

Princeton Public Schools - ISD 477  
Tuesday, April 15, 2014 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**

- Call to Order and Pledge of Allegiance
- Roll Call
- Citizen Comments

**REPORTS**

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

**APPROVE AGENDA**

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3

**CONSENT AGENDA**

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

1. Personnel 8
2. Bills 9
3. Fundraisers 16
4. Wire Transfers 18
5. Treasurer's Report 19
6. Gifts 20
7. Pay for the Election Judges and Head Judges
- 6-Head Judges at \$14.00/hr each
- 30-Election Judges at \$13.00/hr each

**INFORMATION**

1. Referendum Update

2. Request from the City for Tax Increment Financing Resolution (Michelle Czech)	21
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**1ST POLICY READING**

1. Deleting of Policy #426 Cell Phones	41
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**2ND POLICY READINGS**

1. #203.5 School Board Meeting Agenda	52
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2. #205 Open Meetings and Closed Meetings	54
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3. #707 Transportation	63
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**ACTION**

1. Summer Food Program (Presenter Deanna Cooley)	72
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**FUTURE MEETINGS**

**ADDITIONS TO AGENDA**

**ADJOURN**

**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 **1st day of April, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: None

Others present: Superintendent Julia Espe  
Director of Business Services Michelle Czech  
Director of Human Resources Brenda Alexander

Citizen Comments: None

Student Council Rep: Gabrielle Foede

**REPORTS (Board committee meeting(s) Board members attended)**

Deb Ulm: Facilities Projects, American Indian Family, Community Education, Agenda, and Finance.  
Chuck Nagle: SEE  
Eric Minks: Finance  
Howard Vaillancourt: Community Education Advisory Council  
Jeremy Miller: Finance  
Student Council Report: Pennies for Patients fundraiser has been completed, the council completed another fundraiser with a school dance: Seniors for Scholarships and raised over \$1000 towards scholarships.

**APPROVE AGENDA**

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

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

*Motion by Chuck Nagle, to table the minutes until the April 15, 2014 meeting. No second; Motion did not pass.*

*Motion by Jeremy Miller, and seconded by Howard Vaillancourt, to approve the March 18, 2014 Regular School Board meeting minutes as they are presented. Upon roll call the following voted in favor of: Jeremey Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, and the following voted against: Eric Minks, and Chuck Nagle. Motion passed 5:2*

## CONSENT AGENDA

*Motion made by Howard Vaillancourt, and seconded Jeremy Miller, to approve the consent agenda items: Personnel, Fundraiser, and the KDV Letter of Engagement for 2014, 2014, and 2016. Motion passed unanimously.*

**POLICIES 1<sup>ST</sup> READING:** School Board Agenda, Open and Closed Meetings, and Transportation. *Policies were accepted and will be moved to a 2<sup>nd</sup> reading at the April 15, 2014, regular school board meeting.*

**POLICIES 2<sup>nd</sup> Reading:** Facility Use Policy #902, and the Data Requests policy #908. Motion was made by Howard Vaillancourt, and seconded by Craig Johnson to approve the Facility Use #902 policy, and the Data Requests policy #908. Upon roll call the following voted in favor of: Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, and the following voted against the same: Chuck Nagle. Motion passed 6:1

## INFORMATION

**Native American Family Meeting** – Jim Muckenhirn provided a presentation to the board along with the results from the survey given to the families at the meeting. There were five families that attended.

## Referendum Update

Superintendent Espe provided the board with election items the district's personnel has accomplished since the last board meeting. The complete list is on file in the Superintendent's office at 706 1<sup>st</sup> St.

## ACTION

### Native American Family Resolution

*Motion made by Craig Johnson, and second by Eric Minks, to adopt the Native American Family Resolution. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller, and Chuck Nagle. Motion passed unanimously.*

### Resolution Appointing Election Judges

*Motion made by Craig Johnson, and seconded by Howard Vaillancourt, to approve the resolution appointing the Election Judges. Before the vote was taken the Motion was amended by Craig Johnson, and seconded by Howard Vaillancourt, to approve the resolution appointing Election Judges as presented and based on all blanks to be filled out succeeding this board meeting. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller, and the following voted against the same, Chuck Nagle. Motion passed 6:1.*

### Motion to Accept Early Retirement – Memo of Understanding (MOU)

*Motion made by Eric Minks, and seconded by Jeremy Miller, to accept the Early Retirement MOU contingent on MSRS approval. Motion carried unanimously.*

### Motion to go out to bid (Food Services)

*Motion made by Eric Minks, and seconded by Howard Vaillancourt, to go out to bid (Food Services). Motion carried unanimously.*

**PEA Contract**

*Motion made by Eric Minks, and second by Craig Johnson, to approve the 2013-2015 PEA Contract as it is presented. Chair Deb Ulm abstained from the vote due to a family member who is a teacher. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and the following voted abstain: Deb Ulm. Motion carried with six passing votes and one abstain vote.*

**FUTURE MEETINGS**

Next Finance Board Committee meeting time: May 5, at 5:00p.m.

Activities Board Committee meeting: This meeting will be set at the May 6 board meeting.

Curriculum Meeting: May 1, 5:00pm

**ADDITIONS TO AGENDA** – None

**ADJOURN** Meeting adjourned at 8:20p.m.

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Chair Deb Ulm

Recorder: Bridget Sorensen

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Clerk Eric Minks

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 1st day of April, at 7:00 p.m. in the District Office Board Room. Roll Call: Members Present: Craig Johnson, Eric Minks, Jeremy Miller, Chuck Nagle, Howard Vaillancourt, Deb Ulm, and Chad Young. Members Absent: None, Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Brenda Alexander. Citizen Comments: None. Student Council Rep: Gabrielle Foede

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES *Motion by Chuck Nagle, to table the minutes until the April 15, 2014 meeting. No second; Motion did not pass. Motion by Jeremy Miller, and seconded by Howard Vaillancourt, to approve the March 18, 2014 Regular School Board meeting minutes as they are presented. Upon roll call the following voted in favor of: Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, and the following voted against: Eric Minks, and Chuck Nagle. Motion passed 5:2*

CONSENT AGENDA *Motion made by Howard Vaillancourt, and seconded Jeremy Miller, to approve the consent agenda items: Personnel, Fundraiser, and the KDV Letter of Engagement for 2014, 2014, and 2016. Motion passed unanimously.*

POLICIES 1<sup>ST</sup> READING: School Board Agenda, Open and Closed Meetings, and Transportation.

*Policies were accepted and will be moved to a 2<sup>nd</sup> reading at the April 15, 2014, regular school board meeting.*

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INFORMATION Native American Family Meeting – Jim Muckenhirn provided a presentation to the board along with the results from the survey given to the families at the meeting. There were five families that attended.

Referendum Update Superintendent Espe provided the board with election items the district's personnel has accomplished since the last board meeting. The complete list is on file in the Superintendent's office at 706 1<sup>st</sup> St.

ACTION Native American Family Resolution

*Motion made by Craig Johnson, and second by Eric Minks, to adopt the Native American Family Resolution. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller, and Chuck Nagle. Motion passed unanimously.*

Resolution Appointing Election Judges Motion made by Craig Johnson, and seconded by Howard Vaillancourt, to approve the resolution appointing the Election Judges. Before the vote was taken the Motion was amended by Craig Johnson, and seconded by Howard Vaillancourt, to approve the resolution appointing Election Judges as presented and based on all blanks to be filled out succeeding this board meeting. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller, and the following voted against the same, Chuck Nagle. Motion passed 6:1.

Motion to Accept Early Retirement – Memo of Understanding (MOU) *Motion made by Eric Minks, and seconded by Jeremy Miller, to accept the Early Retirement MOU contingent on MSRS approval. Motion carried unanimously.*

Motion to go out to bid (Food Services) *Motion made by Eric Minks, and seconded by Howard Vaillancourt, to go out to bid (Food Services). Motion carried unanimously.*

PEA Contract Motion made by Eric Minks, and second by Craig Johnson, to approve the 2013-2015 PEA Contract as it is presented. Chair Deb Ulm abstained from the vote due to a family member who is a teacher. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and the following voted abstain: Deb Ulm. Motion carried with six passing votes, and one abstain vote.

FUTURE MEETINGS Next Finance Board Committee meeting time: May 5, at 5:00p.m.

Activities Board Committee meeting: This meeting will be set at the May 6 board meeting.

Curriculum Meeting: May 1, 5:00pm

ADDITIONS TO AGENDA – None

ADJOURN Meeting adjourned at 8:20p.m.

