

Princeton Public Schools - ISD 477  
Tuesday, September 17, 2019 at 6:00 PM  
Work Session  
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. Treasurer's Report 13
- d. Wire Transfers 14
- e. Gifts 15
- f. Grants 18
- g. Fundraisers 19

**8. WORK SESSION**

- a. Review of Student Achievement Data from 2018-19 (Student Learning) 21
- b. Middle School Update (Student Learning, Climate/Culture, MTSS) 30
- c. High School Update (Student Learning, Climate/Culture, MTSS) 59

d. Update on action plan and progress toward desired outcomes related to the district "big rock" (Student Learning)	87
e. Levy (Operations)	94
<b>9. ACTION</b>	
a. 2019 Pay 2020 Levy <i>I move to accept the Levy Resolution as presented.</i>	95
b. Second Reading of Policies 550, 610, 616, 901, 902 <i>I move to accept the second reading of policies as presented.</i>	
550 - Academic Recognition Programs	97
610 - Field Trips	100
616 - School District Accountability System	104
901 - Community Education	109
902 - Facility Use	111
c. Set Truth in Taxation Meeting Time <i>I move to set the Truth in Taxation meeting report for December 17, 2019 at the Work Session Board Meeting.</i>	
d. Identified Official with Authority Designation <i>I move to designate Ben Barton as the Identified Official with Authority for the MDE MNIT Enterprise Identity and Access Management Standard system and Emily McKinnon to act as the IOwA to add and remove names only for the Princeton Public School District 0477-01.</i>	126
<b>10. ADDITIONS TO AGENDA</b>	
<b>11. FUTURE MEETING(s) INFORMATION</b>	
Community Education Advisory Council - September 24, noon	
Finance Meeting - October 1, 4:30 pm	
Board Meeting - October 1, 6:00 pm	
<b>12. ADJOURN</b>	
<b>13. INFORMATION</b>	

**Call to Order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Board Chair Eric Minks on the **3rd day of September, 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, Sue VanHooser, and Eric Minks.

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, and Director of Human Resources Jason Senne, Student Council Representative Beth Milam.

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

Staff Welcome Back  
School Open Houses  
Staff Welcome Back  
Finance Committee Meeting  
Agenda Planning Meeting, Finance Committee Meeting, Staff Welcome Back  
Staff Welcome Back  
Agenda Planning Meeting, Finance Committee Meeting

Sue VanHooser  
Eric Minks

Student Council Report: First meeting was held last week, started working on Homecoming planning.

Superintendent Report: New Teacher Academy went well last week. Last week all staff were back and it was a huge success. It was a great mix of important messaging, time in classrooms and open houses. Long Range Planning work is going well. The initial meeting is planned for September 24th.

**APPROVE AGENDA**

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

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES**

Motion made by Chad Young seconded by Sue VanHooser, **to approve the August**

**20th work session minutes and closed board meeting minutes.** Motion passed unanimously.

#### **CONSENT AGENDA**

Motion made by *Deb Ulm*, seconded by *Howard Vaillancourt*, **to approve the consent agenda as presented.** Personnel, bills, field trips. Motion passed unanimously.

#### **INFORMATION**

##### **1st Reading of Policies 550, 610, 616, 901, 902**

The above listed policies were reviewed.

**ADDITIONS TO AGENDA-** None

#### **FUTURE MEETING**

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

Policy Committee Meeting - September 17, 5:00pm

Board Work Session- September 17, 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 *Howard Vaillancourt*, seconded by *Chad Young*. Motion passed unanimously.

The meeting was called back into order by Chair *Eric Minks*.

A motion was made by *Jim Tomksy* and seconded by *Howard Vaillancourt* to approve the tentative teacher contract. Upon roll call the following voted in favor of: *Howard Vaillancourt*, *Jim Tomksy*, *Eric Minks*, *Deb Ulm*, *Chad Young*, *Sue VanHooser* with *Eric Strandberg* abstaining. Motion passed 6 to 0.

#### **ADJOURN**

Motion to adjourn the meeting was made by *Sue VanHooser* and seconded by *Jim Tomksy*. The meeting was adjourned at 6:46 p.m.

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Chair *Eric Minks*

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Clerk *Sue VanHooser*

Recorder- *Sonia Strickland*

The Closed School Board of District #477 was called to order by Chair Eric Minks on the **3rd day of September, at 6:15 p.m.** in the District Office Board Room.

Closed meeting minutes: Negotiations strategy was discussed.

Motion made by Jim Tomsy and seconded by Sue VanHooser to adjourn the meeting and go into and open meeting at 6:44 p.m. Motion passed unanimously.

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Chair Eric Minks

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Clerk Sue Van Hooser

Recorder - Sonia Strickland

9.17.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Ewert	Lorena	IS	Food Service Server	Food Service	Denise Sisco Murray	8.26.19	\$12.86/hr
New Hire	Carpenter	Jessica	FC	Tiger Club Lead	Community Ed	Ashley Gross	9.9.19	\$16.33/hr
New Hire	Hanson	Emily	SS	Paraprofessional	Paraprofessional	Tammy Baumann	9.30.19	\$16.99/hr
New Hire	Gabrielli	Michelle	HS	POA	PEA	Diane Schultz	9.16.19	\$69,995.00
New Hire	Johnson	Danielle	TC	Tiger Club Lead	Community Ed		9.9.19	\$16.66/hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Staff Reduction	Zafke	Jodie	FC	Tiger Club Site Supervisor	Community Ed		9.27.19	
Resignation	Howlett	Shawn	HS	Varsity Girls Basketball Asst Coach	Activities		9.9.19	
Resignation	Elness	Tiffany	IS	Paraprofessional	Paraprofessional		9.10.19	
Resignation	Hennessey	Christine	PS	Paraprofessional	Paraprofessional		9.13.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Bost	Jessica	IS	Paraprofessional	Paraprofessional		9.11.19-10.28.19	
LOA	Paptham	Linda	IS	Paraprofessional	Paraprofessional		9.16.19-12.6.19	
Intermittent LOA	McGraw	Buffy	MS	Paraprofessional	Paraprofessional		4.1.19-4.1.20	
Intermittent LOA	Kiloran	Cathy Jo	PS	Teacher	PEA		8.25.19-11.25.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Wogen	Eric	HS	Boys Soccer Float Coach 1.0 reduced to (0.5)	Activities		8.12.19	\$1,614.00
Change in Assignment	Cox	Doug	HS	Girls Soccer Float Coach 1.0 reduced to (0.5)	Activities		8.12.19	\$1,614.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Marshall	Sharon	IS	Student Supervision	Paraprofessional		9.3.19	\$17.32/hr
Extra Duty	Reynolds	Nicole	IS	Student Supervision	Paraprofessional		9.3.19	\$17.32/hr
Extra Duty	Atwood	Shelley	IS	Student Supervision	Paraprofessional		9.3.19	\$16.33/hr
Extra Duty	Bost	Jessica	IS	Student Supervision	Paraprofessional		9.3.19	\$17.32/hr
Extra Duty	Dorr	Brian	HS	Tennis Float Coach (0.5)	Activities		8.12.19	\$1,614.00
Extra Duty	Segade	Carmen	PS	2nd Year Mentor	PEA	Janna Ruzek	7.1.19	\$500.00
Extra Duty	Korkemeier-Howard	Amy	FC	Kinship Grant Coordinator	Federal Grant		9.9.19	\$2,500.00
Extra Duty	Nelson	Brittany	FC	Tiger Club Para	Community Ed		9.11.19	\$16.33/hr

Extra Duty	McGathey	Olivia	DW	6-12 Social Studies Vertical PLC Facilitator	ATPPS	Melissa Borich	9.11.19	\$650.00
Extra Duty	Seeley	Alaina	PS	ATPPS Assistive Technology Coach	ATPPS		9.3.19	\$500.00
Extra Duty	Freberg	Joseph	IS	ATPPS Assistive Technology Coach	ATPPS		9.3.19	\$500.00

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$541,678.82
02	Food Service	\$2,618.02
04	Community Service	\$4,127.55
06	Construction	\$678,217.74
10	Student Activities	\$1,657.24
<b>Report Total</b>		<b>\$1,228,299.37</b>

**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	81103	173508	Check	1	15244	1	AUL	Yes	No	No	USD	08/30/2019	20,829.65
			81102	173509	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	08/30/2019	218.48
			81104	173510	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	08/30/2019	120.54
			81105	173511	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	08/30/2019	182.18
			81106	173512	Check	1	4584	4	NCPERS GROUP LIFE INS.	Yes	No	No	USD	08/30/2019	64.00
			81107	173513	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	08/30/2019	92.00
			81115	173514	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	08/30/2019	405.40
			81113	173515	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	08/30/2019	70.40
			81109	173516	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	08/30/2019	807.12
			81117	173517	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	08/30/2019	213.32
			81114	173518	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	08/30/2019	240.80
			81118	173519	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	08/30/2019	899.92
			81112	173520	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	08/30/2019	129,675.00
			81126	173521	Check	1	7690	2	M.A.S.P.A./STATE NEGOTIATORS	Yes	No	No	USD	08/30/2019	550.00
			81120	173522	Check	1	4048	4	M.A.S.S.P.	Yes	No	No	USD	08/30/2019	320.00
			81121	173523	Check	1	4048	4	M.A.S.S.P.	Yes	No	No	USD	08/30/2019	1,740.00
			81119	173524	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	08/30/2019	1,423.32
			81108	173525	Check	1	10480	1	MASMS	Yes	No	No	USD	08/30/2019	125.00
			81127	173526	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	08/30/2019	3,623.01
			81110	173527	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	08/30/2019	227.96
			81116	173528	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	08/30/2019	715.00
			81122	173529	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	08/30/2019	881.97
			81123	173530	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	08/30/2019	27.00
			81124	173531	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	08/30/2019	21.81
			81111	173532	Check	1	14420		ROBOTICS EDUCATION & COMPETI	Yes	No	No	USD	08/30/2019	150.00
			81125	173533	Check	1	5874	4	STAR TRIBUNE	Yes	No	No	USD	08/30/2019	756.80
			81131	173534	Check	1	10988		ALLIED BLACKTOP CO.	Yes	No	No	USD	09/06/2019	1,500.00
			81174	173535	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	09/06/2019	4,053.57
			81135	173536	Check	1	12259		ANDERSON BARB	Yes	No	No	USD	09/06/2019	125.00
			81157	173537	Check	1	16428		ANDERSON MEREDITH	Yes	No	No	USD	09/06/2019	54.00
			81177	173538	Check	1	8451		ANTHEM SPORTS, LCC	Yes	No	No	USD	09/06/2019	249.57
			81132	173539	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	09/06/2019	209.36
			81168	173540	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	09/06/2019	152.97
			81137	173541	Check	1	13308		BALL ANDREW	Yes	No	No	USD	09/06/2019	125.00
			81176	173542	Check	1	8410	2	BATTERIES PLUS BULBS	Yes	No	No	USD	09/06/2019	89.95
			81152	173543	Check	1	15773		BEHRENS CHUCK	Yes	No	No	USD	09/06/2019	91.00
			81160	173544	Check	1	16431		BERWALD ROOFING COMPANY, INC.	Yes	No	No	USD	09/06/2019	426,075.00
			81158	173545	Check	1	16429		BLOMBERG THOMAS	Yes	No	No	USD	09/06/2019	215.00
			81161	173546	Check	1	1836	13	C.M.A.S.S.P.	Yes	No	No	USD	09/06/2019	120.00
			81167	173547	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	09/06/2019	2,027.91
			81139	173548	Check	1	13773		COIL'S FLAGS & FLAGPOLES	Yes	No	No	USD	09/06/2019	228.00

**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	81159	173549	Check	1	16430		DRAPER JEFF	Yes	No	No	USD	09/06/2019	150.00
		81162	173550	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	09/06/2019	48.34
		81178	173551	Check	1	9887		FRANTA TOM	Yes	No	No	USD	09/06/2019	91.00
		81163	173552	Check	1	2744		GIST RICHARD	Yes	No	No	USD	09/06/2019	75.00
		81141	173553	Check	1	13889		HALL JOHN	Yes	No	No	USD	09/06/2019	75.00
		81142	173554	Check	1	14773		HILLER COMMERCIAL FLOORS	Yes	No	No	USD	09/06/2019	17,376.60
		81164	173555	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	09/06/2019	257.66
		81165	173556	Check	1	3701		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	09/06/2019	60.00
		81166	173557	Check	1	4048	4	M.A.S.S.P.	Yes	No	No	USD	09/06/2019	685.00
		81154	173558	Check	1	16424		MAHONEY JOSHUA	Yes	No	No	USD	09/06/2019	52.00
		81155	173559	Check	1	16425		MCINTOSH ALAN	Yes	No	No	USD	09/06/2019	52.00
		81136	173560	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	09/06/2019	414.23
		81133	173561	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/06/2019	1,728.61
		81144	173562	Check	1	15072	1	MN ADVOCATES-IMMERSION NETWORK	Yes	No	No	USD	09/06/2019	55.00
		81153	173563	Check	1	16049		NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD	09/06/2019	16.00
		81138	173564	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	09/06/2019	19,534.16
		81151	173565	Check	1	15771		PLAMAN BRAD	Yes	No	No	USD	09/06/2019	91.00
		81148	173566	Check	1	15727		POWER RANDALL	Yes	No	No	USD	09/06/2019	75.00
		81147	173567	Check	1	15726		POWER TRACY	Yes	No	No	USD	09/06/2019	75.00
		81169	173568	Check	1	5331	1	RIFTON EQUIPMENT	Yes	No	No	USD	09/06/2019	3,620.25
		81146	173569	Check	1	15314		ROSENBERG WILMA	Yes	No	No	USD	09/06/2019	135.00
		81134	173570	Check	1	12091	1	RYDIN DECAL	Yes	No	No	USD	09/06/2019	467.50
		81170	173571	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	09/06/2019	699.90
		81140	173572	Check	1	13794	1	SOCCER.COM	Yes	No	No	USD	09/06/2019	61.51
		81171	173573	Check	1	6149		TIEMENS TOM	Yes	No	No	USD	09/06/2019	315.00
		81172	173574	Check	1	6216		TREND ENTERPRISES INC.	Yes	No	No	USD	09/06/2019	32.40
		81143	173575	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	09/06/2019	1,095.00
		81145	173576	Check	1	15293		VISUAL EDGE INC.	Yes	No	No	USD	09/06/2019	192.24
		81175	173577	Check	1	7915		VORK JOANNE	Yes	No	No	USD	09/06/2019	75.00
		81149	173578	Check	1	15769		WHITE TERRENCE	Yes	No	No	USD	09/06/2019	91.00
		81156	173579	Check	1	16426		WILHELMY ADAM	Yes	No	No	USD	09/06/2019	75.00
		81173	173580	Check	1	6663	2	YOUTH FRONTIERS INC	Yes	No	No	USD	09/06/2019	750.00
		81150	173581	Check	1	15770		ZIMMERMAN FRANK	Yes	No	No	USD	09/06/2019	91.00
		81216	173582	Check	1	16423		AC COMPANY OF ROCHESTER	Yes	No	No	USD	09/17/2019	1,137.40
		81185	173583	Check	1	10988		ALLIED BLACKTOP CO.	Yes	No	No	USD	09/17/2019	37,738.30
		81191	173584	Check	1	1276	1	B & H PHOTO-VIDEO	Yes	No	No	USD	09/17/2019	999.88
		81215	173585	Check	1	16405		BENIK CORPORATION	Yes	No	No	USD	09/17/2019	212.00
		81230	173586	Check	1	3561		BERGAN KDV	Yes	No	No	USD	09/17/2019	6,000.00
		81217	173587	Check	1	16431		BERWALD ROOFING COMPANY, INC.	Yes	No	No	USD	09/17/2019	59,090.00
		81199	173588	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	09/17/2019	1,008.02
		81244	173589	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	09/17/2019	688.17

