certified lifeguard. Certified personnel must be on duty at all times during the rental. Community Education must grant approval for all Lifeguard personnel and copies of their current Lifeguard, First Aid & CPR certifications must be on file with Community Education.

In-district users are required to have properly certified Lifeguards on duty at all times during pool use. Community Education may assist in providing lifeguards to these users.

Cafeterias - Food Service Guidelines

Use of kitchen facilities and/or equipment before and after the regular school day may be permitted, subject to the following conditions:

1. The Food Service Director will be notified of all functions relating to the use of the kitchen prior to the event. Adequate time must be allowed for appropriate staffing.
2. To maintain a safe and sanitary food production environment, the Minnesota Department of Health recommendations regarding food preparation and storage will be followed.
3. Food and beverages must be served in the cafeteria or other approved lounges or locations within the school buildings.
4. No home baked/cooked foods may be stored, sold, or served in district facilities, except as allowed by Minnesota Statutes, section 157.22.
5. No food may be prepared or warmed outside of licensed food preparation areas.

6. A food service staff member is required when preparing food or using kitchen equipment. Cost of actual hours worked is billed to group requesting kitchen use.
7. The group is responsible for loss of food service inventory when using coolers, milk cooler or freezers for group events.
8. An estimate of fees for personnel and/or use of facilities and equipment will be provided by Community Education prior to the event.
9. Food service personnel may be assigned to supervise the use and clean up of all nonproduction equipment (sinks, warming carts, refrigerator, servicing tables). This employee will be trained and knowledgeable of equipment and sanitation requirements and may remain in the kitchen during the entire event.
10. Dinners and banquets may be catered through the district catering service or by an outside catering service. The Food Service Director must approve any requests for food service.
11. The Food Service Department will collect appropriate fees from the user to pay for food service personnel and equipment supplied for internal users. Community Education will collect appropriate fees from the user to pay for other direct personnel costs for a district function.
If renters choose to serve food without the use of District Food Services, they must hold a food service license or obtain a concession license through the Minnesota Department of Health and a copy of said licenses must be on file in the Princeton Community Education Services office prior to the first date of the event. The obtained license must also be posted by the food stand during the event.
12. ~~Community Education will collect all fees for nondistrict functions (community use).~~

Classrooms

The public (for purposes and activities appropriate to the facility) may schedule classrooms in elementary and secondary schools for use. Each building will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teacher's and students' equipment, supplies and materials. Users also will be expected to leave the classroom in the same (if not better) condition than they found it.

Equipment

The primary purpose of equipment in a school is education of students by district staff. Requests for equipment may be made with Community Education at the time a facility is reserved. Community Education will include equipment requests on all facility confirmations. Designated personnel will be responsible for the supervision and operation of requested equipment. When a usage cost is involved, the requester will pay the charge. Any loss or damage to district

equipment is the full obligation of the requester. Property belonging to the district is not to be removed from the district premises for any reason except with ~~written approval granted by the Superintendent, when included as part of the facility use agreement.~~

Equipment from the PAC such as lights, sound or grand piano may not be taken from the PAC without approval of the PAC Manager or administration. If the grand piano is moved to a location within the high school, it must be moved by not less than two adults approved by PAC Manager or administration. Requestor will be charged custodial time and tuning of the piano after it is returned to the PAC stage.

Media Centers

Media centers may be used for approved use. ~~meetings and quiet study.~~ Materials are to be requested in advance. Materials are not to be removed from the media centers.

Multi-Purpose Rooms and/or Gymnasiums

School gymnasiums and multi-purpose rooms may be used for purposes and activities appropriate to the facility. Gym shoes are required of participants in all active sports and games.

Scheduling Space

Community Education will facilitate all scheduling of gymnasiums and facilities for organized community programs.

Facility Use /District Calendar Request form

~~By May 15th of each year, each agency or community group who was a previous user in the district will be sent a letter and Facility Use Application/District Calendar Request form. The agency or community group will return the facility request for the coming year by May 30th.~~

~~All requests received by May 30th will be scheduled space and confirmed with permit numbers by July 15th. Any request not received by May 30th will be stamped with the date received and scheduled as space permits.~~

Outside Areas

The use of outside areas (football, softball, baseball and soccer fields, tracks, parking lots) will also require completion of the Facility Use Application form.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields. Organizations not providing the clean up will be charged for groundskeeper/custodian wages as indicated on the fee schedule.

All outside facilities and grounds of District 477 Schools are TOBACCO-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.

Community Education may require users to allow a minimum of one-half hour between the end of school activities and the beginning of community user activities, practices and games.

All nondistrict outdoor practices, games and activities ~~will~~ may be canceled when it rains to prevent damage to the fields. Community Education may rotate use of fields for aeration, drainage, re-seeding and maintenance. Fields may be fenced off by the Maintenance Department to prevent use. Signs will be posted to prevent trespassing and use.

Revision

The Community Education Director and the School Board Policy Committee will review these administrative guidelines annually. Should revisions be made, the approval of the Superintendent and the Board will be necessary before the changes take effect.

Facility Use Charges

Extra charges for air-conditioning or other special services may be added to these charges.

- Class 1:** No Rental Charge
- Class 2:** 30% of established Rental rate
- Class 3:** 60% of established Rental rate
- Class 4:** 100% of established Rental rate

<u>Facility Types</u>	<u>Hourly Rate</u>
Rates in this section are eligible for class discounts	
Classroom	\$20
Cafeteria/HS Commons	\$100
Kitchen	\$100
Media Center	\$100
<i>(Continued next page)</i>	

<u>Facility Types</u>	<u>Hourly Rate</u>
Rates in this section are eligible for class discounts	
Commons , Hallway	\$20
Computer Room	\$200
Band Room	\$40
Choir Room	\$40
Gymnasium /Per Court (North-South)	\$40
Gymnasium /Per Court (PHS-PMS)	\$60

Wrestling Room	\$40
Stadium	\$300
Track	\$100
Swimming Pool (No Lifeguards Included)	\$80
Concession Stand	\$20
Ballfield	\$20
Tennis Court/Court	\$10
Locker Room	\$50
Weight Room	\$200
Ballfields - Tournament Use	\$50
PAC - Performance/Tech/ Dress Rehearsal Use	\$200
PAC - Non-Performance Use	\$100

Additional Fees (Not subject to class discounts)

Lifeguard	\$12 \$15/hr., 2-hour minimum
Application Fee	\$15 Non-refundable
Permit Revision Fee	\$10
Building Monitor	\$16/hr., 2-hour minimum
Custodian	\$30/hr., 2-hour minimum
Kitchen Staff	\$25/hr., 2-hour minimum
Additional PAC Tech Staff	\$12/hr., 2-hour minimum
PAC Manager	\$30/hr, 2-hour minimum
Express Application Processing Fee	\$40
(Less than 10 working days prior to event)	
Unapproved Event Fee	\$100
Riser/Platform	\$10/use
Resuscitation Annie	\$35/use
Portable Projection Screen	\$10/use
VCR/TV	\$5/use
Overhead or Projector	\$5/use
No Show Fee	\$50
Piano	\$75/use
Scoreboard	\$5/use
Internet Access	\$50/use
Special Access Surcharge (Class 1)	\$40/hr/building
Special Access Surcharge (Class 2-4)	\$100/hr/building
Contract Holiday Surcharge	\$200/hr/building

Other Fees

1. Any time custodial services are needed; a custodian will be hired at the assigned rate. If special furniture and/or equipment are used for an activity, an additional custodial charge may also be assessed. The Community Education Director will determine such charge. A damage deposit may also be required.

2. ~~Charges for custodial services for moving furniture or equipment (in addition to the custodian's regular duties) will be assessed the assigned rate.~~
3. ~~Any time custodial services are needed; a custodian will be hired at the assigned rate.~~
4. Any time kitchen facilities are used; a facility use charge will be assessed and a kitchen employee assigned to the event will be charged at the assigned rate.
5. Other charges for facilities not identified in this policy will be determined when the request for facility use is made.
6. Additional fees may be charged for services such as police security, ticket takers, field lining (marking), waste removal or additional cleanup.

Cross References: Princeton Policy 706 Acceptance of Gifts
 Princeton Policy 801 Equal Access to School Facilities
 Princeton Policy 901 Community Education

Adopted: June 27, 2000
 Revised: December 19, 2000
 Revised: February 12, 2002
 Revised: March 23, 2004
 Revised: November 23, 2004
 Revised: May 24, 2005
 Revised: April 25, 2006
 Revised: April 24, 2007
 Revised: October 13, 2009
 Revised: December 21, 2010
 Revised: March 4 2014

**Princeton School District
Data Access Policy for Members of the Public**

It is the policy of Independent School District 477 that data access will be provided to the public as stipulated by law.

PROCEDURES

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Princeton Public must keep all government data in a way that makes it easy to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Princeton Public Schools keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document. You may make your written request for data by email, mail, and fax or in person with the data request form.

If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Princeton Public Schools cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your written request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data is not data for the public, we will notify you writing as soon as reasonably possible and state which specific law says the data are not public.
- Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. **Copy charges are 25 cents per page. We also expect pre-pay for the copies. There will be a \$5.00 fee for a CD-Rom**
- **Reports in electronic versions/PDF format will be charged \$5.00 per file.**

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will

work with you on the details of your request, including cost and response time. In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Princeton Public Schools will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge. *Minnesota Statutes, section 13.03, subdivision 2(b), requires us to have this document.*

Data Practices Contacts

Princeton Public Schools:

Responsible Authority Superintendent

Name Dr. Julia Espe
Address 706 1st St
Phone 763-389-6190
Fax 763-389-9142
Email julia.espe@isd477.org

Data Practices Designee(s) Superintendent Executive Assistant

Name Bridget Sorensen
Phone 763-389-6184
Fax 763-389-9142
Email bridget.sorensen@isd477.org

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

(Note: Inspection is free but Princeton Public Schools does charge for copies - 25 cents per page).

Inspection Copies Both inspection and copies

The data I am requesting is:

(Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form).

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

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

Reference

MN Department of Administration, Information Policy Analysis Division 201 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155
Voice: 651.296.6733 or 800.657.3721 Fax: 651.205.4219 Email: info.ipad@state.mn.us Website: www.ipad.state.mn.us June 2010

Adopted: March 4, 2014

North Elementary

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