

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

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**1. PROCEDURAL ITEMS**

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

**5. REPORTS**

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

**6. APPROVE AGENDA**

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

**8. 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 5
- b. Bills 6
- c. Wire Transfers 16
- d. Treasurer's Report 17
- e. Gifts 18
- f. Fundraisers 19
- g. Open Enrollment 22
- h. Field Trips 23
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<b>9. INFORMATIONAL ITEMS</b>	
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<b>10. ACTION</b>	
a. Second Reading of Policies #102, 401, 413, 506, 528, 606, 607, 609, 611, 612, 613, 615	47
b. Italy Field Trip	102
<b>11. Purchase Agreement</b>	<b>103</b>
<b>12. FUTURE MEETING(s) INFORMATION</b>	
<b>13. ADDITIONS TO AGENDA</b>	
<b>14. ADJOURN-</b> The Minnesota Open Meeting Law allows for closure of the meeting to discuss the Superintendent's evaluation in a confidential setting. I will entertain a motion that this meeting be closed pursuant to Minnesota Statutes Section 13D.05, subd 3(b).	

**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 **3rd day of November, at 8:05 p.m.** in the District Office Board Room.

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

Members Absent: Chuck Nagle

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Teaching and Learning Julie Williams

Student Council Representative:

Citizen Comments: None

**REPORTS**

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

Howard Vaillancourt:	Project overview; Strategic Planning
Craig Johnson:	Strategic Planning
Deb Ulm:	Agenda Planning Meeting, Goals Meeting, Strategic Planning
Eric Minks:	No Report
Chad Young:	Strategic Planning
Jeremy Miller:	Strategic Planning

Superintendent Report: We have had a busy week with a gas leak and two fire alarms. We have a debriefing meeting coming up to discuss ways to improve our emergency procedures in the future. All in all it went really well.

Thank you to the board members for meeting with Julia to go over the strategic plan. Julia is still on track for her classroom visits. She is planning on 200 visits this school year.

There was a 1st grade class that came up with a project to collect and deliver candy to the children at the Children’s Hospital.

Princeton girls’ tennis team went to state, and did a wonderful job! Tomorrow morning our girls soccer team plays at St. Cloud State for the second round in State.

**APPROVE AGENDA**

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

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

*Motion by Howard Vaillancourt and seconded by Craig Johnson, to approve the October 20th, 2015 Regular Board meeting minutes as presented. Motion passed unanimously.*

**CONSENT AGENDA**

*Motion made by Craig Johnson and seconded by Eric Minks, to approve the consent agenda as presented: Personnel, Fundraising, Gifts, Open Enrollment. Motion passed unanimously.*

**INFORMATION**

**Special Education Report** – Erin Dorhmann presented the special education report. The information is online.

**First Readings of Policies – #102, 401, 413, 506, 528, 606, 607, 609, 611, 612, 613, 614, 615**

Craig Johnson made a motion to waive the the first reading of the policies and the board members will look into the policies and see if they have any questions prior to the second reading. Howard Vaillancourt seconded the motion. This was not voted upon since it was a first reading of the policies.

**ACTION ITEMS**

**Audit** – Caroline Studsman presented the results from the audit that was done for the Princeton School District. The information can be found online. Jeremy Miller made a motion to accept the audit, seconded by Craig Johnson. Motion passed unanimously.

**ADJOURN** - Howard Vaillancourt made a motion to adjourn the meeting, seconded by Eric Minks. The meeting was adjourned at 8:50 P.M.

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

\_\_\_\_\_  
Clerk Eric Minks

Recorder-Kari Plafcan

**11.17.15**

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Alley, Nicole	Extra Duty	Asst. Gymnastics Coach		Jessica Bost	11.15-3.15	50.00 A practice/100 a meet-not to exceed a 1.0 FTE coaching stipend.
Bergmann, Colleen	Extra Duty	Year Book Advisor-SE		N/A	2015-2016	\$277.00
Borich, Melissa	Extra Duty	GT Coordinator-MS	PEA	N/A	2015-2016	\$3,500.00
Danielson, Jennifer	Extra Duty	Afterschool-TS	PEA	N/A	11.5.15-3.24.15	32.00/HR
Donais, Karen	Extra Duty	Year Book Advisor-SE		N/A	2015-2016	\$277.00
Farmer, Joan	New Hire	Speech Advisor-MS	PEA	Holly Bachmeyer	10.30.15	\$1,847.00
Fritz, Beth	New Hire	LTS-Sped Teacher	PEA	N/A	11.16.15-5.27.16	\$29,474.80
Hazelton, Christine	Extra Duty	Year Book Advisor-SE		N/A	2015-2016	\$277.00
Kostanscheck, Angelo	Resignation	Custodian-MS	Custodial	N/A	11.20.15	
Kraft, Samantha	New Hire	1st Grade Teacher-SE	PEA	Mary Bahe	8.26.15	\$36,295.00
Lorentz, Terri	Extra Duty	GT Coordinator-EC	PEA	N/A	2015-2016	\$3,500.00
Majerus, Michelle	New Hire	Newspaper Advisor-MS	PEA	Patrick Marrow	10.30.15	\$1,477.00
McCann, Mandy	Resignation	School Readiness Instructor-Spanish Immersion-EC	PEA	N/A	11.9.15	
Milam, Ingeri	Extra Duty	GT Coordinator-HS	PEA	N/A	2015-2016	\$3,500.00
Nettifee, Lynn	Enrichment LOA	Social Worker-NE	PEA	N/A	4.17.16-5.20.16	
Norton, Cathleen	Extra Duty	Afterschool-TS	PEA	N/A	11.5.15-3.24.15	32.00/hr
Ostroot, Tom	Extra Duty	GT coordinator-SE	PEA	N/A	2015-2016	\$3,500.00
Ratz, Mary	Assignment Change	from .5 LTS FACS to 1.0 LTS Science- HS	PEA	Amanda Buss	11.12.15	
Ross, Eric	Extra Duty	Asst. Boys Hockey Coach .5		N/A	11.9.15-3.5.16	\$1,845.00
Schultz, Katie	Resignation	Playground Para	Para	N/A	11.9.15	
Skruzacek, Laura	Extra Duty	Afterschool-TS	PEA	N/A	11.5.15-3.24.16	32.00/hr
Stencel, Carrie	Extra Duty	Afterschool-TS	PEA	N/A	11.5.15-3.24.16	32.00/HR
Tarvestad, Carrie	Extra Duty	Year Book Advisor-SE		N/A	2015-2016	\$277

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$882,967.64
02 Food Service	\$118,527.00
04 Community Service	\$28,403.89
10 Student Activities	\$32,256.90
<b>Report Total</b>	<b>\$1,062,155.43</b>

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	64372	159837	Check	1	13854		AIKEN REBECCA	Yes	Yes	No	USD	10/16/2015	90.00
			64369	159838	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIK	Yes	Yes	No	USD	10/16/2015	10.92
			64373	159839	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	Yes	No	USD	10/16/2015	61.56
			64368	159840	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	10/16/2015	1,727.67
			64381	159841	Check	1	14907		DR. KENYON WILSON	Yes	Yes	No	USD	10/16/2015	50.00
			64382	159842	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	10/16/2015	53.30
			64379	159843	Check	1	14905		ESSDACK INT/622	Yes	Yes	No	USD	10/16/2015	8,367.77
			64370	159844	Check	1	12349		FARMER HAYLEY	Yes	No	No	USD	10/16/2015	65.00
			64390	159845	Check	1	7142		FREESE DALE	Yes	Yes	No	USD	10/16/2015	80.00
			64376	159846	Check	1	14851		HART WILLIAM	Yes	Yes	No	USD	10/16/2015	90.00
			64391	159847	Check	1	7206		JULSON BRIAN	Yes	No	No	USD	10/16/2015	30.00
			64384	159848	Check	1	4007		KEMPS	Yes	Yes	No	USD	10/16/2015	5,769.46
			64383	159849	Check	1	3610		KNAFLA KATHRYN D.C.	Yes	Yes	No	USD	10/16/2015	125.00
			64394	159850	Check	1	8633		KOESTER BARBARA L	Yes	Yes	No	USD	10/16/2015	80.00
			64393	159851	Check	1	8566		LIESER JOHN	Yes	Yes	No	USD	10/16/2015	80.00
			64395	159852	Check	1	9130		MINNESOTA WEARABLES	Yes	Yes	No	USD	10/16/2015	1,312.50
			64385	159853	Check	1	4250		MN HISTORICAL SOCIETY	Yes	No	No	USD	10/16/2015	1,374.00
			64378	159854	Check	1	14885		MN SHAPE	Yes	No	No	USD	10/16/2015	160.00
			64386	159855	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	10/16/2015	1,496.16
			64387	159856	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	10/16/2015	190.00
			64380	159857	Check	1	14906		ROBERDEAU JORDAN	Yes	Yes	No	USD	10/16/2015	15.95
			64371	159858	Check	1	12996		ROTH PAUL	Yes	Yes	No	USD	10/16/2015	56.00
			64388	159859	Check	1	5472	4	SAM'S CLUB	Yes	Yes	No	USD	10/16/2015	3,980.91
			64396	159860	Check	1	9494	1	SNA	Yes	Yes	No	USD	10/16/2015	13.00
			64374	159861	Check	1	14400		STEWART JENNIFER	Yes	Yes	No	USD	10/16/2015	120.00
			64375	159862	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	10/16/2015	11,901.30
			64377	159863	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	10/16/2015	341.54
			64392	159864	Check	1	7450		WAHNSCHAFFE DALE	Yes	Yes	No	USD	10/16/2015	80.00
			64389	159865	Check	1	6461		WATSON CO. INC.	Yes	Yes	No	USD	10/16/2015	365.10
			64397	159866	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	10/20/2015	215,512.50
			64398	159867	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	10/20/2015	13,685.65
			64447	159868	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	10/23/2015	2,835.98
			64446	159869	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIK	Yes	Yes	No	USD	10/23/2015	29.98
			64476	159870	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	10/23/2015	330.01
			64471	159871	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	10/23/2015	128.80
			64472	159872	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	10/23/2015	417.00
			64487	159873	Check	1	9088		FASTSIGNS	Yes	No	No	USD	10/23/2015	298.80
			64465	159874	Check	1	14772		GATEWAY MUSIC FESTIVALS & TOUI	Yes	Yes	No	USD	10/23/2015	330.00
			64483	159875	Check	1	6645		GRAINGER	Yes	Yes	No	USD	10/23/2015	25.72
			64467	159876	Check	1	14908		GRUSZKA SKYLAR	Yes	Yes	No	USD	10/23/2015	65.00
			64470	159877	Check	1	14911		HANSON CRYSTAL	Yes	Yes	No	USD	10/23/2015	17.30

