

Princeton Public Schools - ISD 477
Tuesday, November 26, 2013 at 7:00 PM
Regular School Board Meeting
District Office Board Room

OUR VISION
NO BOUNDARIES TO LEARNING

OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS

PROCEDURAL ITEMS

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Citizen Comments

REPORTS

1. Board Members Committee Reports
2. Student Council Report
3. Superintendent Report

APPROVE AGENDA

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

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.

1. Gifts 6
2. Personnel 7
3. Non Resident Student Agreements for Board Approval 8
4. Bills 9
5. Wire Transfers 21
6. Treasurers Cash Flow Report 22

DISCUSSION

1. Read 180 (Literacy Intervention Program) 23
2. Seniority Lists Process 24

ACTION ITEMS

1. Trap Shooting 25

2. Non Public Transportation 26

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MEETINGS TO BE SET

1. MSBA Attendance
2. Transportation Board Committee Meeting

ADDITIONS TO AGENDA

ADJOURN

Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), I move to close the meeting for negotiation strategies.

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 12th^d day of November 2013, at 7:00 p.m. in the District Office Board Room.

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

Absent: Chuck Nagle

Others present: Superintendent Julia Espe and Director of Business Services Michelle Czech

Citizen Comments: None

Student Council Rep: Gabrielle Foede

REPORTS

Board Reports:

Deb Ulm: Attended: The Community meeting, Facilities Project meeting, and the agenda meeting with Superintendent Espe. In addition, Chair Ulm attended the Peter Pan Musical.

Howard Vaillancourt: Attended: The Community meeting, Facilities project meeting and the Core meeting at South Elementary.

Chad Young: Attended: The Community meeting.

Craig Johnson: Attended: The Band Concert and the Certified Negotiations meeting.

Eric Minks: Attended: The Community meeting and the Certified Negotiations meeting.

Jeremy Miller: Attended: The Certified Negotiations and Finance meetings, and the Community meeting

Student Council Rep: Reported that six new members were elected and that the council is putting together a food drive during the holidays.

Superintendent Report: Superintendent Espe reported to the board that the Peter Pan musical was an outstanding production. In addition, she mentioned that there was a great turn out of citizens that attended the community meeting for the school district project. Superintendent Espe also reported that a meeting was held regarding an electronic sign. This is a collaborative project with the City and the District which is being explored.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Howard Vaillancourt and seconded by Craig Johnson, **to approve the October 22, 2013 Regular School Board meeting minutes.** Motion passed unanimously.

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.

Motion was made by Craig Johnson and seconded by Chad Young, to approve the consent agenda items: Gifts, Personnel, and Fundraisers. Motion passed unanimously.

DISCUSSION ITEMS

Report on Community Meeting – Director of Community Education, Gwen Anderson provided a summary of the community meeting through a presentation from Wold Architects to the board members and citizens.

ACTION ITEMS

Assurance of Compliance Report Director of Human Resources Brenda Alexander, provided the board with an overview of the assurance of compliance report. Each year the District needs to submit this report to MDE. Policy #522 was sent with the report.

Amendment to the Flexible Benefits Plan

Motion was made by Jeremy Miller and seconded by Craig Johnson **to approve the Amendment to the Flexible Benefits Plan** as presented. Motion passed unanimously.

POLICIES 1st READINGS

1. #304 Superintendent Evaluation
2. #412.1 Employee Travel and Related Expenses
3. #714 Fund Balances

MEETINGS TO SET – None

ADDITIONS TO AGENDA- None

ADJOURN - The meeting adjourned at 7:40 p.m.

Chair Deb Ulm

Recorder: Bridget Sorensen

Clerk Chad Young

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 12th^d day of November 2013, at 7:00 p.m. in the District Office Board Room. Roll Call Members Present: Craig Johnson, Eric Minks, Jeremy Miller, Deb Ulm, Howard Vaillancourt, and Chad Young. Members Absent: Chuck Nagle. Others present: Superintendent Julia Espe and Director of Business Services Michelle Czech. Student Council Rep: Gabrielle Foede. Citizen Comments: None

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Motion by Howard Vaillancourt and seconded by Craig Johnson, *to approve the October 22, 2013 Regular School Board meeting minutes. Motion passed unanimously.*

CONSENT AGENDA *Motion was made by Craig Johnson and seconded by Chad Young, to approve the consent agenda items: Gifts, Personnel, and Fundraisers. Motion passed unanimously.*

DISCUSSION ITEMS Report on Community Meeting – Director of Community Education, Gwen Anderson provided a summary of the community meeting through a presentation from Wold Architects to the board members and citizens.

ACTION ITEMS - Assurance of Compliance Report Director of Human Resources Brenda Alexander, provided the board with an overview of the assurance of compliance report. Each year the District needs to submit this report to MDE. Policy #522 was sent with the report.

Amendment to the Flexible Benefits Plan Motion was made by Jeremy Miller and seconded by Craig Johnson to approve the Amendment to the Flexible Benefits Plan as presented. Motion passed unanimously.

POLICIES 1st READINGS: #304 Superintendent Evaluation, #412.1 Employee Travel and Related Expenses, 3. #714 Fund Balances

MEETINGS TO SET – None

ADDITIONS TO AGENDA- None

ADJOURN - The meeting adjourned at 7:40 p.m.

The full board meeting minutes are available and located at the District Office Building in the Superintendent’s Office or online at www.princeton.k12.mn.us

Chair

Recorder: Bridget Sorensen

Clerk

Gifts to Princeton Schools
(November 26, 2013)

Item #	School/Program	Amount/Item	Donor	Purpose
1	PHS	\$7,500.00	Dr. Jim Sheehan	John Baylor Test Prep Curriculum for the Interpersonal Skills class.
2	South Elementary Activity Fund	\$153.00 and \$30.00	Fall fundraiser donations	For the South Activity fund
3	PHS	\$460.00	Heidi Finstad	To assist in the purchasing of new uniforms
4	All soccer fields	\$650.00	Princeton Youth Soccer	Facility Maintenance for K-12 Soccer fields and to assist in the turf repair costs at the North Elementary soccer fields.
5	South Elementary Activity Fund	\$20.00	Just Give Organization	To assist with cost for activities to those in need of financial assistance.
6	South Elementary Activity Fund	\$50.00	Coborns	Cash received from turning into Coborns learning labels collected. The monies go towards assistance for those in need with activity fees.

	A	B	C	D	E	F	G
1	November 26, 2013						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Brown, Robin	New Hire	Playground / Title I Para - SE	ESA	Julie Keykal (playground), additional position for Title I	12/2/2013	\$12.02/hr (class II, step 1-3) Playground Para and \$13.07/hr (class IV, step 1-3) Title I Para
4	Fay, Ryan	New	9th Grade Football Coach	PEA	Andrew Fenske	2013-14 school year season	\$2660 (class D, step 1)
5	Gross, Lisa	New Hire	Title I Para - NE	ESA	Patty Trier	12/2/2013	\$13.07/hour (class IV, step 1-3)
6	Hoffman, Amber	LTS	Long Term Sub - Science Teacher - HS	PEA	Amanda Buss	~12/2/13 - 3/7/14 (~58 days)	\$185.41/day
7	Keil, Jennifer	New Hire	District Technician	N/A	New Position	12/16/2013	\$16.00/hour
8	Larson, Charissa	New	Assistant Yearbook Advisor - HS	PEA	Brad Scherer	2013-14 school year	\$665 (class J, step 1)
9	Larson, Jared	New	Co-Knowledge Bowl Advisor	PEA	Mary Ratz	November 2013 - March 2014	\$831.50 (50% of class G, step 1)
10	Lommen, Lisa	New (Rehire)	Title I Para - NE	ESA	Sandi Geurkink	12/2/2013	\$13.39/hour (class IV, step 1-3)
11	Lutgen, Jody	New Hire	SPED Paraprofessional - HS	ESA	N/A	12/2/2013 - 6/5/14	\$12.90/hr (class III, step 1-3)
12	O'Brien, Kari	New Hire	SPED Teacher - HS	PEA	N/A	~1/28/14 - 6/6/14	\$185.41/day
13	Ryther, Amy	New Hire	School Readiness Instructor - DO	PEA	Elizabeth Scott	1/6/2014	\$18.82/hour (CE contract, step B)
14	Scott, Elizabeth	LOA	ECSE Teacher - DO	PEA	N/A	10/11/13 for ~ 6 weeks	N/A
15	Thoreson, Lois	LOA	Custodian - SE	CUS	N/A	~12/6/13 - 1/17/14	N/A
16	Zimmer, Mica	New Hire	Title I Para - SE	ESA	Keryn Schleif	12/2/2013	\$13.07/hour (class IV, step 1-3)
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**Non Resident students and Resident Students
Open Enrolled In/Out for the School Year 2013-14 as of November 26, 2013**

In/Out	Effective	Resident Dist.	Serving Dist.	Grade	Reason
OUT	10/30/2013	Princeton	Cambridge	10	Moved in with a relative who resides in the Cambridge district; Legal guardian lives in Princeton.
OUT	10/31/2013	Princeton	North Branch	8	Moved into our district wishes to remain attending previous district.