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Chair Deb Ulm

Recorder: Bridget Sorensen

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Clerk Eric Minks

	A	B	C	D	E	F	G
1	<b>April 15, 2014</b>						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Abraham, Kristin	Resignation - breakfast server position only	Food Service - Server - HS	FSV	N/A	2014-15 school year	N/A
4	Alley, Nicole	Resignation	Gymnastics Coach	PEA	N/A	2013-14 school year	N/A
5	Anderson, Duane	LOA - Extension	Teacher - HS	PEA	N/A	2014-15 school year	N/A
6	Fitzthum, Cindy	LOA - Extension	Teacher - HS	PEA	N/A	2014-15 school year	N/A
7	Hoffman, Amber	LTS	Science Teacher - HS	PEA	Mary Ratz	4/7/14 - 6/6/14 (~44 contract days) remainder of 2013-14 school year	\$140.79/day (.75 FTE of \$187.72)
8	Kampa, Renee	LOA - Extension	Food Service - Helper - NE	FSV	N/A	(6/6/14)	N/A
9	Kinney, Stephen	Retirement	Teacher - HS	PEA	N/A	6/30/2014	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	57938	154621	Check	1	14153		GUZMAN JUAN TONY	Yes	Yes	No	USD	03/18/2014	500.00
			57937	154622	Check	1	14152		IOWA MACHINE SHED	Yes	Yes	No	USD	03/18/2014	913.46
			57934	154623	Check	1	14149		JOHNSON KORY	Yes	Yes	No	USD	03/18/2014	200.00
			57935	154624	Check	1	14150		PADILLA CLARENCE	Yes	Yes	No	USD	03/18/2014	200.00
			57933	154625	Check	1	10862		PUTNAM MAUREEN	Yes	Yes	No	USD	03/18/2014	1,000.00
			57936	154626	Check	1	14151		SPAGHETTI WORKS	Yes	Yes	No	USD	03/18/2014	992.88
			57939	154627	Check	1	6813		STREET FREDERICK G	Yes	Yes	No	USD	03/18/2014	200.00
			57940	154628	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	Yes	No	USD	03/20/2014	239,833.00
			57941	154629	Check	1	10235	1	EMBASSY SUITES HOTEL	Yes	Yes	No	USD	03/19/2014	2,503.20
			57942	154630	Check	1	14155		STURM JULIE	Yes	Yes	No	USD	03/19/2014	200.00
			57965	154631	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	03/20/2014	924.58
			57970	154632	Check	1	8802		ANDERSON LINDA L.	Yes	Yes	No	USD	03/20/2014	170.00
			57945	154633	Check	1	12425		BACKLUND LYNN	Yes	Yes	No	USD	03/20/2014	50.00
			57962	154634	Check	1	6731		BOLDUC TOM	Yes	Yes	No	USD	03/20/2014	75.00
			57967	154635	Check	1	7819		BORENSON & ASSOCIATES	Yes	Yes	No	USD	03/20/2014	540.00
			57944	154636	Check	1	11014		BRODA CAROL	Yes	Yes	No	USD	03/20/2014	38.40
			57943	154637	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	03/20/2014	1,887.89
			57968	154638	Check	1	8012		CHAFFER RONALD	Yes	No	No	USD	03/20/2014	60.00
			57972	154639	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	Yes	No	USD	03/20/2014	85.00
			57969	154640	Check	1	8680		HUBERS ANITA	Yes	No	No	USD	03/20/2014	100.00
			57947	154641	Check	1	13483		JOHNSON KAYLEEN	Yes	No	No	USD	03/20/2014	105.00
			57953	154642	Check	1	14158		JONES ABBIE	Yes	No	No	USD	03/20/2014	25.00
			57954	154643	Check	1	3495		JOSTENS	Yes	Yes	No	USD	03/20/2014	13,411.40
			57952	154644	Check	1	14157		KLEINMEYER TERRY	Yes	Yes	No	USD	03/20/2014	300.00
			57955	154645	Check	1	3610		KNAFLA KATHRYN D.C.	Yes	Yes	No	USD	03/20/2014	1,631.25
			57958	154646	Check	1	4469	1	M.S.C.A.	Yes	Yes	No	USD	03/20/2014	50.00
			57956	154647	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	03/20/2014	301.48
			57971	154648	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD	03/20/2014	170.00
			57957	154649	Check	1	4232	1	MILACA HIGH SCHOOL SPEECH	Yes	No	No	USD	03/20/2014	222.00
			57949	154650	Check	1	14106		MORDAL ALYSSA	Yes	No	No	USD	03/20/2014	85.00
			57959	154651	Check	1	4719		NORTHERN LIGHTS	Yes	No	No	USD	03/20/2014	610.00
			57966	154652	Check	1	7763		NOWAK NICK	Yes	Yes	No	USD	03/20/2014	50.00
			57963	154653	Check	1	7092		PETERSON TIM	Yes	Yes	No	USD	03/20/2014	85.00
			57948	154654	Check	1	14097		PLOEGER CHAD	Yes	Yes	No	USD	03/20/2014	115.00
			57946	154655	Check	1	13239		PLTW - KURT HELGESON	Yes	No	No	USD	03/20/2014	1,300.00
			57960	154656	Check	1	5254		REALLY GOOD STUFF	Yes	Yes	No	USD	03/20/2014	86.50
			57951	154657	Check	1	14148		SCHROEDER DAN	Yes	Yes	No	USD	03/20/2014	60.00
			57950	154658	Check	1	14147		SPICER JUANITA	Yes	Yes	No	USD	03/20/2014	176.00
			57964	154659	Check	1	7222		TALBERG CRAIG	Yes	Yes	No	USD	03/20/2014	115.00
			57961	154660	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	Yes	No	USD	03/20/2014	182.64
			57973	154661	Check	1	12585		NIKE OUTLET	Yes	Yes	No	USD	03/21/2014	443.32

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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	57974	154662	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	Yes	No	USD	03/26/2014	1,500.00
			57975	154663	Check	1	13648		UNIVERSITY OF ST. THOMAS	Yes	No	No	USD	03/26/2014	300.00
			57991	154664	Check	1	8802		ANDERSON LINDA L.	Yes	No	No	USD	03/27/2014	85.00
			57979	154665	Check	1	1636		CAMBRIDGE HIGH SCHOOL	Yes	No	No	USD	03/27/2014	190.00
			57980	154666	Check	1	1693		CASH	Yes	Yes	No	USD	03/27/2014	400.00
			57982	154667	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	03/27/2014	39,764.42
			57994	154668	Check	1	9777		EDUCATION MINNESOTA	Yes	No	No	USD	03/27/2014	550.00
			57993	154669	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	No	No	USD	03/27/2014	85.00
			57981	154670	Check	1	2811		GRAND RAPIDS HIGH SCHOOL	Yes	No	No	USD	03/27/2014	20.00
			57989	154671	Check	1	7254		HABSTRITT RANDY	Yes	No	No	USD	03/27/2014	54.50
			57976	154672	Check	1	12308		HIESTAND DEB	Yes	No	No	USD	03/27/2014	54.50
			57978	154673	Check	1	14161		HOHMANN DAWN	Yes	No	No	USD	03/27/2014	56.00
			57992	154674	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD	03/27/2014	85.00
			57983	154675	Check	1	4604		NELSON BONNIE MAY	Yes	No	No	USD	03/27/2014	85.00
			57977	154676	Check	1	13979		NEW DIRECTIONS COUNSELING ANI	Yes	No	No	USD	03/27/2014	1,582.00
			57988	154677	Check	1	7092		PETERSON TIM	Yes	No	No	USD	03/27/2014	85.00
			57984	154678	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	03/27/2014	802.06
			57985	154679	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	03/27/2014	3,709.65
			57986	154680	Check	1	5926		ST. FRANCIS HIGH SCHOOL	Yes	No	No	USD	03/27/2014	20.00
			57987	154681	Check	1	5926		ST. FRANCIS HIGH SCHOOL	Yes	No	No	USD	03/27/2014	33.00
			57990	154682	Check	1	7986		WORTHINGTON CLARK	Yes	No	No	USD	03/27/2014	54.50
			58007	154683	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	03/31/2014	572.70
			58012	154684	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/31/2014	4,520.39
			58002	154685	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	03/31/2014	352.86
			58004	154686	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	03/31/2014	67.14
			58003	154687	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	03/31/2014	61.16
			58005	154688	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	03/31/2014	119.43
			58006	154689	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	Yes	No	USD	03/31/2014	112.00
			58008	154690	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	03/31/2014	17,071.86
			58009	154691	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	03/31/2014	1,114.26
			58010	154692	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	03/31/2014	2,592.27
			58011	154693	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	03/31/2014	722.18
			58013	154694	Check	1	11788		MADISON NATIONAL LIFE	Yes	No	No	USD	03/31/2014	6,688.94
			58014	154695	Check	1	13771		METLIFE	Yes	No	No	USD	03/31/2014	9,633.02
			58015	154696	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	04/01/2014	59.76
			58017	154697	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	04/03/2014	409.07
			58027	154698	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	No	No	USD	04/03/2014	85.00
			58023	154699	Check	1	4469	2	M.S.C.A.	Yes	No	No	USD	04/03/2014	160.00
			58021	154700	Check	1	3957		MADDEN'S ON GULL LAKE	Yes	No	No	USD	04/03/2014	732.52
			58016	154701	Check	1	10478		MN BAND DIRECTORS ASSOC.	Yes	No	No	USD	04/03/2014	200.00
			58022	154702	Check	1	4384	2	MN STATE BAR ASSOCIATION	Yes	No	No	USD	04/03/2014	225.00

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58028	154703	Check	1	9949		NASW, MINNESOTA	Yes	No	No	USD	04/03/2014	40.00
			58020	154704	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	04/03/2014	102,815.44
			58025	154705	Check	1	6286	7	REGENTS OF THE UNIVERSITY OF M	Yes	No	No	USD	04/03/2014	2,950.00
			58026	154706	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	04/03/2014	2,000.00
			58024	154707	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	04/03/2014	960.49
			58018	154708	Check	1	12876		STANG BECKY	Yes	No	No	USD	04/03/2014	9.80
			58019	154709	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	04/03/2014	1,224.29
			58034	154710	Check	1	10795		ACE SOLID WASTE, INC	Yes	No	No	USD	04/09/2014	2,491.01
			58051	154711	Check	1	8924		BECK MIKE	Yes	No	No	USD	04/09/2014	150.00
			58035	154712	Check	1	10935		DIEM TIM	Yes	No	No	USD	04/09/2014	403.65
			58042	154713	Check	1	2847		GREEN VALLEY GREENHOUSE	Yes	No	No	USD	04/09/2014	130.60
			58040	154714	Check	1	14189		HAATAJA NICOLE	Yes	No	No	USD	04/09/2014	6.00
			58043	154715	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	04/09/2014	1,092.87
			58037	154716	Check	1	14186		HOSSFELD MANUFACTURING CO.	Yes	No	No	USD	04/09/2014	228.36
			58045	154717	Check	1	4107	1	M.C.T.M.	Yes	No	No	USD	04/09/2014	400.00
			58046	154718	Check	1	4469	2	M.S.C.A.	Yes	No	No	USD	04/09/2014	80.00
			58044	154719	Check	1	3957		MADDEN'S ON GULL LAKE	Yes	No	No	USD	04/09/2014	366.26
			58036	154720	Check	1	12861	1	MINNETONKA PUBLIC SCHOOLS I.S.	Yes	No	No	USD	04/09/2014	299.00
			58041	154721	Check	1	14190		MYRA MEMBERSHIP	Yes	No	No	USD	04/09/2014	10.00
			58050	154722	Check	1	7763		NOWAK NICK	Yes	No	No	USD	04/09/2014	25.00
			58039	154723	Check	1	14188		PLANET SPIRIT	Yes	No	No	USD	04/09/2014	2,100.00
			58047	154724	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	04/09/2014	1,295.00
			58048	154725	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	No	No	USD	04/09/2014	28.00
			58049	154726	Check	1	5872		STAGES THEATRE CO	Yes	No	No	USD	04/09/2014	1,672.00
			58038	154727	Check	1	14187		THORN TIFFANY	Yes	No	No	USD	04/09/2014	100.00
			58145	154728	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	04/15/2014	6,960.49
			58153	154729	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	04/15/2014	885.19
			58122	154730	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	04/15/2014	1,306.17
			58127	154731	Check	1	1168		ANDERSON'S	Yes	No	No	USD	04/15/2014	1,629.65
			58125	154732	Check	1	11590	1	APPERSON	Yes	No	No	USD	04/15/2014	590.71
			58128	154733	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	04/15/2014	89,218.79
			58218	154734	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	04/15/2014	36,919.00
			58116	154735	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIC	Yes	No	No	USD	04/15/2014	1,561.90
			58130	154736	Check	1	1257		ATTAINMENT COMPANY INC.	Yes	No	No	USD	04/15/2014	43.00
			58131	154737	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	04/15/2014	995.35
			58140	154738	Check	1	13116	1	AUDIO ENHANCEMENT	Yes	No	No	USD	04/15/2014	46.00
			58154	154739	Check	1	14022		AVAQYN ACRES	Yes	No	No	USD	04/15/2014	715.20
			58136	154740	Check	1	1276	1	B & H PHOTO-VIDEO	Yes	No	No	USD	04/15/2014	1,362.90
			58161	154741	Check	1	14156		BATTERY SPACE	Yes	No	No	USD	04/15/2014	774.87
			58155	154742	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	04/15/2014	243.40
			58221	154743	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	04/15/2014	198.63