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	64490	159878	Check	1	9523		HILGER MERRY	Yes	Yes	No	USD	10/23/2015	71.00
		64462	159879	Check	1	14341		HOLM BRIAN	Yes	No	No	USD	10/23/2015	119.00
		64485	159880	Check	1	8210		KELLER TOM	Yes	Yes	No	USD	10/23/2015	90.00
		64473	159881	Check	1	3701		LAKESHORE	Yes	Yes	No	USD	10/23/2015	294.25
		64464	159882	Check	1	14496		LEADERTECH SYSTEMS OF CHICAG	Yes	Yes	No	USD	10/23/2015	140.00
		64459	159883	Check	1	13763		LEARNING FORWARD	Yes	Yes	No	USD	10/23/2015	498.00
		64448	159884	Check	1	11061		LYNCH MIKE	Yes	Yes	No	USD	10/23/2015	200.00
		64474	159885	Check	1	4090		M.C.E.A.	Yes	No	No	USD	10/23/2015	789.00
		64475	159886	Check	1	4156		M.E.S.P.A.	Yes	Yes	No	USD	10/23/2015	896.00
		64454	159887	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	10/23/2015	438.35
		64468	159888	Check	1	14909		MILLER ELENA	Yes	Yes	No	USD	10/23/2015	71.00
		64469	159889	Check	1	14910		MONTES DAVID	Yes	No	No	USD	10/23/2015	48.00
		64477	159890	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	Yes	No	USD	10/23/2015	200.00
		64488	159891	Check	1	9119	1	NATIONAL TICKET COMPANY	Yes	Yes	No	USD	10/23/2015	315.85
		64484	159892	Check	1	6856		NORMAN TODD	Yes	Yes	No	USD	10/23/2015	90.00
		64461	159893	Check	1	14081		OVERLIE BRANDON	Yes	No	No	USD	10/23/2015	119.00
		64460	159894	Check	1	13833		PETERSEN JAMES	Yes	No	No	USD	10/23/2015	119.00
		64478	159895	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	10/23/2015	57.81
		64466	159896	Check	1	14818		PKS-PROFESSIONAL KARATE STUDI	Yes	Yes	No	USD	10/23/2015	171.60
		64479	159897	Check	1	5129		PRINCETON FLORAL & GIFT	Yes	Yes	No	USD	10/23/2015	47.00
		64481	159898	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	10/23/2015	79,090.37
		64449	159899	Check	1	11673		PRINCETON SPLASH PARK	Yes	No	No	USD	10/23/2015	233.00
		64480	159900	Check	1	5159		PRINCETON YOUTH HOCKEY ASSN	Yes	Yes	No	USD	10/23/2015	538.00
		64457	159901	Check	1	13353		RAY DARREN	Yes	No	No	USD	10/23/2015	119.00
		64452	159902	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	10/23/2015	753.50
		64482	159903	Check	1	5273	2	REGION 4 FFA	Yes	No	No	USD	10/23/2015	4,660.00
		64486	159904	Check	1	8562	1	REGION 7AA	Yes	Yes	No	USD	10/23/2015	5,311.00
		64458	159905	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	Yes	No	USD	10/23/2015	140.00
		64453	159906	Check	1	12747	1	SHOPKO STORES OPERATING CO.,	Yes	Yes	No	USD	10/23/2015	13.47
		64489	159907	Check	1	9494	1	SNA	Yes	Yes	No	USD	10/23/2015	11.00
		64463	159908	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	10/23/2015	19,527.93
		64451	159909	Check	1	12592		TRIEBERNIG JESSICA	Yes	No	No	USD	10/23/2015	17.00
		64450	159910	Check	1	12404		TUMBLEWEED PRESS INC	Yes	No	No	USD	10/23/2015	525.00
		64456	159911	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	10/23/2015	3,212.57
		64455	159912	Check	1	13021		WHITCOMB GAIL	Yes	Yes	No	USD	10/23/2015	616.00
		64491	159913	Check	1	14915		DAYS HOTEL UNIVERSITY AVE SE	Yes	Yes	No	USD	10/26/2015	2,429.00
		64492	159914	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	10/28/2015	200.00
		64506	159915	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	10/30/2015	830.34
		64503	159916	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	10/30/2015	67.14
		64501	159917	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	10/30/2015	102.07
		64504	159918	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	10/30/2015	119.43

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	64505	159919	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	10/30/2015	68.00
		64507	159920	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	10/30/2015	19,165.21
		64508	159921	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	10/30/2015	1,296.50
		64509	159922	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	10/30/2015	2,464.86
		64502	159923	Check	1	14890		RIVERVIEW LAW OFFICE, PLLC	Yes	Yes	No	USD	10/30/2015	323.68
		64510	159924	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	10/30/2015	946.43
		64511	159925	Check	1	14918		3D PRINTING MINNESOTA	Yes	No	No	USD	10/30/2015	2,936.00
		64512	159926	Check	1	10292		ACP DIRECT	Yes	No	No	USD	10/30/2015	184.80
		64588	159927	Check	1	14941		ADKINS DAWN	Yes	No	No	USD	10/30/2015	50.00
		64589	159928	Check	1	14942		AMARIE CINDY	Yes	No	No	USD	10/30/2015	78.00
		64544	159929	Check	1	13928		ANDERSON BETH	Yes	No	No	USD	10/30/2015	50.00
		64590	159930	Check	1	14943		ANDRES TARA	Yes	No	No	USD	10/30/2015	50.00
		64527	159931	Check	1	1206		AP EXAMS	Yes	No	No	USD	10/30/2015	120.00
		64533	159932	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	10/30/2015	28.75
		64569	159933	Check	1	14922		AUNE CHRISTINA	Yes	No	No	USD	10/30/2015	50.00
		64610	159934	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	10/30/2015	357.94
		64556	159935	Check	1	14443		BALLWEBER ANDREA	Yes	No	No	USD	10/30/2015	50.00
		64542	159936	Check	1	13778		BAREFOOT T-SHIRTS	Yes	No	No	USD	10/30/2015	786.50
		64557	159937	Check	1	14444		BARNES LINDSEY	Yes	No	No	USD	10/30/2015	50.00
		64581	159938	Check	1	14934		BARTEL TARA	Yes	No	No	USD	10/30/2015	27.00
		64545	159939	Check	1	13930		BAUMANN STEPH	Yes	No	No	USD	10/30/2015	50.00
		64625	159940	Check	1	8555		BELTRAND AMY	Yes	No	No	USD	10/30/2015	50.00
		64551	159941	Check	1	1409	1	BERNICK'S PEPSI-COLA	Yes	No	No	USD	10/30/2015	549.12
		64528	159942	Check	1	12111		BIALKA SUSAN	Yes	No	No	USD	10/30/2015	100.00
		64575	159943	Check	1	14928		BISHMAN ERIN	Yes	No	No	USD	10/30/2015	50.00
		64546	159944	Check	1	13933		BJERKEBEK CHRISTINE	Yes	No	No	USD	10/30/2015	50.00
		64517	159945	Check	1	10766		BLAVAT RENNA	Yes	No	No	USD	10/30/2015	50.00
		64586	159946	Check	1	14939		BOSWELL JILLIAN	Yes	No	No	USD	10/30/2015	50.00
		64592	159947	Check	1	14945		BROWNING SUSAN	Yes	No	No	USD	10/30/2015	13.35
		64572	159948	Check	1	14925		BUTLER NICOLE	Yes	No	No	USD	10/30/2015	50.00
		64596	159949	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	10/30/2015	995.65
		64515	159950	Check	1	10584		CARD SERVICES	Yes	No	No	USD	10/30/2015	78.17
		64534	159951	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	10/30/2015	443.95
		64607	159952	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	10/30/2015	2,485.51
		64595	159953	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	10/30/2015	542.93
		64582	159955	Check	1	14935		DASSOW ASHLEY	Yes	No	No	USD	10/30/2015	50.00
		64622	159956	Check	1	7320		DEZIEL JENNIFER	Yes	No	No	USD	10/30/2015	100.00
		64573	159957	Check	1	14926		DILLON DAVID	Yes	No	No	USD	10/30/2015	50.00
		64535	159958	Check	1	12889		DOWNEY WENDY	Yes	No	No	USD	10/30/2015	50.00
		64597	159959	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	10/30/2015	6,594.65
		64564	159960	Check	1	14469		ELLER CRYSTAL	Yes	No	No	USD	10/30/2015	50.00

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	64598	159961	Check	1	2406		ENGREN CHRISTINE	Yes	No	No	USD	10/30/2015	50.00
		64532	159962	Check	1	12349		FARMER HAYLEY	Yes	No	No	USD	10/30/2015	50.00
		64529	159963	Check	1	12150		GIBBS ANGIE	Yes	No	No	USD	10/30/2015	50.00
		64547	159964	Check	1	13938		GIVEN ELIZABETH	Yes	No	No	USD	10/30/2015	50.00
		64587	159965	Check	1	14940		GLAUVITZ JOSH	Yes	No	No	USD	10/30/2015	50.00
		64593	159966	Check	1	14946		GOSSE TIFFANY	Yes	No	No	USD	10/30/2015	17.80
		64525	159967	Check	1	11804		HAAG NICOLE	Yes	No	No	USD	10/30/2015	125.00
		64624	159968	Check	1	7936		HANSCOM RICHARD S	Yes	No	No	USD	10/30/2015	50.00
		64523	159969	Check	1	11387		HAUBENSCHILD JILL	Yes	No	No	USD	10/30/2015	50.00
		64599	159970	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	10/30/2015	557.85
		64552	159971	Check	1	14161		HOHMANN DAWN	Yes	No	No	USD	10/30/2015	50.00
		64522	159972	Check	1	11295		HOLLAND HEATHER	Yes	No	No	USD	10/30/2015	50.00
		64600	159973	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	10/30/2015	72.00
		64630	159974	Check	1	9466		JOHNSON ERIN	Yes	No	No	USD	10/30/2015	50.00
		64559	159975	Check	1	14451		JOHNSON JASPER	Yes	No	No	USD	10/30/2015	50.00
		64555	159976	Check	1	14434		JUNGROTH BEN	Yes	Yes	No	USD	10/30/2015	400.00
		64583	159977	Check	1	14936		KELZER STACY	Yes	No	No	USD	10/30/2015	50.00
		64603	159978	Check	1	4007		KEMPS	Yes	No	No	USD	10/30/2015	5,157.50
		64519	159979	Check	1	10987		KEYKAL JULINE	Yes	No	No	USD	10/30/2015	50.00
		64560	159980	Check	1	14453		KING MARY	Yes	No	No	USD	10/30/2015	50.00
		64629	159981	Check	1	9229		KIRK ANDREA	Yes	No	No	USD	10/30/2015	50.00
		64601	159982	Check	1	3610		KNAFLA KATHRYN D.C.	Yes	No	No	USD	10/30/2015	100.00
		64548	159983	Check	1	13940		KNUTSON RYAN	Yes	No	No	USD	10/30/2015	50.00
		64602	159984	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	10/30/2015	262.97
		64513	159985	Check	1	10305		KOLHOFF JODI	Yes	No	No	USD	10/30/2015	50.00
		64591	159986	Check	1	14944		KOLTES AMANDA	Yes	No	No	USD	10/30/2015	56.00
		64549	159987	Check	1	13942		KRONE STEPHANIE	Yes	No	No	USD	10/30/2015	50.00
		64584	159988	Check	1	14937		LAMBRECHT VALENE	Yes	No	No	USD	10/30/2015	50.00
		64550	159989	Check	1	13943		LATHAM ELIZABETH	Yes	No	No	USD	10/30/2015	50.00
		64518	159990	Check	1	10830		LINDEN JEREMY	Yes	No	No	USD	10/30/2015	50.00
		64608	159991	Check	1	4467		M.S.B.A.	Yes	No	No	USD	10/30/2015	50.00
		64574	159992	Check	1	14927		MAIDA MICHELLE	Yes	No	No	USD	10/30/2015	50.00
		64536	159993	Check	1	12990		MARSHALL SHARON	Yes	No	No	USD	10/30/2015	50.00
		64604	159994	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	10/30/2015	2,083.06
		64605	159995	Check	1	4160	2	METRO ECSU	Yes	No	No	USD	10/30/2015	120.00
		64606	159996	Check	1	4222		MILACA BUILDING CENTER	Yes	No	No	USD	10/30/2015	925.36
		64626	159997	Check	1	8644		MILL CITY MUSEUM	Yes	No	No	USD	10/30/2015	396.00
		64627	159998	Check	1	8644		MILL CITY MUSEUM	Yes	No	No	USD	10/30/2015	1,056.00
		64539	159999	Check	1	13576		MILLER CYNDY	Yes	No	No	USD	10/30/2015	50.00
		64537	160000	Check	1	13347		MILLER DIXIE	Yes	No	No	USD	10/30/2015	50.00
		64524	160001	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	10/30/2015	38.00