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	56083	153126	Check	1	13914		SIMONYAK GAIL	Yes	Yes	No	USD	10/21/2013	70.66
			56084	153127	Check	1	13915		WALKER-WESTPHAL LISA	Yes	Yes	No	USD	10/21/2013	49.07
			56086	153128	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	10/22/2013	2,071.65
			56085	153129	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	10/22/2013	3,667.30
			56087	153130	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	10/22/2013	3,017.11
			56088	153131	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	Yes	No	USD	10/22/2013	245,552.50
			56089	153132	Check	1	1693		CASH	Yes	Yes	No	USD	10/24/2013	300.00
			56090	153133	Check	1	5472	3	SAM'S CLUB	Yes	Yes	No	USD	10/25/2013	99.98
			56093	153134	Check	1	1258		AUBREY TAMMY	Yes	Yes	No	USD	10/25/2013	15.00
			56095	153135	Check	1	13849		BUZZELL CADE	Yes	Yes	No	USD	10/25/2013	220.00
			56111	153136	Check	1	7705		CHEELEY PETE	Yes	Yes	No	USD	10/25/2013	75.00
			56097	153137	Check	1	13917		CPHS COMP	Yes	Yes	No	USD	10/25/2013	264.00
			56098	153138	Check	1	13918		ECS PUBLISHING	Yes	Yes	No	USD	10/25/2013	135.00
			56110	153139	Check	1	7142		FREESE DALE	Yes	Yes	No	USD	10/25/2013	75.00
			56094	153140	Check	1	12746	1	GEMS SENSORS INC.	Yes	Yes	No	USD	10/25/2013	156.25
			56091	153141	Check	1	11273		HAAN CRAFTS	Yes	Yes	No	USD	10/25/2013	589.38
			56101	153142	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	10/25/2013	2,130.20
			56114	153143	Check	1	8938		HARTIGAN LEANN	Yes	No	No	USD	10/25/2013	52.98
			56102	153144	Check	1	3063		HEINEMANN WORKSHOPS	Yes	Yes	No	USD	10/25/2013	2,025.00
			56099	153145	Check	1	13919		KEEHR KEVIN	Yes	Yes	No	USD	10/25/2013	15.00
			56109	153146	Check	1	6875		KLAPHAKE CINDY	Yes	Yes	No	USD	10/25/2013	132.45
			56103	153147	Check	1	3610		KNAFLA KATHRYN D.C.	Yes	Yes	No	USD	10/25/2013	150.00
			56092	153148	Check	1	11986		LAVOI JANA	Yes	Yes	No	USD	10/25/2013	75.00
			56112	153149	Check	1	8566		LIESER JOHN	Yes	Yes	No	USD	10/25/2013	75.00
			56104	153150	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	10/25/2013	1,090.66
			56100	153151	Check	1	13920		MCCABE DONNA	Yes	Yes	No	USD	10/25/2013	80.00
			56105	153152	Check	1	4371		MN JR. HIGH MATHEMATICS LE	Yes	Yes	No	USD	10/25/2013	130.00
			56113	153153	Check	1	8818		PETERSON SHAWNTEL	Yes	Yes	No	USD	10/25/2013	25.00
			56115	153154	Check	1	9173		RHOADES GERALYNN	Yes	Yes	No	USD	10/25/2013	25.00
			56107	153155	Check	1	6833		RYMER KAREN	Yes	Yes	No	USD	10/25/2013	26.49
			56108	153156	Check	1	6836		TALBERG PAT	Yes	Yes	No	USD	10/25/2013	79.47
			56106	153157	Check	1	6099	2	TEXTBOOK WAREHOUSE	Yes	Yes	No	USD	10/25/2013	6,246.60
			56116	153158	Check	1	9278		UNIVERSITY OF OREGON	Yes	Yes	No	USD	10/25/2013	300.00
			56096	153159	Check	1	13866		WILLIAMS JULIE	Yes	Yes	No	USD	10/25/2013	150.00
			56129	153160	Check	1	4593		EDUCATION MINNESOTA	Yes	Yes	No	USD	10/31/2013	589.94
			56134	153161	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	10/31/2013	6,834.59
			56126	153162	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	Yes	No	USD	10/31/2013	67.14
			56125	153163	Check	1	12799		JEZIERSKI MELINDA	Yes	Yes	No	USD	10/31/2013	66.93
			56127	153164	Check	1	4332		MN BENEFIT ASSN	Yes	Yes	No	USD	10/31/2013	119.43
			56128	153165	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	Yes	No	USD	10/31/2013	112.00
			56130	153166	Check	1	4936		PEA DUES ACCT.	Yes	Yes	No	USD	10/31/2013	16,793.31

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	56131	153167	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	10/31/2013	1,236.38
			56132	153168	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	Yes	No	USD	10/31/2013	2,532.50
			56133	153169	Check	1	5587		SEIU LOCAL 284	Yes	Yes	No	USD	10/31/2013	880.72
			56157	153170	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	10/31/2013	2,729.39
			56136	153171	Check	1	11427	1	AT&T MOBILITY	Yes	Yes	No	USD	10/31/2013	330.70
			56138	153172	Check	1	12875		DVS RENEWAL	Yes	Yes	No	USD	10/31/2013	42.00
			56135	153173	Check	1	10894		FAIRWAY SHORES GOLF	Yes	Yes	No	USD	10/31/2013	650.00
			56142	153174	Check	1	13923		GULBRANDSEN KARA	Yes	Yes	No	USD	10/31/2013	21.00
			56146	153175	Check	1	2891		GUTHRIE THEATER GROUP SALES	Yes	Yes	No	USD	10/31/2013	2,740.00
			56158	153176	Check	1	8436		JOHNSON BOB	Yes	Yes	No	USD	10/31/2013	75.00
			56147	153177	Check	1	3495		JOSTENS	Yes	Yes	No	USD	10/31/2013	11,013.05
			56137	153178	Check	1	11648	1	JSB SURVEILLANCE	Yes	Yes	No	USD	10/31/2013	1,952.50
			56140	153179	Check	1	13744		KOCISKO JODY	Yes	Yes	No	USD	10/31/2013	2.25
			56148	153180	Check	1	4090		M.C.E.A.	Yes	Yes	No	USD	10/31/2013	90.00
			56144	153181	Check	1	13925		MNAHPERD	Yes	No	No	USD	10/31/2013	90.00
			56145	153182	Check	1	13926		OSSEO CHEER BOOSTERS	Yes	No	No	USD	10/31/2013	195.00
			56149	153183	Check	1	5038	1	PITNEY BOWES	Yes	Yes	No	USD	10/31/2013	299.50
			56156	153184	Check	1	6889		PRINCETON LIONS	Yes	Yes	No	USD	10/31/2013	180.00
			56150	153185	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	10/31/2013	150.00
			56151	153186	Check	1	5185	1	PSAT/NMSQT	Yes	Yes	No	USD	10/31/2013	343.00
			56152	153187	Check	1	5273	2	REGION 4 FFA	Yes	Yes	No	USD	10/31/2013	487.00
			56159	153188	Check	1	8562		REGION 7AA	Yes	Yes	No	USD	10/31/2013	3,270.00
			56155	153189	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	10/31/2013	2,000.00
			56153	153190	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	Yes	No	USD	10/31/2013	7,828.97
			56141	153191	Check	1	13922		SOUTHWEST SWIMMING & DIVING E	Yes	No	No	USD	10/31/2013	130.00
			56154	153192	Check	1	6054	3	TARGET BANK	Yes	Yes	No	USD	10/31/2013	130.80
			56139	153193	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	10/31/2013	1,272.61
			56143	153194	Check	1	13924		WINKELMAN BRENDA	Yes	Yes	No	USD	10/31/2013	175.00
			56160	153195	Check	1	11788		MADISON NATIONAL LIFE	Yes	Yes	No	USD	10/31/2013	7,395.20
			56181	153196	Check	1	12883		ALICKSON LEEANN	Yes	Yes	No	USD	10/31/2013	50.00
			56238	153197	Check	1	8803		ALKIRE ANGELA	Yes	Yes	No	USD	10/31/2013	50.00
			56200	153198	Check	1	13928		ANDERSON BETH	Yes	Yes	No	USD	10/31/2013	50.00
			56201	153199	Check	1	13929		ARSENEAU SHIRLEY	Yes	Yes	No	USD	10/31/2013	50.00
			56202	153200	Check	1	13930		BAUMANN STEPH	Yes	No	No	USD	10/31/2013	50.00
			56203	153201	Check	1	13931		BEBEAU STEPHANIE	Yes	Yes	No	USD	10/31/2013	50.00
			56237	153202	Check	1	8555		BELTRAND AMY	Yes	Yes	No	USD	10/31/2013	50.00
			56204	153203	Check	1	13932		BERNHARDT DOUG	Yes	Yes	No	USD	10/31/2013	50.00
			56225	153204	Check	1	1411		BERRY SARAH	Yes	No	No	USD	10/31/2013	50.00
			56205	153205	Check	1	13933		BJERKEBEK CHRISTINE	Yes	Yes	No	USD	10/31/2013	50.00
			56165	153206	Check	1	10766		BLAVAT RENNA	Yes	No	No	USD	10/31/2013	50.00
			56180	153207	Check	1	12785		BROWN GREG	Yes	Yes	No	USD	10/31/2013	50.00

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	56239	153208	Check	1	8812		CARLSON TRACY	Yes	Yes	No	USD	10/31/2013	50.00
			56168	153209	Check	1	10877		CHASE JENNIFER	Yes	No	No	USD	10/31/2013	50.00
			56207	153210	Check	1	13935		CLARK BECKY	Yes	No	No	USD	10/31/2013	50.00
			56190	153211	Check	1	13395		CROW LESLIE	Yes	No	No	USD	10/31/2013	50.00
			56176	153212	Check	1	12113		DEVALK DAWN	Yes	Yes	No	USD	10/31/2013	50.00
			56208	153213	Check	1	13936		DIERKS AMY	Yes	Yes	No	USD	10/31/2013	50.00
			56226	153214	Check	1	2186		DOKKEN SARA	Yes	Yes	No	USD	10/31/2013	145.00
			56209	153216	Check	1	13937		ELLER STEVE	Yes	Yes	No	USD	10/31/2013	50.00
			56227	153217	Check	1	2406		ENGREN CHRISTINE	Yes	Yes	No	USD	10/31/2013	50.00
			56184	153218	Check	1	12893		FEARON KIERSTEN	Yes	Yes	No	USD	10/31/2013	50.00
			56234	153219	Check	1	7753		FLICEK JAMIE	Yes	Yes	No	USD	10/31/2013	50.00
			56210	153220	Check	1	13938		GIVEN ELIZABETH	Yes	Yes	No	USD	10/31/2013	50.00
			56182	153221	Check	1	12891		GMYREK ANGEL	Yes	Yes	No	USD	10/31/2013	50.00
			56177	153222	Check	1	12366		HAMERS JENNIFER	Yes	Yes	No	USD	10/31/2013	50.00
			56236	153223	Check	1	7936		HANSCOM RICHARD S	Yes	Yes	No	USD	10/31/2013	50.00
			56206	153224	Check	1	13934		HASS KAMELA	Yes	Yes	No	USD	10/31/2013	50.00
			56170	153225	Check	1	11387		HAUBENSCHILD JILL	Yes	Yes	No	USD	10/31/2013	50.00
			56172	153226	Check	1	11801		HELMBRECHT BRENDA	Yes	Yes	No	USD	10/31/2013	50.00
			56233	153227	Check	1	7486	1	HEPPNER PAULA	Yes	Yes	No	USD	10/31/2013	50.00
			56183	153228	Check	1	12892		HOWARD REBECCA	Yes	Yes	No	USD	10/31/2013	50.00
			56163	153229	Check	1	10359		HVIDING KARA	Yes	Yes	No	USD	10/31/2013	50.00
			56199	153230	Check	1	13927		INGALLS KYLENE	Yes	Yes	No	USD	10/31/2013	50.00
			56211	153231	Check	1	13939		JENSEN JAIMEE	Yes	Yes	No	USD	10/31/2013	50.00
			56191	153232	Check	1	13401		KERN RENEE	Yes	Yes	No	USD	10/31/2013	50.00
			56240	153233	Check	1	9229		KIRK ANDREA	Yes	Yes	No	USD	10/31/2013	50.00
			56197	153234	Check	1	13470		KITZMAN KIM	Yes	Yes	No	USD	10/31/2013	50.00
			56212	153235	Check	1	13940		KNUTSON RYAN	Yes	Yes	No	USD	10/31/2013	100.00
			56213	153236	Check	1	13941		KOCKELMAN CRAIG	Yes	No	No	USD	10/31/2013	50.00
			56161	153237	Check	1	10305		KOLHOFF JODI	Yes	Yes	No	USD	10/31/2013	50.00
			56214	153238	Check	1	13942		KRONE STEPHANIE	Yes	No	No	USD	10/31/2013	50.00
			56215	153239	Check	1	13943		LATHAM ELIZABETH	Yes	Yes	No	USD	10/31/2013	50.00
			56162	153240	Check	1	10358		LEIDING MELANIE	Yes	Yes	No	USD	10/31/2013	50.00
			56166	153241	Check	1	10830		LINDEN JEREMY	Yes	Yes	No	USD	10/31/2013	50.00
			56192	153242	Check	1	13403		MACZIEWSKI JASON	Yes	Yes	No	USD	10/31/2013	50.00
			56186	153243	Check	1	12901		MALECHA JUSTINE	Yes	Yes	No	USD	10/31/2013	50.00
			56189	153244	Check	1	12990		MARSHALL SHARON	Yes	Yes	No	USD	10/31/2013	50.00
			56230	153245	Check	1	7137		McDEVITT DEAN	Yes	Yes	No	USD	10/31/2013	50.00
			56198	153246	Check	1	13576		MILLER CYNDY	Yes	Yes	No	USD	10/31/2013	100.00
			56232	153247	Check	1	7162		MILLER MELISSA	Yes	No	No	USD	10/31/2013	50.00
			56241	153248	Check	1	9522		NIENABER CHRISTINE	Yes	Yes	No	USD	10/31/2013	50.00
			56169	153249	Check	1	10974		NILES JAYME	Yes	Yes	No	USD	10/31/2013	50.00