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**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	81207	173590	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	09/17/2019	215.00
		81182	173591	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	09/17/2019	884.70
		81214	173592	Check	1	16367		BRENNAN CONSTRUCTION OF MN, I	Yes	No	No	USD	09/17/2019	59,539.35
		81201	173593	Check	1	14819	2	BSN SPORTS	Yes	No	No	USD	09/17/2019	1,384.92
		81218	173594	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/17/2019	13,320.60
		81205	173595	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	09/17/2019	8,140.00
		81180	173596	Check	1	10069		DALCO	Yes	No	No	USD	09/17/2019	2,667.77
		81219	173597	Check	1	2255	4	EASTBAY, INC.	Yes	No	No	USD	09/17/2019	4,410.00
		81220	173598	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	09/17/2019	127.00
		81221	173599	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	09/17/2019	509.50
		81222	173600	Check	1	2307		EDUCATIONAL INNOVATIONS	Yes	No	No	USD	09/17/2019	74.60
		81245	173601	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	09/17/2019	340.42
		81223	173602	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	09/17/2019	513.93
		81187	173603	Check	1	11445		FIELD ENVIRONMENTAL CONSULTIN	Yes	No	No	USD	09/17/2019	1,003.75
		81224	173604	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	09/17/2019	941.47
		81197	173605	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	09/17/2019	2,898.63
		81196	173606	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	09/17/2019	188.81
		81213	173607	Check	1	16333	1	GO MINI MSP	Yes	No	No	USD	09/17/2019	180.00
		81225	173608	Check	1	2775		GOPHER	Yes	No	No	USD	09/17/2019	955.98
		81226	173609	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	09/17/2019	33.75
		81243	173610	Check	1	6645		GRAINGER	Yes	No	No	USD	09/17/2019	406.62
		81227	173611	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	09/17/2019	353.84
		81246	173612	Check	1	9966		HD SUPPLY	Yes	No	No	USD	09/17/2019	61.47
		81200	173613	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	09/17/2019	379.11
		81229	173614	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	09/17/2019	7,897.04
		81228	173615	Check	1	3182	3	HOUGHTON-MIFFLIN	Yes	No	No	USD	09/17/2019	282.65
		81184	173616	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	09/17/2019	15,553.52
		81181	173617	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	09/17/2019	416.67
		81186	173618	Check	1	11023		JAMES STANFIELD CO.	Yes	No	No	USD	09/17/2019	747.93
		81208	173619	Check	1	16085		JENCO PROPERTY MAINTENANCE II	Yes	No	No	USD	09/17/2019	1,120.00
		81206	173620	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	09/17/2019	7,646.91
		81190	173621	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	09/17/2019	164.60
		81231	173622	Check	1	4093		MCGRAW-HILL COMPANIES	Yes	No	No	USD	09/17/2019	2,283.75
		81232	173623	Check	1	4093	6	MCGRAW-HILL SCHOOL EDUCATION	Yes	No	No	USD	09/17/2019	3,056.71
		81188	173624	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/17/2019	216.67
		81233	173625	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	09/17/2019	469.90
		81202	173626	Check	1	15148		OFFISOURCE, INC	Yes	No	No	USD	09/17/2019	172.00
		81183	173627	Check	1	10444	1	OLSEN FIRE PROTECTION INC	Yes	No	No	USD	09/17/2019	1,145.00
		81192	173628	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	09/17/2019	163,590.00
		81211	173629	Check	1	16289		PCS EDVENTURES	Yes	No	No	USD	09/17/2019	790.00
		81203	173630	Check	1	15221	2	PEARSON EDUCATION, INC.	Yes	No	No	USD	09/17/2019	2,989.91

**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	81234	173631	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	09/17/2019	71,426.17
		81235	173632	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/17/2019	1,194.69
		81237	173633	Check	1	5256	3	READ NATURALLY	Yes	No	No	USD	09/17/2019	2,641.00
		81236	173634	Check	1	5254	3	REALLY GOOD STUFF, LLC	Yes	No	No	USD	09/17/2019	343.73
		81238	173635	Check	1	5553		SCHOLASTIC INC.	Yes	No	No	USD	09/17/2019	208.78
		81239	173636	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	09/17/2019	251.26
		81198	173637	Check	1	14160	1	STAR AUTISM SUPPORT	Yes	No	No	USD	09/17/2019	1,155.00
		81240	173638	Check	1	5917		STEINBRECHER PAINTING COMPAN	Yes	No	No	USD	09/17/2019	22,472.00
		81195	173639	Check	1	13814		SUPERIOR STRIPING, INC.	Yes	No	No	USD	09/17/2019	4,658.00
		81210	173640	Check	1	16255		SVL - SCHWAB VOLLHABER LUBRAT	Yes	No	No	USD	09/17/2019	248.94
		81194	173641	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	09/17/2019	66.59
		81193	173642	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	09/17/2019	29.70
		81189	173643	Check	1	12320		THE METRO GROUP, INC	Yes	No	No	USD	09/17/2019	2,502.06
		81212	173644	Check	1	16299		TRUSTED EMPLOYEES	Yes	No	No	USD	09/17/2019	340.00
		81204	173645	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/17/2019	3,098.75
		81209	173646	Check	1	16214		USA AQUATICS	Yes	No	No	USD	09/17/2019	2,834.64
		81241	173647	Check	1	6500		WEST BRANCH CONSTRUCTION CO	Yes	No	No	USD	09/17/2019	51,100.00
		81242	173648	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	09/17/2019	470.40
Bank Total: 001													\$1,228,299.37	
Report Total:													\$1,228,299.37	

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR AUGUST 2019**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	11,107,122.99	4,879,047.10	2,599,461.28	(441.16)	13,386,708.81
<b>02 Food Service</b>	546,280.12	45,206.34	42,484.42	(2,597.74)	549,002.04
<b>04 Community Service</b>	493,848.01	91,645.28	170,058.47	(663.70)	415,434.82
<b>06 Building</b>	3,432,842.17	5,806.54	221,821.37	0.00	3,216,827.34
<b>07 Debt Service</b>	1,948,776.86	262,960.49	0.00	0.00	2,211,737.35
<b>10 Activities</b>	142,706.27	10,694.95	10,646.00	0.00	142,755.22
<b>TOTAL</b>	17,671,576.42	5,295,360.70	3,044,471.54		19,922,465.58

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>664,214.57</b>
<b>MSDLAF+</b>	<b>4,953,502.94</b>
<b>Investments (Fd01)</b>	<b>11,250,713.51</b>
<b>Facility Bond (Fd06)</b>	<b><u>3,346,502.34</u></b>
	<b>20,214,933.36</b>
<b>O/S Accts Pay Checks</b>	<b>(200,122.61)</b>
<b>O/S Payroll Checks</b>	<b>(8,162.08)</b>
<b>O/S Wires</b>	<b>(85,790.09)</b>
<b>NSF Checks</b>	<b><u>1,607.00</u></b>
<b>TOTAL</b>	<b>19,922,465.58</b>

## Princeton Public Schools - ISD #477

### Wire Transfer Report

September 17, 2019

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
8/15/2019	\$ 550,127.58	ACH File Transfer
8/15/2019	\$ 186,466.52	Federal Tax Wire Transfer
8/15/2019	\$ 32,060.30	State Tax Wire Transfer
8/15/2019	\$ 17,134.47	Select Account HSA
8/15/2019	\$ 393.30	MN Revenue
8/15/2019	\$ 103,481.72	TRA File Transfer
8/15/2019	\$ 21,806.07	PERA File Transfer
8/15/2019	\$ 255.50	MN Child Support File Transfer
8/15/2019	\$ 35,712.72	TSA File Transfer
8/30/2019	\$ 536,800.72	ACH File Transfer
8/30/2019	\$ 176,969.62	Federal Tax Wire Transfer
8/30/2019	\$ 30,172.49	State Tax Wire Transfer
8/30/2019	\$ 17,134.47	Select Account H S A
8/30/2019	\$ 393.30	MN Revenue
8/30/2019	\$ 99,868.45	TRA File Transfer
8/30/2019	\$ 20,806.30	PERA File Transfer
8/30/2019	\$ 255.50	MN Child Support File Transfer
8/30/2019	\$ 34,154.07	TSA File Transfer
8/30/2019	\$ 20,829.65	MidAmerica
9/5/2019	\$ 14,399.59	BMO Harris Bank - (Pcards)
9/3/2019	\$ 63.00	MN Revenue - (Sales tax)
8/1/2019	\$ 2,947.50	Further
8/8/2019	\$ 3,731.96	Further
8/15/2019	\$ 2,653.77	Further
8/20/2019	\$ 350.75	Further
8/22/2019	\$ 587.00	Further
8/29/2019	\$ 3,680.26	Further
<b>TOTAL</b>	<b>\$ 1,913,236.58</b>	



PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Sharon Osborn

Description of gift: Donation of \$150 = to Oskia Ruiz's  
classroom

Pre-Condition, Condition, or Limitation on use: to use on student  
needs for Oskia Ruiz's students.

How this gift specifically relates to the program or school: \_\_\_\_\_

This gift meets all requirements of Policy 706 \_\_\_\_\_

Accepted  Not Accepted \_\_\_\_\_ Date: 8/29/19  
Principal or Director

Accepted  Not Accepted \_\_\_\_\_ Date: 9/9/19  
Superintendent

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Chairperson

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

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

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

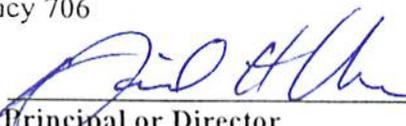
Donor name: Stembrecher Painting

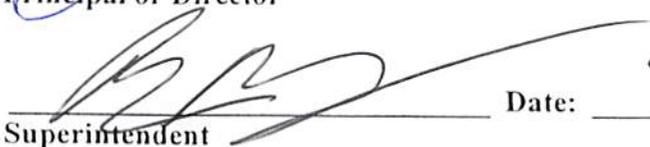
Description of gift: Painted over entry sign ~~at~~ at the Middle School at no cost.

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: Made our school sign look new again

This gift meets all requirements of Policy 706

Accepted  Not Accepted  Date: 9/10/19  
Principal or Director

Accepted  Not Accepted  Date: 9/12/19  
Superintendent

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Chairperson

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: May 14, 2013



**PRINCETON**  
PUBLIC SCHOOLS

**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name Bayer Fund - America's Farmers Grow Communities

Description of gift \$2500 check # 41941

Pre-Condition, Condition, or Limitation on use Spanish Immersion Program

How this gift specifically relates to the program or school: Spanish Immersion at Princeton Primary

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Staff Name \_\_\_\_\_ Date: 9/5/19  
Principal or Director

Accepted  Not Accepted [Signature] Date: 9/16/19  
Superintendent

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Chairperson

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_ Routing: \_\_\_\_\_

Principal or Director (thank you note attached)  mailed out

Copy to Building  Business Services  Board Approval

Type	Date Submitted	Grant Name	School	Applicant	Approx Funds
Grant	9.7.19 Awarded	SFM Grant	DC	Keith Barlage	\$2,500.00

*Can't start until after board approval*  
*notified Brenda*

## FUNDRAISING APPROVAL FORM

511

Date of fundraiser: <b>Sept-Oct</b>	Projected profit: <b>\$960</b>	Amount earned:
Group or organization proposing the fundraiser: <b>VEX IQ Robotics (grades 3-8)</b>		Item(s) being sold: <b>Pretzel Rods</b>
Company/organization supplying items to be sold: <b>Pennies to Dollars</b>		
The money raised will be used for: <b>robotics supplies / fees</b>		
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>		Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
		Yes      No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<input checked="" type="checkbox"/>
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<input checked="" type="checkbox"/>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input type="checkbox"/>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	<input checked="" type="checkbox"/>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<input checked="" type="checkbox"/>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	<input checked="" type="checkbox"/>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	<input checked="" type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:		
Date: <b>8/26/19</b>	Teacher/Sponsor Signature: <b>Brenda Baird</b>	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.		
	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
Date: <b>8/26/19</b>	Administrator Signature: <i>[Signature]</i>	
Date: <b>9/4/19</b>	Superintendent Signature: <i>[Signature]</i>	
Date:	School Board Chair Signature:	

