

Princeton Public Schools - ISD 477  
Tuesday, December 17, 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**

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**PROCEDURAL ITEMS**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Citizen Comments
4. Recognition of Student Activities
5. Truth and Taxation 3

**REPORTS**

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

**APPROVE AGENDA**

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 33**

**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 40
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2. Fundraisers 43
3. Non Resident Agreements 46
4. Personnel 47
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7. Treasurer's Report 55

**ACTION ITEMS**

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3. Seniority Lists 59

**POLICY 1st READINGS: #405 Veteran's Preference, #406 Employee Public and Private Personnel Data, #407 Employee Right to Know -Exposure to Hazardous Substances, #418 Drug-Free Workplace/Drug-Free School, #419 Tobacco-Free Environment 84**

**MEETINGS TO BE SET**

1. Activities Board Committee Meeting
2. MSBA Leadership Conference - January 16 & 17th  
Registered to attend: Julia, Jeremy, Eric, Deb, Craig, Chad, Brenda,  
Michelle

**ADDITIONS TO AGENDA**

**ADJOURN**

# *Truth in Taxation*

## *Report*

*ISD 477, Princeton, Minnesota*  
*December 17, 2013*

Presenter:

Michelle Czech,  
Director of Business  
Services

# Truth in Taxation Law

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

# Truth in Taxation Public Hearing

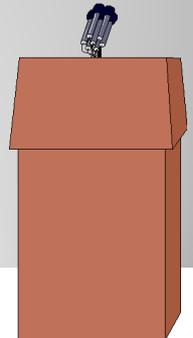
- Part 2 of the law - "Truth in Taxation"
  - Public hearing for each taxing jurisdiction
  - Specific type of public notice
- Tonight is the school district's public hearing



# Requirements of Truth in Taxation Hearing

1. Tax levy must be for taxes payable 2014
2. Discussion must include:
  - Current budget
  - Proposed percent increase/decrease of levy
  - Reasons for the increase/decrease
3. Public must be given time to comment

- Minnesota Statute 275.065



# Judge Randy Peterson

Former Senator

Education Finance Committee



7

**“As a practical matter, school districts really don’t have very much authority, any meaningful authority anyway, over their local taxing decisions. With the exception of decisions to build school buildings and the excess-levy referendums...school district taxing decisions are pretty much a matter of state law...”**

# School District Budget

Current School Year  
2013-2014



# School District Funds

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



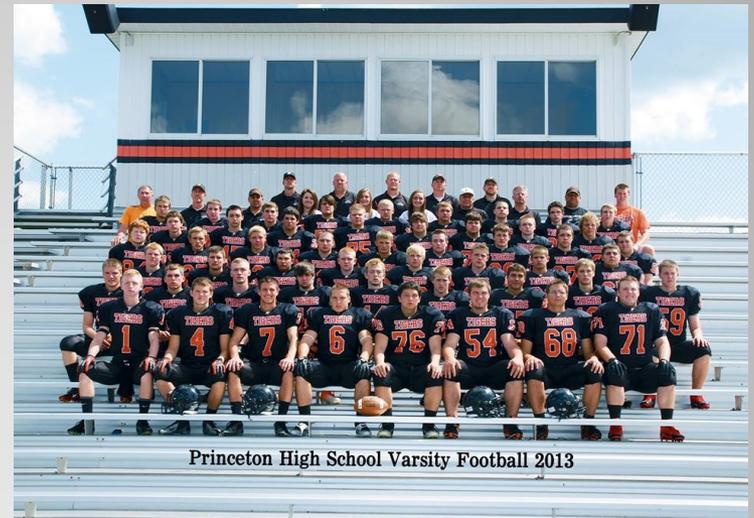
# Budget 2013-2014

	2014		2014		2013
	PROJ REVENUES		PROJ EXPENDITURES		Fund Balance
GENERAL FUND	\$ 28,532,153.00	\$	29,868,200.00	\$ (1,336,047.00)	\$ 13,134,558.00
FOOD SERVICE	\$ 1,406,200.00	\$	1,447,413.00	\$ (41,213.00)	\$ 446,263.00
COMMUNITY EDUCATION	\$ 951,004.00	\$	1,012,633.00	\$ (61,629.00)	\$ 294,819.00
BUILDING FUND	\$ -	\$	-		
DEBT SERVICE	\$ 2,653,044.00	\$	2,597,678.00	\$ 55,366.00	\$ 443,911.00
ACTIVITY ACCOUNTS	\$ 500,000.00	\$	500,000.00	\$ -	

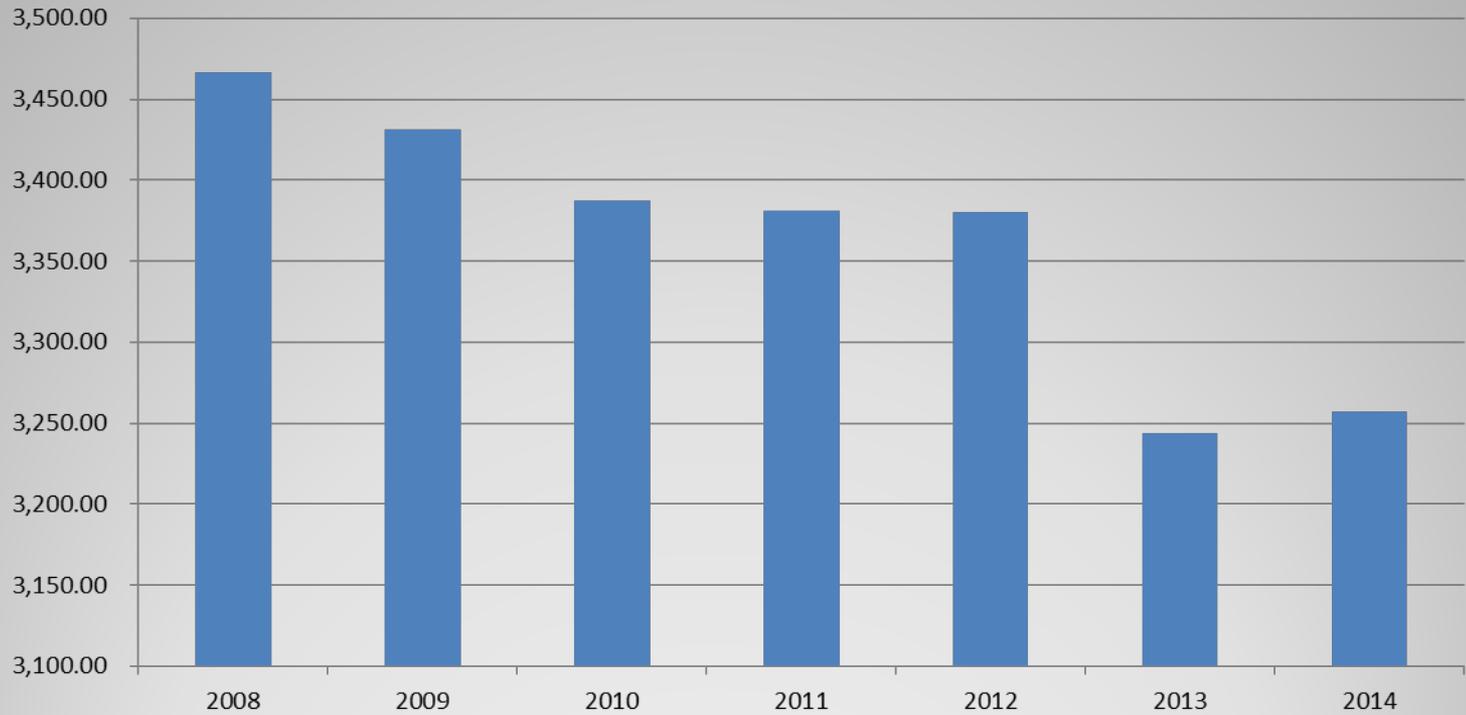


# General Fund Revenues

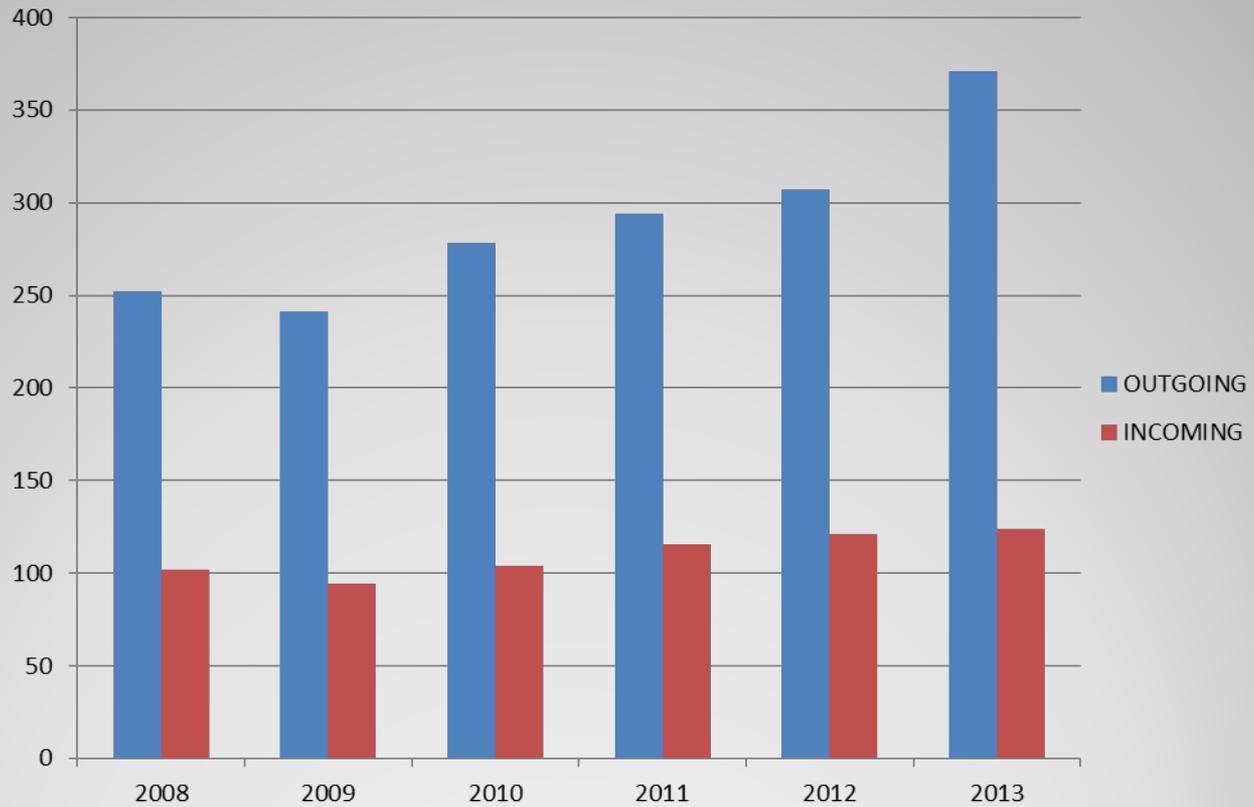
- Based on student enrollment
- Local operating levies
- Special Education
- Federal Grants
- State Programs