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0477	001	64554	160002	Check	1	14433		MITCHELL REED	Yes	No	No	USD	10/30/2015	400.00
		64621	160003	Check	1	7259		MOLDENHAUER KARI	Yes	No	No	USD	10/30/2015	23.00
		64530	160004	Check	1	12227		MONOPRICE	Yes	No	No	USD	10/30/2015	266.36
		64568	160005	Check	1	14921		MOREY JENNY	Yes	No	No	USD	10/30/2015	50.00
		64609	160006	Check	1	4535		NAPA OF PRINCETON	Yes	No	No	USD	10/30/2015	5.39
		64563	160007	Check	1	14465		ODYSSEYWARE	Yes	No	No	USD	10/30/2015	22,500.00
		64611	160008	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	10/30/2015	688.64
		64570	160009	Check	1	14923		OSBORN SHARON	Yes	No	No	USD	10/30/2015	50.00
		64580	160010	Check	1	14933		OSTENSON DAN	Yes	No	No	USD	10/30/2015	50.00
		64579	160011	Check	1	14932		PAETZNICK KAREN	Yes	No	No	USD	10/30/2015	50.00
		64571	160012	Check	1	14924		PEDERSON JESSIE	Yes	No	No	USD	10/30/2015	50.00
		64594	160013	Check	1	14947		PETERS TANYA	Yes	No	No	USD	10/30/2015	150.00
		64623	160014	Check	1	7776		PETERSON-ALKIRE JANELLE	Yes	No	No	USD	10/30/2015	50.00
		64628	160015	Check	1	9183		POSTAUDIO INC	Yes	No	No	USD	10/30/2015	480.00
		64633	160016	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	10/30/2015	160.70
		64612	160017	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	No	No	USD	10/30/2015	649.78
		64540	160018	Check	1	13606		PUTNAM TARA	Yes	No	No	USD	10/30/2015	50.00
		64613	160019	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	10/30/2015	774.00
		64614	160020	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	10/30/2015	269.00
		64567	160021	Check	1	14920		RICHTER MINDY	Yes	No	No	USD	10/30/2015	50.00
		64632	160022	Check	1	9776		SAFEWAY CONSTRUCTION, INC	Yes	No	No	USD	10/30/2015	507.50
		64634	160023	Check	1	9992		SAUTTER JULIE	Yes	No	No	USD	10/30/2015	50.00
		64526	160024	Check	1	11847		SCHIMMING GRETA	Yes	No	No	USD	10/30/2015	50.00
		64615	160025	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	10/30/2015	6,663.19
		64585	160026	Check	1	14938		SCHREDER ROXANNE	Yes	No	No	USD	10/30/2015	50.00
		64578	160027	Check	1	14931		SCHROEDER MARY	Yes	No	No	USD	10/30/2015	50.00
		64565	160028	Check	1	14795		SCHULTZ KATIE	Yes	No	No	USD	10/30/2015	50.00
		64558	160029	Check	1	14445		SCOTT PATTI	Yes	No	No	USD	10/30/2015	50.00
		64553	160030	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	10/30/2015	21.06
		64616	160031	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	10/30/2015	40.00
		64531	160032	Check	1	12300		SKOGMAN AMANDA	Yes	No	No	USD	10/30/2015	50.00
		64631	160033	Check	1	9494	1	SNA	Yes	No	No	USD	10/30/2015	13.00
		64577	160034	Check	1	14930		SODERHOLM BECKY	Yes	No	No	USD	10/30/2015	50.00
		64538	160035	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	10/30/2015	2,200.00
		64617	160036	Check	1	6086		TECH CHECK	Yes	No	No	USD	10/30/2015	435.00
		64561	160037	Check	1	14460		TERNES MELISSA	Yes	No	No	USD	10/30/2015	50.00
		64576	160038	Check	1	14929		TROMBLEY AMBER	Yes	No	No	USD	10/30/2015	50.00
		64618	160039	Check	1	6285	14	UNIVERSITY OF MINNESOTA	Yes	No	No	USD	10/30/2015	1,000.00
		64562	160040	Check	1	14461		VANDERBEEK SCOTT	Yes	No	No	USD	10/30/2015	100.00
		64543	160041	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	10/30/2015	320.16
		64619	160042	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	10/30/2015	166.25

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	64620	160043	Check	1	6532		WHITCOMB NURSERY	Yes	No	No	USD	10/30/2015	250.00
		64514	160044	Check	1	10509		WILLE PAULINA	Yes	No	No	USD	10/30/2015	50.00
		64520	160045	Check	1	11016		WILLIAMS TONYA	Yes	No	No	USD	10/30/2015	50.00
		64516	160046	Check	1	10705		WILSON SPORTS	Yes	Yes	No	USD	10/30/2015	2,025.00
		64566	160047	Check	1	14919		WYGANOWSKI NICOLE	Yes	No	No	USD	10/30/2015	50.00
		64521	160048	Check	1	11084		ZEMLICKA DEANNE	Yes	No	No	USD	10/30/2015	50.00
		64635	160049	Check	1	13773		COIL'S FLAGS & FLAGPOLES	Yes	No	No	USD	10/30/2015	265.50
		64637	160050	Check	1	1692		CASEY'S	Yes	No	No	USD	11/03/2015	161.48
		64636	160051	Check	1	14950		SPRUNK ENTERTAINMENT SERVICE	Yes	No	No	USD	11/03/2015	250.00
		64667	160052	Check	1	14828		AAPC, INC.	Yes	No	No	USD	11/06/2015	282.80
		64645	160053	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	11/06/2015	2,755.90
		64660	160054	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	11/06/2015	1,582.50
		64650	160055	Check	1	1168		ANDERSON'S	Yes	No	No	USD	11/06/2015	400.85
		64647	160056	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	11/06/2015	180.81
		64672	160057	Check	1	14955		BECKER SCREEN PRINT	Yes	No	No	USD	11/06/2015	185.43
		64661	160058	Check	1	14021		BEYOND SPORT MARTIALARTS & FI	Yes	No	No	USD	11/06/2015	169.60
		64662	160059	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	11/06/2015	26.17
		64673	160060	Check	1	2012		CURRICULUM ASSOCIATES	Yes	No	No	USD	11/06/2015	48.99
		64674	160061	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	11/06/2015	2,925.00
		64675	160062	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	11/06/2015	38.00
		64653	160063	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	11/06/2015	132.64
		64676	160064	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	11/06/2015	113.97
		64649	160065	Check	1	11613		FRONTLINE PLACEMENT TECH INC	Yes	No	No	USD	11/06/2015	5,000.16
		64677	160066	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	11/06/2015	42.05
		64670	160067	Check	1	14951		HEARTLAND	Yes	No	No	USD	11/06/2015	231.00
		64664	160068	Check	1	14423	1	HENNEPIN THEATRE TRUST	Yes	No	No	USD	11/06/2015	100.00
		64666	160069	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	11/06/2015	313.73
		64678	160070	Check	1	4007		KEMPS	Yes	No	No	USD	11/06/2015	1,091.25
		64643	160071	Check	1	10488		MAGAZINES.COM	Yes	No	No	USD	11/06/2015	328.49
		64646	160072	Check	1	10824		MEDICS TRAINING INCORPORATED	Yes	No	No	USD	11/06/2015	350.00
		64654	160073	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	11/06/2015	150.25
		64648	160074	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	11/06/2015	124.47
		64652	160075	Check	1	12517		NORTHERN STAR COUNCIL/BSA	Yes	No	No	USD	11/06/2015	150.00
		64679	160076	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	11/06/2015	10.72
		64656	160077	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	11/06/2015	303,254.07
		64663	160078	Check	1	14296		PARTS TOWN	Yes	No	No	USD	11/06/2015	92.16
		64680	160079	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	11/06/2015	126.00
		64681	160080	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	11/06/2015	707.39
		64642	160081	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF N	Yes	No	No	USD	11/06/2015	535.00
		64682	160082	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	11/06/2015	554.00
		64671	160083	Check	1	14954		SAINT JOHN'S UNIVERSITY	Yes	No	No	USD	11/06/2015	200.00

