

Princeton Public Schools - ISD 477
Tuesday, September 3, 2019 at 6:00 PM
Regular School Board Meeting
District Center Board Room

Our Mission

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

Our Vision

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

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

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

 - a. Personnel 6
 - b. Bills 8
 - c. Field Trips 12
8. **INFORMATION**
 - a. First Reading of Policies 14
 - 550 - Academic Recognition Programs 15
 - 610 - Field Trips 18
 - 616 - School District Accountability System 22
 - 901 - Community Education 35
 - 902 - Facility Use 37
9. **ACTION**
10. **ADDITIONS TO AGENDA**

11. FUTURE MEETING(s) INFORMATION

Long Range Planning Committee Meeting - September 9th 4:30 pm

Policy Committee Meeting - September 17th 5:00 pm

Work Session Board Meeting - September 17th 6:00 pm

12. MOTION TO CLOSE BOARD MEETING FOR NEGOTIATIONS STRATEGY

Pursuant to MN Statute 13D.05, subd. 2(b), I move to close the meeting for Negotiations Strategy.

13. ACTION OPEN MEETING

a. Tentative Teacher Contract

54

14. ADJOURN

Call to Order and Pledge of Allegiance

The work session meeting of the School Board of District #477 was called to order by Board Vice Chair Chad Young on the **20th day of August, at 6:00 p.m.** in the District Center Board Room.

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

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, Director of Human Resources Jason Senne, Student Council Representative Ellie Pomerleau, Student Council President Dominic Nevares and Middle School Principal Dan Voce.

Citizen Comments: None

REPORTS

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

Howard Vaillancourt
Eric Strandberg
Jim Tomsy
Deb Ulm
Chad Young
Sue VanHooser
Eric Minks

Policy Committee Meeting; Superintendent Meeting

Policy Committee Meeting
Superintendent Meeting
Agenda Planning Meeting
See Legislative Meeting

Student Council Report: A bonding event was held last week, incoming Freshman were met and assigned to committees. Dominic Nevares spoke regarding the project to have the Senior class paint their parking spots and the theme for the year of "Take Action". He also spoke on the project of redesigning the Media Center to provide more of an open learning space.

Superintendent Report: Superintendent Barton spoke about welcoming new staff members this week and returning staff members next week.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Sue VanHooser seconded by Deb Ulm, **to approve the August 6th board meeting minutes and closed session minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Eric Strandberg, **to approve the consent agenda as presented.** Personnel, bills, grants, gifts, fundraisers, wire transfers, Fairview Training Program Service Agreement. Motion passed unanimously.

WORK SESSION

Bus Training and Policy - Dan Voce presented.

Long Term Planning - Wold presented.

ADDITIONS TO AGENDA- None

FUTURE MEETING

Finance Meeting - September 3, 4:30pm

Board Meeting - September 3, 6:00pm

MOTION TO CLOSE BOARD MEETING FOR NEGOTIATIONS STRATEGY

Motion to close board meeting pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b) was made by Eric Strandberg seconded by Jim Tomsy. Motion passed unanimously.

ADJOURN

Motion to adjourn the meeting was made by Jim Tomsy and seconded by Sue VanHooser. The meeting was adjourned at 8:33 p.m.

Vice Chair Chad Young

Clerk Sue VanHooser

Recorder- Sonia Strickland

The Closed School Board Meeting of District #477 was called to order by Vice Chair Chad Young on the **20th day of August, at 7:53 p.m.** in the District Office Board Room.

Closed meeting minutes: Negotiations strategy was discussed.

Motion made by Jim Tomsy and seconded by Eric Strandberg to adjourn the meeting and go into and open meeting at 8:32 p.m. Motion passed unanimously.

Vice Chair Chad Young

Clerk Sue Van Hooser

Recorder - Sonia Strickland

9.3.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Gray	Emma	PS	Food Service Server	Food Service	Robin Kline-Smith	8.26.19	\$12.86
New Hire	Winskowski	Amy	HS	Food Service Server	Food Service	Jacque Lindstrom	8.26.19	\$12.86
New Hire								
New Hire								

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Gross	Ashley	FC	Tiger Club Lead	CE		8.29.19	
Resignation	Schultz	Diane	SS	On-line Teacher	PEA		TBD	
Resignation								
Retiring								

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	VanDyke	Jason	HS	Day Custodian	Custodian		9.20.19-10.4.19	
LOA								
LOA								
Intermittent LOA	Alderink	Kristi	HS	Academic Behavior Asst	Paraprofessional		8.20.19-5.29.20	
Intermittent LOA								

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	McMahon	Padric	HS	1.0FTE + .07 (overload)	PEA		8.26.19-12.6.19	\$3,068.03
Change in Assignment								
Change in Assignment								
Change in Assignment								
Change in Assignment								

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Schultz	Diane	SS	.08 On-line Teacher (Overload)	PEA		2018-2019	\$5,271.46
Extra Duty	Valdivieso	Pedro	HS	Head Girl's Basketball Coach	Activities	Erik Jacobs	10.28.19	\$4,842.00
Extra Duty	Moore	Lora	PS	Yearbook Advisor	Activities	Jennifer Bragg	9.3.19	\$433.33
Extra Duty	Middendorf	Stefanie	PS	Yearbook Advisor	Activities	Jennifer Bragg	9.3.19	\$433.33

Extra Duty	Zvanovec	Alyssa	PS	Yearbook Advisor	Activities	Jennifer Bragg	9.3.19	\$433.33
Extra Duty	Hilligoss	Janelle	HS	Asst. Sideline Cheer Coach	Activities		8.19.19	\$1,263.00
Extra Duty	Pemberton	Amanda	PS	Primary Bus Lot Supervisor	Activities	Shelley Scheffel	9.3.19	\$1,263.00

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

Fund	Description	Total
01	General Fund	\$214,170.95
02	Food Service	\$10,334.61
04	Community Service	\$2,141.78
06	Construction	\$309,296.45
10	Student Activities	\$7,768.99
Report Total		\$543,712.78

Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81015	173427	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	08/16/2019	660.00
			81020	173428	Check	1	16420		CAMERON LIZ	Yes	No	No	USD	08/16/2019	95.80
			81007	173429	Check	1	10584		CARD SERVICES	Yes	No	No	USD	08/16/2019	162.45
			81013	173430	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	08/16/2019	81.36
			81010	173431	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	08/16/2019	348.02
			81022	173432	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	08/16/2019	23.00
			81008	173433	Check	1	11215		FISCHBACH STEPHANIE	Yes	No	No	USD	08/16/2019	108.00
			81018	173434	Check	1	16418		I.S.D. #2170	Yes	No	No	USD	08/16/2019	421.50
			81012	173435	Check	1	13448		I.S.D. #622	Yes	No	No	USD	08/16/2019	277.29
			81019	173436	Check	1	16419		KELLEN JODIE	Yes	No	No	USD	08/16/2019	50.00
			81016	173437	Check	1	16414		LUCKHURST CARRIE	Yes	No	No	USD	08/16/2019	40.00
			81023	173438	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	08/16/2019	870.00
			81024	173439	Check	1	4048	4	M.A.S.S.P.	Yes	No	No	USD	08/16/2019	835.00
			81025	173440	Check	1	4048	4	M.A.S.S.P.	Yes	No	No	USD	08/16/2019	160.00
			81026	173441	Check	1	4048	4	M.A.S.S.P.	Yes	No	No	USD	08/16/2019	160.00
			81009	173442	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	08/16/2019	45.00
			81029	173443	Check	1	8294		MISSISSIPPI 8 CONFERENCE	Yes	No	No	USD	08/16/2019	6,500.00
			81021	173444	Check	1	16421		NEWMAN MARGARET	Yes	No	No	USD	08/16/2019	25.00
			81011	173445	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	08/16/2019	1,722.00
			81027	173446	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	08/16/2019	67.68
			81028	173447	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	08/16/2019	2,000.00
			81017	173448	Check	1	16416		TAMS-WITMARK LLC	Yes	No	No	USD	08/16/2019	3,510.00
			81014	173449	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/16/2019	3,560.58
			81030	173450	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	08/20/2019	22,091.84
			81032	173451	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	08/21/2019	8,453.79
			81038	173452	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	08/23/2019	1,105.05
			81058	173453	Check	1	7328		AUTO BODY TECHNICIANS	Yes	No	No	USD	08/23/2019	980.91
			81054	173454	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	08/23/2019	33.16
			81040	173455	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	08/23/2019	32.94
			81052	173456	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	08/23/2019	32.68
			81042	173457	Check	1	12716		ENABLING DEVICES	Yes	No	No	USD	08/23/2019	154.90
			81050	173458	Check	1	16417		GREENHAIGH TOM	Yes	No	No	USD	08/23/2019	200.00
			81046	173459	Check	1	15470	2	GREENWOOD CORY	Yes	No	No	USD	08/23/2019	2,000.00
			81053	173460	Check	1	3488		JORGENSON ANN M.	Yes	No	No	USD	08/23/2019	150.00
			81041	173461	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	08/23/2019	136.00
			81061	173462	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	08/23/2019	250.00
			81060	173463	Check	1	9130	2	MINNESOTA WEARABLES	Yes	No	No	USD	08/23/2019	5,312.00
			81039	173464	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	08/23/2019	99.00
			81047	173465	Check	1	15583		NASP-NATIONAL ARCHERY IN THE S	Yes	No	No	USD	08/23/2019	2,437.00
			81051	173466	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	08/23/2019	63.00
			81048	173467	Check	1	15998		PISZCZEK STACY	Yes	No	No	USD	08/23/2019	20.85

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Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81055	173468	Check	1	5107		PRINCETON AUTO CENTER	Yes	No	No	USD	08/23/2019	1,062.54
			81056	173469	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	08/23/2019	1,200.00
			81057	173470	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	08/23/2019	196.15
			81059	173471	Check	1	7632		REIMER SCOTT	Yes	No	No	USD	08/23/2019	661.00
			81049	173472	Check	1	16097		RICK OLSON SEMINARS	Yes	No	No	USD	08/23/2019	1,325.00
			81045	173473	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	08/23/2019	190.24
			81044	173474	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	08/23/2019	320.16
			81043	173475	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	08/23/2019	350.00
			81066	173476	Check	1	10988		ALLIED BLACKTOP CO.	Yes	No	No	USD	09/03/2019	49,475.70
			81067	173477	Check	1	1257		ATTAINMENT COMPANY INC.	Yes	No	No	USD	09/03/2019	617.40
			81087	173478	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	09/03/2019	3.96
			81063	173479	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	09/03/2019	1,500.00
			81083	173480	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/03/2019	2,422.29
			81084	173481	Check	1	1977		CREATIVE TEACHING PRESS	Yes	No	No	USD	09/03/2019	42.39
			81062	173482	Check	1	10069		DALCO	Yes	No	No	USD	09/03/2019	2,863.23
			81086	173483	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	09/03/2019	333.00
			81080	173484	Check	1	15318		EKON-O-PAC	Yes	No	No	USD	09/03/2019	391.20
			81075	173485	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	09/03/2019	315.00
			81082	173486	Check	1	16393		FPI PAVING CONTRACTORS, INC.	Yes	No	No	USD	09/03/2019	31,503.90
			81092	173487	Check	1	6645		GRAINGER	Yes	No	No	USD	09/03/2019	1,527.94
			81077	173488	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	09/03/2019	227,961.05
			81064	173489	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	09/03/2019	120.32
			81071	173490	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	09/03/2019	769.40
			81093	173491	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	09/03/2019	3,200.00
			81079	173492	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	09/03/2019	6,556.50
			81085	173493	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	09/03/2019	100.00
			81081	173494	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	09/03/2019	501.86
			81088	173495	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	09/03/2019	6,225.00
			81089	173496	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/03/2019	183.69
			81065	173497	Check	1	10923	1	ROCHESTER 100 INC	Yes	No	No	USD	09/03/2019	1,138.25
			81069	173498	Check	1	12749		RUM RIVER CONTRACTING CO.	Yes	No	No	USD	09/03/2019	42,656.73
			81073	173499	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	09/03/2019	24,852.26
			81068	173500	Check	1	12635	1	SHI INTERNATIONAL CORP.	Yes	No	No	USD	09/03/2019	11,319.00
			81070	173501	Check	1	13261	2	SOCIAL THINKING	Yes	No	No	USD	09/03/2019	295.01
			81078	173502	Check	1	14750	1	SUBURBAN ELEVATOR OF MINNESC	Yes	No	No	USD	09/03/2019	49,831.50
			81072	173503	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	09/03/2019	945.00
			81090	173504	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	09/03/2019	62.43
			81074	173505	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	09/03/2019	28.31
			81076	173506	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	09/03/2019	4,765.69

Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81091	173507	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	09/03/2019	623.88
														Bank Total: 001	\$543,712.78
														Report Total:	\$543,712.78