# End of Year Adjusted Average Daily Membership

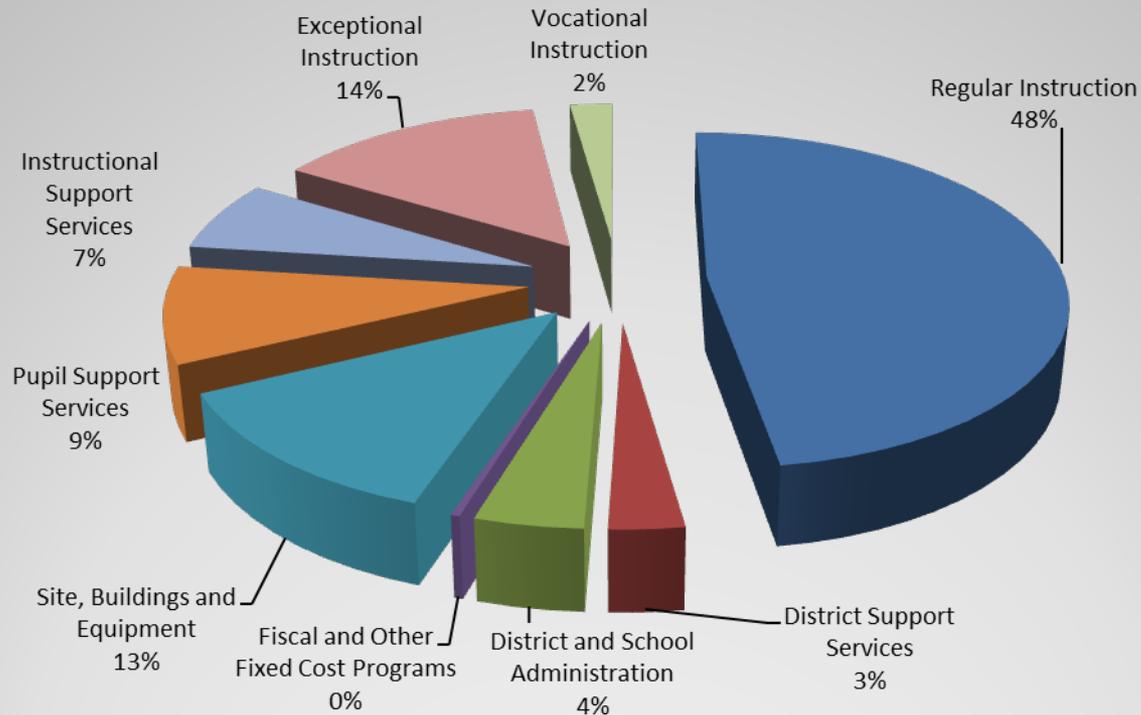


# OPEN ENROLLMENT



# General Fund Expenses by Program

## 2013 GENERAL FUND EXPENDITURES



# Community ED Fund

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



# Food Service Fund

- Based on Federal Grant of free/reduced lunch
- Based on student participation



# Other District Funds

## **BUILDING FUND**

- None at this time



## **DEBT SERVICE FUND**

- Districts Bond Payments

# Schools District Levy

- 2013 Payable 2014
- 2014-2015 School Year



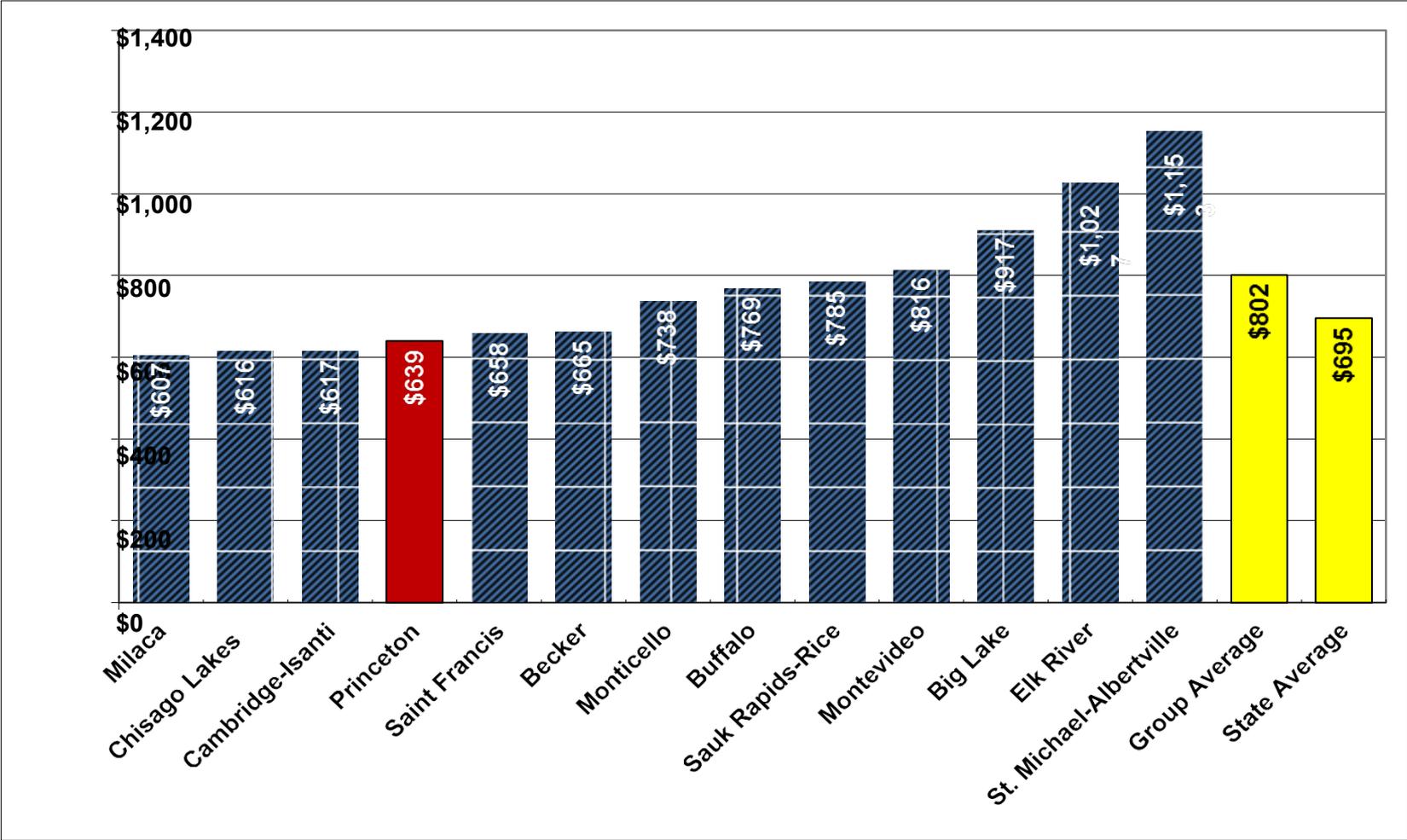
# 2013 Payable 2014 Levy

	Actual	Proposed		
	School Year	School Year		
	2014	2015	DIFFERENCE	
<b>GENERAL LEVY</b>				
OPERATING LEARNING LEVY	\$ 811,402.20	\$ 767,804.98	\$ (43,597.22)	
CAREER & TECHNICAL	\$ 66,252.87	\$ 43,033.25	\$ (23,219.62)	
SAFE SCHOOLS	\$ 116,521.80	\$ 126,381.60	\$ 9,859.80	
HEALTH & SAFETY	\$ 93,038.12	\$ 136,474.51	\$ 43,436.39	
OPERATING CAPITAL	\$ 259,731.56	\$ 181,557.57	\$ (78,173.99)	
TRANSITION LEVY	\$ 13,354.60	\$ 12,089.69	\$ (1,264.91)	
EQUITY LEVY	\$ 279,066.72	\$ 262,736.16	\$ (16,330.56)	
DEFERRED MAINTENANCE	\$ 132,303.43	\$ 121,917.46	\$ (10,385.97)	
ALT TEACHER COMP(Qcomp)	\$ -	\$ 159,881.37	\$ 159,881.37	
BUILDING LEASE	\$ 518,095.62	\$ 524,975.39	\$ 6,879.77	
GENERAL ED LEVY	\$ -	\$ 41,651.11	\$ 41,651.11	
<b>TOTAL</b>	<b>\$ 2,289,766.92</b>	<b>\$ 2,378,503.09</b>	<b>\$ 88,736.17</b>	
<b>ADJUSTMENTS</b>	<b>2014</b>	<b>2015</b>		
EQUITY	\$ 8,050.75	\$ 10,968.45		
TRANSITION	\$ 251.13	\$ 353.59		
OPERATING CAPITAL	\$ 2,002.92	\$ 1,385.77		
ALT TEACHER COMP	\$ -	\$ 412.29		
REEMPLOYMENT INSURANCE	\$ 67,615.42	\$ (73,149.00)		
CAREER & TECHNICAL	\$ (3,945.60)	\$ (14,973.06)		
SAFE SCHOOLS ADJ	\$ (1,526.10)	\$ (1,545.90)		
HEALTH & SAFETY	\$ (6,382.72)	\$ (726.30)		
DEFERRED MAINTENANCE ADJ	\$ -	\$ (3,746.64)		
FACILITY ADJUSTMENT	\$ (199,256.30)	\$ (195,497.35)		
LEASE LEVY ADJ	\$ 3,531.81	\$ (4,068.35)		
ABATEMENT ADJUSTMENT	\$ 7,327.77	\$ (5,546.01)		
<b>TOTAL ADJUSTMENTS</b>	<b>\$ (122,330.92)</b>	<b>\$ (286,132.51)</b>		
<b>TOTAL GEN. LEVY</b>	<b>\$ 2,167,436.00</b>	<b>\$ 2,092,370.58</b>	<b>\$ (75,065.42)</b>	
<b>COMMUNITY EDUCATION LEVY</b>	<b>2014</b>	<b>2015</b>	<b>DIFFERENCE</b>	
STANDARD COMMUNITY ED	\$ 122,863.33	\$ 111,862.98	\$ (11,000.35)	
EARLY CHILDHOOD	\$ 52,523.55	\$ 48,405.97	\$ (4,117.58)	
HOME VISITING	\$ 2,352.00	\$ 2,337.60	\$ (14.40)	
SCHOOL AGE CARE (disabled)	\$ 68,000.00	\$ 90,240.00	\$ 22,240.00	
ADJUSTMENTS	\$ 2,824.50	\$ (13,538.20)	\$ (16,362.70)	
<b>TOTAL CE LEVY</b>	<b>\$ 248,563.38</b>	<b>\$ 239,308.35</b>	<b>\$ (9,255.03)</b>	
<b>DEBT SERVICE LEVY</b>	<b>2014</b>	<b>2015</b>	<b>DIFFERENCE</b>	
GENERAL DEBT	\$ 2,853,044.31	\$ 2,535,196.53	\$ (117,847.78)	
<b>TOTAL DEBT LEVY</b>	<b>\$ 2,853,044.31</b>	<b>\$ 2,535,196.53</b>	<b>\$ (117,847.78)</b>	
<b>TOTAL LEVY</b>	<b>\$ 5,069,043.69</b>	<b>\$ 4,866,875.46</b>	<b>\$ (202,168.23)</b>	<b>-3.99%</b>

# Princeton School District No 477

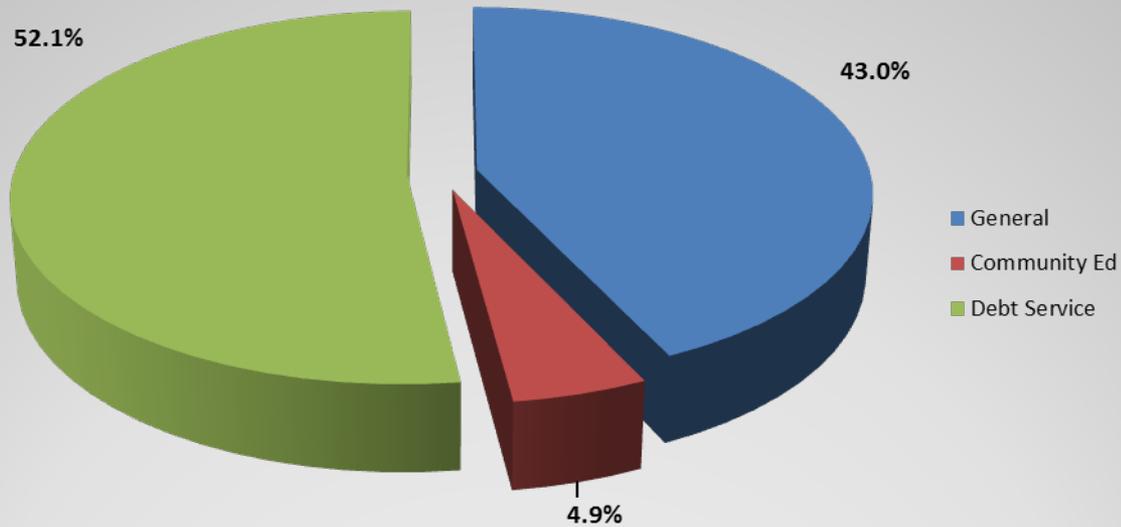
Total School Property Taxes, Payable 2013, on a Home with an Estimated Market Value of \$168,500

20



Source: Pay 13 School Tax Report

# How Your School Taxes Are Spent



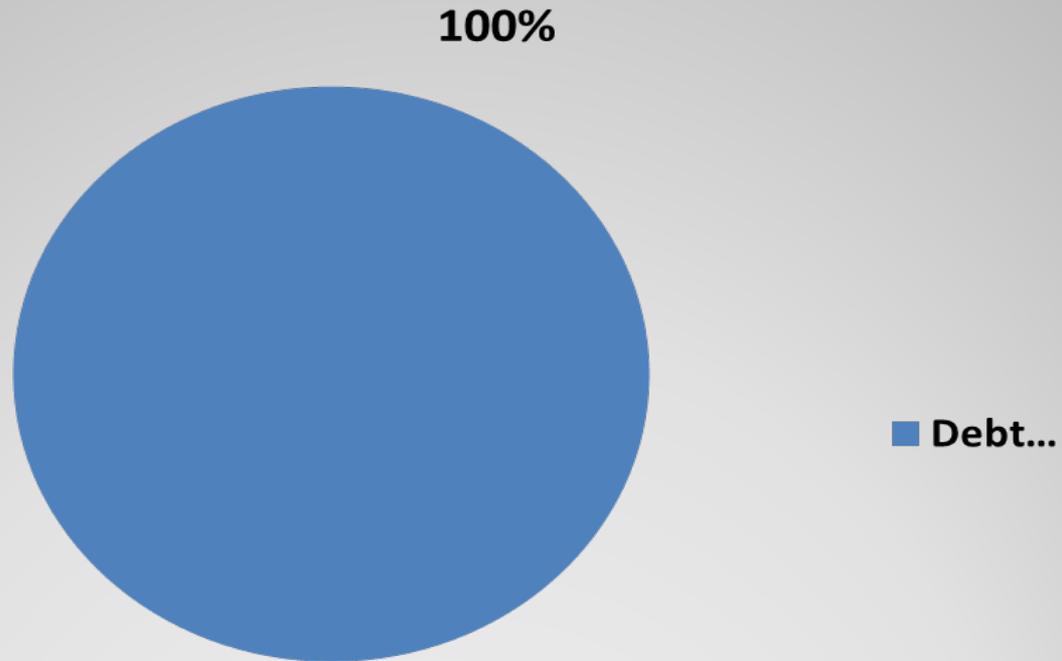
# General Fund Property Tax Supported

Description	2014 Revenue	2015 Property Tax Supported	
Health & Safety-Restricted	\$ 86,655.00	\$ 135,748.21	100%
Deferred Maint-Restricted	\$ 220,991.00	\$ 118,170.82	53%
Operating Capital-Restricted	\$ 565,303.00	\$ (12,752.78)	-2%
Gifted & Talented-Restricted	\$ 45,173.00	\$ -	0%
Staff Development-Restricted	\$ 399,178.00	\$ -	0%
Qcomp-Assigned	\$ 593,729.00	\$ 160,293.66	27%
Unassigned	\$26,621,124.00	\$1,690,910.67	6%
<b>Total</b>	<b>\$28,532,153.00</b>	<b>\$2,092,370.58</b>	<b>7%</b>

