

Princeton Public Schools - ISD 477
Tuesday, December 19, 2017 at 6:00 PM
Regular School Board Meeting
District Office Board Room located at City Hall (Please use City Hall Entrance)

Our Mission

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

Our Vision

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

1. **PROCEDURAL ITEMS**
2. Call to Order and Pledge of Allegiance
3. Roll Call
4. World's Best Workforce Report
5. Truth in Taxation-Begins at 7:00 p.m. 3
6. Citizen Comments
7. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
8. **APPROVE AGENDA**
9. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 37
10. **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 39
 - b. Gifts 40
 - c. Bills 43
 - d. Wire Transfers 48
 - e. Treasurer's Report 49
11. **INFORMATIONAL ITEMS**
 - a. Certificate of Achievement Presentation to Erin Dohrmann
For ensuring individual student due process records meet or exceed

requirements and are reflective of the dedication of the administration, school, staff, and community.

b. First Reading of Policies-206, 213,417, 510, 517, 597, 599, 610	
Policy 206-Public Participation in School Board Meetings/Complaints about Persons at School Board Meeting and Data Privacy Consideration.	50
Policy 213-School Board Committees	57
Policy 417- Chemical Use and Abuse	59
Policy 510-School Activities	68
Policy 517-Student Recruiting	82
Policy 597-Interscholastic Eligibility	84
Policy 599-Student Activities Fee Schedule	99
Policy 610-Field Trip	102
12. ACTION ITEMS	
a. 2017 Levy Pay 2018- <i>Whereas,Pursuant to Minnesota Statutes the School Board of Independent SchoolDistrict No. 477, Princeton, Minnesota, is authorized to make the following proposed tax limitation levies for general purposes:General Fund \$3,385,568.42, Community Ed \$360,176.99, Debt Service \$3,341,566.95.Total Preliminary Proposed \$7,087,312.36.Now Therefore, be it resolved by the School Board of Independent School DistrictNo. 477, Minnesota, that the levy to be levied in 2017 to be collected in 2018 is set at \$7,087,312.36. The Princeton School Board is authorized to certify the following taxlimitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.</i>	108
b. Custodian Contract <i>Motion to approve the custodian contract as presented.</i>	110
c. SpEd State and Federal Funding Resolutions. <i>Motion to accept the State and Federal Funding Resolutions as presented.</i>	113
13. Palmer Transportation <i>Motion to direct administration to enter into direct negotiations with Palmer Bus service.</i>	120
14. FUTURE MEETING(s) INFORMATION Organizational meeting-January 2nd-6:00 pm	
15. ADDITIONS TO AGENDA	
16. CLOSED MEETING <i>Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), move to close the meeting for real estate discussion.</i>	

17. ADJOURN

TRUTH IN TAXATION REPORT
ISD 477, PRINCETON, MINNESOTA
DECEMBER 19, 2017

Presenter:

Michelle Czech,
Director of Business Services

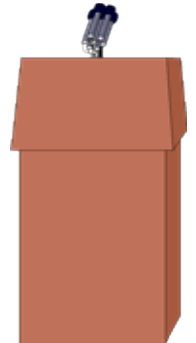
TRUTH IN TAXATION LAW

Minnesota's Truth in Taxation Law requires that cities, counties and school districts follow certain steps before adopting a tax levy for the following year. One important part of that law requires a mailed notice to each property owner in the county, which describes the tax levies proposed by the city, county and school district and what percent increase (decrease) a levy would mean in dollars.

REQUIREMENTS OF TRUTH IN TAXATION MEETING

Public Meeting must include:

- ❖ Current year budget
- ❖ Proposed property tax levy
- ❖ Public must be given time to comment

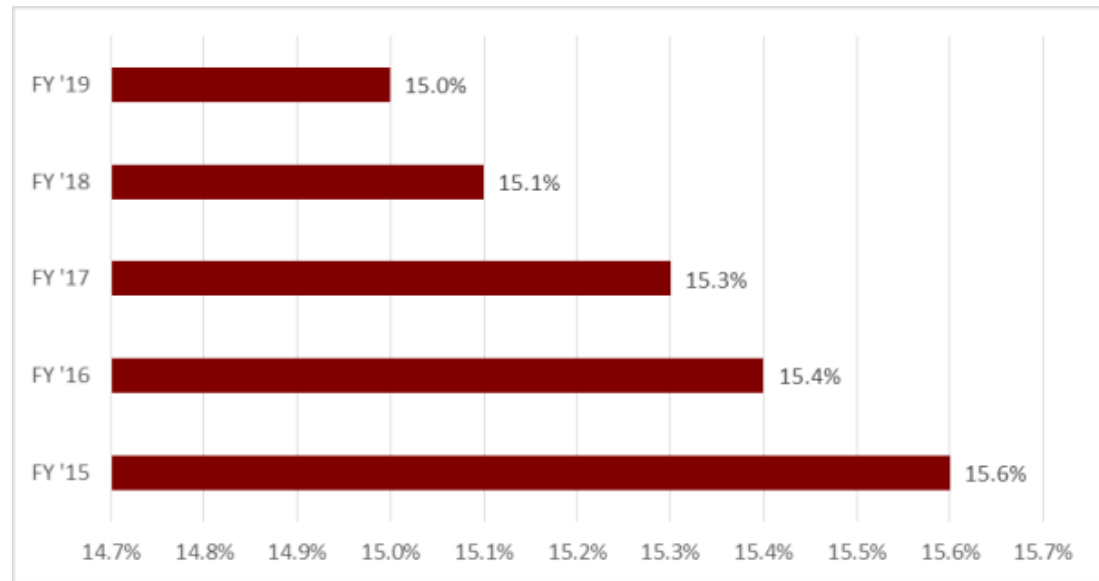


Taxes Decline as Percent of Statewide Personal Income

- 7 Total Revenue by Minnesota's state and local governments as percentage of total personal income of MN residents.
- Current trends predicted to decline in FY '18 & FY '19

Minnesota's Price of Government

State and Local Revenues as % of MN Personal Income



(Data source, MN Department of Management and Budget, 2016)

WHO & WHAT IMPACTS STATE LEVIES

- ❖ State Legislature
- ❖ Governor's Administration
- ❖ School Board's



SCHOOL DISTRICT FUNDS

- ❖ General Fund
- ❖ Food Service Fund
- ❖ Community Education Fund
- ❖ Building Fund
- ❖ Debt Service Fund



BUDGET 2017-2018

ADOPTED JUNE 2017

	2018 Estimated	2018 Estimated	Estimated	2017
	Revenues	Expenditures	Variance	Fund Balance
GENERAL FUND	\$ 34,692,750	\$ 36,120,318	\$ (1,427,568.00)	\$ 10,477,930.48
FOOD SERVICE	\$ 1,744,000	\$ 1,855,854	\$ (111,854.00)	\$ 471,372.63
COMMUNITY EDUCATION	\$ 1,487,912	\$ 1,511,649	\$ (23,737.00)	\$ 258,263.89
BUILDING FUND	\$ -	\$ -	\$ -	\$ 24,033.76
DEBT SERVICE	\$ 3,319,519	\$ 3,733,742	\$ (414,223.00)	\$ 726,156.12
TOTAL	\$ 41,244,181	\$ 43,221,563		

10

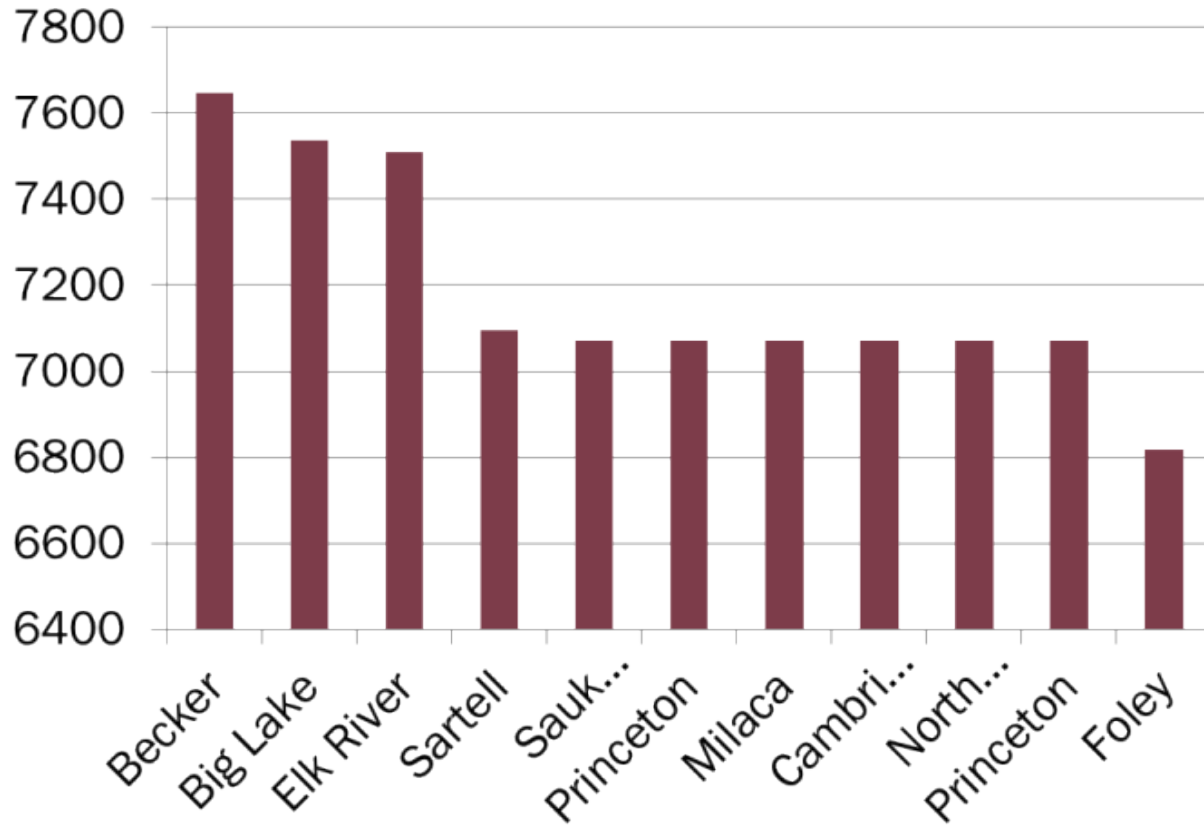


GENERAL FUND REVENUES

- ❖ Based on student enrollment
- ❖ Local operating levies
- ❖ Special Education
- ❖ Federal Grants
- ❖ State Programs



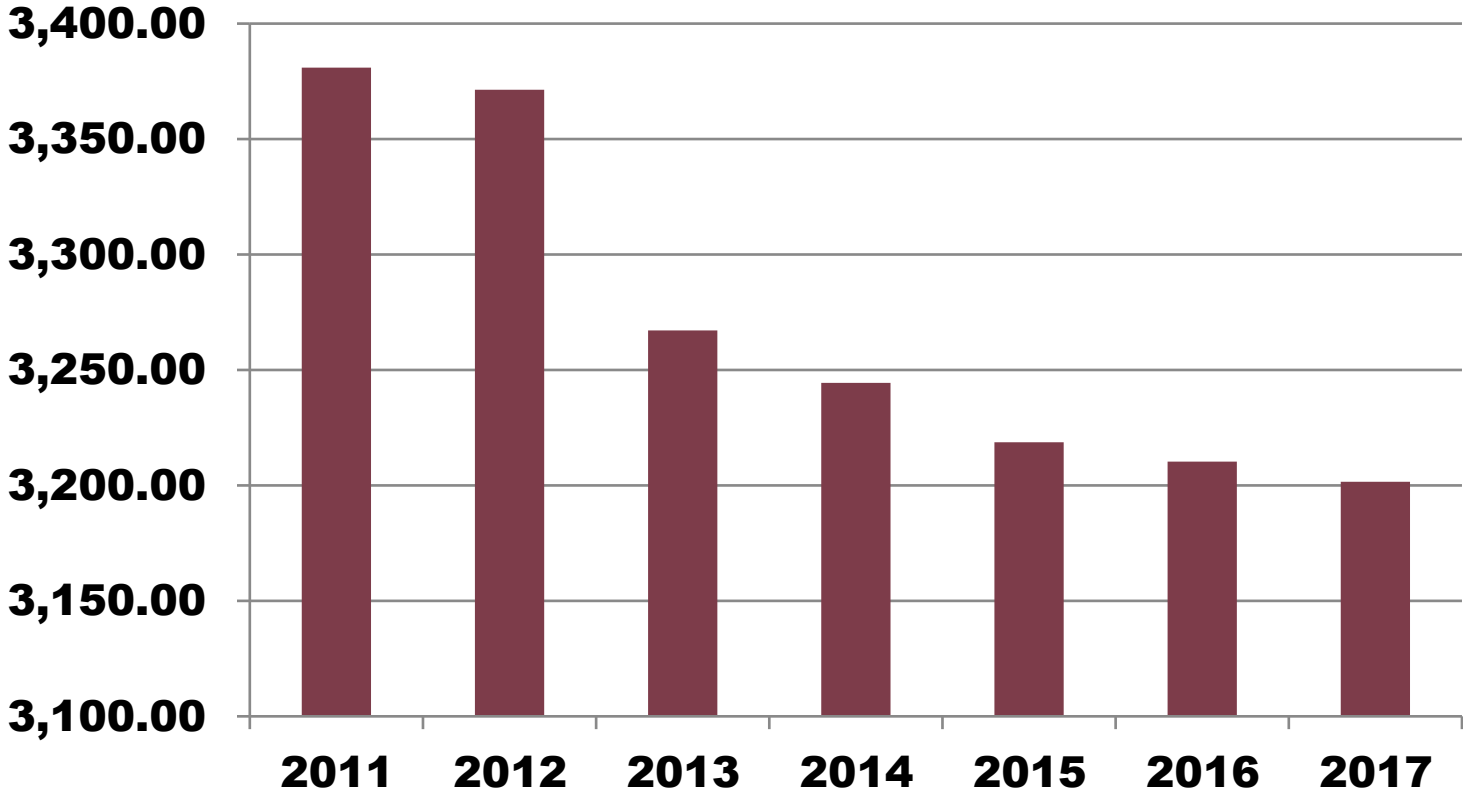
REVENUE DISPARITIES



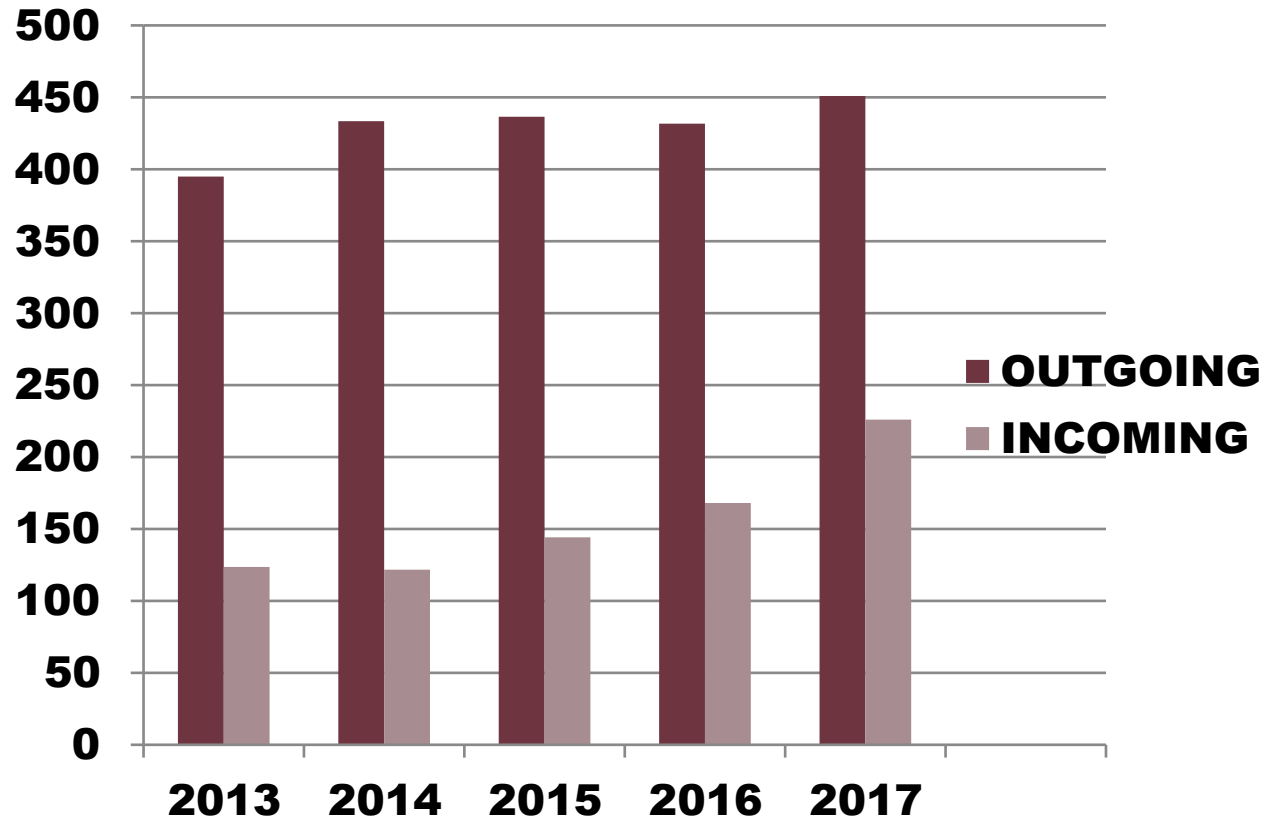
12

- 331 Districts
- 216 Rate Categories
- \$6,188 Smallest Rate Category
- \$10,357 Largest Rate Category
- We fall in the 21st Rate Category
- 84 District's in the Rate Category of 7,071

END OF YEAR ADJUSTED AVERAGE DAILY MEMBERSHIP



OPEN ENROLLMENT



COMMUNITY EDUCATION

- ❖ Based on the adult population in the District
- ❖ Early Childhood is based on the number of children under 5 years of age.
- ❖ Participation fees
- ❖ Grants



FOOD SERVICE

- ❖ Based on Federal Grant of free/reduced lunch
- ❖ Based on student participation
- ❖ Receive State Aid
- ❖ The district does not levy dollars for this fund



OTHER DISTRICT FUNDS

❖ BUILDING FUND

Voters passed a \$29,955,000 building bond for a new K-2 building & improvements at the High School. This was recognized on the Pay 2015 Taxes. The project was finalized last school year.