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PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

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

(Updated 5/16/17)

Name of Field Trip Supervisor: <i>Kelly Dorr</i>	Name of group, club, or department: <i>Girls Tennis</i>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <i>Lake Hubert Tennis Tourney</i>	Destination: <i>Brainard</i> Round Trip Miles: <i>186</i> *Complete Transportation Request & fax to Palmer Bus
Number of Students expected to participate: Number of Teacher/Advisor Chaperones: <i>1</i> Number of adult volunteers/chaperones: <i>1</i> # male students <i>0</i> #female students <i>16</i> (if Perkins funded)	Grade level/s of student participants: (circle all that apply) <div style="text-align: center; border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;"> 8 9 10 11 12 </div>
Date of Departure: <i>11:00 am Aug 25th</i> Time of Departure: <i>11:00 Am</i>	Date of Return: <i>Aug 26th</i> Time of Return: <i>8:00 pm</i>
School Hours Missed: (for single day trips) 1 2 3 4 5 6 (circle hours that apply) <input checked="" type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 2 2.5 3 3.5 4 other ____ <input checked="" type="checkbox"/> outside the school day
Yes <input checked="" type="checkbox"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="checkbox"/> No This field trip occurs on a Sunday.

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

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

A. What is the purpose of this field trip? (choose 1 CATEGORY only)

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

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

- CATEGORY C: Extended** (policy 610: trip that involves at least one overnight stay) (check all that apply)

ATTACH ITINERARY

 - Regional or state level competition, training or meeting
 - have qualified
 - anticipating to qualify
 - Selected or invited to participate in honorary event or competition
 - have been invited or selected
 - have applied to be invited or selected
 - will apply to be invited or selected

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

I.	Transportation Code: _____ # of round trip miles <u>186</u> X \$1.56 = \$ <u>290.16</u> # of hours <u>33hr</u> X \$18.54 = \$ <u>611.82</u> # of buses needed <u>1</u> X the combination of the two subtotals above = \$ _____ (A)
II.	Lodging Code: <u>0</u> # of rooms _____ X # of nights _____ = total rooms _____ X cost of room _____ = \$ _____ (B)
III.	Registration Code: <u>0</u> # of students _____ X cost of registration _____ = \$ _____ (C) # of adults _____ X cost of registration _____ = \$ _____ (D)
IV.	Substitute Code: <u>0</u> # of teachers needing a substitute _____ X # of hours _____ X \$25 (approx) = \$ _____ (E) OR # of teachers needing a substitute _____ X # of days _____ X \$125 (approx) = \$ _____ (F)
V.	Meals Code: <u>0</u> # of students & adults _____ X approximate cost of meal _____ X # of meals = \$ _____ (G)
TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G): \$ _____	

F. Complete this section for instructional field trip requests.

1. Name of course: Girls Tennis

2. What is the learning goal for this trip? (Reminder, this should appear on the learning progression.)

Tennis Tournament - team building

3. Is this trip approved and funded through the Carl Perkins grant? Yes No

4. If yes to 3, what amount was included in Perkins grant? _____

NOTE: If cost of actual trip exceeds the approved amount, this must be funded through other means.

Date Received (Office): 8-14-19

G. Building Administrative Review			
<u>Dawn Gravel</u> Activities Director Signature	7/29/19 Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
<u>Paul Muckat</u> Principal Signature	8/14/19 Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
District Review for Extended Trips			
<u>[Signature]</u> Superintendent Signature	8/14 Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
_____ School Board Chairperson Signature	_____ Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

Summary of Changes

- 550 - Academic Recognition Programs
 - Proposed changes by High School Principal
- 610 - Field Trips
 - Added section V - Exemption previously approved by board in 2016
- 616 - School District Accountability System
 - Proposed changes by Director of Teaching & Learning
- 901 - Community Education
 - No Changes
- 902 - Facility Use
 - Changes proposed by Community Education department

PRINCETON PUBLIC SCHOOLS
550 - ACADEMIC & GRADUATION RECOGNITION PROGRAMS

~~It is the policy and practice of the school board to promote academic excellence. Furthermore, the board wishes to recognize those students who have demonstrated outstanding academic achievement. A recognition program of "School Board Scholars" is created to award students who meet the following standards: Academic Recognition Programs include:~~

I. PURPOSE

It is the policy and practice of the School Board to promote academic excellence. Furthermore, the board wishes to recognize those students who have demonstrated outstanding academic achievement. The recognition program described below is created to award students who meet the identified criteria.

II. DEFINITION

1. **"Fully enrolled"** means attendance during the approved school calendar and for all assigned classes and study halls in the Princeton Public Schools including those enrolled in PHS, POA and ALC. This does include those students enrolled in PSEO after the minimum amount of credits, as stated, have been earned at Princeton Public Schools.
2. **"Full-time student"** means students who are enrolled at Princeton Public Schools for all class periods in the day, or have no more than one study hall or teaching assistant period in the day, or who are enrolled in PSEO. A student who is only attending partial days or is a shared-time student is not a full-time student.
3. **"PHS"** means Princeton High School
4. **"POA"** means Princeton Online Academy
5. **"ALC"** means Princeton Alternative Learning Center
6. **"PSEO"** means Post-Secondary Enrollment Options
7. **"GPA"**, means Grade Point Average. GPA as referred to in the High School sections below, means the student's grade point average based on weighted grades. (Middle School grades are not weighted). As per Policy 620: Grade Point Average (GPA) is based on a 4.0 scale. Points awarded for regular courses are as follows: 'A' (4 points); 'B' (3 points); 'C' (2 points); 'D' (1 point); 'F' (0 points). Points awarded for weighted courses are as follows: 'A' (5 points); 'B' (4 points); 'C' (3 points); 'D' (1 point); 'F' (0 points).

III. ACADEMIC RECOGNITION PROGRAMS

High School

- A. **School Board Scholars** - *Fully enrolled* students, after completion of eleven (11) trimesters of high school, whose ~~weighted Grade Point Average~~ **GPA** ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton ~~High~~ **Public** School, will be designated as School Board Scholars. The recipient and ~~their~~ **the recipient's** parents or guardians will be recognized at a reception sponsored by the school board. Each recipient will receive an appropriate certificate recognizing ~~their~~ **the student's** status as a School Board Scholar.