*available at practice if needed*

### FUNDRAISING APPROVAL FORM

<b>Date of fundraiser:</b> Ongoing	<b>Projected profit:</b> \$10,000	<b>Amount earned:</b>	
<b>Group or organization proposing the fundraiser:</b> VEX Robotics (grades 3-12)			<b>Item(s) being sold:</b> Sponsorships
<p><b>Company/organization supplying items to be sold:</b> We will be contacting various companies such as Glenn Metalcraft, Jaycees, LIONS Club, Masons Fraternal Lodge 92, CMMA, Park Industries, Crystal Cabinets, Mystic Riders, Northrup Gruman, Fairview, Home Improvement Warehouse, Midwest Machinery, Erdman Automation, Erikson Asphalt, Tuco, Pizza Pub, VFW, Minuteman Press, Rotary, 3M etc. This is a continuation of our search for new and returning sponsors that was approved 2 years ago for VEX IQ only. We are combining our efforts to fully fund the entire span of Princeton Robotics programming for grades 3-12.</p>			
<b>The money raised will be used for:</b> Supplies, Equipment, Tournaments, Transportation, etc. for VEX Robotics (all grades 3-12)			
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	NA	NA
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	NA	NA
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	NA	NA
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8:                  Only allowed if a parent or guardian is with the student • 9-12:                Groups of two or more students working together.	X	
I have reviewed Policy #511 Fundraising and agree to its provisions: Date: 9/11/19    Teacher/Sponsor Signature: <i>Brenda Baur</i>			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			
Date:	<i>9/12/19</i>	Administrator Signature:	<i>[Signature]</i>
Date:	<i>9/12/19</i>	Superintendent Signature:	<i>[Signature]</i>
Date:		School Board Chair Signature:	



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# State Assessments 2019 Data