# Community Education Property Tax Supported

Description	2014 Revenue	2015 Property Tax Supported	
ECFE	\$ 195,671.00	\$ 50,743.57	25.9%
COM ED	\$ 755,333.00	\$ 188,564.78	25.0%
<b>TOTAL</b>	<b>\$ 951,004.00</b>	<b>\$ 239,308.35</b>	<b>25.2%</b>

# Debt Service Fund Property Tax Supported



# Levy Changes for Pay 2014

- Decrease of \$704,571.44 Voter Approved
- Increase of \$502,403.21 Other Local Levies

# 2013 PAYABLE 2014 LEVY

	Actual		
	School Year	School Year	
<b>Voter Approved</b>	<b>2014</b>	<b>2015</b>	<b>DIFFERENCE</b>
OPERATING-VOTER APPROVED	\$ 811,402.20	\$ 170,821.78	\$ (640,580.42)
GENERAL DEBT	\$ 1,568,090.95	\$ 1,504,099.93	\$ (63,991.02)
<b>TOTAL</b>	<b>\$ 2,379,493.15</b>	<b>\$ 1,674,921.71</b>	<b>\$ (704,571.44)</b>
<b>Other Local Levies</b>	<b>2014</b>	<b>2015</b>	<b>DIFFERENCE</b>
OPERATING -LOCATION EQUITY		\$ 423,671.30	\$ 423,671.30
OPERATING-BOARD APPROVED		\$ 173,311.90	\$ 173,311.90
GENERAL ED LEVY		\$ 41,651.11	\$ 41,651.11
ALT TEACHER COMP	\$ -	\$ 160,293.66	\$ 160,293.66
BUILDING LEASE	\$ 521,627.43	\$ 520,907.04	\$ (720.39)
CAREER & TECHNICAL	\$ 62,307.27	\$ 28,060.19	\$ (34,247.08)
SAFE SCHOOLS	\$ 114,995.70	\$ 124,835.70	\$ 9,840.00
DEFERRED MAINTENANCE	\$ 132,303.43	\$ 118,170.82	\$ (14,132.61)
HEALTH & SAFETY	\$ 86,655.40	\$ 135,748.21	\$ 49,092.81
TRANSITION LEVY	\$ 13,605.73	\$ 12,443.28	\$ (1,162.45)
EQUITY LEVY	\$ 287,117.47	\$ 273,704.61	\$ (13,412.86)
REEMPLOYMENT INSURANCE	\$ 67,615.42	\$ (73,149.00)	\$ (140,764.42)
OPERATING CAPITAL	\$ 261,734.48	\$ 182,943.34	\$ (78,791.14)
FACILITY ADJUSTMENT	\$ (199,256.30)	\$ (195,497.35)	\$ 3,758.95
STANDARD COMMUNITY ED	\$ 122,863.33	\$ 111,862.98	\$ (11,000.35)
EARLY CHILDHOOD	\$ 52,523.55	\$ 48,405.97	\$ (4,117.58)
SCHOOL AGE CARE (disabled)	\$ 68,000.00	\$ 77,328.58	\$ 9,328.58
HOME VISITING	\$ 2,352.00	\$ 2,323.20	\$ (28.80)
CE ADJUSTMENTS	\$ 2,824.50	\$ (612.38)	\$ (3,436.88)
GENERAL DEBT	\$ 1,084,953.36	\$ 1,031,096.60	\$ (53,856.76)
ABATEMENT ADJUSTMENT	\$ 7,327.77	\$ (5,546.01)	\$ (12,873.78)
<b>TOTAL</b>	<b>\$ 2,689,550.54</b>	<b>\$ 3,191,953.75</b>	<b>\$ 502,403.21</b>
<b>TOTAL LEVY</b>	<b>\$ 5,069,043.69</b>	<b>\$ 4,866,875.46</b>	<b>-3.99%</b>

# Legislative Changes 2013

- Location Equity-\$212.00 per pupil
- Ability for the Board to Reauthorize up to \$300.00 per pupil without voter approval.
- Changes in Pupil Weighting
- Added new General Education Levy Category

# Goals of Legislation

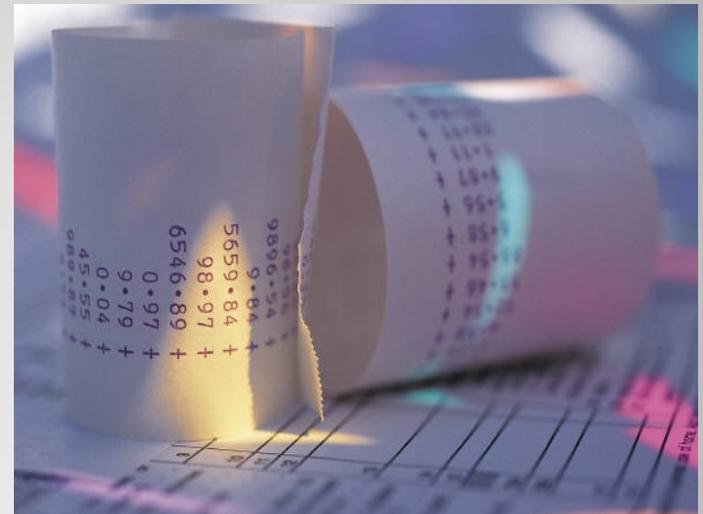
- Lower Property tax for homeowners
- Have higher equalization at the state level resulting in more state aid.
- More dollars for districts
- Ability for districts to offer All Day Every Day K

# Levy is Decreasing by

**\$202,168.23**

Or

**3.99%**



## Causes of Property Tax +/-

1. Changes in market values.
2. Changes in class rates/history.
3. Changes in state formula.
4. Voter approved Referendums.

# Changes in Market Value

- Market Values are final
- Discussed at:
  - Local Board Review
  - County Board of Equalization
- Final Taxable Market Value
  - May reflect a reduction (homestead exclusion)
  - May exclude improvements to property



# ISD 477 Resolution

**Whereas,** Pursuant to Minnesota Statutes the School Board of Independent School District No. 477, Princeton, Minnesota, is authorized to make the following tax limitation levies for general purposes:

	General Fund	\$ 2,092,370.58						
	Community Ed	\$ 239,308.35						
	Debt Service	\$ 2,535,196.53						
	<b>Total Proposed</b>	<b>\$ 4,866,875.46</b>						

**Now Therefore,** be it resolved by the School Board of Independent School District No. 477, Minnesota, that the levy to be levied in 2013 to be collected in 2014 is set at \$4,866,875.46. The Princeton School Board is authorized to certify the following tax limitation levy to the Couy Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.

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### Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **26th 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, Chuck Nagle, Deb Ulm, and Howard Vaillancourt.

Members Absent: Chad Young

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

Citizen Comments: None

Student Council Rep: Absent: Gabrielle Foede

### REPORTS

#### Board Reports:

Deb Ulm: Attended: Facilities Project and Policy meetings, and the agenda meeting with Superintendent Espe.

Howard Vaillancourt: Attended: The Facilities project meeting, Community Ed Advisory

Craig Johnson: Attended: The Certified Negotiations meeting.

Eric Minks: Attended: The Certified Negotiations meeting.

Jeremy Miller: Attended: The Certified Negotiations meeting.

Superintendent Report: Teachers had a great staff development day. Many workshop sessions were held for our staff to attend. Sessions were in Marzano framework, technology, rubrics, etc. National Education Week was last week, and we spent time appreciating our staff for how hard they work for our students every day. Shopko is offering sponsorship to our schools. Customers sign up to donate \$1 of their sales to the school of their choice.

### APPROVE AGENDA

*Motion made by Howard Vaillancourt and seconded by Jeremy Miller, to approve the agenda as presented. Motion passed unanimously.*

### DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Jeremy Miller and seconded by Eric Minks, **to approve the November 12, 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 the 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 Howard Vaillancourt and seconded by Craig Johnson, **to approve the consent agenda items:** Gifts, Personnel, Non Resident Agreements, Bills, Wires and Transfers, and the Treasurers report. Motion passed unanimously.*

## DISCUSSION ITEMS

**Read 180** (Literacy Intervention Program) Middle School Principal Dan Voce and Oak Land Director Rebecca Fuller provided the board with a presentation about the Middle School within a school Read 180 program. It is a reading, writing, and speaking program that was implemented for 7<sup>th</sup> and 8<sup>th</sup> grade students in order to assist them in reading achievement. It is aligned to the state standards and the common core. It is a 90 minute program intended to provide intensive intervention for students who are two or more years behind in reading. There are checkpoints along the way to ensure students are on track and achieving their goals.

### Seniority Lists Process

Director of Human Resources Brenda Alexander explained to the board that the district needed additional time to complete the seniority list. PEA did agree to allow the district two weeks to complete it, and then the PEA will review it. The district should be able to present it at the December 17, 2013 meeting.

## ACTION ITEMS

**Trap Shooting Program** - Activities Director Darin Laabs provided the board with information implementing a trap shooting program at the high school. It will be offered to grades 7-12, and it is a MSHSL program. It is a spring sport that operates from April – June. Practice is at the local gun range in Cambridge. Cost per participant is \$250.00. The students use their own guns, and parents provide transportation. It was suggested that the Trap Shooting activity fee should be included in the current activity fee list in our Activities Policy. In addition, Business Manager Michelle Czech confirmed that the fee would also take into consideration students currently on free or reduced lunch.

Motion was made by Howard Vaillancourt and seconded by Eric Minks **to approve the Trap Shooting Activity proposal with the contingency that coaches' salaries will be placed on schedule B during the negotiations process.** Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Deb Ulm, Chuck Nagle, Eric Minks, and Jeremy Miller. Motion was passed unanimously.

### Non Public Transportation

Motion was made by Eric Minks and seconded by Craig Johnson **to approve the 2013-14 Non Public Transportation contract.** Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Deb Ulm, Eric Minks, and the following voted against: Chuck Nagle, Jeremy Miller. Motion passed 4:2.

**POLICIES 2nd READINGS** Motion was made by Craig Johnson and seconded by Howard Vaillancourt to approve policies #304 **Superintendent Evaluation**, #412 **Employee Travel and Related Expenses**, and #714 **Fund Balances**. Motion passed unanimously.

**MEETINGS TO SET**

MSBA Attendance

Transportation Board Committee Meeting – January 7, 2014, 5:00 p.m.

Chamber Gala – Dec 12, 2013 5:30 p.m. location: Stevens Restaurant. The District has been nominated Business of the Year, and the board is encouraged to attend.

**ADDITIONS TO AGENDA** - None

**ADJOURN – Meeting was adjourned at 8:13 p.m.**

In Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), motion was made by Jeremy Miller and seconded by Craig Johnson to move to close the meeting for negotiation strategies.

\_\_\_\_\_  
Chair Deb Ulm

Recorder: Bridget Sorensen

\_\_\_\_\_  
Clerk Chad Young

A CLOSED Board of Education Workshop Session of the Princeton Public Schools - ISD 477 was held Tuesday, November 26, 2013, beginning at 8:30 p.m. in the District Office Board Room.

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

Members Absent: Chad Young

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

**Topic – Negotiation Strategies**

Director of Human Resources, Brenda Alexander and Director of Business Services, Michelle Czech provided the board with the PEA requests, the District’s financial status, and the District’s suggestions. The board provided direction to the negotiating team. A date was set for January 27, 2014 as an all-day negotiation meeting in case one is needed.

**ADJOURN – Meeting was adjourned at 9:47p.m.**

\_\_\_\_\_  
Chair Deb Ulm

Recorder: Bridget Sorensen

\_\_\_\_\_  
Clerk Chad Young

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Citizen Comments: None. Student Council Rep: Absent: Gabrielle Foede

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Jeremy Miller and seconded by Eric Minks, *to approve the November 12, 2013 Regular School Board meeting minutes.* Motion passed unanimously.

CONSENT AGENDA *Motion was made by Howard Vaillancourt and seconded by Craig Johnson, to approve the consent agenda items: Gifts, Personnel, Non Resident Agreements, Bills, Wires and Transfers, and the Treasurers report. Motion passed unanimously.*

DISCUSSION ITEMS Read 180 (Literacy Intervention Program) Middle School Principal Dan Voce and Oak Land Director Rebecca Fuller provided the board with a presentation about the Middle School within a school Read 180 program. It is a reading, writing, and speaking program that was implemented for 7<sup>th</sup> and 8<sup>th</sup> grade students in order to assist them in reading achievement. It is aligned to the state standards and the common core. It is a 90 minute program intended to provide intensive intervention for students who are two or more years behind in reading. There are checkpoints along the way to ensure students are on track and achieving their goals. Seniority Lists Process Director of Human Resources Brenda Alexander explained to the board that the district needed additional time to complete the seniority list. PEA did agree to allow the district two weeks to complete it, and then the PEA will review it. The district should be able to present it at the December 17, 2013 meeting.

ACTION ITEMS Trap Shooting Program - Activities Director Darin Laabs provided the board with information implementing a trap shooting program at the high school. It will be offered to grades 7-12, and it is a MSHSL program. It is a spring sport that operates from April – June. Practice is at the local gun range in Cambridge. Cost per participant is \$250.00. The students use their own guns, and parents provide transportation. It was suggested that the Trap Shooting activity fee should be included in the current activity fee list in our Activities Policy. In addition, Business Manager Michelle Czech confirmed that the fee would also take into consideration students currently on free or reduced lunch.