❖ DEBT SERVICE FUND

Districts Bond Payments

SCHOOL DISTRICT LEVY

2017 Payable 2018

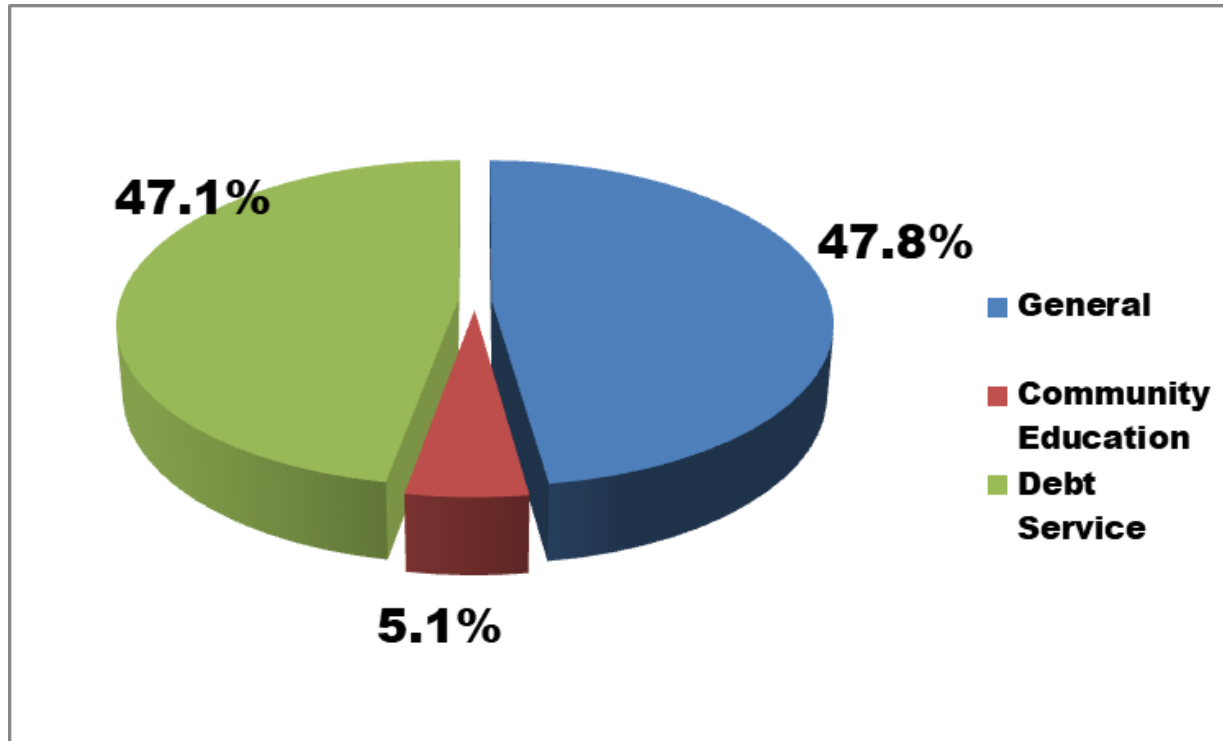
2018-2019 School Year



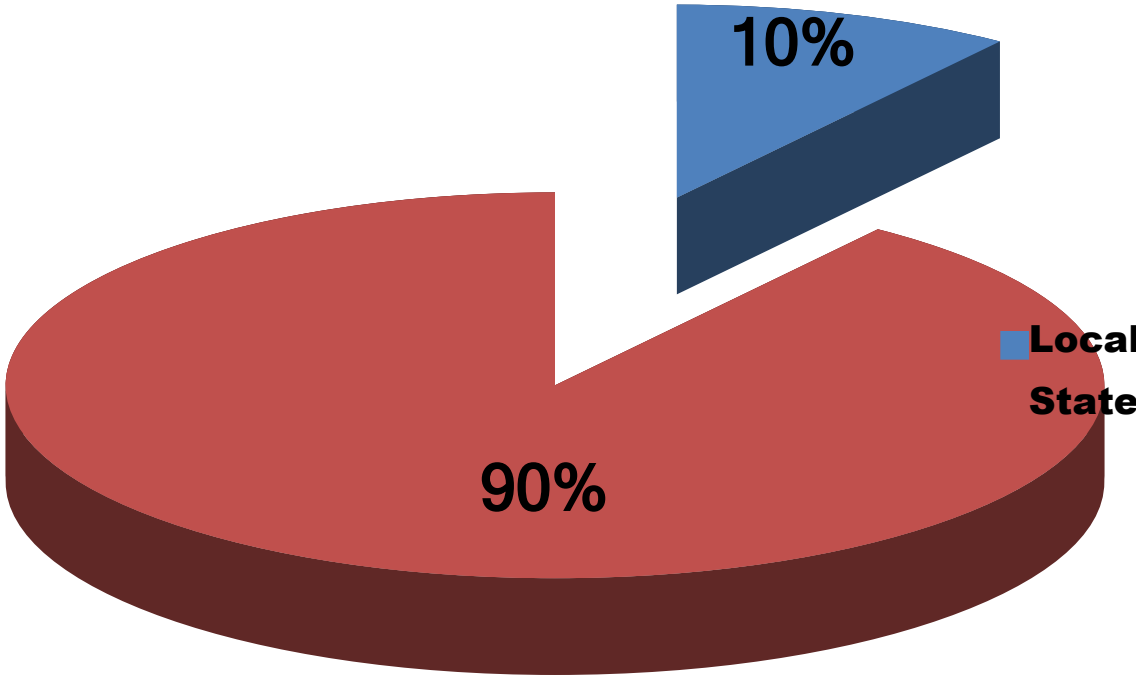
2017 Levy Pay 2018

	Proposed School Year	Proposed School Year	
	2017-2018	2018-2019	
GENERAL EDUCATION LEVY			
LOCAL OPT. ALLOW/REFEREND(424)	\$1,397,348.27	\$1,472,844.05	
CAREER & TECHNICAL	\$68,402.96	\$70,644.34	
SAFE SCHOOLS	\$130,331.52	\$124,883.64	
OPERATING CAPITAL	\$164,798.34	\$132,950.89	
TRANSITION LEVY	\$14,151.99	\$14,930.59	
EQUITY LEVY	\$364,390.04	\$389,145.60	
HEALTH & SAFETY	-\$3,703.97	\$0.00	
LONG TERM FACILITY MAINT.	\$523,695.70	\$701,435.36	
ALT TEACHER COMP(Qcomp)	\$207,813.55	\$236,934.03	
LEASE LEVY	\$406,422.63	\$403,543.27	
REEMPLOYMENT LEVY	\$7,258.35	\$29,283.11	
FACILITY ADJUSTMENT	-\$200,743.75	-\$191,100.00	
GENERAL ED LEVY	\$22,145.87	\$0.00	
ABATEMENT ADJUSTMENT	\$197.45	\$73.54	
TOTAL GENERAL EDUCATION LEVY	\$3,102,508.95	\$3,385,568.42	
COMMUNITY EDUCATION LEVY	2017-2018	2018-2019	
STANDARD COMMUNITY ED	\$148,693.71	\$150,825.43	
EARLY CHILDHOOD	\$51,822.29	\$50,015.70	
HOME VISITING	\$836.32	\$1,134.91	
SCHOOL AGE CARE (disabled)	\$123,543.50	\$158,193.00	
ADJUSTMENTS	\$3.97	\$7.95	
TOTAL COMMUNITY EDUCATION LEVY	\$324,899.79	\$360,176.99	
	2017-2018	2018-2019	
GENERAL DEBT	\$3,319,518.03	\$3,341,566.95	
TOTAL DEBT LEVY	\$3,319,518.03	\$3,341,566.95	
			Variance
TOTAL LEVY	\$6,746,926.77	\$7,087,312.36	\$340,385.59
			5.05%

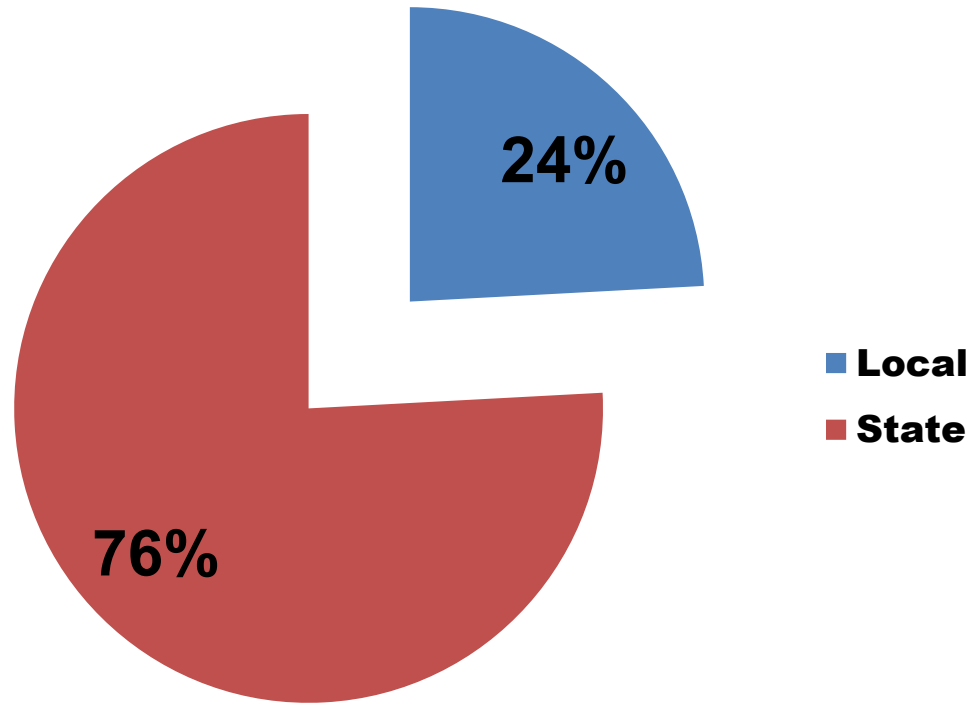
HOW YOUR SCHOOL TAXES ARE SPENT



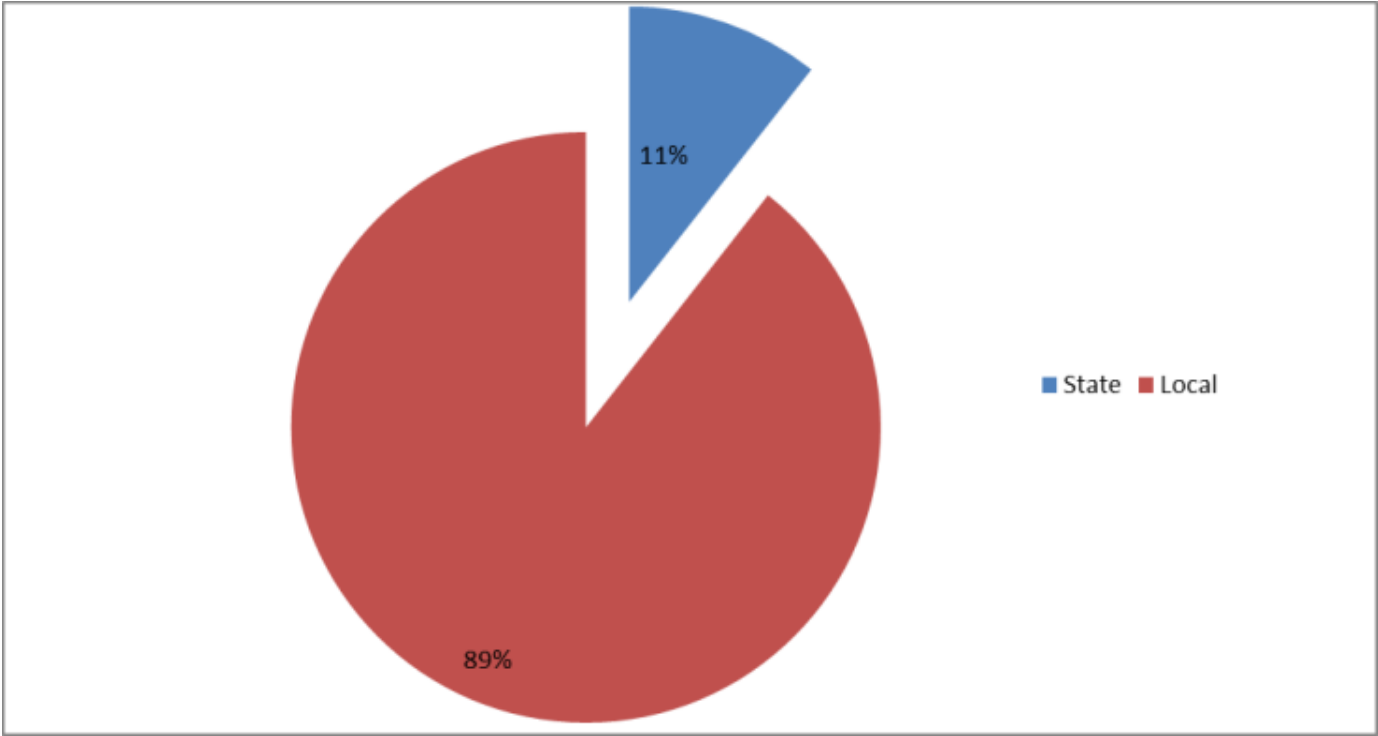
GENERAL FUND PROPERTY TAX SUPPORTED



COMMUNITY EDUCATION PROPERTY TAX SUPPORTED



DEBT SERVICE FUND PROPERTY TAX SUPPORTED



PROPOSED LEVY INCREASE

\$340,385

or

5.05%



google image

REASONS FOR CHANGE

❖ **LT Facility Maintenance Levy**

- Change in building age.
- Third year of phase in.

❖ **Debt Service Fund**

- Formula requires us to levy 5% more than bond Payment.
- When fund balance gets to large the state decreases that amount needed.

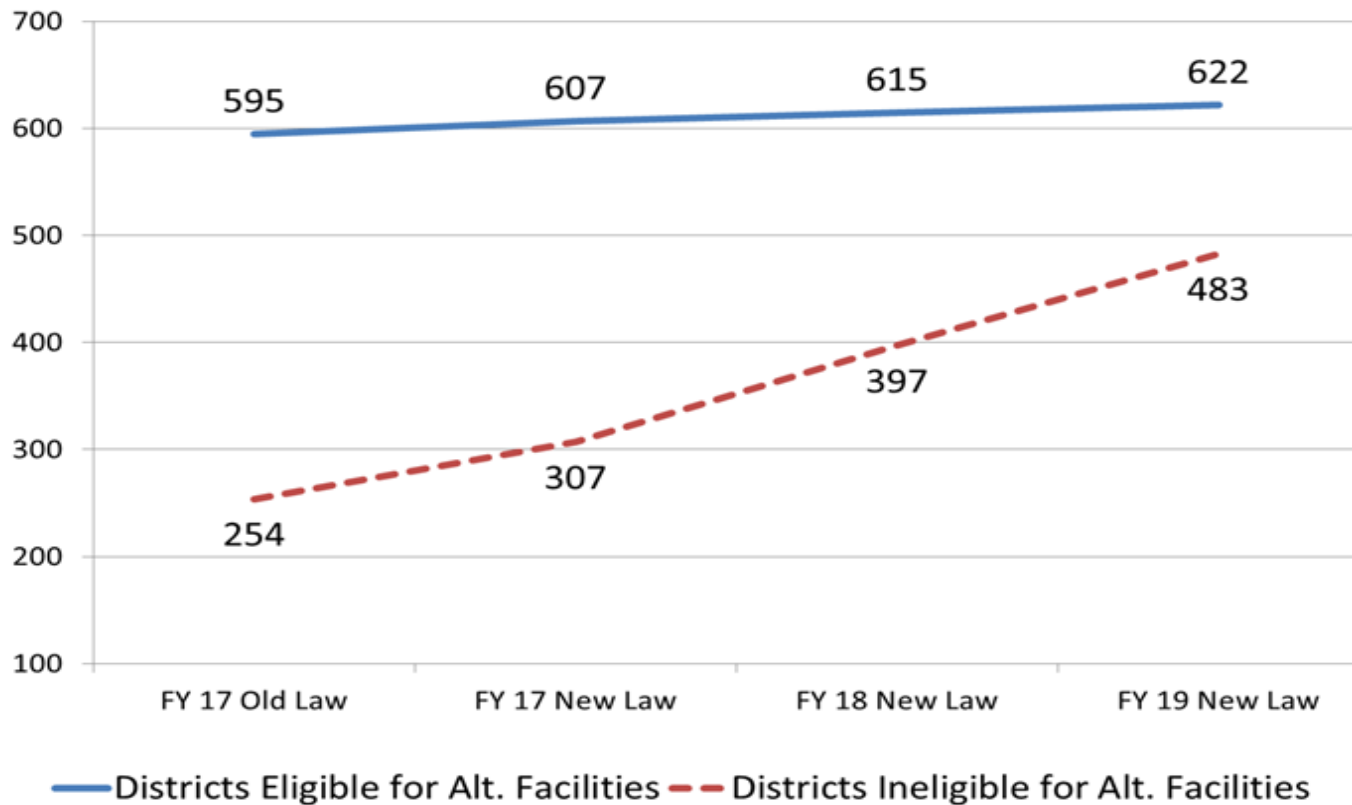
LEGISLATIVE CHANGES

❖ Long Term Facility Maintenance

- Based on idea that all districts should have the same opportunity to generate facility maintenance funds.
- Before LTFM, largest 25 school districts were investing \$2.79/SF in maintenance. Districts like ours capped at \$0.58.
- School Board approved a 10-year facility maintenance plan in August.
- Replaces Health & Safety and Deferred Maintenance Levies that were part of Districts Levies for a number of years.
- Three Year Phase (FY 2016, 2017, 2018)

Long Term Facilities Maintenance

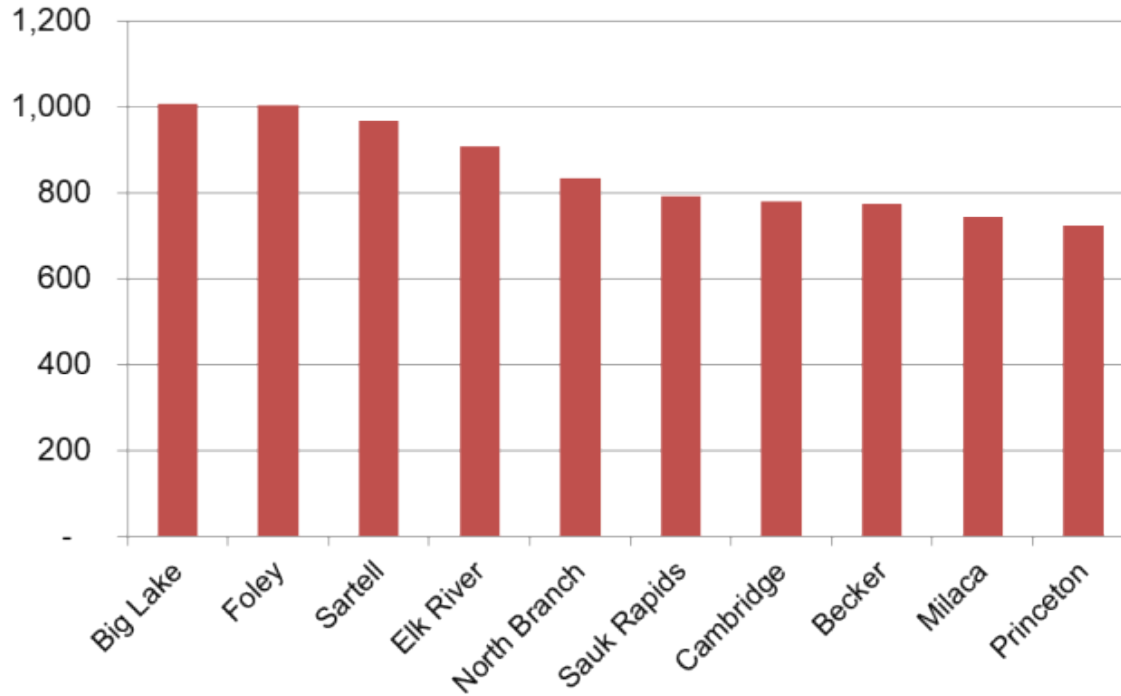
Districts Eligible for Alternative Facilities Revenue vs Other Districts
FY 17 – FY 19, Current Dollars, 2015 End-of-Session Estimates



27

LEVY COMPARISON

\$150,000 RESIDENTIAL HOMESTEAD



CAUSES OF PROPERTY TAX +/-

- ❖ Changes in market values and statewide trending in different directions
- ❖ Changes in class rates/history
- ❖ Changes in state legislation
- ❖ Voter approved Referendums

CHANGES IN MARKET VALUE

Market Values are final

❖ Discussed at:

- Local Board Review in the spring
- County Board of Equalization

❖ Final Taxable Market Value

- May reflect a reduction (homestead exclusion)
- May exclude improvements to property



DON'T FORGET PROPERTY TAX PROGRAMS

State of MN tax refund programs.

❖ These programs may reduce the net tax burden for local taxpayers, but only if you take time to complete and send in the forms.

❖ For help with the forms and instructions:

- Consult your tax professional.
- www.taxes.state.mn.us

PROPERTY TAX PROGRAMS

MN Property Tax Refund (Circuit Breaker)

- ❖ Has existed since 1970's.
- ❖ Available to all owners of homestead property
- ❖ Annual income must be approx. \$105,500 or less (income limit is higher if you have dependents).
- ❖ Refund is a sliding scale, based on total property taxes and income.
- ❖ Maximum refund is \$2,657.
- ❖ Especially helpful to those with lower incomes.
- ❖ Fill out state tax form M-1PR.

PROPERTY TAX PROGRAMS

Special Property Tax Refund

- ❖ Available for all homestead properties with a gross tax increase of at least 12% and \$100 over the prior year.
- ❖ Refund is 60% of the amount by which the tax increase exceeds the greater of 12% or \$100, up to a maximum of \$1,000.
- ❖ No income limits.
- ❖ Fill out state tax form M-1PR.

PROPERTY TAX PROGRAMS

Senior Citizen Property Tax Deferral

- ❖ Allows people age 65 and older with household income of \$60,000 or less to defer a portion of property taxes on their home.
- ❖ Limits maximum amount of property tax paid to 3% of household income.
- ❖ Additional taxes are deferred, not forgiven.
- ❖ Provides predictability; amount of tax you pay will not change for as long as you participate in the program.
- ❖ Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies.

PROPERTY TAX PROGRAMS

School Building Bond Agricultural Credit

- ❖ Effective for property taxes payable in 2018.
- ❖ Provides agricultural property owners 40% credit of taxes attributable to school district debt service only for all agricultural property, excluding house, garage, and one acre.
- ❖ Ongoing credit, automatically deducted from property taxes owed.
- ❖ Credit paid by State, does not shift levy to other types of properties.
- ❖ Applicable to existing and new debt.

PROPERTY TAX PROGRAMS

Commercial/Industrial Statewide Property Tax Credit

- ❖ Businesses pay a statewide property tax.
- ❖ Tax levy inflated annually and paid directly to the state.
- ❖ 2017 legislature exempted first \$100,000 of Commercial/Industrial value from the tax and eliminated inflationary increase.
- ❖^{3e} Businesses with valuation over \$100,000 will see an annual reduction of approximately \$687 starting with taxes payable 2018.
- ❖ Under \$100,000 tax relief is proportional.

ISD 477 RESOLUTION

Whereas, Pursuant to Minnesota Statutes the School Board of Independent School District No. 477, Princeton, Minnesota, is authorized to make the following tax limitation

levies for general purposes:									
General Fund	\$ 3,385,568.42								
Community Ed	\$ 360,176.99								
Debt Service	\$ 3,341,566.95								
Total Certified	\$ 7,087,312.36								

Now Therefore, be it resolved by the School Board of Independent School District No. 477, Minnesota, that the levy to be levied in 2017 to be collected in 2018 is set at **\$7,087,312.36**. The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.

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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 **21st day of November, at 6:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Deb Ulm, Eric Strandberg, Chad Young, Sue VanHooser, Chad Young, and Craig Johnson.

Members Absent: Eric Minks

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen, Director of Student Services Erin Dohrmann

Student Council Representative: Lacey Broding

Citizen Comments: None

REPORTS

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

Eric Strandberg	Policy, Para negotiations, Secretary negotiations, Finance
Chad Young	Agenda planning
Deb Ulm	Agenda planning, Para negotiations, Secretary negotiations, Finance. Policy, attended the 7th grade band concert.
Sue VanHooser	Policy, Para negotiations, Secretary negotiations, High School Musical.

Student Council Report: The food drive was a success.

Superintendent Report: The Big Read Spaghetti dinner was a success. Proceeds from the dinner will be going to the purchasing of books for the Big Read.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Howard Vaillancourt seconded by Sue VanHooser, **to approve the**

November 7th, regular meeting minutes. Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Craig Johnson **to approve the consent agenda as presented.** Personnel, Bills, Wire Transfers, Treasurer's Report, Fundraiser, Gift/Donation, Combined Polling Places. Motion passed unanimously.

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

- Discussion of Board Organization
 - Policy 213-School Board Committees
 - Board Meeting Re-Structuring Discussion
- Transportation
 - Palmer-Transportation Performance Review
 - 2017-2018 Rate Analysis
 - Transportation Specifications
 - Transportation Contract
- Property Opportunities
 - Property Opportunity Information
 - Board Work Session Information
 - ICS Information

Motion to adjourn made by Howard Vaillancourt, seconded by Eric Strandberg The Work Session adjourned at 7:44 p.m.