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	56216	153250	Check	1	13944		OLSON ALLISON	Yes	Yes	No	USD	10/31/2013	50.00
			56231	153251	Check	1	7140	1	OLSON JULIE	Yes	Yes	No	USD	10/31/2013	50.00
			56179	153252	Check	1	12490		OSBURN JACKIE	Yes	Yes	No	USD	10/31/2013	50.00
			56167	153253	Check	1	10861		OSTLUND KRIS	Yes	Yes	No	USD	10/31/2013	50.00
			56217	153254	Check	1	13945		PEARSON REBECCA	Yes	Yes	No	USD	10/31/2013	50.00
			56193	153255	Check	1	13404		PETERS MINDY	Yes	No	No	USD	10/31/2013	50.00
			56235	153256	Check	1	7831		REILING JESSICA	Yes	Yes	No	USD	10/31/2013	50.00
			56188	153257	Check	1	12921		RICHARDS SCOTT	Yes	Yes	No	USD	10/31/2013	50.00
			56196	153258	Check	1	13451		RUSH CIRIA	Yes	Yes	No	USD	10/31/2013	50.00
			56228	153259	Check	1	5589		SCHEFFEL SHELLEY	Yes	Yes	No	USD	10/31/2013	50.00
			56174	153260	Check	1	11847		SCHIMMING GRETA	Yes	No	No	USD	10/31/2013	50.00
			56218	153261	Check	1	13946		SELINSKY SHEILA	Yes	Yes	No	USD	10/31/2013	50.00
			56187	153262	Check	1	12909		SEWRAY TAMMY	Yes	Yes	No	USD	10/31/2013	50.00
			56219	153263	Check	1	13947		SLEEN HEATHER	Yes	No	No	USD	10/31/2013	50.00
			56242	153264	Check	1	9680		SLIPY JENNIFER	Yes	Yes	No	USD	10/31/2013	50.00
			56220	153265	Check	1	13948		SODERHOLM AMY	Yes	Yes	No	USD	10/31/2013	50.00
			56229	153266	Check	1	5851		STAY JODY	Yes	Yes	No	USD	10/31/2013	50.00
			56173	153267	Check	1	11841		TARVESTAD CARRIE	Yes	Yes	No	USD	10/31/2013	50.00
			56194	153268	Check	1	13406		TORBORG MARY BETH	Yes	No	No	USD	10/31/2013	50.00
			56222	153269	Check	1	13950		VIGSTOL DEREK	Yes	Yes	No	USD	10/31/2013	50.00
			56185	153270	Check	1	12895		WALLACE CHARLENE	Yes	Yes	No	USD	10/31/2013	50.00
			56178	153271	Check	1	12388		WARD SARAH	Yes	Yes	No	USD	10/31/2013	50.00
			56195	153272	Check	1	13415		WELCOME MICHAELA	Yes	Yes	No	USD	10/31/2013	50.00
			56223	153273	Check	1	13951		WELLS ERIK	Yes	No	No	USD	10/31/2013	50.00
			56175	153274	Check	1	11945		WESTLING PATTI	Yes	Yes	No	USD	10/31/2013	50.00
			56171	153275	Check	1	11618		WETCH JAY	Yes	No	No	USD	10/31/2013	50.00
			56164	153276	Check	1	10509		WILLE PAULINA	Yes	Yes	No	USD	10/31/2013	100.00
			56224	153277	Check	1	13952		ZEROTH AMANDA	Yes	Yes	No	USD	10/31/2013	50.00
			56243	153278	Check	1	6285	11	UNIVERSITY OF MINNESOTA	Yes	Yes	No	USD	11/05/2013	191.60
			56244	153279	Check	1	5146		PRINCETON POST OFFICE	Yes	Yes	No	USD	11/05/2013	58.36
			56245	153280	Check	1	5558		PRESCOTT JANNELLE	Yes	Yes	No	USD	11/05/2013	363.89
			56246	153281	Check	1	13925		MNAHPERD	Yes	No	No	USD	11/06/2013	140.00
			56247	153282	Check	1	13771		METLIFE	Yes	Yes	No	USD	11/06/2013	11,279.30
			56248	153283	Check	1	13949		BERGSTROM STEPHANIE	Yes	No	No	USD	11/06/2013	50.00
			56250	153284	Check	1	10795		ACE SOLID WASTE, INC	Yes	Yes	No	USD	11/06/2013	2,557.37
			56256	153285	Check	1	13957		ATHMANN MARY ALICE	Yes	No	No	USD	11/06/2013	20.00
			56262	153286	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	11/06/2013	64.88
			56257	153287	Check	1	13958		BECKMAN TRACEY	Yes	Yes	No	USD	11/06/2013	52.65
			56255	153288	Check	1	13956		BRYAN MAX	Yes	No	No	USD	11/06/2013	146.90
			56252	153289	Check	1	13008	1	CRHS SPIRIT BOOSTER CLUB	Yes	No	No	USD	11/06/2013	195.00
			56259	153290	Check	1	2891		GUTHRIE THEATER GROUP SALES	Yes	Yes	No	USD	11/06/2013	2,967.00

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0477		001	56268	153291	Check	1	8113		KLUGE KYM	Yes	Yes	No	USD	11/06/2013	63.00
			56260	153292	Check	1	3941		M.A.A.S.F.E.P.	Yes	No	No	USD	11/06/2013	750.00
			56251	153293	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	11/06/2013	1,294.12
			56261	153294	Check	1	4358	2	MN F.F.A.	Yes	Yes	No	USD	11/06/2013	390.00
			56253	153295	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	11/06/2013	108,996.32
			56254	153296	Check	1	13955		PASHBY DONALD	Yes	No	No	USD	11/06/2013	146.90
			56249	153297	Check	1	10168		PAULSON COURTNEY	Yes	Yes	No	USD	11/06/2013	250.00
			56263	153298	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	11/06/2013	198.00
			56264	153299	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	Yes	No	USD	11/06/2013	658.00
			56265	153300	Check	1	5273	3	REGION 4 FFA	Yes	No	No	USD	11/06/2013	155.00
			56266	153301	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	11/06/2013	70.00
			56267	153302	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	Yes	No	USD	11/06/2013	1,696.47
			56258	153303	Check	1	13959		VERTICAL FITNESS	Yes	No	No	USD	11/06/2013	100.00
			56278	153304	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	11/15/2013	6,994.31
			56277	153305	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	11/15/2013	316.93
			56298	153306	Check	1	13981		ANNANDALE MIDDLE SCHOOL	Yes	No	No	USD	11/14/2013	50.00
			56291	153307	Check	1	13385		BELL TED	Yes	No	No	USD	11/14/2013	50.00
			56305	153308	Check	1	8437		BERSCHIED NICK	Yes	No	No	USD	11/14/2013	75.00
			56297	153309	Check	1	13980		BRAND LAURA	Yes	No	No	USD	11/14/2013	30.00
			56280	153310	Check	1	10584		CARD SERVICES	Yes	No	No	USD	11/14/2013	1,664.87
			56288	153311	Check	1	13229		FAIRVIEW	Yes	Yes	No	USD	11/14/2013	60.00
			56306	153312	Check	1	8938		HARTIGAN LEANN	Yes	No	No	USD	11/14/2013	26.49
			56299	153313	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	11/14/2013	841.05
			56281	153314	Check	1	11856		KOLHOFF DONALD	Yes	No	No	USD	11/14/2013	50.00
			56294	153315	Check	1	13963		LINDER ALLEN	Yes	No	No	USD	11/14/2013	100.00
			56300	153316	Check	1	4090		M.C.E.A.	Yes	No	No	USD	11/14/2013	595.00
			56285	153317	Check	1	12902		MILLER JESSICA	Yes	No	No	USD	11/14/2013	50.00
			56292	153318	Check	1	13864		MINKS GERVEA	Yes	No	No	USD	11/14/2013	39.00
			56301	153319	Check	1	4384	2	MN STATE BAR ASSOCIATION	Yes	No	No	USD	11/14/2013	225.00
			56282	153320	Check	1	11921		NEARY PATTI	Yes	No	No	USD	11/14/2013	48.00
			56296	153321	Check	1	13979		NEW DIRECTIONS COUNSELING ANI	Yes	No	No	USD	11/14/2013	90.00
			56287	153322	Check	1	13171		NYBERG AMANDA	Yes	No	No	USD	11/14/2013	75.00
			56286	153323	Check	1	12904		ORTH SARA	Yes	No	No	USD	11/14/2013	50.00
			56290	153324	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	11/14/2013	22,956.86
			56293	153325	Check	1	13962		REEK SILAS	Yes	No	No	USD	11/14/2013	300.00
			56302	153326	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	11/14/2013	2,501.12
			56284	153327	Check	1	12855		SANDIN MIKE	Yes	No	No	USD	11/14/2013	50.00
			56295	153328	Check	1	13964		SCHIMMING ELI	Yes	No	No	USD	11/14/2013	175.00
			56304	153329	Check	1	6748		SCHULTZ ROD	Yes	No	No	USD	11/14/2013	75.00
			56289	153330	Check	1	13293		SCHULTZ TODD	Yes	No	No	USD	11/14/2013	75.00
			56303	153331	Check	1	5932	3	ST JOHN'S UNIVERSITY	Yes	No	No	USD	11/14/2013	200.00