Motion was made by Howard Vaillancourt and seconded by Eric Minks to approve the Trap Shooting Activity proposal with the contingency that coaches' salaries will be placed on schedule B during the negotiations process. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Deb Ulm, Chuck Nagle, Eric Minks, and Jeremy Miller. Motion was passed unanimously.

Non Public Transportation Motion was made by Eric Minks and seconded by Craig Johnson to approve the 2013-14 Non Public Transportation contract. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Deb Ulm, Eric Minks, and the following voted against: Chuck Nagle, Jeremy Miller. Motion passed 4:2. POLICIES 2nd READINGS Motion was made by Craig Johnson and seconded by Howard Vaillancourt to approve policies #304 Superintendent Evaluation, #412 Employee Travel and Related Expenses, and #714 Fund Balances. Motion passed unanimously. MEETINGS TO SET MSBA Attendance, Transportation Board Committee Meeting – January 7, 2014, 5:00 p.m., Chamber Gala – Dec 12, 2013 5:30 p.m. location: Stevens Restaurant. The District has been nominated Business of the Year, and the board is encouraged to attend. ADDITIONS TO AGENDA – None *ADJOURN – Meeting was adjourned at 8:13 p.m.* In Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), motion was made by Jeremy Miller and seconded by Craig Johnson to move to close the meeting for negotiation strategies.

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Chair Deb Ulm

Recorder: Bridget Sorensen

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Clerk Chad Young

A CLOSED Board of Education Workshop Session of the Princeton Public Schools - ISD 477 was held Tuesday, November 26, 2013, beginning at 8:30 p.m. in the District Office Board Room. Roll Call: Members Present: Craig Johnson, Eric Minks, Jeremy Miller, Chuck Nagle, Deb Ulm, and Howard Vaillancourt. Members Absent: Chad Young. Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, and Director of Human Resources Brenda Alexander  
Topic – Negotiation Strategies. Director of Human Resources, Brenda Alexander and Director of Business Services, Michelle Czech provided the board with the PEA requests, the District’s financial status, and the District’s suggestions. The board provided direction to the negotiating team. A date was set for January 27, 2014 as an all-day negotiation meeting in case one is needed.  
ADJOURN – Meeting was adjourned at 9:47p.m.

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Chair Deb Ulm

Recorder: Bridget Sorensen

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Clerk Chad Young

Gifts to Princeton  
Schools  
(December 17, 2013)

Item	School/Program	Amount/Item	Donor	Purpose
Gift	SADD	\$600.00	Princeton Jaycees	Enables the Mock Crash to provide a display for 11th & 12th students just before prom night (May 2014)
Gift	Early Childhood Advisory Council	\$250.00	Princeton Jaycees	Early Childhood programs
Gift	9th Grade Football Jerseys	\$1,000.00	Princeton Football Booster Club	Replacement of 10 year old hand me down jerseys.

PRINCETON PUBLIC SCHOOLS

Gift Solicitation Request Form

All employees are required to complete this form before soliciting gifts from any civic organizations.

Staff Member(s) Name: Sarah Marxhausen / Nate House  
Princeton

Representing: Baseball Association

Request to (Name of Business/Organization):

Baseball Association is donating \$1,045.00  
for a baseball fence for the district -  
See attached quote

Amount of Request (Detail how funds are to be used):

\$1,045.00, Note: prior conversations and  
meeting with Activities committee in the Spring 2013  
was the Association would buy one & the district  
would buy the other.

Accepted  Not Accepted [Signature] Date: 11/25/2013  
Principal/Activity Director

Accepted  Not Accepted Julia Espe Date: 12/12/13  
Superintendent

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

Distribute:  
Organization  
Copy to Originator  
Copy to Board Minutes



Sarah Marxhausen <sarah.marxhausen@isd477.org>

**A quote has been created from Pioneer Athletics**

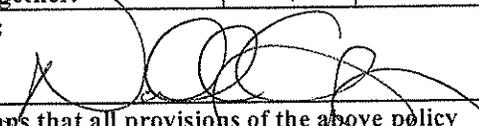
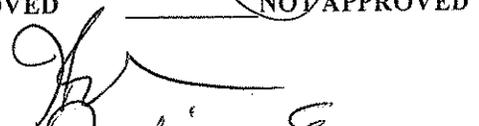
dpaulson@pioneerathletics.com <dpaulson@pioneerathletics.com>

Thu, Oct 10, 2013 at 11:55 AM

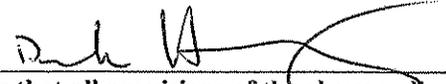
To: sarah.marxhausen@isd477.org

Cc: dpaulson@pioneerathletics.com

 4529 INDUSTRIAL PARKWAY • CLEVELAND, OHIO 44135 VOICE: 8008771500 • FAX: 8008771511		DROP SHIP			
		CUSTOMER ACCT. NO. PR3100			
SOLD TO (SAME AS SHIP TO UNLESS INDICATED) PRINCETON HIGH SCHOOL			ATTN: CONTACT NEEDED	EMAIL: Email Information Missing	
STREET: ATHLETIC DEPT 706 1ST ST			FAX: ( ) -	PHONE: (612)389-4101	
CITY / STATE: PRINCETON MN			ZIP CODE: 55371-1502	COUNTY: MILLE LACS	
SHIP TO: PRINCETON HIGH SCHOOL			ATTN: CONTACT NEEDED	EMAIL: Email Information Missing	
STREET: ATHLETIC DEPT 706 1ST ST			FAX: ( ) -	PHONE: (612)389-4101	
CITY: PRINCETON		STATE: MN	ZIP CODE: 55371-1502	COUNTY: MILLE LACS	
DATE OF ORDER: 10/10/2013	BUYERS NAME: CONTACT NEEDED - PRINCETON HIGH SCHOOL			CUSTOMER PURCH. ORDER NO. sarah marx hausen	
SALESPERSON 45		SALESMAN ORDER NO.		TERMS: NET 15 DAYS	
DELIVERY NOTES:			VIA	Dock:	
<i>Item Number</i>	<i>Product</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Tax</i>	<i>Sub Total</i>
OUTFS471	GRAND SLAM FENCE KIT- MESH 471' X 4' - INDICATE COLOR	2	\$1,045.00	\$0.00	\$2,090.00
<i>Total value of items in this order:</i>		<i>Frt:</i> \$0.00	\$2,090.00	\$0.00	\$2,090.00
Notes:QUOTE ONLY					
PURCHASER: No order is final until accepted by the Cleveland office. Acceptance of this order may be made by prompt shipment of the goods(within 5 days from the date of the receipt of the offer [sales order form]). It is the intent of the parties that title to the goods to which this agreement relates shall not pass on the execution of this agreement, but shall pass on delivery of the goods by Pioneer Manufacturing to carrier in Cleveland. The goods shall be properly packaged and marked for					

Date of fundraiser: 3/13/14		Projected profit: \$3000		Amount earned:			
Group or organization proposing the fundraiser: North Elementary				Item(s) being sold: Various			
Company/organization supplying items to be sold: Multiple - Silent Auction							
The money raised will be used for: Positive behavior rewards/incentives							
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.			
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:							
				Yes		No	
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X			
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			N/A			
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X			
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.			X			
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: <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>			N/A			
I have reviewed Policy #511 Fundraising and agree to its provisions:							
Date: 12-3-13		Teacher/Sponsor Signature: 					
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u>          </u> APPROVED <u>          </u> NOT APPROVED							
Date: 12/3/13		Administrator Signature: 					
Date: 12/12/13		Superintendent Signature: 					
Date:		School Board Chair Signature:					

FUNDRAISING APPROVAL FORM

Date of fundraiser: March 17- May 30, 2014		Projected profit: \$750	Amount earned:	
Group or organization proposing the fundraiser: Boys and Girls Golf			Item(s) being sold: Minnesota Golf Cards	
Company/organization supplying items to be sold: Birdie Marketing				
The money raised will be used for: Purchasing shirts, training aids,				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:				
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			X
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X
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.		X	
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: 11.22.13		Teacher/Sponsor Signature: 		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED				
Date: 11/22/13		Administrator Signature: 		
Date: 12/12/13		Superintendent Signature: 		
Date:		School Board Chair Signature:		

Date of fundraiser: 2/7/2014		Projected profit: 1000		Amount earned:	
Group or organization proposing the fundraiser: North Elem. Student Council				Item(s) being sold: Dance Admission	
Company/organization supplying items to be sold: N/A					
The money raised will be used for: to pay for activity, to give to Princeton Historical Society,					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.				X
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.				X
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.				X
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: <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>			N/A	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 12/2/2013		Teacher/Sponsor Signature: Terrell L. Judy Novis			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u>      </u> APPROVED <u>      </u> NOT APPROVED					
Date: 12/2/13		Administrator Signature: [Signature]			
Date: 12/12/13		Superintendent Signature: Julia Espe			
Date:		School Board Chair Signature:			

Non Resident students and Resident Students Open Enrolled IN/Out School Year 2013-14 as of  
December 17, 2013

<b>OE In/Out</b>	<b>Effective</b>	<b>Resident Dist.</b>	<b>Serving Dist.</b>	<b>Grade</b>	<b>Reason</b>
Out	9/12/2013	Princeton	Anoka Transition Plus Program	12	Temporarily living in Princeton.

	A	B	C	D	E	F	G
1	<b>December 17, 2013</b>						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Berghuis, Laura	New Hire	Media Paraprofessional - NE	ESA	Sherry Whitcomb	1/6/2014	\$12.90/hour (class III, step 1-3)
4	Cairns, Nathan	New Hire	Assistant Hockey Coach (Boys)	PEA	Travis Schneider	Nov 2013 - March 2014	\$2992.00 (class C, step 1)
5	Hanna, James	Resignation	Technology Lead	N/A	N/A	1/1/2014	N/A
6	Jezierski, Melinda	Resignation	Director of Teaching and Learning	N/A	N/A	3/31/2014	N/A
7	Kampa, Renee	LOA	Food Service Helper - NE	FSV	N/A	12/2/13 - 1/8/14	N/A
8	Patnode, Douglas	Resignation	Varsity Football Assistant Coach	PEA	N/A	11/18/2013	N/A
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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	56646	153561	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	11/29/2013	589.94
			56651	153562	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	11/29/2013	6,790.55
			56642	153563	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	11/29/2013	277.61
			56643	153564	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	11/29/2013	67.14
			56644	153565	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	11/29/2013	119.43
			56645	153566	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	11/29/2013	112.00
			56647	153567	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	11/29/2013	16,881.46
			56648	153568	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	11/29/2013	1,224.38
			56649	153569	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	11/29/2013	2,682.43
			56650	153570	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	11/29/2013	844.07
			56652	153571	Check	1	11788		MADISON NATIONAL LIFE	Yes	No	No	USD	12/03/2013	9,165.15
			56653	153572	Check	1	13771		METLIFE	Yes	No	No	USD	12/03/2013	10,247.79
			56654	153573	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	12/03/2013	60.63
			56656	153574	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	12/05/2013	120,760.14
			56655	153575	Check	1	13114		ROCORI PUBLIC SCHOOLS	Yes	No	No	USD	12/05/2013	50.00
			56660	153576	Check	1	10795		ACE SOLID WASTE, INC	Yes	No	No	USD	12/05/2013	2,396.02
			56664	153577	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	12/05/2013	352.66
			56674	153578	Check	1	14003		BCMS ACTIVITIES	Yes	No	No	USD	12/05/2013	50.00
			56683	153579	Check	1	8001		CHILDERS DAVE	Yes	No	No	USD	12/05/2013	70.00
			56667	153580	Check	1	12986		CHRISTIAN GORDON	Yes	No	No	USD	12/05/2013	109.00
			56663	153581	Check	1	11422		COLAGO ROLAND	Yes	No	No	USD	12/05/2013	109.00
			56666	153582	Check	1	12429	1	ELK RIVER WRESTLING	Yes	No	No	USD	12/05/2013	150.00
			56676	153583	Check	1	2574	1	FOLEY HIGH SCHOOL	Yes	No	No	USD	12/05/2013	50.00
			56677	153584	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	12/05/2013	660.99
			56678	153585	Check	1	2891		GUTHRIE THEATER GROUP SALES	Yes	No	No	USD	12/05/2013	60.00
			56665	153586	Check	1	11795		HAUGEN CHRIS	Yes	No	No	USD	12/05/2013	109.00
			56672	153587	Check	1	13998		HEWITT DANIEL	Yes	No	No	USD	12/05/2013	109.00
			56657	153588	Check	1	10078		JULIFS PAULETTE	Yes	No	No	USD	12/05/2013	75.00
			56658	153589	Check	1	10486		JUNCKER LAURA	Yes	No	No	USD	12/05/2013	100.00
			56662	153590	Check	1	11304		KLEIN MATT	Yes	No	No	USD	12/05/2013	128.00
			56682	153591	Check	1	7363		KLEIS JEROME G	Yes	No	No	USD	12/05/2013	128.00
			56670	153593	Check	1	13996		KOONTZ BRANDON	Yes	No	No	USD	12/05/2013	108.00
			56684	153594	Check	1	8073		LANGE ANDREW E.	Yes	No	No	USD	12/05/2013	109.00
			56671	153595	Check	1	13997		LARSON CURTIS	Yes	No	No	USD	12/05/2013	109.00
			56669	153596	Check	1	13963		LINDER ALLEN	Yes	No	No	USD	12/05/2013	25.00
			56661	153597	Check	1	11257		MORAN KRIS	Yes	No	No	USD	12/05/2013	108.00
			56681	153598	Check	1	6992		OFTEDAL DICK	Yes	No	No	USD	12/05/2013	109.00
			56680	153599	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	12/05/2013	1,298.67
			56673	153600	Check	1	14002		STACKHOUSE WILLIAM	Yes	No	No	USD	12/05/2013	50.00
			56675	153601	Check	1	14004		STEIGEN JESSICA	Yes	No	No	USD	12/05/2013	50.00
			56668	153602	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	12/05/2013	499.71