## Princeton Public Schools



Connections

Citizenship

Collaborative  
Leadership

Excellence

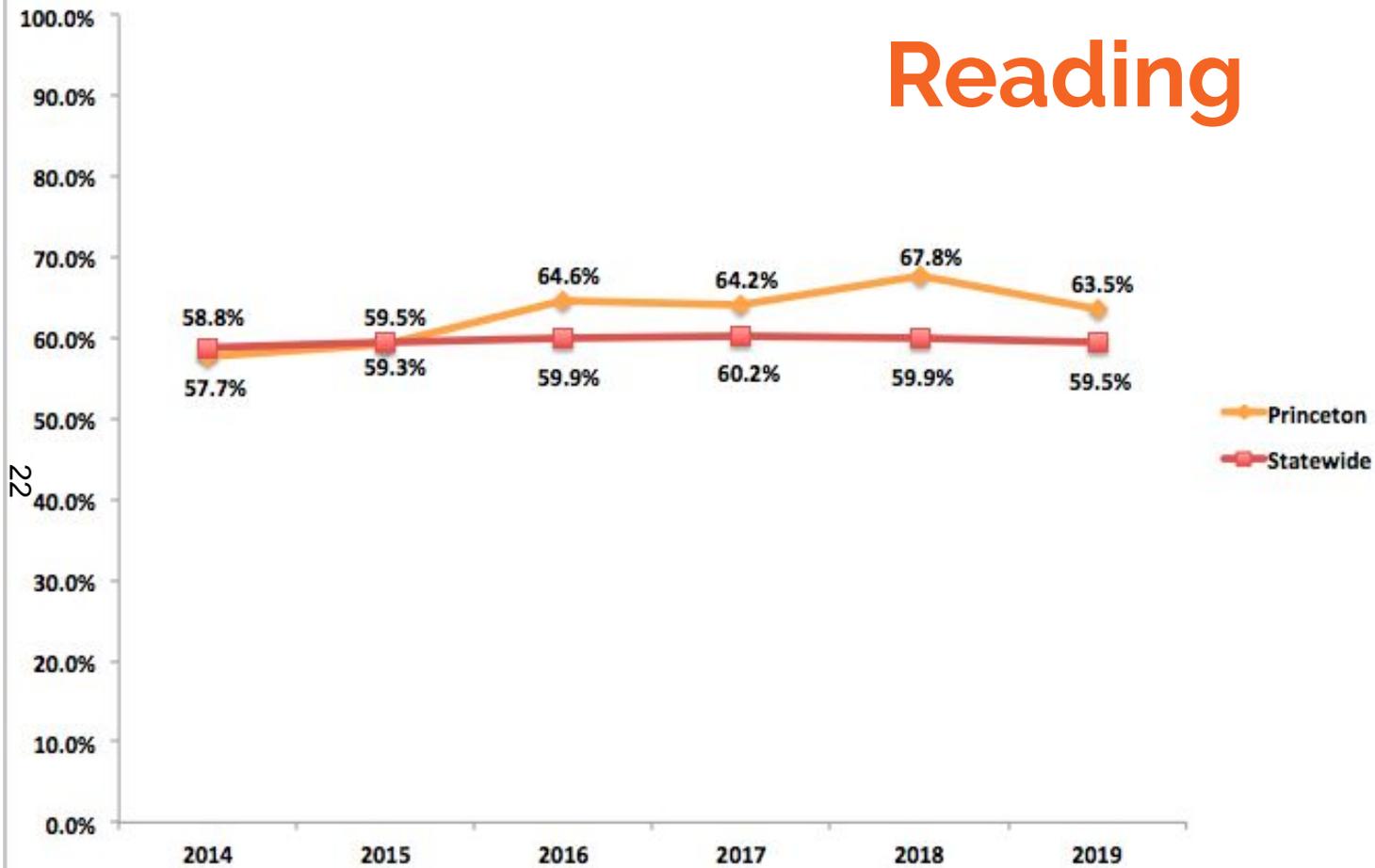
Integrity

Respect

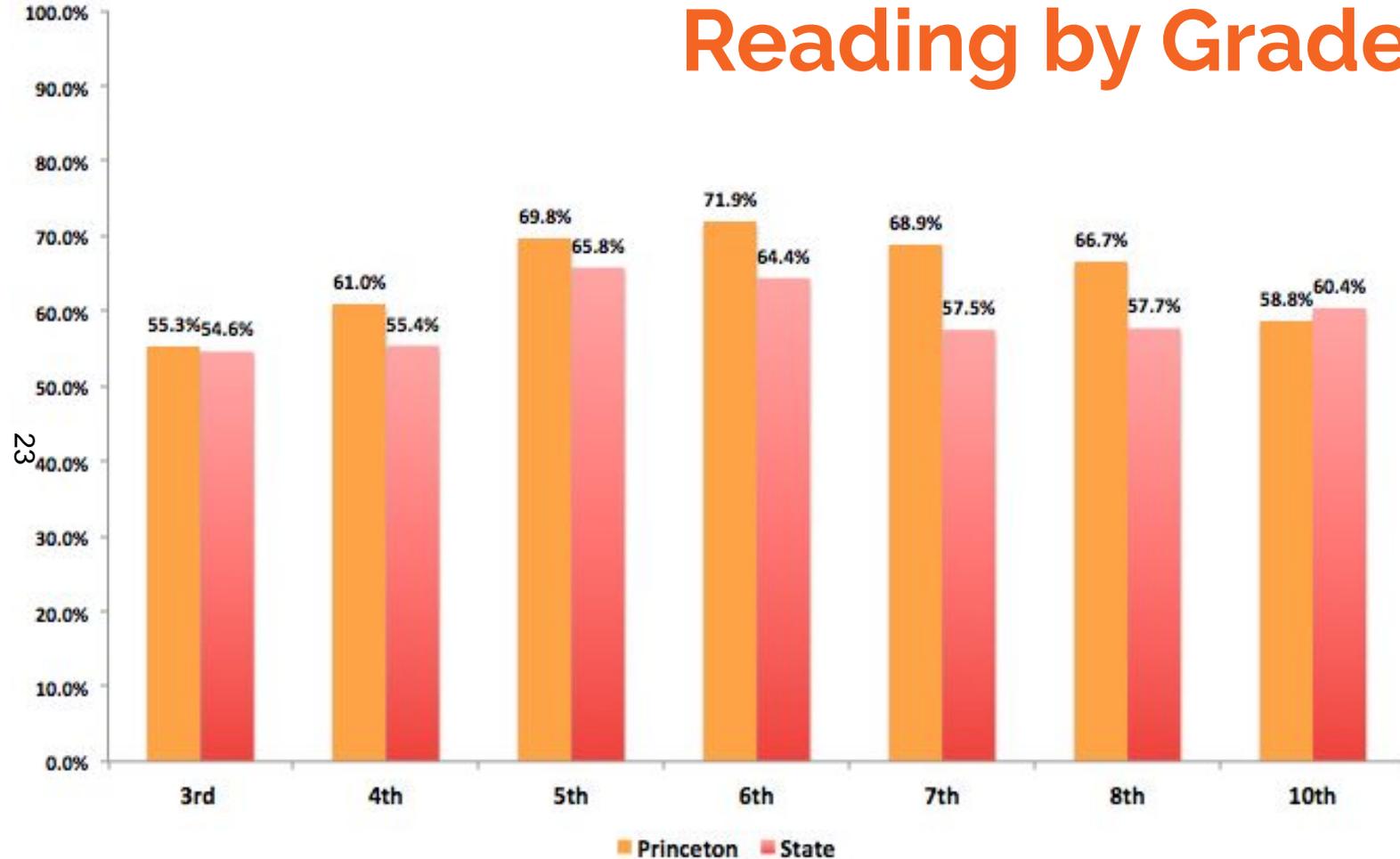
Learning

Innovation

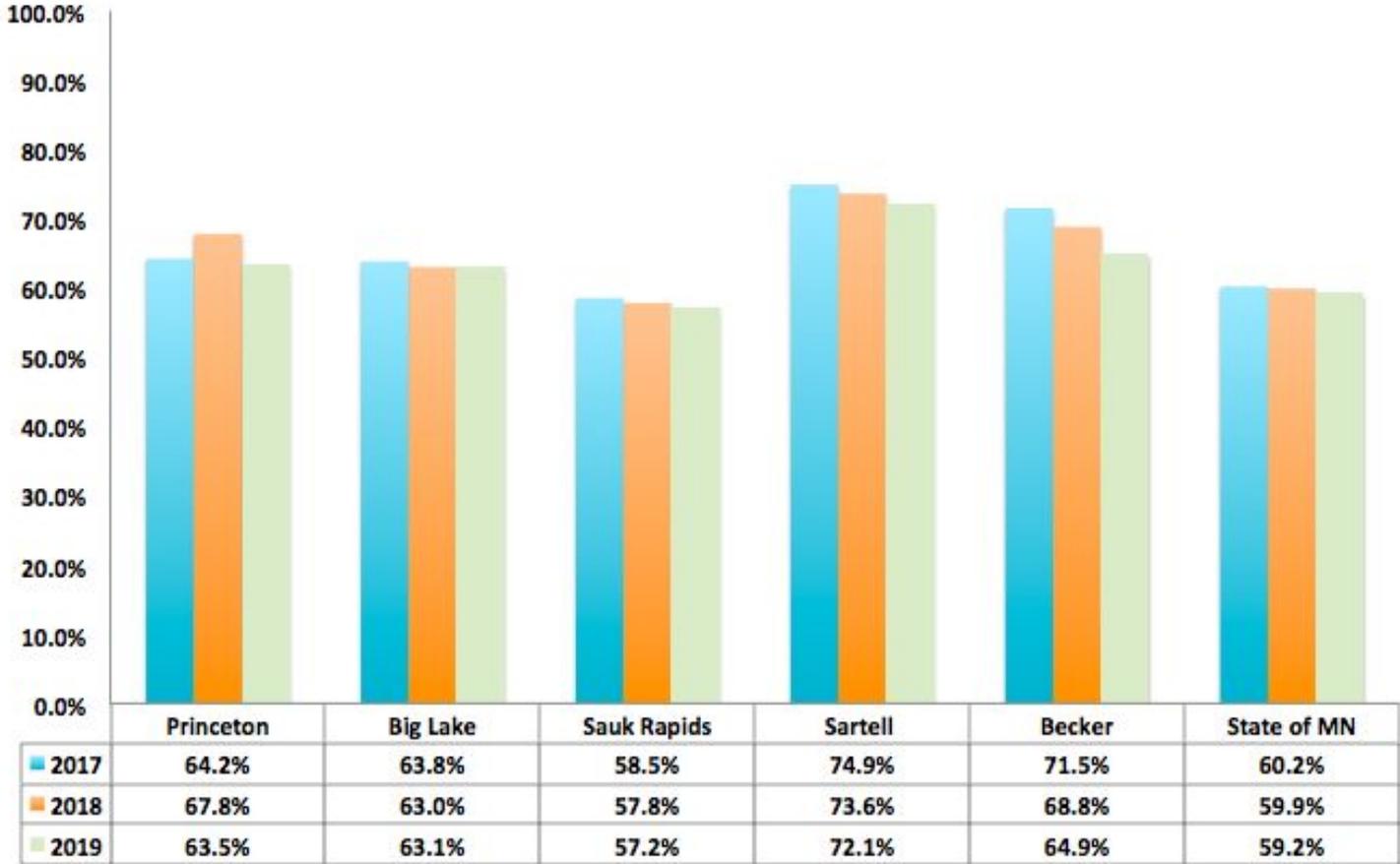
# Reading



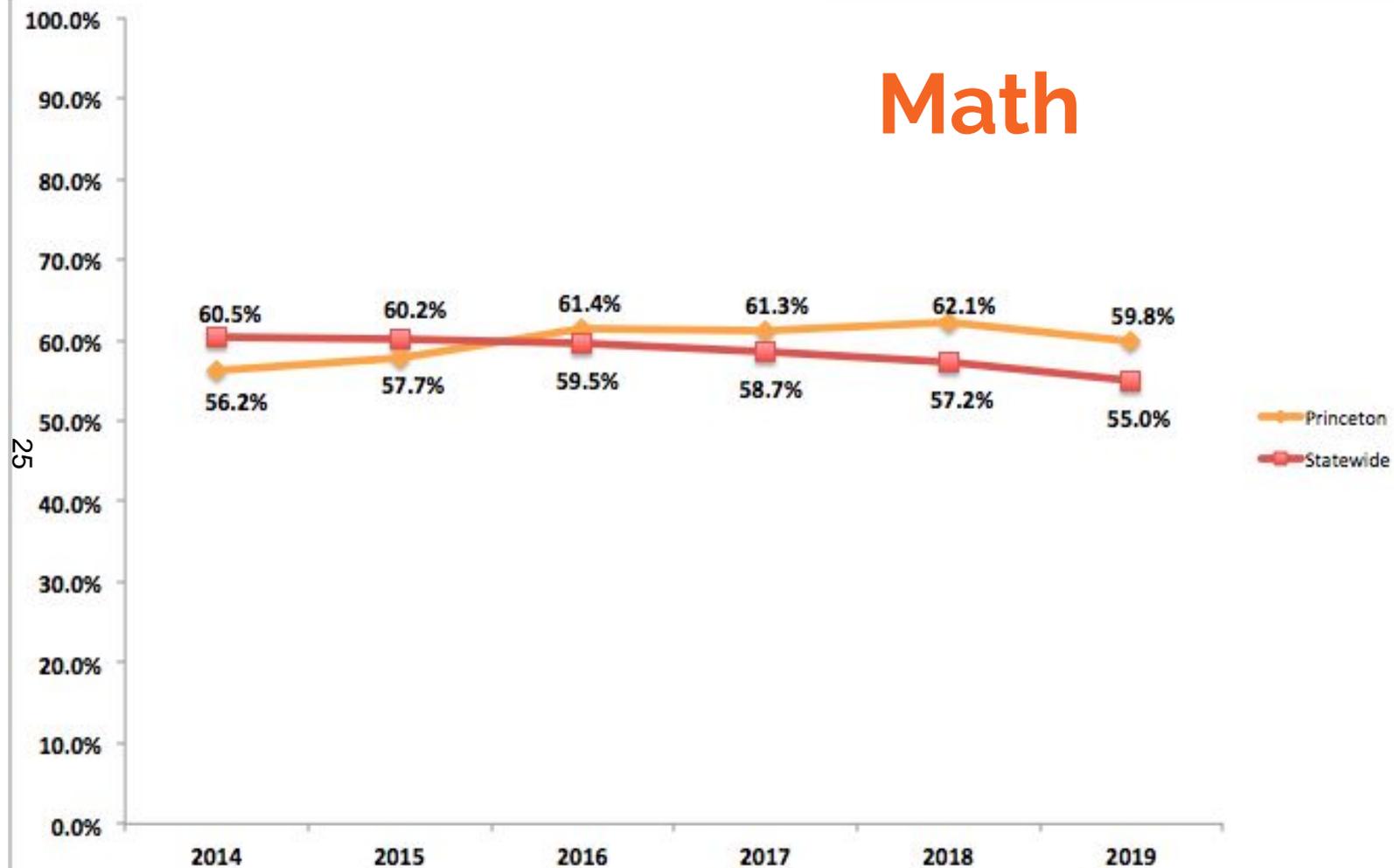
# Reading by Grade



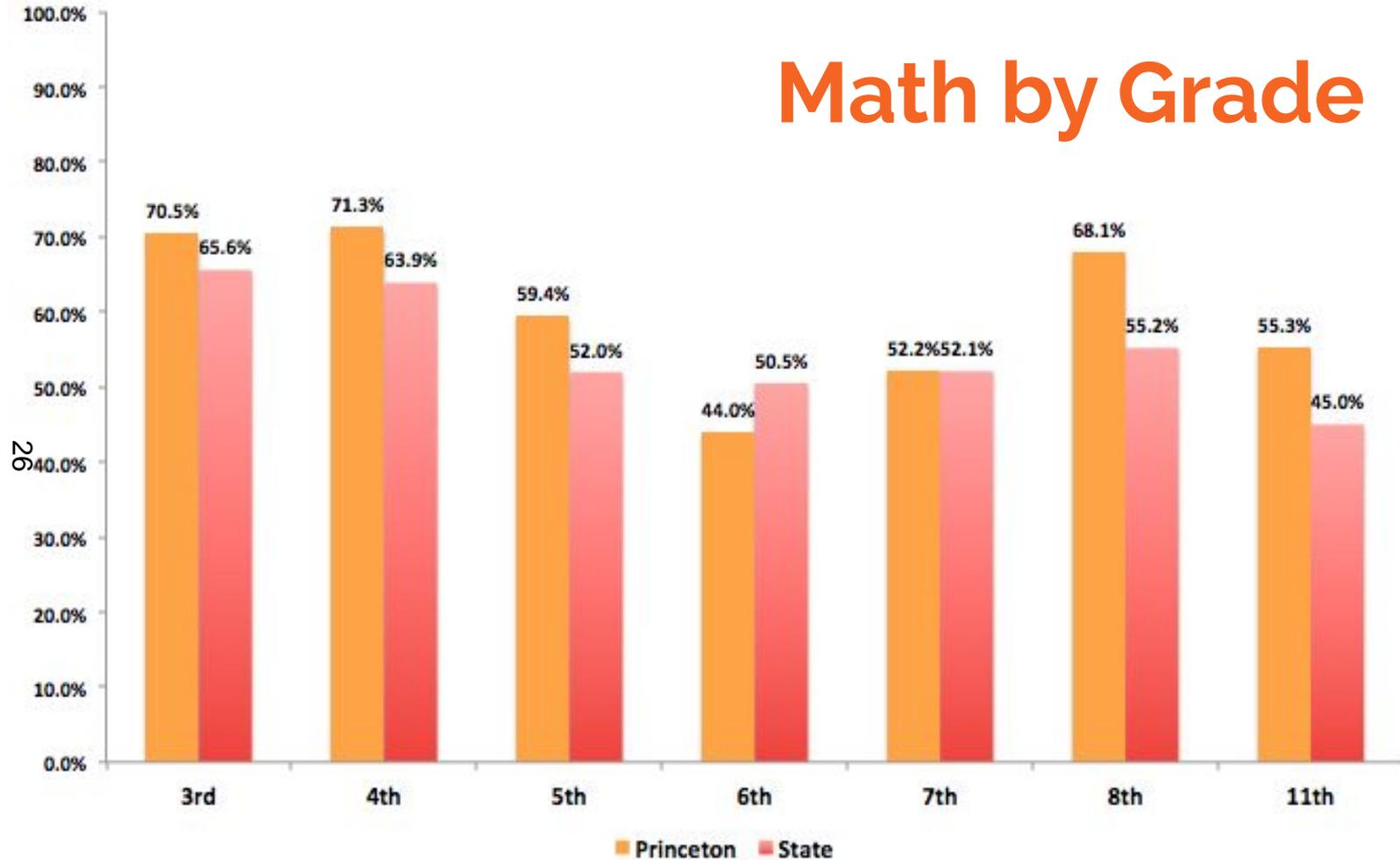
**Reading Percent Proficient  
2017-2019**