- B. **Principal's List** - Full-time students earning all **only grades of As and/or A+** in any trimester receive a certificate **for that trimester**.
- C. **A Honor Roll** - Full-time students earning a **GPA of 3.5-3.999 or above** in any trimester receive a certificate **for that trimester**.
- D. **B Honor Roll** - Full-time students earning a **GPA of 3.0-3.499** in any trimester receive a certificate **for that trimester**.
- E. **Commencement Ceremony & Graduating with Honors** - The following academic recognitions and insignia are awarded to seniors who have met all graduation requirements for earning a high school diploma. No other cords, stoles, or insignia, except those awarded by, and approved by, administration are permitted to be worn during the graduation ceremony.

1. **Summa Cum Laude (GPA 3.900 or higher) - Gold Cord**

Seniors, after completion of eleven (11) trimesters of high school, whose ~~Grade Point Average~~ **GPA** is 3.900 or higher, **and have met all requirements for diploma**, ~~has earned a minimum of eighteen (18) twenty-four (24) credits while enrolled at Princeton High School, and was fully enrolled at Princeton Public High School on the first day of junior year,~~ will wear a gold cord **at the graduation ceremony**.

2. **Magna Cum Laude (GPA 3.7-3.899) - Red Cord**

Seniors, after completing of eleven (11) trimesters of high school, whose ~~Grade Point Average~~ **GPA** is 3.7-3.899, **and have met all requirements for diploma**, ~~has earned a minimum of eighteen (18) twenty-four (24) credits while enrolled at Princeton Public High School, and was fully enrolled at Princeton Public High School on the first day of the junior year,~~ will wear a red cord **at the graduation ceremony**.

3. **Cum Laude (GPA 3.5-3.699) - White Cord**

Seniors, after completion of eleven (11) trimesters of high schools, whose ~~Grade Point Average~~ **GPA** is 3.500-3.699, **and have met all requirements for diploma**, ~~has earned a minimum of eighteen (18) twenty-four (24) credits while enrolled at Princeton Public High School, and was fully enrolled at Princeton Public High School on the first day of junior year,~~ will wear a white cord **at the graduation ceremony**.

4. **B Honor Roll (GPA 3.000-3.499) - Gold Tassel**

Seniors, after completion of eleven (11) trimesters of high school, whose **GPA** is 3.000-3.499, **and have met all requirements for diploma**, will have a gold tassel at the graduation ceremony.

F. **Additional Graduation Recognition**

1. **Military Enlisted** - Red, White and Blue cord

~~Graduating Seniors~~ **Seniors who have met all graduation**

requirements for diploma, and who are fully enlisted in one of the branches of the United States Military Services will wear a red, white and blue cord at the graduation ceremony. Documentation verifying enlistment status may be required by the principal.

2. NHS Member - Royal Blue Cord

Graduating Seniors who are current National Honor Society members in good standing will wear a royal blue cord at the graduation ceremony.

Middle School

G. School Board Scholars - Students, who are fully enrolled at Princeton Public Middle School, after completion of eight (8) trimesters of middle school, whose Grade Point Average GPA ranks them in the top 5% of their 8th grade class, will be designated as School Board Scholars. The recipient and their the recipient's parents or guardians will be recognized at a reception sponsored by the school board. Each recipient will receive an appropriate certificate recognizing their the student's status as a School Board Scholar.

~~IV. Definition~~

~~For the purpose of this policy, "fully enrolled" shall mean attendance during the approved school calendar and for all assigned classes and study halls in the Princeton Public Schools. This does include those enrolled in Post-Secondary Enrollment Options (PSEO), after the minimum amount of credits, as stated, have been earned in the Princeton High School building.~~

Cross Reference:

- Princeton Public Schools Policy 620 (Credit for Learning)
- Princeton Public Schools Policy 613 (Graduation Requirements)

Adopted: January 27, 1987
Revised: June 10, 1997
Revised: February 22, 2005
Revised: February 16, 2016
Reviewed: February 21, 2017
Revised: July 2019

Draft: BLM 6/17/19

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Instructional Trips

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

B. Supplementary Trips

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

C. Extended Trips

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

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

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

III. REGULATIONS

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

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

IV. SCHOOL BOARD REVIEW

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

V. EXEMPTION

All non-curricular extended field trips shall operation through Community Education and shall be exempt from item C under General Statement of Policy (seeking School Board approval and following policy 510). Community Education extended field trips must meet the following criteria:

- A. Be recreational in nature.
- B. **Be accessible to multi-age groups.**
- C. **Be conducted outside of school day hours.**
- D. **Follow all other Policy 510 regulations.**
- E. **Be subcontracted through a certified second party travel company.**
- F. **Be set up through Community Education and follow Princeton Public Schools Community Education Field Trip Procedures.**

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

Cross References:

Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Policy 404 (Employment Background Checks)

Policy 423 (Employee – Student Relationships)

Policy 506 (Student Discipline)

Policy 510 (Activities Program)

Policy 707 (Transportation of Public School Students)

Policy 709 (Student Transportation Safety Policy)

Policy 710 (Extracurricular Transportation)

[Field Trip Request Form](#)

Adopted: August 23, 1983

Revised: January 12, 1999

Revised: August 9, 2005

Revised: December 8, 2009

Revised: March 11, 2010

Revised: October 26, 2010

Revised: October 25, 2011

Revised: October 21, 2014

Revised: October 20, 2015

Revised: January 17, 2017

Revised: October 16, 2018

**PRINCETON PUBLIC SCHOOL
POLICY 616 - SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the ~~No Child Left Behind Act.~~ federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and ~~No Child Left Behind Act~~ federal law will require a new level of accountability for the school district. ~~The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards.~~ The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Course credit" is equivalent to a student successfully completing an academic year of study or a student mastering the applicable subject matter as determined by the school district.
- B. "Graduation Standards" means the course credit requirements and content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

- 1. The school board has established ~~a school~~ district-wide ~~continuous improvement plan which provides direction and broad goals related to student learning. which provide broad direction for the school district.~~ ~~Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the~~ ~~No Child Left Behind Act~~ federal law. The broad goals shall be reviewed annually and approved by the school board. The school

board shall adopt annual goals based on the recommendations of the ~~District Student Learning Team which incorporates input from the district learning and living advisory committee. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (the "Advisory Committee").~~¶

- ~~2. The improvement goals will~~~~should~~ address recommendations identified through ~~District Student Learning Team's process the Advisory Committee process. The school district's and will both inform and consider of the goal setting process for process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.~~¶

~~3. System for Reviewing All Instruction and Curriculum.~~

Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, and principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