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0477		001	56659	153603	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	12/05/2013	960.00
			56695	153604	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	12/13/2013	6,257.30
			56693	153605	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	12/13/2013	269.08
			56694	153606	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	12/13/2013	51.23
			56696	153607	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	12/11/2013	1,867.40
			56703	153608	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	12/12/2013	580.00
			56709	153609	Check	1	13485		DENNE MOLLY	Yes	No	No	USD	12/12/2013	125.00
			56719	153610	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	12/12/2013	85.00
			56710	153611	Check	1	13995		DREAN JOSHUA D	Yes	No	No	USD	12/12/2013	4,100.00
			56705	153612	Check	1	12505		ERNST MARK	Yes	No	No	USD	12/12/2013	120.00
			56729	153613	Check	1	7010		FIRST ANNE	Yes	No	No	USD	12/12/2013	125.00
			56714	153614	Check	1	14009		FRAHER JOSEPH	Yes	No	No	USD	12/12/2013	109.00
			56734	153615	Check	1	9268		FRONTIER STEAK HOUSE	Yes	No	No	USD	12/12/2013	188.62
			56733	153616	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	12/12/2013	1,044.00
			56720	153617	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	12/12/2013	433.71
			56721	153618	Check	1	3271		I.S.D. #728	Yes	No	No	USD	12/12/2013	25.00
			56717	153619	Check	1	14014		KIHSLINGER JOHN	Yes	No	No	USD	12/12/2013	109.00
			56728	153620	Check	1	6875		KLAPHAKE CINDY	Yes	No	No	USD	12/12/2013	26.49
			56708	153621	Check	1	13482		LEE JORDAN	Yes	No	No	USD	12/12/2013	70.00
			56711	153622	Check	1	14006		LINQUIST BRANDON	Yes	No	No	USD	12/12/2013	128.00
			56723	153623	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	12/12/2013	170.00
			56724	153624	Check	1	4090		M.C.E.A.	Yes	No	No	USD	12/12/2013	727.00
			56725	153625	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	12/12/2013	350.00
			56722	153626	Check	1	3969	3	MAILBOX	Yes	No	No	USD	12/12/2013	54.95
			56698	153627	Check	1	10040		MICHAUD DAWN	Yes	No	No	USD	12/12/2013	125.00
			56706	153628	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	12/12/2013	1,283.80
			56712	153629	Check	1	14007		MIKKELSON STEVE	Yes	No	No	USD	12/12/2013	109.00
			56702	153630	Check	1	11314		MILLER SCOTT	Yes	No	No	USD	12/12/2013	128.00
			56726	153631	Check	1	4349	3	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	12/12/2013	30.00
			56697	153632	Check	1	10006	1	MNGWL	Yes	No	No	USD	12/12/2013	150.00
			56716	153633	Check	1	14013		MUDIMA PETER	Yes	No	No	USD	12/12/2013	109.00
			56700	153634	Check	1	10758		PETERSON RAY	Yes	No	No	USD	12/12/2013	109.00
			56701	153635	Check	1	10862		PUTNAM MAUREEN	Yes	No	No	USD	12/12/2013	150.00
			56699	153636	Check	1	10093		RICE JOHN	Yes	No	No	USD	12/12/2013	109.00
			56727	153637	Check	1	5491	1	SARTELL TRACK & FIELD	Yes	No	No	USD	12/12/2013	220.00
			56707	153638	Check	1	12980	1	TIES	Yes	No	No	USD	12/12/2013	220.00
			56704	153639	Check	1	12461		TYLER JEFF	Yes	No	No	USD	12/12/2013	109.00
			56731	153640	Check	1	7476		VANDENHEUVEL RYAN	Yes	No	No	USD	12/12/2013	90.00
			56715	153641	Check	1	14010		VRIEZE TYLER	Yes	No	No	USD	12/12/2013	109.00
			56730	153642	Check	1	7175		WAHMAN JILL	Yes	No	No	USD	12/12/2013	125.00
			56732	153643	Check	1	7947		WISE KARI	Yes	No	No	USD	12/12/2013	250.00

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## Princeton Public Schools #477

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0477		001	56718	153644	Check	1	14015		WRIGHT PAUL	Yes	No	No	USD	12/12/2013	33.30
			56713	153645	Check	1	14008		YETZER RYAN	Yes	No	No	USD	12/12/2013	108.00
			56735	153646	Check	1	3939		MAAE	Yes	No	No	USD	12/12/2013	90.00
			56736	153647	Check	1	10584		CARD SERVICES	Yes	No	No	USD	12/12/2013	1,554.42
			56766	153648	Check	1	13788		ADRENALINE FUNDRAISING	Yes	No	No	USD	12/17/2013	1,147.00
			56747	153649	Check	1	11877		ALA STORE	Yes	No	No	USD	12/17/2013	144.00
			56742	153650	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	12/17/2013	1,313.14
			56777	153651	Check	1	14020		AN-RAE SERVICES, INC.	Yes	No	No	USD	12/17/2013	347.50
			56748	153652	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	12/17/2013	17,190.32
			56776	153653	Check	1	14019		ART TO REMEMBER	Yes	No	No	USD	12/17/2013	4,933.50
			56749	153654	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	12/17/2013	21.00
			56812	153655	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	12/17/2013	8.49
			56779	153656	Check	1	14022		AVAQYN ACRES	Yes	No	No	USD	12/17/2013	834.40
			56765	153657	Check	1	13778		BAREFOOT T-SHIRTS	Yes	No	No	USD	12/17/2013	1,068.47
			56764	153658	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	12/17/2013	560.00
			56781	153659	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	12/17/2013	233.94
			56778	153660	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	12/17/2013	377.60
			56780	153661	Check	1	14027		BREDEMUS HARDWARE INC	Yes	No	No	USD	12/17/2013	170.00
			56785	153662	Check	1	1731	1	C.F.I. SYSTEMS	Yes	No	No	USD	12/17/2013	334.70
			56786	153663	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	12/17/2013	2,343.44
			56782	153664	Check	1	1668		CARL E. JOHNSON PLBG & HTG	Yes	No	No	USD	12/17/2013	887.05
			56750	153665	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	12/17/2013	404.96
			56783	153666	Check	1	1693		CASH	Yes	No	No	USD	12/17/2013	44.55
			56806	153667	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	12/17/2013	2,352.65
			56784	153668	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	12/17/2013	488.83
			56834	153669	Check	1	7473	1	CLARK ENGINEERING	Yes	No	No	USD	12/17/2013	3,859.38
			56770	153670	Check	1	13999		CYBER ACOUSTICS	Yes	No	No	USD	12/17/2013	2,375.00
			56787	153671	Check	1	2025		CYNMAR CORPORATION	Yes	No	No	USD	12/17/2013	258.66
			56737	153672	Check	1	10069		DALCO	Yes	No	No	USD	12/17/2013	8,451.30
			56788	153673	Check	1	2070	3	DAWN FOOD PRODUCTS INC	Yes	No	No	USD	12/17/2013	517.84
			56745	153674	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	12/17/2013	11,571.45
			56756	153675	Check	1	13015		DOHRMANN ERIN	Yes	No	No	USD	12/17/2013	60.06
			56789	153676	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	12/17/2013	720.00
			56790	153677	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	12/17/2013	223.25
			56791	153678	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	12/17/2013	21.00
			56835	153679	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	12/17/2013	623.40
			56792	153680	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	12/17/2013	11,536.00
			56793	153681	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	12/17/2013	233.70
			56795	153682	Check	1	2576		FOLLETT LIBRARY RESOURCES	Yes	No	No	USD	12/17/2013	1,265.21
			56796	153683	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	12/17/2013	14.60
			56830	153684	Check	1	6645		GRAINGER	Yes	No	No	USD	12/17/2013	2,744.37

## 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	56797	153685	Check	1	2820		GREAT AMERICAN OPPORTUNITIES	Yes	No	No	USD	12/17/2013	5,263.12
			56798	153686	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	12/17/2013	328.64
			56799	153687	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	12/17/2013	2,460.35
			56837	153688	Check	1	9620	3	HEARTLAND PAYMENT SYSTEMS-NL	Yes	No	No	USD	12/17/2013	120.00
			56754	153689	Check	1	12845	1	HEAT MIZER GLASS, INC.	Yes	No	No	USD	12/17/2013	511.29
			56741	153690	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	12/17/2013	671.08
			56739	153691	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	12/17/2013	416.67
			56800	153692	Check	1	3375		J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	12/17/2013	122.00
			56801	153693	Check	1	3423		JIM'S MILLE LACS DISPOSAL	Yes	No	No	USD	12/17/2013	275.00
			56802	153694	Check	1	3425		JINDRA'S SEWER SERVICE	Yes	No	No	USD	12/17/2013	1,040.00
			56760	153695	Check	1	13259		JOHN HENRY FOSTER	Yes	No	No	USD	12/17/2013	361.75
			56774	153696	Check	1	14017		KCI-CUSTOM YEARBOOK.COM	Yes	No	No	USD	12/17/2013	99.00
			56803	153697	Check	1	3557		KEPHART'S	Yes	No	No	USD	12/17/2013	73.95
			56740	153698	Check	1	10673	1	KITTELSON MARKETING	Yes	No	No	USD	12/17/2013	1,166.40
			56759	153699	Check	1	13082		KOCH'S HARDWARE	Yes	No	No	USD	12/17/2013	97.99
			56746	153700	Check	1	11749		KREG TOOL CO	Yes	No	No	USD	12/17/2013	3.99
			56768	153701	Check	1	13921		LCSE	Yes	No	No	USD	12/17/2013	281.00
			56804	153702	Check	1	3774		LEE'S PRO SHOP	Yes	No	No	USD	12/17/2013	279.00
			56805	153703	Check	1	3815		LIBRARY VIDEO COMPANY	Yes	No	No	USD	12/17/2013	28.95
			56773	153704	Check	1	14016		LINDALA MASON	Yes	No	No	USD	12/17/2013	14.00
			56771	153705	Check	1	14001		M2 COMMERCE, LLC	Yes	No	No	USD	12/17/2013	76.70
			56807	153706	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	12/17/2013	573.09
			56808	153707	Check	1	4136		MENARDS	Yes	No	No	USD	12/17/2013	28.75
			56810	153708	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	12/17/2013	668.11
			56809	153709	Check	1	4241		MILLE LACS COUNTY FSWD	Yes	No	No	USD	12/17/2013	19,259.88
			56811	153710	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	12/17/2013	2,071.65
			56831	153711	Check	1	6877		MOORE MEDICAL CORP	Yes	No	No	USD	12/17/2013	796.68
			56836	153712	Check	1	9429	2	N.J.P.A.	Yes	No	No	USD	12/17/2013	35.00
			56813	153713	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	12/17/2013	3,803.15
			56758	153714	Check	1	13069	1	NORTHERN SALT INC	Yes	No	No	USD	12/17/2013	438.06
			56761	153715	Check	1	13345		NPELRA	Yes	No	No	USD	12/17/2013	200.00
			56814	153716	Check	1	4827	3	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	12/17/2013	96.99
			56762	153717	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	12/17/2013	125,027.28
			56815	153718	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	12/17/2013	1,268.50
			56816	153719	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	12/17/2013	312.76
			56817	153720	Check	1	5077		POSTMASTER	Yes	No	No	USD	12/17/2013	200.00
			56833	153721	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	No	No	USD	12/17/2013	1,740.00
			56753	153722	Check	1	12820	1	QUALITY PRODUCTS/CLASSROOM S	Yes	No	No	USD	12/17/2013	102.31
			56818	153723	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	12/17/2013	664.97
			56743	153724	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	No	No	USD	12/17/2013	963.50
			56738	153725	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF N	Yes	No	No	USD	12/17/2013	105.00

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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	56819	153726	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	12/17/2013	18,488.92
			56820	153727	Check	1	5553	5	SCHOLASTIC INC	Yes	No	No	USD	12/17/2013	280.36
			56821	153728	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	12/17/2013	1,234.58
			56822	153729	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	12/17/2013	705.90
			56744	153730	Check	1	11628		SFM	Yes	No	No	USD	12/17/2013	108,858.00
			56823	153731	Check	1	5683	1	SHIFFLER EQUIPMENT SALES	Yes	No	No	USD	12/17/2013	124.55
			56751	153732	Check	1	12747		SHOPKO	Yes	No	No	USD	12/17/2013	35.96
			56772	153733	Check	1	14011		SIMMONS GREG DONALD	Yes	No	No	USD	12/17/2013	455.00
			56755	153734	Check	1	13000		SODEXO, INC & AFFILIATES	Yes	No	No	USD	12/17/2013	161.97
			56824	153735	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	12/17/2013	4,283.87
			56775	153736	Check	1	14018		TEAMWORKS INTERNATIONAL INC.	Yes	No	No	USD	12/17/2013	264.45
			56825	153737	Check	1	6099	2	TEXTBOOK WAREHOUSE	Yes	No	No	USD	12/17/2013	559.91
			56763	153738	Check	1	13389		THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	12/17/2013	279.90
			56752	153739	Check	1	12809		THE MT PIT	Yes	No	No	USD	12/17/2013	7.50
			56832	153740	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	12/17/2013	490.00
			56826	153741	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	12/17/2013	1,540.23
			56769	153742	Check	1	13960		TOBACCO FREE	Yes	No	No	USD	12/17/2013	104.00
			56827	153743	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	12/17/2013	1,078.20
			56828	153744	Check	1	6310		US FOODSERVICE	Yes	No	No	USD	12/17/2013	356.40
			56767	153745	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	12/17/2013	135.94
			56829	153746	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	12/17/2013	2,944.30
			56757	153747	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	12/17/2013	960.00
Bank Total: 001														\$595,260.33	
Report Total:														\$595,260.33	