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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	58216	154744	Check	1	7819		BORENSON & ASSOCIATES	Yes	No	No	USD	04/15/2014	15.96
			58166	154745	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	04/15/2014	3,134.87
			58164	154746	Check	1	1668		CARL E. JOHNSON PLBG & HTG	Yes	No	No	USD	04/15/2014	989.31
			58139	154747	Check	1	13063	1	CDW	Yes	No	No	USD	04/15/2014	4,301.73
			58184	154748	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	04/15/2014	1,753.58
			58165	154749	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	04/15/2014	902.42
			58156	154750	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	04/15/2014	35.41
			58114	154751	Check	1	10069		DALCO	Yes	No	No	USD	04/15/2014	4,770.07
			58167	154752	Check	1	2070	3	DAWN FOOD PRODUCTS INC	Yes	No	No	USD	04/15/2014	524.93
			58126	154753	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	04/15/2014	13,843.12
			58168	154754	Check	1	2109	4	DELTA EDUCATION INC.	Yes	No	No	USD	04/15/2014	93.69
			58137	154755	Check	1	13015		DOHRMANN ERIN	Yes	No	No	USD	04/15/2014	62.00
			58170	154756	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	04/15/2014	688.76
			58169	154757	Check	1	2269		ECMECC	Yes	No	No	USD	04/15/2014	7,065.66
			58174	154758	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	04/15/2014	306.45
			58152	154759	Check	1	13913		ECOLAB FOOD SAFETY SPECIALTIE	Yes	No	No	USD	04/15/2014	69.10
			58133	154760	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	04/15/2014	297.05
			58222	154761	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	04/15/2014	315.44
			58171	154762	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	04/15/2014	4,256.00
			58132	154763	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	04/15/2014	144.86
			58172	154764	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	04/15/2014	870.56
			58157	154765	Check	1	14120	1	FLOOR SEATING.COM	Yes	No	No	USD	04/15/2014	156.79
			58162	154766	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	04/15/2014	1,688.26
			58147	154767	Check	1	13776	2	FOOD SERVICES OF AMERICA	Yes	No	No	USD	04/15/2014	2,167.71
			58173	154768	Check	1	2682		GAVE GARAGE DOOR CO.	Yes	No	No	USD	04/15/2014	1,726.86
			58175	154769	Check	1	2775		GOPHER	Yes	No	No	USD	04/15/2014	1,826.45
			58215	154770	Check	1	6645		GRAINGER	Yes	No	No	USD	04/15/2014	499.07
			58148	154771	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	04/15/2014	288.75
			58176	154772	Check	1	2816		GREG ANDERSON AUTO	Yes	No	No	USD	04/15/2014	820.00
			58177	154773	Check	1	2853		GRIMES	Yes	No	No	USD	04/15/2014	1,435.92
			58143	154774	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	04/15/2014	8,555.00
			58178	154775	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	04/15/2014	264.49
			58121	154776	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	04/15/2014	15,863.00
			58119	154777	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	04/15/2014	703.13
			58115	154778	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	04/15/2014	416.67
			58179	154779	Check	1	3362		ISANTI COUNTY AUDITOR	Yes	No	No	USD	04/15/2014	78.00
			58180	154780	Check	1	3421		JIFFY-JR PRODUCTS	Yes	No	No	USD	04/15/2014	203.86
			58181	154781	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	04/15/2014	1,231.49
			58182	154782	Check	1	3661	1	KROMER CO.	Yes	No	No	USD	04/15/2014	35.25
			58183	154783	Check	1	3701		LAKESHORE	Yes	No	No	USD	04/15/2014	29.99
			58142	154784	Check	1	13150	1	LASERBITS	Yes	No	No	USD	04/15/2014	249.68

## 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	58227	154785	Check	1	9997	1	LIBRARIANS' BOOK EXPRESS	Yes	No	No	USD	04/15/2014	354.94
			58134	154786	Check	1	12647		LOFFLER	Yes	No	No	USD	04/15/2014	67.00
			58185	154787	Check	1	4067	2	MAYER JOHNSON/ DYNAVOX	Yes	No	No	USD	04/15/2014	100.95
			58186	154788	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	04/15/2014	2,870.00
			58187	154789	Check	1	4121	1	MEEKER-WRIGHT SPECIAL ED COO	Yes	No	No	USD	04/15/2014	594.00
			58220	154790	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	04/15/2014	10.00
			58188	154791	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/15/2014	1,129.88
			58189	154792	Check	1	4246	1	MILLE LACS CO. PUBLIC HEALTH	Yes	No	No	USD	04/15/2014	36.00
			58223	154793	Check	1	9106		MILLE LACS CTY HISTORICAL SCTY	Yes	No	No	USD	04/15/2014	40.00
			58190	154794	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	04/15/2014	1,829.55
			58123	154795	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	04/15/2014	1,818.74
			58191	154796	Check	1	4511		MUSIC IN MOTION	Yes	No	No	USD	04/15/2014	226.09
			58192	154797	Check	1	4537		NASCO	Yes	No	No	USD	04/15/2014	482.40
			58158	154798	Check	1	14121		NATURAL LEARNING CONCEPTS	Yes	No	No	USD	04/15/2014	93.50
			58226	154799	Check	1	9892	1	NCS PEARSON, INC.	Yes	No	No	USD	04/15/2014	3,129.46
			58141	154800	Check	1	13117	1	NEW DOMINION SCHOOL	Yes	No	No	USD	04/15/2014	8,924.80
			58193	154801	Check	1	4736		NORTHERN SAW SERVICES	Yes	No	No	USD	04/15/2014	158.55
			58124	154802	Check	1	11482		OFFICE FURNITURE SOLUTIONS	Yes	No	No	USD	04/15/2014	140.00
			58194	154803	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	04/15/2014	39.05
			58195	154804	Check	1	4827	3	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	04/15/2014	497.47
			58196	154805	Check	1	4938	3	PEARSON EDUCATION	Yes	No	No	USD	04/15/2014	2,033.58
			58197	154806	Check	1	5040		PIZZA BARN	Yes	No	No	USD	04/15/2014	86.54
			58225	154807	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	04/15/2014	71.85
			58198	154808	Check	1	5107		PRINCETON AUTO CENTER	Yes	No	No	USD	04/15/2014	78.00
			58199	154809	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	04/15/2014	243.12
			58150	154810	Check	1	13893		PROCOMPUTING PRODUCTS	Yes	No	No	USD	04/15/2014	148.69
			58129	154811	Check	1	12243		PROVISION MEDIA INC	Yes	No	No	USD	04/15/2014	9,978.00
			58120	154812	Check	1	11128		QUALITY PHOTO PROCESSING INC	Yes	No	No	USD	04/15/2014	37.00
			58200	154813	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	04/15/2014	751.21
			58201	154814	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	04/15/2014	672.34
			58135	154815	Check	1	12648	1	REBYL SPORTS, INC.	Yes	No	No	USD	04/15/2014	1,157.75
			58202	154816	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	04/15/2014	45,740.00
			58203	154817	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	No	No	USD	04/15/2014	551.48
			58160	154818	Check	1	14145		RIBBONS GALORE	Yes	No	No	USD	04/15/2014	202.39
			58146	154819	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	04/15/2014	3,987.00
			58204	154820	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	04/15/2014	114.02
			58159	154821	Check	1	14137		SCHEELS	Yes	No	No	USD	04/15/2014	6,384.00
			58205	154822	Check	1	5553	5	SCHOLASTIC INC	Yes	No	No	USD	04/15/2014	35.93
			58206	154823	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	04/15/2014	1,553.00
			58217	154824	Check	1	8337		SCHRADER KRISTEN	Yes	No	No	USD	04/15/2014	141.34
			58163	154825	Check	1	14192		SEACHANGE PRINTING & MARKETIN	Yes	No	No	USD	04/15/2014	1,642.48

## 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	58149	154826	Check	1	13872		SEPTIC CHECK	Yes	No	No	USD	04/15/2014	606.25
			58207	154827	Check	1	5668		SHERBURNE COUNTY TREASURER	Yes	No	No	USD	04/15/2014	159.45
			58224	154828	Check	1	9471		THE BOOMERANG PROJECT	Yes	No	No	USD	04/15/2014	4,590.00
			58144	154829	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	04/15/2014	589.55
			58208	154830	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	04/15/2014	248.32
			58219	154831	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	04/15/2014	540.73
			58209	154832	Check	1	6318		US SCHOOL SUPPLY INC	Yes	No	No	USD	04/15/2014	475.70
			58151	154833	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	04/15/2014	80.04
			58210	154834	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	04/15/2014	177.75
			58211	154835	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	04/15/2014	143.58
			58212	154836	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	04/15/2014	1,097.32
			58138	154837	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	04/15/2014	1,920.00
			58213	154838	Check	1	6537		WHOLESALE TOOL CO INC	Yes	No	No	USD	04/15/2014	188.80
			58117	154839	Check	1	10660		WILD MOUNTAIN	Yes	No	No	USD	04/15/2014	1,368.00
			58214	154840	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	04/15/2014	337.44
			58118	154841	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	04/15/2014	2,700.00
Bank Total: 001														\$825,398.58	
Report Total:														\$825,398.58	

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$656,384.23
02	Food Service	\$113,913.27
04	Community Service	\$11,816.05
10	Student Activities	\$43,285.03
<b>Report Total</b>		<b>\$825,398.58</b>

FUNDRAISING APPROVAL FORM

*→ Incentive program for students*

Date of fundraiser: <i>October 2014 - Dec. 2014</i>	Projected profit: <i>n/a</i>	Amount earned: <i>n/a</i>
Group or organization proposing the fundraiser: <i>PMS</i>	Item(s) being sold: <i>n/a</i>	<i>Who are doing well academically &amp; behaviorally</i>
Company/organization supplying items to be sold: <i>See attached form</i>		
The money raised will be used for: <i>PMS prestige cards</i>		
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>		Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
		Yes      No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<input checked="" type="checkbox"/>
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<i>N/A</i>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<i>N/A</i>
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.	<i>N/A</i>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<i>N/A.</i>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	<input checked="" type="checkbox"/>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	<i>N/A.</i>
I have reviewed Policy #511 Fundraising and agree to its provisions:		
Date: <i>3/27/2014</i>	Teacher/Sponsor Signature: <i>Jacobs</i>	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.      APPROVED      NOT APPROVED		
Date: <i>3/27/14</i>	Administrator Signature: <i>Jill H</i>	
Date: <i>4/2/14</i>	Superintendent Signature: <i>Julia Espe</i>	
Date:	School Board Chair Signature:	

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>October 2014</i>		Projected profit: <i>goal - \$7,000 - 10,000</i>		Amount earned: <i>N/A - new fundraiser -</i>	
Group or organization proposing the fundraiser: <i>VMS</i>		Company/organization supplying items to be sold: <i>Heagres Pizza.</i>		Item(s) being sold: <i>pizzas</i> <i>has not been done before at VMS level</i>	
The money raised will be used for: <i>Student Activities Fund - Ex: field trips, planners, gym uniforms, etc.</i>					
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.			<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).				<i>N/A</i>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			<input checked="" type="checkbox"/>	<i>(in office)</i>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			<input checked="" type="checkbox"/>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			<input checked="" type="checkbox"/>	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			<input checked="" type="checkbox"/>	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			<input checked="" type="checkbox"/>	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.			<input checked="" type="checkbox"/>	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: <i>3/27/2014</i>		Teacher/Sponsor Signature: <i>Jacob H. [Signature]</i>			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED					
Date: <i>3/27/14</i>		Administrator Signature: <i>[Signature]</i>			
Date: <i>4/2/14</i>		Superintendent Signature: <i>Julia Espe</i>			
Date:		School Board Chair Signature:			