~~The current curriculum improvement process is a 3-step cycle which allows for evaluation, implementation and revision. With the 3-step cycle, there are needs for budget allocations for resources, materials and staff development that need to be further outlined. State standards and student learning needs can and do change at a rate faster than textbooks can be replaced. The textbook as a medium does not keep up with the rate at which new content is created. Furthermore, they have become cost prohibitive, and their structure frequently impedes the deep implementation of a standards-based classroom~~

B. Implementation of Graduation Requirements

- ~~1. The school board shall appoint to Graduation Standards Implementation Committee which~~ The school board shall appoint the ~~District Student Learning Team to~~ shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. ~~The Graduation Standards Implementation Committee [will/will not] be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.~~¶
- ~~2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a~~

school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the ~~District and appropriate site Student Leadership Teams will collaborate~~ ~~Graduation Standards Implementation Committee shall work with the school site~~ to adopt a plan to raise student achievement levels to meet federal expectations. ~~These teams he~~ ~~Graduation Standards Implementation Committee~~ may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan, ~~which must include parental involvement components.~~

3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

C. ~~Advisory Committee for Comprehensive Continuous Improvement of Student Achievement~~ ~~District Student Learning Team~~

1. Each year, the ~~District Student Learning Team~~ ~~Advisory Committee~~ will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The ~~District Student Learning Team~~ ~~team~~ ~~Advisory Committee~~, working in cooperation with other committees of the school district [such as ~~the Technology, Educational Effectiveness, Grade Level, Site Student Learning Teams, and District Learning and Living Committee~~] ~~Instruction, Curriculum and Assessment Committee etc.~~], will provide active community participation in:
 - a) Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b) Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c) Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d) Advising the school board about development of the annual budget.
3. The ~~District Student Learning Team~~ ~~Advisory Committee~~ shall meet the following criteria:
 - a) ~~The team~~ ~~Advisory Committee~~ Sshall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards ~~by considering input from Site~~

- Student Learning Teams, the District Learning and Living Committee, and the High School Redesign team.
- b) The ~~District Student Learning Team Advisory Committee~~ shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c) ~~Site Student Learning Team s will~~ ~~Building teams may be established as subcommittees to~~ develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d) ~~A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.~~ Annual comprehensive needs assessment will be conducted to create the broad goals related to student learning in the following year's Continuous Improvement Plan.
4. The ~~Learning and Living Committee will serve as a community advisory council related to college and career readiness and~~ ~~Advisory Committee~~ shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
 - a) ~~The Director of Teaching & Learning~~ ~~Director~~
 - b) Principals
 - c) Student Representative
 - d) One teacher from ~~each building or instructional level~~ ~~each the Middle School and High School~~
 - e) ~~Two p~~ Community Members ~~from each building or instructional level~~
 - f) ~~Two residents without school-aged children, non-representative of local business or industry~~
 - g) ~~Two resident~~ Representatives of local business or industry
 5. Translation services should be provided to the extent appropriate and practicable.
 6. ~~The Advisory Committee shall meet the following timeline each year.¶~~
 - a) ~~Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.¶~~
 - b) ~~Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.¶~~
 - c) ~~Month(s): Review evaluation results and prepare recommendations.¶~~
 - d) ~~Month: Present recommendations to the school board for its~~

~~input and approval.~~

- D. Evaluation of Student Progress ~~Committee~~. ~~A committee of professional staff~~ **The District Student Learning Team** shall develop a plan for assessment of student progress toward **literacy by Grade 3**, the Graduation Standards, as well as program evaluation data ~~for use by the Advisory Committee to review instruction and curriculum.~~ ~~The District Climate and Culture Team shall develop a plan for assessment of s~~ Cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.
- E. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and cultural competency, **and efforts to equitably distribute diverse, effective, experienced, and in-field teachers**, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in published reports and in its summary report to the Commissioner.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota' Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Rules Parts 3501.0010-3501.0180
(Graduation Standards - Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards - Written Composition)

Minn. Rules Part 3501.0160 (District Reporting Requirements)
Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
20 U.S.C. § 6301, et seq. (No Child Left Behind Act)

Cross References: Princeton Policy 104 (School District Mission Statement)

Princeton Policy 601 (School District Curriculum and Instruction Goals)
Princeton Policy 613 (Graduation Requirements)
Princeton Policy 614 (School District Testing Plan and Procedure)
Princeton Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA Policy 618 (Assessment of Student Achievement)
Princeton Policy 619 (Staff Development for Standards)
MSBA Policy 620 (Credit for Learning)

Adopted: November 23, 2010

Reviewed: November 8, 2011

Revised: October 8, 2013

Revised: February 21, 2017

Adopted: _____

MSBA/MASA Model Policy 616

Orig. 1997

Revised: _____

Rev. ~~2016~~ 2019

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students

attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee *[will/will not]* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By [date] of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:

- a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member

- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.

6. The Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting-

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website.

The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

**PRINCETON PUBLIC SCHOOLS
901 - COMMUNITY EDUCATION**

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interests of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school

district.

- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings as stipulated in the by laws.
- D. The council will implement a procedure to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non curricular Purposes)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: Policy 902 (Use of School District Facilities and Equipment)

Adopted: July 22, 2008
Revised: October 13, 2009
Reviewed: May 17, 2016
Reviewed: August 18, 2016
Reviewed: April 3, 2018

PRINCETON PUBLIC SCHOOLS

FACILITY USE

902 - USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. Purpose

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. General Statement of Policy

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgement, that use will not interfere with use for school purposes.

III. Scheduled Community Education Events and Activities

A. The School District **Community Education Office** shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.

B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.

C. Registration fees may be structured to include a prorated portion of costs for custodial services that may be needed.

IV. General Community Use of Facilities

A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.