Chair Deb Ulm

Clerk Eric Minks

Recorder-Kari Plafcan

12.19.17

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Valdivieso Ferrandiz	Pedro	Primary	Spanish Para	Para	Yarmila Penaloza-Halphen	11.27.17	15.13/hr
New Hire	Gruber	Jennifer	Intermediate	Math Differentiation Specialist	PEA	N/A	12.4.17	\$12,378.90
Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Paurus	Lindsay	High School	Girls Assistant Dive Coach	Activities	N/A	11.28.17	
Resignation	Statz	Samantha	District	Targeted Services Coordinator/Teacher	PEA	N/A	12.10.17	
Resignation	Brandall	Mitchell	High School	Boys Tennis Coach	Activities	N/A		
Resignation	McGathay	Olivia	High School	Assistant Speech Coach	Activities	N/A	8.31.17	
Resignation	Marsh	Joy	Middle School	SpEd Para	Para	N/A	12.21.17	
Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Nielsen	Zac	Middle School	Wrestling Asst. Coach	Activities	Darien Meixell	11.17-3.18	\$3,714.00
Extra Duty	Meixell	Darien	Middle School	Wrestling Coach	Activities	Zac Nielsen	11.17-3.18	\$2,021.00
Extra Duty	Roberdeau	Jordan	High School	Assistant Boys Swimming and Diving Coach	Activities	Erik Torkelson	11.17-3.18	\$3,165.00
Extra Duty	Solberg	Alyssa	High School	.5 Math League Advisor	Activities	Heather Kociemba	11.17-3.18	\$989.00
Extra Duty	Muus	Brittney	High School	Prom Advisor	Activities	Sarah Durch	Seasonal	\$791.00
Extra Duty	Clark	Jodi	High School	.5 Math League Advisor	Activities	Heather Kociemba	11.17-3.18	\$989.00
Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Beckers	Jeffrey	Primary	Kindergarten Teacher	PEA	N/A	11.6.17-1.2.18	
Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Meyerdirk	Alyssa	District	EL Teacher-going from .4 to .5	PEA	N/A	11.27.17	
Change in Assignment	Huebsch	Amy	Intermediate	Title One-Para-adding 1 hr per day (4 days/week)	Para	N/A	11.13.17	
Change in Assignment	Springman	Jackie	Intermediate	Title One-Para-adding 1 hr per day (4 days/week)	Para	N/A	11.13.17	
Change in Assignment	Wold	Catherine	Intermediate	Title One-Para-adding 30 min. per day (4 days/week)	Para	N/A	11.13.17	
Change in Assignment	Stark	Christine	Intermediate	Title One-Para-adding 2.25 hours for 1 day/week	para	N/A	11.13.17	

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: Mystic Ryders Snowmobile club

Description of gift: \$2000 towards expanding Robotics Club

Pre-Condition, Condition, or Limitation on use:

Robotics Club only

How this gift specifically relates to the program or school:

Expansion of club. Funds will be use to purchase new Robotics kits/equipment.

This gift meets all requirements of Policy 706

Accepted Not Accepted

David Paddock - HS
Staff Name
[Signature] Date: 11/9/17
Principal or Director

Accepted Not Accepted

Julia Espe
Superintendent Date: 11.30.17

Accepted Not Accepted

School Board Chairperson Date: _____

Code Assigned: 10-350-298-290-000-099 Program Name Robotics Rev.

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: Collective Goods

Description of gift: * Auto Emergency Kit * Collective Goods sells books in car Lounges and for every 10 books sold to staff we are to get one free. This time around I chose the Emergency Kit for a upcoming SADD activity.
Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: Winter driving Activities.

This gift meets all requirements of Policy 706

Accepted Not Accepted Chris Alderink - SADD Advisor
Principal or Director Staff Name Date: 12/5/17

Accepted Not Accepted Julia Espe
Superintendent Date: 12.6.17

Accepted Not Accepted _____
School Board Chairperson Date: _____

Code Assigned: _____ Program Name _____

Routing: Principal or Director (thank you note attached) sent. 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: State Farm Inc Curt VanDort

Description of gift: 2 - Emergency Vehicle Kits and Several Ice Scrapers

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: SADD has a winter activity pertaining to safe winter driving habits and these are used as give aways during this time as we do lunch activities to promote safety to involve all grades

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name [Signature] Date: 12/1/17
Principal or Director

Accepted Not Accepted [Signature] Date: 12.5.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name SADD-

Routing: Principal or Director (thank you note attached) already sent directly to Curt VanDort Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

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

Fund Description	Total
01 General Fund	\$1,292,122.86
02 Food Service	\$129,016.10
04 Community Service	\$25,040.47
10 Student Activities	\$21,345.74
Report Total	\$1,467,525.17

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	73694	167243	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	11/17/2017	1,335.26
		73715	167244	Check	1	7482		ANDERSON MATTHEW L.	Yes	Yes	No	USD	11/17/2017	100.00
		73716	167245	Check	1	8410	2	BATTERIES PLUS BULBS	Yes	Yes	No	USD	11/17/2017	89.95
		73701	167246	Check	1	15814		BUFFALO COMMUNITY MIDDLE SCH	Yes	No	No	USD	11/17/2017	25.00
		73692	167247	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	11/17/2017	1,263.37
		73695	167248	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	11/17/2017	2,083.57
		73705	167249	Check	1	2265		ECKROTH MUSIC CO.	Yes	Yes	No	USD	11/17/2017	858.63
		73706	167250	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	11/17/2017	12.60
		73707	167251	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	11/17/2017	23.00
		73708	167252	Check	1	2864		GROTH MUSIC	Yes	Yes	No	USD	11/17/2017	342.68
		73709	167253	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	11/17/2017	747.48
		73710	167254	Check	1	4222		MILACA BUILDING CENTER	Yes	Yes	No	USD	11/17/2017	2,377.49
		73714	167255	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	11/17/2017	150.00
		73703	167256	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	11/17/2017	18.30
		73704	167257	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	11/17/2017	10.23
		73711	167258	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	11/17/2017	824.00
		73712	167259	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	11/17/2017	44.95
		73717	167260	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	11/17/2017	72.00
		73718	167261	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	11/17/2017	68.85
		73696	167262	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	11/17/2017	2,221.25
		73713	167263	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	Yes	No	USD	11/17/2017	22.49
		73699	167264	Check	1	14366		SHRED RIGHT	Yes	Yes	No	USD	11/17/2017	35.25
		73702	167265	Check	1	15815		ST. FRANCIS XAVIER	Yes	Yes	No	USD	11/17/2017	25.00
		73693	167266	Check	1	11232		TAMARACK LAKE PHEASANTS	Yes	Yes	No	USD	11/17/2017	750.00
		73700	167267	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	11/17/2017	18,707.76
		73698	167268	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	11/17/2017	414.10
		73697	167269	Check	1	12980	1	TIES	Yes	Yes	No	USD	11/17/2017	1,990.50
		73720	167270	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	11/20/2017	19,003.44
		73721	167271	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	11/20/2017	7,655.43
		73745	167272	Check	1	2816		ANDERSON GREG	Yes	No	No	USD	11/22/2017	145.46
		73756	167273	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	11/22/2017	221.20
		73730	167274	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	Yes	No	USD	11/22/2017	181.60
		73736	167275	Check	1	15738		BROMO INCORPORATED	Yes	Yes	No	USD	11/22/2017	1,188.00
		73742	167276	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	11/22/2017	1,467.75
		73741	167277	Check	1	1720		CENTRAL MN FOSTER GRANDPAREI	Yes	Yes	No	USD	11/22/2017	1,425.00
		73731	167278	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	11/22/2017	134.81
		73725	167279	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	11/22/2017	2,193.36
		73743	167280	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	11/22/2017	332.00
		73726	167281	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	Yes	No	USD	11/22/2017	110.21
		73744	167282	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	11/22/2017	9,699.59
		73735	167283	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	11/22/2017	226.40

Princeton Public Schools #477
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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	73774	167325	Check	1	14550		SHERBURNE COUNTY AREA UNITEE	Yes	No	No	USD	11/30/2017	425.86
		73784	167326	Check	1	12434	2	C.M.S.C.A.	Yes	No	No	USD	11/28/2017	50.00
		73789	167327	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD	12/01/2017	414.00
		73842	167328	Check	1	8410	2	BATTERIES PLUS BULBS	Yes	No	No	USD	12/01/2017	103.68
		73826	167329	Check	1	15832		BEMIDJI HIGH SCHOOL	Yes	No	No	USD	12/01/2017	150.00
		73810	167330	Check	1	14928		BISHMAN ERIN	Yes	No	No	USD	12/01/2017	50.00
		73844	167331	Check	1	8866	1	BLICKART MATERIALS	Yes	No	No	USD	12/01/2017	1,726.46
		73807	167332	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	12/01/2017	140.80
		73809	167333	Check	1	14925		BUTLER NICOLE	Yes	No	No	USD	12/01/2017	50.00
		73828	167334	Check	1	1836	12	C.M.A.S.S.P.	Yes	No	No	USD	12/01/2017	500.00
		73829	167335	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	12/01/2017	499.13
		73827	167336	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	12/01/2017	230.00
		73824	167337	Check	1	15830		DAIKIN APPLIED AMERICAS INC	Yes	No	No	USD	12/01/2017	801.50
		73811	167338	Check	1	14935		DASSOW ASHLEY	Yes	No	No	USD	12/01/2017	50.00
		73791	167339	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	12/01/2017	2,466.00
		73830	167340	Check	1	2361		ELK RIVER HIGH SCHOOL	Yes	No	No	USD	12/01/2017	260.00
		73831	167341	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	12/01/2017	404.88
		73804	167342	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	12/01/2017	77.42
		73819	167343	Check	1	15824		GRISWOLD MELISSA	Yes	No	No	USD	12/01/2017	50.00
		73845	167344	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	12/01/2017	1,578.00
		73788	167345	Check	1	11387		HAUBENSCHILD JILL	Yes	No	No	USD	12/01/2017	50.00
		73821	167346	Check	1	15826		HEIDBRINK ZACHARY	Yes	No	No	USD	12/01/2017	143.00
		73832	167347	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	12/01/2017	758.42
		73798	167348	Check	1	13004		HOLTE JON	Yes	No	No	USD	12/01/2017	143.00
		73799	167349	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	12/01/2017	600.00
		73833	167350	Check	1	3261		I.S.D. #480	Yes	No	No	USD	12/01/2017	746.06
		73825	167351	Check	1	15831		ICKLER TONI	Yes	No	No	USD	12/01/2017	145.10
		73834	167352	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	12/01/2017	5.00
		73818	167353	Check	1	15823		JOHNSON LINDSEY	Yes	No	No	USD	12/01/2017	56.00
		73839	167354	Check	1	6998		LEVIN AARON	Yes	No	No	USD	12/01/2017	77.00
		73814	167355	Check	1	15333		LINDGREN NICOLE	Yes	No	No	USD	12/01/2017	50.00
		73796	167356	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	12/01/2017	167.91
		73805	167357	Check	1	14135	4	M.T.E.E.A.	Yes	No	No	USD	12/01/2017	375.00
		73835	167358	Check	1	4136		MENARDS	Yes	No	No	USD	12/01/2017	806.05
		73823	167359	Check	1	15829		MERHAAR JAMES L.	Yes	No	No	USD	12/01/2017	900.00
		73841	167360	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	12/01/2017	816.00
		73843	167361	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	12/01/2017	700.00
		73797	167362	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	12/01/2017	85.00
		73802	167363	Check	1	13864		MINKS GERVEA	Yes	No	No	USD	12/01/2017	50.00
		73790	167364	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	12/01/2017	139.43
		73803	167365	Check	1	13882	1	MIN DEPT OF HUMAN SERVICES	Yes	No	No	USD	12/01/2017	204.00

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0477	001	73905	167407	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	12/08/2017	325.61
		73893	167408	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	12/08/2017	605.00
		73877	167409	Check	1	15490		EIYNCK TERRY	Yes	No	No	USD	12/08/2017	78.00
		73906	167410	Check	1	9088		FASTSIGNS	Yes	No	No	USD	12/08/2017	208.11
		73862	167411	Check	1	13058		FRIEDRICHS MATT	Yes	No	No	USD	12/08/2017	121.00
		73884	167412	Check	1	15838		HOLSETH ERIC	Yes	No	No	USD	12/08/2017	60.00
		73856	167413	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	12/08/2017	4,092.54
		73875	167414	Check	1	15415		INDEPENDENT EMERGENCY SERVIC	Yes	No	No	USD	12/08/2017	43.08
		73881	167415	Check	1	15835		KRAABEL JORDAN	Yes	No	No	USD	12/08/2017	121.00
		73888	167416	Check	1	15843		KRUEGER BRIAN	Yes	No	No	USD	12/08/2017	18.10
		73894	167417	Check	1	3979		MALLEY DAVE	Yes	No	No	USD	12/08/2017	113.00
		73861	167418	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	12/08/2017	2,082.50
		73873	167419	Check	1	15325		MINNESOTA INDIAN EDUCATION AS	Yes	No	No	USD	12/08/2017	100.00
		73853	167420	Check	1	10006	2	MNGWL	Yes	No	No	USD	12/08/2017	150.00
		73887	167421	Check	1	15842		OSSELL'S OF PRINCETON	Yes	No	No	USD	12/08/2017	150.00
		73883	167422	Check	1	15837		PAGLIANO ALEX	Yes	No	No	USD	12/08/2017	113.00
		73890	167423	Check	1	15845		PERSON JAN	Yes	No	No	USD	12/08/2017	71.20
		73891	167424	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	12/08/2017	17.16
		73874	167425	Check	1	15384		PNC EQUIPMENT FINANCE, LLC	Yes	No	No	USD	12/08/2017	40,949.22
		73885	167426	Check	1	15840		POSTMASTER - MADELIA MN	Yes	No	No	USD	12/08/2017	1,377.67
		73879	167427	Check	1	15833		REKSTAD JONAH	Yes	No	No	USD	12/08/2017	121.00
		73866	167428	Check	1	14410		REVOLUTION CYCLE & SKI	Yes	No	No	USD	12/08/2017	683.79
		73889	167429	Check	1	15844		ROBINSDALE ARMSTRONG H.S.	Yes	No	No	USD	12/08/2017	700.00
		73896	167430	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	12/08/2017	179.88
		73868	167431	Check	1	14527		SCHIMETZ SCOTT	Yes	No	No	USD	12/08/2017	113.00
		73904	167432	Check	1	8744		SCHMEICHEL DAVID	Yes	No	No	USD	12/08/2017	78.00
		73903	167433	Check	1	8024	2	SCHOOL FINANCES	Yes	No	No	USD	12/08/2017	100.00
		73897	167434	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	12/08/2017	699.90
		73865	167435	Check	1	14404		SKOCHENSKI BRYAN	Yes	No	No	USD	12/08/2017	60.00
		73908	167436	Check	1	9494	1	SNA	Yes	No	No	USD	12/08/2017	50.00
		73867	167437	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	12/08/2017	25,327.23
		73863	167438	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	12/08/2017	139.55
		73898	167439	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	12/08/2017	1,397.98
		73870	167440	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	12/08/2017	341.54
		73872	167441	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	12/08/2017	27.98
		73869	167442	Check	1	14857		VAWSER ROBERT	Yes	No	No	USD	12/08/2017	78.00
		73899	167443	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	12/08/2017	221.00
		73900	167444	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	12/08/2017	266.76
		73886	167445	Check	1	15841		WILLIAMS MERLIN	Yes	No	No	USD	12/08/2017	200.00
		73876	167446	Check	1	15458		WINDSPERGER AFTON	Yes	No	No	USD	12/08/2017	132.00
		73860	167447	Check	1	12558		WINTER PATRICK	Yes	No	No	USD	12/08/2017	113.00

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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		73930	167490	Check	1	14077	MINNESOTA SERVICE COOPERATIV	Yes	No	No	USD	12/19/2017	440.00
		73916	167491	Check	1	11477	MINUTEMAN PRESS	Yes	No	No	USD	12/19/2017	1,660.43
		73963	167492	Check	1	4358	MN F.F.A.	Yes	No	No	USD	12/19/2017	500.00
		73964	167493	Check	1	4363	MN HISTORICAL SOCIETY	Yes	No	No	USD	12/19/2017	1,512.00
		73965	167494	Check	1	4628	NELSON NURSERY	Yes	No	No	USD	12/19/2017	4,133.00
		73966	167495	Check	1	4707	NORCOSTCO INC.	Yes	No	No	USD	12/19/2017	385.14
		73982	167496	Check	1	7848	NORTH SHORE GYM SALES	Yes	No	No	USD	12/19/2017	1,344.00
		73925	167497	Check	1	13355	PALMER BUS SERVICE, INC.	Yes	No	No	USD	12/19/2017	84,829.40
		73967	167498	Check	1	4926	PAXTON/PATERSON	Yes	No	No	USD	12/19/2017	2,920.00
		73942	167499	Check	1	15566	PC PARTS PLUS, LLC	Yes	No	No	USD	12/19/2017	239.93
		73944	167500	Check	1	15742	PREMIER ELECTRICAL CORPORATI	Yes	No	No	USD	12/19/2017	637.00
		73968	167501	Check	1	5118	PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	12/19/2017	375.00
		73970	167502	Check	1	5194	PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	12/19/2017	64,347.84
		73969	167503	Check	1	5159	PRINCETON YOUTH HOCKEY ASSN	Yes	No	No	USD	12/19/2017	35,000.00
		73919	167504	Check	1	12243	PROVISION MEDIA INC	Yes	No	No	USD	12/19/2017	279.00
		73971	167505	Check	1	5214	QUILL CORPORATION	Yes	No	No	USD	12/19/2017	792.45
		73947	167506	Check	1	15839	REACH COMPANIES, LLC	Yes	No	No	USD	12/19/2017	208.44
		73973	167507	Check	1	5256	READ NATURALLY	Yes	No	No	USD	12/19/2017	652.80
		73972	167508	Check	1	5254	REALLY GOOD STUFF	Yes	No	No	USD	12/19/2017	47.99
		73974	167509	Check	1	5273	REGION 4 FFA	Yes	No	No	USD	12/19/2017	185.00
		73975	167510	Check	1	5297	RENAISSANCE LEARNING INC	Yes	No	No	USD	12/19/2017	7.05
		73941	167511	Check	1	15403	RENNEBERG HARDWOODS	Yes	No	No	USD	12/19/2017	1,759.81
		73936	167512	Check	1	14420	ROBOTICS EDUCATION & COMPETI	Yes	No	No	USD	12/19/2017	100.00
		73938	167513	Check	1	14495	ROCKY MOUNTAIN CONSTRUCTION	Yes	No	No	USD	12/19/2017	3,660.00
		73986	167514	Check	1	9776	SAFEWAY CONSTRUCTION, INC	Yes	No	No	USD	12/19/2017	1,086.00
		73933	167515	Check	1	14366	SHRED RIGHT	Yes	No	No	USD	12/19/2017	35.25
		73983	167516	Check	1	8531	STRATEGIC EQUIPMENT	Yes	No	No	USD	12/19/2017	512.54
		73926	167517	Check	1	13481	SUMMIT FIRE PROTECTION	Yes	No	No	USD	12/19/2017	1,000.50
		73976	167518	Check	1	6079	TEAM SPORTING GOODS INC	Yes	No	No	USD	12/19/2017	949.98
		73977	167519	Check	1	6086	TECH CHECK	Yes	No	No	USD	12/19/2017	21,900.00
		73978	167520	Check	1	6226	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	12/19/2017	21.03
		73921	167521	Check	1	12404	TUMBLEWEED PRESS INC	Yes	No	No	USD	12/19/2017	539.10
		73981	167522	Check	1	7277	TWIN CITY SUPPLY	Yes	No	No	USD	12/19/2017	1,400.99
		73932	167523	Check	1	14333	UPPER LAKES FOODS, INC.	Yes	No	No	USD	12/19/2017	94,856.22
		73937	167524	Check	1	14430	VEX ROBOTICS, INC.	Yes	No	No	USD	12/19/2017	1,627.14
		73979	167525	Check	1	6500	WEST BRANCH CONSTRUCTION CO	Yes	No	No	USD	12/19/2017	1,475.00

Bank Total: 001
\$1,467,525.17

Report Total:
\$1,467,525.17

Princeton Public Schools - ISD #477

Wire Transfer Report

December 19, 2017

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
11/15/2017	\$ 573,352.64	ACH File Transfer
11/15/2017	\$ 210,215.46	Federal Tax Wire Transfer
11/15/2017	\$ 33,188.04	State Tax Wire Transfer
11/15/2017	\$ 12,248.11	Select Account HSA
11/15/2017	\$ 93,075.64	TRA File Transfer
11/15/2017	\$ 36,045.51	PERA File Transfer
11/15/2017	\$ 241.50	MN Child Support File Transfer
11/15/2017	\$ 51,619.13	TSA File Transfer
11/30/2017	\$ 584,449.35	ACH File Transfer
11/30/2017	\$ 212,025.37	Federal Tax Wire Transfer
11/30/2017	\$ 33,522.58	State Tax Wire Transfer
11/30/2017	\$ 12,248.11	Select Account H S A
11/30/2017	\$ 93,239.80	TRA File Transfer
11/30/2017	\$ 39,060.97	PERA File Transfer
11/30/2017	\$ 241.50	MN Child Support File Transfer
11/30/2017	\$ 48,024.41	TSA File Transfer
12/4/2017	\$ 14,811.35	BMO Harris Bank - (Pcards)
12/1/2017	\$ 430.00	MN Revenue - (Sales tax)
11/2/2017	\$ 1,316.74	SelectAccount
11/9/2017	\$ 1,068.05	SelectAccount
11/16/2017	\$ 2,620.40	SelectAccount
11/20/2017	\$ 429.60	SelectAccount
11/23/2017	\$ 4,720.93	SelectAccount
11/30/2017	\$ 30.39	SelectAccount
	\$	
TOTAL	\$ 2,058,225.58	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR NOVEMBER 2017**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,442,253.94	2,184,013.29	2,647,312.98	(3,913.09)	11,978,954.25
02 Food Service	459,303.55	178,104.44	185,290.40	(221.43)	452,117.59
04 Community Service	397,993.70	103,312.90	107,744.16	(787.81)	393,562.44
06 Building Fund	65,603.12	54.80	0.00	0.00	65,657.92
07 Debt Service	1,998,554.57	373,806.30	0.00	0.00	2,372,360.87
10 Activities	149,374.96	65,087.30	25,797.86	(1,119.90)	188,664.40
TOTAL	15,513,083.84	2,904,379.03	2,966,145.40		15,451,317.47

Bank Accounts

AP/PR Account (Bremer)	573,572.06
MSDLAF+	3,173,533.61
Investments (Fd01)	11,947,408.15
Investments (Fd06)	<u>65,657.92</u>
	15,760,171.74
O/S Accts Pay Checks	(208,923.25)
O/S Payroll Checks	(10,473.78)
O/S Wires	(94,066.99)
NSF Checks	<u>4,609.75</u>
TOTAL	15,451,317.47

**PRINCETON PUBLIC SCHOOLS
POLICY 206-PUBLIC PARTICIPATION
IN SCHOOL BOARD MEETINGS / COMPLAINTS ABOUT PERSONS AT SCHOOL
BOARD MEETING AND DATA PRIVACY CONSIDERATIONS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

Name; employee identification number, which must not be the social

security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action defined in Minn. Stat § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multi member agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personal data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda Items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak.

Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are Unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as

designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

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

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B. 143, Subd. 2 (Disclose Past Buyouts or Contract is Void.)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

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

Adopted: May 13, 2003

Revised: May 25, 2010

Revised: January 8, 2013

Revised: August 4, 2015

Revised: August 16, 2016

(Policy Meeting November 21, 2017) Reviewed: January 2, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY 213-SCHOOL BOARD COMMITTEES**

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees to facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.
- I. The school board will establish, by resolution, for each committee the

number of members, the term and the charge or mission of each such committee.

- J. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof. Any changes to committee assignments must be made by the Board Chair.

Official Princeton Public School Board Committees/Appointments

School Board Committees	Appointments
Executive	Community Education/Early Childhood Family Education Advisory
Finance	Meet & Confer
Long Range Planning	Rum River Special Education Cooperative
Policy	MN State High School League
Public Engagement	Schools For Equity in Education (SEE)
	Wellness

Cross References: Princeton Policy 201(Legal Status of the School Board)
 Princeton Policy 203 (Operation of the School Board-Governing Rules)

Adopted: May 13, 2003
 Revised: July 22, 2008
 Revised: March 8, 2011
 Revised: January 6, 2015

(Policy meeting November 21, 2017) Revised: January 2, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY 417-CHEMICAL USE AND ABUSE**

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- ~~C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.~~
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

- A. Instruction
 - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
 - 2. Each school shall have age-appropriate, developmentally based Activities that:

- a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
 4. Each school shall disseminate drug and violence prevention information within the school and to the community.
 5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
 6. Each school shall have drug and violence prevention activities that May include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.

- b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
- c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

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- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's personal effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
- a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Pre-assessment Teams

1. Every school shall have a ~~chemical abuse pre-assessment~~ team. ~~designated by the superintendent or designee.~~ The team ~~will~~ may be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the ~~pre-assessment~~ team decides not to provide a student and, in the case of a minor, the student's parents with

information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health

services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

- 1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
- 2. The advisory team shall:
 - a. build awareness of the problem within the community, Identify available treatment and counseling programs for

students and develop good working relationships and enhance communication between the schools and other community agencies; and

- b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
 - 1. The dangers and health risks of chemical abuse in the workplace/school.
 - 2. The school district's drug-free workplace/drug-free school policy.
 - 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
 - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References: Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act of 1988)

20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)

34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference: MSBA/MASA Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School
MSBA/MASA Policy 502 (Search of Student Lockers, Desks,
Personal Possessions, and Student's Person)
MSBA/MASA Policy 506 (Student Discipline)
MSBA/MASA Policy 527 (Student Motor Vehicles; Use; Parking:
Search)

Adopted: April 28, 1987

Revised: May 25, 1993

Revised: June 13, 1995

Revised: August 27, 1996

Revised: September 9, 1997

Revised: June 25, 2002

Revised: May 11, 2004

Revised: June 25, 2013

Revised: May 19, 2015

Revised: April 16, 2017

(Policy meeting November 21) Revised: January 2, 2018

PRINCETON PUBLIC SCHOOLS POLICY 510-ACTIVITIES PROGRAM

Purpose

The purpose of this policy is to support development and implementation of a quality student activities program. This will assure a wide range of opportunities, experiences and expectations to meet the needs and interests of students in the Princeton Public Schools.

Definition of Activity

“Activity” refers to any activity whether athletic, academic or fine arts. It also applies to all levels; including elementary, middle, senior high levels and Community Education sponsored activities.

General Statement of Policy

The Princeton School District will provide opportunities for students to safely participate, enjoy and excel in a quality activities program. In order to accomplish this mission:

- 1: Students will strive to achieve their personal best and compete at the most challenging level appropriate to their abilities.
- 2: The activities program will provide staff, leadership and resources to support student opportunities.
- 3: Coaches/Advisers will, on an annual basis or at the end of a season, submit a written evaluation on the program to the district Activities Director. This evaluation, including anonymous parent and student input, will be written on a form developed by the Activities Director.
- 4: The Activities Director will evaluate all head coaches/advisers on a bi-annual basis and all new head coaches during their first year. Head coaches will be responsible for evaluating the assistants of their respective programs at the end of each season and submit a written evaluation to the appropriate building principal. Additional and periodic evaluations will occur as needed.

Belief Statements

- 1: A variety of activities should be available to accommodate a wide range of students' interests. All students should have support to achieve their full potential. Everyone who wants to participate in a specific activity should be able

- to participate at a level appropriate to his or her ability.
2. The activities program should be **FUN** for all who work and participate in it.
 3. Teamwork and respect should be the foundation of all aspects of the activities program.
 4. Competition is valued and consists of commitment to success, working hard, and achieving one's personal best.
 5. Commitment to communication by parents, students and the school district is required for positive and successful relationships.
 6. Participation complements, rather than compromises, students' academic responsibilities.
 7. All activities will provide opportunities for students to enhance self-esteem and self-confidence. Understanding expectations and experiencing encouragement are important to building self-esteem.
 8. All activities will have equal value and should have appropriate access to resources and support. Expectations for students and recognition of achievements should also be equal.
 9. Consistent processes and procedures for starting, evaluating, modifying or eliminating programs must be applied to all activities.
 10. Striving for excellence will include a commitment to achieving goals and the self-discipline to work toward continuous improvement.
 11. All students are responsible for their own behavior, work ethic, and positive attitude before, during and after participation in their chosen activity.
 12. All students, coaches, parents, and supporters should abide by the Conference Code of Ethics:
 - As an **athlete/participant**, I will respect the rights and property of others. I will accept responsibility for my actions and follow the rules of my sport. I will respect and obey the rules of my school, community, state and country.
 - As a **coach/advisor**, I will constantly uphold the honor and dignity of the profession. I will coach each athlete/participant to the best of my ability, knowing that sports and activities are an extension of my community's accepted educational program.

- As a **fan**, I will show positive support for my school's teams and coaches. I will respect opponents and abide by the decisions of officials. I will keep in mind that I represent my family, my school and my community.
- 13: Minnesota State High School League policies and regulations and District 477 policies and regulations will guide eligibility, participation and conduct and must be followed.
- 14: Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students. When rehearsals are scheduled for extended periods of time; coaches/advisers/staff will find ways to allow students to study during periods of time when they are not directly involved.
- 15: Every effort will be made to leave Wednesday evenings and Sundays open so that students may participate in non school activities. There will be no practices; rehearsals; or activities after 6:00 p.m. on Wednesdays. Any exceptions must be approved by the school board prior to the event occurring.
- 16: Must follow Policy 902 – Facility Use Policy.

Activities Communication

STUDENT OR PARENT/STAFF COMMUNICATION:

- 1: The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/adviser's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

Level 1	Coach/Advisor directly involved with the student
Level 2	Head Coach/Advisor
Level 3	Activities Director
Level 4	Principal
Level 5	Superintendent
Level 6	School Board

- 2: If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.

- 3: All staff members in the communication protocol following coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.

STAFF/STAFF COMMUNICATION:

- 1: Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal; Superintendent; School Board):
- 2: All affected staff may be asked to participate in the discussion:

Activity Schedule Conflicts

- 1: When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
 - Rehearsal or practice
 - Scrimmage
 - Non-conference, non-sectional or invitational meet/game
 - Extended student field trip
 - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
 - Sectional or conference play-offs
 - State competition
- 2: All extended student field trips may not conflict with conference championship; MSHSL sub-section, section or state tournaments.
- 3: When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athlete/participant will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity):
- 4: School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom):

5. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
6. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

Activity Start-Up/Modification/Elimination

The following process will be followed to start, modify or eliminate an activity (ies):

ACTIVITY START-UP

1. Notification of Activities Director.
2. Demonstrated student interest at an earlier age through intramural, club, community education/middle school/elementary school participation, interest survey, consistent participation (2-4 years).

- 3: Expenditure Evaluation:
 - ~~Advisory Staff: Qualified/certified – number of staff required~~
 - ~~Facilities~~
 - ~~Equipment~~
 - ~~Transportation: Lodging – travel~~
- 4: ~~Activities Director recommendation to the School Board.~~
- 5: ~~School Board evaluation and decision.~~
- 6: ~~Probation for 3 years.~~

ACTIVITY MODIFICATION

- 1: Add a level:
 - ~~Add a coach/advisor.~~
 - ~~Add an appropriate schedule.~~
 - ~~Review participation (prior year).~~
 - ~~Examine facilities.~~
 - ~~Activities Director recommendation to the School Board.~~
 - ~~School Board evaluation and decision.~~

ACTIVITY ELIMINATION

- 1: ~~Activities Director notifies coach/advisor.~~
- 2: ~~The activity is being placed on probation.~~
 - ~~Probationary period 2-3 years or less.~~
 - ~~Continued decreasing participation.~~
 - ~~Review of middle school program.~~
 - ~~Lack of competitive opportunities.~~
- 3: ~~Cooperative opportunities will be investigated.~~
- 4: ~~The activity is being dropped.~~
 - ~~Temporary situation (lack of participation at combined levels).~~
 - ~~When participation increases, the activity will be reactivated.~~

5. ~~The activity is being eliminated:~~

- ~~Recommendation by Activities Director to the School Board:~~
- ~~School Board evaluation and decision:~~

~~**Legal References:** Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities)~~

~~**Cross References:** Policy 413 (Harassment and Violence)
Policy 423 (Employee/Student Relationships)
Policy 503 (Student Attendance)
Policy 505 (Distribution of Non school Sponsored Materials on School Premises by Students and Employees)
Policy 506 (Student Discipline)
Policy 597 (Interscholastic Eligibility)
Policy 610 (Field Trips)
Policy 902 (Facility Use)
————— MSBA Service Manual, Chapter 5, Various Educational Programs~~

Adopted: December 19, 2000
Updated: July 20, 2004
Revised: July 19, 2005
Revised: October 10, 2007
Revised: January 13, 2009
Revised: December 8, 2009
Revised: March 23, 2010
Reviewed: February 16, 2016

PRINCETON PUBLIC SCHOOLS
POLICY 510-ACTIVITIES PROGRAM

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

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

E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

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

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA Service Manual, Chapter 5 Various Educational Programs

(Policy Meeting 11/21/17) Adopted: January 2, 2018



Procedures Title: Activities Program

Introduction: To provide clear communication with student or parent/staff.

Policy Context: Policy 510 is the current board approved policy related to Activities

Procedures:

A. COMMUNICATION

STUDENT OR PARENT/STAFF COMMUNICATION

1. The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/advisor's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

Level 1	Coach/Advisor directly involved with the student
Level 2	Head Coach/Advisor
Level 3	Activities Director
Level 4	Principal
Level 5	Superintendent
Level 6	School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.
3. All staff members in the communication protocol following coach/advisor

are obligated to follow the policy and determine that the lines) of communication have been followed.

STAFF/STAFF COMMUNICATION:

1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.

B. SCHEDULING AND SCHEDULE CONFLICTS

1. When scheduled events conflict and a student participant must choose an event, coaches/advisors will work with the student and activities director to review options and determine a course of action. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performances/competition levels are listed in order from lowest to highest:
 - Rehearsal or practice
 - Scrimmage
 - Non-conference, non-sectional or invitational meet/game
 - Extended student field trip
 - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
 - Sectional or conference play-offs
 - State competition
2. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.
3. Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students. When rehearsals are scheduled for extended periods of time, coaches/advisors/staff will find ways to allow students to study during periods of time when they are not directly involved.
4. Every effort will be made to leave Wednesday evenings and Sundays open so that students may participate in non school activities. There will be no practices, rehearsals, or activities after 6:00 p.m. on Wednesdays. Any exceptions must be approved by the school board prior to the event occurring.

C. ACTIVITY START-UP/MODIFICATION/ELIMINATION

Activity Start-Up

1. Notification of Activities Director.
2. Demonstrated student interest in an earlier age through intramural, club, community education/middle school/elementary school participation, interest survey, consistent participation (2-4 years).
3. Expenditure Evaluation.
 - Advisory Staff: Qualified/certified-number of staff required
 - Facilities
 - Equipment
 - Transportation: Lodging-Travel
4. Activities Director recommendation to the School Board.
5. School Board evaluation and decision.
6. Probation for 3 years.

Activity Modification

1. Add a level.
 - Add a coach/advisory
 - Add an appropriate schedule
 - Review participation (prior year)
 - Examine Facilities
 - Activities Director recommendations to the School Board
 - School Board evaluation and decision

Activity Elimination

1. Activities Director notifies coach/advisor
2. The activity is being placed on probation
 - Probationary period 2-3 years or less
 - Continued decreasing participation
 - Review of middle school program
 - Lack of competitive opportunities
3. Cooperative opportunities will be investigated

4. The activity is being dropped.
 - Temporary situation (lack of participation at combined levels)
 - When participation increases, the activity will be reactivated
5. The activity is being eliminated.
 - Recommendation by Activities Director to the School Board.
 - School Board evaluation and decision.

D. PROGRAM EVALUATION

1. Coaches/Advisers will, on an annual basis or at the end of a season, submit a written evaluation on the program to the district Activities Director. This evaluation, including parent input and anonymous student input, will be written on a form developed by the Activities Director.
2. The Activities Director will evaluate all head coaches/advisers on a bi-annual basis and all new head coaches during their first year. Head coaches will be responsible for evaluating the assistants of their respective programs at the end of each season and submit a written evaluation to the appropriate building principal. Additional and periodic evaluations will occur as needed.

E. INITIATING NEW CO-CURRICULAR ACTIVITIES

Approval by Princeton High School Administration as well as the Board of Education is necessary for each activity.

1. **Write an introduction proposal letter:** The proposal should include the purpose of the organization and how it would benefit students. Timelines and potential events or schedules should be included.
2. **Identify Which Category**
 - A. MSHSL Athletic Activity
 - B. MSHSL Non-Athletic Activity
 - C. PHS Club or Non-Athletic Competitive Activity
3. All activities must be supervised by staff. Who will the advisor be?
4. Will the advisor/coach be a paid position? YES or NO
5. (If YES, the Board of Education must place the position on the salary schedule and funding must be allocated).

6. Will a budget for expenses be requested? If this is to be an unfunded activity, an advisor is still required. Who has volunteered to supervise this student group?

APPROVAL REQUIRED:

_____BUILDING PRINCIPAL

_____ACTIVITIES DIRECTOR

_____BOARD OF EDUCATION

Procedure Adopted: January 2, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY 517-STUDENT RECRUITING**

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contract with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)

Adopted: October 10, 2006
Reviewed: August 18, 2015
(Policy meeting 11.21.17) **Reviewed: January 2, 2018**

**PRINCETON PUBLIC SCHOOLS
POLICY 597-INTERSCHOLASTIC ELIGIBILITY**

ISD 477 is a member of MSHSL and follows all rules, regulations and bylaws pertaining to interscholastic eligibility.

Extra-curricular is defined as those events and organizations that are in no way tied to the grade a student would receive for any class.

Following is a summary of the basic regulations governing a student's eligibility to participate in all high school extra-curricular activities. These regulations are in compliance with official Minnesota State High School League regulations. Regulations outlined are in the Minnesota State High School League Handbook. Copies of the handbook are available at the high school.

- A. **ANNUAL ATTENDANCE** - All participants are required to attend a pre-season eligibility meeting. Parents are strongly encouraged to attend these meetings regarding rules and policies for students involved in MSHSL activities.
- B. **ACADEMIC REQUIREMENTS**

Students must be making satisfactory progress toward school district requirements for graduation (see policy 613 Graduation Requirements). Any participant competing at the 9th grade, 10th grade, Junior Varsity and/or Varsity Levels receiving an "F", beginning with the 4th-week trimester grade check, will be ineligible to compete one school day after notification to the student. Participants can become instantly eligible to compete upon receiving verification from all teachers that no "F's" exist. Participants will be able to practice. Participants with an "F" will not be permitted to leave school early for practices, events or contests. The scholastic average will be 2.0 for grades 9 - 12. Students not meeting this requirement at the 4/6/9 grade check periods will have 2 weeks to remain eligible (this period will be called "probation"). If a 2.0 is not attained during the 2 week probation, a 2 week suspension results (this period will be called "suspension"). If a 2.0 is not attained after 2 weeks of academic suspension, the student is removed from the team roster. Fall participants will be placed on academic probation if a 2.0 GPA is not attained during the 3rd trimester of the previous school year.

7th & 8th grade students participating in athletics and/or fine art activities are expected to be passing all of their classes. Grade checks will take place at the beginning of each season and/or as needed. Students not achieving a 2.0 GPA and/or if they have one or more "N's" will be placed on academic probation. During this time, students will have two weeks to remain eligible by attaining a 2.0 GPA and/or receiving zero "N's." If students remain academically ineligible, they will be placed on academic suspension. If a

2.0 and/or zero "N's" is not attained after two weeks of academic suspension, the student is removed from the roster. Fall participants will be placed on academic probation if a 2.0 GPA is not attained during the 3rd trimester of the previous year.

Note: Coaches/Advisors have the ability to raise the 2.0 academic standard for their participants as long as the expectation is made clear at the beginning of the season.

The administration may review individual cases and has discretion regarding waiving eligibility requirements.

C. ~~ALCOHOL / DRUGS / TOBACCO -- VANDALISM / THEFT OF PROPERTY~~

~~A student shall not use, have in possession, buy, sell or give a beverage containing alcohol (regardless of quantity) during the entire year, including the summer months.~~

~~1. A student shall not have in possession or use tobacco during the entire year, including the summer months. Students who violate this rule shall be suspended from participation in all high school extra-curricular activities for the time specified herein.~~

~~2. A student shall not have in possession or consume any substance defined by law as a drug, unless specifically prescribed by their doctor for the student's own use. Further, they shall not buy, sell or give away such a substance during the entire year, including the summer months. The term "possession" includes having on your person, in your locker, or in your vehicle. Students involved in vandalism or theft of school property, student property, or property of school personnel shall be subject to the same disciplinary action specified for alcohol/drugs.~~

~~3. Students who violate any of these rules shall be suspended from participation in all school district extra-curricular activities for the time specified herein.~~

~~4. Chemical Violations~~

~~Rule: Attendance~~

~~Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited.~~

~~5. Cooperation and Honesty~~

~~If at any time a student participant is found uncooperative and dishonest regarding their statement(s) concerning testimony as it relates to stated violations of this policy, the following suspensions(s) will be administered:~~

- a. ~~First offense: the individual will be suspended from the squad five (5) school days and/or one (1) contest, whichever is greater. This suspension will be above and beyond any suspension that will be and/or has been administered.~~
- b. ~~Second offense: the individual will be suspended from the squad for the next ten (10) school days and/or two (2) contests, whichever is greater. This suspension will be above and beyond any suspension that will be and/or has been administered.~~

D. ~~PENALTIES AND RECOMMENDATIONS FOR VIOLATIONS: Administration will notify parents of any/all violations listed below:~~

1. ~~First Violation~~

- a. ~~Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.~~
- b. ~~Recommendations:~~
 - 1. ~~It is recommended that the school develop a local education program through which the student would receive information about the effects of misuse or abuse of mood-altering chemicals.~~
 - 2. ~~It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.~~

2. ~~Second Violation~~

- a. ~~Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six consecutive interscholastic events or three weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.~~
- b. ~~Recommendations:~~
 - 1. ~~It is recommended that before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that they have received counseling from~~

a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.

2. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

3. ~~Third Violation~~

a. ~~Penalty:~~

1. After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 12 consecutive interscholastic events or 4 weeks of a season in which the student is a participant, whichever is greater.
2. If after the third or subsequent violations, the student on their own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor or a chemical dependency treatment center.

b. ~~Recommendation:~~

It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

4. ~~Penalties shall be cumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore or freshman team or activity.~~

5. ~~Denial Disqualification:~~ A student shall be disqualified from all interscholastic activities for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

E. In addition to Section C, where students are found to have violated eligibility rules, situations of suspected student chemical use need to be addressed before serious problems or reported violations occur.