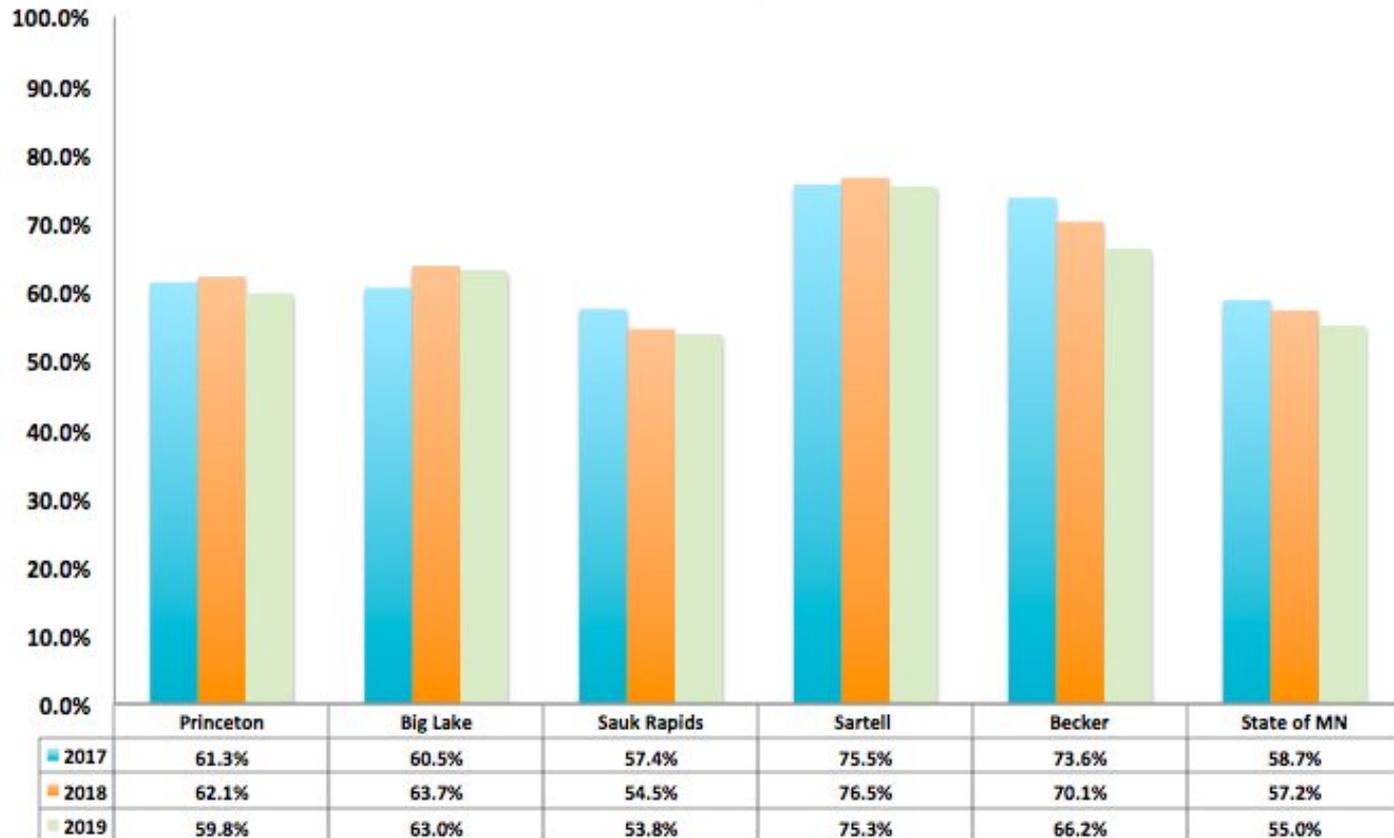
# Math



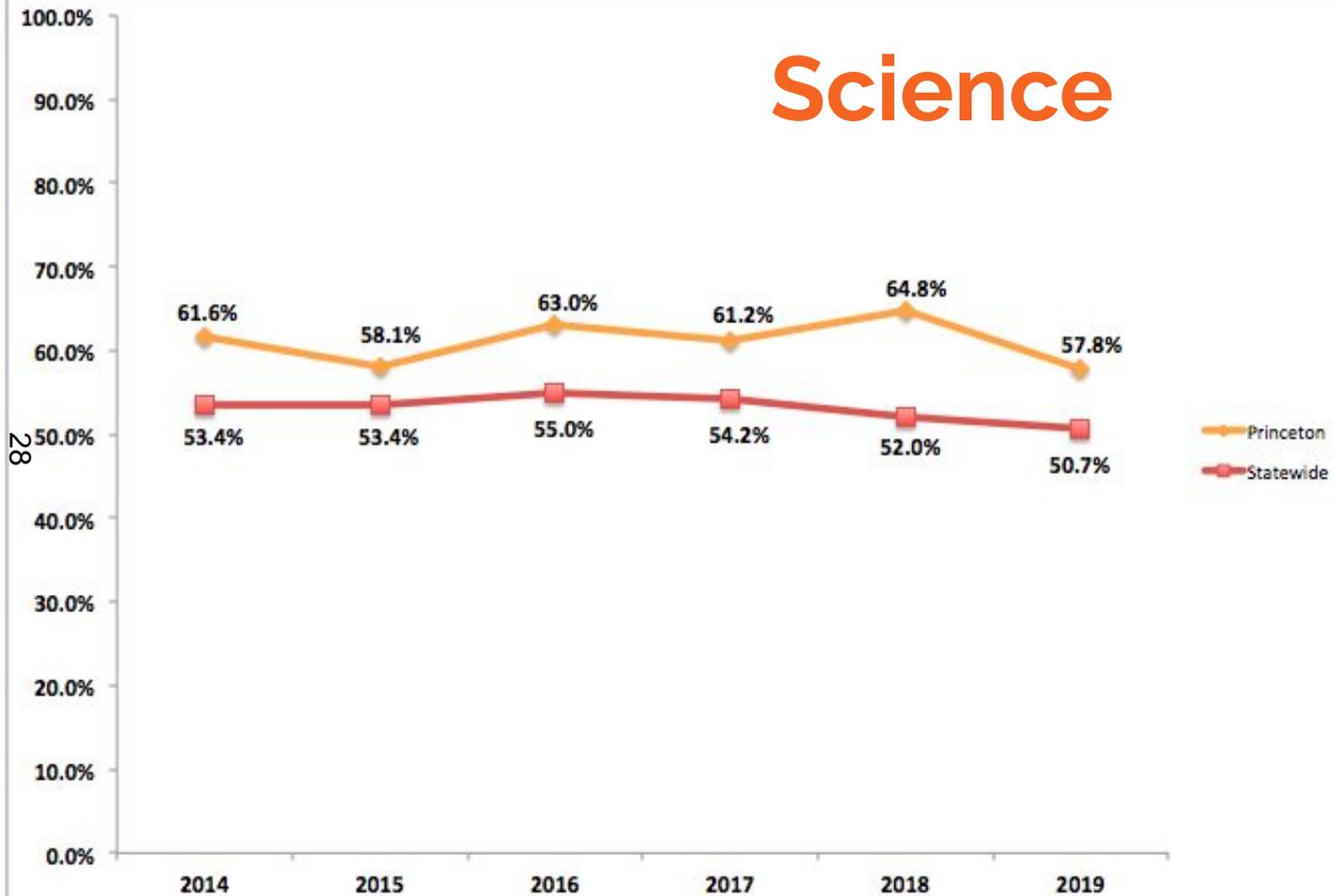
# Math by Grade



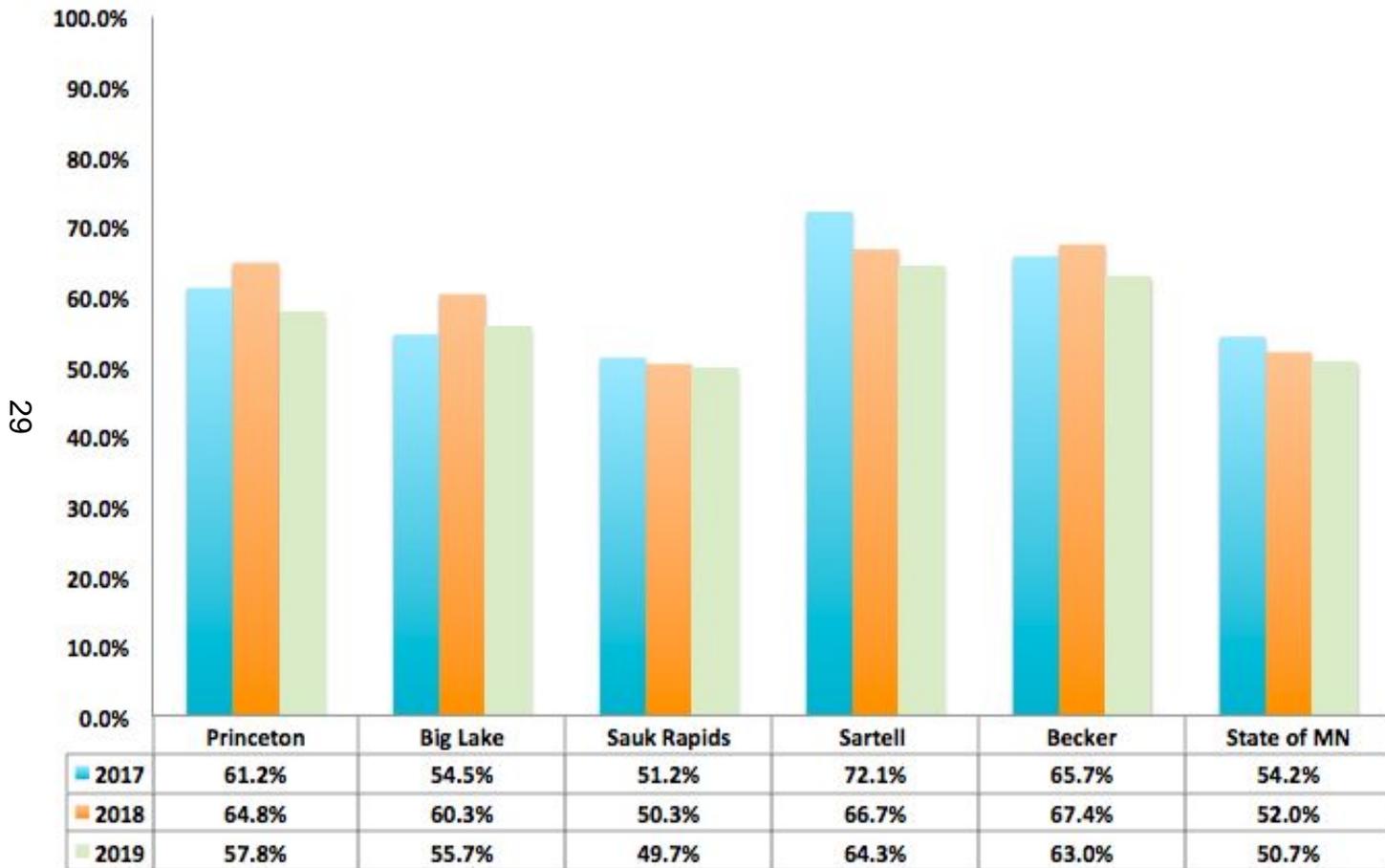
## Math Percent Proficient 2017-2019



# Science



## Science Results: 2017-2019





# PRINCETON

MIDDLE SCHOOL

2019 School Board Update

# Implementing District Continuous Improvement Plan



## Mission

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

**PRINCETON**  
PUBLIC SCHOOLS

2019-2020 Continuous Improvement Plan

## Vision

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



# Focus Area - Student Learning

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## Progress and Goals

- **Curriculum** - Essential Standards, Scope & Sequence in place. Next step - create common assessments.
- **Princeton Paradigm** - Students know ... where I am going in my learning, where I am, and what steps I need to do next. Standard based reporting.
- **Authentic Literacy** - Continue opportunities reading, writing, speaking in all courses.



# Standard Based Grading & Reporting

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- Updates
  - Policy & handbook updated
  - Staff set up Skyward & syllabus
  - Communication to students & parents
  - Follow the engineering process



# PRINCETON PARADIGM



## Continued Focus

### CORE INSTRUCTION

- Standards/Units of Standards
- Learning Goals
- Learning Progressions
- Taxonomy
- Success Criteria  
(Desired Student Evidence)
- Task/Activity  
(Formative Assessment)
- Actual Student Evidence
- Adaptations

### CULTURE/CONDITIONS

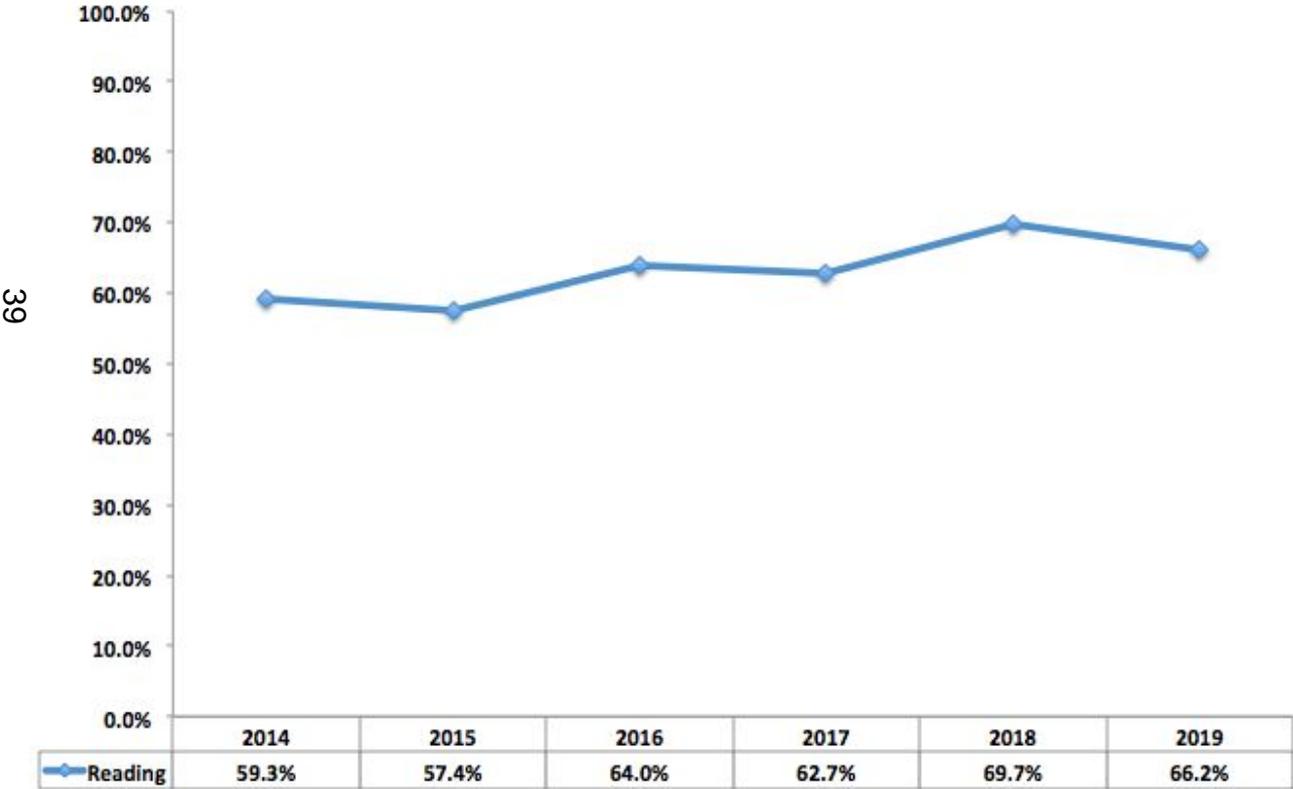
- Live at Analysis
- Activate Students as Owners of their learning
- Activate Students as Learning Resources for one another
- Normalize Mistake Making as essential to learning (productive struggle)
- Infuse Tiger Pride: Social and Emotional Learning (SEL); the skills for quality of life

### Core Values





# Accountability Trends - Reading

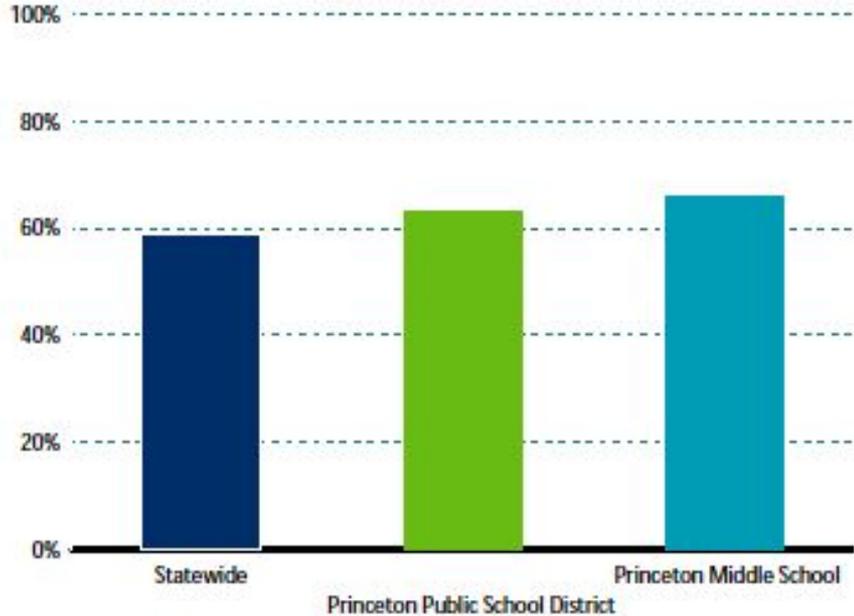




# 2019 School Data - MCA Reading



## Summary Proficiency



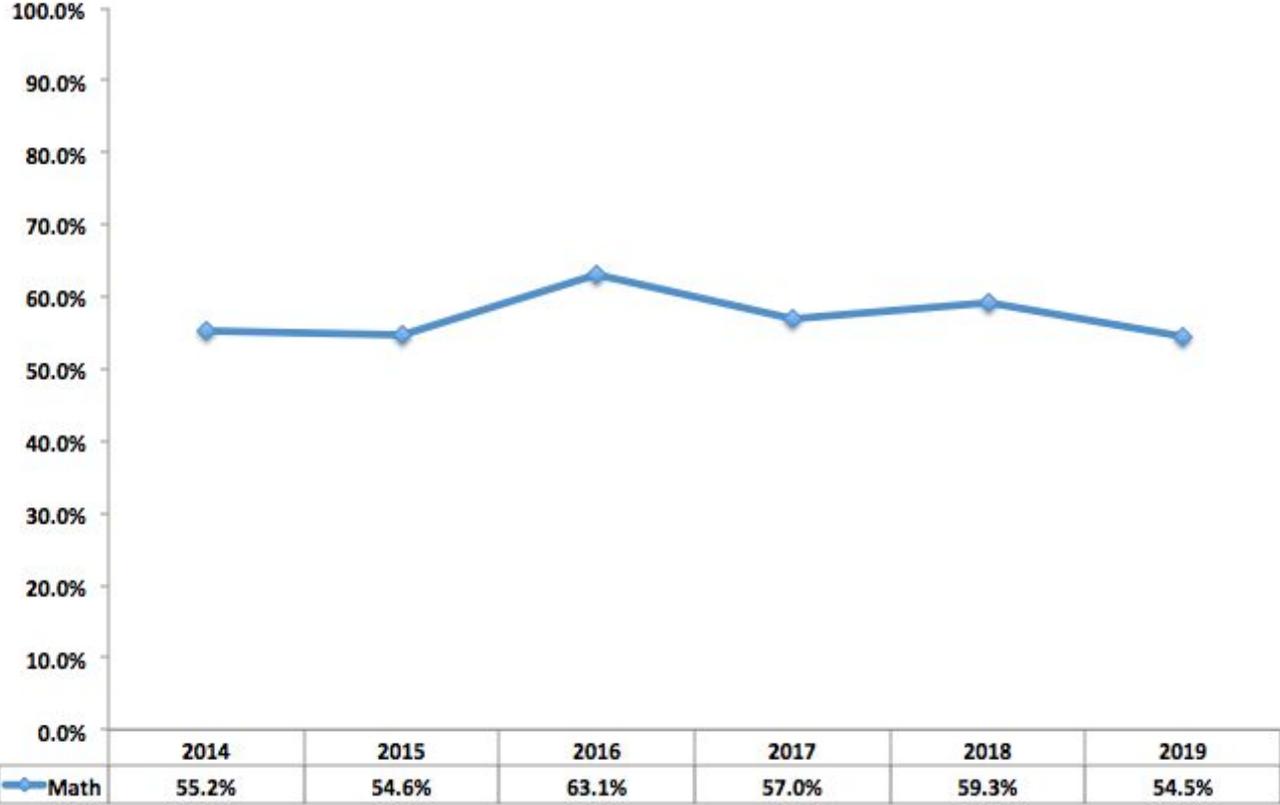
41

Organization	Percent Proficient	Number Tested
Statewide	59.1%	448,778
Princeton Public School District	63.4%	1,747
Princeton Middle School	66.3%	771