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0477	001	64683	160084	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	11/06/2015	2,437.45
		64684	160085	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	11/06/2015	1,850.93
		64685	160086	Check	1	5604	1	SCIENCE MUSEUM OF MINNESOTA	Yes	No	No	USD	11/06/2015	1,560.00
		64668	160087	Check	1	14852		SKYWARD USERS OF MN	Yes	No	No	USD	11/06/2015	250.00
		64657	160088	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	11/06/2015	275.00
		64665	160089	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	11/06/2015	38,078.60
		64669	160090	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	11/06/2015	341.54
		64658	160091	Check	1	13648	1	UNIVERSITY OF ST. THOMAS	Yes	No	No	USD	11/06/2015	300.00
		64659	160092	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	11/06/2015	181.25
		64655	160093	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	11/06/2015	804.42
		64644	160094	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	11/06/2015	220.00
		64651	160095	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	11/06/2015	649.60
		64695	160096	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	11/13/2015	102.06
		64713	160097	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	11/17/2015	310.00
		64763	160098	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	11/17/2015	259.00
		64704	160099	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	11/17/2015	1,783.00
		64708	160100	Check	1	13116		AUDIO ENHANCEMENT	Yes	No	No	USD	11/17/2015	226.50
		64726	160101	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	11/17/2015	6,221.95
		64720	160102	Check	1	14846		CASIO INTERSTATE MUSIC	Yes	No	No	USD	11/17/2015	613.71
		64737	160103	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	11/17/2015	2,844.26
		64718	160104	Check	1	14530		CENTENNIAL ISD 12	Yes	No	No	USD	11/17/2015	4,455.00
		64725	160105	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	11/17/2015	1,867.95
		64762	160106	Check	1	8069	1	CHEMSEARCH	Yes	No	No	USD	11/17/2015	366.24
		64727	160107	Check	1	1907		CONTINENTAL MATHEMATICS LEAG	Yes	No	No	USD	11/17/2015	27.00
		64696	160108	Check	1	10069		DALCO	Yes	No	No	USD	11/17/2015	3,768.72
		64702	160109	Check	1	12028	3	DECKER EQUIPMENT	Yes	No	No	USD	11/17/2015	64.85
		64728	160110	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	11/17/2015	84.51
		64729	160111	Check	1	2255	3	EASTBAY INC.	Yes	No	No	USD	11/17/2015	7,418.75
		64705	160112	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	11/17/2015	975.56
		64759	160113	Check	1	7072	1	ESTR PUBLICATIONS	Yes	No	No	USD	11/17/2015	256.00
		64730	160114	Check	1	2775		GOPHER	Yes	No	No	USD	11/17/2015	1,166.09
		64758	160115	Check	1	6645		GRAINGER	Yes	No	No	USD	11/17/2015	2,535.00
		64701	160116	Check	1	11273		HAAN CRAFTS	Yes	No	No	USD	11/17/2015	701.31
		64731	160117	Check	1	3241	2	I.S.D. #181	Yes	No	No	USD	11/17/2015	2,485.80
		64721	160118	Check	1	14850		I.S.D. #200	Yes	No	No	USD	11/17/2015	6,354.00
		64732	160119	Check	1	3255		I.S.D. #318	Yes	No	No	USD	11/17/2015	8,788.90
		64723	160120	Check	1	14960		I.S.D. #712	Yes	No	No	USD	11/17/2015	1,955.80
		64699	160121	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	11/17/2015	8,087.73
		64733	160122	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	11/17/2015	22,504.33
		64766	160123	Check	1	9642	2	INTERNATIONAL MULCH COMPANY	Yes	No	No	USD	11/17/2015	780.00
		64767	160124	Check	1	9932		J.P. COOKE COMPANY	Yes	No	No	USD	11/17/2015	111.80

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0477	001	64734	160125	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	11/17/2015	1,221.01
		64707	160126	Check	1	12778		K2 LOGISTICS	Yes	No	No	USD	11/17/2015	34.48
		64709	160127	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	11/17/2015	226.22
		64715	160128	Check	1	14090		KLIPPERMATE	Yes	No	No	USD	11/17/2015	77.55
		64735	160129	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	11/17/2015	91.39
		64736	160130	Check	1	3701		LAKESHORE	Yes	No	No	USD	11/17/2015	115.58
		64706	160131	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	11/17/2015	266.00
		64739	160132	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	11/17/2015	896.00
		64740	160133	Check	1	4326		M.M.E.A.	Yes	No	No	USD	11/17/2015	360.00
		64741	160134	Check	1	4326	1	M.M.E.A.	Yes	No	No	USD	11/17/2015	260.00
		64738	160135	Check	1	4022		MARKERBOARD PEOPLE	Yes	No	No	USD	11/17/2015	112.00
		64761	160136	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	11/17/2015	9.45
		64698	160137	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	11/17/2015	244.42
		64703	160138	Check	1	12227		MONOPRICE	Yes	No	No	USD	11/17/2015	76.20
		64742	160139	Check	1	4537		NASCO	Yes	No	No	USD	11/17/2015	32.39
		64743	160140	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	11/17/2015	2,084.50
		64744	160141	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	11/17/2015	139.91
		64719	160142	Check	1	14671		ONLINEEEI.COM	Yes	No	No	USD	11/17/2015	158.12
		64745	160143	Check	1	4827	4	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	11/17/2015	399.84
		64746	160144	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	11/17/2015	3,327.70
		64747	160145	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	11/17/2015	716.94
		64700	160146	Check	1	11123		ROBBINSDALE AREA SCHOOLS	Yes	No	No	USD	11/17/2015	1,725.68
		64710	160147	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	11/17/2015	3,197.94
		64748	160148	Check	1	5553	6	SCHOLASTIC INC	Yes	No	No	USD	11/17/2015	239.09
		64749	160149	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	11/17/2015	516.33
		64724	160150	Check	1	14961		ST. PETER PUBLIC SCHOOLS	Yes	No	No	USD	11/17/2015	723.20
		64750	160151	Check	1	5868		STATE SUPPLY COMPANY	Yes	No	No	USD	11/17/2015	259.35
		64714	160152	Check	1	14062		STEEL SALES CORP.	Yes	No	No	USD	11/17/2015	1,061.82
		64764	160153	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	11/17/2015	6,051.61
		64765	160154	Check	1	9244		SUPER DUPER PUBLICATIONS	Yes	No	No	USD	11/17/2015	225.74
		64697	160155	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	11/17/2015	227.93
		64712	160156	Check	1	13821		SYSCO WESTERN MINNESOTA	Yes	No	No	USD	11/17/2015	2,409.76
		64711	160157	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	11/17/2015	30.10
		64751	160158	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	11/17/2015	1,637.60
		64752	160159	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	11/17/2015	1,403.00
		64753	160160	Check	1	6213	2	TRANE U.S. INC.	Yes	No	No	USD	11/17/2015	105.10
		64754	160161	Check	1	6223	3	TREETOP PUBLISHING	Yes	No	No	USD	11/17/2015	507.65
		64755	160162	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	11/17/2015	167.59
		64756	160163	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	11/17/2015	5,314.22
		64760	160164	Check	1	7277		TWIN CITY SUPPLY	Yes	No	No	USD	11/17/2015	1,973.12
		64716	160165	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	11/17/2015	75,130.05

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	64717	160166	Check	1	14430		VEX ROBOTICS, INC.	Yes	No	No	USD	11/17/2015	827.17
		64757	160167	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	11/17/2015	99.56
		64722	160168	Check	1	14894		WONDER WORKSHOP	Yes	No	No	USD	11/17/2015	60.00
Bank Total: 001													\$1,062,155.43	
Report Total:													\$1,062,155.43	

## Princeton Public Schools - ISD #477

### Wire Transfer Report

November 17, 2015

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
10/15/2015	\$ 519,451.13	ACH File Transfer
10/15/2015	\$ 186,419.03	Federal Tax Wire Transfer
10/15/2015	\$ 28,967.29	State Tax Wire Transfer
10/15/2015	\$ 8,937.56	Select Account HSA
10/15/2015	\$ 525.58	MN Revenue
10/15/2015	\$ 83,008.10	TRA File Transfer
10/15/2015	\$ 33,081.68	PERA File Transfer
10/15/2015	\$ 748.96	MN Child Support File Transfer
10/15/2015	\$ 48,511.16	TSA File Transfer
10/30/2015	\$ 536,850.44	ACH File Transfer
10/30/2015	\$ 193,479.06	Federal Tax Wire Transfer
10/30/2015	\$ 29,872.49	State Tax Wire Transfer
10/30/2015	\$ 8,361.68	Select Account H S A
10/30/2015	\$ 342.74	MN Revenue
10/30/2015	\$ 87,232.70	TRA File Transfer
10/30/2015	\$ 32,432.00	PERA File Transfer
10/30/2015	\$ 715.77	MN Child Support File Transfer
10/30/2015	\$ 43,712.82	TSA File Transfer
11/3/2015	\$ 11,696.66	BMO Harris Bank - (Pcards)
11/5/2015	\$ 239.00	MN Revenue - (Sales tax)
10/8/2015	\$ 1,444.94	SelectAccount
10/15/2015	\$ 416.26	SelectAccount
10/20/2015	\$ 156.42	SelectAccount
10/22/2015	\$ 2,898.91	SelectAccount
10/29/2015	\$ 1,159.39	SelectAccount
11/5/2015	\$ 1,130.30	SelectAccount
<b>TOTAL</b>	<b>\$ 1,861,792.07</b>	

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

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	14,857,830.94	2,217,616.55	2,908,268.97	(3,363.38)	14,167,178.52
<b>02 Food Service</b>	423,758.78	161,495.55	186,893.99	8,010.60	398,360.34
<b>04 Community Service</b>	399,145.85	193,940.57	124,282.05	(3,121.69)	468,804.37
<b>06 Building Fund</b>	23,436,046.83	2,257.82	1,687,896.91	0.00	21,750,407.74
<b>07 Debt Service</b>	1,417,547.62	474,922.70	0.00	0.00	1,892,470.32
<b>10 Activities</b>	116,376.45	95,523.46	39,264.27	(4,742.60)	172,635.64
<b>TOTAL</b>	<b>40,650,706.47</b>	<b>3,145,756.65</b>	<b>4,946,606.19</b>		<b>38,849,856.93</b>

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>725,356.32</b>
<b>MSDLAF+</b>	<b>7,535,197.25</b>
<b>Investments (Fd01)</b>	<b>9,082,674.02</b>
<b>Investments (Fd06)</b>	<b><u>21,750,407.74</u></b>
	<b>39,093,635.33</b>
<b>O/S Accts Pay Checks</b>	<b>(123,073.06)</b>
<b>O/S Payroll Checks</b>	<b>(10,111.34)</b>
<b>O/S Wires</b>	<b>(115,223.50)</b>
<b>NSF Checks</b>	<b><u>4,629.50</u></b>
<b>TOTAL</b>	<b>38,849,856.93</b>

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

In compliance with school district Policy 706 (Acceptance of Gifts), this form must be completed for approval by the School Board before the district receives the gift or donation.

Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: Steve Jung

Description of gift: 3 ~~sets~~ aluminum picnic tables

Pre-Condition, Condition, or Limitation on use:  
none

How this gift specifically relates to the program or school: supports student comfort & well being at school & events

This gift meets all requirements of Policy 706 Muckenhirn & Laabs  
 Accepted  Not Accepted Paul Muckenhirn Staff Name  
Principal or Director Date: 11-2-15

Accepted  Not Accepted Julia Espe Superintendent Date: 11.10.15

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

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:  
Principal or Director (thank you note attached)   
Business Services  Copy to Building

Board Approval  Revised: October 29, 2013

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>Dec 18, 2015</i>		Projected profit: <i>2000</i>		Amount earned:	
Group or organization proposing the fundraiser: <i>PHS Boys Swim &amp; Dive Team</i>				Item(s) being sold:	
Company/organization supplying items to be sold: <i>NA</i>					
The money raised will be used for: <i>overnight meet Chisholm/Taconite hotel expenses &amp; coach bus</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.			✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			<del>NA</del>	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			✓	
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.			✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			✓	
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.			✓	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>			<del>NA</del>	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: <i>11-04-15</i>		Teacher/Sponsor Signature: <i>Lindsay Paurus</i>			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED					
Date: <i>11/4/15</i>		Administrator Signature: <i>Dave [unclear]</i>			
Date: <i>11/10/15</i>		Superintendent Signature: <i>Julia Espe</i>			
Date:		School Board Chair Signature:			



# PHS Boys Swim and Dive Team Tread-A-Thon

In order to raise funds to cover the overnight expenses accrued during the Chisholm/ Taconite Invitational meet weekend, the members of the PHS boys swim and dive team are planning to hold a tread-a-thon on Friday, December 18, 2015 at the Princeton High School Pool from 3-6 pm.