# Princeton Public Schools - ISD #477

## Wire Transfer Report

April 15, 2014

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
3/31/2014	\$ 496,888.69	ACH File Transfer
3/31/2014	\$ 170,821.84	Federal Tax Wire Transfer
3/31/2014	\$ 27,240.46	State Tax Wire Transfer
3/31/2014	\$ 8,862.52	Select Account H S A
3/31/2014	\$ 74,535.50	TRA File Transfer
3/31/2014	\$ 27,949.76	PERA File Transfer
3/31/2014	\$ 378.50	MN Child Support File Transfer
3/31/2014	\$ 26,398.35	TSA File Transfer
4/4/2014	\$ 12,874.28	BMO Harris Bank - (Pcards)
4/7/2014	\$ 712.00	MN Revenue - (Sales tax)
4/7/2014	\$ 148,901.72	ACH File Transfer
4/7/2014	\$ 40,824.94	Federal Tax Wire Transfer
4/7/2014	\$ 5,577.91	State Tax Wire Transfer
4/7/2014	\$ 26,835.60	TRA File Transfer
4/7/2014	\$ 145.67	PERA File Transfer
<b>TOTAL</b>	<b>\$ 1,068,947.74</b>	

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR MARCH 2014**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	12,985,794.93	2,890,625.83	2,453,701.45	99.95	13,422,719.31
<b>02 Food Service</b>	370,845.15	158,041.56	150,396.07	(1,548.90)	378,490.64
<b>04 Community Service</b>	354,428.75	41,677.33	75,777.35	(690.37)	320,328.73
<b>06 Building Fund</b>	0.00	0.00	0.00	0.00	0.00
<b>07 Debt Service</b>	489,399.84	3,264.23	0.00	22.10	492,664.07
<b>10 Activities</b>	196,034.49	51,196.33	56,987.43	156.00	190,243.39
<b>TOTAL</b>	14,396,503.16	3,144,805.28	2,736,862.30		14,804,446.14

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>421,476.18</b>
<b>MSDLAF+</b>	<b>5,352,462.18</b>
<b>Investments (Fd01)</b>	<b><u>9,218,840.44</u></b>
	<b>14,992,778.80</b>
<b>O/S Accts Pay Checks</b>	<b>(117,693.42)</b>
<b>O/S Payroll Checks</b>	<b>(10,089.07)</b>
<b>O/S Wires</b>	<b>(63,380.83)</b>
<b>NSF Checks</b>	<b><u>2,830.66</u></b>
<b>TOTAL</b>	<b>14,804,446.14</b>

Gifts to Princeton Schools

(April 14, 2014)

School/Program	Amount/Item	Donor	Purpose
Community Education Mock Crash Event	\$250.00	Princeton Rotary	To support the mock crash event items:banners, lunches for volunteers, rental of sound system.
Community Education Mock Crash Event	\$50.00	Coborn's	To support the mock crash event items: food/beverages

**CITY OF PRINCETON, MINNESOTA**  
**DEVELOPMENT PROGRAM FOR**  
**DEVELOPMENT DISTRICT NO. 6**  
**TAX INCREMENT FINANCING PLAN FOR**  
**TAX INCREMENT FINANCING (ECONOMIC DEVELOPMENT)**  
**DISTRICT NO. 6-1**  
**(MN INDUSTRIAL COATINGS)**

**PUBLIC HEARING DATE: MAY 8, 2014**

**PLAN APPROVED DATE: \_\_\_\_\_, 2014**

**PLAN CERTIFICATION REQUEST DATE: \_\_\_\_\_, 2014**

**PLAN CERTIFIED DATE: \_\_\_\_\_, 2014**



**NORTHLAND STRATEGIES**  
**Special Projects Group**

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Member NASD and SIPC

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**ARTICLE I – INTRODUCTION AND DEFINITIONS**

**SECTION 1.01 INTRODUCTION**

The City of Princeton proposes to provide tax increment financing assistance to assist with economic development within the City's industrial park area. This document contains the plan for achieving the objectives of the Development Program for Municipal Development District No. 6 through the establishment and use of Tax Increment Financing District No. 6-1.

**SECTION 1.02 DEFINITIONS**

For the purposes of this document, the terms below have the meanings given in this section, unless the context in which they are used indicates a different meaning:

1. "Authority" means the City of Princeton.
2. "City" means the City of Princeton, Minnesota.
3. "City Council" means the City Council of the City.
4. "County" means Sherburne County, Minnesota.
5. "Developer" means a private party undertaking construction in the TIF District.
6. "Development District" means Development District No. 6 in the City, created and established pursuant to and in accordance with the Development District Act.
7. "Development District Act" means Minnesota Statutes, Sections 469.124 through 469.133, as amended and supplemented from time to time.
8. "Development Program" means the Development Program for the Development District, as amended and supplemented from time to time.
9. "Project Area" means the geographic area of the Development District.
10. "School District" means Princeton Public Schools (ISD #477).
11. "State" means the State of Minnesota.
12. "TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1794 as amended, both inclusive.
13. "TIF District" means Tax Increment Financing (Economic Development) District No. 6-1.
14. "TIF Plan" means the tax increment financing plan for the TIF District (this document).

**SECTION 1.03 PLAN PREPARATION**

This document was prepared for the City by Northland Securities, Inc.

**ARTICLE II - DEVELOPMENT PROGRAM**

**SECTION 2.01 OVERVIEW**

The City establishes Development District No. 6 and the related Development Program as a tool to achieve the objectives described in Section 2.02. The Development District serves as the "project area" for tax increment financing districts established within its boundaries. The Development Program describes the City's objectives for the development of this area and the use of tax increment financing.

**SECTION 2.02 STATEMENT OF OBJECTIVES**

The establishment of the Development District in the City pursuant to the Development District Act is necessary and in the best interests of the City and its residents and is necessary to give the City the ability to meet certain public purpose objectives that would not be obtainable in the foreseeable future without intervention by the City in the normal development process.

The City intends, to the extent permitted by law, to accomplish the following objectives through the implementation of the Development Program:

1. Provide for the acquisition of land and construction and financing of the private development in the Development District which are necessary for the orderly and beneficial development of the Development District and adjacent areas of the City.
2. Encourage the redevelopment of blighted and under-utilized areas of the City.
3. Facilitate the removal of deteriorated structures and encourage redevelopment in commercial areas providing high levels of property maintenance and private investment.
4. Provide parking needed to support development and encourage use of shared parking to promote additional private development.
5. Build, maintain improve, and reconstruct public improvements and utilities needed to support development.
6. Promote and secure the prompt and unified development of certain property in the Development District, which property is not now in productive use or in its highest and best use, with a minimum adverse impact on the environment, and thereby promote and secure the desirable development of other land in the City.
7. Promote and secure additional employment opportunities within the Development District and the City for residents of the City and the surrounding area, thereby improving living standards and reducing unemployment and the loss of skilled and unskilled labor and other human resources in the City.
8. Secure the increase in values of property subject to taxation by the City, the School District, the County, and other taxing jurisdictions in order to better enable such entities to pay for governmental services and programs that they are required to provide.
9. Promote the concentration of new unified development consisting of desirable industrial and other appropriate development in the Development District so as to maintain the area in a manner compatible with its accessibility and prominence in the City.
10. Encourage the expansion and improvement of local business, economic activity and development, whenever possible.
11. Create a desirable and unique character within the Development District through quality land use alternatives and design quality in new buildings.

**SECTION 2.03 BOUNDARIES OF DEVELOPMENT DISTRICT**

The boundaries of the Development District are depicted in Exhibit V. The area within the Development District includes the following parcel and adjacent right of way: 94-401-0520

**SECTION 2.04 DEVELOPMENT ACTIVITIES**

The City will perform or cause to be performed, to the extent permitted by law, all project activities pursuant to the Development District Act, the Tax Increment Financing Act and other applicable state laws, and in doing so anticipates that the following may, but are not required, to be undertaken by the City:

1. The making of studies, planning, and other formal and informal activities relating to the Development Program.
2. The implementation and administration of the Development Program.
3. The rezoning of land within the Development District.
4. The acquisition of property, or interests in property, by purchase or condemnation, which acquisition is consistent with the objectives of the Development Program.
5. The preparation of property for use and development in accordance with applicable Land Use Regulations and the Development Agreement, including demolition of structures, clearance of sites, placement of fill and grading.
6. The resale of property to private parties.
7. The construction or reconstruction of site improvements to property within a tax increment financing district.
8. The construction, improvement and maintenance of parking facilities.
9. The construction, improvement and maintenance of streets, sidewalks, alleys, and public utilities.
10. The issuance of Tax Increment Bonds to finance the Public Costs of the Development Program, and the use of Tax Increments or other funds available to the City to pay or finance the Public Costs of a tax increment financing plan incurred or to be incurred by it pursuant to the Development Program.
11. The use of Tax Increments to pay debt service on the Tax Increment Bonds or otherwise pay or reimburse with interest the Public Costs of a tax increment financing plan.

**SECTION 2.05 PAYMENT OF PUBLIC COSTS**

Public Costs and the plan for their payment will be described in the tax increment financing plans. It is anticipated that the Public Costs of the Development Program will be paid primarily from Tax Increments. The City reserves the right to utilize other available sources of revenue, including but not limited to special assessments, user charges and financial assistance from other units of government, which the City may apply to pay a portion of the Public Costs.

**SECTION 2.06 ENVIRONMENTAL CONTROLS; LAND USE REGULATIONS**

All municipal actions, public improvements and private development shall be carried out in a manner consistent with existing environmental controls and all applicable Land Use Regulations.

**SECTION 2.07 PARK AND OPEN SPACE TO BE CREATED**

Park and open space within the Development District if created will be created in accordance with the City's Comprehensive Plan and zoning and subdivision ordinances.

**SECTION 2.08 PROPOSED REUSE OF PROPERTY**

The Development Program anticipates that the City may acquire property and reconvey the same to another entity. All parcels in the Development District are eligible for acquisition. In acquiring land, the City Council will require the execution of a binding development agreement with respect thereto and evidence that Tax Increments or other funds will be available to repay the Public Costs associated with the proposed acquisition. It is the intent of the City to negotiate the acquisition of property whenever possible. Appropriate restrictions regarding the reuse and redevelopment of property shall be incorporated into any Development Agreement to which the City is a party.

**SECTION 2.09 ADMINISTRATION AND MAINTENANCE OF DEVELOPMENT DISTRICT**

Maintenance and operation of the Development District will be the responsibility of the City Administrator or designee of the City who shall serve as administrator of the Development District for the City. Each year the Administrator will submit to the City the maintenance and operation budget for the following year.

The Administrator will administer the Development District pursuant to the provisions of Section 469.131 of the Development District Act; provided, however, that such powers may only be exercised at the direction of the City Council. No action taken by the Administrator pursuant to the above-mentioned powers shall be effective without authorization by the City Council.