# Accountability Trends - Math

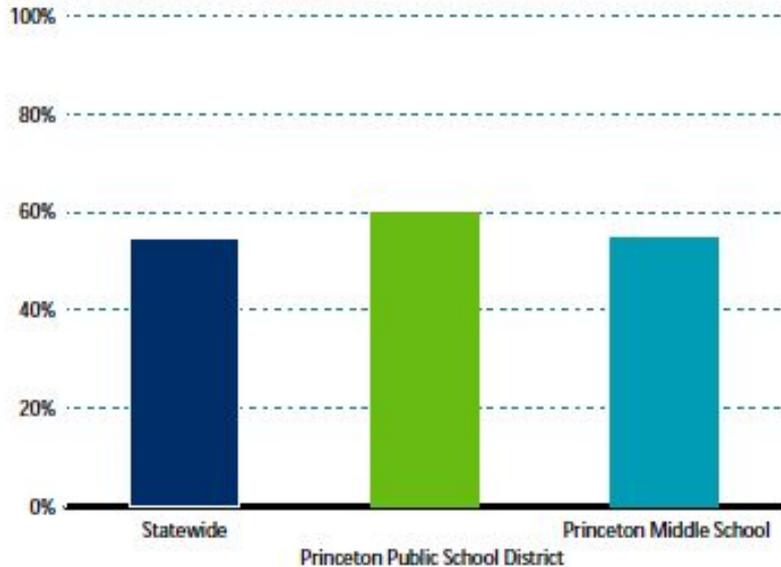
43





# 2019 School Data - MCA Math

## Summary Proficiency

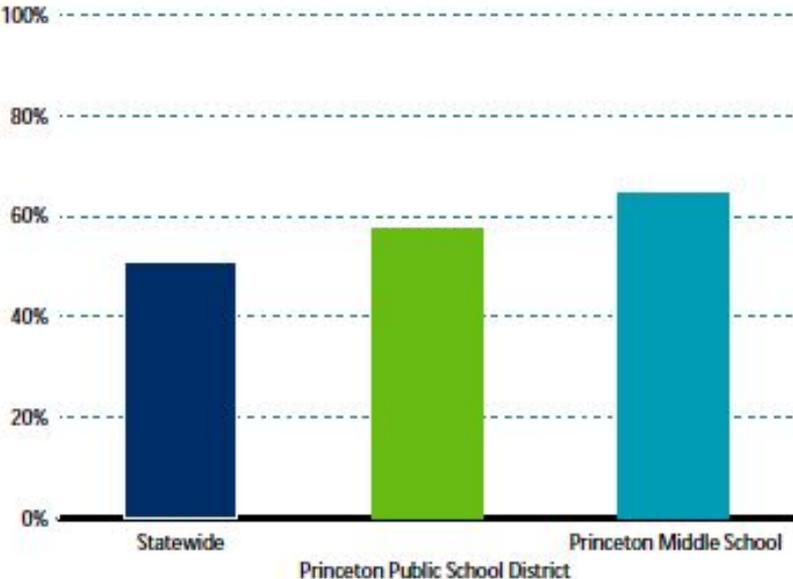


Organization	Percent Proficient	Number Tested
Statewide	54.9%	442,604
Princeton Public School District	59.8%	1,720
Princeton Middle School	54.6%	766



# 2019 School Data - MCA Science

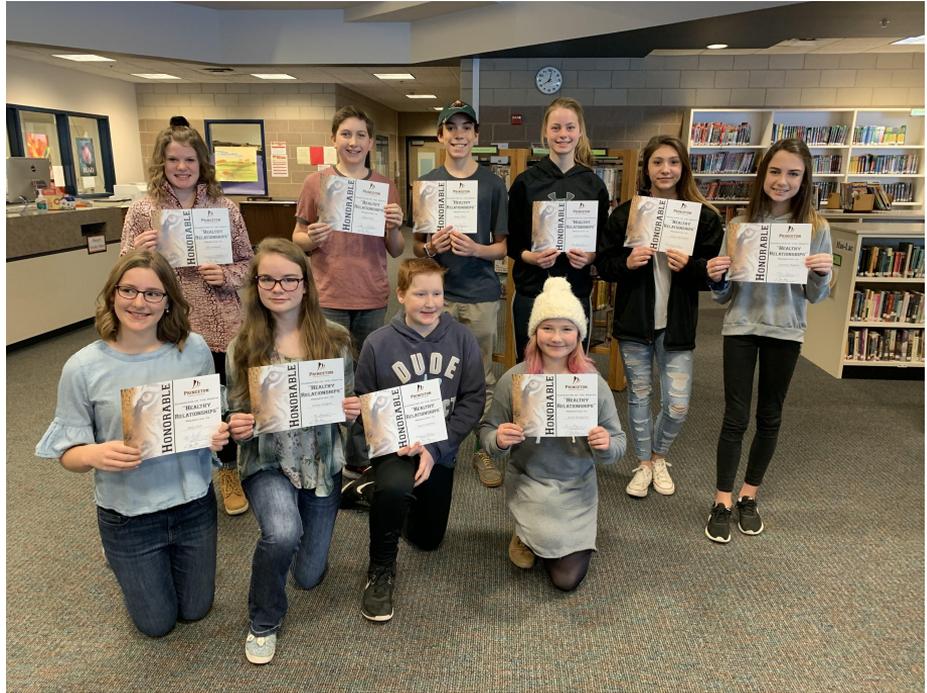
## Summary Proficiency



Organization	Percent Proficient	Number Tested
Statewide	50.7%	189,542
Princeton Public School District	57.8%	770
Princeton Middle School	64.4%	250



48



# Special Education - Reading

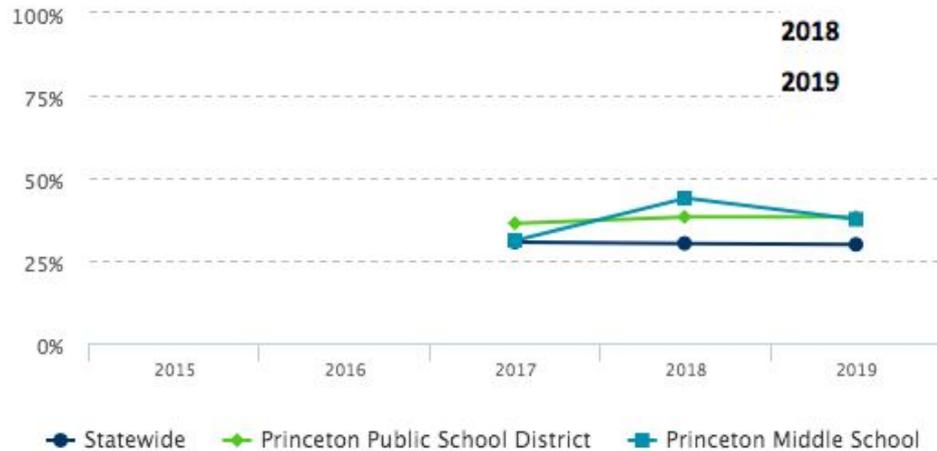
**Princeton Middle School** Princeton Public School District  
 Subject: Reading Grade: All Grades Demographics: Special Education

## Princeton Middle School

**+** 2017 - 2019 Student Achievement Level

**-** 2015 - 2019 Proficiency

Year	Percent proficient	Number proficient	Number tested
2015	N/A	N/A	N/A
2016	N/A	N/A	N/A
2017	31.1%	19	61
2018	43.9%	29	66
2019	37.5%	27	72





# Focus Area - Climate & Culture

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## Progress & Goals

- Safe, respectful, & welcoming environment
- Embed Social Emotional Learning (SEL) in Advisory.
- Building meaningful relationships (PBIS)
- Internal & External Customer Service
- Enhance diversity education





## PBIS at the Middle School

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- 25,000 Honor Code coupons turned in. Goal Met.
- 88% of Teachers/Staff participated in coupons
- 100% staff Agree/SA they feel welcomed & respected.
- 91% students had one or less office referral
- 93% students Agree/SA teachers care about them
- Student celebrations, recognition, year end carnival
- WEB transition program for 6th grade students



54





## Focus - Multi-tiered System of Supports

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- Implement Tiger Tune Up - MTSS for All
- Grade/Team Level MTSS meetings in place
- Building Tier 2 Academic & Behavior supports
- Accelerated Math Classes
- Collecting evidence based interventions
- Intentional support for students & parents
- Using data to guide support



56



# Focus Area 4 - Operations

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- Effective & Efficient processes
- Facilities and 21st Century Learning
- Positive Messaging/Communication
- Safety/Security - Crisis training and practice
- Continuous Improvement - Building Level Teams
- Quality staff training and support



## Additional Links

- [Princeton MS Twitter Page](#)



# **P** **PRINCETON**

**HIGH SCHOOL**

2018 - 2019 School Board Update

September 2019



## Additional Links

- Princeton HS Website
  - <http://www.isd477.org/high-school>
- Princeton HS 477 Twitter Page
  - @Princeton HS
- Princeton Activities Twitter Page
  - @PHSTigersMN

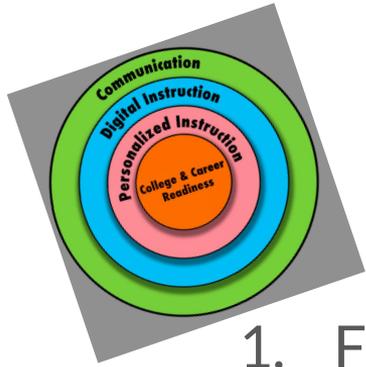
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# Highlights of 18-19

- Student Council Theme: UNITY
- Positive Coaching Alliance Yr 2
- Princeton 5 in-depth implementation
- Continue Instructional Rounds
- Coffee Cart **Star of Innovation Award**
- Positive Tee Tuesday Starts
- Alignment of Site Leadership to District Teams
- State Tournament Boys Basketball
- State Adapted Bowling Champion
- Arts and Athletics Achievements

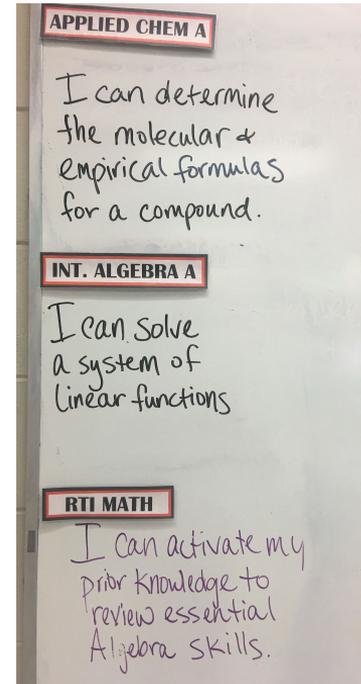


1,336 CIS & AP enrollments  
Redesign Team Begins Phase 1



# Building Leadership Team

1. Flexible Learning Day Format
2. Curriculum Alignment
3. Expand Princeton 5
4. Refocus on PBIS
5. Focus on Success Criteria
6. Coaching for Implementation
7. Admin focus on PLC



## Princeton 5

- 2017-18
  - Created in conjunction with community business partners
  - Communication begun
- 2018-19
  - Professional Development conducted
  - Communication continues
- 2019-20
  - Continue Professional Development (with C&C Team)
  - Evidence of embedding into instruction

### PRINCETON EMPLOYERS VALUE:

- COMMUNICATION & COLLABORATION
- TEAMWORK
- SELF-MANAGEMENT
- CRITICAL THINKING
- ACCOUNTABILITY



2018-2019  
PLC Goals  
10 for 10



# English

PLC Goal: Utilizing student evidence in conjunction with DuFour's questions, 80% of students in each of our majority course (subject to teacher) will reach a level three or higher on a targeted learning progression (Analyzing Ideas and Themes) by April 15, 2019.

65  
The goal was met!

PLC Members: Thor, Steven, Larissa, Padraic, Anna, Jade

# MATH

PLC Goal: The percentage of all students enrolled in grade 11 at Princeton High School who earn an achievement level of Meets the Standards or Exceeds the Standards in math on all state accountability tests (MCA, MTAS) will increase from 56.5% in 2018 to 59.5% in 2019.

***YES, OUR GOAL WAS MET!!!***

***(60.5% PROFICIENT)***

PLC Members: Alison Rose, Andrea Levering, Jodi Clark, Christian Frederiksen, Alyssa Solberg, Alex Murkve, Miranda Forgey, Becca Fuller, Kassidy Cook

Strategies: We examined students' past MCA data, and developed a motivational plan for each student based on individualized growth goals.

# Guidance

- **Goal:** Reduce the number of F's by 20% from midterm to final grade in trimesters 1 and 2 of the 2018-2019 school year in the required math courses for grades 9-11 by identifying students who do not receive tiered support and provide interventions to those identified students.
- **Goal Met:** Yes
- **Data:**
  - Trimester 1 - increase grades from failures by 25% through MTSS supports
  - Trimester 2 - increase grades from failures by 48% through MTSS supports

**Members:**

Tricia Ford  
Allen Balsley  
Jeff Schultz  
Sarah Durch

*(pictured left to right)*





# Social Studies



**PLC goal:** Eighty percent of students will determine the central ideas of a primary or secondary source or provide an accurate summary that makes clear the relationships among the key details and ideas by April 15, 2019. This will be determined through successful completion of reading primary document/s and determining the main idea in the reading selection.

**Goal Met: Yes**



Olivia McGathey



Nathan Daubner



Britney Muus



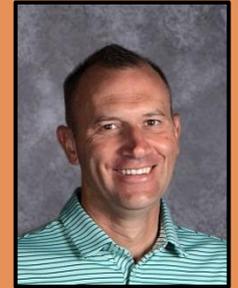
Scott Walquist



Scott Moehlmann



Heather Sorenson



Derek Hasselberg

# Science

**PLC Goal:** Utilizing student evidence in conjunction with DuFour's questions, 71% (an increase of 3% from last year results of 68%) on [learning progression](#) targets relating to the Practice of Science as measured by critical thinking/reasoning assessments (including lab reports, unit tests, and projects to build skills and deeper thinking) by the end of trimester 1 and 2.

Yes, our goal was met!

# CTE

**PLC Goal:** Utilizing student evidence in conjunction with DuFour's questions, 80% of students in teacher selected courses will reach a level 3 or higher on targeted learning progressions by the end of each trimester 1 & 2.

**WE MET OUR GOAL!!!**

70

PLC Members:

Jessica Lupkes, Leif Storbakken, Tara Kude, Ashley Magnuson, Charissa Larson and Darrien Meixell (Brett Gertken)

# World Language

PLC Goal: Utilizing student evidence in conjunction with DuFour's questions, 80% of students in a selected course will reach a level of three or higher on targeted learning progression(s) by the end of each trimester 1 and 2.

The classes and learning progressions for each PLC member are different and will be detailed and attached in their individual SLG goals.

71

Our goal was met.

Members: Stacie Karasch, Stacie Euteneuer, Ellen Siewert

# PE/Health

Our PLC group goal was based on students overall personal fitness and wellness. By April, 26th 2019 the majority of our students will reach proficiency in their overall personal fitness (PE) and wellness (health) through each individual teacher's learning progressions.