Each member participating will ask sponsors for monetary pledge donations for them to tread water, with the suggested donation being \$1 per minute of treading, \$2 per minute of treading with no hands and \$5 per minute of treading holding a brick. All money collected from this fundraiser will go directly to the boys swim and dive team. Students who choose not to participate in the swimathon will be responsible for covering their part of the overnight expenses.

The goal of the team is to raise the full amount of the hotel costs for the overnight stay at the Super 8 in Eveleth on February 12, 2016 and the cost of a coach bus. The total cost will be approximately \$2,000. Any money collected beyond the expenses of the overnight stay and transportation costs will remain in the Boys Team Account to be used toward equipment needs.

**Open Enrolled Students (Out/In) as of November 17, 2015**

<b>In/Out</b>	<b>Start Date</b>	<b>Resident Dist</b>	<b>Attending Dist</b>	<b>Grade</b>	<b>Reason Given</b>
Out	10.21.16	Princeton	Elk River	1st	moved

## PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

Name of Field Trip Supervisor: <u>BAXTER, JAMES</u>	Name of group, club, or department: <u>MUSIC</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>Joint concert @ St. John/St. Berns D</u>	Destination: <u>St. Berns / St. John University</u> Round Trip Miles: <u>87</u> (Attach mapquest map)
Number of Students expected to participate: <u>80</u> Number of Teacher/Advisor Chaperones: <u>3</u> Number of adult volunteers/chaperones: <u>1</u>	Grade level/s of student participants: (circle all that apply) 9 <u>10 11 12</u>
Date of Departure: <u>MARCH 2<sup>nd</sup>, 2016</u> Time of Departure: <u>9:00 am</u>	Date of Return: <u>MARCH 2<sup>nd</sup>, 2016</u> Time of Return: <u>10:00 pm</u>
School Hours Missed: (for single day trips) <u>1 2 3 4 5</u> (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 2 2.5 3 3.5 4 other ____ <input type="checkbox"/> outside the school day
Yes <input checked="" type="checkbox"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> This field trip occurs on a Sunday.

**How will this field trip be funded? (Check all that apply.)**

Department budget (Code: \_\_\_\_\_)

Students will be assessed a fee to cover transportation and/or registration/admission fee (Meals)

Students will pay for their own lunch

Building funds are requested

Grant funds (name of grant: \_\_\_\_\_)

Outside group, booster club, individual, or agency funding (name: St. JOHN/BEN)

needs bud

**A. What is the purpose of this field trip? (choose 1 CATEGORY only)**

- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study)  
 (Section F of this form is required for instructional trips)  
 (check all that apply)
- Required for all students enrolled in the course *(Baxter checked - no conflicts - students are exposed if related to church activities)*
  - Only students in selected section/s of this course will participate
  - Students participate by choice
- CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
- All students in a course or club/activity will participate *see Annual for past 3 yrs.*
  - Students participate by choice or selection
  - This is an enrichment opportunity
- CATEGORY C: Extended** (policy 610: trip that covers more than 400 miles round trip, or involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
- Regional or state level competition, training or meeting
    - have qualified
    - anticipating to qualify
  - Selected or invited to participate in honorary event or competition
    - have been invited or selected
    - have applied to be invited or selected
    - will apply to be invited or selected
- (misc bud)

E. What are the estimated costs of the field trip? (If codes are unknown, leave blank. Complete cost estimate calculations.)

I.	Transportation Code: <u>01 350 258 080 733 360 422</u>		
	# of round trip miles <u>86</u> X \$1.45 = <u>                    </u>	# of hours <u>12</u> X \$17.34 = <u>                    </u>	
	# of buses needed <u>2</u> X the combination of the two subtotals above = <u>                    </u> (A)		
II.	Lodging Code: <u>                    </u>		
	# of rooms <u>          </u> X # of nights <u>          </u> = total rooms <u>          </u> X cost of room <u>          </u> = <u>                    </u> (B)		
III.	Registration Code: <u>                    </u>		
	# of students <u>          </u> X cost of registration <u>          </u> = <u>                    </u> (C)		
	# of adults <u>          </u> X cost of registration <u>          </u> = <u>                    </u> (D)		
IV.	Substitute Code: <u>                    </u>		
	# of teachers needing a substitute <u>          </u> X # of hours <u>          </u> X \$25 (approx) = <u>                    </u> (E)		
	OR		
	# of teachers needing a substitute <u>          </u> X # of days <u>          </u> X \$125 (approx) = <u>                    </u> (F)		
V.	Meals Code: <u>                    </u>		
	# of students & adults <u>          </u> X approximate cost of meal <u>          </u> X # of meals = <u>                    </u> (G)		
TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G): <u>                    </u>			

F. Complete this section for instructional field trip requests.

1. Name of course: Symphonic Winds
2. What critical content statement does this field trip align to? # 1
  - It does not align to any critical content statements.
4. Is this trip part of this course for all course sections regardless of the teacher or the trimester in which is it taught?
  - Yes
  - No (Provide explanation below)

Date Received (Office):                     

<b>G. Building Administrative Review</b>	<u>A.D. is aware of this trip -</u>		
Activities Director Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
<u>Bob Mueker</u>	<u>10-27-15</u>	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Principal Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
District Review for Extended Trips	Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
<u>Juha Espe</u>	<u>10.28.15</u>	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Superintendent Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
School Board Chairperson Signature	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

*JAE*

**PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM**

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

7 Devin  
173

Name of Field Trip Supervisor: <b>BATER, JAMES</b>	Name of group, club, or department: <b>MUSIC</b>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <b>JAZZ I FESTIVAL (INVITATIONAL)</b>	Destination: <b>University of MN - MORRIS</b> Round Trip Miles: <b>246</b> (Attach mapquest map)
Number of Students expected to participate: <b>20</b> Number of Teacher/Advisor Chaperones: <b>1</b> Number of adult volunteers/chaperones: <b>1</b>	Grade level/s of student participants: (circle all that apply) <b>9 10 11 12</b>
Date of Departure: <b>April 8<sup>th</sup> 2016</b> Time of Departure: <b>9:00 am</b>	Date of Return: <b>April 9<sup>th</sup> 2016</b> Time of Return: <b>10:00 pm</b>
School Hours Missed: (for single day trips) <b>1 2 3 4 5</b> (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) <b>1.5 2 2.5 3 3.5 4 other</b> _____ <input type="checkbox"/> outside the school day
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> This field trip occurs on a Sunday.

**How will this field trip be funded? (Check all that apply.)**

Department budget (Code: \_\_\_\_\_)

Students will be assessed a fee to cover transportation and/or registration/admission fee

Students will pay for their own lunch

Building funds are requested

Grant funds (name of grant: \_\_\_\_\_)

Outside group, booster club, individual, or agency funding (name: \_\_\_\_\_)

**A. What is the purpose of this field trip? (choose 1 CATEGORY only)**

- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study) (Section F of this form is required for instructional trips) (check all that apply)
  - Required for all students enrolled in the course
  - Only students in selected section/s of this course will participate
  - Students participate by choice
- CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
  - All students in a course or club/activity will participate
  - Students participate by choice or selection
  - This is an enrichment opportunity
- CATEGORY C: Extended** (policy 610: trip that covers more than 400 miles round trip, or involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
  - Regional or state level competition, training or meeting
    - have qualified
    - anticipating to qualify
  - Selected or invited to participate in honorary event or competition
    - have been invited or selected
    - have applied to be invited or selected
    - will apply to be invited or selected

overnight  
18 students  
1 day school

activity  
kids pay  
- no special  
conflict

E. What are the estimated costs of the field trip? (If codes are unknown, leave blank. Complete cost estimate calculations.)

I. **Transportation Code:** \_\_\_\_\_  
 # of round trip miles 246 X \$1.45 = \$ 356.70 # of hours 36 X \$17.34 = \$ 624.24  
 # of buses needed 1 X the combination of the two subtotals above = \$ 980.94 (A)

II. **Lodging Code:** \_\_\_\_\_  
 # of rooms \_\_\_\_\_ X # of nights \_\_\_\_\_ = total rooms \_\_\_\_\_ X cost of room \_\_\_\_\_ = \$ \_\_\_\_\_ (B)

III. **Registration Code:** \_\_\_\_\_  
 # of students \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \$ \_\_\_\_\_ (C)  
 # of adults \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \$ \_\_\_\_\_ (D)

IV. **Substitute Code:** \_\_\_\_\_  
 # of teachers needing a substitute \_\_\_\_\_ X # of hours \_\_\_\_\_ X \$25 (approx) = \$ \_\_\_\_\_ (E)  
 OR  
 # of teachers needing a substitute \_\_\_\_\_ X # of days \_\_\_\_\_ X \$125 (approx) = \$ \_\_\_\_\_ (F)

V. **Meals Code:** \_\_\_\_\_  
 # of students & adults \_\_\_\_\_ X approximate cost of meal \_\_\_\_\_ X # of meals = \$ \_\_\_\_\_ (G)

**TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G):** \$ \_\_\_\_\_

F. Complete this section for instructional field trip requests.

- Name of course: \_\_\_\_\_
- What critical content statement does this field trip align to? # \_\_\_\_\_  
 It does not align to any critical content statements.
- Is this trip part of this course for all course sections regardless of the teacher or the trimester in which is it taught?  
 Yes  
 No (Provide explanation below)

**Date Received (Office):** \_\_\_\_\_

<b>G. Building Administrative Review</b>				
<i>[Signature]</i> Activities Director Signature	<u>10/28/15</u> Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>	<input type="checkbox"/>
<i>[Signature]</i> Principal Signature	<u>10-27-15</u> Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>	<input type="checkbox"/>
<b>District Review for Extended Trips</b>				
<i>[Signature]</i> Superintendent Signature	<u>11.2.15</u> Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>	<input type="checkbox"/>
_____ School Board Chairperson Signature	_____ Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	<input type="checkbox"/>

## FIELD TRIP REQUEST

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the building principal. Extended field trips require itinerary to be attached.