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0477		001	56283	153332	Check	1	12458		THOMPSON TROPHIES & PLAQUES	Yes	No	No	USD	11/14/2013	67.45
			56350	153333	Check	1	13984		SHERLOCK STUDIOS LLC	Yes	No	No	USD	11/19/2013	800.00
			56408	153334	Check	1	10916		ALEXANDRIA TECHNICAL COLLEGE	Yes	No	No	USD	11/20/2013	350.00
			56419	153335	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	11/20/2013	725.48
			56409	153336	Check	1	12361		DESTEFANO JUDY	Yes	No	No	USD	11/20/2013	150.00
			56422	153337	Check	1	9447		DEYAK BRAD	Yes	No	No	USD	11/20/2013	70.00
			56423	153338	Check	1	9775		GABLE CONSTRUCTION	Yes	No	No	USD	11/20/2013	910.00
			56416	153339	Check	1	4032	1	M.A.S.B.O.	Yes	No	No	USD	11/20/2013	160.00
			56415	153340	Check	1	13985		MCCOY MIKE	Yes	No	No	USD	11/20/2013	108.00
			56412	153341	Check	1	13313		NAfME	Yes	No	No	USD	11/20/2013	124.00
			56418	153342	Check	1	6992		OFTEDAL DICK	Yes	No	No	USD	11/20/2013	128.00
			56410	153343	Check	1	12462		OLSON TERENCE ALAN	Yes	No	No	USD	11/20/2013	109.00
			56421	153344	Check	1	9243	2	OREILLY AUTOMOTIVE INC	Yes	No	No	USD	11/20/2013	493.23
			56417	153345	Check	1	5082		POWERS SANDY	Yes	No	No	USD	11/20/2013	125.00
			56413	153346	Check	1	13442		RASMUSSEN DUSTYN	Yes	No	No	USD	11/20/2013	128.00
			56407	153347	Check	1	10552	2	S.U.M.	Yes	No	No	USD	11/20/2013	130.00
			56420	153348	Check	1	8099		THE CHIP SHOPPE	Yes	No	No	USD	11/20/2013	19,657.53
			56411	153349	Check	1	13059		WARZECHA SAM	Yes	No	No	USD	11/20/2013	109.00
			56414	153350	Check	1	13907		WATKINS BRUCE	Yes	No	No	USD	11/20/2013	5,000.00
			56424	153351	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	No	No	USD	11/20/2013	229,398.50
			56425	153352	Check	1	13117		NEW DOMINION SCHOOL	Yes	No	No	USD	11/21/2013	11,571.12
			56426	153353	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	11/21/2013	2,000.00
			56427	153354	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	11/22/2013	264.00
			56460	153355	Check	1	12514		1ST CHOICE DOCUMENT DESTRUCT	Yes	No	No	USD	11/26/2013	454.65
			56480	153356	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	11/26/2013	16,163.94
			56492	153357	Check	1	13830		ADOLPH KIEFER & ASSOCIATES	Yes	No	No	USD	11/26/2013	1,470.90
			56441	153358	Check	1	1129	4	AMERIC INN	Yes	No	No	USD	11/26/2013	307.76
			56437	153359	Check	1	11043	1	AMERICAN ENGINEERING TESTING	Yes	No	No	USD	11/26/2013	1,500.00
			56443	153360	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	11/26/2013	1,894.17
			56452	153361	Check	1	1168		ANDERSON'S	Yes	No	No	USD	11/26/2013	404.53
			56617	153362	Check	1	8007		ANDOVER HIGH SCHOOL	Yes	No	No	USD	11/26/2013	225.00
			56455	153363	Check	1	1206		AP EXAMS	Yes	No	No	USD	11/26/2013	100.00
			56456	153364	Check	1	1208		APOLLO HIGH SCHOOL #742	Yes	No	No	USD	11/26/2013	80.00
			56457	153365	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	11/26/2013	92,329.27
			56620	153366	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	11/26/2013	14,739.00
			56433	153367	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIC	Yes	No	No	USD	11/26/2013	155.93
			56475	153368	Check	1	13199		ASPEX SOLUTIONS	Yes	No	No	USD	11/26/2013	327.42
			56461	153369	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	11/26/2013	2,591.40
			56432	153370	Check	1	10631		AUDIO QUIP	Yes	No	No	USD	11/26/2013	720.00
			56621	153371	Check	1	8410	1	BATTERIES PLUS	Yes	No	No	USD	11/26/2013	164.95
			56479	153372	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	11/26/2013	730.00

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0477		001	56439	153373	Check	1	11185		BEEDLE CATHY	Yes	No	No	USD	11/26/2013	240.00
			56511	153374	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	11/26/2013	1,436.88
			56486	153375	Check	1	13696		BJORKLUND COMPENSATION CONS	Yes	No	No	USD	11/26/2013	865.00
			56458	153376	Check	1	12393		BRECK SCHOOL	Yes	No	No	USD	11/26/2013	250.00
			56519	153377	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	11/26/2013	10,489.06
			56493	153378	Check	1	13831	1	CALDWELL PAUL	Yes	No	No	USD	11/26/2013	260.00
			56512	153379	Check	1	1636		CAMBRIDGE HIGH SCHOOL	Yes	No	No	USD	11/26/2013	370.00
			56463	153380	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	11/26/2013	904.91
			56464	153381	Check	1	12622	1	CARTRIDGE WORLD	Yes	No	No	USD	11/26/2013	89.99
			56554	153382	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	11/26/2013	11,989.28
			56564	153383	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	11/26/2013	12,181.88
			56514	153384	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	11/26/2013	1,088.53
			56513	153385	Check	1	1720		CENTRAL MN FOSTER GRANDPAREI	Yes	No	No	USD	11/26/2013	285.00
			56515	153386	Check	1	1757	1	CHEERING SECTION	Yes	No	No	USD	11/26/2013	1,228.32
			56507	153387	Check	1	13990		CHELSOM CONSULTANTS LIMITED	Yes	No	No	USD	11/26/2013	340.00
			56516	153388	Check	1	1761		CHIP'S A.C. REFRIG & APPLI	Yes	No	No	USD	11/26/2013	98.00
			56517	153389	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	11/26/2013	375.00
			56607	153390	Check	1	7473	1	CLARK ENGINEERING	Yes	No	No	USD	11/26/2013	2,406.23
			56518	153391	Check	1	1818		CLEMENSEN ENTERPRISES	Yes	No	No	USD	11/26/2013	1,404.00
			56606	153392	Check	1	7321	1	COMMITTEE FOR CHILDREN	Yes	No	No	USD	11/26/2013	1,027.00
			56491	153393	Check	1	13823		COSNEY CORP.	Yes	No	No	USD	11/26/2013	9,775.00
			56520	153394	Check	1	1990		CRYSTAL CABINET WORKS INC	Yes	No	No	USD	11/26/2013	386.11
			56428	153395	Check	1	10069		DALCO	Yes	No	No	USD	11/26/2013	10,044.39
			56521	153396	Check	1	2070	3	DAWN FOOD PRODUCTS INC	Yes	No	No	USD	11/26/2013	923.40
			56451	153397	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	11/26/2013	16,741.63
			56522	153398	Check	1	2113		DELEGARD TOOL CO.	Yes	No	No	USD	11/26/2013	852.20
			56472	153399	Check	1	13015		DOHRMANN ERIN	Yes	No	No	USD	11/26/2013	60.07
			56510	153400	Check	1	13993		EAU CLAIRE ACADEMY	Yes	No	No	USD	11/26/2013	4,110.48
			56523	153401	Check	1	2261	1	EBSCO SUBSCRIPTION SERVICE	Yes	No	No	USD	11/26/2013	135.01
			56524	153402	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	11/26/2013	554.34
			56526	153403	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	11/26/2013	1,338.25
			56525	153404	Check	1	2269		ECMECC	Yes	No	No	USD	11/26/2013	7,065.66
			56536	153405	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	11/26/2013	1,443.82
			56499	153406	Check	1	13913		ECOLAB FOOD SAFETY SPECIALTIE	Yes	No	No	USD	11/26/2013	105.63
			56527	153407	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	11/26/2013	21.00
			56626	153408	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	11/26/2013	311.70
			56528	153409	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	11/26/2013	24,780.34
			56529	153410	Check	1	2336		EHLERS AND ASSOCIATES INC	Yes	No	No	USD	11/26/2013	500.00
			56530	153411	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	11/26/2013	95.87
			56614	153412	Check	1	7874	1	ELECTRONIC DESIGN COMPANY	Yes	No	No	USD	11/26/2013	911.50
			56531	153413	Check	1	2361		ELK RIVER HIGH SCHOOL	Yes	No	No	USD	11/26/2013	50.00

