

Princeton Public Schools - ISD 477
Tuesday, August 19, 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

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
 - Assessment & Special Programs Job Description 10
2. Bills 12
3. Wire Transfers 18
4. Treasurer's Report 19
5. Gifts 20
6. Student Open Enrollments 21
7. Fundraiser 22

ACTION

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2. Local Optional Revenue 25

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4. Paraprofessional Union Contract	32
5. Secretarial Union Contract	36
6. Robotics Extra-Curricular Activity	41
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8. PAC Activities Coordinator	43

FUTURE MEETINGS:

1. Meet and Confer (Jeremy, Craig, Howard) - 3 meetings for the year: October, February, and May.
2. Month of September ONLY:
Finance meets September 16, 2014, at 5:00 pm
and Policy will meet on September 2, 2014, at 5:30 pm

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 **5th day of August, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: Craig Johnson

Others present: Superintendent Julia Espe, the Director of Business Services Michelle Czech, Director of Teaching and Learning Julie Williams, and the Director of Human Resources Stacie Vos.

Citizen Comments: None

REPORTS

Board committee meeting(s) and School Events each Board member attended.

Howard Vaillancourt:

Classified Negotiations (Paraprofessionals and Secretaries). The Project Oversight Committee meeting and the Core Planning Group meeting.

Eric Minks:

The Finance Board Committee meeting.

Jeremy Miller:

The Finance Board Committee meeting.

Deb Ulm:

Project Oversight Committee and Core Planning Group meetings. Attended the planning Agenda meeting with Supt. Espe, the Classified Negotiations (Paraprofessionals and Secretaries), and the Finance meeting.

Superintendent Report:

Everyone is busy getting ready for school. Ryan Rysavy (3rd Gr) teacher is featured in a Star Tribune news article.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Chad Young, and seconded by Howard Vaillancourt, to approve the July 15, 2014 Regular Board meeting minutes, and the July 15, 2014, Closed School Board meeting minutes, as they are presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Jeremy Miller, and seconded Chad Young, to approve the consent agenda items: Personnel, Gifts, Open Enrollments, Oakland Lease Agreement 2014-15, and Fundraisers. Motion passed unanimously.

SECOND READINGS

Motion made by Howard Vaillancourt, and seconded by Jeremy Miller, to approve the second readings of policies: District Post-Issuance Debt Compliance Policy, Student Transportation, Policies Incorporated by Reference, as they are presented. Motion passed unanimously.

Discussion Items

Facilities Update - Presenters: Vaughn Dierks and Pat Overom

Pat Overom from ICS Consulting provided an overview to the board members on the referendum projects activities this period. Vaughn Dierks from Wold gave a power point presentation regarding the new school building project. The Wold power point presentation and the ICS documentation can be read online at www.princeton.k12.mn.us in the board packet for this meeting date, or in person in the Superintendent's Office in the District Office Building, 706 1st St.

ACTION ITEMS

Resolution Calling the General Election

Motion was made by Howard Vaillancourt, and seconded by Chad Young, to approve the Resolution Calling the General Election as presented. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Chad Young, Deb Ulm, and the following voted against: None. Motion passed unanimously.

Principals Contract and Custodians Contract

Motion was made by Jeremy Miller, and seconded by Chad Young, to approve the Principals Contract and the Custodian Contract as presented. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Chad Young, Deb Ulm, and the following voted against: None. Motion passed unanimously.

Roof Bid

Motion was made by Eric Minks, and seconded by Jeremy Miller, to approve the McDowall Roofing Company (Base Bid sections C and Ductwork Insulation) Roof Bid. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Chad Young, Deb Ulm, and the following voted against: None. Motion passed unanimously.

Kindergarten Breakfast Program

Motion was made by Howard Vaillancourt, and seconded by Chad Young, to approve the Kindergarten Breakfast Program. Upon roll call the following voted in favor of: Eric Minks, Howard Vaillancourt, Chad Young, Deb Ulm, and the following voted against: Jeremy Miller, and Chuck Nagle. Motion passed 4:2.

FUTURE BOARD COMMITTEE MEETINGS

Curriculum Meeting - Thursday, August 14, 5:00 p.m. Location: District Office Board Room.

Meet & Confer - (Jeremy, Craig, Howard it was set for Fri 8/29 at 4:30 needs to be changed). The next meeting date will be decided at the August 19, 2014 Board Meeting.

ADDITIONS TO AGENDA - None

ADJOURN The meeting was adjourned at 7:53 p.m.

Chair Deb Ulm

Clerk Eric Minks

Recorder: Bridget Sorensen

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 5th day of August, at 7:00 p.m. in the District Office Board Room. Members Present: Jeremy Miller, Eric Minks, Chuck Nagle, Deb Ulm, Howard Vaillancourt, and Chad Young. Members Absent: Craig Johnson. Others present: Superintendent Julia Espe, the Director of Business Services Michelle Czech, Director of Teaching and Learning Julie Williams, and the Director of Human Resources Stacie Vos. Citizen Comments:None. REPORTS Board committee meeting(s) and School Events each Board member attended can be viewed in full at www.princeton.k12.mn.us in the school board box on the home page under the link meeting access.

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Motion by Chad Young, and seconded by Howard Vaillancourt, to approve the July 15, 2014 Regular Board meeting minutes, and the July 15, 2014, Closed School Board meeting minutes, as they are presented. Motion passed unanimously.

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Kindergarten Breakfast Program Motion was made by Howard Vaillancourt, and seconded by Chad Young, to approve the Kindergarten Breakfast Program. Upon roll call the following voted in favor of: Eric Minks, Howard Vaillancourt, Chad Young, Deb Ulm, and the following voted against: Jeremy Miller, and Chuck Nagle. Motion passed 4:2.

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ADDITIONS TO AGENDA - None

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Recorder: Bridget Sorensen

Chair Deb Ulm

Clerk Eric Minks

Princeton Public Schools, ISD 0477 Board Consent Agenda

	A	B	C	D	E	F	G
1	August 19, 2014						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Alford, Kristen	Position Change from server	Cook's Helper	FSV	Renee Kampa	8/25/2014	\$13.57 (Helper, First Year)
4	Bahlman, William	Continuation of Temporary Position	Building Monitor	ESA	N/A	9/3/14 - 10/3/14	continued from previous year
5	Bjurman, Eric	Resignation	LTS AP / AD (MS) and Phy Ed Teacher - HS	PEA	N/A	8/11/2014	N/A
6	Bost, Jessica	New-EXC position	Gymnastics Assistant Coach	PEA	Nicole Alley	11/10/2014	\$2,904 (class D, step 1)
7	Brown, Angel	New Hire	Technology / STEM Teacher - MS	PEA	Brad Grose	8/25/2014	\$64,352 (MA+30, step 12)
8	Clemons, Sara	New-EXC position	MS Volleyball Coach	PEA	New position	Fall 2014	\$1,452 (class H, step 1)
9	Connors, Faith	New Hire	2nd Grade Teacher	PEA	Samantha Long	8/25/2014	\$36,295 (BA, step 1)
10	Deavel, Jona	LTS	AP / AD - MS	ADM	Sarah Marxhausen	August 2014 - November 7, 2014 (~58.5 days)	\$383.49/day (Asst Principal, step 1)
11	DeValk, Dean	New Hire	MS Football Coach	PEA	Brett Cloutier	Fall 2014	\$1,815 (class G, step 1)
12	Engness, Erin	10 Additional Contract days	Assessment & Special Programs	PEA	N/A	2014-15 school year	N/A
13	Fournie, Stephanie	New Hire	SPED Paraprofessional - NE	ESA	Amy Dierks	9/2/2014	\$12.90/hour (class III, step 1-3)
14	Gatewood, Jodi	New EXC position	Math League Advisor - MS	PEA	Terri Kerwin	2014-15 school year	\$742 (class J, step 2)
15	Gray, Sandra	Position change from 10 month	11 month Secretary - MS	SEC	N/A	8/1/2014	same as current
16	Hershey, Logan	New Hire	Assistant Swim Coach (Diving)	PEA	Alison Rose	8/11/14 - 11/20/14	\$2,904 (class D, step 1)
17	Johnson, Emilee	Position change from lunchroom para	SPED Paraprofessional - NE	ESA	Sara Clemons	9/2/2014	\$12.90/hour (class III, step 1-3)
18	Johnson, Erin	New Hire	Cheerleading Assistant Coach	PEA	New position	8/11/2014	\$1,089 (class I, step 1)
19	Johnson, Matt	New-EXC position	MS Football Coach	PEA	Mark Angstman	Fall 2014	\$1,815 (class G, step 1)
20	Klumper, Dylan	New Hire	Custodian	CUS	Andy Ryan	8/11/2014	\$15.12/hour (B21, step 0)
21	Lindenfelser, Jackie	Position change from 10 month to 11 month	Attendance Secretary - HS	SEC	N/A	8/1/2014	same as current
22	Morrow, Patrick	New-EXC position	Volleyball Assistant Coach	PEA	Missy McAlpine	8/11/2014	\$2,541 (class E, step 1)
23	Moss, Israel	Resignation	SPED Paraprofessional - HS	ESA	N/A	7/27/2014	N/A
24	Moss, Israel	Resignation	MS Boys Soccer Coach	PEA	N/A	7/27/2014	N/A
25	Norman, Joshua	Resignation	Boys JV Soccer Coach	PEA	N/A	7/21/2014	N/A
26	Rose, JoAnn	Retirement	Head Cook - HS	FSV	N/A	8/15/2014	N/A
27	Schimming, Greta	Increase in Hours to 40 hours/week	Secretary to the Assistant Principal/Activities Director	SEC	N/A	8/1/2014	same as current
28	Schmock, Calvin	New-EXC position	MS Football Coach	PEA	Mark Hayes	Fall 2014	\$1,815 (class G, step 1)
29	Schramel, Robyn	Position change from MS	HS Girls Assistant Soccer Coach	PEA	Pat Arens	8/11/2014	\$2,541 (class E, step 1)
30	Simanski, Cally	New-EXC position	Cross Country Head Coach	PEA	Nathan Daubner	8/11/2014	\$3,267 (class C, step 1)
31	Skuza, Heidi	LTS - EXC position	MS Volleyball Coach	PEA	Josie Zythkovicz	2014-15 season ONLY	\$1,516 (class H, step 3)
32	Steinbrecher, Cheryl	Retirement	SPED Paraprofessional - MS	ESA	N/A	8/8/2014	N/A
33	Storbakken, Kristy	LOA	AG Teacher (.5 FTE) - HS	PEA	N/A	~8/25/14 - 11/28/14	N/A
34	Thomsen, Lorence	New Hire	SPED Teacher - HS	PEA	Rebecca Thomsen	8/25/2014	\$60,584 (BA+40/MA, step 12)

Princeton Public Schools, ISD 0477 Board Consent Agenda

	A	B	C	D	E	F	G
35	Trujillo, Nicole	Resignation of EXC position	Speech Coach	PEA	N/A	7/21/2014	N/A
36	Wesloh, John	Continuation of ongoing position	Building Monitor	ESA	N/A	9/2/2014	same as current
37	Whittlef, Jenny	New Hire	SPED Paraprofessional	ESA	Tiffany Cady	9/2/2014	\$12.90/hour (class III, step 1-3)
38	Zachman, Grace	New Hire	LTS Math Teacher - MS & HS	PEA	Angie Perkins/Alison Rose	Aug.-Nov. at MS and Jan.-June at HS	\$197.26/day (BA, step 1)
39	Zytkovicz, Josie	LOA of EXC position	MS Volleyball Coach	PEA	N/A	2014-15 season	N/A



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477

706 First Street, Princeton, MN 55371

763.389.2422 763.389.9142 Fax

Dr. Julia Espe, Superintendent 763.389.6190

Michelle Czech, Director of Business Services 763.389.6183

Stacie Vos, Director of Human Resources 763.389.6181

Julie Williams, Director of Teaching & Learning 763.389.7278

Eric Simmons, Director of Technology 763.389.6163

Erin Dohrmann, Special Education Coordinator 763.389.6191

Gwen Anderson, Director of Community Education & ECFE Coordinator 763.389.6199

Job Description

Position Title: Assessment and Special Programs Coordinator

Department: Teaching and Learning

Immediate Supervisor: Director of Teaching and Learning

Job Summary:

Under the direction of the Director of Teaching and Learning, the Assessment and Special Programs Coordinator is responsible for implementing and coordinating all state and local testing, and assisting with the planning and coordination of improvement in student instruction and curriculum and assessment.

Essential Duties and Responsibilities:

- Demonstrates leadership in the Marzano instructional model, including all elements in these categories:
 - Data driven focus to support student achievement
 - Continuous support for improvement of instruction
 - Continuous support of a guaranteed and viable curriculum
 - Cooperation and collaboration
 - District environment
- Implements, coordinates, and provides guidance in all state and local testing requirements. Provides staff development on using and interpreting student testing and assessment data. Works with instructional personnel and administrators in applying assessment and testing data in assessing and evaluating improvement efforts.
- Oversees English Language Learner program.
- Oversees Gifted and Talented program.
- Coordinates Minnesota Reading Corps and Minnesota Math Corps programs for the district and acts as internal coach.
- Trains and supports data coaches.
- Represents the district at meetings at the State Department and partnership organizations. Serves as liaison between the district and the state concerning assessment, curriculum and staff development issues.
- Provides professional expertise and assistance to district staff concerning areas of instructional expertise/knowledge.
- Keeps abreast of changing developments, trends, and technologies within the field.
- Assumes project management responsibilities as may be delegated by the Director of Teaching and Learning.
- Performs other duties of a comparable level or type, as required.

Assessment & Special Coordinator Position	
\$343.20	Daily Rate (184 Teacher Days)
\$3,432.01	10 Days Additional
\$262.55	FICA
\$257.40	TRA
\$3,951.96	Total to Staff Development

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	59214	155686	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	Yes	No	USD	07/15/2014	9,811.25
			59215	155687	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	Yes	No	USD	07/15/2014	169.16
			59224	155688	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	Yes	No	USD	07/15/2014	112.89
			59225	155689	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	07/15/2014	4,121.78
			59223	155690	Check	1	13965		GURSTEL CHARGO PA	Yes	Yes	No	USD	07/15/2014	362.98
			59226	155691	Check	1	14315		MALCHOW, VAUGHN	Yes	Yes	No	USD	07/18/2014	518.43
			59227	155692	Check	1	5146		PRINCETON POST OFFICE	Yes	Yes	No	USD	07/21/2014	133.88
			59270	155693	Check	1	11043	1	AMERICAN ENGINEERING TESTING	Yes	Yes	No	USD	07/23/2014	1,138.50
			59276	155694	Check	1	14317		ANDERSON DAN	Yes	No	No	USD	07/23/2014	115.00
			59291	155695	Check	1	7331		ARTS & ACTIVITIES	Yes	Yes	No	USD	07/23/2014	24.95
			59272	155696	Check	1	1243	1	ASCD	Yes	Yes	No	USD	07/23/2014	89.00
			59277	155697	Check	1	1519		BREMER BANK	Yes	Yes	No	USD	07/23/2014	735.31
			59284	155698	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	07/23/2014	12,395.75
			59269	155699	Check	1	10503	1	GTM SPORTSWEAR	Yes	Yes	No	USD	07/23/2014	630.00
			59278	155700	Check	1	2874	1	GTS	Yes	No	No	USD	07/23/2014	190.00
			59279	155701	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	07/23/2014	4,214.78
			59280	155702	Check	1	3058	3	HEINEMANN	Yes	Yes	No	USD	07/23/2014	23,304.60
			59293	155703	Check	1	9050		KENNEDY & GRAVEN, CHARTERED	Yes	Yes	No	USD	07/23/2014	100.00
			59282	155704	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/23/2014	300.00
			59285	155705	Check	1	4467		M.S.B.A.	Yes	Yes	No	USD	07/23/2014	8,104.00
			59281	155706	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	07/23/2014	534.34
			59283	155707	Check	1	4086		MCDOWALL COMFORT MANAGEMEN	Yes	Yes	No	USD	07/23/2014	21,390.00
			59292	155708	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	Yes	No	USD	07/23/2014	570.00
			59275	155709	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	07/23/2014	12.85
			59294	155710	Check	1	9243	2	OREILLY AUTOMOTIVE INC	Yes	Yes	No	USD	07/23/2014	23.90
			59274	155711	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	07/23/2014	11,152.26
			59286	155712	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	07/23/2014	66,085.75
			59271	155713	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	Yes	No	USD	07/23/2014	369.00
			59287	155714	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	Yes	No	USD	07/23/2014	121.45
			59273	155715	Check	1	12635	1	SHI INTERNATIONAL CORP.	Yes	Yes	No	USD	07/23/2014	15,852.18
			59288	155716	Check	1	5873	4	STAR TRIBUNE	Yes	Yes	No	USD	07/23/2014	111.80
			59289	155717	Check	1	6294	3	UNITED STATES TREASURY	Yes	Yes	No	USD	07/23/2014	581.00
			59290	155718	Check	1	6294	3	UNITED STATES TREASURY	Yes	Yes	No	USD	07/23/2014	2.00
			59295	155719	Check	1	12648	1	REBYL SPORTS, INC.	Yes	Yes	No	USD	07/23/2014	518.50
			59313	155720	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	07/31/2014	4,037.06
			59308	155721	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	07/31/2014	330.23
			59309	155722	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	07/31/2014	67.14
			59310	155723	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	07/31/2014	119.43
			59311	155724	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	07/31/2014	112.00
			59312	155725	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	07/31/2014	75.00
			59316	155726	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	Yes	No	USD	07/31/2014	232,110.50

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Princeton Public Schools #477

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0477		001	59314	155727	Check	1	11788		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	07/31/2014	7,618.42
			59315	155728	Check	1	13771		METLIFE	Yes	No	No	USD	07/31/2014	9,317.88
			59317	155729	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	07/30/2014	366.01
			59320	155730	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	07/30/2014	24.76
			59321	155731	Check	1	2624		FRED PRYOR SEMINARS	Yes	No	No	USD	07/30/2014	199.00
			59322	155732	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	07/30/2014	127.30
			59327	155733	Check	1	6761		I.S.D. #727	Yes	No	No	USD	07/30/2014	8,207.42
			59323	155734	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/30/2014	150.00
			59318	155735	Check	1	13117	1	NEW DOMINION SCHOOL	Yes	No	No	USD	07/30/2014	9,417.90
			59324	155736	Check	1	5040		PIZZA BARN	Yes	No	No	USD	07/30/2014	124.57
			59325	155737	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	07/30/2014	55.00
			59326	155738	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	07/30/2014	283.65
			59319	155739	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	07/30/2014	310.25
			59328	155740	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	08/05/2014	325.00
			59329	155741	Check	1	10795		ACE SOLID WASTE, INC	Yes	No	No	USD	08/06/2014	1,171.97
			59336	155742	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	08/06/2014	310.00
			59330	155743	Check	1	11846	1	IRBY TOOL AND SAFETY	Yes	No	No	USD	08/06/2014	34.97
			59334	155744	Check	1	14274		LEE TAMMY	Yes	No	No	USD	08/06/2014	177.80
			59335	155745	Check	1	14321		MAYERCHAK MARY	Yes	No	No	USD	08/06/2014	25.00
			59331	155746	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	08/06/2014	7,427.74
			59337	155747	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	08/06/2014	50.00
			59340	155748	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	08/06/2014	2,000.00
			59338	155749	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	08/06/2014	871.80
			59341	155750	Check	1	8024		SCHOOL FINANCES	Yes	No	No	USD	08/06/2014	5,672.00
			59333	155751	Check	1	14272		SISCO CYNTHIA	Yes	No	No	USD	08/06/2014	290.00
			59339	155752	Check	1	5883	5	ST. CLOUD TIMES	Yes	No	No	USD	08/06/2014	240.02
			59332	155753	Check	1	13407		WARNER JULIE	Yes	No	No	USD	08/06/2014	240.00
			59345	155754	Check	1	9103		FLR SANDERS	Yes	No	No	USD	08/07/2014	9,494.28
			59343	155755	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	08/07/2014	462.00
			59344	155756	Check	1	5041		PIZZA HUT OF PRINCETON	Yes	No	No	USD	08/07/2014	125.00
			59342	155757	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	08/07/2014	692.29
			59346	155758	Check	1	14129		CITY OF EAGAN	Yes	No	No	USD	08/11/2014	603.00
			59348	155759	Check	1	10584		CARD SERVICES	Yes	No	No	USD	08/14/2014	151.24
			59351	155760	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	08/14/2014	59.41
			59352	155761	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	08/14/2014	701.37
			59350	155762	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	08/14/2014	1,125.04
			59353	155763	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	08/14/2014	35.00
			59349	155764	Check	1	12747	1	SHOPKO STORES OPERATING CO.,	Yes	No	No	USD	08/14/2014	47.04
			59357	155765	Check	1	1031	2	ACCU/CUT	Yes	No	No	USD	08/19/2014	140.00
			59356	155766	Check	1	1028	1	ACCURATE LABEL DESIGNS	Yes	No	No	USD	08/19/2014	207.95
			59399	155767	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	08/19/2014	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	59408	155768	Check	1	14331		AIRMAXX TRAMPOLINE PARK	Yes	No	No	USD	08/19/2014	272.00
			59366	155769	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	08/19/2014	791.50
			59374	155770	Check	1	12321	1	APEC	Yes	No	No	USD	08/19/2014	644.45
			59371	155771	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	08/19/2014	1,686.21
			59466	155772	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	08/19/2014	55,294.23
			59372	155773	Check	1	1218		AQUA LOGIC	Yes	No	No	USD	08/19/2014	172.77
			59375	155774	Check	1	1243	1	ASCD	Yes	No	No	USD	08/19/2014	259.40
			59379	155775	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	08/19/2014	860.50
			59389	155776	Check	1	13116		AUDIO ENHANCEMENT	Yes	No	No	USD	08/19/2014	2,925.92
			59467	155777	Check	1	8410	2	BATTERIES PLUS BULBS	Yes	No	No	USD	08/19/2014	739.18
			59390	155778	Check	1	1321		BAUDVILLE	Yes	No	No	USD	08/19/2014	223.59
			59400	155779	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	08/19/2014	553.60
			59472	155780	Check	1	9580		BW T & F ENTERPRISES LLP	Yes	No	No	USD	08/19/2014	1,200.00
			59413	155781	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	08/19/2014	55,032.24
			59380	155782	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	08/19/2014	2,861.84
			59388	155783	Check	1	13063	1	CDW	Yes	No	No	USD	08/19/2014	2,143.75
			59431	155784	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	08/19/2014	8,807.64
			59364	155785	Check	1	11026	1	CENGAGE LEARNING	Yes	No	No	USD	08/19/2014	2,827.00
			59412	155786	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	08/19/2014	7.44
			59462	155787	Check	1	7473	1	CLARK ENGINEERING	Yes	No	No	USD	08/19/2014	1,260.00
			59384	155788	Check	1	12899		CLASSROOM SUPPLY MART	Yes	No	No	USD	08/19/2014	145.88
			59414	155789	Check	1	1907		CONTINENTAL MATHEMATICS LEAGI	Yes	No	No	USD	08/19/2014	85.00
			59415	155790	Check	1	2025		CYNMAR CORPORATION	Yes	No	No	USD	08/19/2014	506.69
			59354	155791	Check	1	10069		DALCO	Yes	No	No	USD	08/19/2014	4,002.45
			59369	155792	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	08/19/2014	812.81
			59370	155793	Check	1	12028	3	DECKER EQUIPMENT	Yes	No	No	USD	08/19/2014	352.62
			59416	155794	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	08/19/2014	21.69
			59470	155795	Check	1	9275		DISTRIBUTED WEBSITE CORP.	Yes	No	No	USD	08/19/2014	12,003.70
			59417	155796	Check	1	2255	3	EASTBAY INC.	Yes	No	No	USD	08/19/2014	590.58
			59418	155797	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	08/19/2014	84.00
			59420	155798	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	08/19/2014	1,748.35
			59419	155799	Check	1	2269		ECMECC	Yes	No	No	USD	08/19/2014	7,065.66
			59425	155800	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	08/19/2014	178.92
			59421	155801	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	08/19/2014	21.00
			59393	155802	Check	1	13741		EDMENTUM	Yes	No	No	USD	08/19/2014	5,610.00
			59468	155803	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	08/19/2014	315.44
			59422	155804	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	08/19/2014	324.00
			59409	155805	Check	1	14332		ELITE TRAINING & CONSULTING	Yes	No	No	USD	08/19/2014	250.00
			59383	155806	Check	1	12846	1	ESSENTIAL CABLING TECHNOLOGIE	Yes	No	No	USD	08/19/2014	2,790.16
			59407	155807	Check	1	14316		ETS HEALTH	Yes	No	No	USD	08/19/2014	3,540.00
			59423	155808	Check	1	2454		EVAN-MOOR CORPORATION	Yes	No	No	USD	08/19/2014	21.99

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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	59385	155809	Check	1	12925		FEINER SUPPLY	Yes	No	No	USD	08/19/2014	120.90
			59367	155810	Check	1	11480		FISHING POND	Yes	No	No	USD	08/19/2014	200.97
			59424	155811	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	08/19/2014	398.39
			59402	155812	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	08/19/2014	30,809.28
			59411	155813	Check	1	14334		GEARED UP APPAREL	Yes	No	No	USD	08/19/2014	204.00
			59386	155814	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	08/19/2014	162.43
			59426	155815	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	08/19/2014	26.10
			59461	155816	Check	1	6645		GRAINGER	Yes	No	No	USD	08/19/2014	1,681.96
			59396	155817	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	08/19/2014	247.50
			59360	155818	Check	1	10503	2	GTM SPORTSWEAR	Yes	No	No	USD	08/19/2014	635.00
			59427	155819	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	08/19/2014	898.57
			59373	155820	Check	1	12212		IMAGINE THIS	Yes	No	No	USD	08/19/2014	180.67
			59365	155821	Check	1	11237		INFINITY ONLINE	Yes	No	No	USD	08/19/2014	1,750.00
			59464	155822	Check	1	7661		INNOVATIVE MODULAR SOLUTIONS	Yes	No	No	USD	08/19/2014	11,970.00
			59361	155823	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	08/19/2014	1,685.68
			59355	155824	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	08/19/2014	833.34
			59377	155825	Check	1	12552		IXL LEARNING	Yes	No	No	USD	08/19/2014	7,800.00
			59428	155826	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	08/19/2014	312.00
			59397	155827	Check	1	13871		JOHN BAYLOR TEST PREP	Yes	No	No	USD	08/19/2014	7,500.00
			59368	155828	Check	1	11648	1	JSB SURVEILLANCE	Yes	No	No	USD	08/19/2014	750.00
			59395	155829	Check	1	13828		JUMPN GYMNASTICS	Yes	No	No	USD	08/19/2014	7,772.00
			59429	155830	Check	1	3701		LAKESHORE	Yes	No	No	USD	08/19/2014	1,211.45
			59404	155831	Check	1	14237		LIMINEX, INC	Yes	No	No	USD	08/19/2014	708.00
			59430	155832	Check	1	3842		LINGUISYSTEMS	Yes	No	No	USD	08/19/2014	131.85
			59381	155833	Check	1	12647		LOFFLER	Yes	No	No	USD	08/19/2014	3,740.00
			59465	155834	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	08/19/2014	168.50
			59378	155835	Check	1	12571	1	MIDWEST MACHINERY CO	Yes	No	No	USD	08/19/2014	118.92
			59358	155836	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	No	No	USD	08/19/2014	169.16
			59469	155837	Check	1	9130		MINNESOTA WEARABLES	Yes	No	No	USD	08/19/2014	4,600.00
			59432	155838	Check	1	4349	2	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	08/19/2014	45.00
			59433	155839	Check	1	4371	1	MN JR. HIGH MATHEMATICS LE	Yes	No	No	USD	08/19/2014	150.00
			59434	155840	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	08/19/2014	1,039.00
			59406	155841	Check	1	14306		NICE SHOT TENNIS	Yes	No	No	USD	08/19/2014	338.40
			59401	155842	Check	1	14094		NORTHSTAR SCOREBOARDS, INC.	Yes	No	No	USD	08/19/2014	1,650.00
			59435	155843	Check	1	4703	1	NORTHWEST EVALUATION ASSOC.	Yes	No	No	USD	08/19/2014	32,500.00
			59436	155844	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	08/19/2014	703.98
			59359	155845	Check	1	10444		OLSEN FIRE PROTECTION INC	Yes	No	No	USD	08/19/2014	1,145.00
			59437	155846	Check	1	4827	4	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	08/19/2014	633.89
			59438	155847	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	08/19/2014	153.40
			59439	155848	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	08/19/2014	1,827.50
			59405	155849	Check	1	14265		PORTER ATHLETIC	Yes	No	No	USD	08/19/2014	1,137.89

Princeton Public Schools #477

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	59440	155850	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	08/19/2014	293.43
			59473	155851	Check	1	9842		PRINCETON HEALTH PRESS	Yes	No	No	USD	08/19/2014	990.00
			59441	155852	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	08/19/2014	1,200.00
			59442	155853	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	08/19/2014	76,273.22
			59471	155854	Check	1	9324		PYRAMID EDUCATIONAL CONSULTA	Yes	No	No	USD	08/19/2014	213.40
			59443	155855	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	08/19/2014	1,459.32
			59444	155856	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	08/19/2014	1,450.10
			59445	155857	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	08/19/2014	16,324.92
			59363	155858	Check	1	1098		RIDDELL, INC	Yes	No	No	USD	08/19/2014	2,228.79
			59362	155859	Check	1	10923	1	ROCHESTER 100 INC	Yes	No	No	USD	08/19/2014	2,066.75
			59463	155860	Check	1	7631	1	SCHOLASTIC EQUIPMENT CO, LLC	Yes	No	No	USD	08/19/2014	17,607.04
			59447	155861	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	No	No	USD	08/19/2014	59.27
			59448	155862	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	08/19/2014	2,925.30
			59387	155863	Check	1	13050	1	SCHOOL TECHNOLOGY ASSOCIATE	Yes	No	No	USD	08/19/2014	86.00
			59446	155864	Check	1	5555		SCHWAAB INC.	Yes	No	No	USD	08/19/2014	142.19
			59449	155865	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	08/19/2014	60.00
			59450	155866	Check	1	5682		SHERWIN WILLIAMS CO.	Yes	No	No	USD	08/19/2014	333.90
			59391	155867	Check	1	13261	1	SOCIAL THINKING PUBLISHING	Yes	No	No	USD	08/19/2014	85.30
			59403	155868	Check	1	14160	1	STAR AUTISM SUPPORT	Yes	No	No	USD	08/19/2014	1,183.60
			59451	155869	Check	1	6015		SUPREME SCHOOL SUPPLY CO.	Yes	No	No	USD	08/19/2014	935.78
			59452	155870	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	08/19/2014	82.92
			59453	155871	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	08/19/2014	1,817.02
			59392	155872	Check	1	13674	1	THE PRINT AND WEB SHOP	Yes	No	No	USD	08/19/2014	265.00
			59454	155873	Check	1	6216		TREND ENTERPRISES INC.	Yes	No	No	USD	08/19/2014	237.71
			59455	155874	Check	1	6290	5	UNITED RENTALS (NORTH AMERICA	Yes	No	No	USD	08/19/2014	382.06
			59410	155875	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/19/2014	657.77
			59456	155876	Check	1	6318		US SCHOOL SUPPLY INC	Yes	No	No	USD	08/19/2014	209.00
			59394	155877	Check	1	13773		VAN'S FLAGS & FLAGPOLES	Yes	No	No	USD	08/19/2014	530.00
			59398	155878	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	08/19/2014	80.04
			59382	155879	Check	1	12740		VER-TECH	Yes	No	No	USD	08/19/2014	1,048.12
			59457	155880	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	08/19/2014	483.14
			59458	155881	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	08/19/2014	874.79
			59459	155882	Check	1	6537		WHOLESALE TOOL CO INC	Yes	No	No	USD	08/19/2014	57.46
			59460	155883	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	08/19/2014	402.80
			59376	155884	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	08/19/2014	380.00

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Bank Total: 001

\$930,426.80

Report Total:

\$930,426.80

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

Fund	Description	Total
01	General Fund	\$884,020.73
02	Food Service	\$5,106.85
04	Community Service	\$23,203.06
07	Debt Redemption	\$735.31
10	Student Activities	\$17,360.85
Report Total		\$930,426.80

Princeton Public Schools - ISD #477

Wire Transfer Report

August 19, 2014

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
7/10/2014	\$ 2,514.93	Minnesota UI Fund
7/11/2014	\$ 47,019.00	ACH File Transfer
7/11/2014	\$ 9,472.34	Federal Tax Wire Transfer
7/11/2014	\$ 694.22	State Tax Wire Transfer
7/11/2014	\$ 6,729.92	TRA File Transfer
7/11/2014	\$ 454.79	PERA File Transfer
7/15/2014	\$ 392,808.97	ACH File Transfer
7/15/2014	\$ 137,044.14	Federal Tax Wire Transfer
7/15/2014	\$ 22,097.95	State Tax Wire Transfer
7/15/2014	\$ 7,109.19	Select Account H S A
7/15/2014	\$ 74,805.60	TRA File Transfer
7/15/2014	\$ 14,029.54	PERA File Transfer
7/15/2014	\$ 391.50	MN Child Support File Transfer
7/15/2014	\$ 25,319.28	TSA File Transfer
7/28/2014	\$ 17,584.53	ACH File Transfer
7/28/2014	\$ 4,377.13	Federal Tax Wire Transfer
7/28/2014	\$ 593.67	State Tax Wire Transfer
7/28/2014	\$ 420.16	TRA File Transfer
7/28/2014	\$ 2,564.98	PERA File Transfer
7/31/2014	\$ 389,771.18	ACH File Transfer
7/31/2014	\$ 137,689.61	Federal Tax Wire Transfer
7/31/2014	\$ 22,331.24	State Tax Wire Transfer
7/31/2014	\$ 7,109.19	Select Account H S A
7/31/2014	\$ 76,043.14	TRA File Transfer
7/31/2014	\$ 12,927.23	PERA File Transfer
7/31/2014	\$ 391.50	MN Child Support File Transfer
7/31/2014	\$ 25,255.28	TSA File Transfer
7/31/2014	\$ 40,000.00	ING/MSRS
8/3/2014	\$ 5,995.55	BMO Harris Bank - (Pcards)
8/10/2014	\$ 18.00	MN Revenue - (Sales tax)
TOTAL	\$ 1,483,563.76	

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

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,914,985.94	1,096,990.68	2,613,987.28	912.67	12,397,989.34
02 Food Service	278,903.43	21,666.03	42,599.14	(224.04)	257,970.32
04 Community Service	375,976.07	68,173.60	75,193.09	(1,551.04)	368,956.58
06 Building Fund	0.00	29,854,588.86	0.00	0.00	29,854,588.86
07 Debt Service	1,312,806.05	1,038,551.42	429,043.19	60.60	1,922,314.28
10 Activities	114,084.48	2,742.74	8,256.74	0.00	108,570.48
TOTAL	15,996,755.97	32,082,713.33	3,169,079.44		44,910,389.86

Bank Accounts

AP/PR Account (Bremer)	438,694.72
MSDLAF+	4,780,555.18
Investments (Fd01)	9,941,005.02
Investments (Fd06)	<u>29,854,588.86</u>
	45,014,843.78
O/S Accts Pay Checks	(48,134.45)
O/S Payroll Checks	(5,468.76)
O/S Wires	(55,087.21)
NSF Checks	<u>4,236.50</u>
TOTAL	44,910,389.86

Gifts to Princeton Schools

(August 19, 2014)

School/Program	Amount/Item	Donor	Purpose
North Elementary Classroom Libraries and the media center	Reading Books	Deborah Keizer	For students to utilize.

Open Enrolled Students (Out/In) as of August 19, 2014 that need Board Approval

OE In/Out	Effective	Resident Dist.	Serving Dist.	Grade	Reason
Out	9/2/2014	Princeton	St Francis	12	Moved into 477 wishes to finish/graduate in 2015 at St Francis.

The following is information for Board Members - Open Enrollments that do not require board approval

IN	9/2/2014	Cambridge-Isanti	Princeton	K	Moving to Princeton in the Fall.
IN	9/2/2014	Milaca	Princeton	K	Princeton Schools are our preference.
IN	9/2/2014	Cambridge-Isanti	Princeton	7	Parent works in Princeton - Convenience
Out	9/2/2014	Princeton	Elk River	11	Moving to Zimmerman and does not want to transfer mid-year.
Out	9/2/2014	Princeton	Elk River	K	Survey has not been returned as of this board meeting date.
Out	9/2/2014	Princeton	Elk River	K	Moving into the district within the first few months of school starting.
Out	9/2/2014	Princeton	Elk River	K	Daycare in Zimmerman.

FUNDRAISING APPROVAL FORM

Meet the Tigers Event

Date of fundraiser: 8/14/14		Projected profit: 100 ⁰⁰		Amount earned:	
Group or organization proposing the fundraiser: Princeton Football Booster Club				Item(s) being sold: 50/50 Raffle	
Company/organization supplying items to be sold: Booster Club					
The money raised will be used for: equipment, coaches, shirts					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).				X
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.				X
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.				X
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 			X	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 8/6/14		Teacher/Sponsor Signature:			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED					
Date: 8/6/14		Administrator Signature: <i>Darin G. Laab</i>			
Date: 8/11/14		Superintendent Signature: <i>Julia Espe</i>			
Date:		School Board Chair Signature:			

Robert Gooding
763/370-1218
Meet the Tigers

511-4
50/50 Raffle

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>6:30pm 12-5-14 @ Southgum</u>	Projected profit: <u>?</u>	Amount earned:
Group or organization proposing the fundraiser: <u>Cheerleading</u>	Item(s) being sold: <u>None</u>	

Company/organization supplying items to be sold: None - cheerleaders are offering a parents night out & will supervise kids w/ many activities

The money raised will be used for: Cheer team to offset cost for college bus game they were invited to cheer at

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.

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:

Place a checkmark beside each box to indicate whether the criteria for fundraising are met.

	Yes	No
1. Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<input checked="" type="checkbox"/>	
2. The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<input checked="" type="checkbox"/>	
3. Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input checked="" type="checkbox"/>	
4. The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	<input checked="" type="checkbox"/>	
5. Information is going home with the students to the parents explaining the district's fundraising policy.	<input checked="" type="checkbox"/>	
6. I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>	
7. The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	<input checked="" type="checkbox"/>	
8. Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • 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: 8/6/14 Teacher/Sponsor Signature: [Signature]

As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. APPROVED NOT APPROVED

Date: 8/7/14 Administrator Signature: [Signature]

Date: 8/8/14 Superintendent Signature: Julia Espe

Date: _____ School Board Chair Signature: _____

Teachers On Call Analysis				
Finance Meeting Aug 5, 2014				
	2014	2013		
Base	\$523,729.00	\$554,491.00		
FICA	\$40,065.27	\$42,418.56		
TRA/PERA	\$39,279.68	\$41,586.83		
Workers Comp	\$6,583.27	\$6,969.95		
Unemployment	\$16,618.70	\$25,553.69	This is Full amount not all is accountable to subs	
Total District	\$626,275.92	\$671,020.03		
TOC RATE	Total TOC	Total TOC		
1.25	\$654,661.25	\$693,113.75		
Variance	\$28,385.33	\$22,093.72	With unemployment	
Variance II	\$45,004.03	\$47,647.41	Without unemployment	
Average Variance	\$36,694.68	\$34,870.57		

LOCAL OPTIONAL REVENUE

We currently have a total of \$512 in Location Equity Revenue. This is split between the following three areas location equity revenue, board approved operating referendum and voter approved operating referendum. We were able to reduce tax payers' obligation to the district with this process. The current breakdown is:

\$212.00 Location Equity Revenue

\$147.50 Voter Approved Operating Referendum (This originally was the 2012 voter approved

\$152.50 Board Approved Operating Referendum operating referendum of \$325.00)

\$512.00 Total Revenue per student

As you can see above we have \$300 between Voter and Board Approved Operating Referendum.

Recommendation:

- 1: Rescind last year's resolution authorizing the portion that is board approved.
- 2: Authorize the entire \$300 as a board approved operating referendum.

Rationale: To receive the 1st tier equalization rate on the entire \$300. If we leave the split between voter approved and board approved, the voter approved referendum becomes part of the Location Equity Revenue calculation, which is equalized at the 2nd tier.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON)
STATE OF MINNESOTA

HELD: August 19, 2014

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 477 (Princeton), State of Minnesota, was held in said school district on August 19, 2014, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RESCINDING PRIOR RESOLUTION THAT
AUTHORIZED A NEW BOARD APPROVED REFERENDUM AUTHORITY**

BE IT RESOLVED by the School Board of Independent School District No. _____, State of Minnesota, as follows:

1. On **August 27, 2013** the Board adopted a resolution to authorize an additional Board approved referendum authority which equaled the difference between \$300 per adjusted pupil unit and the District's then current referendum authority per adjusted pupil unit after the Location Equity Revenue subtraction.
2. The 2013 resolution referenced above is hereby rescinded, effective for taxes payable in 2015 and thereafter.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 477
(Princeton)
STATE OF MINNESOTA

HELD: August 19, 2014

Pursuant to due call, and notice thereof, a regular meeting of the School Board of Independent School District No. 477 (Princeton), State of Minnesota, was held in said school district on August 19, 2014, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING A NEW BOARD APPROVED REFERENDUM
AUTHORITY**

BE IT RESOLVED by the School Board of Independent School District No. _____, State of Minnesota, as follows:

1. Current Authority. The District has either no current voter approved referendum authority or a current voter approved referendum authority of less than \$300 per adjusted pupil unit after the local optional revenue subtraction for fiscal year 2016, and after preliminary adjustment by the Minnesota Department of Education in compliance with Minnesota Statutes, Section 126C.17, as amended.
2. Approval of New Authority. Pursuant to Minnesota Statutes, Section 126C.17, subdivision 9a, the Board hereby determines to authorize an additional new Board approved referendum authority in the amount of approximately \$300 per adjusted pupil unit, which authority equals the difference between \$300 per adjusted pupil unit and the District's estimated current referendum authority per adjusted pupil unit after the local option revenue subtraction. This total new Board approved referendum authority shall be \$300 per adjusted pupil unit. This total new Board approved referendum authority, as adjusted, shall be applicable for 5 years, beginning with taxes payable in 2015. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.

*not to exceed five years

3. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2014.

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477

706 First Street, Princeton, MN 55371

763.389.2422 763.389.9142 Fax

Dr. Julia Espe, Superintendent 763.389.6190

Michelle Czech, Director of Business Services 763.389.6183

Stacie Vos, Director of Human Resources 763-389-6181

Julie Williams, Director of Teaching & Learning 763.389.7278

Eric Simmons, Director of Technology 763.389.6163

Erin Dohrmann, Special Education Coordinator 763.389.6191

Gwen Anderson, Director of Community Education & ECFE Coordinator 763.389.6199

To: Princeton Board of Education

From: High School and Community Education Administration

In September of 2013, as an effort to engage Princeton's elder adults, the Princeton Board of Education approved a one year pilot program issuing senior activity passes to Princeton citizens 65 years of age and older. This pass was run through the Community Education office. During the 2013/14 school year 85 passes were issued to Princeton citizens who presented a photo ID, in person, to the Community Education office. The response from senior citizens was that of gratitude and enthusiasm.

For the most part, the established system went very smoothly aside from a glitch in the play rights for the school musical. In the standard language these purchased rights did not allow for the distribution of no cost tickets. As per the agreement all tickets were to be sold for the agreed upon cost. To resolve this issue in the future purchase of our play rights we will be including a clause for the no cost admission of senior pass holders.

The Administration of Princeton High School and Community Education is proposing that the issuance of Senior Citizen VIP Passes be continued indefinitely. Owners would be admitted to home, school sanctioned athletic events and fine art events at no cost; excluding hockey events and sectional, playoff and tournament play. Senior Citizen residents will receive the pass through the Community Education office. The office is open from 7:30am to 4:00pm Monday - Friday.

Administration recommends that this pilot program becomes a permanent practice. We would then issue lifetime passes to the existing 85 pass holders and continue to issue new passes to Princeton citizens as they approach the eligible age requirement. This is a positive and respectful practice that encourages the involvement of our older community members while supporting our youth participants.

Para-Professionals Language

July 30, 2014

Tentative Agreement

ARTICLE VIII

Section 1. Severance:

Subd. 1:

Upon retirement, for employees hired prior to June 30, 2007, after the age of 62 and after 5 years of employment in the district, the employee is to be paid for unused accumulated sick leave, up to 50 percent of 100 days maximum. Employees hired after July 1, 1991, are required to have fifteen years of employment with the district to be eligible for this benefit.

Union Proposed Language

Upon retirement, for employees hired prior to June 30, 2007, ~~after the age of 62 and after 5 years of employment in the district~~, the employee is to be paid for unused accumulated sick leave, up to 50 percent of 100 days maximum. Employees hired after July 1, 1991, are required to have fifteen years of employment with the district to be eligible for this benefit.

Current language is:

Inclement Weather:

ARTICLE X

Section 4. Inclement Weather:

In the event schools are closed early due to inclement weather, paraprofessionals who have already reported will be guaranteed a minimum of two hours pay.

District Proposed language change:

In the event that school is officially closed due to inclement weather, employees are not required to report to work. If the district does not make up all inclement weather days, he or she will be permitted to use personal leave, legal business leave, or take an unpaid day. In the event schools are closed early due to inclement weather, paraprofessionals who have already reported will be guaranteed a minimum of two hours pay.

ARTICLE IX LEAVES OF ABSENCE

Section 6. Personal Leave:

One (1) personal leave day will be granted for reasons not listed under legal business leave and other personal leave, and this day shall be deducted from sick leave.

District Proposed Language:

One (1) personal leave day will be granted for reasons not listed under legal business leave and other personal leave, and this day shall be deducted from sick leave.

Each employee will be eligible for two (2) days of personal leave per year, non-accumulative for situations requiring the employee’s personal attention. The second day of personal leave will be deducted from sick leave. Except in the event of an emergency, the employee must submit a written request for personal leave to his/her immediate supervisor at least 3 days prior to the commencement of the personal leave.

ARTICLE X HOURS, TYPES OF SERVICE AND CONDITIONS OF EMPLOYMENT

Section 1

Subd. 4: Lunch Periods

Employees shall be provided a duty free lunch period of at least thirty (30) minutes. The school district will provide a paid lunch only in accordance with the rules and regulations established by the Minnesota Department of Education.

Union Proposed Language

Employees shall be provided a duty free lunch period of at least thirty (30) minutes. The school district will provide a paid lunch only in accordance with the rules and regulations established by the Minnesota Department of Education.

**Reference Letter of Addendum:
addressing proposed changes only**

Class II

- 1) Study hall, Classroom, Media Center (Doesn’t exist) (Agree to eliminate Media Center)
- 5) Cafeteria Supervisor (District Proposes: Cafeteria)
- 6) Locker Room Supervisor (District Proposes: Locker Room)

Class III

- 7) Learning Center/Special Education (doesn’t exist) (District Agrees to eliminate)
- 11) Computer Center (doesn’t exist) (District Agrees to eliminate)
- 13) PASS (doesn’t exist) (District Agrees to eliminate)
- 14) Planning Room Supervisor (renamed: Restitution Supervisor) (District Agrees)
- 15) In-School Suspension (renamed: Academic Behavior Assistant) (District Agrees)

Class IV

- 2) Health Assistant (Move to Class V)
- 3) COTA (doesn’t exist) (District Agrees)

Class V

1) Health Assistant (move from Class IV)

District Proposes the following

Language cleanup: Change School Board or Board to School District in all applicable places.

ARTICLE IX LEAVES OF ABSENCE

Section 8 Workers Compensation

Subd. 5

Current Language:

An employee who is absent from work as a result of an injury compensable under Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit his/her worker's compensation check, endorsed to the school district prior to receiving his/her full salary payment from the school district for the absence.

Proposed Language:

~~An employee who is absent from work as a result of an injury compensable under Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit his/her worker's compensation check, endorsed to the school district prior to receiving his/her full salary payment from the school district for the absence.~~

ARTICLE VII GROUP INSURANCE

Section 2

Subd. 4 Health Insurance Eligibility

Current language:

In determining eligibility for health insurance contributions as identified in Subd. 1 of this section, full-time employment shall be considered 32 ½ hours a week. Health insurance contributions shall be paid on a pro rata basis if the part-time employee averages more than fourteen (14) hours a week and works more than one hundred (100) days in any single year.

District Proposed Language:

In determining eligibility for health insurance contributions as identified in Subd. 1 of this section, full-time employment shall be considered 32 ½ 30 hours a week. Health insurance contributions shall be paid on a pro rata basis if the part-time employee averages more than fourteen (14) hours a week and works more than one hundred (100) days in any single year if they are on the plan as of May 2014. If a part-time employee who was on the plan as of May 2014 chooses to discontinue insurance with the district they will be ineligible to reapply for insurance coverage.

Paraprofessional Financial Package Offer									
7/30/2014	Tentative								
2012-2013									
Step	CLASS II	CLASS III	CLASS IV	CLASS V	Float Nurse				
1-3	\$12.02	\$12.90	\$13.07	\$13.51					
4	\$12.35	\$13.25	\$13.39	\$13.84					
5	\$13.58	\$14.46	\$14.65	\$15.08					
6	\$13.90	\$14.79	\$14.97	\$15.41	\$21.12				
2013-2014									
Step	CLASS II	CLASS III	CLASS IV	CLASS V	Float Nurse				20 cents added to base per step
1	\$12.22	\$13.10	\$13.07	\$13.71					renumber steps to 1,2,3,4
2	\$12.55	\$13.45	\$13.39	\$14.04					move all class IV to class V hourly rate
3	\$13.78	\$14.66	\$14.65	\$15.28					
4	\$14.10	\$14.99	\$14.97	\$15.61	\$21.32				
2014-2015									
Step	CLASS II	CLASS III	CLASS IV	CLASS V	Float Nurse				40 cents added to base per step
1	\$12.62	\$13.50	\$13.07	\$14.11					
2	\$12.95	\$13.85	\$13.39	\$14.44					
3	\$14.18	\$15.06	\$14.65	\$15.68					
4	\$14.50	\$15.39	\$14.97	\$16.01	\$21.72				
	2012-2013	2013-2014	2014-2015						
Health Insurance									
Single	\$5,512.50	\$5,512.50	\$6,339.36						health ins to match 11-13 cust & sec contracts
EE Plus Children	\$6,532.31	\$6,532.31	\$7,512.12						
Family	\$7,512.44	\$7,512.44	\$8,639.28						
	2012-2013	2013-2014	2014-2015						
Life Insurance	10,000	10,000	50,000						30 hours or more per week
	2012-2013	2013-2014	2014-2015						
TSA Match	350.00	350.00	450.00						
Longevity After 15 Years of Consecutive Service	\$0.00	\$0.00	\$0.25						
		Total Package	8.011%						

SECRETARIAL NEGOTIATIONS

JULY 30, 2014

Tentative Agreement

ARTICLE X

Section 12

Subd. 1. Vacations:

Years	<u>10 Months</u>	<u>11 Months</u>	<u>12 Months</u>
1 Years	32 hours	40 hours	40 hours
2 Years	64 hours	72 hours	80 hours
6 Years	100 hours	112 hours	120 hours
12 Years	136 hours	148 hours	160 hours
22 Years	176 hours	188 hours	200 hours

12 Months

- a. After one (1) year of consecutive employment-six (6) days or (48 hours) (up to three (3) days or (24 hours) of this period may be used after six (6) months of employment).
- b. after two (2) years of consecutive employment-10 days (80 hours)
- c. after four (4) years of consecutive employment- 12 days (96 hours)
- d. after six (6) years of consecutive employment- 15 days (120 hours)
- e. after eight (8) years of consecutive employment- 17 days (136 hours)
- f. after ten (10) years of consecutive employment- 19 days (152 hours)
- g. after twelve (12) years of consecutive employment- 20 days (160 hours)
- h. after twenty two (22) years of consecutive employment- 25 days (200 hours) employment commencing before 2010.

11 Months

- a. After one (1) year of consecutive employment-six (6) days or (48 hours) (up to three (3) days or (24 hours) of this period may be used after six (6) months of employment).
- b. after two (2) years of consecutive employment-9 days (72 hours)
- c. after four (4) years of consecutive employment- 12 days (96 hours)
- d. after six (6) years of consecutive employment- 15 days (112 hours)
- e. after eight (8) years of consecutive employment- 17 days (136 hours)
- f. after ten (10) years of consecutive employment- 18 days (144 hours)
- g. after twelve (12) years of consecutive employment- 19 days (152 hours)
- h. after twenty two (22) years of consecutive employment- 23.5 days (188 hours) employment commencing before 2010.

10 Months

- a. After one (1) year of consecutive employment-four (4) days or (32 hours) (up to two (2) days or (16 hours) of this period may be used after six (6) months of employment).

- b. after two (2) years of consecutive employment-8 days (64 hours)
- c. after four (4) years of consecutive employment- 10 days (80 hours)
- d. after six (6) years of consecutive employment- 13 days (104 hours)
- e. after eight (8) years of consecutive employment- 15 days (112 hours)
- f. after ten (10) years of consecutive employment- 16 days (128 hours)
- g. after twelve (12) years of consecutive employment- 17 days (136 hours)
- h. after twenty two years of consecutive employment- 22 days (176 hours) employment commencing before 2010.

District Proposals

Language clean up: change School Board or Board to School District where appropriate.

ARTICLE X

Section 9. Bad Weather:

Current language:

In the event of school not being in session due to bad weather, employees are not required to come in for work if they deem it unsafe to travel. If the employee chooses to travel to their work site and work they will be compensated for actual time performed on task. If the employee chooses not to work, they will not be compensated for the time but will not have any other benefit or leave accumulation reduced. In the event schools are closed early due to inclement weather, employees who have already reported will be guaranteed a minimum of two hours pay.

Proposed Language.

Section 9. Inclement Weather:

In the event that school is officially closed due to inclement weather, employees shall report to work unless it is physically impossible or the employee deems it hazardous to his/her health or safety. If the employee does not report to work, he or she will be permitted to make up the time by using unused vacation personal leave or unpaid days .

Seretaryial Financial Package Offer

TENTATIVE AGREEMENT

7/30/2014				
Step	CLASS II	CLASS II	CLASS III	CLASS IV
1	\$13.29	\$15.97	\$15.42	\$16.72
2	\$13.59	\$16.27	\$16.25	\$17.54
3	\$14.07	\$16.75	\$16.82	\$18.12
2013-2014				
	A13-1	A13-2	B21	B23
				25 cent increase over base
Step	CLASS II	CLASS II	CLASS III	CLASS IV
				Eliminate Class II/A13-1&2 - combine with Class II/B21
1	X	X	\$15.67	\$16.97
2	X	X	\$16.50	\$17.79
3	X	X	\$17.07	\$18.37
4			\$17.77	\$19.07
				add step 4 @ 70 increment above step 3
2014-2015				
	A13-1	A13-2	B21	B23
				45 cent increase over base
Step	CLASS II	CLASS II	CLASS III	CLASS IV
1	X	X	\$16.12	\$17.42
2	X	X	\$16.95	\$18.24
3	X	X	\$17.52	\$18.82
4			\$18.22	\$19.52
	2012-2013	2013-2014	2014-2015	
Health Insurance				
Single	\$6,339.38	\$6,339.38	\$6,776.00	health insurance to match custodial
EE Plus Childre	\$7,512.16	\$7,512.16	\$8,026.00	
Family	\$8,639.31	\$8,639.31	\$9,230.00	
403B			\$0.00	
				vacation schedule to match custodial

Longevity After 15 Years of Consecutive Service	\$0.00	\$0.00	\$0.25						
						Tentative 07/30/2014			
		Total Package	8.30%						

**PRINCETON PUBLIC SCHOOLS
REQUEST TO ADD PROGRAM, POSITION, ACTIVITY**

ADMINISTRATOR REQUESTING & BUILDING:

Darin Laabs, High School

PROGRAM, POSITION, ACTIVITY:

Robotics

RATIONALE:

To engage students in a learning activity that provides opportunity for development of 21st Century Skills including collaboration, creativity, problem solving, theory, building, and technical skills.

EXPENSES ASSOCIATED WITH REQUEST:

- Wages: \$4,649 Supplies: Donated by businesses
- Benefits: \$705 Travel: To be determined
- Other:

REVENUES ASSOCIATED WITH REQUEST:

- Enrollment: Gate Fees:
- Student Fees: 100/participant Grants:
- Other:

OTHER REDUCTIONS ASSOCIATED WITH REQUEST: (example: staffing, shift in programming, supplies)

SUSTAINABILITY OF PLAN:

ROUTE TO SUPERINTENDENT

Office Use Only:

Date of Activity Meeting: 07-15-2014

Date of Finance Meeting: 08-05-2014

Date of Board Meeting: 08-19-2014 Approved _____ Denied _____

Robotics Advisor			
High School			
Base	\$3,267.00	Lane C	
FICA	\$249.93		
TRA	\$245.03		
	\$3,761.95		
Robotics Advisor			
Middle School			
Base	\$1,382.00	Lane H	
FICA	\$105.72		
TRA	\$103.65		
	\$1,591.37		
Does not included any transportation costs.			
6 month season			
Practices and Competitions may be less			
Based pay off of Speech Positions already in PEA Contract			
Goal of 2 Teams at the High School with 4-8 students on each team			

TITLE: PAC, FINE ARTS & NON-MSHSL ACTIVITIES
COORDINATOR

QUALIFICATIONS:

1. Experience in fine arts activities
2. Trained in the use of PAC operations and equipment
3. Ability to communicate effectively
4. Ability to organize multiple events and activities simultaneously
5. Two years college

IMMEDIATE SUPERVISOR:
Activities Director

JOB SUMMARY: To facilitate the safe and efficient use of the Performing Arts Center equipment and facility; to train and involve student technicians to assist during specific events; to coordinate high school fine arts and non-MSHSL activities; and to provide assistance to the activities office in coordination of special events and projects.

PERFORMANCE RESPONSIBILITIES:

PAC COORDINATOR GENERAL

1. Manage PAC facility, equipment, reservation calendar, and overall operations.
2. Set up equipment and prepare the PAC according to the specifications submitted by the group using the facility.
3. Maintain an inventory of all PAC equipment, instruments, and accessories.
4. Report to the High School Principal in a timely manner of damages and needed maintenance repairs.
5. Report renter's actual usage time to Business Office for billing.
6. Coordinate with custodians the use of the hydraulic lift for maintenance/staging uses.
7. Meet with renters to outline PAC rules during a facility "walk-through" before usage. Conduct follow-up "walk-through" with renters.
8. Be available by phone/e-mail to answer in a timely manner questions regarding reservations, personnel, and facilities from district and community members.
9. Enforce fire code, OSHA, federal and state regulations regarding safe operations of equipment, occupancy, and facility.

10. Enforce school district policy regarding personal conduct and PAC rules as defined by the School Board.
11. Maintain a safe, clean facility.
12. Order operational supplies according to need, following district policies and procedures.
13. Act as a liaison to directors of events held in the PAC.
14. In the event of manager's absence, ensure adequate supervision is provided.
15. Assist, as needed, high school activities including, but not limited to, music, sadd, nhs, 3 act, musical, school concerts, trap shooting, robotics, hall of fame, knowledge bowl, mock trial, math league, student council).
16. Liaison with advisors to schedule events, ensure transportation arrangements and field trip requests and policies are followed.
17. Facilitate hiring of advisors.
18. Communicate regularly with AD regarding program needs.
19. Maintain activity record boards and trophy/display cases.
20. Other duties as assigned.

PERSONNEL:

1. Select, train, and supervise student technicians for PAC events.
2. Maintain safe working conditions and OSHA regulations for student workers in the PAC.
3. Maintain time records and request PAC student work stipends.
4. Authorize tech students to work on large shows in the PAC.
5. Communicate with assigned advisors regarding scheduling, transportation, policies and procedures.

PAC/ACTIVITIES COORDINATOR PROPOSAL			
11 Months			
40 hours			
\$48,500.00	Total Proposed		
\$25,880.00	Previous PAC Exp		
\$22,620.00	Total Proposed addition to the budget		
Step 1	17.50		
Step 2	19.00		
Step 3	20.50		
Step 4	22.00		
Benefits similar to other classified groups			