B. Requests for use of school facilities by community groups or individuals shall be made through the District **Community Education** Office. ~~The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.~~ **As per Sauk Rapids 902**

902-2

C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory services if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. ~~A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board.~~ When emergencies or unusual circumstances arise

that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. Use of School Equipment

The administration will ~~present a procedure to the school board for review and approval~~ **determine a procedure** regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. ~~Upon approval of the school board, such procedure shall be an addendum to this policy.~~

VI. Rules for Use of Facilities and Equipment

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. 123B.51 (Schoolhouses and Sites; Access for Non-curricular purposes)

Cross References: Princeton District Policy 801 (Equal Access to School Facilities)
Princeton School District Policy 901 (Community Education)

Adopted: June 27, 2000
Revised: December 19, 2000
Revised: February 12, 2002
Revised: March 23, 2004
Revised: November 23, 2004
Revised: May 24, 2005
Revised: April 25, 2006
Revised: April 24, 2007
Revised: October 13, 2009
Revised: December 21, 2010
Revised: April 4, 2014
Revised: May 31, 2015
Revised: May 17, 2016
Revised: October 18, 2016
Revised: August ? 2019

PROCEDURES FOR FACILITY USE

revised 8/12/19

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

District Center	Mon. - Fri.	6am - 10:30 pm		
Family Center	Mon.- Fri.	6am -10:30 pm		
Primary School	Mon. - Fri.	6am - 10:30 pm	Sat. 8am - 4pm	Sun. 12pm - 4pm
Intermediate School	Mon. - Fri.	6am - 10:30 pm		
Middle School	Mon. - Fri.	6am - 10:30 pm	Sat. 8am - 4pm	Sun. 12pm - 4pm
High School	Mon. - Fri.	6am - 10:30 pm	Sat. 8am - 4pm	Sun. 12pm - 4pm

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

Class 1 (District sanctioned events) will absorb additional costs for events held outside of the building hours of operation.

Classes 2-4 Will absorb additional costs based on needs.

Designated Contract Holidays

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

*Exceptions:

District sponsored practice type events must have a designated school employee responsible for supervision of attendees and securing school buildings on the following Designated Contract Holidays:

1. Labor Day
2. Memorial Day

3. Presidents Day
4. Day-After Thanksgiving
5. New Years Eve
6. Good Friday

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

1. Practice & Scrimmage type events are allowed.
2. Games or Performances are not allowed.
3. Princeton High School & Middle School are the only buildings available for access on these days.
4. Only events with a valid Facility Use Permit issued by the Community Education are allowed on these days.
5. The holder of the permit is responsible for securing the High School during and at the conclusion of the event.
6. Onsite Supervisors must be trained in securing the building.
7. Any Expenses incurred by the district (i.e. alarm fees, damages, staff expenses or other costs) as a result of these events will be billed to the event.
8. Program or events that do not comply with these guidelines will be denied the privilege of further building use on these designated contract holidays.

Any party found to be using district facilities without a facility use permit issued by the Community Education Department will be charged for the time used and may be charged a \$100 fee per instance of unauthorized usage.

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

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

The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class I activities. Wednesday evenings are designated as Activity-Free for students in the district. School authorities will schedule and/or plan all District Sponsored E-12 student programs or meetings must conclude before 6:00 p.m. on Wednesday. Certain Community Education sponsored events may take place at this time. Facilities may be rented to groups on Wednesdays after 6:00pm.

Should the need to schedule events (i.e. games, performances etc.) at these times be

unavoidable, special request must be completed and submitted to the Director of Community Education and Superintendent. If approved, a Facility Use permit will be issued for the event.

Only events with a valid Facility Use Permit issued by the Community Education are allowed at these times. Program or events that do not follow these guidelines will be denied the privilege of further building use at these times.

User Group Classifications

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

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

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

CLASS 1 - DISTRICT SANCTIONED EVENTS

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

No Rental Cost

CLASS 2 - LOCAL NONPROFIT GROUPS & PUBLIC AGENCIES

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

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

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

CLASS 3 - RESIDENT INDIVIDUALS AND GROUPS

Individuals, groups or organizations that have headquarters within the boundaries of District 477. Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 60% of established Rental Rate.

CLASS 4 - OUT-OF-DISTRICT GROUPS

Nonresidents whose headquarters are outside the Princeton School District boundaries. Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 100% of established Rental Rate

Application Procedure

1. A person requesting use of district facilities or grounds will obtain a School Facility Use Application from the Community Education Office. Applications are available on the district web page under Community Education/Facility Use Application.
2. Complete Facility Use Application and include a \$15 non-refundable Application Fee payable to District 477. Return it to the Community Education Office either by mail or in person at least 10 working days in advance of the proposed date(s) of usage. District Sanctioned Events need not include Application Fee.
3. Community Education staff will review the form, complete the approval section, and establish costs according to the Facility Use Policy.

Facility Use Application will be reviewed to:

- A. Determine availability and appropriate facility to meet the request (including personnel and equipment, if applicable).
- B. Determine the requester's classification.
- C. Determine estimated cost of application.
- D. Determine method of fee collection.

4. When these criteria have been determined, a confirmation (Facility Use Permit) will be prepared and emailed to applicant and other parties that may be impacted such as the Building Principal, Buildings and Grounds Coordinator, PAC Manager (when PAC is reserved) and Custodian at the facility being used.
5. External applicants will be informed through Facility Use Permit after the Community Education Office completes approval. Internal applicants receive booking into requested facility unless conflicts exist. (Permits may not be issued to internal applicants for routine facility use.) Community Education will prepare billings for charges or fees pursuant to this policy.
6. If the request is to be denied, the requester needs to be informed with reason(s).

They may appeal by calling, writing or meeting with the community education director. If the director upholds the decision, the requester can appeal to the superintendent, who will review the request and make a final decision.
7. Facilities calendar is available on the district website under community education for building principal, buildings and grounds coordinator, lead building custodian and general public.
8. Requests for use of school grounds or equipment will utilize the same procedures and applicants will complete a similar form.

Application Fee

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

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

Cancellations & No Shows

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

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

Indemnification and Liability Insurance

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

General Rules and Regulations

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

5. Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Children will have adult supervision at all times. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district employee will supervise the operation of the facilities but not be required to supervise a group or its activities.
6. The use of school district-owned equipment for private purposes either on or off school property is prohibited without predetermined use of district property being included in the facilities use contractual agreement.
7. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the E -12 school program.
8. All facilities and grounds of the Princeton School District are TOBACCO/E-Cig-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.
9. All local and state ordinances and laws of the police and fire department must be observed.
10. Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility.
11. The school district is not responsible for lost or stolen items.
12. The school district shall not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property. OSHA standards will apply.
13. Any use of recreational, audio-visual, stage lighting, piano or other music or other school equipment must show item approval on the facility use permit prior to use. Competent equipment operators, approved by the administration, must be available; and any charge will be assessed to the permit holder.
14. The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.

15. Any donation or gift solicitation must follow District Policy #706 which requires the submission of the Acceptance of Gifts Form as well as approval by the School Board.

Fees

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

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

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

Payment Procedures

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

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

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

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

Supervision

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

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

Overnight Use

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

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

Food, Alcoholic Beverages and Tobacco

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

Emergency Procedures

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

Damages and Maintenance

Any person found willfully damaging or defacing property belonging to the district shall

be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charge may be filed against the offender.