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0477		001	56462	153414	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	11/26/2013	74.12
			56605	153415	Check	1	7072	1	ESTR PUBLICATIONS	Yes	No	No	USD	11/26/2013	88.00
			56532	153416	Check	1	2494	1	FARBER SOUND, LLC	Yes	No	No	USD	11/26/2013	198.92
			56627	153417	Check	1	9088		FASTSIGNS	Yes	No	No	USD	11/26/2013	300.00
			56602	153418	Check	1	6943	1	FATHER FLANAGAN'S BOYS' HOME	Yes	No	No	USD	11/26/2013	91.10
			56533	153419	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	11/26/2013	295.34
			56447	153420	Check	1	11503		FITNESS FINDERS	Yes	No	No	USD	11/26/2013	85.78
			56534	153421	Check	1	2574		FOLEY HIGH SCHOOL	Yes	No	No	USD	11/26/2013	100.00
			56535	153422	Check	1	2576		FOLLETT LIBRARY RESOURCES	Yes	No	No	USD	11/26/2013	126.00
			56489	153423	Check	1	13776	2	FOOD SERVICES OF AMERICA	Yes	No	No	USD	11/26/2013	432.12
			56629	153424	Check	1	9201		FOY INVENTERPRISES, INC	Yes	No	No	USD	11/26/2013	2,200.00
			56488	153425	Check	1	13770		GOLD MEDAL	Yes	No	No	USD	11/26/2013	433.05
			56537	153426	Check	1	2775		GOPHER	Yes	No	No	USD	11/26/2013	221.19
			56538	153427	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	11/26/2013	27.55
			56600	153428	Check	1	6645		GRAINGER	Yes	No	No	USD	11/26/2013	1,840.90
			56539	153429	Check	1	2823	1	GREAT BOOKS FOUNDATION	Yes	No	No	USD	11/26/2013	387.72
			56540	153430	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	11/26/2013	133.45
			56468	153431	Check	1	12845		HEAT MIZER GLASS, INC.	Yes	No	No	USD	11/26/2013	280.00
			56615	153432	Check	1	7899		HERBST LUMBER COMPANY	Yes	No	No	USD	11/26/2013	3,243.00
			56541	153433	Check	1	3097		HIBBING HIGH SCHOOL	Yes	No	No	USD	11/26/2013	140.00
			56476	153434	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	11/26/2013	1,880.00
			56542	153435	Check	1	3233	1	I.S.D. #011	Yes	No	No	USD	11/26/2013	1,914.66
			56438	153436	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	11/26/2013	74,475.20
			56543	153437	Check	1	3273		I.S.D. #742	Yes	No	No	USD	11/26/2013	2,559.25
			56544	153438	Check	1	3295		IKI INC	Yes	No	No	USD	11/26/2013	176.00
			56610	153439	Check	1	7661		INNOVATIVE MODULAR SOLUTIONS	Yes	No	No	USD	11/26/2013	105,500.00
			56435	153440	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	11/26/2013	4,106.10
			56429	153441	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	11/26/2013	416.67
			56545	153442	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	11/26/2013	9,213.95
			56613	153443	Check	1	7689		INTERMEDIATE SCHOOL DIST #917	Yes	No	No	USD	11/26/2013	3,267.76
			56546	153444	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	11/26/2013	200.00
			56547	153445	Check	1	3511		J.W. PEPPER OF MINNEAPOLIS	Yes	No	No	USD	11/26/2013	1,204.98
			56628	153446	Check	1	9155	1	JD GRAPHICS	Yes	No	No	USD	11/26/2013	303.75
			56449	153447	Check	1	11648	1	JSB SURVEILLANCE	Yes	No	No	USD	11/26/2013	920.00
			56494	153448	Check	1	13868		K12 TRANSPORTATION MANAGEME	Yes	No	No	USD	11/26/2013	4,000.00
			56548	153449	Check	1	3523	1	KAPLAN COMPANIES	Yes	No	No	USD	11/26/2013	65.49
			56549	153450	Check	1	3561		KERN DEWENTER VIERE LTD	Yes	No	No	USD	11/26/2013	3,900.00
			56506	153451	Check	1	13989		KIDZ ART	Yes	No	No	USD	11/26/2013	200.00
			56550	153452	Check	1	3610		KNAFLA KATHRYN D.C.	Yes	No	No	USD	11/26/2013	100.00
			56454	153453	Check	1	11749		KREG TOOL CO	Yes	No	No	USD	11/26/2013	473.71
			56551	153454	Check	1	3701		LAKESHORE	Yes	No	No	USD	11/26/2013	268.62

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	56487	153455	Check	1	13729		LAMINATOR.COM	Yes	No	No	USD	11/26/2013	94.95
			56501	153456	Check	1	13921		LCSE	Yes	No	No	USD	11/26/2013	436.00
			56552	153457	Check	1	3774		LEE'S PRO SHOP	Yes	No	No	USD	11/26/2013	513.75
			56553	153458	Check	1	3815		LIBRARY VIDEO COMPANY	Yes	No	No	USD	11/26/2013	74.80
			56608	153459	Check	1	7475		M.B.S.A.	Yes	No	No	USD	11/26/2013	75.00
			56611	153460	Check	1	7674		M.T.E.A.	Yes	No	No	USD	11/26/2013	240.00
			56555	153461	Check	1	3971		MAIN STREET MUSIC	Yes	No	No	USD	11/26/2013	157.90
			56631	153462	Check	1	9800	1	MAKE MUSIC, INC.	Yes	No	No	USD	11/26/2013	184.00
			56453	153463	Check	1	11724		MANUFACTURER'S SUPPLY	Yes	No	No	USD	11/26/2013	208.85
			56502	153464	Check	1	13954		MAPS FOR THE CLASSROOM	Yes	No	No	USD	11/26/2013	110.00
			56556	153465	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	11/26/2013	2,758.70
			56558	153466	Check	1	4067	2	MAYER JOHNSON/ DYNAVOX	Yes	No	No	USD	11/26/2013	155.00
			56559	153467	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	11/26/2013	662.00
			56469	153468	Check	1	12960		MCKENZIE CO.	Yes	No	No	USD	11/26/2013	2,009.57
			56616	153469	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	11/26/2013	116.27
			56560	153470	Check	1	4136		MENARDS	Yes	No	No	USD	11/26/2013	76.28
			56623	153471	Check	1	8514	1	MID MN DAMAGE PREVENTION	Yes	No	No	USD	11/26/2013	251.25
			56624	153472	Check	1	8644		MILL CITY MUSEUM	Yes	No	No	USD	11/26/2013	1,458.00
			56561	153473	Check	1	4241	1	MILLE LACS COUNTY	Yes	No	No	USD	11/26/2013	2,728.80
			56562	153474	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	11/26/2013	2,155.00
			56430	153475	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	No	No	USD	11/26/2013	164.32
			56483	153476	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	11/26/2013	10.00
			56445	153477	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	11/26/2013	2,128.09
			56563	153478	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	11/26/2013	868.38
			56565	153479	Check	1	4349	3	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	11/26/2013	5,239.50
			56630	153480	Check	1	9643		MONTICELLO HIGH SCHOOL	Yes	No	No	USD	11/26/2013	375.00
			56566	153481	Check	1	4731		NORTH SECOND STREET STEEL	Yes	No	No	USD	11/26/2013	836.79
			56436	153482	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	No	No	USD	11/26/2013	125.31
			56474	153483	Check	1	13069	1	NORTHERN SALT INC	Yes	No	No	USD	11/26/2013	438.06
			56567	153484	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	11/26/2013	943.87
			56503	153485	Check	1	13983		OPEN DNS INC	Yes	No	No	USD	11/26/2013	750.00
			56431	153486	Check	1	10582		OPTIONS BEYOND HIGH SCHOOL	Yes	No	No	USD	11/26/2013	349.76
			56504	153487	Check	1	13987		ORANGE CATERPILLAR ART STUDIC	Yes	No	No	USD	11/26/2013	90.00
			56568	153488	Check	1	4827	3	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	11/26/2013	334.22
			56569	153489	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	11/26/2013	1,807.30
			56603	153490	Check	1	6969		PINES SCHOOL	Yes	No	No	USD	11/26/2013	9,827.60
			56633	153491	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	11/26/2013	78.85
			56572	153492	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	No	No	USD	11/26/2013	684.16
			56570	153493	Check	1	5107		PRINCETON AUTO CENTER	Yes	No	No	USD	11/26/2013	26.00
			56571	153494	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	11/26/2013	269.55
			56604	153495	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	No	No	USD	11/26/2013	120.00

Princeton Public Schools #477

Check Register by Bank and Check Number

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0477		001	56612	153496	Check	1	7681		PRINCETON POLICE DEPARTMENT	Yes	No	No	USD	11/26/2013	25.00
			56576	153497	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	11/26/2013	57,864.98
			56573	153498	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	11/26/2013	824.35
			56574	153499	Check	1	5159		PRINCETON YOUTH HOCKEY ASSN	Yes	No	No	USD	11/26/2013	696.00
			56496	153500	Check	1	13893		PROCOMPUTING PRODUCTS	Yes	No	No	USD	11/26/2013	94.57
			56575	153501	Check	1	5175		PROFESSIONAL TURF & RENOVATIC	Yes	No	No	USD	11/26/2013	2,100.00
			56577	153502	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	11/26/2013	2,496.90
			56444	153503	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	No	No	USD	11/26/2013	1,620.14
			56578	153504	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	11/26/2013	40.80
			56466	153505	Check	1	12648	1	REBYL SPORTS, INC.	Yes	No	No	USD	11/26/2013	678.75
			56579	153506	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	11/26/2013	480.00
			56580	153507	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	No	No	USD	11/26/2013	551.37
			56481	153508	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	No	No	USD	11/26/2013	320.00
			56482	153509	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	11/26/2013	6,179.39
			56477	153510	Check	1	13311		SANDSTROM'S	Yes	No	No	USD	11/26/2013	660.26
			56446	153511	Check	1	11493		SATCO SUPPLY	Yes	No	No	USD	11/26/2013	100.65
			56581	153512	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	11/26/2013	120.28
			56609	153513	Check	1	7631		SCHOLASTIC EQUIPMENT CO, LLC	Yes	No	No	USD	11/26/2013	594.52
			56582	153514	Check	1	5553	5	SCHOLASTIC INC	Yes	No	No	USD	11/26/2013	262.00
			56583	153515	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	No	No	USD	11/26/2013	332.32
			56618	153516	Check	1	8024		SCHOOL FINANCES	Yes	No	No	USD	11/26/2013	4,172.00
			56490	153517	Check	1	13796	1	SCHOOL SAFETY SOLUTION, LLC	Yes	No	No	USD	11/26/2013	40.71
			56584	153518	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	11/26/2013	1,815.55
			56632	153519	Check	1	9813		SCIENCE EXPLORERS	Yes	No	No	USD	11/26/2013	164.80
			56495	153520	Check	1	13872		SEPTIC CHECK	Yes	No	No	USD	11/26/2013	400.00
			56585	153521	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	11/26/2013	15.00
			56586	153522	Check	1	5732	1	SKYWARD	Yes	No	No	USD	11/26/2013	360.00
			56587	153523	Check	1	5770		SOCIAL STUDIES SCHOOL SERV	Yes	No	No	USD	11/26/2013	33.98
			56471	153524	Check	1	13000	1	SODEXO, INC & AFFILIATES	Yes	No	No	USD	11/26/2013	158.28
			56508	153525	Check	1	13991		SPECIAL OLYMPICS MN	Yes	No	No	USD	11/26/2013	380.00
			56465	153526	Check	1	12639		ST CROIX FALL HS	Yes	No	No	USD	11/26/2013	150.00
			56450	153527	Check	1	11652		STAPLES ADVANTAGE	Yes	No	No	USD	11/26/2013	39.50
			56588	153528	Check	1	5873	5	STAR TRIBUNE	Yes	No	No	USD	11/26/2013	897.14
			56601	153529	Check	1	6813		STREET FREDERICK G	Yes	No	No	USD	11/26/2013	78.05
			56589	153530	Check	1	6031		SYLVA CORPORATION INC	Yes	No	No	USD	11/26/2013	711.90
			56440	153531	Check	1	11232		TAMARACK LAKE PHEASANTS	Yes	No	No	USD	11/26/2013	765.00
			56590	153532	Check	1	6054	3	TARGET BANK	Yes	No	No	USD	11/26/2013	105.61
			56625	153533	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	11/26/2013	102.40
			56591	153534	Check	1	6072	1	TEACHER'S DISCOVERY	Yes	No	No	USD	11/26/2013	84.25
			56592	153535	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	11/26/2013	3,800.63
			56619	153536	Check	1	8099		THE CHIP SHOPPE	Yes	No	No	USD	11/26/2013	20,705.04