**SECTION 2.10 RELOCATION**

Any person or business that is displaced as a result of the Development Program will be relocated in accordance with Minnesota Statutes, Section 117.50 to 117.56. The City accepts its responsibility for providing for relocation assistance pursuant to Section 469.133 of the Development District Act.

**SECTION 2.11 AMENDMENTS**

The City reserves the right to alter and amend the Development Program, subject to the provisions of state law regulating such action. The City specifically reserves the right to enlarge or reduce the size of the Development District, the Development Program and the Public Costs of the Development.

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**ARTICLE III - TAX INCREMENT FINANCING PLAN**

**SECTION 3.01 STATUTORY AUTHORITY**

The TIF District and this TIF Plan are established under the authority of the TIF Act. For future reference in administering the TIF Plan, a copy of the TIF Act will be included in the TIF record book for the TIF District.

**SECTION 3.02 PLANNED DEVELOPMENT**

*3.02.1 Project Description*

The Developer proposes to build an approximate 30,000 square foot manufacturing facility. It is anticipated that the project will result in the creation of approximately \_\_ jobs.

*3.02.2 City Plans and Development Program*

In addition to achieving the objectives of the Development Program, the proposed development is consistent with and works to achieve the development objectives of the City. The TIF Plan for the TIF District conforms to the general plan for development of the City as a whole.

The reasons and facts supporting this finding are that the City Council has reviewed the plans for the proposed development and found them to be consistent with the goals of the Comprehensive Plan and zoning ordinances and serves to promote the City's development objectives for economic development.

*3.02.3 Land Acquisition*

The City does not intend to acquire any property within the TIF District.

*3.02.4 Development Activities*

As of the date of approval of this TIF Plan, there are no development activities proposed in this TIF Plan that are subject to contracts.

*3.02.5 Need for Tax Increment Financing*

In the opinion of the City, the proposed development would not reasonably be expected to occur solely through private investment within the foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

The reasons and facts supporting this finding include the following. The proposed development requires the need for public financial assistance to offset the cost of land and building acquisition, site improvement and preparation costs, utility improvements, and other qualifying improvements to allow for the Developer to proceed with construction of the project.

A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above and is shown in Exhibit I. This analysis indicates that the increase in estimated market value of the proposed development (less the present value of the projected tax increments for the maximum duration permitted by the TIF Plan) exceeds the estimated market value of the site prior to the establishment of the TIF District.

---

**SECTION 3.03 TAX INCREMENT FINANCING DISTRICT**

**3.03.1 Designation**

This TIF District is designated Tax Increment Financing (Economic Development) District No. 6-1.

**3.03.2 Boundaries of TIF District**

The TIF District includes parcel identification number (PID) 90-401-0520 and adjacent right of way. Exhibit V includes a map showing the boundaries of the TIF District.

**3.03.3 Type of District**

The TIF District is established as an "economic development" district pursuant to Minnesota Statutes Sections 469.174, Subd. 12 and 469.176, Subd. 4c. These sections of the TIF Act allow tax increments from an economic development district may be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if all the following conditions are met:

- (1) it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality; or
- (2) it will result in increased employment in the state; or
- (3) it will result in preservation and enhancement of the tax base of the state.

Revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15 percent of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

- (1) the manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;
- (2) warehousing, storage, and distribution of tangible personal property, excluding retail sales;
- (3) research and development related to the activities listed in clause (1) or (2);
- (4) telemarketing if that activity is the exclusive use of the property;
- (5) tourism facilities; or
- (6) space necessary for and related to the activities listed in clauses (1) to (5).

The proposed project, as described, relates to plans for construction of a facility for the purpose of manufacturing.

**SECTION 3.04 PLAN FOR USE OF TAX INCREMENT**

**3.04.1 Estimated Tax Increment**

The original net tax capacity of value of the TIF District will be set by the County upon request for certification. For the purposes of this Plan, the estimated original net tax capacity is \$1,353. This amount is estimated based the most recent published estimated market value of \$90,200 for PID 90-401-0520; with tax capacity value calculated for commercial-industrial property.

The total tax capacity value of the property after development is estimated to be \$24,753. This amount is based on a total estimated market value of \$1,305,132 with property classified as commercial-industrial. The difference between the total tax capacity value and the original net tax capacity value is the captured tax capacity value for the creation of tax increment (\$23,400).

The total local tax rate for taxes payable in 2014 is 166.623%. The TIF Plan assumes that this

rate will be set as the Original Local Tax Rate for the District. At the time of the certification of the original net tax capacity for the TIF District, the county auditor shall certify the original local tax rate that applies to the TIF District. The original local tax rate is the sum of all the local tax rates, excluding that portion of the school rate attributable to the general education levy under Minnesota Statutes section 126C.13, that apply to a property in the TIF District. The local tax rate to be certified is the rate in effect for the same taxes payable year applicable to the tax capacity values certified as the TIF District's original tax capacity. The resulting tax capacity rate is the original local tax rate for the life of the TIF District.

Under these assumptions, the estimated annual tax increment will be \$38,989. The actual tax increment will vary according to the certified original tax capacity value and original tax rate, the actual property value produced by the proposed development and the changes in property value and State tax policy over the life of the district.

It is the City's intent to retain 100% of the Capture Tax Capacity Value for the life of the TIF district. Exhibit II contains the projected tax increment over the life of the District.

#### *3.04.2 Public Costs*

The City will use tax increment to reimburse the Developer for project costs in an amount not to exceed \$255,000. Costs eligible for reimbursement include land acquisition, site improvements and preparation costs, utilities, and costs related to the establishment of the TIF District. In addition, the City estimates it will pay interest expense to the Developer (estimated at \$50,000). The City will use 90% of the tax increment revenue collected semi-annually to reimburse the Developer for these expenses.

The City and the Developer will enter into a development agreement that sets the amount to be reimbursed (not to exceed \$255,000) and means for verifying costs eligible for reimbursement and the means of disbursing tax increments collected by the City.

The remaining 10% of the annual tax increment collected by the City will be used primarily to pay for eligible administrative expense.

The City does not expect other revenues will be used to finance or pay for public costs associated with the development in the TIF District. However, the City reserves the right to use any other legally available revenues to finance or pay for public costs associated with development in the TIF District.

#### *3.04.3 Estimated Sources and Uses of Funds*

The estimated sources of revenue, along with the estimated public costs of the TIF District, are itemized in Figure 3-1 that follows. Such costs are eligible for reimbursement from tax increments, and other listed sources of revenue from the TIF District.

TAX INCREMENT FINANCING DISTRICT NO. 1-15

**FIGURE 3-1  
ESTIMATED SOURCES AND USES OF FUNDS**

	<b>Totals</b>
<b>Estimated Tax Increment Revenues (from tax increment generated by the district)</b>	
Tax increment revenues distributed from the county	\$355,000
Interest and investment earnings	\$5,000
Sales/lease proceeds	\$0
Market value homestead credit	\$0
<b>Total Estimated Tax Increment Revenues</b>	<b>\$360,000</b>
<b>Estimated Project/Financing Costs (to be paid or financed with tax increment)</b>	
Project costs	
Land/building acquisition	\$120,000
Site improvements/preparation costs	\$110,000
Utilities	\$25,000
Other qualifying improvements	\$0
Construction of affordable housing	\$0
Small city authorized costs, if not already included above	\$0
Administrative costs	\$47,000
<b>Estimated Tax Increment Project Costs</b>	<b>\$302,000</b>
Estimated financing costs	
Interest expense	\$58,000
<b>Total Estimated Project/Financing Costs to be Paid from Tax Increment</b>	<b>\$360,000</b>
<b>Estimated Financing</b>	
Total amount of bonds to be issued	\$270,000

The Authority reserves the right to administratively adjust the amount of any of the items listed above or to incorporate additional eligible items, so long as the total estimated project/financing costs to be paid from tax increment is not increased.

**3.04.4 Administrative Expense**

The City will retain ten percent (10%) of annual tax increment revenues, less fees paid to the State and County. The City will use these monies to pay for and reimburse the City for costs of administering the TIF district allowed by the TIF Act. Based on current projections, this amount is estimated to be \$47,000. Anticipated administrative expenses of the TIF District include annual audit of the fund for TIF District, preparation of annual reporting, legal publication of annual report, and administration of the development agreement.

**3.04.5 County Road Costs**

The proposed development will not substantially increase the use of county roads and necessitate the need to use tax increments to pay for county road improvements.

*3.04.6 Bonded Indebtedness*

The City does not expect to incur any bonded indebtedness as a result of the TIF Plan. The City intends to use tax increments on a pay-as-you-go basis pursuant to a development agreement with the Developer. The amount of the pay-as-you-go obligation will be set by the development agreement.

The City anticipates it may loan or advance money from its general fund or any other fund it has legal authority to use to finance qualifying TIF expenditures, such as costs of administering the TIF District. An interfund loan or advance is defined in the TIF Act as a bond or a qualifying obligation. Before money is transferred, advanced, or spent, the loan or advance shall be authorized by resolution of the City. For the loan or advance to be repaid with TIF revenues, an interfund loan agreement must be in place before any loans or advances are made. The terms and conditions for repayment of the loan must be in writing and include, at minimum, (i) the principal amount of the loan or advance, (ii) the interest rate to be charged, and (iii) its maximum term. The maximum rate of interest that can be charged is limited to the annual rate charged by the State Courts or by the Department of Revenue, whichever is greater.

*3.04.7 Duration of TIF District*

The TIF Act allows tax increments to be collected from the TIF District for a period not to exceed eight (8) years from the date of receipt of the first tax increment. The City reserves the right to collect tax increments for this period to undertake eligible activities in the TIF District and the Development District.

Under the current schedule for development, the first tax increment is estimated to be collected in 2016 (construction completed in 2014) creating the authority to collect tax increments through 2024. The City will request decertification of the TIF District after reimbursement of all eligible public costs and administrative expense but no later than after the final receipt of taxes payable.

*3.04.8 Estimated Impact on Other Taxing Jurisdictions*

Exhibit III and IV shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The City anticipates minimal impact of the proposed development on city-provided services. There will be no borrowing costs to the City for the project. A manageable increase in water and sewer usage is expected. It is anticipated that there may be a slight but manageable increase in police and fire protection duties due to the development.

*3.04.9 Prior Planned Improvements*

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District. The City will include this statement with the request for certification to the County Auditor. If building permits had been issued during this time period, then the County Auditor would increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

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**ARTICLE IV – ADMINISTERING THE TIF DISTRICT**

**SECTION 4.01 FILING AND CERTIFICATION**

The filing and certification of the TIF Plan consists of the following steps:

1. Upon adoption of the TIF Plan, the City shall submit a copy of the TIF Plan to the Minnesota Department of Revenue and the Office of the State Auditor.
2. The Authority shall request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements.
3. The City shall send the County Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District, and shall request that the County Assessor review and certify this assessment agreement as reasonable.