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

Performing Arts Center (PAC)

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

Requester is required to check permanent equipment at the start of usage to determine any previous damage with PAC Director and designee. Such damage is to be documented on Walk-Through form and shown to the PAC Director and designee. If requestor refuses or fails to complete the walk-through, they will be denied facility use of the school district facility, as stated on the Walk-Through form. All groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.

Equipment from the PAC such as lights, sound or grand piano may not be taken from the PAC without approval of the PAC Manager or administration. If the grand piano is moved to a location within the high school, it must be moved by no less than two adults and be included in the facility use agreement. Requestor will be charged custodial time and tuning of the piano after it is returned to the PAC stage.

Swimming Pool

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

The district will provide certified lifeguards during rentals. In certain long-term relationships the renter may be allowed to provide their own certified lifeguard. Certified personnel must be on duty at all times during the rental. Community Education must grant approval for all Lifeguard personnel and copies of their current Lifeguard, First Aid & CPR certifications must be on file with Community Education. In-district users are required to have properly certified Lifeguards on duty at all times during pool use. Community Education may assist in providing lifeguards to these users.

Cafeterias - Food Service Guidelines

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

1. The Food Service Director will be notified of all functions relating to the use of the kitchen prior to the event. Adequate time must be allowed for appropriate staffing.
2. To maintain a safe and sanitary food production environment, the Minnesota Department of Health recommendations regarding food preparation and storage will be followed.
3. Food and beverages must be served in the cafeteria or other approved lounges or locations within the school buildings.
4. No home baked/cooked foods may be stored, sold, or served in district facilities, except as allowed by Minnesota Statutes, section 157.22.
5. No food may be prepared or warmed outside of licensed food preparation areas.
6. A food service staff member is required when preparing food or using kitchen equipment. Cost of actual hours worked is billed to group requesting kitchen use.
7. The group is responsible for loss of food service inventory when using coolers, milk coolers or freezers for group events.
8. An estimate of fees for personnel and/or use of facilities and equipment will be provided by Community Education prior to the event.
9. Food service personnel may be assigned to supervise the use and clean up of all non production equipment (sinks, warming carts, refrigerator, servicing tables). This employee will be trained and knowledgeable of equipment and sanitation requirements and may remain in the kitchen during the entire event.
10. Dinners and banquets may be catered through the district catering service or by an outside catering service. The Food Service Director must approve any requests for food service.
11. The Food Service Department will collect appropriate fees from the user to pay for food service personnel and equipment supplied for internal users. Community Education will collect appropriate fees from the user to pay for other direct

personnel costs for a district function.

If renters choose to serve food without the use of District Food Services, they must hold a food service license or obtain a concession license through the Minnesota Department of Health and a copy of said licenses must be on file in the Princeton Community Education Services office prior to the first date of the event. The obtained license must also be posted by the food stand during the event.

Community Education will collect all fees aside from food service fees for non district functions (community use).

Classrooms

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

Equipment

The primary purpose of equipment in a school is education of students by district staff. Requests for equipment may be made with Community Education at the time a facility is reserved. Community Education will include equipment requests on all facility confirmations. Designated personnel will be responsible for the supervision and operation of requested equipment. When a usage cost is involved, the requester will pay the charge. Any loss or damage to district equipment is the full obligation of the requester. Property belonging to the district is not to be removed from the district premises for any reason except when included as part of the facility use agreement.

Media Centers

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

Multi-Purpose Rooms and/or Gymnasiums

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

Scheduling Space

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

Outside Areas

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

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

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

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

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

Revision

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

Facility Use Charges

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

Class 1: No Rental Charge

Class 2: 30% of established Rental rate

Class 3: 60% of established Rental rate

Facility Types		Hourly Rate
Rates in this section are eligible for class discounts		
Classroom		\$20.00
Cafeteria/HS Commons		\$75
Kitchen		\$100.00
Media Center		\$100.00
Hallway		\$20.00
Computer Room		\$200.00
Band Room		\$40.00
Choir Room		\$40.00
Gymnasium (per court)	Intermediate	\$40.00
Gymnasium (per court)	High School & Middle PrimarySchool	\$66.00
Wrestling Room		\$40.00
Stadium		\$300.00
Track		\$100.00
Swimming Pool	No lifeguards included	\$80.00
Concession Stand		\$20.00
Ballfield		\$20.00
Tennis Court (per court)		\$10.00
Locker Room		\$50.00
Weight Room		\$200.00
Ballfields (tournament use)		\$50.00
PAC- Performance, Tech, Dress Rehearsal Use		\$200.00
PAC- Non-Performance Use		\$100.00

Class 4: 100% of established Rental rate

Additional Fees (Not subject to class discounts)

Lifeguard	\$15 hr., 2-hour minimum
Application Fee	\$15 Non-refundable
Permit Revision Fee	\$10
Building Monitor	\$17/hr., 2-hour minimum
Custodian	\$35/hr., 2-hour minimum
Kitchen Staff	\$25/hr., 2-hour minimum
PAC or Tech Manager	\$30/hr., 2-hour minimum
Additional PAC Tech Student Staff	\$12/hr., 2-hour minimum
Express Application Processing Fee	\$40

~~(Less than 10 working days prior to event)~~

Unapproved Event Fee	\$100
Riser/Platform	\$10/use
Resuscitation Annie	\$35/use
Portable Projection Screen	\$10/use
Overhead or Projector	\$5/use
Piano	\$75/use
Scoreboard	\$5/use

Other Fees

1. Any time custodial services are needed; a custodian will be hired at the assigned rate. If special furniture and/or equipment are used for an activity, an additional custodial charge may also be assessed. The Community Education Director will determine such charge. A damage deposit may also be required.
2. Any time kitchen facilities are used; a facility use charge will be assessed and a kitchen employee assigned to the event will be charged at the assigned rate.
3. Other charges for facilities not identified in this policy will be determined when the request for facility use is made.
4. Additional fees may be charged for services such as police security, ticket takers, field lining (marking), waste removal or additional cleanup.

PEA Tentative Agreement
School Board- September 3, 2019

- Language Items
 - See attachment
- Financial 9.3%
 - Salary
 - Steps 1-14 2.25%/2.75%
 - Step 15-30 3%/3%
 - Health
 - Single \$10 increase each year
 - Board share goes into the HSA if more than the premium cost
 - Employee plus Children \$15 increase each year
 - Family \$70 increase each year
 - Dental
 - \$10 increase first year
 - \$0 increase second year
 - 403B
 - \$0 increase first year
 - \$150 increase second year
 - Sick Leave HRA
 - At the end of each school year the district will contribute the following amounts into a HRA account based off the accumulated hours of sick leave as follows.