Date: 10/12/2015	Building: Middle School
Teacher/Advisor: John Clifton	Group/Class: This years 7th and 8th Graders
Number of Students:	Number of Advisors: 1 for every 6 students who enroll.
Destination: Austria Germany and Switzerland	Total Miles: 4,693 mi from Minneapolis to Austria
Departure Date / Time: June 12 <sup>th</sup> 2017	Return Date / Time: June 22 <sup>nd</sup> , 2017
School Days Missed: None	Non-School Days Missed: 10
Transportation Method: Flights/Motorcoach	
Estimated Cost:	
Mileage (round trip): <u>9500 Miles by plane</u>	
Meals: <u>included in package price</u>	
Lodging: <u>included in package price</u>	
Insurance: <u>\$155-Global Travel Protection—included in package price</u>	
Registration: _____	
Substitute Teacher: _____	
Misc.: <u>lunches, souvenirs, tipping,</u>	
<b>TOTAL COST:</b> <u>\$3,525 total package price</u>	
The purpose of this trip: <u>The purpose of this trip is to expose students to the cultures of Germany and other Alpine countries. The students would also be exposed to historical sites (WWII concentration camps) as well as areas of the world that their ancestors immigrated from. Students will visit Mozart's birthplace, Dachau concentration camp, Neuschwanstein castle, as well as many other historical sites and cities.</u>	
How will this trip be funded? <u>The trip will be funded through fund raisers and fees collected from the students.</u>	

Approved     Disapproved    \_\_\_\_\_ Date \_\_\_\_\_  
Activities Director Signature

Approved     Disapproved    \_\_\_\_\_ Date 10.22.15  
Principal's Signature

*For extended field trips, these additional signatures are required:*

Approved     Disapproved    Julia Espe Date 11.2.15

Superintendent's Signature

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
School Board Chairperson



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/19/2015

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.CertRequest@marsh.com   212-948-4377	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : AXA Insurance Company</td> <td>33022</td> </tr> <tr> <td>INSURER B : N/A</td> <td>N/A</td> </tr> <tr> <td>INSURER C : N/A</td> <td>N/A</td> </tr> <tr> <td>INSURER D : N/A</td> <td>N/A</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : AXA Insurance Company	33022	INSURER B : N/A	N/A	INSURER C : N/A	N/A	INSURER D : N/A	N/A	INSURER E :		INSURER F :
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INSURER F :															
<b>INSURED</b> EF Cultural Travel, Ltd. Haldenstrasse 4 6006 Lucerne SWITZERLAND															

**COVERAGES**      **CERTIFICATE NUMBER:** NYC-008246253-01      **REVISION NUMBER:** 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____		PCS001344(15)	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$ _____
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED \$ _____ RETENTION \$ _____					EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE   OTH-ER E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is included as additional insured where required by written contract.

<b>CERTIFICATE HOLDER</b> Princeton Middle School Attn: John Clifton 1100 4th Ave North Princeton, MN 55371-1474	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Elizabeth Stapleton <i>Elizabeth Stapleton</i>
--	---

Anyone can see the world.

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As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

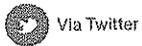
And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter or Instagram, or delving deeper into your destinations with our online learning platform, **weShare**, the excitement will hit you long before you pack your suitcase.

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— MELISSA, TRAVELER



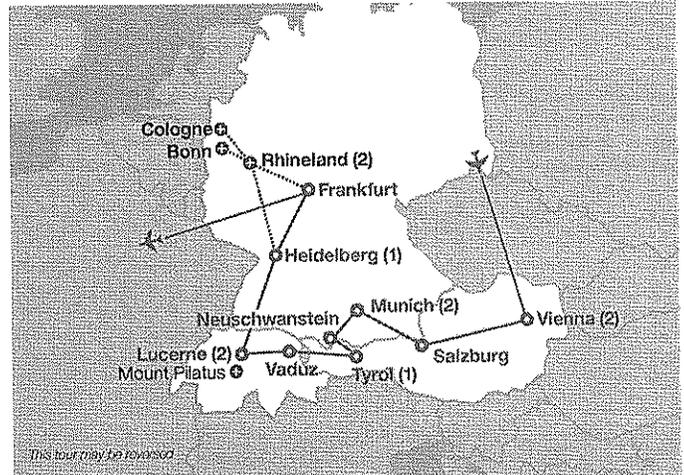
Via Twitter



**CHECK OUT WHAT A TOUR IS ALL ABOUT**

Watch the videos at [eftours.com/](http://eftours.com/)

Your teacher's Tour Website



*This tour may be reversed.*



Learn from your Tour Director and expert local guides.



Schönbrunn Palace



Via Instagram

## What you'll experience on your tour

### Day 1: Fly overnight to Austria

#### Day 2: Vienna

- Meet your Tour Director at the airport in Vienna. Residence of the imperial court for six centuries, Vienna is marked with the seal of the powerful Habsburgs, a family who once ruled over half of Europe. While here you'll visit the Ring, a series of wide boulevards commissioned by Emperor Franz Josef in 1857. You'll see the Parliament, the flower-adorned City Hall, and the Hofburg, where the Habsburg dynasty prevailed. You'll also visit Schönbrunn Palace, where Marie Antoinette spent her childhood. When the 6-year-old Mozart performed here he told the future Queen of France, "I'll marry you when I'm grown up!" After viewing the elegant interior, stroll through the palace's beautifully landscaped gardens. Cap off your visit with a traditional chocolate cake at a Viennese café.
- Take a walking tour of Vienna: Opera House; Kärntnerstrasse
- Enjoy an authentic wiener schnitzel dinner

#### Day 3: Vienna

- Take an expertly guided tour of Vienna: Ringstrasse; Parliament; Rathaus
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- Time to see more of Vienna or
  - Enjoy Viennese waltz dancing

#### Day 4: Salzburg | Munich

- Travel to Salzburg
- Take a walking tour of Salzburg: Old Town; Mozart's birthplace
- Continue on to Munich, where you'll experience the medieval to the modern. During your stay you'll see the Olympic Stadium, BMW headquarters, the fashionable Schwabing district and the Residenz, former home of the Wittelsbach dukes of Bavaria. Visit Dachau, a WWII Nazi concentration camp built in 1933 and liberated by the Allies in 1945. It now serves as a memorial museum. In Marienplatz, see the neo-Gothic New City Hall with its famous Glockenspiel. Then continue past the famous Hofbräuhaus, once the royal brewery of the Kingdom of Bavaria.

#### Day 5: Munich

- Take an expertly guided tour of Munich: Olympic Stadium; Marienplatz; Residenz
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- Take a walking tour of Munich

#### Day 6: Neuschwanstein | Tyrol

- Visit Neuschwanstein Castle
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#### Day 7: Liechtenstein | Lucerne

- Make a stop in Liechtenstein
- Continue to the Lucerne region, where the majestic Swiss Alps rise behind the shores of Lake Lucerne and provide the stunning backdrop to one of Switzerland's most picturesque cities. While here you'll see the moving Lion Monument, or Löwendenkmal, a sandstone statue commemorating the Swiss Guards slain in the 1792 Paris storming of the Tuileries. Follow Lucerne's winding cobbled streets past fairy-tale houses to the Chapel Bridge, or Kapellbrücke. Stroll along this covered bridge, which dates back to medieval days, and admire the colorful murals overhead.

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#### Day 10: Depart for home

#### • 2-DAY TOUR EXTENSION

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- Travel to the Rhineland
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##### Day 11: Cologne | Bonn | Rhineland

- Visit Cologne Cathedral
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- Visit Beethoven House
- Visit the Museum of German History

##### Day 12: Depart for home



*My favorite European city; Lucerne Switzerland.  
#switzerland #lucerne  
#eftours*

– ALYSSAA, TRAVELER



Via Instagram

*As my second trip with EF tours I didn't think it could get any better. I easily fell in love with the German and Austrian culture. Whether it was trying hot chocolate made with sryup for the first time or ice skating in Vienna, the only part I didn't enjoy was leaving. I recommend this trip to anyone who wants to fall in love with Europe.*

– LEAH, TRAVELER



Tour review

### TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
TRAVEL SERVICES

This memorandum of understanding is entered into February 17, 2015, by and between the Princeton Public Schools (hereafter "the School") and EF Cultural Travel, Ltd., Haldenstrasse 5, Lucerne, Switzerland (hereafter "EF"). Travel Services are to occur on "June 6, 2017 through June 21, 2017.

EF intends to provide travel services to the School's students and faculty in connection with a travel study offered by the School. EF will provide all travel arrangements for the trip, including but not limited to, setting up round trip travel, setting up tours while on the trip, providing meals and hotels during the trip, arranging for the appropriate number of chaperones and communicating any issues to the School's Community Education Director. A representative of the School will act as a Group Leader for the tour and will execute the attached Group Leader Release and Agreement. EF will pay a stipend directly to the Group Leader. All tour participants will be required to complete the EF Application which includes the attached Release and Agreement and Booking Conditions.

EF and the School agree that EF is an independent contractor and not an employee, agent, joint venture or partner of the School. Nothing in this agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the School and EF or between the School and any assistant, associate, employee or agent of EF.

Both the Group Leader, the School and the School Board will be covered as an additional insured for the duration of the Tour by EF's general liability insurance provided by nationally recognized insurance companies with A.M. Best Ratings of A-. Coverage is up to \$15 million per occurrence (and in the annual aggregate) for covered claims related to the tour regarding the bodily injury, property damage and errors and omissions.

In consideration for the School utilizing the services of EF for its travel study, EF hereby agrees to release, indemnify, and hold harmless the School, its officers, officials, agents, representatives, insurers, Board members and employees ("Releasees") from any and all known and unknown claims, demands, causes of action, liabilities, damages, costs, including attorney's fees, and expenses for personal injury arising out of EF's provision of travel services to the School, and further waives its right to bring any claims, demands, legal actions or other causes of action against Releasees except to the extent that the claims are the direct result of conduct of Releasees that constitutes greater than ordinary negligence.

No amendment, alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both of the parties hereto.

Each party hereby represents and warrants that each has full power and authority to enter into and perform each of their respective obligations under this Agreement and that the person signing this Agreement has been properly authorized and empowered to enter into this Agreement. Each party acknowledges that each has read, understands and agrees to be bound by this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above:

ISD 477, Princeton Public School

_____	_____
By:	Date
Title: Superintendent	
 EF CULTURAL TRAVEL, LTD	
	<u>10/20/2015</u>
By: Brigitte Bearden	Date 10/20/2015
Title: EF Tour Consultant	



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Tours

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reviews and enroll on your  
teacher's Tour Website

[eftours.com/](http://eftours.com/)

This is also your tour number

# AUSTRIA, GERMANY & SWITZERLAND

10 or 12 days | Austria | Germany | Liechtenstein | Switzerland

The cultures of Austria, Germany and Switzerland are deeply intertwined, but each retains its own distinct character. Feel the grandeur of Vienna's Schönbrunn Palace and the charm of the Marienplatz in Munich. In the Alpine hills, along the Black Forest roads, and at the turreted Neuschwanstein Castle, the imagery forges a connection to the region's rich literary heritage.