- *Clemons Goal: Ninety percent of 9th grade students (9th grade PE) will achieve proficiency on target heart rate (be 70-90% of THR 75% of their assigned time), consistent across all students, each trimester by April 26th, 2019*
- Was the goal met? yes
- PLC: Erik Jacobs, Sara Clemons
- <https://docs.google.com/document/d/1a8m060gzEhf9xOZ7LinVwjApwVlowb9qFjKD-Qa15Bc/edit?usp=sharing>

Year Average: 93.87825694%

Strategies: Pre-teaching pacing and heart rate impact with an heart rate investigation lab, projecting heart rate in current time, students achieved a badge for every 5-10 minutes in their THR zone, reteaching as needed etc.

# Art/Music PLC

**PLC Goal: Ninety percent of students will achieve proficiency on one preselected learning progression, consistent across all students, each trimester by April 15, 2019.**

- Goal Met: Yes
- Members: Jim Baxter, Susan Enright, Lori Johnstone, Charlie Moe



# Special Education

**PLC GOAL:** *Eighty percent of students will demonstrate individualized growth, showing 1 step of improvement on 1 learning progression by April 1 of 2019.*

74

**Our goal was met.**

**Members:** Tracy Richardson, Dillon Naumann, Abby Thomson, Sara Beck, Brett Triplett, Amy Smith, Tim Brannick





# Student Enrollment

<b>Oct. 1, 2017</b>	<b>June 1, 2018</b>	<b>Attendance Rate</b>
1043	994	93.04
<b>Oct. 1, 2018</b>	<b>June 1, 2019</b>	<b>Attendance Rate</b>

# Graduation Rate

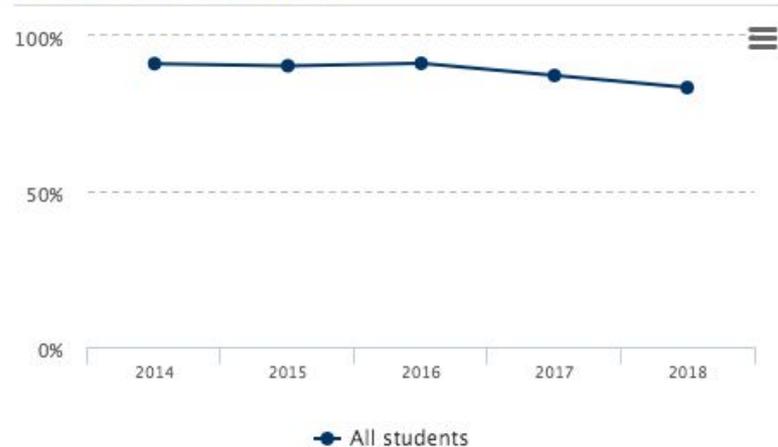
Focus on improving Special Education Graduation Rate

Began work with MDE support team

## GOAL

**GRAD RATE - 66.86% to at least 67% of special education students graduating in 4 years.**

Graduation rate over time



Demographic	Year	Graduated count	Graduated %
All students	2014	222	91.0%
All students	2015	224	90.3%
All students	2016	224	91.1%
All students	2017	197	87.2%
All students	2018	194	83.3%

---

## Graduation 2019

- # participating in grad ceremony -
- # earning diploma at graduation -
- # earning diploma over the summer -
- # early graduates -
- # in class of 2019 -

*Includes students returning for Onward program -*



## 2019 MCA Reading

**Goal:**  
62% in 2018 to  
65.3 % in 2019

**Actual: 61 %**

**GOAL NOT  
MET**

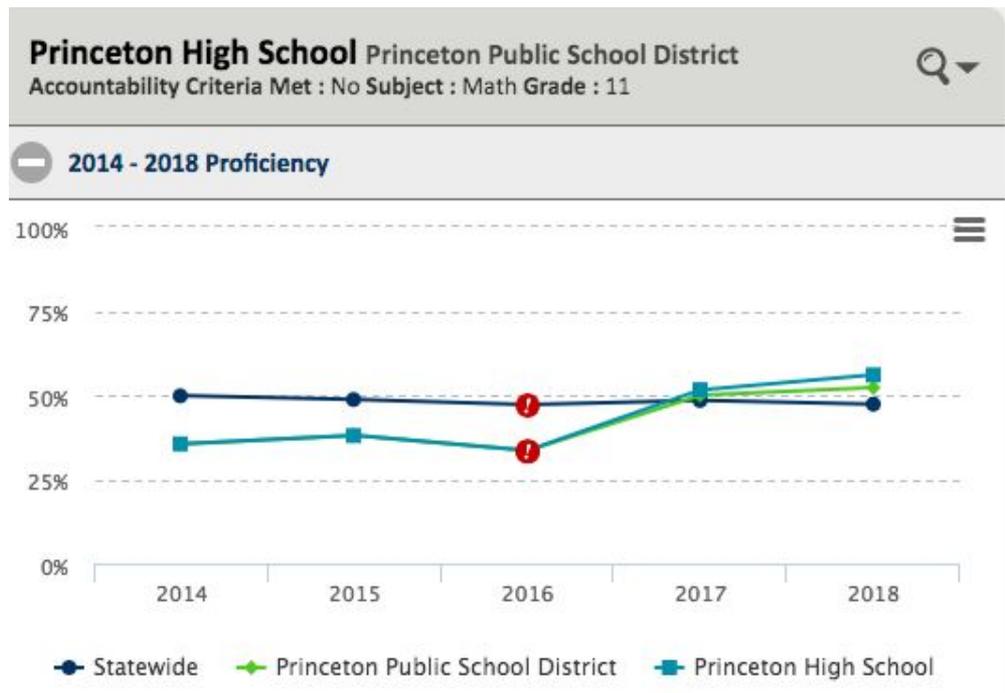


# 2018 MCA Math

**Goal:**  
**52.0% in 2017**  
**to**  
**55.0% in 2018**

**Actual: 56.5%**

**GOAL MET**



# 2019 MCA Science

68.5% in 2018  
55.4 % in 2019

**GOAL  
WILL BE  
SET For  
19-20**

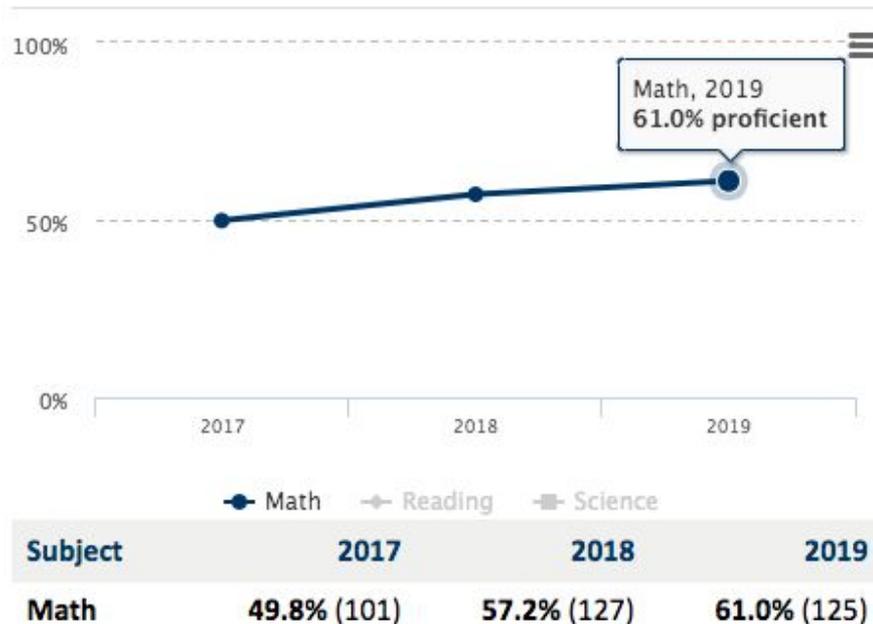


## 2019 MCA Math

**Goal:**  
55% in 2018 to  
50.5% in 2019

**Actual: 61%**

**GOAL MET**



# All MCA Trends - 3 year

The number of students meeting standards in math, reading, and science over time



Subject	2017	2018	2019
Math	49.8% (101)	57.2% (127)	61.0% (125)
Reading	58.0% (141)	62.2% (148)	61.0% (147)
Science	57.7% (131)	68.5% (163)	55.4% (139)

# Average ACT Scores for 11th grade students:

Table 1.1. Five Year Trends—Percent of Students Who Met College Readiness Benchmarks

Year	Number of Students	Percent Who Met Benchmarks				
	Tested District	English District	Mathematics District	Reading District	Science District	Met All Four District
2014-2015	0	.	.	.	.	.
2015-2016	230	57	33	38	34	16
2016-2017	234	50	32	39	41	21
2017-2018	243	55	43	36	31	19
<b>2018-2019</b>	<b>246</b>	<b>52</b>	<b>43</b>	<b>40</b>	<b>31</b>	<b>22</b>

Table 1.2. Five Year Trends—Average ACT Scores

Year	Number of Students	Average ACT Scores				
	Tested District	English District	Mathematics District	Reading District	Science District	Composite District
2014-2015	0	.	.	.	.	.
2015-2016	230	18.9	19.5	19.8	20.3	19.8
2016-2017	234	18.1	19.8	20.6	20.7	19.9
2017-2018	243	18.8	20.3	19.4	20.1	19.8
<b>2018-2019</b>	<b>246</b>	<b>18.4</b>	<b>20.5</b>	<b>20.5</b>	<b>20.3</b>	<b>20.0</b>

# Student Programming - PBIS and Safety

- Mock Crash
- Class Meetings
- Samuel Timms
- Student Cabinet
- Veteran's Day
- Just Desserts



## 2019-2020 TAKE ACTION

- Redesign Phase 2
- Student Voice Grows
- New Continuous Improvement Teams
  - MTSS
  - Student Learning
  - Climate & Culture
- Year 3 Positive Coaching Alliance
- PBIS cohort starts



Joe Clemonson - volunteer



Dominic & Beth - Student Leaders

# TIGER PRIDE IN ACTION





# PRINCETON PUBLIC SCHOOLS



## District Student Learning Team

### Organizational Structure

2019 – 2020

#### Mission Statement

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

#### Vision

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

#### Strategic Plan Goal Areas have been:

- I. Provide personalized instruction for every student.
- II. Prepare 21st Century students to be Career & College ready.
- III. Implement innovative programming. (absorbed into other goal areas)
- IV. Guarantee creative & relevant digital learning.
- V. Communication

#### CHANGING TO:

Student Learning  
 Climate and Culture  
 MTSS  
 Operations

#### Purpose

Princeton Public School’s District Student Learning Team is a district-wide team whose mission is to improve student academic achievement and outcomes. As a result of that focus, we expect to:

- 1. Make quality team decisions for the continuous improvement of student learning.
- 2. Make quality team decisions for the continuous improvement of instruction.

## Goals

The identification of goals and directions for student achievement must be consistent with district goals. The team will develop goals and action plans to improve student achievement.

## Membership\* (26)

PK-5 ELA Vertical PLC Facilitator and District Student Learning Team Member (1)  
6-12 ELA Vertical PLC Facilitator and District Student Learning Team Member (1)  
PK-5 Math Vertical PLC Facilitator and District Student Learning Team Member (1)  
6-12 Math Vertical PLC Facilitator and District Student Learning Team Member (1)  
K-5 Science Vertical PLC Facilitator and District Student Learning Team Member (1)  
6-12 Science Vertical PLC Facilitator and District Student Learning Team Member (1)  
K-5 Social Vertical PLC Facilitator and District Student Learning Team Member (1)  
6-12 Social Vertical PLC Facilitator and District Student Learning Team Member (1)  
K-12 Music Vertical PLC Facilitator and District Student Learning Team Member (1)  
K-12 Art Vertical PLC Facilitator and District Student Learning Team Member (1)  
K-12 Physical Education/Health Vertical PLC Facilitator and District Student Learning Team Member (1)  
6-12 Career and Tech Ed PLC Vertical Facilitator and District Student Learning Team Member (1)  
K-12 Technology PLC Vertical Facilitator and District Student Learning Team Member (1)  
PK-5 Special Education PLC Vertical Facilitator and District Student Learning Team Member (1)  
6-12+ Special Education PLC Vertical Facilitator and District Student Learning Team Member (1)  
K - 12+ Guidance Counselor Vertical PLC Facilitator and District Student Learning Team Member (1)  
Student Services Vertical PLC Facilitator and District Student Learning Team Member(1)

Building Principals (6)

Director of Teaching and Learning (1)

District Assessment Coordinator(1)

Superintendent (1)

\*Visitors are welcome to attend any meeting.

## Meeting Time

Tuesdays are the preferred meeting day. Meetings will be front-loaded early in the year to establish some processes and less as our processes are up and running.

## Group Norms

- Student focused
- Solution oriented
- Provide consistent messaging
- Engage in respectful communication
- Assume positive intent
- Ensure all voices heard
- Welcome productive struggle
- Honor each other's strengths
- Start and end on time
- Be engaged and present

## Role

To support teachers by planning processes, professional learning, and supports that increase instructional effectiveness and student learning.

### Areas of responsibility

- **Communicate back and forth between building and district. We are the connective link!**
- **Set district goals and strategic plan**
- **Integrate with building student learning teams**
- **Develop supports and systems for consistency and forward movement**
- **Use and provide data for decision making**
- **Creating the student experience PreK-Graduation**
- **Develop Staff Development (Professional Learning focused on all team members)**

The student learning team will provide input and make decisions as appropriate.

Items for decision making are those that directly affect student learning which can include, but are not limited to:

- **Creating processes and providing feedback:**
  - standards review
  - identification of essential standards
  - curriculum and assessment planning
  - curriculum mapping
  - ensuring vertical alignment
  - reviewing achievement data
  - action planning based on data
  - process for materials selection
- **Providing resources to support:**
  - technology integration for instruction
  - staff development to support the processes
  - PLC work
  - alignment of instructional strategies to curriculum
  - helping staff utilize the processes

### Decision making process

Fist of five:

**5 fingers** - It's a great idea and I will champion it!

**4 fingers** - I think it's a good idea and will work for it.

**3 fingers** - I'm not in total agreement but I feel comfortable enough to let this proposal pass without further discussion.

**2 fingers** - I would like to discuss some minor issues.

**1 finger** - I have major concerns.

**Closed fist** - No. A closed fist is a way to block consensus.

Any 2s, 1s, or fists mean we need further discussion.