320 hours (40 days)	\$100
640 hours (80 days)	\$200
960 hours (120 days)	\$300
1280 hours (160 days)	\$400
1472 hours (184 days)	\$500

Extra Pay:

- Unscheduled Classes/Curriculum Writing
 - Current \$27.50
 - \$28 First year
 - \$30 Second year

Future Items to Consider

- Lunch Period identified as 30 minutes
- Post Season Activities Pay

2019-2021 PEA Tentative Language
September 3, 2019

All Dates will need to be changed.

Article I No Change

Article II No Change

Article III No Change

Article IV No Change

Article V No Change

Article VI

Review language regarding dues and enrollment period

Article VII No Change

Article VIII Review Lane Change info

- Section 1 Subd 1 dates
- **Section 1 Subd 3**
 - Teachers shall be paid by direct deposit. Salary amounts due shall be posted to the bank of the teacher's choice, provided such bank is a member of the Automated Clearing House. Salary amounts shall be paid over 24 pay periods starting in September and completed in August.
- **Section 2, Subd 3 Clarification of Princeton PD**
 - **AFT offerings where staff are paid during attendance and then apply for credit through St. Mary's.**
 - **AFT offerings where staff are not paid and earn the credit through Princeton upon completion of the course.**
- **Section 2, Subd 9 remove-no one eligible**
- **Section 2, Sub 16**
 - Appendix A & B contains longevity steps numbered 15, 18, 21 and 30. Teachers are eligible for placement on these steps after completion of 14, 17, 20 or 29 years of actual service (excluding time spent on long-term leaves; child care leave, enrichment leave, or other long-term leave) to Independent School District 477.
- Section 3, Subd 1 dates
- **Section 3, Subd 7 dates**
- **Section 3 Extra-Duty Salaries numbering error needs to be Section 4**

Article IX Insurance

- Section 1, Subd 1 Monthly Employer Contribution amount

Plan Level	District Contribution 2019-2020 Effective 9/1/2019	District Contribution 2020-2021 Effective 9/1/2020
Single	\$615	\$625
Single plus Children	\$796	\$811
Family	\$985	\$1055

- **Section 4, Severance: remove-no one eligible**
- Section 5, add Subd 5 Retiring teachers must notify the Director of Human Resources of their intent to retire by April 1 of their retirement year.
- Section 6 Subd 1 Replaced with All full-time teachers are eligible for the provisions of this section.
- Section 6, Subd 2 Teachers employed less than full time, but at least one-half time shall be allowed to participate on a prorated basis.
- Section 6, Subd 3 dates, amounts and years of service to Princeton Public Schools

■

Years of service to 0477	Match Amount 2019-2020	Match Amount 2020-2021
0-4 years completed	\$550	\$700
5-9 years completed	\$800	\$950
10+ years completed	\$1100	\$1250

- Section 6, Sub 6 Adjust vendors to top 5
 - 403b ASP (113)
 - ESI Education Minnesota (64)
 - AXA Equitable (40)
 - Foresters Financial Services (38)
 - Thrivent Financial (20)

Article X No Change

Article XI Calendar

Section 1 Calendars for 2019-2020 and 2020-2021

Add Section 3 Flex Learning days

- In the event a Flexible Learning Day is called, teachers are responsible for student learning activities available and will be accessible for student support based on the building guidelines. Such days will be counted toward the 184 day contract.

Add Section 4

- Pre-approved sick and personal leave will be reinstated when a Flexible Learning Day is called and the teacher completes the Flexible Learning duty day.

Article XII No Change

Article XIII Leave of Absence

Section 1 change to Sick Leave/Care of Relatives

Section 2 Subd 10 Paid leave days will not be reinstated for Flexible Learning days.

Section 8 Personal Leaves

Subd. 1

	0-20 years of service in ISD 477	21+ years of service in ISD 477
Personal Days	3 (No pay deduction)	4 (No pay deduction)
Additional	1 at the cost of casual substitute*	1 at the cost of casual substitute*
Additional if used 5 or less sick days the previous year and employed 184 days.	1 at the cost of casual substitute*	1 at the cost of casual substitute*
Additional as granted by superintendent.	Each day granted is at the cost of 1/184 of the teachers annual salary.	Each day granted is at the cost of 1/184 of the teachers annual salary.
Bank	2	2
Payout	Up to 2 unused days at the cost of retired teacher sub rate pay*. Part-time teachers are prorated. Paid on June 30th.	Up to 2 unused days at the cost of retired teacher sub rate pay*. Part-time teachers are prorated. Paid on June 30th.

*District Policy #498

- Subd 2 Requirements
 - Requests for personal leave must be made electronically at least three (3) days in advance, except in an emergency.

- Personal leave will be granted on a first come first served basis.
- Maximum number of personal leave granted per day by buildings is as follows: Additional leaves may be granted with administration approval, pending substitute coverage.

High School	4
Middle School	3
Intermediate	3
Primary	3
Early Childhood	2
Student Services	2

- **Section 6 Professional Leave**

- An employee attending a conference or workshop during the summer months:
 - If the request is from the district the employee will be paid a stipend.
 - \$50 for half a day
 - \$100 for a full day
 - If the request is from the employee there will be no stipend.

- **Add Section 9: Jury Duty or Testifying Under Subpoena**

- Subd 1 An employee who is called for jury duty or who is subpoenaed as a witness, will not suffer a salary deduction if they miss work, unless they are a criminal defendant. If an employee is a criminal defendant, they may use personal leave to be paid if they miss work.
- Subd 2 While serving on jury duty or as a subpoenaed witness, the employee shall receive full salary and benefits.
- Subd 3 Employees who are released from jury duty or subpoena prior to 11:00am will report to the work upon being released.

Article XIV- No Change

Article XV No Change

Article XVI

Teachers shall receive individual contracts upon initial employment and upon change in level of FTE. The District will provide emailed instructions to returning teachers within

(30) working days after the adoption of the master contract for teachers to access the Employee Self Serve (ESS) to verify salary and FTE through pay information.

Article XVII

Review statute

Article XVIII

Article XIX No Change

Article XX No Change

Article XXI

Adjust year dates

Update

Appendix A 19-20

Appendix B 20-21

Appendix C (19-20 and 20-21)

Update activities

- Add School Store

MOU's

ATPPS

Sick Leave Pool