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	56557	153537	Check	1	4050		THE MASTER TEACHER INC.	Yes	No	No	USD	11/26/2013	5.00
			56478	153538	Check	1	13389		THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	11/26/2013	813.50
			56467	153539	Check	1	12809		THE MT PIT	Yes	No	No	USD	11/26/2013	100.00
			56484	153540	Check	1	13674		THE PRINT AND WEB SHOP	Yes	No	No	USD	11/26/2013	250.00
			56593	153541	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	11/26/2013	5,995.00
			56470	153542	Check	1	12980	1	TIES	Yes	No	No	USD	11/26/2013	530.00
			56442	153543	Check	1	11316		TOYS FOR SPECIAL CHILDREN, INC	Yes	No	No	USD	11/26/2013	442.95
			56594	153544	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	11/26/2013	1,150.32
			56509	153545	Check	1	13992		TRI-CO TREE MOVERS, INC.	Yes	No	No	USD	11/26/2013	650.00
			56595	153546	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	11/26/2013	2,572.14
			56500	153547	Check	1	13916	1	TRUE FRIENDS	Yes	No	No	USD	11/26/2013	285.00
			56459	153548	Check	1	12404		TUMBLEWEED PRESS INC	Yes	No	No	USD	11/26/2013	499.00
			56622	153549	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	11/26/2013	2,591.58
			56596	153550	Check	1	6276		UNITED ART AND EDUCATION	Yes	No	No	USD	11/26/2013	20.65
			56597	153551	Check	1	6310		US FOODSERVICE	Yes	No	No	USD	11/26/2013	8,099.78
			56485	153552	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	11/26/2013	154.00
			56498	153553	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	11/26/2013	80.04
			56598	153554	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	11/26/2013	887.95
			56497	153555	Check	1	13907		WATKINS BRUCE	Yes	No	No	USD	11/26/2013	5,000.00
			56599	153556	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	11/26/2013	466.51
			56473	153557	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	11/26/2013	1,296.00
			56434	153558	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	11/26/2013	1,720.00
			56505	153559	Check	1	13988		WINDOM AREA HIGH SCHOOL	Yes	No	No	USD	11/26/2013	350.00
			56448	153560	Check	1	11610	1	YOUTH SERVICES INT'L	Yes	No	No	USD	11/26/2013	6,390.00
Bank Total: 001														\$1,468,527.56	
Report Total:														\$1,468,527.56	

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

Fund	Description	Total
01	General Fund	\$1,213,232.43
02	Food Service	\$142,442.91
04	Community Service	\$23,601.02
10	Student Activities	\$89,251.20
Report Total		\$1,468,527.56

Princeton Public Schools - ISD #477

Wire Transfer Report

November 26, 2013

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
10/31/2013	\$ 512,079.74	ACH File Transfer
10/31/2013	\$ 173,040.10	Federal Tax Wire Transfer
10/31/2013	\$ 27,459.77	State Tax Wire Transfer
10/31/2013	\$ 7,046.95	Select Account H S A
10/31/2013	\$ 100.00	MN Revenue
10/31/2013	\$ 74,973.62	TRA File Transfer
10/31/2013	\$ 31,297.98	PERA File Transfer
10/31/2013	\$ 378.50	MN Child Support File Transfer
10/31/2013	\$ 37,505.36	TSA File Transfer
10/16/2013	\$ 5,318.75	MN Unemployment
11/3/2013	\$ 16,307.03	BMO Harris Bank - (Pcards)
11/13/2013	\$ 840.00	MN Revenue - (Sales tax)
11/15/2013	\$ 499,108.47	ACH File Transfer
11/15/2013	\$ 169,527.90	Federal Tax Wire Transfer
11/15/2013	\$ 27,046.54	State Tax Wire Transfer
11/15/2013	\$ 6,946.95	Select Account H S A
11/15/2013	\$ 100.00	MN Revenue
11/15/2013	\$ 74,130.20	TRA File Transfer
11/15/2013	\$ 29,887.20	PERA File Transfer
11/15/2013	\$ 378.50	MN Child Support File Transfer
11/15/2013	\$ 35,048.05	TSA File Transfer
	\$ 0.00	
TOTAL	\$ 1,728,521.61	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR OCTOBER 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	14,080,124.18	2,596,352.35	2,373,435.35	84.14	14,303,041.18
02 Food Service	421,620.40	174,753.72	224,234.44	(1,728.82)	372,139.68
04 Community Service	311,943.20	82,516.72	78,699.11	(834.22)	315,760.81
06 Building Fund	0.00	0.00	0.00	0.00	0.00
07 Debt Service	1,341,994.93	372,859.66	412.25	19.00	1,714,442.34
10 Activities	119,669.91	133,517.90	49,424.85	0.00	203,762.96
TOTAL	16,275,352.62	3,360,000.35	2,726,206.00		16,909,146.97

Bank Accounts

AP/PR Account (Bremer)	403,390.19
MSDLAF+	5,176,628.55
Investments (Fd01)	<u>11,507,725.94</u>
	17,087,744.68
O/S Accts Pay Checks	(105,688.94)
O/S Payroll Checks	(3,420.19)
O/S Wires	(72,490.58)
NSF Checks	<u>3,002.00</u>
TOTAL	16,909,146.97

Read 180

Princeton Middle School – Presentation to School Board. Nov. 2013

- The world's most effective system for raising reading achievement
- Accelerate students reading two or more years below grade level
- Individualized program to help students improve reading and writing skills
- High interest and engaging relevant topics
- Ensure every student is engaged in reading at rigorous levels
- Aligned with MN state ELA standards/Common Core
- Over one million students in 40,000 classrooms.

Research and Facts



What is Read 180



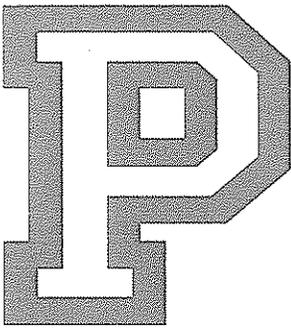
Read 180 - Stations

- **Why?** Need to help students two or more grade levels behind. Intensive and extended reading practice
- **Who?** Use data to identify students in need. Currently servicing 30 non-SPED students. Teacher/student ratio 15:1
- **When?** 90 minutes, in place of language Arts class and intervention.
- **How?** Collaborate with Oakland SWAS and utilize Curriculum and staff development funds.

Why? Who? When? How?

- Continuous monitoring and assessing progress
- On site teacher training and checks
- Student results have shown increases since the beginning of the year.
- Built in reading and writing assessments
- Practice makes permanent
- Confidence + Motivation = Success

Measuring Success



PRINCETON PUBLIC SCHOOLS - DISTRICT #477

706 -1st Street • Princeton, MN 55371

Phone (763) 389-2422 • Fax (763) 389-9142

Dr. Julia Espe, Superintendent (763) 389-6190

Michelle Czech, Director of Business Services (763) 389-6183

Brenda Alexander, Director of Human Resources (763) 389-6181

Melinda Jezierski, Director of Teaching & Learning (763) 389-7278

TO: Rick Kielty, P.E.A. President

FROM: Brenda Alexander, Director of Human Resources

RE: Seniority List

DATE: November 20, 2013

The District has been in the process of updating the teacher seniority list. With the large amount of turn over in the superintendent's office over the last several years, it seems there has been some confusion in how the seniority list has been kept.

After a brief meeting at the district office with Mike Seurer to discuss past practice in updating the teacher seniority list the following was determined and agreed upon in determining teacher seniority:

- List in alphabetical order as of Date of Service (1st day of new teacher workshop)
- First tie breaker is determined as step/lane at time of hire
- Second tie breaker is determined as the file number as listed with the Department of Education (the lower file number having more seniority value)
- Seniority list will provide the following information
 - Name
 - Date of Service
 - Step/Lane at time of hire
 - State license folder number
 - Area of licensure

In addition, it was agreed that P.E.A. would allow the District a two-week extension in gathering and formatting the information prior to providing the information to the P.E.A.

Trap Shooting			
(10 participants per coach)			
Head Coach	C	\$4,116.00	
Asst Coach	E	\$2,934.00	
Fees to the Club	200-300 per participant	\$6,000.00	
Uniforms		\$1,500.00	
Supplies	Starting	\$1,000.00	500
Entry Fees	25 per participant	\$500.00	
Range Safety Officer		\$600.00	Hourly or like an activities worker
Transportation		\$0.00	Big Lakes manuel says parents are responsible for transportation
Total		\$16,650.00	State Tournament Darin believes Parents Transport
9 Week Season	Practice once a week		
	Students or parents own the guns	They are kept at the range at no time do they bring them on site	
	7/12/2013		
Revenue		\$5,000.00	
Participation Fee	250	Recommendation	

PRINCETON SCHOOL DISTRICT 477 STANDARD TRANSPORTATION CONTRACT

THIS AGREEMENT made and entered this _____ day of _____, 2013, by and between Princeton Public Schools, District #477, Mille Lacs County, Minnesota, hereinafter referred to as "School District", and:

Name and Address of Parent

For the consideration herein expressed, parent agrees with the School District:

- 1. To transport: _____

Student's Names

Name of Non Public School

Please provide proof of auto liability insurance indicating auto insurance is current. Payment cannot be made without proof of insurance. Indicate amount of auto liability insurance coverage \$_____.

Transportation of the nonpublic student(s) is the parent's responsibility and the Princeton School District assumes no liability. The parent agrees to hold harmless/indemnify the school district from all claims arising from the transportation of the nonpublic student(s).

Transportation shall be limited to the regular school term. In addition, the following terms apply:

Reimbursement is based on a rate per student; the amount will be prorated if the student withdraws before the end of the school year. Reimbursement shall be paid at the rate of **\$250.00 per family per year**. The round trip mileage from your home to the Princeton school boundary is estimated to be ___ miles/day.

The non-public school must **submit a verification of attendance by June 10th, 2014**. The District will reimburse the non-public school by July 15th, 2014. **One check for non-public transportation will be mailed to the non-public school, not individual families.** You must seek payment from the non-public school for the non-public transportation funds.

Either party can cancel the contract by giving 30 days written notice.

APPROVED:

PARENT SIGNATURE AND ADDRESS

DISTRICT _____
Michelle Czech, Director of Business Services

Date _____

Please **return** signed agreement and proof of insurance by **December 20, 2013**. Copies of the agreement will be provided upon request only.

PRINCETON PUBLIC SCHOOLS

SUPERINTENDENT EVALUATION

I. PURPOSE

The purpose of this policy is to provide for a systematic evaluation of the Superintendent.

II. GENERAL STATEMENTS

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent. Measurement of those duties shall be by the performance appraisal outlined in this document.
- C. A Superintendent Evaluation shall be conducted at least annually by June 30 (the board chair will meet with the Superintendent prior to the Superintendent evaluation). This evaluation shall be per this document and the results of this evaluation shall be documented, shared with the Superintendent, and a record copy of this evaluation retained in the Superintendent's personnel file.

III. PROCESS AND REQUIREMENTS

A. SETTING OF GOALS

In July of each year the School Board and the Superintendent shall meet to establish the below items. Agreement of the below items shall be by consensus between the majority of the board and the Superintendent. These goals and action plans shall be documented. This group may establish multiple year goals and action plans, however only the upcoming year's goals and action plans shall be used for evaluation purposes of the Superintendent.

- 1. School district goals for the upcoming year
- 2. Superintendent action plan for the upcoming year

B. MONITORING PROGRESS

Periodically throughout the year the Superintendent shall update the School Board on progress made toward the district's goals and Superintendent's action plan. This update shall be at a frequency mutually agreed to by the Superintendent and the School Board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 5, School Board-Staff Relationships (See Model Contract and Appraisal)

Adopted: April 8, 2003

Revised: July 18, 2006

Reviewed: May 25, 2010

Reviewed: November 12, 2013

SUPERINTENDENT OF SCHOOLS EVALUATION FORM

Relationship with the School Board

Marzano Reference Number	PERFORMANCE FACTORS	COMMENTS	RATING (rating definitions listed on last page)
4 - 3	Keeps the School Board informed on issues, needs and operation of the School District.		
1 - 2	Gives a recommendation to the School Committees on items requiring School Board action, based on thorough research and analysis.		
6 - 3	Interprets, supports and executes the intent of all School Board policies.		
4 - 3	Seeks and accepts opinions from all members of the School Board.		
4 - 2	Maintains a professional working relationship with the School Board.		
6 - 1	Supports and enhances the School Boards' core values, budget commitments and budget priorities.		

SUPERINTENDENT OF SCHOOLS EVALUATION FORM

Marzano Reference Number	PERFORMANCE FACTORS	COMMENTS	RATING <small>(rating definitions listed on last page)</small>
	Educational Leadership		
3-1	Leads the School District in achievement of its strategic plans and goals through renewal of curriculum and instructional programs in compliance with education reform.		
2-3	Sets achievement goals for staff using current principles, best practices and research to foster effective classroom instruction.		
2-2	Holds principals, teachers and staff accountable for having high standards and positive expectation that all students can perform at high levels.		
3-3	Works with principals, teachers and staff to supervise and evaluate their performance, using performance standards to identify areas for growth and continuous improvement, as illustrated by annual staff appraisals.		
3-3	Supervises central office administrators and staff.		

SUPERINTENDENT OF SCHOOLS EVALUATION FORM

Marzano Reference Number	PERFORMANCE FACTORS	COMMENTS	RATING <small>(rating definitions listed on last page)</small>
General Management			
2-1	Develops and/or implements the district's mission and vision statement that provides direction for the School District.		
3-2	Maintains an open communication link with State and Federal Legislatures and the Department of Education.		
5-2	Models ethical behavior; interacts with others in a professional manner and accepts responsibility for his/her actions in accordance with the district's core values.		
Budget Management			
6-1	Works in coordination with the Director of Business Services to develop an effective budget while insuring budget parameters are followed.		
6-1	Fosters a cooperative relationship with all local and county government entities to ensure the financial needs of the District are understood.		

SUPERINTENDENT OF SCHOOLS EVALUATION FORM

Marzano Reference Number	PERFORMANCE FACTORS	COMMENTS	RATING <small>(rating definitions listed on last page)</small>
6-1	Oversees the management of the school district budget and maintains adequate internal controls and accounting practices.		
6-1 6-2	Develops a five-year capital plan for the district.		
6-1 6-2	Works with the district staff to ensure financial accountability and responsibility with the district's finances.		
Personnel Management			
2-3	Develops and executes sound personnel procedures and practices for the District.		
4-2	Demonstrates and promotes an atmosphere of respect for self and others.		

SUPERINTENDENT OF SCHOOLS EVALUATION FORM

Marzano Reference Number	PERFORMANCE FACTORS	COMMENTS	RATING <small>(rating definitions listed on last page)</small>
2-4	Encourages the pursuit of life-long learning and professional development for self and others.		
2-4	Creates and implements a professional development plan for staff based upon the needs of the District.		
6-1	Serves as a resource to the School Board on matters of collective bargaining.		
2-3	Insures that all staff supervision and evaluation procedures are implemented in the District.		
Communications / Public Relations			
5-2	Maintains community respect and support for the School District.		
4-3	Encourages practical and community involvement in the School District.		

SUPERINTENDENT OF SCHOOLS EVALUATION FORM

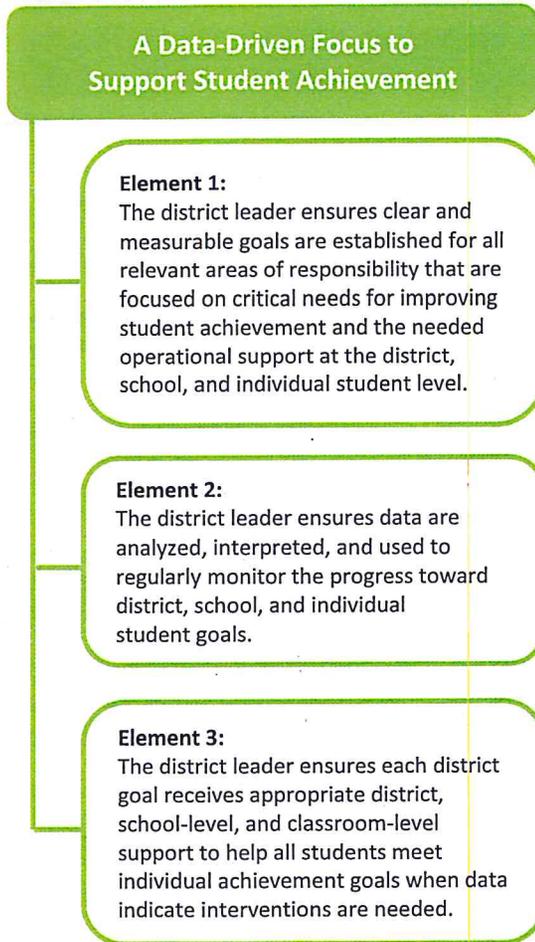
Marzano Reference Number	PERFORMANCE FACTORS	COMMENTS	RATING <small>(rating definitions listed on last page)</small>
4-3	Develops a cooperative relationship with news media.		
General Comments			
<p>I certify that this is my personal evaluation of the Superintendent.</p> <p>_____</p> <p>Signature</p>			

SUPERINTENDENT OF SCHOOLS EVALUATION FORM

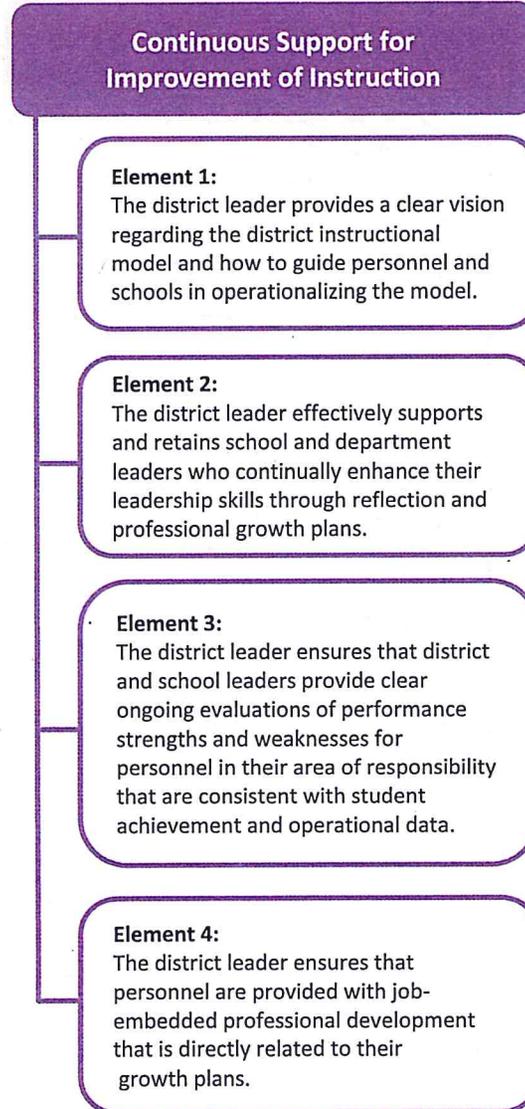
Overall, the rating I give the Superintendent is: (1) (2) (3) (4) (5)

Rating	Performance	Definition
5	Exceptional Performance	Results achieved far exceed the requirements of the job in all key areas. Constantly expands the role and thinking to achieve higher than expected results. Essential skills are of the highest quality.
4	Consistently Exceeds Requirements	Results achieved consistently and exceeds the requirements of the job in all key areas. Demonstrates knowledge of the job to achieve higher than expected results. Essential skills are of superior quality.
3	Achieves all Requirements in a Satisfactory Manner	Results achieved consistently and meets the requirements of the job in all key areas. Results are what you would expect and within expected timeframes. Essential skills are also what you would expect.
2	Needs Improvement	Results achieved inconsistently meet basic requirements of the job in all key areas. Performance falls below acceptable standards in one or more critical areas. Essential skills are not completely applied.
1	Unsatisfactory	Results achieved do not meet requirements of the job. Performance is marginal. May not possess requisite essential skills needed for the job.
N/A	Not Enough Information to Evaluate Effectively	

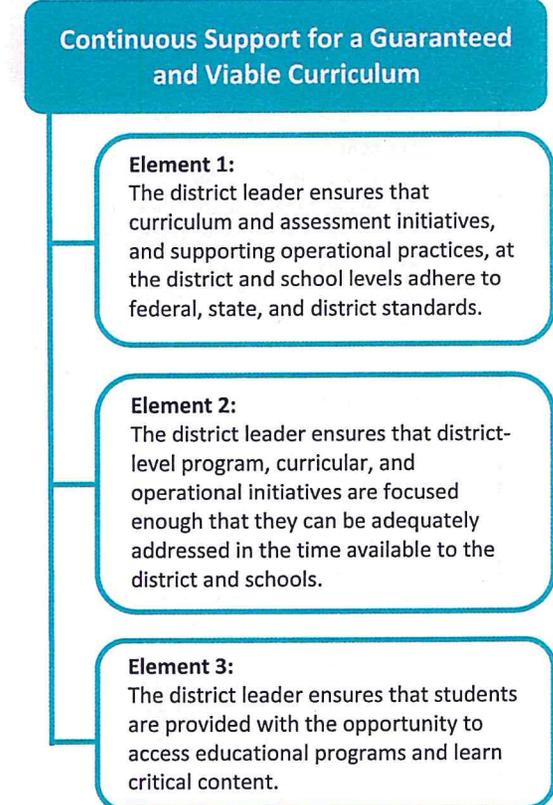
Domain 1



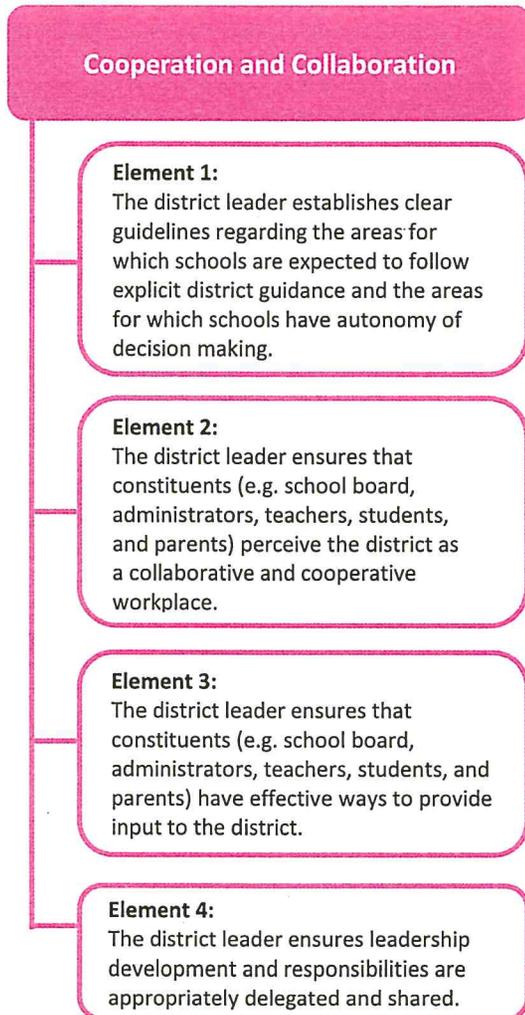
Domain 2



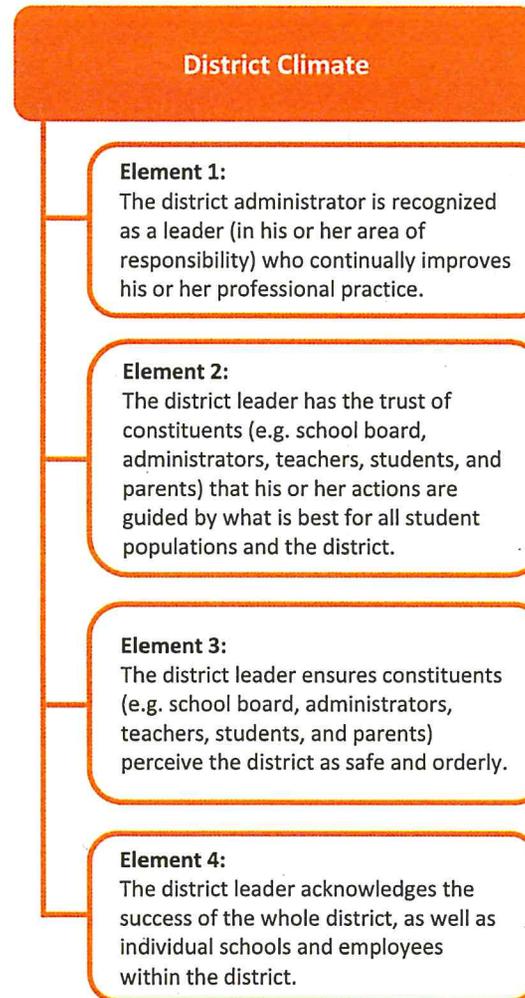
Domain 3



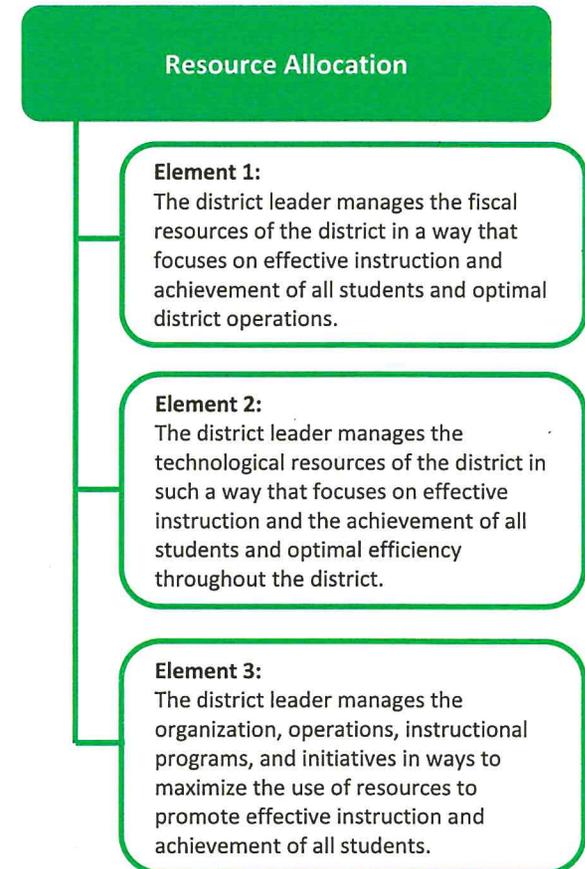
Domain 4



Domain 5



Domain 6



PRINCETON PUBLIC SCHOOLS

EMPLOYEE TRAVEL and RELATED EXPENSES

Note: No reimbursements will be made for expenses incurred other than mileage without itemized receipts.

- A. **Guidelines:** This regulation provides guidelines for travel by District employees at District expense. It is understood that specific situations may call for more restrictive guidelines.
- B. **Definitions:** Travel and related expenses include the cost of transportation, meals, lodging and necessary incidental expenses incurred by District employees, while in attendance at or traveling to and from conferences, seminars and workshops or while engaged in other travel in accordance with District policy.
- C. **Mileage Reimbursement:** District employees traveling in their personal vehicle on District business shall be reimbursed at the IRS rate per mile.
 - 1. Employees shall keep a record of travel from one District building to another and a record of mileage for other travel. A Request for Mileage/Expense Reimbursement form must be completed and submitted for reimbursement within thirty (30) days of the end month in which the expense was incurred.
- D. **Travel:** Travel may be permitted, with Superintendent/Director of Business Services or administrator/director approval, for District employees under the following conditions:
 - 1. The purpose of the travel fits with District and/or school goals and/or curriculum.
 - 2. There is a sufficient balance in the appropriate budget to cover the expenses to be incurred.
 - 3. Consideration is given to the number of employees, from that particular school and/or department and/or the District, planning to attend the same event.
 - 4. If the travel involves at least one overnight stay outside the District, the travel request is submitted in writing to the Superintendent/Director of Business Services or employee's administrator/director.
 - 5. After the travel the employee reports back to his or her supervisor and colleagues.

The Superintendent / Director of Business Services or administrator approving attendance and travel is responsible for determining the reasonableness and necessity of the expense claimed within District policy and has the authority to disallow unreasonable or unnecessary expenses.

E. Airline Travel:

1. The District provides reimbursement for air travel on coach class or tourist class only.
2. In accordance with state law, frequent flyer miles and other airline travel credit resulting from District-paid airfare will accrue to the District and may not be used for personal travel. If the airline will not honor a transfer or assignment of any credit or benefit, the employee must report receipt of the credit or benefit to the District within ninety (90) days of receiving it.

F. Personal Vehicle:

1. In some circumstances, use of a personal vehicle is preferable to travel by commercial air or some other commercial means (i.e., when the meeting is nearby or where travel arrangements are extremely difficult). Such travel will be reimbursed at the prevailing rate as referred to in section C above.
2. Transportation to and from conferences or seminars and workshops shall be selected on the basis of that which is reasonable in cost and on the cost basis consistent with comfort, safety and convenience. If the cost of travel by personal vehicle exceeds the cost of coach airfare, the District will reimburse to the extent of the lesser amount.
3. If more than one person is attending an activity and transportation will be by personal vehicle, the individuals are required to travel together unless there is an extenuating circumstance.

G. Accommodations:

1. Individuals are expected to select accommodations, when they have an option, at the most reasonable rate. Lodging shall be selected on the basis of reasonable cost in conjunction with comfort, safety and convenience.
2. Individuals of the same sex attending the same conference are encouraged to share rooms.
3. When an individual is traveling with a non-employee, the District will reimburse expenses for the employee only.
4. Receipts are required for all accommodation claims.
5. Lodging reimbursements are only permitted when traveling 45 miles or more from the district office.

H. **Meals:** The maximum reimbursement for meals per person (including tax and tip) is as follows:

	<u>In State</u>	<u>Out of State</u>
Breakfast	\$10.00	\$15.00
Lunch	\$15.00	\$20.00
Dinner	\$20.00	\$30.00

1. The District will not reimburse the cost of alcoholic beverages.
2. Reimbursement will be based upon actual expenditures; individuals must provide documentation (itemized receipts) for meal expenditures.

I. **Other Costs:**

1. The District will reimburse registration fees relating to conference, workshop or seminar attendance.
2. The District will not reimburse for entertainment or recreation costs that are either part of or separate from the conference, workshop or seminar.
3. Cassettes, special books, etc., which contain the proceedings or are supplementary to attendance at a given conference, workshop or seminar and which are relevant to the employee's purpose for being there may be purchased with the approval of the Superintendent / Director of Business Services or appropriate supervisor.
4. The District will reimburse a reasonable cost of baggage handling and parking when necessary.
5. Individuals are expected to select transportation at the conference, workshop or seminar, when they have an option, at the reasonable rate. Transportation shall be selected on the basis of that which is reasonable in cost as consistent with comfort, safety and convenience. Individuals are expected to use conference transportation (i.e., shuttle buses) whenever it is available.
6. Reimbursement for the use of rental cars by employees is allowed only with prior approval by the Superintendent / Director of Business Services or designee, or in the case of School Board members, by the School Board majority vote. If two or more employees are attending the same conference only one vehicle may be rented.
7. The District will not reimburse telephone calls for personal or family purposes. When reimbursement is requested for District-related calls, the party called must be noted on the receipt.

8. Exceptions to allowed travel expenses must be approved by the Superintendent for employees and by the School Board majority vote for School Board members.
9. The District will not reimburse employees for personal expenses including the following:
 - . Room Service
 - . Personal Property
 - . Child Care Expenses
 - . Tobacco / Alcohol

Legal References: Minnesota Statute 15.435, Airline Travel Credit
Minnesota Statute 471.665, Mileage allowance

Cross References: Princeton Public Schools Policy #214: Out-of-State Travel by School Board Members
Princeton Public Schools Policy #412: Expense Reimbursement

Implementation Date: May 1, 2008

Adopted: April 28, 2009

Revised: November 12, 2013

PRINCETON PUBLIC SCHOOLS**FUND BALANCES****I. PURPOSE**

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.

- E. “Non-spendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 10 percent of the annual budget.

VI. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances

to the following: Superintendent or Director of Business Services. Assignments so made shall be reported to the Finance Committee and/or school board on a quarterly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Adopted: May 24, 2011
Revised: November 12, 2013