### Communication

Communication will be two-way between buildings and the district team. Teacher members

represent the voice of teachers in their content area and grade band.

The district student learning team will have an organization structure document that will include links to action plan, and agenda/minutes

[District Student Learning Team Action Plan](#)

[District Student Learning Team Agenda/Minutes](#)

Each site will have an organization structure document that will include links to the site action plan, site agendas/minutes:

FC Action Plan

FC Agenda/Minutes

PS Action Plan

PS Agenda/Minutes

IS Action Plan

IS Agenda/ Minutes

MS Action Plan

MS Agenda/Minutes

HS Action Plan

HS Agenda/Minutes

SS Action Plan

SS Agenda/Minutes

District and building plans will create a cohesive plan for continuous improvement.

Communication will be two-way between buildings and district team.



# PRINCETON

## 2019 - 2020 Princeton ISD 477 Action Plan for Student Learning in our District - [Organizational Team Structure Link](#), [Organizational Chart](#),

	Goal area	Strategy / Action	Person Responsible	Measurement	Due Date
		<p><b>Goal 1: Move toward a guaranteed, coherent and viable curriculum.</b></p> <p><b>Goal 2: Deepen use of Princeton Paradigm as our model of instruction.</b></p> <p><b>Goal 3: Foster authentic literacy across content areas (reading, writing, thinking, speaking).</b></p>			
	1	Embed time for horizontal and vertical curriculum mapping during rotating PLC topics	ATPPS: Jade Joseph (PLC Facilitator Coordinator)  Lori Sandin  Jessica T-G	<a href="#">PLC rotating topics</a>	May 2019
		Train PLC Facilitators on rotating topics	Jade Joseph	<a href="#">PLC Facilitator Training</a>	August 2019
1.	1	Identify subcommittee from district SLT to help identify tool to use for curriculum mapping districtwide	Jessica T-G	Subcommittee formed	6/4/19
2.	1	Meet with subcommittee to create a rubric that defines our priorities for a curriculum mapping tool and allows us to rate mapping tools suitability for the district	Subcommittee (Jessica T-G)	<a href="#">Rubric for identifying curriculum mapping tool</a>	8/14/19
3.	1	Develop list of questions to forward to sales reps for tool demonstrations	Subcommittee (Jessica T-G)	<a href="#">Questions for sales reps</a>	8/14/19

4.	1	Create agendas for PLC meetings Oct 7 and Vertical PLC meetings October 16 to help all teachers understand the “why” behind the need for curriculum mapping and ensuring the map is a living document	District Student Learning Team (Jessica T-G)	<a href="#">Agenda October 7</a>  <a href="#">Agenda October 16</a>	9/10/19
5.	1	Organize all teachers in Vertical PLC groups	Jessica T-G	<a href="#">Vertical PLCs</a>	9/10/19
6.	1	Create email groups for each Vertical PLC Facilitators containing members of the Vertical PLC	Sonia Strickland	Email groups created	9/10/19
7.	1	Subcommittee for curriculum mapping tool add group members as appropriate for simultaneous LMS review	Jessica T-G & Anne Cameron		
8.	1	Subcommittee reviews tools using the rubric: Atlas Rubicon, Schoology, Itslearning, Build your own Curriculum, Google Drive, other options determined by subcommittee	Subcommittee (Jessica T-G)		
		Plan for October 16 District Staff Development day	District Student Learning Team subcommittee (Jessica T-G)		
		Send out survey for ad-hoc teams for work before next District SLT meeting -	Jessica T-G		9/13/19
		Ad-hoc teams finalize recommendations for DSLT Action Plan	Ad-hoc teams		9/24/19
	1,2,3	District Staff Development day devoted to District Student Learning Team goals			10/16/19
9.	1	Subcommittee make recommendation for mapping tool to District SLT	Subcommittee (Jessica T-G)		11/12/19
10.	1	Utilize PLC time for horizontal mapping j. Utilize November 27 & January 20 Vertical PLCs	Teachers		Nov 4, Dec 2, Dec 9, Jan 6, Feb 3,

					March 16
	2/3	<p>Establish a formal curriculum review process for materials and establish annual budget set-aside for materials</p> <p>Our current process for content areas needing new materials is <a href="#">here</a></p>			
	2/3	<p>Conduct classroom visits at each site to identify trends/ strengths/ gaps for support in current classroom practice (C4i, student learning walks, individual visits)</p>	Jessica T-G		
	3	<p><b>Goal 4. Embedding Authentic Literacy across content areas</b></p> <p><b>Action Plan:</b></p> <p>Partner with site SLTs on action plan</p> <p>Potential use of October 16 District Staff Development day as breakouts</p> <p>Curriculum mapping ELA standards embedded in content areas</p>			

2019 LEVY PAY 2020		
	Final	Proposed
	School Year	School Year
GENERAL EDUCATION LEVY	2019-2020	2020-2021
LOCAL OPT. ALLOW/REFEREND(424)	\$1,673,429.40	\$1,752,101.42
EQUITY LEVY	\$472,318.33	\$505,769.64
TRANSITION LEVY	\$16,962.03	\$17,888.95
OPERATING CAPITAL	\$164,371.93	\$167,867.29
ALTERNATIVE TEACHER COMP(Qcomp)	\$265,805.49	\$270,348.64
SAFE SCHOOLS	\$132,867.72	\$137,129.04
CAREER & TECHNICAL	\$64,289.69	\$71,484.03
POST EMPLOYMENT BENEFITS	\$0.00	\$74,112.26
LONG TERM FACILITY MAINTENANCE	\$547,795.79	\$652,813.72
LEASE LEVY	\$390,606.82	\$488,188.46
REEMPLOYMENT LEVY	\$29,107.20	\$2,320.86
FACILITY ADJUSTMENT	-\$187,635.00	-\$189,420.00
ABATEMENT ADJUSTMENT	\$5,515.53	\$925.21
<b>TOTAL GENERAL EDUCATION LEVY</b>	<b>\$3,575,434.93</b>	<b>\$3,951,529.52</b>
COMMUNITY EDUCATION LEVY	2019-2020	2020-2021
STANDARD COMMUNITY ED	\$153,576.95	\$153,576.95
EARLY CHILDHOOD	\$55,150.25	\$52,614.13
HOME VISITING	\$1,192.10	\$1,260.55
SCHOOL AGE CARE (disabled)	\$100,000.00	\$76,170.88
ADJUSTMENTS	\$355.81	\$93.51
<b>TOTAL COMMUNITY EDUCATION LEVY</b>	<b>\$310,275.11</b>	<b>\$283,716.02</b>
	2019-2020	2020-2021
GENERAL DEBT	\$3,666,925.81	\$3,576,337.35
<b>TOTAL DEBT LEVY</b>	<b>\$3,666,925.81</b>	<b>\$3,576,337.35</b>
<b>TOTAL LEVY</b>	<b>\$7,552,635.85</b>	<b>\$7,811,582.89</b>
		\$258,947.04 3.43%

2019 LEVY PAY 2020		
	Final	Proposed
	School Year	School Year
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<b>TOTAL DEBT LEVY</b>	<b>\$3,666,925.81</b>	<b>\$3,576,337.35</b>
<b>TOTAL LEVY</b>	<b>\$7,552,635.85</b>	<b>\$7,811,582.89</b>
		\$258,947.04 3.43%

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

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

<b>Preliminary Proposed Amounts</b>	
<b>General Fund</b>	\$3,951,529.52
<b>Community Ed</b>	\$283,716.02
<b>Debt Service</b>	\$3,576,337.35
<b>Total Preliminary Proposed</b>	<b>\$7,811,582.89</b>

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

No. 477, Minnesota, that the levy to be levied in 2019 to be collected in 2020 is proposed at the **MAXIMUM** allowed by law. The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.

# PRINCETON PUBLIC SCHOOLS

## 550 - ACADEMIC & GRADUATION RECOGNITION PROGRAMS

### 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 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 Public School, will be designated as School Board Scholars. The recipient and 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 the student’s status as a School Board Scholar.
- B. **Principal’s List** - Full-time students earning only grades of A 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 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 GPA is 3.900 or higher, and have met all requirements for diploma, 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 GPA is 3.7-3.899, and have met all requirements for diploma, 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 GPA is 3.500-3.699, and have met all requirements for diploma, 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

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

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 Middle School, after completion of eight (8) trimesters of middle school, whose academic success places them in the top of their 8th grade class, will be designated as School Board Scholars. The recipient and 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.

**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: September 17, 2019

**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 operate 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 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> 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](#)

[Community Education Youth Traveling Field Trip Process](#)

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

Revised: September 17, 2019

## 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 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 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 district-wide continuous improvement plan which provides direction and broad goals related to student learning. 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 District Student Learning Team which incorporates input from the district learning and living advisory committee. The improvement goals will address recommendations identified through District Student Learning Team's process . and will both inform and consider of the goal setting process for individual site goals.

#### 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.

### B. Implementation of Graduation Requirements

1. The school board shall appoint the District Student Learning Team to 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 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 to adopt a plan to raise student achievement levels to meet federal expectations. These teams may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan. 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. District Student Learning Team

1. Each year, the District Student Learning Team 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 , working in cooperation with other committees of the school district [such as Technology, Site Student Learning Teams, and District Learning and Living Committee]l, 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 the development of the annual budget.
3. The District Student Learning Team shall meet the following criteria:
  - a) Shall 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 shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c) Site Student Learning Teams will 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) 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 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) Director of Teaching & Learning
- b) Principals
- c) Student Representative
- d) One teacher from each the Middle School and High School
- e) Community Members
- f) Representatives of local business or industry

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

D. Evaluation of Student Progress. 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 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.

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. (Every Student Succeeds Act)

**Cross References:** Princeton Public Schools Policy 104 (School District Mission Statement)  
 Princeton Public Schools Policy 601 (School District Curriculum and Instruction Goals)  
 Princeton Public Schools Policy 613 (Graduation Requirements)  
 Princeton Public Schools Policy 614 (School District Testing Plan and Procedure)  
 Princeton Public Schools 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 Public Schools Policy 619 (Staff Development for Standards)  
 Princeton Public Schools Policy 620 (Credit for Learning)

Adopted: November 23, 2010  
 Reviewed: November 8, 2011  
 Revised: October 8, 2013  
 Revised: February 21, 2017  
 Revised: September 17, 2019

**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 the 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:** Princeton Public Schools 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  
Reviewed: September 17, 2019

## **PRINCETON PUBLIC SCHOOLS**

### **POLICY 902 - FACILITY USE**

#### **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.
- 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. 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 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.

## **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 Noncurricular purposes)

**Cross References:** Princeton Public Schools 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: September 17, 2019

## PROCEDURES FOR FACILITY USE

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

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

Sunday usage would require a Site Supervisor to oversee practice or 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:

A. Labor Day

- B. Memorial Day
- C. Presidents Day
- D. Day-After Thanksgiving
- E. New Years Eve
- F. 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 Department 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 K-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 a special request must be completed and submitted to the Director of Community Education and Superintendent. If approved, a Facility Use permit will be

issued for the event.

Only events with a valid Facility Use Permit issued by the Community Education Department 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 operations will not incur a charge.

#### **No Rental Cost**

#### **CLASS 2 - LOCAL NONPROFIT GROUPS & PUBLIC AGENCIES**

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

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

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

#### **CLASS 3 - RESIDENT INDIVIDUALS AND GROUPS**

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

**Rate: 60% of established Rental Rate.**

**CLASS 4 - OUT-OF-DISTRICT GROUPS**

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

**Rate: 100% of established Rental Rate.**

**Application Procedure**

1. A person requesting use of district facilities or grounds will obtain a School Facility Use Application from the Community Education Office. Applications are available on the district web page under Community Education/Facility Use Application.
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 bodily injury and \$1,500,000 property damage.

### **General Rules and Regulations**

1. All permits are revocable and are not considered as a lease. The School Board or its authorized agent may reject any applications or cancel any permit. It may be

necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or preemption of any application/permit must have the approval of the Community Education Director with notification to the user within 48 hours or sooner, if possible.

2. The district will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those organizations of the school will have first priority.
3. A school district employee capable of providing for the security of the school facility and for service to the user must be on duty as "site supervisor" whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building staff, and cocurricular 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 under any circumstances.

A payment of 50% of the estimated charges is due upon receipt of contract or

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

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

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

### **Supervision**

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

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

### **Overnight Use**

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

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

### **Food, Alcoholic Beverages and Tobacco**

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

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

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

### **Scheduling Space**

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

### **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
- Class 4:** 100% of established Rental rate

<u>Facility Types</u>	<u>Hourly Rate</u>
<b>Rates in this section are eligible for class discounts</b>	
Classroom	\$20
Cafeteria/HS Commons	\$75
Kitchen	\$100
Media Center	\$100
Hallway	\$20
Computer Room	\$200
Band Room	\$40
Choir Room	\$40
Gymnasium (per court)	
Intermediate School	\$40

High School	\$66
Middle School	\$66
Primary School	\$66
Wrestling Room	\$40
Stadium	\$300
Track	\$100
Swimming Pool (No Lifeguards Included)	\$80
Concession Stand	\$20
Ballfield	\$20
Tennis Court/Court	\$10
Locker Room	
Weight Room	\$200
Ballfields - Tournament Use	\$50
PAC - Performance/Tech/Dress Rehearsal Use	\$200
PAC - Non-Performance Use	\$100

**Additional Fees (Not subject to class discounts)**

Lifeguard	\$15 hr., 2-hour minimum
Application Fee	\$15 Non-refundable
Building Monitor	\$17/hr., 2-hour minimum
Custodian	\$35/hr.
Kitchen Staff	\$25/hr., 2-hour minimum
PAC or Tech Manager	\$30/hr.
Additional PAC Tech Student Staff	\$12/hr., 2-hour minimum
Riser/Platform	\$10/use
Resuscitation Annie	\$35/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.



September 17, 2019

### Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Benjamin Barton to act as the Identified Official with Authority (IOwA) and Emily McKinnon to act as the Identified Official with Authority (IOwA) to add and remove names only for Princeton Public Schools District 477-01 (LEA).

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Eric Minks, School Board Chair

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Sue VanHooser, School Board Clerk

#### Core Values



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