1. In instances where growing indications of chemical use appear, a personal conference with the student shall be conducted by a concerned staff person to

~~discuss concerns about the student and their chemical health.~~

- ~~2. In instances where the indications of chemical use still appear, following the student conference and a grace period, a conference will be held with parents to discuss the staff's concern for the student's chemical health.~~
- ~~3. In instances where the indications of chemical use still appear, following the parent conference and grace period, the student may be suspended from "play" by the coach until there are positive improvements in chemical health.~~
- ~~4. Racial/Religious/Sexual Harassment/Violence and Hazing~~

~~NOTE: (See current Minnesota State High School League Athletic Eligibility General Rules on file at the high school.)~~

- F. ~~SUSPENSIONS - In unique situations, the initiation of the suspension may be aired by the administration. (Example: Individual goes out for one activity, violates a rule, the suspension would begin at the start of this event even if the youth decides to go out for an additional activity.)~~
- G. ~~ENROLLMENT, ATTENDANCE AND REQUIRED SUBJECT LOAD - A student must be registered, attending classes regularly and be enrolled in the required number of credits.~~
- H. ~~TRIMESTERS IN HIGH SCHOOL - A student shall not participate in a high school extra-curricular activity after their 12 trimesters in grades 9 - 12 inclusive. All 12 trimesters shall be consecutive. The attendance of 15 days or more in one trimester will count as a trimester in administering this standard.~~
- I. ~~SEASONS OF PARTICIPATION - No student may participate in more than four seasons in any sport while enrolled in grades 9-12, trimesters 1-12 inclusive.~~
- J. ~~AWARDS RULES - Awards other than medals, ribbons, letters, trophies, plaques, athletic insignias, cups, etc., shall not be awarded for participation in high school extra-curricular activities.—Cost may not exceed \$100.00.~~
- K. ~~GRADUATE - A graduate of a high school is ineligible for participation in any high school extra-curricular activities. Early graduation will be governed by Minnesota State High School League regulations.~~
- L. ~~AGE - A student may not participate in high school athletics who is twenty years of age on the date of the contest. A student who has started a season will be permitted to complete that season after reaching their twentieth birthday. Adapted athletes are eligible to participate until their 22nd birthday, provided they meet all other eligibility requirements.~~

- M. ~~AMATEURISM - A student must be an amateur in the sport for which they are candidates. Golf is governed by the United States Golf Association Amateur Rule.~~
- N. ~~ALL-STAR TEAMS AND GAMES - Students who participate on all-star teams or in all-star games; after having participated in activities as a representative of a Minnesota State High School League member school; are ineligible in that sport in which the violation occurred for a period of one year from the date of the last violation. In the case of a senior, they will forfeit remaining eligibility in all athletic activities for their senior year.~~
- O. ~~ATHLETIC CAMPS AND CLINICS~~
1. ~~School Year: Students may attend athletic camps and clinics which have been approved by their high school principal.~~
 2. ~~Summer Vacation Period: Nonschool specialized athletic camps and clinics do not require approval.~~
 - a. ~~The nonschool sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian; unless other arrangements are approved by the Board of Directors.~~
 - b. ~~A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-squad, junior varsity or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.~~
 3. ~~Penalty:~~
 - a. ~~First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two games in the next sport season in which the student participates.~~
 - b. ~~Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six consecutive interscholastic contests or three weeks, whichever is greater.~~
 - c. ~~Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next 12 consecutive interscholastic contests or 4 weeks, whichever is greater.~~

- d. ~~Accumulative Penalties: Penalties shall be eumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.~~

~~P. PHYSICAL EXAMINATION AND PARENT'S PERMIT - Any student who intends to participate in high school interseholastic activities and cheerleading activities must have on file in the high school a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for physical examination prior to participation. The signature of the parent or guardian approving participation is required annually.~~

~~Q. TRANSFER RULE - as per MSHSL transfer policy, bylaw 111.00 (contact Activities Director for more specific information in this area):~~

- 1. ~~A change of residence is the actual physical relocation by the parents or guardians of a student with the intent to reside indefinitely at a new residence and terminate all occupancy of a previous residence. The change in residence must be bona fide, include other minor siblings and involve transfer from one school district attendance area to another school district attendance area.~~

~~For purposes of eligibility determinations, the residence of a student shall be the bona fide location of the residence and must include occupancy by the student's² parents or guardians in the public school attendance area. Both parents, except as otherwise provided herein, must physically reside at the residence on a regular basis for the duration of the student's enrollment.~~

~~If married, residence is determined by the bona fide residence where the student and the student's spouse actually reside.~~

~~In determining whether a change in residence is bona fide, a member school and the League may consider:~~

- a. ~~New mailing address of the parents or guardians~~
- b. ~~Voting registration of parents or guardians that coincides with the new residence~~
- c. ~~Driver's license registration that coincides with the new residence~~
- d. ~~Purchase or rental agreements~~
- e. ~~Any other reliable evidence of residency~~

- 2. ~~Residence: For purposes of eligibility, a student may only have one residence.~~

To determine residence for eligibility purposes, the public school district attendance area in which the home last occupied by both parents is located shall be considered as the family's residence.

3. ~~Emanipated Student: If emancipated, a student's residence is determined by the bona fide residence where the student actually resides. An emancipated student is one who:~~
 - a. ~~has been a resident of the state of Minnesota for at least one full calendar year immediately preceding the date in question, and~~
 - b. ~~—is totally self-supporting. Criteria to determine if a student is self-supporting may include, but is not limited to:~~
 1. ~~a notarized statement from the parent(s) or guardian(s) that they provide none of the student's support;~~
 2. ~~verification of employment or other means of financial support from the student's employer or supporting agency;~~
 3. ~~verification of rent payment by the student~~
 4. ~~verification from a school that the student is accepted to attend as a resident student on the grounds of being emancipated.~~
 5. ~~any other documentation requested by the Minnesota State High School League or member school.~~
4. ~~Good Standing: For purposes of this bylaw, the term "good standing" shall mean that on the official date of withdrawal from the last school attended the student was fully eligible at that school under all of the conditions and all of the eligibility requirements of that school as well as the eligibility requirements of the state activity association of which that school is a member.~~
5. ~~Guardianship: For purposes of this bylaw, guardianship shall not be accepted for the purpose of establishing the residence of a student except when the guardianship has been established pursuant to a child protection order placement in a foster home or a juvenile court disposition order.~~
6. ~~High School: A high school shall include grades 9 through 12.~~
7. ~~Parents: For purposes of this bylaw, parents shall mean both parents of the student. In the event of divorce, parent shall be the parent with legal and physical custody of the student. In the case of a child protection order, parent shall mean~~

the facility assigned by a court pursuant to a child protection order, foster home placement or juvenile court disposition order.

8. **Public School District Attendance Area:** The term “public school district attendance area” shall be understood to refer to the area assigned to a specific high school by a Board of Education and shall not refer to a school district except in cases in which only one high school exists in a school district.
9. **Transfer Student:** A transfer student is one who discontinues enrollment and attendance in any high school, public or non-public, located in a public school district attendance area and enrolls and attends classes in any other high school in Minnesota.

Domestic Students

- a. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
- b. A transfer student is eligible for varsity competition if:
 1. **9th Grade Option:** the student is enrolling in 9th grade for the first time;
 2. **Family Residence Change:** the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student’s parents. If the student’s parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student’s parents move.

If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year. If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school.

A student who elects not to transfer upon a parent’s change in residence shall continue to be eligible at the school in which the student is currently enrolled.

3. ~~Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.~~
4. ~~—Custody of Student: A student of divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.~~
5. ~~Move From Out of State: If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.~~
6. ~~—Enrollment Options Program: A student who utilizes Minnesota Statute 124D.03 Enrollment Options Program, and transfers without a corresponding change of residence by the student's parents shall elect one of the following:~~
 - a. ~~retain full eligibility for varsity competition for one (1) calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open-enrolled; or~~
 - b. ~~be eligible only at the non-varsity level in the school to which the student has open-enrolled for one (1) calendar year.~~
 - c. ~~If none of the provisions in Section 2 (above) are met, the student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school:~~
 1. ~~Students are immediately eligible for competition at the non-varsity level.~~
 2. ~~A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.~~

3. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.2.A., the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.2.A. are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.

The Minnesota State High School League (MSHSL) Board of Directors has established a due process procedure for a student or parent who believes the bylaws of the MSHSL have been misinterpreted by the student's school administrator(s) who are charged by the school to determine the student's eligibility. A student who represents the student's school in competition between member schools at the varsity, junior varsity or sophomore B-squad level must be fully eligible to do so, and the student or the student's parents who wish to contest a school's failure to certify the eligibility of a student may do so as identified in the Fair Hearing Procedure identified at the beginning of the 300-series of bylaws in the most current MSHSL Official Handbook.

Rationale:

The member schools of the Minnesota State High School League believe that the development, interpretation, application and administration of eligibility rules and regulations are essential components of a school's membership in the MSHSL because they:

Uphold the integrity of the mission of the MSHSL.

To the extent possible, provide fair and equitable competition for students, schools and school communities throughout the state and serve as a deterrent to students and others who may seek to attend a particular school for the purpose of building athletic strength.

Support students in local school communities from being displaced by others who reside in different attendance areas.

Protect school programs from losing students who have established an identity as an athlete or fine arts participant and, as such, are contributors to the overall support of the school community.

Further, the member schools believe the universal and consistent application of eligibility rules:

Support the founding purposes of the MSHSL to “ . . . provide and administer a program

of activities . . . on a competitive basis . . . to establish uniform and equitable rules . . . to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.”

Limit the varsity eligibility of students who move from their district of residence to another school without a full and complete move by the student's parents.

Advise students about limitations they may face if they don't immediately qualify for varsity competition.

Affirm that athletic and fine arts eligibility to represent a school is a privilege and not a right, and they support the educational philosophy that athletics must not be permitted to assume a dominant position in a student's or school's program.

Clarify the difference between a student's opportunity to transfer from school to school or to become involved in PSEO and similar academic programs and a student's athletic and fine arts eligibility when a transfer occurs.

Support the school community relationship. The pride a community takes in its school's teams can't be matched. To undermine the integrity of a community-school alliance to benefit the athletic pursuits of an individual or a small group of athletes is, at best, a questionable practice.

Speak directly to the summertime athletic program influences. The Minnesota State High School League was created, “to establish uniform and equitable rules for youth in inter-school activities” and “to protect youth, member schools and their personnel from exploitation by special interest groups.”

Underline the belief that ethical behavior, fair play, honorable competition, dignity and respect are non-negotiable.

R. NONSCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS

1. During the High School Season: A student may not participate as a member of a nonschool team, in the same sport. SEASON DEFINED: The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition. Baseball, softball, and skiing are exceptions to this rule.

Exception: Summer Vacation Period - Students may participate on a nonschool team in the same sport as they currently play at the high school level during the summer vacation period. SUMMER VACATION DEFINED: Summer vacation shall start on the Saturday following the fourth Friday in May and ending on Labor Day.

~~Summer Coaching Waiver: If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless an extension to the summer waiver is granted by the school's Activities Director.~~

2. ~~During the School Year, Prior To and Following the High School Sports Season: A student may participate in contests, meets or tournaments as an individual competitor or as a member of a nonschool team provided that these activities are voluntary and not influenced or directed for a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff.~~
 - a. ~~A student may not use any type of high school uniform.~~
 - b. ~~A student may not receive coaching or training from a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport. Power skating and indoor soccer are included in this limitation.~~
 - e. ~~A student may receive training through private lessons from a person who is not a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.~~
 - e. ~~A student's fee for nonschool coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the Board of Directors.~~
3. ~~Summer Vacation Period:~~
 - a. ~~A student may compete as an individual or as a member of a nonschool team even though competing on a high school team in the same sport. SUMMER DEFINED: The day following the fourth Friday in May through Labor Day. (Exception Summer Coaching Waiver).~~
 - b. ~~Students may receive a summer waiver to be coached by their high school coach. Students must contact their high school Activities Director.~~
4. ~~Penalty:~~
 - a. ~~First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility~~

~~for two games in the next sport season in which the student participates.~~

- ~~b. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six consecutive interscholastic contests or three weeks, whichever is greater.~~
- ~~c. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next 12 consecutive interscholastic contests or 4 weeks, whichever is greater.~~
- ~~d. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.~~

5. Special Considerations:

- a. National Teams and Olympic Development Programs - The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:
 - 1. The program is approved and supported by the national governing body of the sport or if there is an Olympic Development Program of training and competition.
 - 2. Directly funded by a national governing body on a national level.
 - 3. Authorized by a national governing body for athletes having potential for future national team participation. Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least 30 days prior to participation.
- b. During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or in a United States Olympic Development Program provided the student receives an individual invitation from the United States Olympic Committee or the United States National Governing Body on the national level for that sport.
- e. Students who have completed their eligibility in a sport are exempt from the nonschool competition and training rules in that sport. All-Star rules shall apply.

S. DUE PROCESS - Before a student is suspended from an extra-curricular activity, the

~~appropriate minimum due process components will be followed. They include:~~

- ~~1. Regulations governing the eligibility for participation in extra-curricular activities and consequences of violations of these rules will be provided to all participants.~~
- ~~2. Suspension: A student may, at any time, be suspended from participation in an activity if the advisor feels that their actions or behavior are in violation of activity rules or a disruption to the functioning of the activity. The advisor need not discuss rationale for the suspension until after the completion of the day's activity.~~
- ~~3. Students will be removed from participation in extra-curricular activities only after a fair and objective investigation of the alleged violation.~~
- ~~4. Any student alleged to have violated the regulations will be provided an opportunity for a conference with the school administration to discuss the infraction, the evidence and the decision.~~
- ~~5. In unique situations, the initiation of the suspension may be varied by the administrator.~~
- ~~6. Fair Hearing Procedure: The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. The student has 10 calendar days in which to appeal the school's decision. The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the Activities Director or Principal of the high school.~~

~~Cross References: —Princeton Policy 613 Graduation Requirements
————MSHSL Policy Manual~~

Adopted: August 23, 1983
Revised: June 12, 1990
Revised: April 13, 1999
Revised: June 8, 1999
Revised: May 24, 2005
Revised: August 23, 2005
Revised: July 17, 2007
Revised: October 13, 2009
Revised: January 12, 2010
Revised: August 9, 2011

(Policy meeting 11/21/17) **Revised: January 2, 2018**

**PRINCETON PUBLIC SCHOOLS
POLICY 599-STUDENT ACTIVITIES FEE SCHEDULE**

HIGH SCHOOL ACTIVITY FEES: SPECIAL FEES

A season fee of **\$175** will be assessed to each student participating in these three high school activities: Football, Fall Musical, Boys and Girls Hockey, and a season fee of **\$275** for Trapshooting.

HIGH SCHOOL ATHLETIC ACTIVITY FEES

A season fee of **\$150** will be assessed each student participating in any one high school athletic activity not listed above, **\$125** for any second high school athletic activity and **\$100** for each additional high school athletic activity.

HIGH SCHOOL FINE ARTS ACTIVITY FEES

A season fee of **\$125** will be assessed each student participating in any one high school fine arts activity not listed above, **\$100** for any second fine arts activity and **\$75** for each additional fine arts activity.

MIDDLE SCHOOL ATHLETIC ACTIVITY FEES

A season fee of **\$125** will be assessed each student participating in any middle school athletic activity, **\$100** for any second athletic activity, and **\$75** for each additional middle school athletic activity.

MIDDLE SCHOOL FINE ARTS ACTIVITY FEES

A season fee of \$100 will be assessed each student participating in any middle school fine arts activity, \$75 for any second fine arts activity, and \$50 for each additional middle school fine arts activity.

Middle School students participating at the highschool level of varsity or junior varsity for the entire **athletic or fine arts activity** season will be assessed at the high school rate at the corresponding fee level.

Middle School students participating in an activity who are moved up to an **athletic or fine arts** junior varsity or varsity level will be assessed the difference between middle school and high school fees at the corresponding fee level.

ELEMENTARY STUDENTS

Elementary students involved in activities will be assessed a \$25 fee per activity.

Family Maximum Out-of-Pocket \$750.00.

SPECIAL ACTIVITIES

Football	B/G Hockey	Musical
Trapshooting		

ATHLETIC ACTIVITIES HIGH SCHOOL AND MIDDLE SCHOOL

Baseball	Gymnastics	B/G Track
B/G Basketball	B/G Soccer	Volleyball
Cheerleading	Softball	Wrestling
B/G Cross Country	B/G Swimming	Adapted Bowling
B/G Golf	B/G Tennis	

FINE ARTS ACTIVITIES HIGH SCHOOL AND MIDDLE SCHOOL

Chamber Singers	Knowledge Bowl	Speech
FFA	Math League	Three-Act Play
FACS	Mock Trial	Middle School Theater Production
Jazz Band	One-Act Play	Robotics

SEASON PASSES

Family Pass	\$175.00
Individual Pass	\$100.00
Student Pass	\$25.00
Elementary/Middle/High School Activity Participants*	Free
All Senior Citizen Pass(age 65+)	Free
Adults with Disabilities	Free
Staff Passes	Free if wearing Staff Badge

- If a student pays an activity fee and does not end up going out for the activity, the activity fee will be refunded minus the \$25.00 for a student season pass.
- No assessment is to be made for students who provide documentation of qualification for free lunch under Federal guidelines; students qualifying for reduced lunch will be assessed at a rate of 50%.

Adopted: June 14, 1983
Revised: August 13, 1991
Revised: March 28, 1995
Revised: October 8, 1996
Revised: May 12, 1998
Revised: June 22, 1999
Revised: August 12, 2003
Revised: March 23, 2004
Revised: April 11, 2006
Revised: May 11, 2010
Revised: August 19, 2014
Revised: October 21, 2014
Revised: June 16, 2015

(Meeting 11.21.17)

Reviewed: January 2, 2018

**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

1. 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. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted to expedited to accommodate emergencies or contingencies (e.g., tournament competition).~~

2. 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)

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

(Policy meeting 11/21/17) Revised: January 02, 2018



PRINCETON

DISTRICT CENTER

Procedures Title: Field Trip Office Procedural Checklist

Introduction: To provide clear guidance on field trip requests

Policy Context: Policy 610 is the current board approved policy related to Field Trips.

Procedures:

Teachers who wish to use a field trip experience must submit the request,

- using the FIELD TRIP REQUEST FORM
- to the principal at least ten (10) days prior to the scheduled activity.

Field trips should be avoided during the last two weeks of a trimester. The principal may communicate days on which field trips may not take place. Requests for extended field trips (overnight) must be submitted to the principal at least one month prior to the trip. Field trips that occur on Sunday, or Wednesday evening after 6:00 p.m., should be avoided and extremely rare. Students will be able to make up all assignments or other activities without penalty by the classroom teacher when excused for school approved functions and field trips. Access and follow the Field Trip Procedural checklist available in the office

FIELD TRIP OFFICE PROCEDURAL CHECKLIST-HIGH SCHOOL

- Submitted Field Trip Request and Transportation Request forms go to Principal's secretary Check for completion
 - (both forms if needed)
 - (teachers no longer need to fax transportation form)
 - Bring to Daily meeting
- Once Approved, Principal's secretary
 - Provides copy of field trip request to teacher along with checklist
 - Tracks field trip in spreadsheet
 - Routes request to district approval if needed
 - Routes Field Trip request to Jackie
 - Routes Transportation request to Debbie.
- Activities Secretary
 - Arranges for Transportation
- Assistant High School Secretary

- Files the Field Trip Request form in binder
- Files and checks for completion of checklist by supervising teachers (due prior to departure)
- Keeps track of student list of who is attending-in binder
- Alerts principal to unsubmitted checklists

Adopted: January 2, 2018

2017 Levy Pay 2018			
	Proposed	Proposed	
	School Year	School Year	
GENERAL EDUCATION LEVY	2017-2018	2018-2019	
LOCAL OPT. ALLOW/REFEREND(424)	\$1,397,348.27	\$1,472,844.05	
CAREER & TECHNICAL	\$68,402.96	\$70,644.34	
SAFE SCHOOLS	\$130,331.52	\$124,883.64	
OPERATING CAPITAL	\$164,798.34	\$132,950.89	
TRANSITION LEVY	\$14,151.99	\$14,930.59	
EQUITY LEVY	\$364,390.04	\$389,145.60	
HEALTH & SAFETY	-\$3,703.97	\$0.00	
LONG TERM FACILITY MAINT.	\$523,695.70	\$701,435.36	
ALT TEACHER COMP(Qcomp)	\$207,813.55	\$236,934.03	
LEASE LEVY	\$406,422.63	\$403,543.27	
REEMPLOYMENT LEVY	\$7,258.35	\$29,283.11	
FACILITY ADJUSTMENT	-\$200,743.75	-\$191,100.00	
GENERAL ED LEVY	\$22,145.87	\$0.00	
ABATEMENT ADJUSTMENT	\$197.45	\$73.54	
TOTAL GENERAL EDUCATION LEVY	\$3,102,508.95	\$3,385,568.42	
COMMUNITY EDUCATION LEVY	2017-2018	2018-2019	
STANDARD COMMUNITY ED	\$148,693.71	\$150,825.43	
EARLY CHILDHOOD	\$51,822.29	\$50,015.70	
HOME VISITING	\$836.32	\$1,134.91	
SCHOOL AGE CARE (disabled)	\$123,543.50	\$158,193.00	
ADJUSTMENTS	\$3.97	\$7.95	
TOTAL COMMUNITY EDUCATION LEVY	\$324,899.79	\$360,176.99	
	2017-2018	2018-2019	
GENERAL DEBT	\$3,319,518.03	\$3,341,566.95	
TOTAL DEBT LEVY	\$3,319,518.03	\$3,341,566.95	
TOTAL LEVY	\$6,746,926.77	\$7,087,312.36	Variance \$340,385.59
			5.05%

Whereas, Pursuant to Minnesota Statutes the School Board of Independent School

District No. 477, Princeton, Minnesota, is authorized to make the following proposed tax limitation levies for general purposes:

General Fund	\$3,385,568.42
Community Ed	\$360,176.99
Debt Service	\$3,341,566.95
Total Preliminary Proposed	\$7,087,312.36

Now Therefore, be it resolved by the School Board of Independent School District

No. 477, Minnesota, that the levy to be levied in 2017 to be collected in 2018 is set at \$7,087,312.36.

The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.

2017-2019 Custodian Tentative Contract Summary

Additions are in **bold**, ~~deletions~~

UPDATED: 11/21/17

1. Section 1, Sick leave, Subd. 2

For employees hired prior to January 1, 2005 and upon retirement, ~~after the age of 62 and prior to the age of full social security eligibility and after five (5) years of employment in the School District, the employee~~ will be paid for his/her unused accumulated leave, up to 60% of 140 days maximum.

2. Article VIII Leaves of Absence, Section 1, Sick leave, Subd. 9, HRA Account

Add language:

The paid sick leave would be deducted from the accumulated sick leave.