## EVERYTHING YOU GET:



Full-time Tour Director



**Sightseeing:** 2 sightseeing tours led by expert, licensed local guides; 2 sightseeing tours led by your Tour Director (4 with extension); 3 walking tours



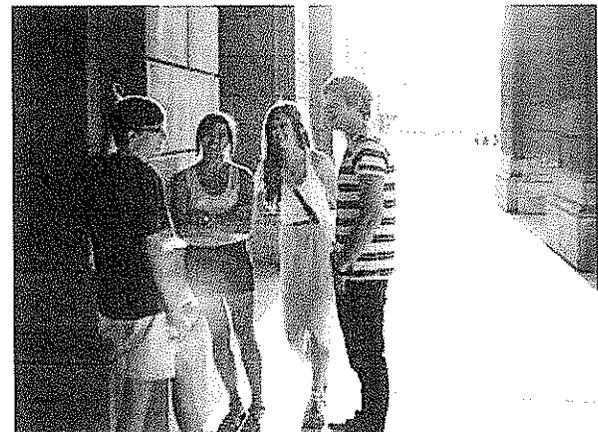
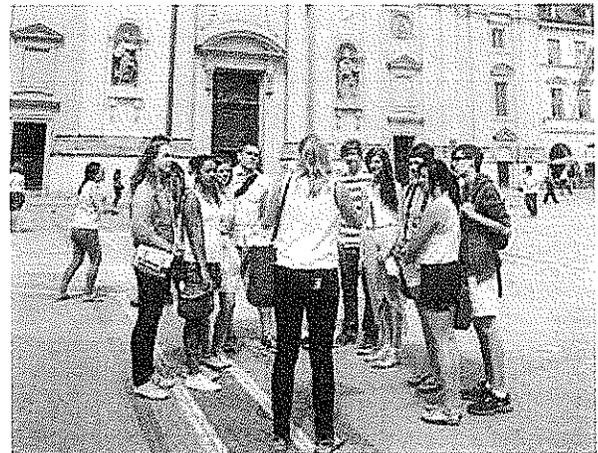
**Entrances:** Schönbrunn Palace; Dachau; Neuschwanstein Castle; Heidelberg Castle wine barrel; *With extension:* Rhine River cruise; Cologne Cathedral; Beethoven House; Museum of German History



**weShare**, our online platform that taps into each student's interests for a more engaging learning experience



**All of the details are covered:** Round-trip flights on major carriers; Comfortable motorcoach; 8 overnight stays in hotels with private bathrooms (10 with extension); European breakfast and dinner daily



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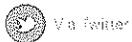
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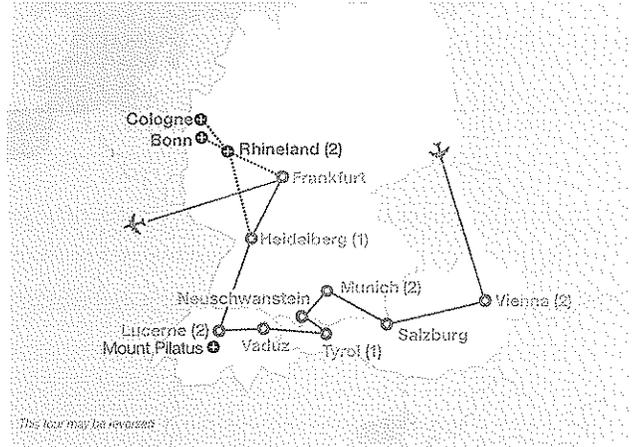
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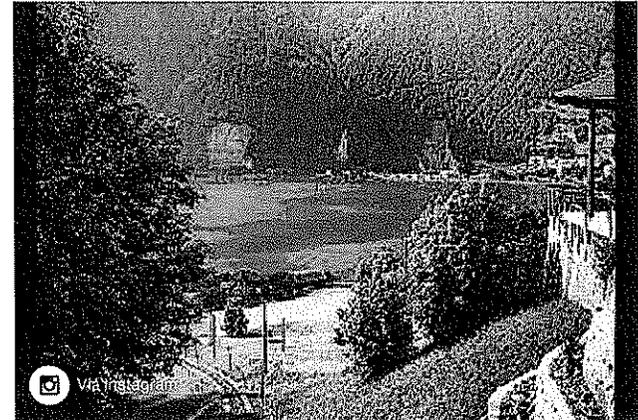
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Schönbrunn Palace



Via Instagram

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*My favorite European city; Lucerne Switzerland. #switzerland #lucerne #eftours*

-- ALYSSAA, TRAVELER



Via Instagram

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Tour review

## TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

— The easiest ways to —  
**ENROLL TODAY**



**Enroll on our website**  
eftours.com/enroll



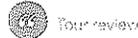
**Enroll by phone**  
800-665-5364



**Mail your Enrollment Form to:**  
EF Educational Tours  
8 Education Street  
Cambridge, MA 02141

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.*

—CHARLOTTE, DAUGHTER TRAVELED JUNE 2013



## THE WORLD LEADER IN INTERNATIONAL EDUCATION

For 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration and global competence.

- We always offer the lowest prices guaranteed so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



**CHANGE ORDER REQUESTS**

	<b>ADD</b>	<b>DESCRIPTION</b>	<b>DEDUCT</b>	<b>DESCRIPTION</b>	<b>TOTAL CHG ORDE</b>
EBERT CONSTRUCTION	\$10,903.20	Construct temporary road			\$10,903.20
EBERT CONSTRUCTION	\$2,220.60	Add relocation of existing sprinkler line as directed in the field			\$2,220.60
EBERT CONSTRUCTION	\$6,720.00	Seeding outside the Soccer Field			\$6,720.00
EBERT CONSTRUCTION	\$7,024.50	Add 2" temporary bus/vehicle turning radius			\$7,024.50
EBERT CONSTRUCTION	\$68,862.15	Add irrigation-total of 18 zones 161 heads			\$68,862.15
EBERT CONSTRUCTION	\$7,084.40	Additional parking & re-striping in the east parking lot			\$7,084.40

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

**ADMINISTRATOR REQUESTING & BUILDING:**

Erin Dohrmann, Special Education Coordinator

**PROGRAM, POSITION, ACTIVITY:**

3 Para-Professional's for South Elementary, North Elementary, & Middle School

**RATIONALE:**

We have had 3 students move in that require one to one para-professional services. SE had a student move in at the beginning of the year requiring one to one support services, NE had a student move in during October requiring one to one support services and the MS had a student move in at the beginning of the year who requires one to one support services.

**EXPENSES ASSOCIATED WITH REQUEST:**

- |                      |                 |
|----------------------|-----------------|
| • Wages: \$53,154    | Supplies:       |
| • Benefits: \$31,491 | Travel:         |
| • Other:             | Total: \$84,645 |

**REVENUES ASSOCIATED WITH REQUEST:**

- |                                    |            |
|------------------------------------|------------|
| • Enrollment:                      | Gate Fees: |
| • Student Fees:                    | Grants:    |
| • Other: Special Education Formula |            |

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

N/A

**SUSTAINABILITY PLAN:**

The Special Education Coordinator monitors staffing needs throughout the school year and will make recommendations on staffing for the next school year with the 2017 budget preparations.

**ROUTE TO SUPERINTENDENT**

Office Use Only:

Finance Meeting: 11.10.15

Board Meeting:



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

**ADMINISTRATOR REQUESTING & BUILDING:**

Deanna Cooley, Food Service Director

**PROGRAM, POSITION, ACTIVITY:**

2.5 Server at SE for Breakfast

**RATIONALE:**

This year SE introduced breakfast in the classroom. With Kindergarten receiving free breakfast we have increased our participation in SE breakfast program from an average of 258 breakfasts served daily to 320-360 breakfasts served daily. With the change in structure and additional breakfasts needed each day, we don't have enough staff to cover breakfast and prep for lunch.

**EXPENSES ASSOCIATED WITH REQUEST:**

- |                   |   |
|-------------------|---|
| • Wages: \$5,733  | Supplies: Additional Food to be purchased |
| • Benefits: \$869 | Travel:                                   |
| • Other:          | Total: \$6,602                            |

**REVENUES ASSOCIATED WITH REQUEST:**

- |   |            |
|---|------------|
| • Enrollment:   | Gate Fees: |
| • Student Fees:   | Grants:    |
| • Other: Estimated increase of \$20,000+ based on participation levels. |            |

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

N/A

**SUSTAINABILITY PLAN:**

Participation in the program will sustain staffing. With K free each year we expect participation to increase because family and students realize the program is there.

**ROUTE TO SUPERINTENDENT**

Office Use Only:

Finance Meeting: 11.10.15

Board Meeting:

**LIABILITY & PROPERTY INS-B**

	<b>EXPIRING PREMIUM</b>	<b>EMC RENEWAL</b>	<b>HANOVER RENEWAL</b>
Property/Builder's Risk	\$88,853.00	\$91,027.00	\$94,547.00
Liability	\$20,308.00	\$20,308.00	\$18,310.00
Linebacker	\$5,814.00	\$5,814.00	\$8,672.00
Data Compromise	\$372.00	\$372.00	Included
Crime	\$2,745.00	\$2,784.00	\$154.00
Inland Marine	Included	Included	\$511.00
Comercial Auto	\$9,180.00	\$9,444.00	\$9,387.00
Umbrella	\$7,648.00	\$7,788.00	\$5,120.00
<b>Total</b>	<b>\$134,920.00</b>	<b>\$137,537.00</b>	<b>\$136,701.00</b>

**2015-2016 ENROLLMENT  
2015 DISTRICT ENROLLMENT TRACKING**

				10/1/2015												6/16/2014	8/7/2015	10/28/2014
		Original		End of	End of	End of	End of	End of	End of	End of	End of	End of	Last Day of	Average	2015 ADM	2015 ADM	2014 ADM	
		Budget	Opening	September	October	November	December	January	February	March	April	May	School	Enrollment	End of Year	End of Year	End of Year	
<b>South</b>	K	220.1	218	219	218									218.50	229.10	228.81	222.88	
	1st	228.2	245	242	242									242.00	221.58	221.58	242.16	
	2nd	219.8	227	227	230									228.50	249.77	249.77	248.99	
	<b>Sub Total</b>	<b>668.1</b>	<b>690</b>	<b>688</b>	<b>690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>689.00</b>	<b>700.45</b>	<b>700.16</b>	<b>714.03</b>	
<b>North</b>	3rd	243.8	260	261	265									263.00	243.34	243.34	230.34	
	4th	253.5	249	249	251									250.00	238.24	238.24	223.48	
	5th	243.0	242	240	242									241.00	226.45	226.45	255.67	
	<b>Sub Total</b>	<b>740.3</b>	<b>751</b>	<b>750</b>	<b>758</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>754.00</b>	<b>708.03</b>	<b>708.03</b>	<b>709.49</b>	
<b>Middle</b>	6th	235.2	227	225	224									224.50	252.80	253.49	262.87	
	7th	264.3	257	257	255									256.00	263.83	264.28	267.97	
	8th	266.7	266	264	264									264.00	269.49	267.26	256.91	
	<b>Sub Total</b>	<b>766.2</b>	<b>750</b>	<b>746</b>	<b>743</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>744.50</b>	<b>786.12</b>	<b>785.03</b>	<b>787.75</b>	
<b>High School</b>	9th	264.8	281	279	275									277.00	265.36	265.60	257.89	
	10th	253.7	262	257	256									256.50	249.04	248.57	265.16	
	11th	230.7	253	246	239									242.50	238.77	239.29	247.10	
	12th	223.0	267	261	258									259.50	241.23	233.60	234.85	
	<b>Sub Total</b>	<b>972.2</b>	<b>1063</b>	<b>1043</b>	<b>1028</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,035.50</b>	<b>994.40</b>	<b>987.06</b>	<b>1,005.00</b>	
<b>Online Care and Treatment</b>					56													
<b>K-12 Total</b>		<b>3146.8</b>	<b>3254</b>	<b>3227</b>	<b>3281</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,223.00</b>	<b>3,189.00</b>	<b>3,180.28</b>	<b>3216.27</b>	
			<b>3254</b>	<b>-27</b>	<b>27</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-31</b>				
Average Drop Between Opening & the End of Sept				Average Drop Between Opening & End of Year														
High School		17.33				High School	48.35											
Middle School		5				Middle School	18.66											
North Elementary		6.33				North Elem	4.15											
South Elementary		4.33				South Elem	8.41											
<b>Total</b>		<b>32.99</b>				<b>Total</b>	<b>79.57</b>											
				New Estimate Based on Averages														
				3174.43														



## Monthly Project Status Report

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**Date:** 11-17-15

**Project:** Princeton Bond Referendum Projects

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### A. Notable Activities this Period:

#### ***Planning & Design:***

1. Final plan review completed for the District office remodel and the Transition/Online program.
2. Initial concepts of long term vision of high school field areas have been started.
3. Ad for bids placed for District Office and Transition/Online program.
4. Survey work started for ball field placement options on land adjacent to Middle School.
5. Playground design started at Primary School.