**SECTION 4.02 MODIFICATIONS OF THE TAX INCREMENT FINANCING PLAN**

The City reserves the right to modify the TIF District and the TIF Plan. Under current State Law, the following actions can only be approved after satisfying all the necessary requirements for approval of the original TIF Plan (including notifications and public hearing):

- Reduction or enlargement in the geographic area of the Development District or the TIF District.
- Increase in the amount of bonded indebtedness to be incurred.
- Increase in the amount of capitalized interest.
- Increase in that portion of the captured net tax capacity to be retained by the City.
- Increase in the total estimated public costs.
- Designation of additional property to be acquired by the City.

Other modifications can be made by resolution of the City Council. In addition, the original approval process does not apply if (1) the only modification is elimination of parcels from the TIF District and (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

**SECTION 4.03 4-YEAR KNOCKDOWN RULE**

Since the TIF District consists of a single parcel, development of the project as planned prevents any loss of value from the 4-Year Knockdown Rule. This Rule requires that if after four years from certification of the TIF District no demolition, rehabilitation, renovation or site improvement, including a qualified improvement of an adjacent street, has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The City must submit to the County Auditor,

by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall certify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

#### **SECTION 4.04 POOLING/5-YEAR RULE**

At least 80% of the tax increments (net of administrative expenses) from this TIF District (the "In-District Percentage") must be expended on activities within the TIF District, including payment on any bonds for which the proceeds were used to finance activities within the TIF District. Up to 20% of the tax increments from this TIF District may be used to finance activities outside the TIF District but within the Development District.

Tax increments are considered to have been "spent" within the TIF District if such amounts are:

- actually paid to a third party for activities performed within the TIF District within five years after certification of the district;
- used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund.
- used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or
- used to reimburse a party for payment of eligible costs (including interest) incurred within five years from certification of the district.

It is anticipated that all tax increments collected in the TIF District will spent or obligated within this time period. Unless the TIF Plan is modified within this 5-year period and additional expenditures are authorized, tax increments will only be used to pay for authorized redevelopment costs and administrative expenses.

#### **SECTION 4.05 6-YEAR RULE**

Beginning with the sixth year after certification of the TIF District, and in each year following, if the in-district percentage of the tax increment received from the county exceeds the costs spent on in-district obligations that year, the excess must be used only to pay or defease the following or be set aside to pay the following:

- (i) outstanding bonds and contracts;
- (ii) credit enhanced bonds to which tax increment was pledged, but only to the extent that revenues of the district to which the credit enhanced bonds were issued are insufficient to pay the bonds; or
- (iii) additional expenditures authorized in the TIF plan for housing projects that have not been funded with the proceeds of bonds or for public infrastructure purposes within a biotechnology and health sciences industry zone.

By requiring the in-district percentage of tax increment to be used for these purposes in each year,

the TIF Act subjects pooling to an annual limit in addition to the overall or cumulative limit.

The TIF district must be decertified, and any pledge of tax increment to bonds discharged, once the outstanding bonds have been defeased and sufficient money has been set aside to pay for:

- (i) outstanding contractual obligations under the 5-Year Rule;
- (ii) housing projects specified in the TIF plan that have not been funded with the proceeds of bonds issued under the 5-Year Rule; and
- (iii) the additional expenditures permitted by the TIF plan for qualified low income housing.

#### **SECTION 4.06 FINANCIAL REPORTING AND DISCLOSURE REQUIREMENTS**

The City will comply with the annual reporting requirements of State Law pursuant to the guidelines of the Office of the State Auditor. Under current law, the City must prepare and submit a report on the TIF district on or before August 1 of each year. The City must also annually publish in a newspaper of general circulation in the City an annual statement for each tax increment financing district.

The reporting and disclosure requirements outlined in this section begin with the year the district was certified, and shall end in the year in which both the district has been decertified and all tax increments have been spent or returned to the county for redistribution. Failure to meet these requirements, as determined by the State Auditors Office, may result in suspension of distribution of tax increment.

#### **SECTION 4.07 BUSINESS SUBSIDY COMPLIANCE**

The Authority will comply with the business subsidies requirements specified in Minnesota Statutes, Sections 116J.993 to 116J.995.

**Exhibit I**

**City of Princeton  
Tax Increment Financing District No. 6-1  
Present Value Analysis As Required By  
Minnesota Statutes 469.175(3)(2)  
MN Industrial Coatings**

1	Estimated Future Market Value w/ Tax Increment Financing	1,331,464
2	Payable 2014 Market Value	<u>90,200</u>
3	Market Value Increase (1-2)	1,241,264
4	Present Value of Future Tax Increments	<u>307,853</u>
5	Market Value Increase Less PV of Tax Increments	933,411
6	Estimated Future Market Value w/o Tax Increment Financing	92,020 <sup>1</sup>
7	Payable 2014 Market Value	<u>90,200</u>
8	Market Value Increase (6-7)	<u>1,820</u>
9	Increase in MV From TIF	<u><u>931,591</u></u> <sup>2</sup>

<sup>1</sup> Assume 0.25% annual appreciation over 8 year life of district.

<sup>2</sup> Statutory compliance achieved if increase in market value from TIF (Line 9) is greater than or equal to zero.

TAX INCREMENT FINANCING DISTRICT NO. 1-15

**Tax Increment Financing District No. 6-1  
Projected Tax Increment  
MN Industrial Coatings**

TIF District	Year	Taxes Payable Year	New Tax Capacity <sub>1</sub>	Base Tax Capacity	Captured Tax Capacity	Assumed Original Tax Rate	100.00% Estimated Tax Increment	10.00% City Admin.	0.36% State Auditor Deduct.	Available Net Annual Tax Increment	Total PV of Est. TIF 3.00%
1	2015	2016	24,753	(1,353)	23,400	166.623%	38,989	(3,899)	(140)	34,950	38,034
2	2016	2017	24,815	(1,353)	23,462	166.623%	39,092	(3,895)	(141)	35,056	75,051
3	2017	2018	24,877	(1,353)	23,524	166.623%	39,196	(3,905)	(141)	35,149	111,076
4	2018	2019	24,939	(1,353)	23,586	166.623%	39,299	(3,916)	(141)	35,242	146,137
5	2019	2020	25,001	(1,353)	23,648	166.623%	39,403	(3,926)	(142)	35,335	180,259
6	2020	2021	25,064	(1,353)	23,711	166.623%	39,507	(3,936)	(142)	35,428	213,468
7	2021	2022	25,126	(1,353)	23,773	166.623%	39,612	(3,947)	(143)	35,522	245,788
8	2022	2023	25,189	(1,353)	23,836	166.623%	39,716	(3,957)	(143)	35,616	277,242
9	2023	2024	25,252	(1,353)	23,899	166.623%	39,821	(3,968)	(143)	35,710	307,853
<b>TOTAL =</b>							<b>354,635</b>	<b>(35,350)</b>	<b>(1,277)</b>	<b>318,008</b>	

**Key Assumptions**

- 1 Base value annual growth assumption = 0.25%
- 2 Property Tax rate from County = Final Pay 2014
- 3 Base Value = \$90,200 (land only)
- 4 New Value = \$1,305,132 (includes \$120,000 TMV for land and 30,000 SF building at estimated TMV of \$39.50/SF)
- 5 Present value is based on semi-annual payments.

**Exhibit III**  
**City of Princeton**  
**Tax Increment Financing District No. 6-1**  
**Impact on Other Taxing Jurisdictions**  
**(Taxes Payable 2014)**  
***MN Industrial Coatings***

**ANNUAL TAX INCREMENT**

Estimated Annual Captured Tax Capacity (Full Development)	\$23,899
Payable 2014 Local Tax Rate	166.623%
Estimated Annual Tax Increment	<u>\$39,821</u>

**Percent of Tax Base**

	<b>Net Tax Capacity (NTC)</b>	<b>Captured Tax Capacity</b>	<b>Percent of Total NTC</b>
City of Princeton	3,352,000	23,899	0.71%
Sherburne County	21,977,564	23,899	0.11%
ISD 477	17,500,000	23,899	0.14%

**Dollar Impact of Affected Taxing Jurisdictions**

	<b>Net Tax Capacity (NTC)</b>	<b>% of Total</b>	<b>Tax Increment Share</b>	<b>Added Local Tax Rate</b>
City of Princeton	78.762%	47.270%	18,823	0.562%
Sherburne County	54.841%	32.913%	13,106	0.060%
ISD 477	30.646%	18.392%	7,324	0.042%
Other	2.374%	1.425%	567	
<b>Totals</b>	<u>166.623%</u>	<u>100.000%</u>	<u>39,820</u>	

*NOTE NO. 1: Assuming that ALL of the captured tax capacity would be available to all taxing jurisdictions even if the City does not create the Tax Increment District, the creation of the District will reduce tax capacities and increase the local tax rate as illustrated in the above tables.*

*NOTE NO. 2: Assuming that NONE of the captured tax capacity would be available to the taxing jurisdiction if the City did not create the Tax Increment District, then the plan has virtually no initial effect on the tax capacities of the taxing jurisdictions. However, once the District is established, allowable costs paid from the increments, and the District is terminated, all taxing jurisdictions will experience an increase in their tax base.*

TAX INCREMENT FINANCING DISTRICT NO. 1-15

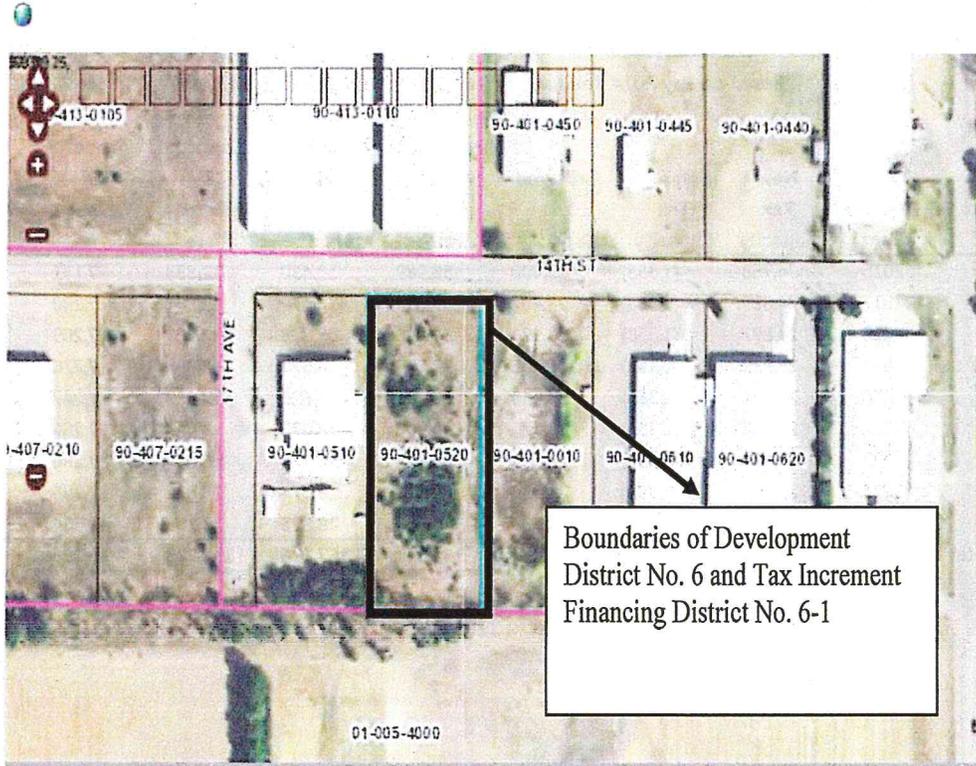
**Exhibit IV**

**City of Princeton**  
**Tax Increment Financing District No. 6-1**  
**Estimated Tax Increments Over Maximum Life of District**  
***MN Industrial Coatings***

Based on Pay 2014 Tax Rate = 166.623% 78.762% 54.841% 30.646% 2.374%

TIF District Year	Taxes Payable Year	New Tax Capacity	Base Tax Capacity	Captured Tax Capacity	Estimated Total Tax Increment	City TIF Related Share	County TIF Related Share	School TIF Related Share	Other TIF Related Share
1	2016	24,753	(1,353)	23,400	38,989	18,430	12,833	7,171	555
2	2017	24,815	(1,353)	23,462	39,092	18,479	12,867	7,190	556
3	2018	24,877	(1,353)	23,524	39,196	18,528	12,901	7,209	558
4	2019	24,939	(1,353)	23,586	39,299	18,577	12,935	7,228	559
5	2020	25,001	(1,353)	23,648	39,403	18,626	12,969	7,247	561
6	2021	25,064	(1,353)	23,711	39,507	18,675	13,003	7,266	563
7	2022	25,126	(1,353)	23,773	39,612	18,724	13,037	7,286	565
8	2023	25,189	(1,353)	23,836	39,716	18,774	13,072	7,305	565
9	2024	25,252	(1,353)	23,899	39,821	18,823	13,106	7,324	568
Total					354,635	167,636	116,723	65,226	5,050

EXHIBIT V  
Boundaries of Development District No. 6 and Tax Increment Financing District No. 6-1



## PRINCETON PUBLIC SCHOOLS

### CELL PHONES

The purpose of this policy is to ~~define~~ ~~inform you of new~~ ~~the~~ processes in the district regarding wireless devices as follows:

- A. Define when an employee qualifies for payment of cellular business expenses through a ~~business expense reimbursement. supplemental compensation allowance.~~
- B. Discontinue district-owned ~~cellular devices~~ ~~phones~~ where possible.
- C. Transfer the ownership and responsibility for contracts and equipment from the district to the employee.
- D. Reduce administrative burden associated with processing these expenses.

Except for circumstances noted under "Special Situations," the district will no longer supply ~~cellular devices~~ ~~phones~~ or reimburse employees for ongoing business expenses related to cellular devices. ~~(cell phones or Personal Digital Assistants with cellular capability (PDAs), such as the Blackberry or Treo).~~ Instead, district employees who meet the eligibility requirements will be given a predetermined amount of ~~business expense reimbursement supplemental compensation~~ to cover the approximate ~~business use of the cellular device. monthly cost of either a cell phone. or cellular PDA.~~ The eligibility requirements will determine which ~~business expense reimbursement supplemental amount~~ an employee will receive.

District employees who qualify for and receive a ~~business reimbursement supplemental compensation~~ will be responsible for acquiring and maintaining their equipment. In addition, contracts entered into by qualifying employees will be personal contracts that will be the responsibility of the employee, not the district. For those who qualify, this policy authorizes a \$45 monthly ~~business reimbursement supplemental non-~~ taxable compensation for ~~cellular device~~ ~~phones~~, or a \$90 ~~per-monthly business reimbursement supplemental non-~~ taxable compensation for ~~cellular devices with data plans when required. cellular PDAs, such as the Blackberry or Treo.~~ The payments will be spread across pay periods through payroll. Employees who receive ~~the~~ monthly ~~business reimbursement supplemental compensation~~ may not ~~also~~ receive reimbursements for any ~~additional cellular device phone or cellular PDA~~ expenses.

~~These new guidelines will ensure regulatory tax compliance relating to cell phones and PDAs. The current tax laws require documentation of all business use of cell phones and PDAs when paid for by the district. This policy will effectively remove this documentation requirement when a taxable allowance is provided to the employee rather~~

~~than the district paying for these benefits directly. Accordingly, this policy will minimize the compliance risks associated with state and federal tax laws and regulations.~~

### **Eligibility Requirements**

The guiding principle for eligibility is that the use of a **cellular device phone or cellular PDA** by an employee is for the benefit of the district, rather than the convenience of the employee. Specifically, district employees are eligible to receive **business reimbursement supplemental compensation** if they meet all of the following criteria:

- A. The employee's job requires him or her to be readily accessible for frequent contact with the public or with district faculty, staff or students.
- B. The employee's job limits his or her access to regular land-line telephones that would satisfy the required business communication needs.
- C. **The employee's job requires them to have email and internet access outside normal operating business hours.**
- D. **The employee will be reimbursed \$45 when the administrator determines the employee meets the requirements of A and B.**
- E. **The employee will be reimbursed \$90 when the administrator determines the employee meets the requirements of A, B & C.**
- F. **In order to be eligible for a cellular device reimbursement or a special circumstances district cellular device explained below the "Acceptable Use Form" must be completed and turned into the business office.**
- C. ~~Monthly usage for business purposes is consistently:~~
  - ~~\_\_\_\_\_~~
  - ~~1. \_\_\_\_\_ 67% or more of total contract minutes for a cell phone; or~~
  - ~~2. \_\_\_\_\_ 90% or more of total contract minutes / data transfer for cellular \_\_\_\_\_ PDA contracts.~~

### **Monthly Cellular Bill Review and Annual Service Reviews**

**Authorization for a business reimbursement supplemental compensation must be reviewed and renewed annually and must be authorized by a Principal or Administrator, or their designee.** ~~Direct billing of employee expenses may no longer allow employees to have their monthly cell phone or cellular PDA expenses billed directly to the district. This is because of the administrative burden associated with providing sufficient business documentation for IRS tax purposes, as well as the desire to standardize the payment methods. Employees who have significant business use of cellular devices phones or~~

~~mobile technology devices should work with their Principals/Administrator to determine if they qualify for the monthly **business reimbursement**. supplemental compensation. Employees who do not qualify for the **business reimbursement** supplemental compensation may submit expense reimbursements for occasional, incremental business expenses. Incremental business expenses are those calls that result in additional costs that are above and beyond the employee's normal calling plan (e.g., excess minutes, roaming charges).~~

### **Equipment Costs**

~~These guidelines discourage departments from paying for cellular or cellular PDA equipment. Employees who are eligible for **the business reimbursement** supplemental compensation are expected to absorb the cost of the equipment (most cellular carriers offer numerous contracts with free or low-cost phones). If, in a rare case, a department determines that the costs of the equipment poses a hardship on the employee, then the department should make a one-time taxable payment to the employee through the payroll system for the cost of the equipment. When applicable, these types of reimbursements may not be made more than once every two years. In all cases, the employee assumes ownership and all maintenance responsibility for the equipment. Schools/Departments are not allowed to establish guidelines that differ from these district-wide guidelines.~~

### **SPECIAL SITUATIONS:**

#### **District Owned Cellular Devices Phones and Contracts**

Certain programs may have special needs that justify district-ownership of cellular **devices** ~~phones~~. Delivery drivers, maintenance personnel, custodians, security and parking lot attendants are examples where ~~phones~~ **cellular devices** are assigned or rotated among employees. This would also include programs that have multiple employees sharing a single cellular phone for on-call rotations. Staff may qualify for only intermittent and temporary use of district-owned cellular **devices** ~~phones~~, when their Principal or ~~Supervisor~~ **Administrator** determines there is a valid documented business need. Employees are expected to use district-owned cellular ~~telephones~~ **devices** responsibly and in accordance with these guidelines and any applicable work rules.

Personal use of district-owned cell phones is not allowed. All district-owned cell phones' monthly statements must be reviewed, dated, and signed by the employee(s), and their Principal/Supervisor, acknowledging their review. In addition, employees must reimburse the district within 30 days for the costs of any non-essential personal calls at the district's costs (i.e., the per-minute rate, any additional amounts for applicable toll or roaming charges, misc. fees and taxes). Excessive personal use may be grounds for discipline or loss of cell phone use.

If an employee leaves the district, they must return their cellular **device** ~~phone~~ on their last day of work in the district.

## Exceptions

Employees who do not ~~qualify for~~ receive the **standard business reimbursement supplemental compensation** may submit an expense reimbursement request for occasional, incremental business expenses. Incremental business expenses are those calls that result in additional costs that are above and beyond the employee's normal calling plan (e.g., excess minutes, roaming charges). When requesting reimbursement, the telecommunication expenses incurred by employees must be additional (incremental) costs, and must be substantiated and documented with a copy of the bill in accordance with district guidelines and applicable federal and state laws and regulation. An example of a bona fide guideline exception would be occasions where employees are traveling for district business and make calls to **home or** work that involve roaming charges. The district will reimburse those employees for their additional out-of-pocket roaming charges.

## Employee Safety

District employees are discouraged from using a cellular device while operating a motor vehicle in the conduct of school district business, except for the purpose of obtaining or rendering emergency assistance.

## PROCEDURES

### Payment Options for Cellular Device Expenses

There are three scenarios for payment of **cellular devices**. ~~phone and cellular PDA business expenses.~~

- A. **Standard business expense reimbursement** ~~Supplemental compensation~~ for eligible individuals (preferred option). **Employee requests reimbursement using the "Employee Request for Reimbursement Form" no later than one month after the expense occurred.**
- B. Reimbursement to ~~non-qualified~~ individuals for occasional, incremental actual expenses. **Employee requests reimbursement using the "Employee Request for Reimbursement Form" no later than one month after the expense occurred.**
- C. Direct payment to vendor for district/building-owned cell phones.

### Eligibility Requirements

The ~~guiding principle for eligibility is that the use of a cell phone or cellular PDA~~ **cell phone with a data plan** by an employee is for the benefit of the district, rather than the

~~convenience of the employee. Specifically, district employees are eligible to receive supplemental compensation if they meet all of the following criteria:~~

- ~~A. The employee's job requires him or her to be readily accessible for frequent contact with the public or with district faculty, staff or students.~~
- ~~B. The employee's job limits his or her access to regular land line telephones that would satisfy the required business communication needs.~~
- ~~C. Monthly usage for business purposes is consistently:
  - ~~1. 67% or more of total contract minutes for a cell phone; or~~
  - ~~2. 90% or more of total contract minutes / data transfer for cellular PDA contracts.~~~~

### **Supplemental Compensation to Eligible Employees**

- ~~1. Contracts for cell phones used in conducting business on behalf of the district should be in the employee's name as the billing entity. When an employee's supervisor or manager determines that the employee's business need for a cell phone meets all of the conditions required above, the employee will then be granted a supplemental compensation of \$45.00 per month for cell phones or \$90.00 per month for with data plans. cellular PDA's such as Blackberry or Treo. The supplement, spread across pay periods, is taxable compensation to the employee. However, the supplemental amounts have been calculated to take taxes into consideration. An annual review of the business need for cellular services and associated additional compensation must be completed by the employee's Principal/Administrator.~~

### **Establishing the Supplement**

~~When an employee qualifies for supplemental compensation for their cellular or cellular PDA expenses, the following procedures are applicable:~~

- ~~A. Principals/Supervisors determine if employee meets requirements for supplemental compensation, as stated above.~~
- ~~B. The appropriate Principal/Supervisor must approve the supplement.~~
- ~~C. The Principal/Supervisor complete the Cell Phone Application (attached) as follows:
  - ~~1. Employee Name, Building Name, and Supervisor Signature.~~~~

2. ~~Type of phone to order: Regular cell phone or PDA.~~
  3. ~~The appropriate account code to charge the equipment as specified by the Principal/Supervisor to be used for this supplement.~~
- D. ~~Documentation to support the decision to grant supplemental compensation must be included on the application.~~
  - E. ~~Supplements for reimbursement will be set up within the payroll system to expire on June 30 of each year.~~
  - F. ~~Principals/Supervisors must conduct an annual review and document the continued business need for the supplement in addition to documenting their approval.~~
  - G. ~~The cost of the supplements should be included in the departments' budget.~~

### **Changing or Discontinuing the Supplement**

- A. ~~If there is a change in an employee's responsibilities that would disqualify them from continuing to receive the allowance, the department must contact Purchasing immediately to cease the supplement, effective with the date that their responsibilities changed.~~
- B. ~~When supplements are given, the department should discontinue paying all other forms of cellular expenses for that employee.~~

### **Equipment Purchase**

~~If the department determines that the equipment should be paid by the district, the following procedures are applicable:~~

- A. ~~Department confirms and documents the reason for the equipment purchase (e.g., financial hardship for the employee);~~
- B. ~~The Principal/Administrator submits a reimbursement form to Accounts Payable for the one time taxable payment through the Payroll system for the cost of the equipment.~~
- C. ~~Departments may, if applicable, reimburse the individual for equipment costs no more frequently than every two years.~~

### ~~Reimbursement to Non-Qualified Individuals for Occasional, Incremental Actual Expenses~~

~~Reimbursements may be processed for those employees who do not qualify for the supplemental compensation and who occasionally incur incremental business call expenses that have caused them to exceed the monthly minutes on their personal cell phones. Note: if the business calls made did not cause the employee to incur additional (incremental) costs on their phone bill, no reimbursement is allowed. The following are the reimbursement procedures:~~

- ~~A. — The employee prepares an Employee Mileage Reimbursement form and submits the documentation (copy of the bill) along with notations as to who was called and the business purpose of the district related calls(s) to their Principal/Administrator for approval.~~
- ~~B. — Mileage reimbursement form and a copy of the bill is forwarded to Purchasing for review.~~
- ~~C. — The employee will receive a ~~non~~-taxed reimbursement on their payroll automatic deposit.~~

### ~~Direct Payment to Vendor for Departmental Owned Cell Phones~~

~~The District's exemption from Federal and State taxes presumes that cell phones are primarily for business and not personal use. Therefore, cell phone purchases and contracts, where the district is the official billing entity, should be approved only for those situations where the district intends for the phone to be used solely for business. The Principal/Administrator must approve cellular phone purchases and contracts where the district is the official billing entity. Purchasing will coordinate the purchase of district owned cellular phones and service plans, which will be selected to reflect the estimated business use (i.e., service minutes). Contracts must be reviewed on an annual basis by the Principal/Administrator and adjusted as necessary, to reflect average business use.~~

~~If departments have employees that do not meet the criteria for receiving supplemental compensation but need to be reachable by cell phone or have a need to make calls economically when away from their land phones, the department may choose to purchase calling cards or purchase and rotate a departmental cell phone which could be used by employees on an as needed basis. In these cases, the employees would not receive a salary supplement nor an expense reimbursement and the equipment would be the property of the department, used 100% for business purposes and returned to the department daily (or other time interval, e.g., weekly, as the business need dictates) after the employees work shift (i.e. , custodians, maintenance and other security personnel who need to be accessible by phone during their work shift).~~

## **Transferring Contract Title from the District to the Employee**

Principals/Supervisors are to implement these guidelines and process changes immediately, and work with the applicable employees to transition existing cell phone contracts to the individual. The major cell service providers do not charge a fee for this transfer, but may require establishing a new contract. If encountering a provider that does charge for transferring the contract to the employee, the department may ~~choose to pay the transfer fee or~~ complete the transfers at the earliest date that allows the district to avoid the fee. No renewals or extensions of existing arrangements are allowed.

## **Employee Safety**

~~District employees are discouraged from using a cellular device while operating a motor vehicle in the conduct of school district business, except for the purpose of obtaining or rendering emergency assistance.~~

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*Layshock v. Hermitage Sch. Dist.*, 412 F.Supp.2d 502 (W.D. Pa. 2006)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:** Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Princeton Policy 406 (Public and Private Personnel Data)  
Princeton Policy 412 (Expense Reimbursement)  
Princeton Policy 412.1 (Employee Travel & Related Services)  
Princeton Policy 413 (Harassment & Violence)

Princeton Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Princeton Policy 506 (Student Discipline)  
Princeton Policy 514 (Bullying Prohibition)  
Princeton Policy 515 (Protection and Privacy of Pupil Records)  
Princeton Policy 519 (Interviews of Students by Outside Agencies)  
Princeton Policy 521 (Student Disability Nondiscrimination)  
Princeton Policy 522 (Student Sex Nondiscrimination)  
Princeton Policy 524 (Internet Acceptable Use and Safety)  
Princeton Policy 526 (Hazing Prohibition)  
Princeton Policy 595 (Web Authoring and Publishing)  
Princeton Policy 603 (Curriculum Development)  
Princeton Policy 606 (Textbooks and Instructional Materials)  
Princeton Policy 806 (Crisis Management Policy)  
Princeton Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)  
Princeton Technology Procedure Manual

Adopted: April 12, 2011

## **Acceptable Use Guidelines for Wireless Devices Form**

~~As an employee of ISD #477, you are required to have a cell phone and/or pager as a tool to conduct school business to fulfill your job responsibilities. If you have a District issued cell phone or pager, it is presumed that these phones and pagers have and will continue to be used for business calls only and not for personal use. The District is exempt from Federal Excise Tax and Minnesota sales tax ONLY when personal use of cell phones and pagers is prohibited.~~

~~In order to ensure we are complying with applicable state and federal laws, the District will be giving employees who are required to have a cell phone and/or pager the following options:~~

### **CHECK ONE:**

#### **Option 1 — District Provided Services**

~~When a job position requires the need for the use of a cell phone and/or pager and the dollar amount for this phone and service is paid directly by the District, the only purpose for the use of this phone is for business calls only. NO personal use may ever occur.~~

#### **Option 2 — Monthly Communication Allowance**

~~When an employee purchases his/her own cell phone and provides his/her cell phone number to the District, the district has provided an option for a monthly allowance. The District will pay a flat monthly fee of \$45 for a cell phone or \$90 for a PDA. In this plan, the employee waives any and all additional communications expense reimbursements. This allowance is tax deductible and paid monthly through payroll.~~

~~Please return this form along with the following signed statement to the Purchasing Department. This form is required to be on file at the District Office for audit compliance.~~

Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Service: \_\_\_\_\_

~~I understand that any cell phone or pager purchased by the District will be used only for business purposes. If I choose to accept or make personal calls, I must choose option 2. All District provided cell phone plans are subject to periodic internal audits for compliance. I acknowledge that I reviewed the sections on Employee Safety, District Owned Cell Phone Use, and Monthly Cellular Bill Review and Annual Service Renewal. This agreement is effective until rescinded by the District or employee.~~

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Principal/Administrator Signature

Account Code: 01 \_\_\_\_\_

**PRINCETON PUBLIC SCHOOLS**

**SCHOOL BOARD MEETING AGENDA**

**I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

**III. PROCEDURES**

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

- C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the

meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

***Legal References:*** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: February 11, 2003

Revised May 25, 2010

Revised: March 18, 2014

## PRINCETON PUBLIC SCHOOLS

### OPEN MEETINGS AND CLOSED MEETINGS

#### I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

#### II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

#### III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

#### IV. PROCEDURES

- A. Meetings
  - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special

meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.

- b. If matters not directly related to the emergency are discussed or

acted upon, the minutes of the meeting shall include a specific description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget

period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods are prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting,

subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Non Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules Ch. 5510 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)

*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:***

Princeton Policy 204 (School Board Meeting Minutes)  
Princeton Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
Princeton Policy 207 (Public Hearings)  
Princeton Policy 406 (Public and Private Personnel Data)  
Princeton Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: December 17, 2002  
Revised: August 26, 2008  
Revised: April 14, 2009  
Revised: November 23, 2010  
Revised: October 9, 2012  
Revised: March 18, 2014

## Princeton School District

### 707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

#### I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

#### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

#### III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the

student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

**VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall be subject

to a 50 mile radius distance requirement. (Minn. Stat. § 123B.88, Subd. 1)

- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours and within a 50 mile radius of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district within a 50 mile radius of the school district. Where a joint powers entity enters into a contract

with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of

origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

Each school year, the School Board authorizes the Superintendent and/or designee to determine the safest method to stop the buses. Locations will be along Hwy 95 and certain in town bus stops based on statute 169.443. The use of a 4-way light system versus using the 8-way amber light system will be labeled on all stops within the routing system. All drivers will be trained in the appropriate manner regarding both types of stopping.

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from

school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)

Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)

20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)

42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)

42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

MSBA Service Manual, Chapter 2, Transportation

Revised: August 23, 2011

Reviewed: April 23, 2013

Revised: May 14, 2013

Revised: January 22, 2013

Revised: March 18, 2014

<b>Tiger Club Students Only</b>					
<b>Summer School Food Service Program</b>					
		<b>Students</b>	<b>Total</b>	<b>Reimburseme</b>	<b>Estimated</b>
	<b>Days</b>	<b>Served</b>	<b>Meals</b>	<b>Rate</b>	<b>Revenue</b>
Breakfast	49	60	2,940	2.0225	\$5,946.15
Lunch	49	70	3,430	3.5450	\$12,159.35
Link/Web	1	500	500	3.5450	\$1,772.50
					<b>\$19,878.00</b>
			<b>Total</b>	<b>Pay</b>	<b>Estimated</b>
			<b>Hours</b>	<b>Rate</b>	<b>Expenses</b>
Cook 1	50	6	300	16.98	\$5,094.00
Helper 1	50	2.75	137.5	12.38	\$1,702.25
Helper 2	50	2.75	137.5	12.38	\$1,702.25
					<b>\$8,498.50</b>
Director	10			271.79	<b>\$2,717.90</b>
FICA & PERA					<b>\$1,671.24</b>
Breakfast Food	49	60	2940	\$0.68	\$1,999.20
Lunch Food	49	70	3430	\$1.80	\$6,174.00
Web/Link	1	500	500	\$1.80	\$900.00
<b>Total</b>					<b>\$9,073.20</b>
Bussing					<b>\$1,500.00</b>
Utilities					<b>\$850.00</b>
<b>Total Expenses</b>					<b>\$24,310.84</b>
<b>Variance</b>					<b>-\$4,432.84</b>