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$520,196.24
02	Food Service	\$35,978.88
04	Community Service	\$8,707.95
10	Student Activities	\$30,377.26
<b>Report Total</b>		<b>\$595,260.33</b>

## Princeton Public Schools - ISD #477

### Wire Transfer Report

December 17, 2013

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
11/29/2013	\$ 515,277.87	ACH File Transfer
11/29/2013	\$ 174,377.15	Federal Tax Wire Transfer
11/29/2013	\$ 27,987.70	State Tax Wire Transfer
11/29/2013	\$ 7,196.95	Select Account H S A
11/29/2013	\$ 100.00	MN Revenue
11/29/2013	\$ 75,153.30	TRA File Transfer
11/29/2013	\$ 31,992.88	PERA File Transfer
11/29/2013	\$ 378.50	MN Child Support File Transfer
11/29/2013	\$ 33,754.23	TSA File Transfer
11/5/2013	\$ 16,254.26	BMO Harris Bank - (Pcards)
12/10/2013	\$ 523.00	MN Revenue - (Sales tax)
12/13/2013	\$ 451,162.21	ACH File Transfer
12/13/2013	\$ 156,928.70	Federal Tax Wire Transfer
12/13/2013	\$ 24,830.11	State Tax Wire Transfer
12/13/2013	\$ 6,997.07	Select Account H S A
12/13/2013	\$ 100.00	MN Revenue
12/13/2013	\$ 74,814.62	TRA File Transfer
12/13/2013	\$ 23,164.08	PERA File Transfer
12/13/2013	\$ 378.50	MN Child Support File Transfer
12/13/2013	\$ 32,130.49	TSA File Transfer
	\$ 0.00	
<b>TOTAL</b>	<b>\$ 1,653,501.62</b>	

## Princeton Public Schools - ISD #477

### Wire Transfer Report

December 17, 2013

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
11/29/2013	\$ 515,277.87	ACH File Transfer
11/29/2013	\$ 174,377.15	Federal Tax Wire Transfer
11/29/2013	\$ 27,987.70	State Tax Wire Transfer
11/29/2013	\$ 7,196.95	Select Account H S A
11/29/2013	\$ 100.00	MN Revenue
11/29/2013	\$ 75,153.30	TRA File Transfer
11/29/2013	\$ 31,992.88	PERA File Transfer
11/29/2013	\$ 378.50	MN Child Support File Transfer
11/29/2013	\$ 33,754.23	TSA File Transfer
11/5/2013	\$ 16,254.26	BMO Harris Bank - (Pcards)
12/10/2013	\$ 523.00	MN Revenue - (Sales tax)
12/13/2013	\$ 451,162.21	ACH File Transfer
12/13/2013	\$ 156,928.70	Federal Tax Wire Transfer
12/13/2013	\$ 24,830.11	State Tax Wire Transfer
12/13/2013	\$ 6,997.07	Select Account H S A
12/13/2013	\$ 100.00	MN Revenue
12/13/2013	\$ 74,814.62	TRA File Transfer
12/13/2013	\$ 23,164.08	PERA File Transfer
12/13/2013	\$ 378.50	MN Child Support File Transfer
12/13/2013	\$ 32,130.49	TSA File Transfer
	\$ 0.00	
<b>TOTAL</b>	<b>\$ 1,653,501.62</b>	

**2013 PAYABLE 2014 PROPOSED LEVY EXPLANATION  
PRINCETON**

<b>GENERAL LEVY</b>	<b>Actual School Year 2014</b>	<b>Proposed School Year 2015</b>	<b>DIFFERENCE</b>
OPERATING LEARNING LEVY	\$ 811,402.20	\$ 767,804.98	\$ (43,597.22)
CAREER & TECHNICAL	\$ 66,252.87	\$ 43,033.25	\$ (23,219.62)
SAFE SCHOOLS	\$ 116,521.80	\$ 126,381.60	\$ 9,859.80
HEALTH & SAFETY	\$ 93,038.12	\$ 136,474.51	\$ 43,436.39
OPERATING CAPITAL	\$ 259,731.56	\$ 181,557.57	\$ (78,173.99)
TRANSITION LEVY	\$ 13,354.60	\$ 12,089.69	\$ (1,264.91)
EQUITY LEVY	\$ 279,066.72	\$ 262,736.16	\$ (16,330.56)
DEFERRED MAINTENANCE	\$ 132,303.43	\$ 121,917.46	\$ (10,385.97)
ALT TEACHER COMP (Qcomp)	\$ -	\$ 159,881.37	\$ 159,881.37
BUILDING LEASE	\$ 518,095.62	\$ 524,975.39	\$ 6,879.77
GENERAL ED LEVY	\$ -	\$ 41,651.11	\$ 41,651.11
<b>TOTAL</b>	<b>\$ 2,289,766.92</b>	<b>\$ 2,378,503.09</b>	<b>\$ 88,736.17</b>
<b>ADJUSTMENTS</b>	<b>2014</b>	<b>2015</b>	
EQUITY	\$ 8,050.75	\$ 10,968.45	
TRANSITION	\$ 251.13	\$ 353.59	
OPERATING CAPITAL	\$ 2,002.92	\$ 1,385.77	
ALT TEACHER COMP	\$ -	\$ 412.29	
REEMPLOYMENT INSURANCE	\$ 67,615.42	\$ (73,149.00)	
CAREER & TECHNICAL	\$ (3,945.60)	\$ (14,973.06)	
SAFE SCHOOLS ADJ	\$ (1,526.10)	\$ (1,545.90)	
HEALTH & SAFETY	\$ (6,382.72)	\$ (726.30)	
DEFERRED MAINTENANCE ADJ	\$ -	\$ (3,746.64)	
FACILITY ADJUSTMENT	\$ (199,256.30)	\$ (195,497.35)	
LEASE LEVY ADJ	\$ 3,531.81	\$ (4,068.35)	
ABATEMENT ADJUSTMENT	\$ 7,327.77	\$ (5,546.01)	
<b>TOTAL ADJUSTMENTS</b>	<b>\$ (122,330.92)</b>	<b>\$ (286,132.51)</b>	
<b>TOTAL GEN. LEVY</b>	<b>\$ 2,167,436.00</b>	<b>\$ 2,092,370.58</b>	<b>\$ (75,065.42)</b>

<b>COMMUNITY EDUCATION LEVY</b>	<b>2014</b>	<b>2015</b>	<b>DIFFERENCE</b>
STANDARD COMMUNITY ED	\$ 122,863.33	\$ 111,862.98	\$ (11,000.35)
EARLY CHILDHOOD	\$ 52,523.55	\$ 48,405.97	\$ (4,117.58)
HOME VISITING	\$ 2,352.00	\$ 2,337.60	\$ (14.40)
SCHOOL AGE CARE (disabled)	\$ 68,000.00	\$ 90,240.00	\$ 22,240.00
ADJUSTMENTS	\$ 2,824.50	\$ (13,538.20)	\$ (16,362.70)

<b>TOTAL CE LEVY</b>	<b>\$ 248,563.38</b>	<b>\$ 239,308.35</b>	<b>\$ (9,255.03)</b>
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<b>DEBT SERVICE LEVY</b>	<b>2014</b>	<b>2015</b>	<b>DIFFERENCE</b>
GENERAL DEBT	\$ 2,653,044.31	\$ 2,535,196.53	\$ (117,847.78)

<b>TOTAL DEBT LEVY</b>	<b>\$ 2,653,044.31</b>	<b>\$ 2,535,196.53</b>	<b>\$ (117,847.78)</b>
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<b>TOTAL LEVY</b>	<b>\$ 5,069,043.69</b>	<b>\$ 4,866,875.46</b>	<b>\$ (202,168.23)</b>	<b>-</b>
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District chose to underlevy Alternative Teacher Comp(Qcomp) on the Final Pay 2013 Levy  
 \$ 185,146.38

*Whereas, Pursuant to Minnesota Statutes the School Board of Independent School District No. 477, Princeton, Minnesota, is authorized to make the following tax limitation levies for general purposes:*

<i>General Fund</i>	<i>\$2,092,370.58</i>
<i>Community Ed</i>	<i>\$239,308.35</i>
<i>Debt Service</i>	<i>\$2,535,196.53</i>
<i>Total Proposed</i>	<i>\$4,866,875.46</i>

***Now Therefore***, be it resolved by the School Board of Independent School District No. 477, Minnesota, that the levy to be levied in 2013 to be collected in 2014 is set at \$4,866,875.46. 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.

2013-14 Teacher Seniority List

Last Name	First Name	Seniority	Year	3/1/82 La	File Folde	Year	Licensure 1	Year	Licensure 2	Year	Licensure 3	Year
Dettmer	Lee	08/30	1975	B-15	226083	2016	Coaching	2016	Health/Phy Ed			
Moosbrugger	Kären	08/30	1975	B-00	235265	2017	English/Language Arts					
Olson	Yvette	11/28	1977	B-00	225607	2016	Elementary Ed					
Atwood (Hoffman)	Marion	08/28	1978	B-15	257436	2015	Elementary Ed					
Jorgenson	Ann	10/10	1979	B-00	262349	2016	Elementary Ed	2016	Social Studies - All			
Kinney	Stephen	08/25	1980	B-00	248335	2016	Coaching	2016	Social Studies - All	2016	Sociology	
VanHooser	Susan	08/25	1980	B-00	257020	2015	Home Economics	2015	Consumer & Homemaking/Family Life			
Miron	Margaret	08/25	1980	B-00	270231	2016	Coaching	2016	Business Education/Business	2016	Business Simulation Occupations	2016
Lorentz	Terri	08/23	1982	B-00	255034	2015	Speech/Language Pathologist	2015	Early Childhood Special Education			
Fillafer	Carol	01/02	1986	B-00	297761	2018	Band	2018	Classroom Music			
Huberty	Sandra	08/27	1986	B-15	257210	2017	Business Ed (Exc Shorthand)	2017	Library Media Specialist	2017	Accounting	2017
Rademacher	Joan	08/27	1986	B-00	294974	2016	Educ Speech/Language Path					
Ward	Mary	09/02	1987	M-45	260962	2017	Speech/Language Pathologist					
Siewert	Ellen	09/02	1987	B-30	183175	2017	English/Language Arts	2017	German			
Busch	Amy	09/02	1987	B-00	309102	2014	Learning Disabilities	2014	MMMI	2014	MSMI	
Zytkovicz	Josie	01/03	1989	B-00	276079	2018	Coaching	2018	Physical Education	2018	Developmental/Adapted Phys Ed	
Seurer	Claudia	08/30	1989	M-00	317026	2015	MMMH	2015	MSMH			
Arens	Patrick	08/30	1989	B-00	317636	2015	Coaching	2015	Social Studies - All			
Nelson	Mark	04/04	1990	B-45	325353	2017	Coaching	2017	Mathematics	2017	Mathematics	

2013-14 Teacher Seniority List

Henke	Thomas	08/28	1990	B-00	305654	2015	Coaching	2015	Physical Education		
Meidl	Marianne	08/28	1990	B-00	316169	2015	English/Language Arts	2015	Classroom Music	2015	Vocal Music
Torkelson	Eric	08/28	1990	B-00	319327	2017	Life Sciences	2017	Science 5-9		
Hoffer	Alice	08/28	1990	B-00	324246	2017	Elementary Ed				
Lindell	Michelle	08/28	1990	B-00	326505	2017	Elementary Ed	2017	Coaching		
Arens	Shannon	08/28	1990	B-00	327293	2017	Elementary Ed	2017	Keyboarding for Computer Appl		
Colby	Emorie	07/01	1992	M-30	335313	2018	Sec Guidance and Counseling	2018	Principal K-12		
Bullivant	Joan	09/01	1992	M-00	303261	2018	Sec Guidance and Coun	2018	School Social Worker		
Janssen	Barbara	09/01	1992	M-00	339509	2015	English/Language Arts	2015	Library Media Specialist		
Dorr	Kelly	09/01	1992	B-00	338606	2014	Coaching	2014	Physical Education		
Maples	Elaine	10/28	1992	B-00	336127	2018	Mathematics				
Bahe	Mary	08/31	1993	B-00	326745	2017	Elementary Ed	2017	Reading	2017	MMMH
Doyle	Denise	08/31	1993	B-00	333053	2015	Elementary Ed				
Brovold	Cynthia	08/31	1993	B-00	336294	2015	Elementary Ed	2015	Reading		
Scheffel	Shelley	08/31	1993	B-00	338840	2014	Elementary Ed				
Farmer	Joan	08/31	1993	B-00	338873	2014	English/Language Arts	2014	English/Lang Arts		
Ostroot	Thomas	08/31	1993	B-00	342072	2014	Elementary Ed	2014	Coaching	2014	District Superintendent
Seurer	Michael	08/30	1994	M-00	311212	2017	Life Sciences	2017	Science 5-9		
Triplett	Brett	08/30	1994	B-30	343697	2015	Coaching	2015	Social Studies - All	2015	Emotional Behavior Disorders
Bratulich	Rebecca	08/30	1994	B-30	350848	2016	Elementary Ed	2016	Coaching	2016	Social Studies - All