#### ***Construction:***

##### ***Primary School***

1. Roofing is on final area (B).
2. Loading dock is in and concrete drive is poured.
3. Gas line is installed.
4. Electrical service is set.
5. We are connected to city utilities.
6. Windows are being installed.
7. Brick is 95% complete.
8. Mechanical and Electrical rough ins are at about 30%
9. Underground plumbing is 99% complete.

##### ***High School***

1. Brick and Concrete block are complete.
2. Utilities are 85% complete.

**B. Activities Planned for Next Period:**

***Planning & Design:***

1. Bidding on the District Office and Transition/Online project will be December 8th.
2. High School land development and Ball Field concepts will continue.
3. Final plan reviews of the Family Center project will be completed.

***Construction:***

1. POC meetings will continue on an on-going basis into the school year to review on-going design and project progress.

***Primary School***

1. Building will be enclosed for temp heating.
2. Mechanical and Electrical rough ins.
3. Framing and Drywall
4. Concrete floor slabs and interior misc. steel installs.

***High School***

1. Precast panel placement.

**C. Budget Status:**

1. No items to review.

**D. Schedule Status:**

1. All projects under construction are on schedule.

**E. Critical Issues:**

1. None.

(End of Report)



**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, gender identity 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  
Revised: October 20th, 2015

## PRINCETON PUBLIC SCHOOLS

**EQUAL EMPLOYMENT OPPORTUNITY****I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, gender identity, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.
- 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 impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every school district employee to follow this policy.
- E. Any person having any questions regarding this policy should discuss it with the Human Resource Coordinator.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)  
 29 U.S.C. § 2615 (Family and Medical Leave Act)  
 38 U.S.C. § 4301 et seq. (Vietnam Era Veterans' Readjustment Assistance Act)  
 38 U.S.C. § 4211 et. seq. (Veterans' Reemployment Rights Act)  
 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)  
 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

**Cross References:** Princeton School District Policy 402 (Disability Nondiscrimination)  
 Princeton School District Policy 405 (Veteran's Preference)  
 Princeton School District Policy 413 (Harassment and Violence)

Adopted: May 11, 2004  
 Revised: August 10, 2010  
 Revised: October 20, 2015

**Harassment and Violence Prohibition**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
  3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. “Familial status” means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor’s legal guardian; or
    - b. the designee of the parent or parents or guardian with the written

permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Gender Identity” means that the personal conception of oneself as male or female.
8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s

employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or

complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 Minn. Stat. § 609.341 (Definitions)  
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
 MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
 MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
 MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004

Revised: November 24, 2009

Revised: November 8, 2011

Revised: April 15, 2014

Revised: October 20, 2015

## PRINCETON PUBLIC SCHOOLS

### STUDENT DISCIPLINE

*[Note: School districts are required by statute to have a policy addressing these issues.]*

#### I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

#### II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment, which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all

students of the school district.

### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate

regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from

indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school

district personnel;

36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, sexual orientation, or gender identity;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within

the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;

- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

## **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. Procedures for Removal of a Student From a Class.
1. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.
  2. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
  3. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
  4. Building shall modify these procedures to adjust for age of students.
- D. Responsibility for and Custody of a Student Removed From Class.
1. Student shall be sent to the office of the respective building.
  2. Students shall walk to the office.
  3. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
  4. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
1. The student shall return to class after serving the assigned amount of time.
  2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- F. Procedures for Notification.
1. The student shall return to class after serving the assigned amount of time.
  2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- G. Disabled Students; Special Provisions.
1. In the case of Special Education Students the District shall follow the provisions of the State and Federal Laws in accord with the Individuals with Disabilities Education Act. (IDEA).

2. If circumstances warrant a Special Education Referral such referral shall be made by the classroom teacher, the building Student Assistance Team or the Parents.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
  2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
  3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.
- K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

**IX. DISMISSAL**

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services

under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian

personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

## **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement.

Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.27 (School and Community Advisory Team)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)

Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

***Cross References:***

Princeton Policy 413 (Harassment and Violence)  
Princeton Policy 501 (School Weapons)  
Princeton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
Princeton Policy 503 (Student Attendance)  
Princeton Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Princeton Policy 514 (Bullying Prohibition Policy)  
Princeton Policy 524 (Internet Acceptable Use and Safety Policy)  
Princeton Policy 525 (Violence Prevention)  
Princeton Policy 526 (Hazing Prohibition)  
Princeton Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
Princeton Policy 610 (Field Trips)  
Princeton Policy 709 (Student Transportation Safety Policy)

Adopted: May, 18, 1984

Revised: May, 1994

Revised: August 27, 1996

Inserted Revised Appendices: January 11, 2000

Revised: December 17, 2002

Revised: April 13, 2010

Revised: May 24, 2011

Revised: June 12, 2012

Reviewed: October 8, 2013

Revised: October 20, 2015

## PRINCETON PUBLIC SCHOOLS

**STUDENT PARENTAL, FAMILY AND  
MARITAL STATUS NONDISCRIMINATION****I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. Any student, parent or guardian having questions regarding this policy should discuss it with the appropriate school district official provided by policy. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

- G. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

***Legal References:*** Minn. Stat. § 363.01 et seq. (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing regulations of Title IX)

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

**PRINCETON PUBLIC SCHOOLS****TEXTBOOKS AND INSTRUCTIONAL MATERIALS****I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

**III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
1. support the goals and objectives of the education programs;
  2. are appropriate for the age, interest, abilities, learning styles, social development, and maturity levels of the students.
  3. represent the diversity of religious, ethnic, political, and cultural values held in a pluralistic society
  4. fit within the constraints of the school district budget;
  5. are in the English language. Another language may be used, pursuant to Minn. Stat. § 124D.61;
  6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited

government, the Bill of Rights, our free-market economic system, and patriotism; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
  8. illustrate the accurate contributions made by various groups to our national heritage and the world;
  9. illustrate historical and contemporary forces in society to enable users to recognize and understand social, economic, personal, and political problems;
  10. provide various points of view about issues, including those considered to be controversial;
  11. represent the various cultural theories about the physical environment and the universe.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff.

#### **IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. The Director of Teaching and Learning shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook adoption and other instructional materials review and selection process.
- B. The discarding of outdated and worn resources is necessary to keep collections current. The decision for discarding media center materials will be made by the site Media Specialist. The decision for discarding textbooks will be made by the Director of Teaching and Learning.

#### **V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or

instructional materials.

- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.
- D. Each school district shall have a procedure for a parent, guardian, or an adult student 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction is any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn Stat. § 120B.20 (Parental Curriculum Review)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (Limited English Proficiency)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Adopted: November 10, 2008  
Revised: October 20, 2015

## ORGANIZATION OF GRADE LEVELS

### I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

### II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

<b>Early Childhood Program:</b>	<b>Birth through age 5</b>
<b>Elementary School:</b>	<b>Grades K through 5</b>
<b>Middle School:</b>	<b>Grades 6 through 8</b>
<b>High School:</b>	<b>Grades 9 through 12</b>

B. The superintendent may seek school board approval to administer certain programs on a non-graded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

### III. DEFINITIONS

A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year. Children who are five years of age on September 2 through October 31 of the calendar school year may enroll in Kindergarten only if they meet the district’s early admission to Kindergarten criteria, established in Policy.

C. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter Kindergarten the following school year.

***Legal References:*** Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Revised: April 15, 2014  
Reviewed: October 20, 2015

## PRINCETON PUBLIC SCHOOLS

### RELIGION

#### I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

#### II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

#### III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:
  - 1. The proposed activity must have a secular purpose.
  - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
  - 3. The activity must not foster excessive governmental relationships with religion.

4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)  
Minn. Stat. § 120A.35 (Absence From School for Religious Observance)  
*Lemon v. Kurtzman*, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)  
*Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)  
*Florey v. Sioux Falls Sch. Dist. 49-5*, 619 F.2d 1311 (8<sup>th</sup> Cir. 1980)  
*Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8<sup>th</sup> Cir. 1997)  
*Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290, 120 S.Ct. 2266 (2000)  
*Tangipahoa Parish Bd. of Educ. v. Freiler*, 530 U.S. 1251, 120 S.Ct. 2706 (2000)  
*LeVake v. Independent Sch. Dist. No. 656*, 625 N.W.2d 502 (Minn. App. 2001)  
*Good News Club v. Milford Central School*, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)  
*Doe v. School Dist. of City of Norfolk*, 340 F.3d 605 (8<sup>th</sup> Cir. 2003)  
*Wigg v. Sioux Falls Sch. Dist.*, 382 F.3d 807 (8<sup>th</sup> Cir. 2004)  
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)  
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)  
Minn. Op. Atty. Gen. No. 63 (1940)  
Minn. Op. Atty. Gen. No. 120 (1924)  
Minn. Op. Atty. Gen. No. 121 (1924)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)

Adopted: February 14, 2006  
Revised: October 20, 2015

## PRINCETON PUBLIC SCHOOLS

### HOME SCHOOLING

#### I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

#### II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

#### III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

#### IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of ~~each school year.~~ The first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

#### V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, individualized instructional materials and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

#### VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-

schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities**

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.

- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

**B. Transportation Services**

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 123B.36 (School Boards May Require Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA/MASA Model Policy 510 (School Activities)

Adopted: July 20, 1993  
Revised: January 11, 2000  
Revised: January 9, 2001  
Revised: March 13, 2007  
Revised: July 17, 2012  
Revised: October 20, 2015

## **PRINCETON PUBLIC SCHOOLS**

# **DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I LEA in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the school district to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

### **III. DEVELOPMENT OF DISTRICT LEVEL POLICY**

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for parental involvement and describe how the school district will:

- A. Involve parents in the joint development of the school district's Title I plan and the process of school review and improvement;
- B. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- C. Build the schools' and parents' capacity for strong parental involvement;
- D. Coordinate and integrate parental involvement strategies with similar strategies

under other programs, such as Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;

- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;
- F. Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parental involvement policies; and
- G. Involve parents in the activities of the schools.

#### **IV. DEVELOPMENT OF SCHOOL LEVEL POLICY**

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the federal requirements of parental involvement.

- A. The policy will describe the means by which each school with a Title I program will:
  1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
  2. Offer a flexible number of meetings, transportation, child care, or home visits, as such services relate to parental involvement;
  3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;
  4. Provide parents of participating children with: timely information about Title I programs; if requested by parents, opportunities for regular meetings to formulate suggestions, share experiences with other parents

and to participate, as appropriate, in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
  2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
  3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
    - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
    - b. Frequent progress reports to the parents; and
    - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  2. