

Princeton Public Schools - ISD 477
Tuesday, April 21, 2015 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

1. PROCEDURAL ITEMS

- a. Call to Order and Pledge of Allegiance
- b. Roll Call
- c. Citizen Comments

2. REPORTS

- a. Board Members Committee Reports
- b. Student Council Report
- c. Superintendent Report

3. APPROVE AGENDA

4. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

5. CONSENT AGENDA

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

- a. Personnel 6
- b. Bills 7
- c. Wire Transfers 16
- d. Treasurer's Report 17
- e. Open Enrollment 18
- f. Gifts 19
- g. Fundraisers 20
- h. Milk Bid 21

6. INFORMATIONAL ITEMS

- a. Collaborative Strategic Planning Report 23

b. Technology Report	26
c. Capital Budget	27
7. ACTION	
a. Policies-Second Readings	31
b. Recommendations for Breakfast/Lunch Prices	67
c. Community Education Agreement	69
d. Board Approval of Budget Adjustment Amount	79
e. South Elementary RFP Process and Decision	80
8. FUTURE MEETING(s) INFORMATION	
9. ADDITIONS TO AGENDA	
10. 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 **7th of April, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: None

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Stacie Vos, Director of Community Education Gwen Anderson, Director of Teaching and Learning Julie Williams and Director of Technology Eric Simmons.

Student Council Representative: Absent

Citizen Comments: None

REPORTS

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

Howard Vaillancourt:

POC meeting; Community Ed

Craig Johnson:

Chad Young:

Chuck Nagle:

Eric Minks:

Finance meeting

Jeremy Miller:

Finance meeting

Deb Ulm:

POC meeting; Vision conference, Native American Parent Committee, Agenda meeting, Finance meeting, Princeton Township, Bid Opening, Meeting with Mary C.

Student Council Report:

Superintendent Report:

Welcome to the new Executive Secretary. The Vision Conference went really well. The board will have a report soon. The community sign is moving forward and will be going up sometime this spring.

APPROVE AGENDA

*Howard Vaillancourt requested an addition to the agenda regarding Administrative and Legal expenses. Motion made with the addition to the agenda by Jeremy Miller, and seconded by Howard Vaillancourt, to **approve the agenda as amended.** Motion passed unanimously.*

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

*Motion by Howard Vaillancourt, and seconded by Craig Johnson, to **approve the March 17th Regular***

Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Chad Young and seconded by Howard Vaillancourt, **to approve the consent agenda items:** Personnel, Open Enrollments, Field Trips Gifts, and Enrollment Update. Motion passed unanimously.

INFORMATION

American Indian Parent committee-Committee Co-Chairs came to answer any questions that the board may have about the American Indian Parent Committee report regarding their education and meeting the needs of the students.

First Readings of Policies: Motion was made by Craig Johnson and seconded by Howard Vaillancourt **to skip over the first reading of the policies.** Upon roll call the following voted in favor of: Craig Johnson, the following voted against: Howard Vaillancourt, Chad young, Deb Ulm, Chuck Nagle, Eric Minks, Jeremy Miller. Motion was denied 1:6 the policies were reviewed.

ACTION ITEMS

Awarding bids for the Princeton Primary-Ryan Hoffman had information about the bids that came in for the Princeton Primary School. ICS Consulting, Inc. has reviewed the bids received for the above referenced project. We have

contacted the apparent low bidders and have confirmed that their bids are valid. Our itemized recommendation is as follows:

- Base Bid Division 1: Ebert, Inc. \$1,528,000.00
- Base Bid Division 2: W. Gohman Construction Co. \$6,671,012.00
- Base Bid Division 3: W. Gohman Construction Co. \$1,207,918.00
- Base Bid Division 4: Mid State Tile Company, Inc. \$117,584.00
- Base Bid Division 5: FLR Sanders, Inc. \$59,900.00
- Base Bid Division 6: Floors By Beckers, Inc. \$559,580.00
- Base Bid Division 7: Fransen Decorating, Inc. \$121,370.00
- Base Bid Division 8: Mad Dog Interiors, Inc. \$177,680.00
- Base Bid Division 9: Suburban Elevator of Minnesota \$51,639.00
- Base Bid Division 10: El-Jay Plumbing & Heating, Inc. \$3,400,082.00
- Base Bid Division 11: Strategic Equipment, Inc. \$253,950.00
- Base Bid Division 12: A & H Electric, Inc. \$1,413,998.00
- Base Bid Division 13: JF Equipment, LLC \$138,900.00
- Base Bid Division 14: LSI Corporation of America, Inc. \$228,549.00
- Base Bid Division 15: Mid-Central Door Company \$212,648.00

Based on the recommendations above, we recommend that the District enter into a contract with the above mentioned for the total Project amount of \$16,142,810.00. At this time no Alternates are being accepted. Motion was made by Eric Minks, and seconded by Howard Vaillancourt **to approve the bids for the Princeton primary school.** Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, Eric Minks, Jeremy Miller, Deb Ulm. Motion passes unanimously.

Identified Official with Authority. *Motion made by Craig Johnson and seconded by Howard Vaillancourt to approve that Superintendent Julia Espe is the identified official with authority. Motion passes unanimously.*

District Initiatives- Presentations were given on District Proposals for 2016. They included Alternative Services, Marketing, STEAM Program and Spanish Immersion. *A motion was made by Eric Minks and seconded by Jeremy Miller to approve all 4 initiatives except for the ALC portion of the initiatives. The Board will look at it again in the future when space becomes available. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, Eric Minks, Jeremy Miller, Deb Ulm. Motion Passes unanimously.*

Budget Adjustments for 2015/2016 and resolution- Superintendent Dr. Espe spoke about the decline of the students over the years. Michelle Czech provided a hand out of the 2015 projected fund balance. *A motion was made by Eric Minks and seconded by Chad Young to approve the resolution to analyze programs and staffing for 2015-2016. Upon roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Chuck Nagle, Eric Minks, Jeremy Miller, and Deb Ulm Against: Craig Johnson. Motion passed 6:1.*

FUTURE BOARD COMMITTEE MEETINGS

ADDITIONS TO AGENDA - Legal and Administrative Expenses. *A motion was made by Howard Vaillancourt, seconded by Chuck Nagle. The Director of Business Services will provide a list of legal expenses directly/indirectly incurred because of individual board member's actions/requests. She will provide a summary of administrative expenses incurred because of individual board member's actions/requests. Chuck Nagle moved to amend the motion; there was no second to the motion. Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, Deb Ulm; and the following voted against: Eric Minks and Jeremy Miller. Motion passed 5:2.*

ADJOURN - The meeting was adjourned at __9:27__ p.m.

Recorder: Kari Osborne

Chair Deb Ulm

Clerk Eric Minks

April 21st 2015

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Rebecca McBroom	Continuous LOA	Lunch Para-H.S	Para	N/A	4/6/2015	N/A
Sarah Fritsch	Extra Duty	Initiative Foundation EC coalition corrdinator	PEA	Mary Patnode	9/15/2014	\$3,500.00
Jessica Bost	Resignation	Assistant Gymnastics Coach	Pea	N/A	4/8/2015	N/A
Terri Hermanson	Resignation	Lunch room helper-SE	para	N/A	5/29/2015	N/A
Lorence Thomsen	LOA	SpEd	para	N/A	3/30/2015	N/A
Laura Berghuis	resignation	Media Assistant-NE	Para	N/A	4/17/2015	N/A
Duane Anderson	LOA	Social Studies Teacher	Pea	N/A	2015/2016	N/A
Sara Beck	Addition to assignment	Oakland High School Summer School Teach	pea	Leanne Olmstead	June-July	Paid through Oakland
Krystal Ulm	LOA	SpEd EBD-NE	PEA	NA	5/1/2015	NA
Mary Klug	LOA	SpEd Para-HS	para	na	4/24/2015	na
Sarah Moffat	LOA	Guidance Counselor	PEA	na	8/31/2015	na

Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1213	Y	APPERT'S FOODSERVICE	apr15	109024	503160465	870.71	0.00	870.71	03/15/2015	03/15/2015	03/15/2015
							Check Amount:		\$870.71			
1	13116	Y	AUDIO ENHANCEMENT	apr15	108853	INV96587	240.00	0.00	240.00	03/18/2015	03/18/2015	03/18/2015
							Check Amount:		\$240.00			
1	1321	N	BAUDVILLE	apr15	109025	2854407	280.47	0.00	280.47	03/30/2015	03/30/2015	03/30/2015
							Check Amount:		\$280.47			
1	14396	N	BRAINPOP	apr15	108854	US121690	380.00	0.00	380.00	03/18/2015	03/18/2015	03/18/2015
							Check Amount:		\$380.00			
1	1840	Y	C.M.E.R.D.C.	apr15	108859	146592	262.50	0.00	262.50	02/03/2015	02/03/2015	02/03/2015
							Check Amount:		\$262.50			
1	12622	Y	CARTRIDGE WORLD	apr15	108855	138385	241.98	0.00	241.98	03/20/2015	03/20/2015	03/20/2015
							Check Amount:		\$241.98			
1	3954	4	Y CDW-G INC	apr15	108858	tk46646	30.00	0.00	30.00	03/25/2015	03/25/2015	03/25/2015
1	3954	4	Y CDW-G INC	apr15	109027	TM12351	235.00	0.00	235.00	03/30/2015	03/30/2015	03/30/2015
1	3954	4	Y CDW-G INC	apr15	108856	sv82513	1,995.00	0.00	1,995.00	03/02/2015	03/02/2015	03/02/2015
1	3954	4	Y CDW-G INC	apr15	108857	tk46647	30.00	0.00	30.00	03/25/2015	03/25/2015	03/25/2015
1	3954	4	Y CDW-G INC	apr15	109026	TM44802	275.00	0.00	275.00	03/31/2015	03/31/2015	03/31/2015
							Check Amount:		\$2,565.00			
1	1721	Y	CENTRAL MCGOWAN INC.	apr15	109030	00850946	5.60	0.00	5.60	03/10/2015	03/10/2015	03/10/2015
1	1721	Y	CENTRAL MCGOWAN INC.	apr15	109028	00851035	40.36	0.00	40.36	03/10/2015	03/10/2015	03/10/2015
1	1721	Y	CENTRAL MCGOWAN INC.	apr15	109029	00850940	91.00	0.00	91.00	03/10/2015	03/10/2015	03/10/2015
							Check Amount:		\$136.96			
1	14091	Y	CUSTOM INK	apr15	109031	5337095	395.85	0.00	395.85	03/18/2015	03/18/2015	03/18/2015
							Check Amount:		\$395.85			
1	11424	N	D & S MARKETING SYSTEMS, INC	apr15	109032	A83606	351.12	0.00	351.12	03/25/2015	03/25/2015	03/25/2015
							Check Amount:		\$351.12			
1	10069	Y	DALCO	apr15	109039	2864555	1,270.44	0.00	1,270.44	03/23/2015	03/23/2015	03/23/2015
1	10069	Y	DALCO	apr15	109034	2860192	203.74	0.00	203.74	03/11/2015	03/11/2015	03/11/2015
1	10069	Y	DALCO	apr15	109037	2862918	708.85	0.00	708.85	03/18/2015	03/18/2015	03/18/2015
1	10069	Y	DALCO	apr15	109035	2859415	100.53	0.00	100.53	03/10/2015	03/10/2015	03/10/2015
1	10069	Y	DALCO	apr15	109033	2861171	189.27	0.00	189.27	03/13/2015	03/13/2015	03/13/2015
1	10069	Y	DALCO	apr15	109038	2865736	52.31	0.00	52.31	03/25/2015	03/25/2015	03/25/2015
1	10069	Y	DALCO	apr15	109036	25	56.97	0.00	56.97	03/10/2015	03/10/2015	03/10/2015

Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	10069	Y	DALCO	apr15	109040	2864581	53.62	0.00	53.62	03/23/2015	03/23/2015	03/23/2015
							Check Amount:		\$2,635.73			
1	12623	Y	ECOLAB INSTITUTIONAL	apr15	109041	7829521	133.44	0.00	133.44	03/17/2015	03/17/2015	03/17/2015
1	12623	Y	ECOLAB INSTITUTIONAL	apr15	109043	7831186	284.97	0.00	284.97	03/18/2015	03/18/2015	03/18/2015
1	12623	Y	ECOLAB INSTITUTIONAL	apr15	109042	7828863	135.25	0.00	135.25	03/17/2015	03/17/2015	03/17/2015
							Check Amount:		\$553.66			
1	9499	N	FARGO PUBLIC SCHOOLS	apr15	109045	INV0000000036039	487.26	0.00	487.26	03/13/2015	03/13/2015	03/13/2015
							Check Amount:		\$487.26			
1	11480	Y	FISHING POND	apr15	109046	54503	32.05	0.00	32.05	02/15/2015	02/15/2015	02/15/2015
1	11480	Y	FISHING POND	apr15	109047	54697	88.00	0.00	88.00	03/25/2015	03/25/2015	03/25/2015
1	11480	Y	FISHING POND	apr15	109088	54761	49.46	0.00	49.46	03/30/2015	03/30/2015	03/30/2015
							Check Amount:		\$169.51			
1	14499	N	FLOORING SOLUTIONS OF MN	apr15	109048	1162	4,917.00	0.00	4,917.00	03/18/2015	03/18/2015	03/18/2015
							Check Amount:		\$4,917.00			
09	13649	N	GOLF TEAM PRODUCTS	apr15	109058	165650A	533.00	0.00	533.00	03/30/2015	03/30/2015	03/30/2015
1	13649	N	GOLF TEAM PRODUCTS	apr15	109059	165647A	528.00	0.00	528.00	03/30/2015	03/30/2015	03/30/2015
							Check Amount:		\$1,061.00			
1	2770	2	GOODIN COMPANY	apr15	109060	05830213-00	288.68	0.00	288.68	03/24/2015	03/24/2015	03/24/2015
							Check Amount:		\$288.68			
1	2777	1	GOPHER STAGE LIGHTING INC	apr15	109049	3636	112.36	0.00	112.36	03/17/2015	03/17/2015	03/17/2015
							Check Amount:		\$112.36			
1	2778	Y	GOPHER STATE ONE-CALL INC	apr15	109050	132753	13.25	0.00	13.25	02/28/2015	02/28/2015	02/28/2015
							Check Amount:		\$13.25			
1	6645	Y	GRAINGER	apr15	109054	9688955013	47.44	0.00	47.44	03/12/2015	03/12/2015	03/12/2015
1	6645	Y	GRAINGER	apr15	109055	9688955005	56.31	0.00	56.31	03/12/2015	03/12/2015	03/12/2015
1	6645	Y	GRAINGER	apr15	109056	9688783498	384.31	0.00	384.31	03/12/2015	03/12/2015	03/12/2015
1	6645	Y	GRAINGER	apr15	109053	9684954945	57.97	0.00	57.97	03/09/2015	03/09/2015	03/09/2015
1	6645	Y	GRAINGER	apr15	109051	9683036488	61.20	0.00	61.20	03/05/2015	03/05/2015	03/05/2015
1	6645	Y	GRAINGER	apr15	109052	9685375348	118.80	0.00	118.80	03/09/2015	03/09/2015	03/09/2015
							Check Amount:		\$726.03			
1	2853	N	GRIMES	apr15	109057	PIV096333	605.77	0.00	605.77	03/18/2015	03/18/2015	03/18/2015
							Check Amount:		\$605.77			
1	13217	Y	HOLT-PETERSON CHARTER BUS	apr15	109062	34637	950.00	0.00	950.00	02/27/2015	02/27/2015	02/27/2015

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	13217	Y	HOLT-PETERSON CHARTER BUS	apr15	109061	34685	950.00	0.00	950.00	03/05/2015	03/05/2015	03/05/2015
							Check Amount:		\$1,900.00			
1	3284	Y	I.S.D. #911	apr15	109044	1238	7,018.08	0.00	7,018.08	03/06/2015	03/06/2015	03/06/2015
							Check Amount:		\$7,018.08			
1	10909 1	Y	INNOVATIVE OFFICE SOLUTIONS	apr15	109063	IN0735560	29.99	0.00	29.99	03/03/2015	03/03/2015	03/03/2015
1	10909 1	Y	INNOVATIVE OFFICE SOLUTIONS	apr15	109064	IN0741811	88.65	0.00	88.65	03/11/2015	03/11/2015	03/11/2015
							Check Amount:		\$118.64			
1	10237	Y	INTEGRATED SYSTEMS CORPOR	apr15	109066	0669985	416.67	0.00	416.67	03/01/2015	03/01/2015	03/01/2015
							Check Amount:		\$416.67			
1	3375 1	Y	J & R SCHOOL SUPPLIES INC	apr15	109067	5802	396.00	0.00	396.00	03/06/2015	03/06/2015	03/06/2015
							Check Amount:		\$396.00			
1	8339	N	JOHN R GREEN COMPANY	apr15	109068	01819495	79.62	0.00	79.62	03/16/2015	03/16/2015	03/16/2015
							Check Amount:		\$79.62			
CA	11911	Y	JONES SCHOOL SUPPLY	apr15	109069	1268445	20.05	0.00	20.05	03/24/2015	03/24/2015	03/24/2015
							Check Amount:		\$20.05			
1	3495	Y	JOSTENS	apr15	109070	17371858	496.50	0.00	496.50	03/27/2015	03/27/2015	03/27/2015
							Check Amount:		\$496.50			
1	13446	Y	KARLSBURGER FOODS, INC.	apr15	109076	382466	85.82	0.00	85.82	03/10/2015	03/10/2015	03/10/2015
1	13446	Y	KARLSBURGER FOODS, INC.	apr15	109075	382461	66.64	0.00	66.64	03/10/2015	03/10/2015	03/10/2015
1	13446	Y	KARLSBURGER FOODS, INC.	apr15	109074	382460	84.12	0.00	84.12	03/10/2015	03/10/2015	03/10/2015
1	13446	Y	KARLSBURGER FOODS, INC.	apr15	109073	382459	117.44	0.00	117.44	03/10/2015	03/10/2015	03/10/2015
1	13446	Y	KARLSBURGER FOODS, INC.	apr15	109072	382420	56.28	0.00	56.28	03/09/2015	03/09/2015	03/09/2015
1	13446	Y	KARLSBURGER FOODS, INC.	apr15	109071	381810	84.12	0.00	84.12	02/12/2015	02/12/2015	02/12/2015
							Check Amount:		\$494.42			
1	3623	Y	KOEHLER & DRAMM INC.	apr15	109087	165059	617.36	0.00	617.36	03/19/2015	03/19/2015	03/19/2015
							Check Amount:		\$617.36			
1	3701	Y	LAKESHORE	apr15	109078	002939	107.98	0.00	107.98	03/27/2015	03/27/2015	03/27/2015
1	3701	Y	LAKESHORE	apr15	109077	1043960315	35.67	0.00	35.67	03/25/2015	03/25/2015	03/25/2015
							Check Amount:		\$143.65			
1	13729	Y	LAMINATOR.COM	apr15	109079	LMI0159306	99.95	0.00	99.95	03/10/2015	03/10/2015	03/10/2015
							Check Amount:		\$99.95			

Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	11639	N	LEARNING LINKS, INC	apr15	109080	620224	39.90	0.00	39.90	02/09/2015	02/09/2015	02/09/2015
							Check Amount:		\$39.90			
1	12647	Y	LOFFLER	apr15	109081	1949879	155.00	0.00	155.00	03/25/2015	03/25/2015	03/25/2015
							Check Amount:		\$155.00			
1	4087	Y	MCDOWALL COMPANY	apr15	109083	5144	699.00	0.00	699.00	03/24/2015	03/24/2015	03/24/2015
1	4087	Y	MCDOWALL COMPANY	apr15	109082	5132	485.00	0.00	485.00	03/24/2015	03/24/2015	03/24/2015
							Check Amount:		\$1,184.00			
1	4121	1	Y MEEKER-WRIGHT SPECIAL ED CO	apr15	109084	Jan-Feb VR	2,016.00	0.00	2,016.00	03/20/2015	03/20/2015	03/20/2015
							Check Amount:		\$2,016.00			
1	4273	N	MINNESOTA CLAY CO.	apr15	109085	82230	14.66	0.00	14.66	01/21/2015	01/21/2015	01/21/2015
							Check Amount:		\$14.66			
1	4282	Y	MINVALCO INC.	apr15	109086	983606	143.75	0.00	143.75	03/18/2015	03/18/2015	03/18/2015
							Check Amount:		\$143.75			
10	4707	N	NORCOSTCO INC.	apr15	109092	161029	407.08	0.00	407.08	03/17/2015	03/17/2015	03/17/2015
							Check Amount:		\$407.08			
1	4776	3	N OFFICEMAX INC.	apr15	109095	440752	115.19	0.00	115.19	04/06/2015	04/06/2015	04/06/2015
1	4776	3	N OFFICEMAX INC.	apr15	109094	992939	87.44	0.00	87.44	03/24/2015	03/24/2015	03/24/2015
1	4776	3	N OFFICEMAX INC.	apr15	109093	775176	61.07	0.00	61.07	03/12/2015	03/12/2015	03/12/2015
							Check Amount:		\$263.70			
1	4827	4	Y ORIENTAL TRADING CO. INC.	apr15	109142	670479970-02	595.23	0.00	595.23	03/04/2015	03/04/2015	03/04/2015
1	4827	4	Y ORIENTAL TRADING CO. INC.	apr15	109097	670390150-01	47.98	0.00	47.98	02/25/2015	02/25/2015	02/25/2015
1	4827	4	Y ORIENTAL TRADING CO. INC.	apr15	109101	670722554-01	53.49	0.00	53.49	03/19/2015	03/19/2015	03/19/2015
1	4827	4	Y ORIENTAL TRADING CO. INC.	apr15	109102	670837417-01	38.64	0.00	38.64	03/24/2015	03/24/2015	03/24/2015
1	4827	4	Y ORIENTAL TRADING CO. INC.	apr15	109100	670479970-03	20.00	0.00	20.00	03/11/2015	03/11/2015	03/11/2015
1	4827	4	Y ORIENTAL TRADING CO. INC.	apr15	109099	670837371-01	23.99	0.00	23.99	03/24/2015	03/24/2015	03/24/2015
1	4827	4	Y ORIENTAL TRADING CO. INC.	apr15	109098	670892673-01	44.99	0.00	44.99	03/26/2015	03/26/2015	03/26/2015
1	4827	4	Y ORIENTAL TRADING CO. INC.	apr15	109096	670496417-01	51.24	0.00	51.24	04/16/2015	04/16/2015	04/16/2015
							Check Amount:		\$875.56			
1	14635	N	PETERSON AIR SYSTEMS	apr15	109103	22471	82.40	0.00	82.40	03/17/2015	03/17/2015	03/17/2015
							Check Amount:		\$82.40			
1	5038	1	N PITNEY BOWES	apr15	109105	323399	333.16	0.00	333.16	03/20/2015	03/20/2015	03/20/2015
							Check Amount:		\$333.16			

Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	7733	5	Y	PLAYSCRIPTS, INC	apr15	109104	2044595	932.77	0.00	932.77	02/05/2015	02/05/2015	02/05/2015
								Check Amount:		\$932.77			
1	5171		N	PROM NITE	apr15	109106	6125365	929.43	0.00	929.43	03/24/2015	03/24/2015	03/24/2015
								Check Amount:		\$929.43			
1	5214	1	Y	QUILL CORPORATION	apr15	109122	2734689	157.93	0.00	157.93	03/26/2015	03/26/2015	03/26/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109115	2366754	151.17	0.00	151.17	03/16/2015	03/16/2015	03/16/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109114	1885383	3.59	0.00	3.59	02/27/2015	02/27/2015	02/27/2015
1	5214	1	Y	QUILL CORPORATION	apr15	108802	2458945	2,257.19	0.00	2,257.19	03/18/2015	03/18/2015	03/18/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109110	2295481	479.36	0.00	479.36	03/12/2015	03/12/2015	03/12/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109109	2467231	203.35	0.00	203.35	03/18/2015	03/18/2015	03/18/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109108	2243688	100.71	0.00	100.71	03/11/2015	03/11/2015	03/11/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109107	2295816	37.75	0.00	37.75	03/12/2015	03/12/2015	03/12/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109113	2367787	37.47	0.00	37.47	03/13/2015	03/13/2015	03/13/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109116	2639194	906.26	0.00	906.26	03/24/2015	03/24/2015	03/24/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109112	1965769	86.27	0.00	86.27	03/03/2015	03/03/2015	03/03/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109118	2861864	21.99	0.00	21.99	03/31/2015	03/31/2015	03/31/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109119	2860947	165.87	0.00	165.87	03/31/2015	03/31/2015	03/31/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109117	2597757	23.73	0.00	23.73	03/23/2015	03/23/2015	03/23/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109120	2719708	26.09	0.00	26.09	03/26/2015	03/26/2015	03/26/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109111	1974494	57.58	0.00	57.58	03/03/2015	03/03/2015	03/03/2015
1	5214	1	Y	QUILL CORPORATION	apr15	109121	2724807	151.08	0.00	151.08	03/26/2015	03/26/2015	03/26/2015
								Check Amount:		\$4,867.39			
1	11452	1	Y	RATWIK, ROSZAK & MALONEY, PA	apr15	109123	STMT 56287	246.00	0.00	246.00	03/01/2015	03/01/2015	03/01/2015
								Check Amount:		\$246.00			
1	5254		Y	REALLY GOOD STUFF	apr15	109126	5046273	53.12	0.00	53.12	03/31/2015	03/31/2015	03/31/2015
1	5254		Y	REALLY GOOD STUFF	apr15	109124	5041514	147.82	0.00	147.82	03/23/2015	03/23/2015	03/23/2015
1	5254		Y	REALLY GOOD STUFF	apr15	109125	5045940	63.92	0.00	63.92	03/30/2015	03/30/2015	03/30/2015
								Check Amount:		\$264.86			
1	5301	2	Y	RESOURCES FOR EDUCATORS	apr15	109166	2315161	115.00	0.00	115.00	03/19/2015	03/19/2015	03/19/2015
								Check Amount:		\$115.00			
1	5331	1	Y	RIFTON EQUIPMENT	apr15	109127	568VP-1	3,305.25	0.00	3,305.25	03/06/2015	03/06/2015	03/06/2015
								Check Amount:		\$3,305.25			
1	5426		Y	RUM RIVER SPECIAL ED COOP	apr15	109065	1272	26,909.00	0.00	26,909.00	03/24/2015	03/24/2015	03/24/2015
								Check Amount:		\$26,909.00			

Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	5457	N	SAFETY-KLEEN CORP.	apr15	109128	66041985	898.02	0.00	898.02	03/05/2015	03/05/2015	03/05/2015
							Check Amount:		\$898.02			
1	14639	N	SCHOOL ADMINISTRATOR'S PUBLI	apr15	109129	3968	105.85	0.00	105.85	04/08/2015	04/08/2015	04/08/2015
							Check Amount:		\$105.85			
1	8024	1	N SCHOOL FINANCES	apr15	109130	370	400.00	0.00	400.00	04/01/2015	04/01/2015	04/01/2015
							Check Amount:		\$400.00			
1	5579	Y	SCHOOL NURSE SUPPLY INC	apr15	109131	0521834-IN	11.90	0.00	11.90	03/17/2015	03/17/2015	03/17/2015
							Check Amount:		\$11.90			
1	5593	5	Y SCHOOL SPECIALTY INC.	apr15	109139	208114083252	44.28	0.00	44.28	03/31/2015	03/31/2015	03/31/2015
1	5593	5	Y SCHOOL SPECIALTY INC.	apr15	109138	208114075312	259.96	0.00	259.96	03/28/2015	03/28/2015	03/28/2015
1	5593	5	Y SCHOOL SPECIALTY INC.	apr15	109137	208114054624	48.74	0.00	48.74	03/24/2015	03/24/2015	03/24/2015
1	5593	5	Y SCHOOL SPECIALTY INC.	apr15	109136	208114038208	55.36	0.00	55.36	03/19/2015	03/19/2015	03/19/2015
1	5593	5	Y SCHOOL SPECIALTY INC.	apr15	109135	208114013313	288.92	0.00	288.92	03/13/2015	03/13/2015	03/13/2015
1	5593	5	Y SCHOOL SPECIALTY INC.	apr15	109134	308102152163	272.22	0.00	272.22	03/18/2015	03/18/2015	03/18/2015
1	5593	5	Y SCHOOL SPECIALTY INC.	apr15	109133	208113988320	172.85	0.00	172.85	03/05/2015	03/05/2015	03/05/2015
1	5593	5	Y SCHOOL SPECIALTY INC.	apr15	109132	208113991902	35.08	0.00	35.08	03/06/2015	03/06/2015	03/06/2015
							Check Amount:		\$1,177.41			
1	11964	N	SELECTACCOUNT	apr15	109140	03042015	149.82	0.00	149.82	04/16/2015	04/16/2015	04/16/2015
							Check Amount:		\$149.82			
1	14119	Y	SERVE MINNESOTA ACTION NETW	apr15	109141	000823	1,800.00	0.00	1,800.00	02/20/2015	02/20/2015	02/20/2015
							Check Amount:		\$1,800.00			
1	14366	Y	SHRED RIGHT	apr15	109144	204242	21.06	0.00	21.06	03/23/2015	03/23/2015	03/23/2015
1	14366	Y	SHRED RIGHT	apr15	109143	201941	21.06	0.00	21.06	02/23/2015	02/23/2015	02/23/2015
							Check Amount:		\$42.12			
1	10142	N	STEVE WEISS MUSIC	apr15	109146	580532A	5,235.00	0.00	5,235.00	03/18/2015	03/18/2015	03/18/2015
							Check Amount:		\$5,235.00			
1	8531	2	Y STRATEGIC EQUIPMENT	apr15	109161	2386144	548.82	0.00	548.82	03/20/2015	03/20/2015	03/20/2015
							Check Amount:		\$548.82			
1	10207	N	SWEETWATER SOUND, INC.	apr15	109145	12343367	1,204.00	0.00	1,204.00	03/16/2015	03/16/2015	03/16/2015
							Check Amount:		\$1,204.00			
1	6071	Y	TEACHER CREATED RESOURCES	apr15	109149	5819302	129.64	0.00	129.64	03/27/2015	03/27/2015	03/27/2015
1	6071	Y	TEACHER CREATED RESOURCES	apr15	109148	5818881	35.45	0.00	35.45	03/24/2015	03/24/2015	03/24/2015

Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	6071	Y	TEACHER CREATED RESOURCES	apr15	109147	5818797	43.43	0.00	43.43	03/23/2015	03/23/2015	03/23/2015	
							Check Amount:		\$208.52				
1	6072	1	Y	TEACHER'S DISCOVERY	apr15	109150	57455	174.50	0.00	174.50	03/31/2015	03/31/2015	03/31/2015
							Check Amount:		\$174.50				
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109159	AAH060569	53.00	0.00	53.00	03/13/2015	03/13/2015	03/13/2015	
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109158	AAH060701	375.00	0.00	375.00	03/13/2015	03/13/2015	03/13/2015	
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109157	AAH060397	308.37	0.00	308.37	03/09/2015	03/09/2015	03/09/2015	
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109156	AAH057250	26.84	0.00	26.84	03/09/2015	03/09/2015	03/09/2015	
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109155	AAH060270	815.59	0.00	815.59	02/26/2015	02/26/2015	02/26/2015	
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109154	AAH060130	30.16	0.00	30.16	02/06/2015	02/06/2015	02/06/2015	
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109153	AAH060126	44.72	0.00	44.72	02/06/2015	02/06/2015	02/06/2015	
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109152	AAH058618	395.43	0.00	395.43	01/20/2015	01/20/2015	01/20/2015	
1	6079	Y	TEAM SPORTING GOODS INC	apr15	109151	AAH059556	40.58	0.00	40.58	01/16/2015	01/16/2015	01/16/2015	
							Check Amount:		\$2,089.69				
1	6226	1	Y	TRIARCO ARTS & CRAFTS	apr15	109160	302688	877.29	0.00	877.29	04/16/2015	04/16/2015	04/16/2015
							Check Amount:		\$877.29				
1	6231	Y	TRIO SUPPLY COMPANY	apr15	109165	222380	309.03	0.00	309.03	03/16/2015	03/16/2015	03/16/2015	
1	6231	Y	TRIO SUPPLY COMPANY	apr15	109164	222379	579.35	0.00	579.35	03/16/2015	03/16/2015	03/16/2015	
1	6231	Y	TRIO SUPPLY COMPANY	apr15	109163	222378	622.28	0.00	622.28	03/16/2015	03/16/2015	03/16/2015	
1	6231	Y	TRIO SUPPLY COMPANY	apr15	109162	222376	510.43	0.00	510.43	03/16/2015	03/16/2015	03/16/2015	
							Check Amount:		\$2,021.09				
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109232	484801-00	2,314.54	0.00	2,314.54	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109231	483813-00	397.65	0.00	397.65	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109230	485169-00	1,493.35	0.00	1,493.35	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109229	483391-00	175.04	0.00	175.04	03/23/2015	03/23/2015	03/23/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109228	482708-00	3,515.62	0.00	3,515.62	03/23/2015	03/23/2015	03/23/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109227	482693-00	412.25	0.00	412.25	03/23/2015	03/23/2015	03/23/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109226	483812-00	256.97	0.00	256.97	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109224	484927-00	353.95	0.00	353.95	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109223	484924-00	383.01	0.00	383.01	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109222	483968-00	49.00	0.00	49.00	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109220	484780-00	89.70	0.00	89.70	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109219	483964-00	7.35	0.00	7.35	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109218	482692-00	212.41	0.00	212.41	03/23/2015	03/23/2015	03/23/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109216	484786-00	149.50	0.00	149.50	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109215	483966-00	36.75	0.00	36.75	03/26/2015	03/26/2015	03/26/2015	
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109214	484800-00	123.76	0.00	123.76	03/26/2015	03/26/2015	03/26/2015	

13

Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109213	484784-00	89.70	0.00	89.70	03/26/2015	03/26/2015	03/26/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109212	481379-00	308.00	0.00	308.00	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109211	482687-00	74.92	0.00	74.92	03/23/2015	03/23/2015	03/23/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109210	482828-00	357.63	0.00	357.63	03/23/2015	03/23/2015	03/23/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109208	473525-00	921.34	0.00	921.34	03/05/2015	03/05/2015	03/05/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109207	470603-00	46.55	0.00	46.55	03/05/2015	03/05/2015	03/05/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109206	474401-00	9.80	0.00	9.80	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109204	474404-00	14.70	0.00	14.70	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109203	477096-00	43.95	0.00	43.95	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109202	477762-00	54.44	0.00	54.44	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109200	477892-00	208.86	0.00	208.86	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109199	477861-00	3,842.58	0.00	3,842.58	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109198	477097-00	466.44	0.00	466.44	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109197	476622-00	3,609.49	0.00	3,609.49	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109196	477764-00	2,822.79	0.00	2,822.79	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109195	477763-00	14.49	0.00	14.49	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109194	474793-00	356.15	0.00	356.15	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109201	477893-00	431.48	0.00	431.48	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109193	477761-00	34.78	0.00	34.78	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109192	478744-00	1,219.33	0.00	1,219.33	03/16/2015	03/16/2015	03/16/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109191	478642-00	314.72	0.00	314.72	03/16/2015	03/16/2015	03/16/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109205	478178-00	20.62	0.00	20.62	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109190	477142-00	687.98	0.00	687.98	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109189	477254-00	201.54	0.00	201.54	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109188	479271-00	123.34	0.00	123.34	03/16/2015	03/16/2015	03/16/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109209	482347-00	1,552.04	0.00	1,552.04	03/23/2015	03/23/2015	03/23/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109187	479222-00	2,838.23	0.00	2,838.23	03/16/2015	03/16/2015	03/16/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109186	480698-00	2,215.30	0.00	2,215.30	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109185	480675-00	300.58	0.00	300.58	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109184	481380-00	451.43	0.00	451.43	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109183	481378-00	4,918.73	0.00	4,918.73	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109182	480885-00	752.20	0.00	752.20	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109181	480884-00	317.72	0.00	317.72	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109217	485172-00	41.44	0.00	41.44	03/26/2015	03/26/2015	03/26/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109180	481247-00	703.74	0.00	703.74	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109179	481234-00	328.26	0.00	328.26	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109178	478462-00	213.17	0.00	213.17	03/16/2015	03/16/2015	03/16/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109221	484785-00	119.60	0.00	119.60	03/26/2015	03/26/2015	03/26/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109177	474398-00	19.60	0.00	19.60	03/12/2015	03/12/2015	03/12/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109176	478837-00	99.73	0.00	99.73	03/16/2015	03/16/2015	03/16/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109175	480676-00	305.47	0.00	305.47	03/19/2015	03/19/2015	03/19/2015

Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109225	483479-00	950.39	0.00	950.39	03/26/2015	03/26/2015	03/26/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109174	480034-00	80.50	0.00	80.50	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109173	477974-00	17.15	0.00	17.15	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109172	481553-00	26.27	0.00	26.27	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109171	481404-00	137.38	0.00	137.38	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109170	480918-00	59.90	0.00	59.90	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109169	477972-00	29.40	0.00	29.40	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109168	477973-00	24.50	0.00	24.50	03/19/2015	03/19/2015	03/19/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109233	484923-00	3,450.05	0.00	3,450.05	03/26/2015	03/26/2015	03/26/2015
1	14333	Y	UPPER LAKES FOODS, INC.	apr15	109167	481235-00	363.16	0.00	363.16	03/19/2015	03/19/2015	03/19/2015
							Check Amount:		\$46,562.41			
1	14575	N	VERILUX, INC.	apr15	109234	0299725-IN	248.68	0.00	248.68	03/09/2015	03/09/2015	03/09/2015
							Check Amount:		\$248.68			
1	6505	Y	WEST MUSIC COMPANY	apr15	109235	SI1112308	925.67	0.00	925.67	03/26/2015	03/26/2015	03/26/2015
							Check Amount:		\$925.67			
1	6575	Y	WILLIAM V. MACGILL & CO.	apr15	109239	IN0511283	252.52	0.00	252.52	03/03/2015	03/03/2015	03/03/2015
1	6575	Y	WILLIAM V. MACGILL & CO.	apr15	109238	IN0513047	71.60	0.00	71.60	03/18/2015	03/18/2015	03/18/2015
1	6575	Y	WILLIAM V. MACGILL & CO.	apr15	109237	IN0513048	105.52	0.00	105.52	03/18/2015	03/18/2015	03/18/2015
1	6575	Y	WILLIAM V. MACGILL & CO.	apr15	109236	IN0509039	185.54	0.00	185.54	02/09/2015	02/09/2015	02/09/2015
							Check Amount:		\$615.18			
							Report Total:		\$137,476.66			

*Does not meet minimum amount
**Exceeds maximum amount

Princeton Public Schools - ISD #477

Wire Transfer Report

April 21, 2015

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
3/13/2015	\$ 501,078.59	ACH File Transfer
3/13/2015	\$ 175,904.36	Federal Tax Wire Transfer
3/13/2015	\$ 26,965.74	State Tax Wire Transfer
3/13/2015	\$ 8,833.68	Select Account HSA
3/13/2015	\$ 167.68	MN Revenue
3/13/2015	\$ 83,310.70	TRA File Transfer
3/13/2015	\$ 30,738.59	PERA File Transfer
3/13/2015	\$ 878.83	MN Child Support File Transfer
3/13/2015	\$ 27,783.29	TSA File Transfer
3/31/2015	\$ 514,784.29	ACH File Transfer
3/31/2015	\$ 182,913.88	Federal Tax Wire Transfer
3/31/2015	\$ 28,535.25	State Tax Wire Transfer
3/31/2015	\$ 9,210.68	Select Account H S A
3/31/2015	\$ 167.68	MN Revenue
3/31/2015	\$ 87,596.94	TRA File Transfer
3/31/2015	\$ 28,078.24	PERA File Transfer
3/31/2015	\$ 765.03	MN Child Support File Transfer
3/31/2015	\$ 27,602.90	TSA File Transfer
4/3/2015	\$ 15,461.89	BMO Harris Bank - (Pcards)
4/5/2015	\$ 1,338.00	MN Revenue - (Sales tax)
TOTAL	\$ 1,752,116.24	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR March 2015**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,303,940.80	3,266,346.05	2,533,708.07	(562.75)	13,036,578.78
02 Food Service	416,781.19	165,442.94	167,777.41	(2,097.47)	414,446.72
04 Community Service	436,860.01	126,604.24	82,634.74	(138.29)	480,829.51
06 Building Fund	29,148,867.32	469.68	317,976.87	0.00	28,831,360.13
07 Debt Service	547,302.29	5,379.43	52.16	(52.16)	552,629.56
10 Activities	197,575.30	48,913.92	69,953.61	177.43	176,535.61
TOTAL	43,051,326.91	3,613,156.26	3,172,102.86		43,492,380.31

Bank Accounts

AP/PR Account (Bremer)	562,317.67
MSDLAF+	4,397,135.82
Investments (Fd01)	9,977,901.32
Investments (Fd06)	<u>28,831,360.13</u>
	43,768,714.94
O/S Accts Pay Checks	(206,155.72)
O/S Payroll Checks	(8,753.43)
O/S Wires	(66,281.54)
NSF Checks	<u>4,856.06</u>
TOTAL	43,492,380.31

Open Enrolled Students (Out/In) as of April 7, 2015

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
In	4/20/2015	Cambridge	Princeton	8th	preferred district
In	4/20/2015	Cambridge	Princeton	7th	preferred district

Gift to Princeton School April 21st 2015

School/Program	Amount/Item	Donor	Purpose
High School	Go-Kart (non moterized	Patten Family	used to simulate a vehicle and will be used for a SADD activity

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>4-15-15</i>		Projected profit: <i>1000</i>	Amount earned:	
Group or organization proposing the fundraiser: <i>PHS Baseball</i>			Item(s) being sold: <i>Apparel</i>	
Company/organization supplying items to be sold: <i>Eastbay / Nike</i>				
The money raised will be used for: <i>Team Equipment needs</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.		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:	<i>4/15/15</i>	Teacher/Sponsor Signature:	<i>[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. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED				
Date:	<i>4/15/15</i>	Administrator Signature:	<i>[Signature]</i>	
Date:	<i>4/17/15</i>	Superintendent Signature:	<i>[Signature]</i>	
Date:		School Board Chair Signature:		

INDEPENDENT SCHOOL DISTRICT NO. 477

PRINCETON, MINNESOTA 55371

INVITATION FOR BIDS FOR SCHOOL MILK AND RELATED PRODUCTS

1. Notice is hereby given, that Independent School District No. 477, Princeton, Minnesota, will receive sealed bids for SCHOOL MILK AND RELATED PRODUCTS requirements of the district for the period from September 1, 2015 to August 31, 2016, according to the specifications and conditions which may be obtained from the office of the Director of Business Services, Independent School District No. 477, 706 First Street, Princeton, Minnesota, 55371. Bids shall be submitted in form and manner contained in the specifications and the conditions, which are adopted by reference, in this invitation for bids.

2. Sealed bids must be received in an envelope marked "Milk Bid" in the office of the Director of Business Services, 706 First Street, Princeton, Minnesota, 55371, no later than Thursday, May 19, 2015, at 1:00 p.m., at which time the bids will be opened for tabulation and distribution to the school board and interested parties. No changes can be made in any bid except in the manner provided by law, and no bid may be withdrawn for 30 days without consent of the school board.

3. On Tuesday, June 2, 2015 at 7:00 p.m., the school board will meet to evaluate the bids and act thereon. The school district reserves the right to accept, reject, or waive any informality of any bid and to make an award for SCHOOL MILK AND RELATED PRODUCTS which is deemed most favorable and advantageous to the school district. If further information is desired, interested persons should contact Michelle Czech at phone number: (763) 389-6183.

Dated this 21st day of April, 2015.

INDEPENDENT SCHOOL DISTRICT NO. 477
PRINCETON, MINNESOTA

ENCLOSURE: Bid forms and
Bid Envelope

Eric Minks, Clerk

Princeton Public School District
April 2015
Draft

MISSION

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

VISION

Princeton Public School's Vision is to equip every student to be career and college ready through personalized instruction, community partnerships, and collaboration.

CORE VALUES

Citizenship: An educated population is essential to a democratic society.

Collaborative Leadership: Working together interdependently, learning from each other, and taking responsibility for our individual and collective actions.

Connections: Engage in our shared purpose with our stakeholders: staff, students, families, community, organizations, and school board.

Excellence: A persistent and deliberate endeavor in continuous improvement.

Innovation: Intentional, courageous, continuous improvement through analysis and action.

Integrity: Always aligning our actions with our values and beliefs.

Learning: Continuous, meaningful, and challenging growth that results in student success.

Respect: Listen to, accept, and value each individual in the school district and community.

Strategic Planning 2014-15

Task Force

Admin, Facilities, Food Service, Paraeducators, Secretaries, & Teachers

Data Gathering

- District Accomplishments
- Referendum
- PBIS
- Marzano implementation
- All day Kindergarten
- RTI (South)

Major Lessons Learned

- Communication
- Sustain Focus/Purpose
- Effective/Shared Leadership with Delegation
- Collaboration
- Planning

Master List of Future Issues

- Facilities need to grow
- Increase online class opportunities and technology offerings for all
- More 21st Century learning activities/preparation for students and staff
- Enhanced Early Childhood programs
- Attract and maintain high quality staff

Themes for Concept Papers:

- Curriculum
- Facilities/Safety
- Image Building
- Technology
- Communication
- Students
- Time

Strategic Roadmap

- Vision
- Mission
- Goals

Vision Conference

- All Stakeholders (community, educators, staff, and students)
- Review data and themes created by Task Force - gave feedback

Final Vision/Mission/Core Values

Goals/Action Plans related to 5 themes

- Curriculum
- Technology
- Image Building
- Facilities/Safety
- Students

Next Steps

April 24, 2015 Groups submission of action plans

Implementation Plan

Review of Process

Evaluation of plan

Work coaching in classrooms (Anthony VonBank)

- Choice Projects (PBL) - Defining the learning challenge and inviting students to meet them in whichever way works for them.
- What does the learning target look like?
- Products:
 - <http://www.wideo.co/view/7422801420554160356-safety-project-health-hr1>
 - <https://animoto.com/play/EBIj67MsMu41nMGnbjfxqg>
 - https://prezi.com/t7zt6k2gzza5/ways-to-reduce-the-risk-of-injuries-when-using-tools-and-mac/?utm_campaign=share&utm_medium=copy

March Madness (Anthony VonBank)

- Brief overview and result
 - Purpose
 - Result
 - Future

Summer Staff Development (Eric Simmons, 3 minutes)

CAPITAL, DEFERRED & ASSIGNED PLANNING FOR 2016		
OPTION 1		
2015 ESTIMATED FUND BALANCES		
CAPITAL		\$2,453,385.42
DEFERRED MAINTENANCE		\$56,236.68
TECHNOLOGY ASSIGNED		\$110,504.00
BUILDING IMPROVEMENT ASSIGNED		\$3,600,000.00
2016 ESTIMATED REVENUES		
DEFERRED MAINTENANCE		\$215,000.00
CAPITAL		\$550,000.00
TOTAL REVENUE		\$765,000.00
2016 SUMMARY OF REQUESTS		
DEFERRED MAINTENANCE		\$1,002,000.00
TECHNOLOGY-INCLUDES PHONE SYSTEM		\$1,124,500.00
ENHANCEMENT & EQUIPMENT		\$165,500.00
FFE		\$132,500.00
BUILDING & DEPARTMENT & EMERGENCY		\$170,000.00
TOTAL ESTIMATE OF REQUESTS		\$2,594,500.00
DEFERRED MAINTENANCE		
DISTRICT OFFICE & OTHER BUILDINGS	TUCK POINTING	\$65,000.00
DISTRICT OFFICE	ROOF	\$100,000.00
HIGH SCHOOL	FLOORING REPLACEMENT	\$20,000.00
NORTH ELEMENTARY	FLOORING REPLACEMENT	\$20,000.00
NORTH ELEMENTARY	REPLACE CAFETERIA CEILING TILE	\$7,000.00
TOTAL DEFERRED MAINTENANCE		\$212,000.00
CAPITAL RESERVE		
DISTRICT TECHNOLOGY	PHONE SYSTEM	\$330,000.00
COPIERS/SECURITY	TECH PLAN	\$240,000.00
		\$20,000.00