2013-14 Teacher Seniority List

McClure	Julie	08/30	1994	B-00	347802	2015	Visual Arts					
Esterberg	Lisa	08/30	1994	B-00	349858	2016	Life Sciences	2016	Science 5-9			
Enright (Nelson)	Susan	08/30	1994	B-00	351851	2016	Visual Arts					
Neubauer	Kimberly	08/29	1995	B-15	286770	2015	Coaching	2015	Driver Education	2015	Physical Education	
Pollard	Becky	11/06	1995	B-45	357343	2017	Pre-Kindergarten	2017	Elementary Education			
Kiloran	Cathy Jo	08/27	1996	M-00	338816	2014	Elementary Ed	2014	Learning Disabilities	2014	MMMI	
Anderson	Duane	08/27	1996	B-60	310836	2016	Coaching	2016	Social Studies - All	2016	Emotionally/Behaviorally Dis	
Johnstone	Lori	08/27	1996	B-15	334282	2018	Visual Arts					
Bloom	Kellie	08/27	1996	B-00	296278	2014	Elementary Ed					
Miller	Jane	08/27	1996	B-00	363292	2014	Instr (Band/Orch)/Class Music					
Lenk	Jacqueline	08/26	1997	B-30	346085	2015	Elementary Ed	2015	Coaching	2015	English/Language Arts	2015
Hagen	Michelle	08/26	1997	B-30	347390	2014	Elementary Ed	2014	Coaching			
Smith	Carol	08/26	1997	B-15	368255	2014	Learning Disabilities	2014	MMMI			
Finck	Gregory	07/01	1998	M-45	272982	2018	Elementary Ed	2018	Elem School Principal			
Hallbeck	Michelle	08/26	1998	M-00	360869	2015	Elementary Ed					
Kielty	Richard	08/31	1998	M-45	341676	2014	Industrial Arts	2014	Communications/Media Occup			
Blomberg	Barbara	08/31	1998	M-00	313689	2015	Elementary Ed	2015	Coaching	2015	Physical Ed	
Euteneuer	Stacie	08/31	1998	M-00	368513	2014	Spanish					
Lestrud	Kent	08/31	1998	M-00	374635	2014	Elementary Ed	2014	Mathematics			
Skeim	Steven	08/31	1998	B-45	327576	2017	English/Language Arts	2017	Sec Developmental Reading	2017	Coaching	2017

2013-14 Teacher Seniority List

Keeney	Elizabeth	08/31	1998	B-30	374109	2015	Elementary Ed					
Dokken	Sara	08/31	1998	B-30	374189	2015	Elementary Ed					
Vogel	Kari	08/31	1998	B-15	325665	2017	Elementary Ed	2017	English/Language Arts	2017	Life Sciences	
Moore	Julie	08/31	1998	B-15	346023	2015	Classroom Music	2015	Vocal Music			
Nettifee	Lynn	08/31	1998	B-15	370263	2014	School Social Worker					
Johnson	Lisa	08/31	1998	B-00	304623	2018	Elementary Ed					
Torgerson-Grammond	Carrie	08/31	1998	B-00	342549	2015	Pre Kindergarten	2015	Early Childhood Special Education			
Berlin	Douglas	08/31	1998	B-00	360084	2015	Elementary Ed					
Danielson	Jennifer	08/31	1998	B-00	363259	2015	Elementary Ed					
Bjurman	Eric	12/07	1998	B-15	373061	2015	Coaching	2015	Physical Education			
Roby	Becky	01/04	1999	B-00	292099	2018	Elementary Ed					
Walquist	Scott	08/30	1999	B-30	341930	2014	Coaching	2014	Social Studies - All	2014	Teacher/Coord Work Exp Dis	
Karasch	Stacie	08/30	1999	B-30	380299	2016	English/Language Arts	2016	Spanish			
Clifton	John	08/30	1999	B-00	341137	2015	Elementary Ed	2015	Social Studies - All	2015	Principal K-12	
Lupkes	Jessica	08/30	1999	B-00	382059	2016	Vocational Agriculture					
Roof	Jean	08/30	2000	B-45	292045	2016	MMMI	2016	MSMI	2016	Tchr/Work Exp Disadv	2016
Schmatz	Cindy	08/30	2000	B-00	339848	2015	Elementary Ed	2015	Coaching			
Anderson	Tonia	08/30	2000	B-00	354623	2017	Elementary Ed					
Kinney	Troy	08/30	2000	B-00	371140	2015	Elementary Ed					
Bartholomaus	Susan	08/30	2000	B-00	377618	2016	Visual Arts					

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2013-14 Teacher Seniority List

Ash	Shellyn	08/30	2000	B-00	384836	2017	English/Lang Arts	2017	Speech			
Ryan	Sarah	08/30	2000	B-00	385833	2017	Vocal and Classroom Music					
Linden	Tracie	08/30	2000	B-00	388317	2017	Early Childhood Ed					
Lehmann	Kathryn	08/30	2000	B-00	389635	2017	Earth & Space Sciences	2017	Life Sciences			
Beach	John	07/01	2001	Ed Spec	333074	2017	Elem Ed	2017	Principal K-12			
Kluempke	Cynthia	08/27	2001	M-00	343648	2016	Elem Remedial Reading	2016	Elementary Education	2016	Sec Remedial Reading	2016
Steinbrecher	Jon	08/27	2001	B-45	374674	2015	Elementary Ed	2015	Social Studies - All			
Norton	Cathleen	08/27	2001	B-30	394922	2016	Elem Ed					
Olson	JoEllen	08/27	2001	B-00	345009	2015	Pre-Kindergarten	2015	Early Childhood Special Education			
Zimmer	Jesse	08/27	2001	B-00	395436	2016	Physical Education					
Potvin	Mark	08/27	2001	B-00	396051	2016	Vocal/Classroom Music					
Tschumper	Thomas	08/27	2001	B-00	398308	2016	Visual Arts					
Benner	Bobbi	08/27	2002	M-30	404349	2017	School Counselor					
Ford	Patricia	08/27	2002	M-15	405092	2017	School Counselor					
Nesius	Laurie	08/27	2002	M-00	290900	2015	Elementary Remedial Reading	2015	Elementary Education	2015	Secondary Remedial Reading	2015
Cunningham	Michelle	08/27	2002	M-00	357292	2014	English/Lang Arts	2014	Coaching			
Sorenson	Heather	08/27	2002	M-00	375324	2017	Social Studies - All					
Tigue	Michele	08/27	2002	B-60	337167	2015	Elementary Ed	2015	Learning Disabilities	2015	MMMH	2015
Sandin	Lori	08/27	2002	B-45	344992	2015	Learning Disabilities	2015	Mild to Moderate Mentally Hdcp			
Anderson	Amy	08/27	2002	B-00	380806	2016	Elementary Ed					

2013-14 Teacher Seniority List

Johnson	Michelle	08/27	2002	B-00	388919	2017	Elementary Ed				
Miller	Stacy	08/27	2002	B-00	397255	2016	Elementary Ed	2016	Social Studies		
Storbakken	Leif	08/27	2002	B-00	402418	2018	Agricultural Ed				
Daubner	Nathan	08/26	2003	M-00	357067	2017	Social Studies - All				
Mattick	Thor	08/26	2003	B-45	373957	2015	English/Language Arts	2015	Speech/Theater Arts		
Kraker	Matthew	08/26	2003	B-45	408727	2018	Science 5-8	2018	Life Sciences		
Sikkink	Jill	08/26	2003	B-00	379270	2016	Elementary Ed				
Beckers	Jeffrey	08/26	2003	B-00	410561	2018	Elementary Ed	2018	Communication Arts/Literature		
Hayes	Mark	08/26	2004	M-15	376421	2016	Coaching	2016	Industrial Arts		
Olmstead	Leanne	08/26	2004	M-00	404007	2018	English/Language Arts				
Aslakson	Kathryn	08/26	2004	B-30	403431	2017	Elementary Ed	2017	Early Childhood Education		
Sievert Rolf (Sievert)	Dawn	08/26	2004	B-30	417783	2014	Public School Nurse				
Deziel	Jennifer	08/26	2004	B-00	409938	2018	Elementary Ed	2018	Comm Arts/Literature		
Hasselberg	Derek	08/30	2004	B-00	385717	2017	Social Studies				
Duke	Tami	08/29	2005	M-00	397238	2016	School Counselor				
Baird	Brenda	08/29	2005	M-00	405517	2017	Elementary Ed	2017	Comm Arts/Lit		
Burling	Jodi	08/29	2005	M-00	407612	2018	Elementary Ed				
Smith	Brenda	08/29	2005	B-60	369070	2016	Elementary Ed	2016	Learning Disabilities		
Voshell	Deeann	08/29	2005	B-30	346190	2015	Elementary Ed	2015	Learning Disabilities		
Heine Engness	Erin	08/29	2005	B-15	378000	2016	Pre-Kindergarten	2016	Elementary Ed		

2013-14 Teacher Seniority List

Kettelhodt	Patty	08/29	2005	B-00	383206	2015	Emotional Behavior Disorders	2015	Mild to Moderate Mentally Hdcp		
Pidde	Tracy	08/29	2005	B-00	388372	2017	Elementary Ed				
Ruzek	Janna	08/29	2005	B-00	396761	2016	Elementary Ed				
Gadacz	Brianna	08/29	2005	B-00	423415	2015	Elementary Ed	2015	Reading	2015	Pre-Primary
Kerwin	Terri	08/29	2006	M-00	330078	2017	Elementary Ed	2017	Coaching	2017	Library Media Specialist
Blazevic	Talley	08/29	2006	M-00	378493	2016	Elementary Ed				
Payne (Oehlke)	Stacy	08/29	2006	B-15	429716	2016	Social Studies - All				
Skruzacek	Laura	08/29	2006	B-00	357901	2014	Elementary Ed	2014	English/Lang Arts	2014	Social Studies - All
Trujillo	Nicole	08/29	2006	B-00	414374	2014	Elementary Ed	2014	Spanish		
Hanson	Jeffrey	08/29	2006	B-00	418464	2014	Physical Ed	2014	Health Ed		
Walker	Tammie	08/29	2006	B-00	422905	2015	Comm Arts/Literature				
Perkins (Wojdyla)	Angela	10/16	2006	B-15	422820	2015	Elementary Ed	2015	Mathematics		
Laabs	Darin	08/16	2007	Ed Spec	342249	2014	Elementary Ed	2014	District Superintendent	2014	Principal K-12
Swedzinski	Lisa	08/28	2007	M-45	305197	2018	Elementary Ed	2018	Coaching		
Zachman	Melinda	08/28	2007	M-00	367763	2014	Health Education	2014	Emotional Behavior Disorders	2014	Learning Disabilities
Moats	JoAnn	08/28	2007	M-00	418521	2015	Physical Education	2015	Health Education	2015	Developmental/Adapted Phys Ed
Beckers	Jennifer	08/28	2007	M-00	430823	2016	Elementary Education	2016	Communication Arts/Literature		
Swenson	Peggy	08/28	2007	M-00	437561	2017	School Social Worker				
Schellinger	Traci	08/28	2007	B-30	434278	2017	Communication Arts/Literature				
Ruzek	Chad	08/28	2007	B-00	395562	2016	Elementary Ed				

2013-14 Teacher Seniority List

Long	Samantha	08/28	2007	B-00	414557	2014	Elementary Education	2014	Social Studies - All -		
Paddock	David	08/28	2007	B-00	430162	2017	Transportation Careers	2017	Technology		
Harvala	Angela	08/28	2007	B-00	432873	2017	Elementary Education	2017	Mathematics		
Baxter	James	08/28	2007	B-00	435669	2017	Inst (Band/Orch) & Classrm Music				
Voce	Daniel	08/25	2008	AGM45	329139	2014	Principal K-12	2012	Social Studies-All	2012	Coaching
Julson	Sarah	08/26	2008	M-15	401397	2017	Pre-Primary	2017	Elementary Ed		
Moffat	Sarah	08/26	2008	M-00	394278	2016	School Counselor	2016	Communication Arts/Lit		
Gatewood	Jodi	08/26	2008	M-00	408549	2018	Elementary Education	2018	Communication Arts/Lit	2018	Mathematics
Walerius	Nicole	08/26	2008	M-00	410044	2018	Elementary Education	2018	Pre-Primary		
Fitzthum	Cynthia	08/26	2008	M-00	435623	2017	Social Studies - ALL-				
Kisch	Melissa	08/26	2008	B-30	427443	2016	Elementary Education	2016	Communication Arts/Lit		
Ruzek	Allison	08/26	2008	B-15	431394	2017	Elementary Education				
Levno	Desirae	08/26	2008	B-00	388253	2017	Elementary Education				
Rysavy	Ryan	08/26	2008	B-00	434721	2017	Elementary Education	2017	Science 5-8		
Dennis	Maryanne	08/26	2008	B-00	442432	2018	Communication Arts/Literature				
Borich	John	01/05	2009	B-10	445443	2015	Social Studies (ALL)				
Borich	Melissa	2/19	2009	B-00	436946	2018	Social Studies (ALL)				
Marxhausen	Sarah	07/01	2009	Sp,6 Yr	404335	2018	Home Economics	2013	Principal K-12		

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Franke	Karen	08/25	2009	M-30	342966	2015	Elementary Education	2015	Emotional Behavior Disorders		
Carlson	Ann	08/25	2009	M-00	409526	2014	Elementary Education	2014	Early Childhood Special Education		
Thomsen	Rebecca	08/25	2009	M-00	425985	2014	Emotional Behavior Disorder				
Buss	Amanda	08/25	2009	M-00	435110	2017	Science 5-8	2017	Life Sciences		
Pemberton	Amanda	08/25	2009	M-00	439309	2018	Elementary Education	2018	Mathematics		
Borich	Brandon	08/25	2009	B-30	414766	2014	Science 5-8	2014	Life Sciences		
Milam	Ingeri	08/25	2009	B-30	446220	2014	Short Call Substitute	2014	Chemistry		
Paulsen-Trombley	Lisa	08/25	2009	B-10	363373	2018	Emotional Behavior Disorders	2018	Learning Disabilities	2018	Mild to Moderate Mentally Hdcp
Ryan	Erin	08/25	2009	B-00	425034	2016	Elementary Education				
Porttiin	Annie	08/25	2009	B-00	432789	2015	Elementary Education				
Geving	Joyce	08/31	2010	M-00	455780	2015	Learning Disabilities				
Hanenburg	Roy	08/31	2010	B-30	443546	2014	Emotional Behavior Disorders	2014	Social Studies - All-		
Ross	Erik	08/31	2010	B-20	437891	2018	Physical Education	2018	Health Education		
Christianson	Karen	08/31	2010	B-20	455841	2015	Learning Disabilities	2015	Developmental Disabilities	2015	Physical & Health Disabilities
Onstad	Matthew	08/31	2010	B-00	438729	2015	Communication Arts/Literature				
Kreger	Julie	08/31	2010	B-00	448894	2014	Elementary Education	2014	Spanish		
Kociemba	Heather	08/31	2010	B-00	449094	2014	Mathematics				
Fenske	Andrew	08/31	2010	B-00	454177	2015	Elementary Education	2015	Mathematics		
Rysavy	Kate	08/31	2010	B-00	454244	2018	Mathematics				

2013-14 Teacher Seniority List

Bergstrom	Courtney	08/31	2010	B-00	454356	2015	Science 5-8	2015	Earth & Space Science		
Tourdot-Smith	Amy	09/16	2010	M-00	331667	2014	Speech/Language Pathologist				
*Kleinmeyer	Kathy	08/30/	2011	M-00	430595	2016	Speech/Language Pathologist				
*Schuppenhauer	Sarah	08/30	2011	M-00	455409	2015	Family & Consumer Science				
*Angstman	Cindy	08/30	2011	B-40	315632	2015	Elementary Education	2015	Early Childhood Education		
*Milam	Steven	08/30	2011	B-40	461947	2016	Emotional Behavior Disorders				
*Vrana	Diane	08/30	2011	B-00	405534	2017	Elementary Education	2017	Pre Primary		
*Cook	Nicole	08/30	2011	B-00	416674	2015	Elementary Education				
*Fransen-Huss	Andrea	08/30	2011	B-00	431370	2015	Elementary Education	2015	Science		
*Nyboer	Brenna	08/30	2011	B-00	442296	2018	Elementary Education	2018	PrePrimary		
*Gfroerer-Johnson	Megan	08/30	2011	B-00	442682	2018	Elementary Education	2018	Communication Arts/Literature		
*Blood	Gina	08/30	2011	B-00	453297	2015	Developmental Disabilities	2015	Autism Spectrum Disorders		
*Franson	Erin	08/30	2011	B-00	459586	2016	Elementary Education	2015	Early Childhood Education	2016	Pre Primary
*Hallberg	Laura	08/30	2011	B-00	459776	2016	Learning Disabilities				
*Rose	Alison	08/30	2011	B-00	459822	2016	Mathematics				
*Murkve	Alexander	08/30	2011	B-00	463177	2017	Mathematics				
*Gross	Jenifer	08/30	2011	B-00	463734	2016	Learning Disabilities				
*Sokup	Leah	08/30	2011	B-00	464393	2017	Elementary Education				
*Schmieg	Kelly	11/07	2011	M-00	463186	2016	Family & Consumer Science				

2013-14 Teacher Seniority List

*Brand	Heather	08/28	2012	B-50	470012	2017	Learning Disabilities				
*Brannick	Timothy	08/28	2012	B-10	465740	2017	Emotional Behavior Disorders				
*Stencel	Carrie	08/28	2012	B-00	426884	2016	Elementary Education	2016	Mathematics		
*Evenski	Danielle	08/28	2012	B-00	454898	2015	Spanish				
*Kettelhodt	Alex	08/28	2012	B-00	463540	2016	Early Childhood Special Ed	2016	Early Childhood Education		
*Cloutier	Brett	08/28	2012	B-00	466606	2017	Social Studies - All				
*Larson	Charissa	08/28	2012	B-00	467297	2014	Family & Consumer Science				
*Larson	Jared	08/28	2012	B-00	467571	2015	English/Language Arts	2015	History		
*Joseph	Jade	08/28	2012	B-00	468092	2017	Communication Arts/ Literature				
*Grose	Bradley	09/26	2012	B-00	470840	2017	Technology				
*Muckenhirn	Barb	06/01	2013		407060	2015	Elementary Education	2015	District Superintendent	2015	Principal K-12
*Morrow	Patrick	08/20	2013	M-00	431623	2014	Communication Arts/Literature				
*Beck	Sara	08/26	2013	M-00	441912	2018	Learning Disabilities				
*Mujica	Kimberly	08/26	2013	B-30	389726	2017	Elementary Education	2017	Learning Disabilities		
*Ulm	Krystal	08/06	2013	B-20	438948	2018	Emotional Behavior Disorders	2018	Learning Disabilities		
*Wogen	Eric	08/26	2013	B-00	360759	2017	Elementary Education	2017	Social Studies - ALL		
*Anderson	Angela	08/26	2013	B-00	469012	2017	Elementary Education	2017	Communication Arts/Literature		
*Simanski	Cally	08/26	2013	B-00	469203	2017	Mathematics				

2013-14 Teacher Seniority List

*Neubauer	Jordan	08/26	2013	B-00	469656	2017	Elementary Education	2017	Mathematics			
*Jacobs	Erik	08/26	2013	B-00	472771	2018	Physical Education	2018	Health Education			
*Levering	Andrea	08/26	2013	B-00	473670	2018	Mathematics					



2013-14 Teacher Seniority List

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MSMH		
Principal K-12		





2013-14 Teacher Seniority List

Sec Developmental Reading		
Secondary Developn 2015	Learning Disabilities	
MSMH	2015	Autism Spectrum Disorder

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2013-14 Teacher Seniority List


2013-14 Part Time Teacher Seniority List

Last Name	First Name	Seniority	Year	3/1/82 Lane	File Folde	Year	Licensure 1	Year	Licensure 2	Year	Licensure 3
Wilkinson	Kristine	8/30	1999	B-30	306475	2016	Life Sciences	2016	Learning Disabilities		
Glaser	Tiffany	2/1	2002	B-00	342238	2018	Pre-Kindergarten	2018	Parent & Family Education		
Kaatz Walquist	Amy	8/26	2004	M-00	328223	2017	Speech-Language Pathologist				
Girtz	Kathryn	8/29	2005	M-00	419640	2014	Speech-Language Pathologist				
Storbakken	Kristy	8/29	2006	B-00	424269	2015	Agricultural Ed	2015	Science 5-8	2015	Life Sciences
Ratz	Mary	8/26	2008	B-15	423379	2016	Elementary Education	2016	Science 5-8		
*Korkemeier-Howar	Amy	8/30	2011	B-00	351999	2015	Elementary Education	2015	Parent & Family Education		
*Knutson	Kristy	9/2	2012	M-00	408003	2018	Speech-Language Pathologist				
*Uttke	Sadie	8/26	2013	M-00	468154	2017	School Counselor				
*Non Tenured											

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**PRINCETON PUBLIC SCHOOLS****VETERAN'S PREFERENCE**

*[Note: The provisions of this policy substantially reflect legal requirements.]*

**I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
  - 1. A credit of ~~five~~ **ten** points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 2. A credit of ~~ten~~ **fifteen** points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
  - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran’s preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran’s preference.
- F. The school district’s policy is to use a 100-point hiring system to enable allocation of veteran’s preference points, including teaching positions, whenever possible. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran’s preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district’s personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
  - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
  - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran’s Preference)  
 Minn. Stat. § 197.455 (Veteran’s Preference Applied)  
 Minn. Stat. § 197.46 (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** Princeton Policy 401 (Equal Employment Opportunity)

Adopted: May 13, 2003  
 Revised: November 23, 2010  
 Revised: January \_\_\_\_, 2014

## PRINCETON PUBLIC SCHOOLS

### EMPLOYEE PUBLIC AND PRIVATE PERSONNEL DATA

#### I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

#### II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

#### III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. “Finalist” means an individual who is selected to be interviewed by the school

board for a position.

G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

H. “Public official” means business manager, human resource director, and an individual defined as superintendent, principal, or director who is employed in a position requiring an administrative license.

#### **IV. PUBLIC PERSONNEL DATA**

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee’s social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;

15. date of first and last employment;
  16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
  17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
  18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
  19. work location;
  20. work telephone number;
  21. badge number;
  22. work-related continuing education;
  23. honors and awards received; and
  23. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
  23. honors and awards received; and
  24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment ~~or to an advisory board/~~ commission is public:
1. veteran status;
  2. relevant test scores;

3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
  - a. name;
  - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
  - c. education and training;
  - d. employment history;
  - e. volunteer work;
  - f. awards and honors;
  - g. prior government service;
  - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
  - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
  - a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
  - c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person. Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data are private.

E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
  - 1. threaten the personal safety of the complainant or a witness; or
  - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under

Minn. Stat. Ch. 268.

- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated the Human Resources Coordinator as the authority responsible for personnel data. If you have any questions, contact Kristine Voce at 763-389-6181.

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

***Cross References:*** Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

Adopted: May 11, 2004  
Revised: December 8, 2009  
Revised: January \_\_, 2014

## Consent to Release – Request from an Individual

*An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

\_\_\_\_\_ before you sign it.  
[entity contact person name and contact information]

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
[name of individual data subject] [name of government entity]

to release data about me to \_\_\_\_\_ as described on this form.  
[name of other entity or person]

1. The specific data I want \_\_\_\_\_ to release \_\_\_\_\_.  
[name of government entity] [explanation of data]
2. I understand that I have asked \_\_\_\_\_ to release the data.  
[name of government entity]
3. I understand that although the data are classified as private at \_\_\_\_\_, the  
[name of government entity]  
classification/treatment of the data at \_\_\_\_\_ depends on laws or  
[name of other entity or person]  
policies that apply to \_\_\_\_\_.  
[name of other entity or person]

This authorization to release expires \_\_\_\_\_.  
[date/time of expiration]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date \_\_\_\_\_

## PRINCETON PUBLIC SCHOOLS

### EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

*The provisions of this policy accurately reflect the requirements of Minn. Stat. § 182.653.*

#### I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

#### II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, ~~or~~ infectious agent, or blood borne pathogen.

#### III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
  - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or

serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means a pathogenic microorganisms that are is present in human blood and can cause disease in humans. ~~These pathogens~~ This definition includes, but are is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### IV. TARGET JOB CATEGORIES

~~Training~~ Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, ~~or~~ infectious substance agent, or blood borne pathogen as set forth above.

#### V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rules Ch. 5205 (Safety and Health Standards)  
Minn. Rules Ch. 5206 (Employee Right to Know Standards)  
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

**Cross References:** Princeton Public Schools Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)  
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Adopted: December 17, 2002  
Revised: August 10, 2010  
Revised: January \_\_\_\_, 2014

PRINCETON PUBLIC SCHOOLS

**DRUG-FREE WORKPLACE/  
DRUG-FREE SCHOOL**

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

**II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. ~~It shall be a~~ A violation of this policy occurs when ~~for~~ any student, teacher, administrator, other school district personnel, or member of the public ~~to~~ uses alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

**III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

- E. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- F. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### IV. EXCEPTIONS

- A. ~~It shall not be a~~ violation of this policy does not occur when for a person to brings onto a school location, for such person’s own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. ~~It shall not be a~~ violation of this policy does not occur when for a person ~~to~~ possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## VI. ENFORCEMENT

### A. Students.

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### B. Employees.

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
 Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
 Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
 Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)  
 41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)  
 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
 21 U.S.C. § 812 (Schedules of Controlled Substances)  
[41 U.S.C. §§ 8101-8106 \(Drug-Free Workplace Act\)](#)  
 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
 MSBA/MASA Model Policy 417 (Chemical Use/Abuse)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 516 (Student Medication)

Independent School District #477  
 Princeton, Minnesota 55371

Adopted: June 8, 2004  
 Revised: January \_\_\_, 2014

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —

**DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY**

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. \_\_\_\_\_, \_\_\_\_\_, Minnesota.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

## PRINCETON PUBLIC SCHOOLS

### TOBACCO-FREE ENVIRONMENT

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]*

#### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

#### II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for ~~work~~ school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.*

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

### **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
 Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 Princeton Policy 506 (Student Discipline)  
 MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: June 8, 2004  
 Revised: August 26, 2008  
 Revised: October 27, 2009  
 Revised: December 21, 2010  
 Revised: June 28, 2011  
 Revised: January \_\_\_\_, 2014