3. Article IX, Hours, Types of Service, & Conditions of Employment, Section 8 Jury Duty

Employees required to perform Jury Duty shall receive **their regular rate of pay.** ~~from the employer sufficient amounts of compensation for the period of such service which taken together with their pay for Jury Duty, will equal the amount they would have received if employed solely by the School Board at his/her daily pay in their usual occupation during that period.~~

4. Article IX, Hours, Types of Service, & Conditions of Employment, Section 5, Shifts and Starting time

All employees will be assigned starting time and shifts as determined by the ~~School Board District.~~ **And, throughout the contract change “School Board” to “District.”**

5. Article IX Hours, Hours, Types of Service, & Conditions of Employment, Section 9, Holidays

Take out Subd. 3-

~~Each employee will receive one floating holiday which will be scheduled by the employee with at least 72 hour notice to his/her supervisor except that this day may be scheduled as a common floating holiday by the School District for all employees. If it is the intent of the School District to schedule a common floating holiday, written notice must be properly posted in each building prior to July 1 of each fiscal year.~~

Add under Subd. 1:

New Year’s Eve Day

6. Article IX Hours, Types of Service, & Conditions of Employment, Section 9 Holidays, Subd.4

All work schedule revisions must have prior approval from ~~the Director of Buildings and Grounds Administration.~~ **And, throughout the contract change specific position to “Administration.”**

7. Article IX Hours, Types of Service, & Conditions of Employment, Sect. 10 Vacations Subd. 6

Two employees may take vacations at one time per building with approval of ~~the Superintendent Administration.~~ **And, throughout the contract change specific position to “Administration.”**

8. ALL NECESSARY DATE/YEAR UPDATES from 2015-2017 to **2017-2019.**

9. ARTICLE VI, Section 1, Subd. 5b.

Employees may be required to hold a CPO license. All fees will be paid by the School District.

10. ARTICLE VI, Section 2. Subd. 3.

Subd. 3a. Overtime Accumulation with Sick Leave Usage: In the event of illness, and a sick leave day is used during the basic work week, the School District will credit that day toward hours for overtime in the event the custodian is asked to work beyond the regular work week, with a limit of ~~two (2) days~~ **16 (sixteen) hours** per year.

ADD: Subd. 3b.

- A. **Upon accumulating 125 days of sick leave, in the event the employee works beyond the regular work week and has taken approved leave during the basic workweek, the employee may request to Human Resources to pay out those hours at the employee’s daily rate of pay. Once the employee is paid for the leave, the employee has three (3) business days to submit a written request. This request has a limit of sixteen (16) hours per year.**
- B. **If the employee does not make a request, the hours will be credited toward the employee’s leave.**

11. ARTICLE VI, Section 4. Uniforms

All employees, will, at all times while on duty, wear uniforms as determined by the ~~Superintendent, or Superintendent’s designee.~~ **Administration.** Each employee will be reimbursed up to ~~\$250.00~~ **\$350.00** every year in which to purchase shoes and approved work pants.

12. Add the following Section:

ARTICLE VI, SECTION 6. UNUSED VACATION & COMPENSATION TIME

Upon retirement, unused vacation and compensation time will be paid out at the employee's daily rate of pay.

13. ARTICLE IX, Section 10, Subd. 3. _____

Vacations shall not be accumulated from year to year except ~~that~~ up to eight (8) days may be carried over into the next **contract** year. ~~if such days are used, within the first 4 calendar months of the next school year (July 1).~~

14. Retro back pay and separate check will be issued effective July 1, 2017.

15. Salary Schedule

.60 cents 2017-2018 Salary Schedule

.60 cents 2018-2019 Salary Schedule

16. Health Insurance, Increased monthly contributions

2017-2018 Single +\$33.88 E+C +40.13 Family +46.15

2018-2019 Single +\$29.93 E+C +35.45 Family +40.77

17. 403(b) yearly matching contributions

At 10 years of service with the district - \$1000 match

Frequently Asked Questions (FAQ)

Sales Tax Dedicated for Education

How would this work?

The sales tax in Minnesota would be increased by one cent. This additional revenue would be sent to the Minnesota Dept. of Revenue and placed in a separate account to be dispersed for public schools based upon enrollment.

Is there anything exempt from the additional one cent tax?

Food and medication would be exempt from the additional one cent tax.

How much revenue would be generated for public school districts?

Based upon 2016 sales tax generated in Minnesota, a one cent increase would generate approximately \$900 million annually.

How much would this generate for my district?

Multiply your district resident enrollment by the revenue generated per student, which is approximately \$1,150. For example, if the enrollment on October 1 was 3,000 students and the annual revenue per student was \$1,150 the annual revenue generated for this district would be \$3.45 million.

How could this money be used?

Use of this additional revenue would be determined by the local school board. This local control provides flexibility for each district to determine where the revenue would best serve the district. One obvious need is to fund the cross subsidy for special education. The amount of general fund revenues from all 330 school districts used for backfilling the underfunding of special education presently stands at \$750 million or approximately \$800 per public school student. The one cent sales tax would essentially eliminate this funding deficit. Districts not needing all of this revenue for special education cross subsidy could use this funding for facility improvements, improving the availability and use of technology, TRA increases, reduce local property taxes, etc.

What are the positives of this revenue source?

- ★ Address the under funding of special education
- ★ Reduce the need for local district operating referendums.
- ★ Reduce the need for bond referendums for technology improvements
- ★ Reduce the need for bond referendums for new facilities or renovations
- ★ Lower the size of bond referendums for major facility improvements or construction of new schools.
- ★ Reduces the pressure on the State General Fund by reducing school district equalization money for operating and bond referendums.
- ★ Returns local control to elected school board members by allowing them to decide the use of this revenue.

- ★ Exempting this sales tax on food and medication makes the tax less regressive. The amount of sales tax people pay will depend on the amount one purchases. Typically, people with a higher income purchase more goods and services that are non-essential.
- ★ Revenue generated through the sales tax will reduce the need for property taxes to fund education.
- ★ There is no viable means for the state to address the large and increasing special education deficit. Creating a revenue stream for education is the only realistic way for this underfunding to be permanently addressed.
- ★ As the economy improves and people purchase more goods and services the amount generated also improves. When the economy is weak, less revenue is generated due to consumers reducing spending on non-essentials.
- ★ Like most states, Minnesota is experiencing a serious teacher shortage in many areas. One of the reasons people are not entering the teaching profession is that salaries have not kept pace with the private sector.

Could schools bond against the revenue from this sales tax.

Since a one cent sales tax would be approved for many years, this would allow districts to bond against the revenue. Districts would be limited to the amount bonded to protect against economic downturns and lower revenues than projected.

Why would people be against this revenue source?

No one likes a tax increase. However, this increase will be partially offset by less reliance on local property taxes to fund schools. Some will view this tax as regressive; however, if structured properly it becomes one of the least regressive and fairest forms of taxation.

How long would this tax be in place?

This would be determined at a later date; however, it would make sense to commit to at least twenty years so districts would be able to bond against the sales tax.

What would need to happen for this new tax to be implemented?

The Minnesota House and Senate would need to pass a bill which would be signed into law by the Governor. Another option is to place this on the November ballot as a Constitutional Amendment and let voters decide.

What other states have a sales tax dedicated for public education?

Arizona passed a .6 cent sales tax in 2000 and Iowa implemented a statewide one cent sales tax in 2008.

Wouldn't an increase of the sales tax result in the state legislature reducing the amount of state funding on the formula?

Asking the legislature to increase funding for special education without increasing the revenues to the state would likely result in a reduction of funding on the formula; simply shifting money from one area to another. However, the new revenue stream for K-12

schools created by the sales tax for education will increase the size of the pizza. Education won't be competing directly with infrastructure, health care, higher ed., tax cuts, etc. for a bigger portion of the existing budget. With state revenues projected to be down \$188 million this year, the competition for state money will become even greater.

RUN DATE 10/11/17

MINNESOTA DEPARTMENT OF EDUCATION
15-16 SPECIAL EDUCATION CROSS SUBSIDIES
SETTINGS I-VIII INCLUDE GRADE K-12
FINAL REPORT

GESSEL04770116

DISTRICT 0477-01
PRINCETON PUBLIC SCHOOL DISTRICT

	ADJUSTED GENERAL EDUCATION REVENUE PER ADJUSTED WEIGHTED PUPIL UNIT FOR SPECIAL EDUCATION CROSS SUBSIDY							
	I	II	III	IV	V	VI	VII	VIII
(1) ADJUSTED GENERAL EDUCATION REVENUE PER ADJUSTED WEIGHTED PUPIL UNIT FOR SPECIAL EDUCATION CROSS SUBSIDY								4,403.41
(2) AMPU BY SPECIAL EDUCATION SETTING								
ECIS	45.07	260.33	62.38	45.13	15.86	0.00	0.04	0.00
(3) PERCENT OF SCHOOL DAY STUDENTS SPEND IN SPECIAL EDUCATION SETTINGS								
ECIS	100.00	10.00	40.00	80.00	75.00	75.00	75.00	100.00
(4) GENERAL EDUCATION REVENUE ATTRIBUTABLE TO SPECIAL EDUCATION STUDENTS FOR THE TIME THEY SPEND IN SPECIAL EDUCATION (1) * (2) * (3)	64,321.43	114,633.97	109,873.89	158,980.71	52,378.56	0.00	132.10	0.00
SPECIAL EDUCATION EXPENDITURES								
(5) STATE SPECIAL EDUCATION EXPENDITURES	4,834,919.45							
(6) SPECIAL EDUCATION TRANSPORTATION	568,537.44							
(7) TOTAL SPECIAL EDUCATION EXPENDITURES	5,403,456.89							

	GENERAL EDUCATION CROSS SUBSIDY OF SPECIAL EDUCATION											
	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
(8) PRORATED STATE REGULAR SPECIAL EDUCATION AID	3,197,852.02											
(9) STATE SPECIAL PUPIL AID	0.00											
(10) PRORATED STATE HOME BASED TRAVEL AID	50.00											
(11) OUT OF STATE AID	0.00											
(12) THIRD PARTY BILLING	41,167.23											
(13) TOTAL CATEGORICAL REVENUES	3,239,069.25											
(14) TOTAL ADSTS COSTS NOT ELIGIBLE FOR MOE	838,537.63											
(15) TOTAL FINANCE 728 COST	169,096.21											
(16) TUITION BILLING REIMBURSEMENT RATIO	0.4673155994											
(17) TOTAL AID NOT ELIGIBLE FOR MOE	560,957.93											
(18) TOTAL REVENUE ELIGIBLE FOR MOE	2,678,111.32											

	GENERAL EDUCATION CROSS SUBSIDY OF SPECIAL EDUCATION	
	(7) - (18)	(19)
(19) TOTAL EXPENDITURES LESS TOTAL CATEGORICAL REVENUES	2,725,345.57	
(20) TOTAL ADJUSTED GENERAL EDUCATION REVENUE ATTRIBUTABLE TO STUDENTS FOR THE TIME THEY SPEND RECEIVING SPECIAL EDUCATION SERVICES EXCLUDING SETTING (41) AND (411)	279,247.46	
(21) NET GENERAL EDUCATION CROSS SUBSIDY OF SPECIAL EDUCATION WHEN ADJUSTED GENERAL EDUCATION REVENUE ATTRIBUTABLE TO STUDENTS FOR THE TIME THEY SPEND RECEIVING SPECIAL EDUCATION SERVICES EXCLUDING SETTINGS (41) AND (411) IS DEDUCTED	2,446,098.11	

Revenue

Expenditure

Resolution to Fully Fund Special Education Services (Federal)

WHEREAS, local boards of education place a very high priority on ensuring that ALL students receive high quality special education programs and instruction; and

WHEREAS, in 1975 Congress enacted the Education for All Handicapped Children Act (P.L. 94-142) now known as The Individuals with Disabilities Act IDEA to: improve access to education for children with disabilities by guaranteeing a Free Appropriate Public Education (FAPE) in the least restrictive environment; assure that the rights of children with disabilities and their parents are protected; assist States and school systems to provide for the education of all children with disabilities; and to assess and assure the effectiveness of efforts to educate all children with disabilities; and

WHEREAS, when IDEA became law in 1975, the federal government promised to fund 40 percent of the additional cost of educating children with disabilities; and yet the federal government has failed to adequately fund the mandated programs and services arising under IDEA, never providing more than 15 percent of the additional cost; and

WHEREAS, sufficient federal funding for IDEA would significantly enhance the ability of local school systems to provide an excellent education for all students; and

WHEREAS, the special education cross-subsidy continues to be a major obstacle for Minnesota School Districts to grapple with, due to the growing number of students receiving special education, more specialized services and rising costs associated with those services and inadequate funding; and

WHEREAS, the state special education funding system has not kept pace with the rising cost of mandated services and supports for students with special needs; and,

WHEREAS, the cross-subsidy for Minnesota school districts for FY2016 is \$679 million; a 5.6 percent increase from FY2015; and

WHEREAS, between rising need and insufficient state and federal aid, the amount of funding school districts as a whole in Minnesota will be forced to pay for special education costs will reach an average of \$815 per student in FY17;

NOW, THEREFORE, BE IT RESOLVED, that we urge the President and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE, BE IT RESOLVED, that the State of Minnesota calls upon the Congress of the United States to pass appropriate legislation in order to increase funding for federal special education mandates to meet the urgent financial special education needs of our cities and towns; and

BE IT FURTHER RESOLVED, that the Secretary of the Senate cause a copy of this resolution to be delivered to all United States Representatives and Senators representing Minnesota in the Congress of the United States.

Resolution to Fully Fund Special Education Services (Minnesota)

WHEREAS, local boards of education place a very high priority on ensuring that ALL students receive high quality special education programs and instruction; and

WHEREAS, in 1975 Congress enacted the Education for All Handicapped Children Act (P.L. 94-142) now known as The Individuals with Disabilities Act IDEA to: improve access to education for children with disabilities by guaranteeing a Free Appropriate Public Education (FAPE) in the least restrictive environment; assure that the rights of children with disabilities and their parents are protected; assist States and school systems to provide for the education of all children with disabilities; and to assess and assure the effectiveness of efforts to educate all children with disabilities; and

WHEREAS, when IDEA became law in 1975, the federal government promised to fund 40 percent of the additional cost of educating children with disabilities; and yet the federal government has failed to adequately fund the mandated programs and services arising under IDEA, never providing more than 15 percent of the additional cost; and

WHEREAS, sufficient federal funding for IDEA would significantly enhance the ability of local school systems to provide an excellent education for all students; and

WHEREAS, the special education cross-subsidy continues to be a major obstacle for Minnesota School Districts to grapple with, due to the growing number of students receiving special education, more specialized services and rising costs associated with those services and inadequate funding; and

WHEREAS, the state special education funding system has not kept pace with the rising cost of mandated services and supports for students with special needs; and,

WHEREAS, the cross-subsidy for school districts for FY2016 is \$679 million; a 5.6 percent increase from FY2015; and

WHEREAS, between rising need and insufficient state and federal aid, the amount of funding school districts as a whole in Minnesota will be forced to pay for special education costs will reach an average of \$815 per student in FY17;

NOW, THEREFORE, BE IT RESOLVED, that we urge the Governor and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE BE IT RESOLVED that there is an urgency the Minnesota Legislature to convene a task force to work on special education funding, specifically with a focus on the impacts of the new special education funding formulas, the projected cross-subsidy and recommendations with a timeline to eliminate the cross-subsidy.

Our Purpose

Serving our communities by safely transporting students.

Our Core Values

1. Safety and quality of service are essential
2. We are honest, have integrity, and are ethical in our business.
3. We treat each employee with dignity and as an individual.
4. We are a business family and we help each other.
5. We are responsible and contribute to the communities we serve.



PRINCETON

PUBLIC SCHOOLS



Two years ago the District was not willing to enter into a 4 year agreement with Palmer Bus Company due to performance. At that time Palmer had just had a change in CEO. We agreed to a two year agreement which ends this year. At this time we would like to explore the opportunity of partnering with Palmer Bus in the future.

Accomplishments in the past two years:

- Changed to CEO Jenna Fromm, who came not only from a school transportation background but from a classroom educational background.
- Hired a company-wide Operations Manager.
- Hired a company-wide Human Resources Director.
- Hired a company-wide Diesel Technician.
- Developed a company purpose with core values.
- Became responsive to customer service concerns.
- Enhanced driver training by implementing Safe Pupil.
- Started current year with all busses and vans staffed with drivers.
- Works diligently to fill all activity trips; we have not cancelled activity trips due to Palmer not being able to provide busing.
- Works with on-site Manager meets weekly with Administration to work through concerns.
- Improved route training by bringing out Versatran staff and continues to provide training.
- Implemented bus passes for K-5 students.
- Collaborated with Administration to develop procedures related to transportation.
- Collaborated with Administration to address drop off and pick up times at the various schools for the best possible educational needs.
- Collaborated with Administration to put in Open Enrollment satellite sites at our surrounding communities.
- Collaborated with Administration to transport preschool children on our routes.
- Collaborated with Administration to provide additional PBIS training to drivers.
- Partnered with District to provide cameras on all buses.
- Significant reduction in phone calls to Director of Business Services & Superintendent.

Future:

- Palmer is interested in continuing the relationship.
- They have brought forward a preliminary partial proposal.
- Palmer is interested in being a part of the community.
- If we are interested in continuing the relationship, they are interested in providing an appropriate facility in Princeton.

Core Values



Palmer Bus Service										
Princeton Public Schools -Transportation Rate Comparison										
SY 2017 - 2018										
Contract Item	Palmer Bus - Princeton	Elk River - Vision	Brainerd-Reichert	Chisago Lakes - 4.0	Rockford - 4.0	Big Lake-Vision	Sauk Rapids-MTN	Average	Average/Princeton	Palmer Preliminary Proposal
Fuel Clause	\$3.50 - 50/50 Over Amt	\$4.00 - 50/50 Over Amt	\$2.50 - 50/50 Over Amt	\$1.50 - Dist 100% Over Amt	\$1.50 - Dist 100% Over Amt	\$4.00-50/50 Over Amt	\$3.25-Dist 100% Over Amt			\$3.00 - Dist 100% Over
Reg Rts 71-77	\$ 233.72	\$ 285.45	\$ 257.50	\$ 348.05	\$ 282.00	\$ 298.02	\$ 358.43	\$ 304.91	\$ 294.74	\$ 265.00
Reg Rts 83+	\$ 250.11	\$ 285.45	\$ 257.50	\$ 348.05	\$ 282.00	\$ 298.02	\$ 358.43	\$ 304.91	\$ 297.08	\$ 270.00
SPED Out Dist										
Type A, B, C or D	\$18.00 hr \$1.51 mile	\$ 275.18	\$ 314.15	\$ 323.75	\$ 280.35	\$ 298.02	\$ 358.43	\$ 308.31	\$ 308.31	\$20.00 hr \$1.60 mile
Type III	\$18.00 hr \$1.22 mile	\$ 275.18	\$ 314.15	\$ 242.85	\$ 280.35	\$ 233.00	N/A'	\$ 269.11	\$ 269.11	\$20.00 hr \$1.30 mile
Bus Aide	\$ 14.14	\$ 28.56		\$ 21.35	\$ 18.70	\$ 17.69	\$ 23.29	\$ 21.92	\$ 20.62	\$ 18.00
SPED - In Dist										
Type A, B, C or D	\$ 232.64	\$ 291.45	\$ 314.15	\$ 323.75	\$ 280.35	\$ 298.02	\$ 358.43	\$ 311.03	\$ 299.83	\$ 265.00
Type III	\$ 214.03	\$ 291.45	\$ 314.15	\$ 242.85	\$ 280.35	\$ 233.00	N/A	\$ 272.36	\$ 262.64	\$ 230.00
Bus Aide	\$ 14.14	\$ 28.56		\$ 21.35	\$ 18.70	\$ 17.69	\$ 23.29	\$ 21.92	\$ 20.62	\$ 18.00
Extra Curricular										
Per Hour	\$ 18.00	\$ 18.48	\$ 21.00	\$ 65.25	\$ 19.58	\$ 20.00	\$ 16.85	\$ 26.86	\$ 25.59	\$ 20.00
Per Mile	\$ 1.51	\$ 1.85	\$ 1.65	\$ -	\$ 1.86	\$ 1.85	\$ 1.83	\$ 1.51	\$ 1.51	\$ 1.80
Minimum Charge	\$ 86.39		\$ 210.00	\$ 130.50	\$ 40.34	N/A	\$ 68.00	\$ 112.21	\$ 107.05	\$ 100.00
Percent Increase 2018-19		3.0%	3.0%	2.5%	3.0%	2.0%	2.50%	2.67%		3.00%

5-7-12
5-9-16

**Independent School District 477, Princeton, Minnesota
GENERAL SPECIFICATION FOR STUDENT TRANSPORTATION SERVICES**

Independent School District 477, Princeton (“District”), is requesting Written Quotations for the provision of student transportation services herein described. Responsible service providers who meet the District’s criteria are requested to submit their Written Quotation for these services, which will be performed under the statutes and regulations of the State of Minnesota, the Minnesota Department of Education, and the District.

SECTION 1.1: General Description

This General Specification outlines all the requirements and conditions for furnishing these services. If the District determines that a contract(s) should be awarded, the contract(s) will be awarded, consistent with Minnesota Statutes, Section 123B.52, to the lowest responsible service provider as determined by the District. Recognizing the complicated nature of delivering safe, reliable, efficient student transportation, the District will evaluate each quotation received in order to adequately assess the capabilities and responsiveness of the service provider. The District reserves the right to consider all relevant and reasonable criteria, which may or may not be described herein. The School District also reserves the right to waive technicalities or irregularities, accept or reject any or all portions of a Written Quotation, award portions of the contract to separate service providers, and make arrangements that will be in the best interest of the District.

SECTION 1.2: Definitions

All definitions set forth in this section are also applicable to the documents submitted by the service provider.

- 1.2.1. **General Specification:** This includes the Invitation for Quotations, the instructions to service providers included in this document, and any addenda issued prior to receipt of Written Quotations.
- 1.2.2. **Service Provider:** One who submits a Written Quotation to the District to provide the services described in this General Specification.
- 1.2.3. **Contractor:** One who agrees to a contract with the District for the services described in this General Specification and the approved contract.
- 1.2.4. **Written Quotation:** Complete and properly signed document(s) offering to provide the described services for the price(s) in the Written Quotation(s) and supported by the date required by this General Specification.

- 1.2.5. Proposed Contract Price(s): The stated price(s) in the Written Quotation for which the service provider offers to perform the work described in this General Specification and other documents composing the Written Quotation.
- 1.2.6. Addenda: Written or graphic instruments issued by the District prior to the execution of the contract which modify or interpret the General Specifications by addition, deletions, clarifications or corrections.

SECTION 1.3: Equal Employment and Non-Discrimination; General Policy

The District is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination against any employee, applicant or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The service provider shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training. The service provider agrees to post in conspicuous places notices setting forth the provisions of this Equal Opportunity clause. The utilization of minority vendors and subcontractors is encouraged, wherever possible, on public contracts.

ARTICLE 2: Requirements for Submitting Written Quotations

SECTION 2.1: Price of Services; Proposed Costs

- 2.1.1. The service provider shall submit, with its Written Quotation, prices for the student transportation services described herein using APPENDIX A, along with any detailed support of the calculations as determined to be appropriate by the service provider. All prices quoted by the service provider must remain effective for up to one hundred twenty (120) days from the date for receipt of Written Quotations to allow the review and decision by the District.
- 2.1.2. The prices shall include all buses and vans, labor, materials, equipment, supplies, overhead and profit, and all other related costs. Amounts shall also include all fuel costs, maintenance and repair costs, and all related taxes, except that the service provider must include an explicit statement that the quoted prices include fuel costs or any conditions related to fuel cost, consistent with SECTION 3.3 (excluding District van maintenance costs other than basic maintenance).
- 2.1.3. Alternative pricing methods may be considered only if the service provider is not considered to be unresponsive to the cost requirements of this General Specification. The District will consider such alternatives at its sole discretion.

- 2.1.4. The District reserves the right to correct mathematical errors in extensions and additions by the service provider. The District's computed annual totals, with consideration for corrections, shall take preference over the service provider's computed annual totals.

SECTION 2.2: Quotation Security

- 2.2.1 Each Written Quotation shall be accompanied by a personal check, bond or irrevocable letter of credit in an amount of \$75,000 or not less than five percent (5%), of the amount of the annual proposed price, pledging that the service provider will enter into a contract with the District on the terms stated in its Written Quotation. Should the service provider refuse to enter into a contract or fail to comply with the terms of this General Specification, the quotation security shall be forfeited to the District as liquidated damages and not as a penalty. The District may waive this requirement at its discretion.
- 2.2.2. The District will retain the quotation security of service provider(s) until either (a) the contract has been executed and performance bond has been furnished, or (b) the specified time has elapsed so that the Written Quotations may be withdrawn, or (c) all Written Quotations have been rejected.

SECTION 2.3: Qualifications of Service Provider

- 2.3.1 A service provider may be (a) an independent private contractor; (b) a group of independent private contractors operating in a partnership or as a formal or informal alliance; or (c) a single company. Section 5.3, and Section 5.3.2 in particular, should be followed if a group of independent, private contractors submit a joint Written Quotation.
- 2.3.2. Each service provider shall submit as part of the Written Quotation a statement of service provider's qualifications. The District shall have the right to take such actions as it deems necessary to determine the ability of the service provider to perform in a prompt and efficient manner the work in this General Specification. In determining the service provider's qualifications, the District shall take into consideration those criteria which relate to, but are not limited to, school transportation, transportation services and safety, school bus drivers, and vehicular equipment.
- 2.3.3. Each service provider shall supply a list of references and contracts held, with names, addresses and phone numbers, describing their experience in transporting regular developing school-age and physically challenged children.

SECTION 2.4: Modification or Withdrawal of Written Quotation

- 2.4.1. A Written Quotation may not be modified, withdrawn or canceled by the service provider during the time period following the time and date designated for the receipt of Written Quotations.
- 2.4.2. Prior to the closing time and date designated for the receipt of Written Quotations, Written Quotations submitted early may be modified or withdrawn only by notice to the party receiving Written Quotations at the place and prior to the closing time designated for receipt of Written Quotations. Such notice shall be in writing over the signature of the service provider and be received by the District prior to the official closing time and date for receipt of Written Quotations herein identified. Withdrawn Written Quotations may be resubmitted up to the closing time designated provided that they are then fully in conformance with these instructions to service providers.

ARTICLE 3: Description and Scope of Services

SECTION 3.1: Scope of Transportation Services

3.1.1. This General Specification consists of supply buses, vans and drivers necessary to perform those services required to transport public and non-public students of the District during the school year consisting of 172 student days, including the following services:

1. Regular "To and From" Route Services -

- i. **Present System:** a system with all public school buildings having "like" times, and requiring a determined number of AM/PM routes with a determined number of buses completing a short second pass within town between the north and south school campuses.

2. Special education (SPED) route and shuttle transportation

i In-District services

- 1) Type A and C school buses as required.
- 2) Type III school buses as required.
- 3) Lift equipped vehicles as required.

ii Out-of-district services:

- 1) Rum River Special Education Coop:
 - Cambridge campus (Rum River South)
 - Milaca campus (Rum River North)
 - Additional service as may be required during the term of service.

2) Intermittent use vehicles. The District has a need from time to time to transport students during the school day. We request a rate, as a time and mileage rate, be included for same in Appendix A.

iii. **Drivers for District vans.** Contractor shall provide drivers for the District owned vans, as needed.

3. **Summer programs and services.** Contractor shall furnish service as required by District for summer programs.

4. **In-district shuttles between public schools.** Contractor shall furnish service as required by District that can occur daily.

5. **Out-of-district shuttles between nonpublic and public schools.** Contractor shall furnish morning and afternoon shuttle service daily as required by District with one (1) conventional bus for shuttle service to Community Christian School (located in Pease about 8 miles north of Princeton) and Faith Christian School (located in Foreston located about 15 miles to the north of Princeton). This bus will be one of the route buses and not an additional route bus. This service shall be provided as part of the daily per bus charge with no additional time or mileage charges.

6. **Extra-curricular and athletic trips; field and activity trips.** Contractor shall furnish equipment and personnel as required by the School District to provide transportation of students to field trips, athletic events, and other activities as designated by the District. Contractor shall have sufficient buses available for these trips, especially between the peak afternoon route times of 2:00 p.m. and 3:45 p.m. District representatives and Palmer representatives will meet when necessary to come up with solutions on days that have a large number of requests. If the District and Palmer see no other solution to providing transportation to all events, the solution may be to hire a coach contractor to provide services. Palmer and the District would split the cost above and beyond the normal charge of a Palmer school bus.

3.1.2. **Midday Kindergarten.** The District offers an all-day kindergarten program and does not require midday kindergarten transportation at this time.

3.1.3. **Service Guidelines and Qualities.** In the design and operation of its student transportation services, The District expects the service provider(s) to provide the requested services and satisfy the following student bus service guidelines, consistent with Minnesota Statutes 123B.88, other applicable state laws and regulations, and District policy and practices.

1. operate regular and special needs "to & from" routes, where the District uses the following definitions:
 - a. A run is defined as one trip delivering students to or from one or more school(s) during a single time period morning and afternoon.
 - b. A daily route is defined as a bus used for one or more runs for up to four (4) "live" [i.e. with students] hours per day, split however the District

- defines routes from time-to-time. Run or route time to be defined from first pickup to last drop-off for any run session (e.g.: 2.0 hours a.m. and 2.0 hours p.m.).
- c. Route time for in district regular, midday and special education routes is calculated from the first pick up to the last drop off. The time taken to travel from the terminal and back to the terminal is not figured in "live" time. Out of District special education service shall be billed based on time and mileage from terminal to terminal.
 - d. Open enrollment mileage shall be billed as excess miles at a per mile rate exceeding the base out of district miles mutually agreed to by the District and Contractor. Base out of district miles will be defined by service provided during SY2016.
2. Operate regular routes to transport public and nonpublic students between home and their school as follows and as defined by the District at the present time::
 - a. elementary [grades K-5] students 0.5 miles from home to school
 - b. secondary [grades 6-12] students 0.5 miles from home to school
 - c. less than the designated eligibility distances above, where hazardous conditions exist or as modified by the District from time-to-time. As a result the District transports each student needing busing.
 - d. walking distances to bus stops will not exceed three (3) blocks in town and 0.2 mile elsewhere in the District.
 3. The District reserves its right to modify the eligibility policy as enrollments, natural conditions and District circumstances dictates. At this time, The District has no plans to change this eligibility policy.
 4. comply with District performance criteria including:
 - a. buses will arrive during an "AM" window" of 15 minutes prior to the start of the school and/or designated school program;
 - b. buses will be in the designated loading area prior to the dismissal time for the school and depart within 10 minutes after the dismissal bell;
 - c. operating regular "to and from" routes that will not exceed 60 minutes for resident pupils;
 - d. bus loads will not exceed manufacturer's capacity per bus and van;
 - e. reasonable bus loads for secondary and elementary students considering ride lengths and the age of students transported; and
 - f. student safety will be foremost in all services.
 5. transport, in the most cost-efficient manner, charter and non-public students who may be transferred from their route bus and shuttled to and from their school as designated by the District.

6. comply with the District policies for student transportation, bus safety and video equipment.
7. the District may utilize the state law for the voluntary surrender by parents and guardians of the bus privileges, as it deems appropriate from time to time.

SECTION 3.2: Description of the District Relative to Student Transportation Services

The district covers 238 square mile geographic area and serves about 3,500 students in grades K through 12, and their families, and operates at four school sites - South Elementary, North Elementary, Princeton Middle and Princeton High Schools - all located in Princeton. There is one nonpublic school located in the District, and the District provides route service for resident students and shuttles their students to the two nonpublic schools located in Pease and Foreston.

SECTION 3.3: Fuel Price Adjustment Provision

The District understands that the prices for fuel used in providing student transportation services have been volatile in the past year or so with decreased prices after recent years of steadily increasing prices. The service provider(s) will purchase the fuel and the District will agree to a fuel price adjustment which will be based on an indexed fuel price (Index Price) and compensation determined for actual prices compared to the Index Price.

- 3.3.1. For school years 2016-17 and 2017-18, the Index Price for diesel and unleaded gasolines will be the range of \$2.00 - 3.50 per gallon excluding the federal fuel excise taxes.
- 3.3.2. The District and the service provider(s) will share equally (50%/50%) in fuel price adjustments above and below this Index Price.
- 3.3.3. The service provider(s) awarded contract(s) will be required to substantiate the (1) quantity of fuel used in fulfilling the service requirements of this General Specification and the contract(s) and (2) the price paid for the fuel purchased from time to time.
- 3.3.4. The actual diesel fuel cost for this clause shall be the lesser price of the service provider's price paid for their diesel fuel or the pump price at a designated service station in the District for the same period of time, month or day.

SECTION 3.4: Transportation of Students Ineligible for Bus Services

While the District transports all students at this time. Should the District at any time in the future increase walking distances, the District will encourage the service provider to make

regular "to and from" transportation services available to transport those public and nonpublic students between home and their school who are not eligible for transportation, as defined by the District at that time.

The District understands that should the service provider decide to provide these services, the service provider will be solely responsible for collecting the fees established in compliance with Minnesota Statute 123B.36, Subd. 1 (b) (11), and understands that the District will be held harmless relative to these services. A copy of this provision of state law is included for reference purpose:

"123B.36 Authorized fees.

Subdivision 1. School boards may require fees. (a) For purposes of this subdivision, "home school" means a home school as defined in sections 120A.22 and 102A.24 with five or fewer students receiving instruction

(b) A school board is authorized to require payment of fees in the following areas:

(11) transportation to and from school of pupils living within two miles from school and all other transportation services not required by law. If a district charges fees for transportation of pupils, it must establish guidelines for that transportation to ensure that no pupil is denied transportation solely because of inability of pay;..."

SECTION 3.5: Program Growth

The District will reserve the right to increase or decrease the number of buses or vans over the life of the contract(s), based on the terms described in this General Specification. The cost of the added or reduced buses or vans will be at the unit cost approved in the basic contract(s). Should the program significantly change in scope then either party may request, following provisions in the Contract, that appropriate pricing adjustments be considered.

ARTICLE 4: Contract and Contractual Requirements

SECTION 4.1: Period of Contract

The period of the contract will be two (2) school years (2016-17 and 2017-18) ending July 31, 2018, and is subject to applicable statutes and regulations.

SECTION 4.2: Possible Extension of the Period of the Contract

The District, at its sole discretion, will reserve the option, consistent with applicable statutes, to extend the contract for a third or fourth year, school years 2018-19 and 2019-20, respectively.

SECTION 4.3: Award of Contract(s)

The issuance of an award of contract is contingent upon securing a Written Quotation acceptable at the District's sole discretion. The District may award one or more contracts for these services, as provided by law. The contract entered into will be evidenced and finalized upon the approval of the District.

SECTION 4.4: Contract Form and Provisions

The District intends to execute a contract with the selected service provider(s) that includes the provisions, terms and conditions included in these specifications and those negotiated with the selected service provider(s).

SECTION 4.5: Performance Security

The successful service provider may be required to provide performance security in the form of a bond or irrevocable letter of credit equal to 100% of the estimated annual cost of services. The decision to require performance security rests in the sole discretion of the District and shall be provided in a form acceptable to the District. If required, the service provider shall deliver the performance security to the District no later than the date of execution of the Contract. This performance security may be waived by the District upon the satisfactory completion of a period of service by the successful service provider.

ARTICLE 5: Written Quotations, Content and Review (REMOVED)

ARTICLE 6: Operating Requirements - Services and Equipment

Section 6.1: Service Provider Annual Service Plan

Service provider shall provide the District on or before the tenth (10th) day of August preceding each Contract Year with a "service plan for student transportation services", which requires the approval of the District. Service provider shall work with District's Superintendent of Schools or his/her designee in planning services and otherwise performing the Contract. The "service plan" must include at a minimum the following:

- a. route or routes including bus route numbering, route maps, and route times.
- b. list of drivers, both primary and substitutes, and the assigned routes and buses for the primary drivers.
- c. list of students assigned to each bus and route, together with grade levels
- d. list of bus and van equipment that will be used in providing the contract services, along with make of equipment, year of manufacture, and mileage.
- e. staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in the Contract.
- f. operating policies and procedures of the Contractor related to their fulfilling the terms of the Contract.
- g. insurance information required as specified in Section 6.7 of this Specification.
- h. provision of services to students living within the areas not eligible for regular bus services as outlined in Section 3.4 of this General Specification
- i. compliance with District performance criteria as outlined in Section 3.1 of this General Specification.

The District requires that this Annual Service Plan be maintained on a current basis, with the service provider(s) submitting supplements to the District as needed from time-to-time.

SECTION 6.2: District Student Transportation Policies

This service provider will state in its Written Quotation that it has reviewed and will comply with the District [Student Transportation Policies](#), which are linked to the District website and included in this General Specification as **APPENDIX B**.

SECTION 6.3: District Crisis Management Policy

The service provider will state in its Written Quotation that it has reviewed and will comply with the District [Crisis Management Policy](#), which is linked to the District website and included in this General Specification as **APPENDIX B**.

SECTION 6.4: Transportation Equipment

6.4.1. Buses and Vans

The service provider shall submit a proposed list of buses (service provider-owned) to be used to satisfy this General Specification. All equipment must meet all provisions of this General Specification and must conform to all standards and specifications set forth by the State of Minnesota, Minnesota State Patrol, the Minnesota Department of Children, Families and Learning, and all Federal laws and regulations.

- a. The majority of the buses used on daily regular routes must have at least a manufacturer's capacity of 71 passengers.
- b. The service provider(s) shall provide four (4) buses with at least 83 passenger capacity.
- c. Vehicles assigned to daily routes shall be no older at the start of each contract year than:

Conventional buses - twelve (12) model years

Vans - twelve (12) model years

Spare Vehicles - not older than eighteen (18) model years

6.4.2. Buses and Vans Used for Daily Services for Special Needs Students

The District shall reserve, at its sole discretion, the right to require a bus or Type III vehicle size, as it shall determine to meet the requirements of student with special needs using each vehicle. All vehicles to be used to transport students in wheelchairs shall be equipped in compliance with State of Minnesota rules on minimum standards promulgated in Minnesota Rules 7470.1600. The service provider shall provide approved car seats, supports and/or protective devices for those students who will require such devices to insure their safe transportation, as provided in Minnesota Rules 7470.1600, subparts 6 and 7:

"Subp. 6. **Special equipment.** Specially adapted seats, support, or protective devices must be provided for all pupils who require the devices to ensure their safe transportation. These devices must be selected by the school district in consultation with the pupil's parents and on the basis of the specific needs of the individual pupil with a disability.

Subp. 7. **Wheelchair securement.** A school bus used to transport pupils in wheelchairs must be equipped with fastening devices that will hold the wheelchairs securely in a fixed position.

STAT AUTH: MS x 169.449"

6.4.3. Replacement and Stand-By Buses

Each Written Quotation shall address the provision for replacement, substitute and stand-by buses, in the amount equal to twenty percent (20%) of the total fleet required to serve this General Specification and needed for performance under the terms of the resulting contract, for emergencies and for co-curricular and field trips. Substitute and stand-by buses required by this provision shall not be older than eighteen (18) model years at the start of each school year during the contract term.

6.4.4. **Trailer.** The District would like the option of using a trailer with co-curricular and field trips, as the District may purchase or lease the vehicles and equipment used in the District by the service provider, for the purpose of operating its own system at the expiration or termination of the contract.

SECTION 6.5: Fleet Maintenance

6.5.1. The service provider shall maintain all equipment in first class condition. The equipment must pass any and all inspections by the Minnesota State Patrol. Every service provider must list its experience with its most recent Minnesota State Patrol annual inspection(s).

6.5.2. Proper maintenance of all equipment is of the utmost importance to the District, and therefore the following additional minimum requirements must be met:

- a. The service provider must have a system for preventative maintenance scheduling and inspections.
- b. The service provider must be able to supply the District with monthly maintenance reports summarizing all repairs, parts and responsible mechanics.

6.5.3 The service provider must also supply the District with a list of the experience of mechanics and maintenance supervisors currently under the service provider's employment, or local providers of such services. Service provider shall also describe its mechanic certification process and requirements if any.

6.5.4. The District reserves the right to inspect any and all buses at any time for purposes of assuring the successful service provider's compliance.

SECTION 6.6: Diesel Exhaust

Operators of diesel-powered school buses are required to minimize, to the extent possible, idling of school bus engines and exposure of children to diesel exhaust fumes. The District requires service provider(s) to affirm their understanding and agreement with this law.

On or after July 1, 2003, diesel-powered school buses must be parked and loaded at sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems. School boards may be exempt from this provision, if in their judgment, alternative locations block traffic, impair student safety, or are not cost effective.

SECTION 6.7: Terminal and Physical Plant

The District does not own a terminal. The service provider shall maintain a terminal and physical plant within the boundaries of the District adequate, as determined by the District, for the maintenance and operation of the equipment required. The terminal should be located near enough to the District served if less than the entire District. Should the service provider have a main terminal located not within the thirty (30) minute limit, they should identify the provision of satellite facilities and arrangements within the District to meet the requirements of these General Specifications.

SECTION 6.8: Insurance Coverage

Service provider agrees, at its sole expense, to procure and keep in force during the entire period of this contract public liability, property damage liability and workers' compensation insurance. While the District reserves the right to determine the extent of coverage for each item of insurance coverage, the service provider must provide the above referenced insurance with the following minimum limits:

Auto Liability Insurance	\$1,000,000 Combined Single Limit
Commercial General Liability Insurance	\$1,000,000 Per Occurance
Worker's Compensation	Statutory
Umbrella Liability Insurance	\$4,000,000

A certificate of insurance naming the District as an "additional insured" must be provided not later than August 10th prior to the start of each school year. Any changes in insurance coverage and policies should also be provided to the District within thirty (30) days of their effective date.

SECTION 6.9: Two-Way Radios and Cellular Communications

The Contractor shall own the radio communication system. The service provider shall install and maintain compatible two-way radios in all busses provided under the Contract. The District shall be provided a two-way radio and may monitor the two-way radios continuously and at all times during the scheduled school days, and hours before and after school and during the school day. The District requires that the service provider ensures that cell phone access is maintained with drivers who will complete out-of-district field trips and co-curricular trips.

SECTION 6.10: On Board Video Cameras.

The District requires on-board video camera capability, including both functional security video cameras and housing boxes, on all type III, A, B, C and D buses that will be used for the District service. A system providing 3 cameras (front, back and mid-bus) shall be required on Type C and D buses. The service provider will provide a description of the type and features of the video camera system they use, if any. Service provider should describe the training and supervision for making the video camera system an effective safety tool. District and Contractor will share cost of any cameras added to the current fleet equally.

SECTION 6.11: Routing and Communications

6.11.1. All routing shall be the primary responsibility of the Contractor. The District expects that the Contractor will cooperate with the District in making routing decisions and determining all pick-up and drop-offs.

6.11.2 The Contractor will be responsible for determining each passenger's bus information at the beginning of school and in the event of a major change in a bus route. The Contractor will be required to respond to all public inquiries and handle all daily transportation concerns. District will be responsible for printing and delivery of student bus information for start up at each school year.

6.11.3. Versa Trans routing system. The District owns a licensed Versa Trans routing system that has been installed at the present service provider's terminal and office. The Contractor shall furnish hardware at their terminal to operate and access this routing system.

ARTICLE 7: Operating Requirements - Personnel

SECTION 7.1: Personnel

7.1.1. Contractor Management and Supervision

a. A supervisor and necessary support personnel shall be required for on-site management at the terminal. The service provider shall be required to have personnel available to respond to all public inquiries and handle all daily transportation concerns.

1. Manager/Supervisor who has full operational authority to manage all contracted operations. The Manager/Supervisor will have authority to implement all District requests or resolve District problems and complaints. The Manager/Supervisor's authority will include but not be limited to hiring, reassigning or terminating drivers and staff, policy, procedures, late buses, accidents, emergencies, maintenance and incidents.

- a) The Manager/Supervisor will work closely with the District designated administrator to ensure full compliance with all contract requirements.
- b) The Manager/Supervisor and other staff will be available, on-site during route times while students are being transported to and from school.

2. The service provider shall also employ or assign personnel to handle responsibilities for safety, dispatching and bus operations, including and not limited to:
 - a) dispatch buses, provide daily ongoing assistance to drivers during bus operations in regard to problems, scheduling, routing, and special needs routing, parent/guardian communications and be available from 6:00 AM during route times while students are being transported to and from school.
 - b) daily supervision of safe bus operations and the implementation and management of safety programs to include, but not restricted to driver safety training, student school bus safety training, bus evacuation drills, and any other safety efforts deemed necessary by the District or Contractor.
 - c) The Contractor shall have the necessary support staff available on-site at the terminal. The service provider shall be required to have personnel available to respond to all public inquiries and handle all daily transportation concerns.
 - d) The Service Provider shall include in its Written Quotation a proposed staffing they would be prepared to employ if selected to provide the services identified in this General Specification.

7.1.2. Drivers

- a. The Service Provider shall submit a list of bus driver qualifications, certifications, and indications of ability to meet all driver requirements under Minnesota law and regulations. The Service Provider shall indicate how it proposes to provide the drivers, knowing that driver turnover occurs.
 1. A new successful service provider will be required to offer employment to the qualified existing driving staff of the present Contractor, provided they meet insurability requirements, state law, and the service provider's established driver and service standards.
- b. Drivers shall be carefully chosen based upon their driving skill and character. At the minimum all drivers must also be pre-screened. Service providers shall provide a description of their hiring process and selection criteria. Each prospective applicant must have his or her traffic and criminal records researched, and the District will consider the provision of a drug screen.

7.1.3. Bus Aides/Assistants

The District requests that the service provider provide a minimum of six (6) bus aides/assistants. The District will require that each prospective applicant to be hired by the service provider have their criminal records researched and a drug screen completed. The service provider will include a rate per hour for such services in Exhibit A.

7.1.4. Service Provider's Responsibility All Taxes and Payroll Deductions

Service provider will be required to accept liability for payment of all applicable payroll taxes or deductions required by local and federal law, social security, Medicare, and unemployment. Service provider shall pay all taxes imposed on any equipment or

service to be furnished. District will have no liability for any tax of any kind imposed on the service provider thereon.

SECTION 7.2: Bus Driver and Student Safety Program

- 7.2.1. The service provider shall employ and designate a safety official with primary responsibility to effectively administer and conduct a bus driver safety program and student safety program. The District will assist in the scheduling of student related bus safety programming and activities.
- 7.2.2. The service provider shall provide all necessary reports to the District to assure compliance with District policies, practices and guidelines and State of Minnesota laws and regulations regarding safety.

SECTION 7.3: Driver Training

- 7.3.1. The District will require that training of new drivers meet applicable federal and state laws and regulations. The service provider shall provide an overall description of the service provider's training process and shall have established in-service programs addressing specific transportation topics including, but not limited to:
 - a. proper backing procedures
 - b. railroad crossing safety
 - c. seasonal weather conditions,
 - d. behavior based accident prevention,
 - e. loading and unloading procedures, and
 - f. evacuation procedures.
- 7.3.2. Service providers shall describe their accident prevention and awareness program.

SECTION 7.4.: Student Services and Discipline: Responsibilities and Reporting

- 7.4.1. The District is ultimately responsible and has authority to determine student eligibility for transportation, consistent with applicable state laws, and to suspend or expel any student from transportation services. Service provider's drivers are responsible only for such discipline as is required to safely and properly operate service provider's buses. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus for misbehavior except in the event of an extreme emergency endangering the safety of the student, other students, the driver or the bus assistant, and then only after radio notice to service provider's terminal and to the student's building principal.
- 7.4.2. Additional procedures and regulations for the administration of discipline, not addressed in the District discipline policies, shall be established cooperatively

between district and service provider, and included with the service plan identified in Section 6.1.

- 7.4.3. All discipline problems shall be reported in writing following completion of the route, and the District should receive the report not later than the end of the next school day.
- 7.4.4. The service provider shall provide the District with a monthly report of bus discipline incidents, including date, time of day, bus route, and disposition. The District's designated person shall receive such monthly report not later than the tenth (10th) school day after the close of the month.

SECTION 7.5: Substitutions

Substitutions of prior approved buses, personnel, equipment and materials are permitted in the following instances:

- a. Failure to meet this General Specification.
- b. Failure of a driver to pass physical examination or meet statutory or regulatory requirements.
- c. Failure of the supplier to meet delivery schedule or other conditions of the contract.

SECTION 7.6: INDEMNITY

The service provider agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, providing transportation of assigned students.

SECTION 7.7: Customer Relations Philosophy

The importance of providing high quality services to students is of paramount importance to the District. The service provider shall describe its customer relations philosophy and its program in this area. The District reserves the right to employ a District employee to coordinate student transportation services if it deems it necessary for providing quality, efficient bus services, with appropriate cost adjustments made.

SECTION 7.8: State Report Required

The Contractor shall provide the District's Director of Business Services with the appropriate information required by the departments and agencies of the State of Minnesota.

SECTION 7.9: District Personnel

The District does not now, but is contemplating establishing the Transportation Coordinator position and employ a person to handle the District responsibilities for student transportation. This position would be responsible for the coordination of student transportation services the District deems necessary for providing quality, efficient bus services. This position would serve as the primary District contact for the day-to-day operations of the student

transportation services and the agreement(s) with the Contractor(s). This position would also have certain responsibilities for routing and scheduling as identified in Section 6.11, and Section 6.11.3, specifically.

APPENDIX B
STUDENT TRANSPORTATION POLICIES

The District has adopted a Student Transportation Policies, copies of which can be reviewed on the District website at:

http://www.princeton.k12.mn.us/se3bin/client_genie.cgi

Student Transportation Policies

- 707 - Transportation of Public Schools Students
- 708 - Transportation of Nonpublic School Students
- 709 - Student Transportation Safety
- 710 - Extracurricular Transportation
- 711 - Videotaping on School Vehicles

Crisis Management Policy

- 806 - Crisis Management

APPENDIX C

DISTRICT MAP FOR STUDENT TRANSPORTATION SERVICES

The District map included in this Appendix shows the location of District schools.

http://education.state.mn.us/MDE/Data/Maps/School_District_Locations/index.html

**Princeton School District
Independent School District 477
PUPIL TRANSPORTATION SERVICES AGREEMENT**

In accordance with Minnesota Statutes, section 123(b).52, subdivision 1 or 3, this agreement is made and entered into as of the 1st day of December, 2015, by and between Princeton Public Schools, Princeton, MN, Mille Lacs County, Minnesota, hereinafter called "District" and Palmer Bus Service of Princeton, Inc., hereinafter called "Contractor."

WITNESSETH

WHEREAS, District has selected Contractor to provide the pupil transportation services described herein; and

WHEREAS, Contractor desires to provide such pupil transportation service to the District,

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

1. TERM

The term of this agreement shall commence August 1, 2016 and shall continue through July 31, 2018. For Purposes of this Agreement, the term "Contract Year" shall mean each one year period commencing August 1 during the term of this Agreement. In addition, the District parties reserves the right to negotiate extensions to the contract.

2. SCOPE OF SERVICES REQUIRED

Contractor shall, during the term of this Agreement, supply and maintain such number of school buses and personnel as are required to fulfill District's needs for pupil transportation services as described in the Specifications for Pupil Transportation Services which is incorporated by reference into this agreement.

3. COMPENSATION AND BILLING

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in Appendix A attached hereto and made a part hereof, as may be adjusted from time to time as provided herein.

BASIC TRANSPORTATION

Regular To and From, Midday and Specialized Services Transportation

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in Appendix A attached hereto no later than 30 calendar days after the receipt of invoice.

Supplemental Transportation

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in Appendix A attached hereto for the service categories – all other school transportation services, extra-curricular and athletic trips, and activity and field trips. After verification of the statement, District shall pay the amount due to Contractor within 30 days of receipt of invoice.

4. FUEL COST ADJUSTMENT

Contractor shall furnish all fuel to be used in its performance of this agreement with copies of invoices to be provided to the District monthly. Contractor's "Base Fuel Cost" shall be \$2.00 - \$3.50 per gallon (gasoline or diesel) exclusive of applicable federal gasoline taxes. The Contractor's invoice shall include an adjustment for increases or decreases in fuel costs calculated by multiplying (i) the number of gallons of fuel purchased by the Contractor for consumption in the performance of this agreement by (ii) the difference between the appropriate Base Fuel Cost and the average price per gallon of fuel paid during the month for which the invoice is issued.

5. CONTRACTOR RESPONSIBILITIES

Upon request, Contractor shall provide the District preceding each Contract Year with a "service plan for pupil transportation services." Contractor shall work with District's Administration or designee in planning services and otherwise Implementing the Agreement. The "service plan" must include at a minimum the following:

- a. list of drivers, both primary and substitutes
- b. list of bus and van equipment that will be used in providing the contract services, along with make of equipment, year of manufacture, vehicle type, passenger size, and special equipment.
- c. Staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in the Contract.
- d. Insurance information required by the Agreement.
- e. Staff training plan including materials and schedule
- f. Transportation crisis plan
- g. Customer Service Philosophy and Plan and 3 trainings per year with an orientation for all new drivers.

6. RECORDS AND REPORTS

Contractor shall provide those reports and records, which may be reasonably requested by District and necessary for proper payment, for evaluation of Contractor's performance or for state and District reporting hereunder. Reports may include, but are not limited to:

- Crash Reports
- Student Discipline Reports
- Bus Inspections
- Monthly or Yearly Mileage, Hour or Route Reports
- Bus Ridership Reports - for each route including special education transportation routes
- Community Communications Ledger
- Driver Qualification Reports

7. STATUS OF CONTRACTOR

In the interpretation of this Agreement and the relations between Contractor and District, Contractor shall be construed as being an independent contractor hired to provide pupil transportation services only. Neither Contractor nor any of its employees shall be held or deemed in any way to be an employee or official of the District. Contractor shall be responsible for, and hold District harmless from any liability for unemployment taxes or contributions, payroll taxes or other federal or state employment taxes.

8. INSURANCE

Contractor shall, at its expense, procure and keep in force during the entire term of this Agreement, public liability and property damage liability insurance protecting District, its board, officers, employees and agents, and Contractor, its drivers and other personnel. Contractor must provide the above referenced insurance with the following minimum limits:

Automobile Liability Insurance	\$1,000,000 Combined Single Limit
Commercial General Liability Insurance	\$1,000,000 Per Occurrence
Worker's Compensation	Statutory
Umbrella Liability Insurance	\$4,000,000

Contractor agrees to provide District a certificate of insurance evidencing such coverage and designating District as an additional insured with respect to Automobile Liability. Worker's compensation insurance shall be maintained as required by law. All insurance policies shall provide that no coverage shall be cancelled except by thirty (30) days written notice to District.

9. INDEMNIFICATION

Contractor shall hold District, its governing board, officers and employees harmless and does hereby indemnify District, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of Contractor in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the

negligence or willful misconduct of District, its agents or employees. The Contractor also agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, Contractor's acts in providing transportation of assigned pupils.

To the extent permitted by law, District shall hold Contractor, its officers, employees, agents, successors and assigns harmless and does hereby indemnify Contractor, its officers, employees, agents, successors and assigns from and against every claim or demand which may be made by any act neglect, default or omission of District, its governing board, officers, employees or agents, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Contractor, its agents or employees.

10. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT (E.E.O)

Contractor must show evidence of a non-discriminatory equal employment opportunity program in the selection of employees that follow the guidelines established by District E.E.O. program. Such program must provide E.E.O. opportunities regardless of person's race, creed, sex, national origin, and sexual orientation, or any other characteristic protected under state or federal law.

11. FORCE MAJEURE

In the event Contractor is unable to provide the transportation services herein specified because of any act of nature, civil disturbance, fire, flood, war, governmental action, labor dispute involving District personnel, picketing, strike, or lockout, or any condition or cause beyond Contractor's control, District may excuse Contractor from performance under this Agreement.

12. FAILURE TO DELIVER & PENALTIES

If by any reason of any acts of nature, fires, strikes, present or future laws, ordinances, government orders, rules or regulations, the Contractor shall be prevented from carrying out the terms of this Agreement, District shall have the right to hire others to continue service, and operating expenses incurred will be deducted from payments owed to Contractor.

13. INCLEMENT WEATHER / SCHOOL CLOSINGS

In the event of inclement weather or impassability of roads or whenever school is cancelled, delayed or is dismissed early, District shall notify Contractor prior to such cancellation or delay. Should the number of days transportation is required to decrease during the school year, as a result of weather conditions, strikes, gas shortages, school closing and emergencies, the base contract will be decreased by an amount equal to 50% of the daily contract charge per day decreased.

14. EMERGENCY RESPONSE PROGRAM

Contractor shall understand and participate in the District Emergency Plan. In addition, Contractor shall develop and implement an emergency plan responsive to the District Emergency Plan. District may review and require changes or additions to plan.

15. MANAGEMENT PERSONNEL

The contractor shall designate a permanent regular, full-time manager/supervisor to be directly responsible for the provision of all services required in the District contract. The manager/supervisor will be responsible for providing safe and efficient transportation services required by this Agreement and will supervise necessary support staff required for on-site management. This person shall work with the District Designee for purposes of service coordination. The District expects that the manager/supervisor is an experienced person who has demonstrated skills for fulfilling the responsibilities of this Agreement. Contractor shall inform District of the name(s) and business address(s) of such management personnel.

16. OPERATIONS PERSONNEL/DRIVER QUALIFICATIONS

Contractor shall employ a sufficient number of qualified drivers and support personnel to assure District of continuous and reliable service. The Contractor will consistently conduct a proactive recruitment campaign and periodically update the District on these efforts (may not be necessary to include). Contractor shall provide qualified drivers, trained and licensed in accordance with the laws of this State and the rules and regulations of District. Accordingly, Contractor agrees that each driver shall:

- a. Possess a valid license issued by this State (or a reciprocal state) authorizing such person to operate a school bus.
- b. Be certified by a duly licensed medical practitioner as medically qualified and free of medical or physical conditions, which, absent reasonable accommodation, would limit safe operation of a school bus qualified without reasonable accommodation, to safely operate a school bus. The physical examination shall be conducted prior to employment and periodically thereafter as required by State law.
- c. Successfully complete a course of training, including instruction in school bus safety, student discipline, human relations, behind-the-wheel school bus driving instruction, defensive driving, first aid, use of fire extinguisher, traffic laws, and applicable District policies and regulations.
- d. Possess a satisfactory driving record and criminal history record, after review of such records prior to employment and periodically thereafter to the extent permitted or available by law.
- f. Satisfy all applicable requirements of the U.S. Department of Transportation, Federal Highway Administration in rendering transportation services regulated by that agency.
- g. Meet any other criteria required by State law or by District's policies, rules or regulations.

Contractor shall hold each driver responsible for:

- a. Supervising the safe loading and unloading of his or her bus at every pick-up and delivery point.
- b. Keeping informed of all rules and regulations affecting the safe operation of school buses and standards of conduct.
- c. Complying with all federal, state and local traffic laws while operating buses under this agreement.
- d. Carrying appropriate identification at all times while on duty.
- e. Carrying a timepiece while on duty so that the driver can maintain established schedule times.
- f. Communicating to Staff any issues or needs related to the route assignment and all passengers transported.

A driver orientation and instruction program will be provided before a driver is allowed to drive while students are on board. Training must include:

- a. Enough to safely operate the type of school bus the driver will be driving
- b. Emergency procedures
- c. Student Management procedures, including issues relating to students with disabilities
- d. Knowledge of relevant laws, rules of the road, and local school bus safety policies
- e. Knowledge of student loading and unloading procedures

An ongoing performance monitoring and assistance program should include:

- a. Random drug testing
- b. Daily observance of employees to detect violations of drug policy
- c. Advance knowledge of routes, including substitutes
- d. Route accuracy including proper stops and updated paperwork
- e. Demonstrated driver-passenger professionalism
- f. Competency in physically driving the assigned vehicle and equipment

Contractor shall take reasonable steps to prevent its employees from exposing any student to impropriety of word or conduct. Contractor shall not knowingly permit its drivers to smoke on the bus nor to drink any intoxicating beverage or be under the influence of drugs or alcohol while operating any bus. Contractor shall regulate the use of prescription and non-prescription drugs, which impair the safe operation of the bus. Contractor shall enforce all District Rules and Regulations in place.

Contractor shall be responsible for hiring and discharging personnel employed by Contractor to perform its obligations hereunder; provided, however, that District shall have the right to require Contractor to remove from service under this agreement any employee who, at District's sole discretion, is deemed unsuitable for the performance of transportation services for District; and provided further that District shall make such request in writing and state the reasons therefore.

17. EQUIPMENT

All school buses supplied by Contractor pursuant to this Agreement shall meet or exceed the standards established by the laws and regulations of the State and the United States. Contractor shall maintain the school buses used to provide pupil transportation services under this Agreement in accordance with law and accepted industry maintenance standards.

Buses supplied by the Contractor will be no older on August 1 on any contract year, unless approved by District, than:

Regular Route Buses – not older than 12 model years – District and Contractor agree to waive this requirement during this 2 year agreement. It is agreed that Contractor will be using SY 2015-16 fleet with addition of 83 passengers for the 2 year contract period.

Type III Vans – not older than 12 model years

Spare Route Buses – not older than 18 model years

Contractor shall provide buses in sufficient number to efficiently transport all students for whom District orders services, including an adequate number of spares.

Buses shall be of sufficient capacity to permit every student transported to be seated in conformance with State laws at all times. Buses must be clean, neat-appearing and display appropriate exterior and interior markings as required by state law.

ADDITIONAL DEVICES AND EQUIPMENT REQUIRED

Contractor shall provide a facility that enables the Contractor to respond to an emergency within 30 minutes. The location of the facility shall not impact the contract.

Contractor must equip facility with proper furniture, facsimile machine, maintenance equipment, and basic comforts for staff and employees.

Contractor will have cameras in all route buses, should cameras need to be purchased or replaced District will share costs with Contractor on an equal basis.

18. STUDENT DISCIPLINE/VANDALISM

The ultimate responsibility and authority to suspend or expel any student from transportation services hereunder shall rest with District. Contractor's drivers are responsible only for such discipline as is required to safely and properly operate Contractor's buses. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus without authorization. All discipline problems shall be reported in writing following completion of the route. Procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

Vandalism damages to Contractor's equipment or facilities shall be the responsibility of Contractor. However, District shall give Contractor reasonable assistance in obtaining restitution for damaged equipment or facilities.

19. ASSIGNMENT

The Contractor shall not assign or transfer any part of the obligation and responsibility in this contract without the prior written approval of the District.

20. TERMINATION

If either party shall willfully violate any of the covenants or duties imposed upon it by the Agreement, such material willful violation shall entitle the other party to terminate this Agreement. The party desiring to terminate for such cause shall give the offending party thirty (30) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this Agreement shall be deemed terminated.

District and Contractor agree to meet and make good faith efforts to resolve any disputes within thirty (30) days of the development of any dispute, prior to filing any action in a court of competent jurisdiction. Good faith efforts may include mediation and arbitration by mutual agreement.

21. PLACE OF CONTRACT

This Agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Minnesota. All references in the contract to the "State" shall mean State of Minnesota.

22. SURVIVAL

The mutual obligations described in COMPENSATION AND BILLING; and INDEMNIFICATION hereof shall survive the termination or expiration of this Agreement.

23. SEVERABILITY

In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.

24. MODIFICATIONS

Contractor and District may modify the terms of this Agreement in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the parties. Any other additions or modifications would be provided at cost outlined in Appendix A.

25. NOTICE TO PARTIES

All notices to be given by the parties to this Agreement shall be in writing and served by depositing same in the United States Mail, postage prepaid, registered or certified mail.

Notices to District shall be addressed to:

Princeton School District, ISD 477
Supt. Julia Espe
706 1st Street
Princeton, MN 55371-1820

Notices to Contractor shall be addressed to: (Contractor)

Palmer Bus Service of Princeton, Inc.
Chris Champlin, COO
PO Box 2026
North Mankato, MN 56002

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

26. ENTIRE AGREEMENT

This Agreement sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no prior representations, either oral or written, between District and Contractor other than those contained in this Agreement.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 4th day of May 2016.

By: 

Officer of Contractor

By: 

Chair, Board of Education

By: 

Clerk, Board of Education

APPENDIX A
2016-17 School Year

1. Regular "To and From" Routes
 - a. 71-77 Passenger - \$229.70 per route per day (Based on 34 Routes)
 - b. 83-90 Passenger - \$245.81 per route per day (Alternate)
 - c. Open Enrollment - \$1.75 per mile (above base mileage SY 2015-16)
 - d. Second Pass Runs (Above SY 2015-16 quantity 12) - \$35.00 per run per day

2. Special Education Routes -- In District
 - a. Class C/D Bus - \$228.64 per route per day, midday route \$116.60
 - b. Class A/B Bus - \$228.31 per route per day, midday route \$114.15
 - c. Type III Van - \$210.35 per route per day, midday route \$105.18 per day
 - d. Bus Aide \$13.90 per hour
 - e. District Van Minimum \$93.39 or \$17.69 per hour and \$.69 per mile

3. Special Education Routes -- Out of District
 - a. Class A/B/C/D - \$17.69 per hour and \$1.48 per mile
 - b. Type III - \$17.69 per hour and \$1.20 per mile
 - c. Bus Aide \$13.90 per hour
 - d. District Van Minimum \$84.90 or \$17.69 per hour and \$.68 per mile

4. Extra Curricular and Athletic Trips
 - a. All Vehicle Types \$17.69 per hour and \$1.48 per mile, minimum \$42.45
 - b. Trailer \$53.06 per trip

2017-18 School Year

1.75% Increase on all Rates