BUILDING CAPITAL	20,000/BUILDING OR DEPT	\$120,000.00	
EMERGENCY	FOR EMERGENCY		
TOTAL CAPITAL	BREAKDOWNS	\$50,000.00	
		\$760,000.00	
TECHNOLOGY ASSIGNED			
TECHNOLOGY	TECH PLAN	\$110,504.00	
TOTAL ASSIGNED TECHNOLOGY		\$110,504.00	
BUILDING IMPROVED ASSIGNED			
GRANT	EARLY CHILDHOOD GRANT	\$509,000.00	
	EARLY CHILDHOOD GRANT-ITEMS NOT COVERED	\$300,000.00	?
PRIMARY ELEMENTARY	FURNITURE		
	TECHNOLOGY		
	PLAYGROUND		
HIGH SCHOOL	FURNITURE		
	TECHNOLOGY		
	ASBESTOS ABATEMENT		
TOTAL ASSIGNED BUILDING IMPROVED		\$809,000.00	

CAPITAL, DEFERRED & ASSIGNED PLANNING FOR 2016

Option 2

2015 ESTIMATED FUND BALANCES

CAPITAL	\$2,453,385.42
DEFERRED MAINTENANCE	\$56,236.68
TECHNOLOGY ASSIGNED	\$110,504.00
BUILDING IMPROVEMENT ASSIGNED	\$3,600,000.00

2016 ESTIMATED REVENUES

DEFERRED MAINTENANCE	\$215,000.00
CAPITAL	\$550,000.00
TOTAL REVENUE	\$765,000.00

2016 SUMMARY OF REQUESTS

DEFERRED MAINTENANCE	\$1,002,000.00
TECHNOLOGY-INCLUDES PHONE SYSTEM	\$1,124,500.00
ENHANCEMENT & EQUIPMENT	\$165,500.00
FFE	\$132,500.00
BUILDING & DEPARTMENT & EMERGENCY	\$170,000.00
TOTAL ESTIMATE OF REQUESTS	\$2,594,500.00

DEFERRED MAINTENANCE

DISTRICT OFFICE & OTHER BUILDINGS	TUCK POINTING	\$65,000.00
DISTRICT OFFICE	ROOF	\$100,000.00
HIGH SCHOOL	FLOORING REPLACEMENT	\$20,000.00
NORTH ELEMENTARY	FLOORING REPLACEMENT	\$20,000.00
NORTH ELEMENTARY	REPLACE CAFETERIA CEILING TILE	\$7,000.00
TOTAL DEFERRED MAINTENANCE		\$212,000.00

CAPITAL RESERVE

DEFERRED MAINTENANCE	CHIP SEAL AND REPAIR MS PARKING LOT	\$50,000.00
TRANSPORTATION	SHARED COST FOR CAMERAS	\$5,000.00
STUDENT FURNITURE DISTRICT WIDE	ALLOCATED BETWEEN NE, HS, EC & MS	\$100,000.00
TECHNOLOGY	TECH PLAN	\$275,000.00
COPIERS/SECURITY		\$20,000.00
ACTIVITIES-ADDITIONAL	WRESTLING MAT	\$10,000.00

BUILDING CAPITAL	20,000/BUILDING OR DEPT	\$120,000.00	
EMERGENCY	FOR EMERGENCY BREAKDOWNS	\$50,000.00	
TOTAL CAPITAL		\$630,000.00	
TECHNOLOGY ASSIGNED			
TECHNOLOGY	TECH PLAN	\$110,504.00	
TOTAL ASSIGNED TECHNOLOGY		\$110,504.00	
BUILDING IMPROVED ASSIGNED			
GRANT	EARLY CHILDHOOD GRANT	\$509,000.00	
	EARLY CHILDHOOD GRANT-ITEMS NOT COVERED	\$300,000.00	?????
DISTRICT	PHONE SYSTEM	\$330,000.00	
PRIMARY ELEMENTARY	FURNITURE		
	TECHNOLOGY		
	PLAYGROUND		
HIGH SCHOOL	FURNITURE		
	TECHNOLOGY		
	ASBESTOS ABATEMENT		
TOTAL ASSIGNED BUILDING IMPROVED		\$1,139,000.00	

PRINCETON PUBLIC SCHOOLS

LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.
 - 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives,

shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B. (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (rights, powers, duties of political subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA Model Policy 201 (Legal Status of School Board)
MSBA Model Policy 603 (Curriculum Development)
MSBA Model Policy 604 (Instructional Curriculum)
MSBA Model Policy 606 (Textbooks and Instructional Materials)
MSBA Model Policy 705 (Investments)
MSBA Model Policy 706 (Acceptance of Gifts)
MSBA Model Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA Service Manual, Chapter 4, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

Princeton, Minnesota 55371

Reviewed October 8, 2013
Reviewed March 17, 2015

PRINCETON PUBLIC SCHOOLS

NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 477. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

I. UNIFORM NAME

- A.** The name of the school district shall be Princeton Public Schools.
- B.** The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C.** In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 477 (Princeton Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

Independent School District #477
Princeton, Minnesota 55371

Adopted: February 11, 2003
Reviewed: March 17, 2015

PRINCETON PUBLIC SCHOOLS

EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
 20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Independent School District #477
Princeton, Minnesota 55371

Adopted: December 17, 2002
Reviewed: October 8, 2013
Reviewed: March 17, 2015

PRINCETON PUBLIC SCHOOLS

**COMPLAINTS - STUDENTS, EMPLOYEES,
PARENTS, OTHER PERSONS**

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure to be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be provided. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the response when appropriate. The response to the complaining party shall be consistent with the rights of others

pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

103-1

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA Model Policy 206 (Public Participation in School Board Meetings/
Complaints about Persons at School Board Meetings and Privacy
Considerations)
MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School
District Employees)
MSBA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School
Records-Privacy-Access to Data)

PRINCETON PUBLIC SCHOOLS

LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. The term of office is four years.

There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.

- B. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and

10. procure insurance against liability of the school district, its officers and employees.
- F. The school board, at its discretion, may perform the following:
1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 4. lease rooms or buildings for school purposes;
 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 6. authorize cocurricular and extracurricular activities;
 7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
 8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (general powers)
Minn. Stat. § 123B.09 (school board powers)
Minn. Stat. § 123B.14 (school district officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: MSBA Model Policy 101 (Legal Status of the School District)
MSBA Model Policy 202 (School Board Officers)
MSBA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 3, School Board and its Powers

PRINCETON PUBLIC SCHOOLS

OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert’s Rules of Order, Revised (latest edition) where **consistent** with A. and B., above.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
 Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
 Minn. Stat. § 123B.14 (Officers)

Cross References: Princeton Public School Policy #203.1 (School Board Procedures, Rules of Order)
 Princeton Public School Policy #203.2 (Order of the Regular School Board Meeting)
 Princeton Public School Policy #203.5 (School Board Meeting Agenda)
 Princeton Public School Policy #203.6 (Consent Agendas)

Adopted: February 11, 2003
Revised: August 11, 2009
Revised March 17, 2015

PRINCETON PUBLIC SCHOOLS**SCHOOL BOARD PROCEDURES; RULES OF ORDER****I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second

or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)

Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: Princeton Public School Policy #203 (Operation of the School Board - Governing Rules)
Princeton Public School Policy #203.2 (Order of the Regular School Board Meeting)
Princeton Public School Policy #203.5 (School Board Meeting Agenda)
Princeton Public School Policy #203.6 (Consent Agendas)

Adopted: February 11, 2003
Revised: August 11, 2009
Revised March 17, 2015

PRINCETON PUBLIC SCHOOLS

ORDER OF THE

REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Citizen Comments.
5. Review Communications.
6. Act on Agenda.
7. Consent Agenda.
8. New Business / Reports from various staff and/or groups.
9. Set Committee Dates.
10. Additions to agenda.

11. Adjournment.

- B. Items in this order may be considered as part of a consent agenda.
- C The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board powers)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

PRINCETON PUBLIC SCHOOLS

CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Independent School District #477
Princeton, Minnesota 55371

Adopted: February 11, 2003
Revised March 17, 2015

PRINCETON PUBLIC SCHOOL
SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: Princeton Public Schools Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: December 17, 2002
Revised: April 14, 2009
Revised March 17, 2015

PRINCETON PUBLIC SCHOOLS**DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT
PROPERTY BY NONSCHOOL PERSONS****I. PURPOSE**

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.
- C. Friday folders may only be used for communications generated by the district, the school, a school sponsored event or activity, or an activity feeder program.

III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. “Materials” includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. “Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.

- D. “Obscene to minors” means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- G. “School activities” means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the Superintendent on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the Superintendent will consider factors including, but not limited to the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.
8. is in direct violation with state & federal statute.

D. No political campaigning by individuals will be permitted on school property.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the Superintendent, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the Superintendent at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The Superintendent will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is

denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the school board. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied ___ U.S. ___, 132 S.Ct. 592 (2011)

Cross References: Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

Policy 512 (School Sponsored Student Publications)

Adopted: January 10, 2006

Revised: October 27, 2009

Revised: March 17, 2015

2015-2016 BREAKFAST AND LUNCH RECOMMENDATIONS

	2014-2015 LUNCH		2014-2015 BREAKFAST
BECKER	\$2.15	ELEMENTARY	\$1.35
	\$2.25	MIDDLE	
	\$2.30	HIGH SCHOOL	
BIG LAKE	\$2.50	ELEMENTARY	\$1.50
	\$2.60	SECONDARY	
SARTELL	\$2.40	K-4	\$1.35
	\$2.50	5-12	
SAUK RAPIDS	\$2.40	ELEMENTARY	FREE
	\$2.65	SECONDARY	
PRINCETON	\$2.00	K-5	\$1.30
	\$2.10	6-12	
RECOMMEND	2015-2016		
	\$2.10	K-5	\$1.40
	\$2.20	6-12	\$1.40
2014-15 REIMBURSEMENTS			
FEDERAL LUNCH-Paid	\$0.30		
FEDERAL REDUCED	\$2.30		
FEDERAL FREE	\$2.70		
FEDERAL CERTIFIED-ALL	\$0.06		
STATE LUNCH-Paid	\$0.13		
STATE REDUCED	\$0.53		
STATE FREE	\$0.13		
FEDERAL BREAKFAST-PAID	\$0.28		
FEDERAL REDUCED	\$1.32		
FEDERAL FREE	\$1.62		
STATE BREAKFAST-PAID	\$0.55	\$1.30 K-STUDENTS	
STATE REDUCED/FREE	\$0.30		

STATEMENT OF UNDERSTANDING: COMMUNITY EDUCATION EMPLOYEES

GA BA 7/2011
Rev. GA BA 5/2013
Rev. BA 6/2013
Rev. GA 8/1/14
Rev. SV 4/5/15

*This Statement of Understanding is for approval for the 2014/2015, 2015-2016, and 2017-2018 school year. Any necessary adjustments to title, job description, wage and benefits are subject to the recommendations of an outside consulting firm upon findings of a compensation and classification study.

SACC/Tiger Club:

- Site Supervisor
- CE activities/floater (summer)
- Classroom lead (summer)
- Tiger Club Assistant

School Readiness/ECFE

- ECFE Classroom Assistant
- Lead ECFE Child Care
- ECFE Child Care

Aquatics

- Aquatics Coordinator
- WSI

Lead WSI
Lifeguard

Community Education
Instructors
Assistants

Benefit Package A

GROUP INSURANCE

Health and Hospitalization/Life Insurance:

The school district shall contribute \$6,339.38 towards the cost of a single premium for each employee electing single coverage; \$7,512.16 for each employee electing employee and children coverage; and \$8,639.31 for each employee electing family coverage. Coverage shall be provided for all eligible, full-time employees (30 hours per week) employed by the school district who are enrolled in the school district group health and hospitalization plan. The cost not contributed by the school district shall be paid by the employee through payroll deduction.

Life Insurance: The school board shall provide group term insurance for all full-time employees (30 hours per week) in the amount of \$50,000.00. Employees have the option of purchasing more as within the guidelines of the insurance company.

Long Term Disability: The school district shall provide group long term disability insurance for all full-time employees (i.e. 30 hours per week). Coverage shall be based on 66 2/3% of the employee's basic salary. Benefits are to begin after 90 days of total disability.

Dental Coverage: The School District shall contribute a sum not to exceed \$13.00 per month towards group dental coverage for employees who are working 30 hours per week or more and who are enrolled in the School District's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Employees must work at least 30 hours per week to be eligible for this benefit.

Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Eligibility: Benefits provided in this Article are designed for full-time personnel, (30 hours per week), as described in Article X, and shall not apply to part-time personnel.

Tax Deferred Matching Plan: The school district will match employee contributions, up to \$450 per year, for each full-time employee who participates in the school district's matching 403(b) tax deferred compensations plan. For purposes of this section, full-time shall be defined as 2080 hours/year. Upon initial hire, the employee will have 30 days to submit a salary reduction authorization form to qualify for participation in the plan. Subsequent revisions to an employee's matching contribution will be permitted annually provided a revised salary reduction authorization form is submitted prior to July 1. Part-time employees will receive a prorated school district contribution.

LEAVES OF ABSENCE

Sick Leave:

A full-time employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's.

Unused sick leave days may accumulate to a maximum credit of 170 days of sick leave per employee.

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented her/his attendance and performance of duties on that day or days.

The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as the eligibility of an employee for sick leave is reserved to the school district. In the event that a medical certificate will be required, the employee will be so advised.

Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Sick leave is available to an employee for the necessary care of a child who is ill pursuant to M.S. §181.9413.

Child Care and Family Leave:

Child care and family leave will be given under the FMLA (Family Medical Leave Act) as set forth in District Policy 410.

Other Personal Leave:

Employees may be granted up to two (2) days of personal leave per year, non-accumulative, for situations requiring the employee's personal attention. These days will be deducted from sick leave.

Requests for personal leave must be made in writing to the Superintendent at least three (3) days, in advance, except in the event of an emergency. The Superintendent may, at her/his discretion, grant personal leave under the provisions of this subdivision without pay.

Paid Holidays: Full-time twelve month employees shall be granted the following paid holidays:

Independence	Day New Year's Day
Labor Day	President's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Eve Day	
Christmas Day	

Less than 12-month employees will receive all listed holidays that fall within their working calendar.

If a holiday falls on Saturday, the preceding Friday will be observed. If on Sunday, the following Monday.

Vacations:

Subd. 1.: Vacations shall be granted on the basis of the following:

	11 Months	12 Months
1 Year	40 hours	40 hours
2 Years	72 hours	80 hours
6 Years	112 hours	120 hours
12 Years	148 hours	160 hours
22 Years	188 hours	200 hours

Note: vacation hours pro-rated based on scheduled hours worked (ex. 36 hour work week would earn 36 hours of vacation year 1)

ARTICLE VIII. SEVERANCE PAY FOR TIGER CLUB COORDINATOR

Section 1.: Employees must have been hired prior to October 4, 2005 to be eligible for the provisions of this section.

Subd. 1.: The school district will pay severance pay to a coordinator upon her/his retirement from work. This severance pay will be paid by the school district in equal annual installments over a time period not to exceed two (2) years from the effective date of the retirement and shall not be granted to any employee who is discharged by the school district. Severance pay will commence 90 days after retirement. In the event that an employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lacking same, to the deceased's estate. In no event, shall severance pay provided for a coordinator exceed an amount equivalent to 68 days. An employee will accumulate severance pay at the rate of five (5) days per year of work experience in the Princeton Public School System.

Employees hired after July 1, 1991, are required to have fifteen (15) years of employment with the District to be eligible for this benefit.

Subd. 2.: In applying these provisions, an employee's daily rate of pay shall be the basic daily rate at the time of retirement, as provided in the basic salary schedule for the basic school year.

Subd. 3.: In addition, full health insurance will be paid for retired employees from age 55. Payment will be from accumulated sick leave, up to 125 days. In the event of the retired employee's death, full premiums will be paid for the spouse of the retired employee. Payments will continue until the accumulated sick leave is exhausted.

Subd. 4.: Subject to the limitations listed below, the School District will contribute an amount equal to the value of the employee's severance pay directly into the retiree's 403(b) account. The retiree will not receive any direct payment from the School District for severance pay.

The School District's annual contribution into the retiree's 403(b) account must not exceed the I.R.S. contribution limit. If the retiree has any severance remaining after the limit is reached in the year of separation, the School District will make a contribution up to the I.R.S. maximum into the retiree's 403(b) account in the following year(s).

The School District contribution(s) into the retiree's 403(b) account will be made according to the same timeline as was provided for the direct payment of severance pay.

The School District will only make contributions to investment vendors that have hold harmless agreements on file with the School District. For purposes of calculating the maximum deferral limit, the School District will provide the retiree with contribution information for the previous twelve (12) months. The retiree will then submit the calculation of maximum deferral from the vendor.

Benefit Package B

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board as provided by law.

Section 2. Health and Hospitalization and Life Insurance:

Subd. 1. Health Coverage: The School Board shall contribute \$5,512.50 towards the cost of a single premium for each employee electing single coverage; \$6,532.31 for each employee electing employee and children coverage; and \$7,512.44 for each employee electing dependent coverage. Coverage shall be provided for all eligible employees employed by the school district who are enrolled in the school district group health and hospitalization plan. The cost not contributed by the school district shall be paid by the employee through payroll deduction.

Subd. 2. Life Insurance: The School Board shall provide group term insurance for all employees employed thirty (30) or more hours per week, in the amount of \$10,000. Employees have the option of purchasing more within the guidelines of the insurance company.

Subd. 3. Long Term Disability: The School Board shall provide group long term disability insurance for all employees who are employed thirty (30) or more hours per week. Coverage shall be based on 66 2/3% of the paraprofessional's basic salary. Benefits are to begin after ninety (90) calendar days of total disability.

Subd. 4. Health Insurance Eligibility: 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.

Section 3. Dental Insurance: The School District shall contribute a sum not to exceed \$13.00 per month towards group dental coverage for employees who are working 30 hours per week or more and who are enrolled in the School District's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Employees must work at least 30 hours per week to be eligible for this benefit.

Section 5. Duration of Insurance Contribution: An employee is eligible for board contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all board participation and contribution shall cease, effective on the last paid working day.

Section 6. If at the request of the employer, an employee is given a reduced number of hours below the minimum number required to qualify for fringe benefits, the employee shall continue to receive the benefits on a prorated basis according to the number of hours worked and shall not forfeit benefits earned prior to the reduction in hours. Participation in insurance benefits shall be subject to the approval of the insurance carrier.

LEAVES OF ABSENCE

Sick Leave:

A full-time employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's.

Unused sick leave days may accumulate to a maximum credit of 100 days of sick leave per employee.

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented her/his attendance and performance of duties on that day or days.

The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as the eligibility of an employee for sick leave is reserved to the school district. In the event that a medical certificate will be required, the employee will be so advised.

Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Sick leave is available to an employee for the necessary care of a child who is ill pursuant to M.S. §181.9413.

Child Care and Family Leave:

Child care and family leave will be given under the FMLA (Family Medical Leave Act) as set forth in District Policy 410.

Other Personal Leave:

Employees may be granted up to two (2) days of personal leave per year, non-accumulative, for situations requiring the employee's personal attention. These days will be deducted from sick leave.

Requests for personal leave must be made in writing to the Superintendent at least three (3) days, in advance, except in the event of an emergency. The Superintendent may, at her/his discretion, grant personal leave under the provisions of this subdivision without pay.

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

Paid Holidays: Full-time twelve month employees shall be granted the following paid holidays:

Independence	Day New Year's Day
Labor Day	President's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Eve Day	
Christmas Day	

Less than 12-month employees will receive all listed holidays that fall within their working calendar.

If a holiday falls on Saturday, the preceding Friday will be observed. If on Sunday, the following Monday. Prorated based on average number of scheduled per week during the school year.

Pay Schedules

Lane advancement based on annual performance evaluation conducted by Program Coordinator or Community Education Director.

Program Coordinators

<i>Position</i>	<i>Year</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>Benefits</i>
Pool Coordinator <i>(primarily summer hours)</i> <i>advancement based on 1000</i> <i>hr increments and evaluation</i> <i>July 1 each year)</i>	14-15	\$15.04	\$15.92	\$16.81	\$17.58	\$18.26	\$18.77	\$19.24	\$19.62	None
	15-16/ 16-17	\$15.50	\$16.42	\$17.31	\$18.08	\$18.76	\$19.27	\$19.77	\$20.12	

Tiger Club

<i>Position</i>	<i>Year</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>Benefits</i>
Tiger Club Site Supervisor - Benefit bearing Package A	14-15	\$14.72	\$15.19	\$16.01	\$16.57	A
	15-16/ 16-17	\$15.30	\$15.90	\$16.53	\$17.19	
SACC Classroom Lead - seasonal non-benefit bearing	14-15	12.71	13.05	14.25	14.58	None
	15-16/ 16-17	\$13.21	\$13.55	\$14.75	\$15.25	
SACC Assistant - seasonal non-benefit bearing (based on student summer rates in this and other CE programs)	Aug 1 14-15	\$8.00	\$8.50	\$9.00	\$9.50	None
	Aug 1 15-16	\$9.00	\$9.50	\$10.00	\$10.50	
	Aug 1 16-17	\$9.50	\$10.00	\$10.50	\$11.00	
SACC CE activities/floater - seasonal non-benefit bearing (based on end of assistant scale going up to what experienced person in this position was paid last summer)	14-15	9.25	9.75	10.25	10.75	None
	15-16/ 16-17	\$9.75	\$10.25	\$10.75	\$11.25	

School Readiness/ECFE

Position	Year	A	B	C	D	Benefits
ECFE Childcare (based on SACC floater) progress July 1 after reaching 500 hour increments	14-15	\$9.25	\$9.75	\$10.25	\$10.75	None
	15-16/ 16-17	\$9.75	\$10.25	\$10.75	\$11.25	
ECFE/SR Classroom assistant and Lead ECFE Childcare less than 14hrs/wk and 67 days per yr. (Based upon Para 12/13) progress July 1 after reaching 500 hour increments	14-15	\$12.90	\$13.25	\$14.46	\$14.79	None
	15-16/ 16-17	\$13.40	\$13.75	\$15.03	\$15.38	
ECFE/SR Classroom assistant more than 14hrs/wk and 67 days per yr progress as per contract		See Paraprofessional contract.				

Aquatics- Part time positions

Position	Year	A beg.	B (after 20 classes) Progress determined July 1 each year	C (after 35 classes) Progress determined July 1 each year	D (after 50 classes) Progress determined July 1 each year	Benefits
(Pool Coordinator see Coordinators Schedule above)						
Lead WSI	14-15				\$13.00	None
	15-16/16-17				\$13.50	
WSI	14-15	\$9.00	\$10.00	\$11.00	\$12.00	None
	15-16/16-17	\$9.50	\$10.50	\$11.50	\$12.50	
Lifeguard or Aid	14-15	\$8.00	\$8.32	\$8.65	\$9.00	None

(based on pre-existing scale)	15-16	\$9.00	\$9.18	\$9.35	\$9.50	
	16-17	\$9.50	\$9.69	\$9.88	\$10.07	
Lifeguard with WSI Certification (+.25)		\$8.00	\$8.57	\$8.91	\$9.26	None

CE - Recreation and Enrichment

(The typical CE course is proposed by the instructor and individual agreements, based on these proposals, are established - most instructors, if paid, are paid a percentage of proceeds and based on individual instructor agreements. In the event that we pay an instructor an hourly rate the maximum hourly rate is set at \$25/hour)

Position	Year	A	B	C	D	Benefits
Instructor (based on pre-established parameter)		0			25.00	none
Assistant (based on minimum wage and lifeguard rates)	14-15	\$8.00	\$8.32	\$8.65	\$9.00	None
	15-16	\$9.00	\$9.18	\$9.35	\$9.50	
	16-17	\$9.50	\$9.69	\$9.88	\$10.07	
<i>Publication layout and design (based on Sec. contract)</i>	14-15	\$12.65	\$13.29	\$13.59	\$14.07	None
	15-16/16-17	\$13.15	\$13.67	\$14.21	\$14.77	

A		B		C		D	
100% of Revenues Received & 100% of		100% of Revenues Received & 98% of		101% of Revenues Received & 98% of		100.5% of Revenues Received & 99% of	
2014 Actual Fund Balance	\$4,448,158.00	2014 Actual Fund Balance	\$4,448,158.00	2014 Actual Fund Balance	\$4,448,158.00	2014 Actual Fund Balance	\$4,448,158.00
2015 Estimated Revenues	\$28,113,363.00	2015 Estimated Revenues	\$28,113,363.00	2015 Estimated Revenues	\$28,394,496.63	2015 Estimated Revenues	\$28,253,929.82
2015 Estimated Expenses	\$28,999,132.00	2015 Estimated Expenses	\$28,419,149.36	2015 Estimated Expenses	\$28,419,149.36	2015 Estimated Expenses	\$28,709,140.68
2015 Projected Fund Balance	\$3,562,389.00	2015 Projected Fund Balance	\$4,142,371.64	2015 Projected Fund Balance	\$4,423,505.27	2015 Projected Fund Balance	\$3,992,947.14
2016 Estimated Revenues & Expenses		2016 Estimated Revenues & Expenses		2016 Estimated Revenues & Expenses		2016 Estimated Revenues & Expenses	
2015 Projected Fund Balance	\$3,562,389.00	2015 Projected Fund Balance	\$4,142,371.64	2015 Projected Fund Balance	\$4,423,505.27	2015 Projected Fund Balance	\$3,992,947.14
2016 Estimated Revenues	\$28,487,737.00	2016 Estimated Revenues	\$28,487,737.00	2016 Estimated Revenues	\$28,487,737.00	2016 Estimated Revenues	\$28,487,737.00
2016 Estimated Expenses	\$30,174,132.00	2016 Estimated Expenses	\$30,174,132.00	2016 Estimated Expenses	\$30,174,132.00	2016 Estimated Expenses	\$30,174,132.00
2016 Projected Fund Balance	\$1,875,994.00	2016 Projected Fund Balance	\$2,455,976.64	2016 Projected Fund Balance	\$2,737,110.27	2016 Projected Fund Balance	\$2,306,552.14
100% of Revenues Received & 98% of		100% of Revenues Received & 98% of		101% of Revenues Received & 98% of		100.5% of Revenues Received & 99% of	
		2015 Projected Fund Balance	\$4,142,371.64	2015 Projected Fund Balance	\$4,423,505.27	2015 Projected Fund Balance	\$3,992,947.14
		2016 Estimated Revenues	\$28,487,737.00	2016 Estimated Revenues	\$28,772,614.37	2016 Estimated Revenues	\$28,630,175.69
		2016 Estimated Expenses	\$29,570,649.36	2016 Estimated Expenses	\$29,570,649.36	2016 Estimated Expenses	\$29,872,390.68
		2016 Projected Fund Balance	\$3,059,459.28	2016 Projected Fund Balance	\$3,625,470.28	2016 Projected Fund Balance	\$2,750,732.14
Reductions to maintain 10% in Unassigned	\$1,124,006.00	Reductions to maintain 10% in Unassigned	-\$59,459.28	Reductions to maintain 10% in Unassigned	-\$625,470.28	Reductions to maintain 10% in Unassigned	\$249,267.86
		Reductions for a slow drop of no more than \$500,000	\$582,912.36	Reductions for a slow drop of no more than \$500,000	\$298,034.99	Reductions for a slow drop of no more than \$500,000	\$742,215.00
		2016 Projected Fund Balance After Reductions	\$3,642,371.00	2016 Projected Fund Balance After Reductions	\$3,923,505.27	2016 Projected Fund Balance After Reductions	\$3,492,947.14

April 17, 2015

Michelle Czech, Director of Finance
Princeton Public Schools, Independent School District #477
706 First Street
Princeton, MN 55374

Re: RFP for Acquisition of South Elementary School
Princeton, MN

Dear Ms. Czech:

On Tuesday, April 14th, 2015, the responses were due for the RFP for the acquisition of South Elementary School.

One response was received, which was submitted after the 4 PM deadline. On April 15th, the respondent called the District to have their response disregarded and removed from District review.

Due to not receiving any other valid responses, ICS along with the Project Oversight Committee recommend that the School Board now pursue the de-commissioning of the South Elementary structure.

If you have any questions in regards to this recommendation please feel free to contact me at your convenience.

Sincerely,



Ryan Hoffman
Project Manager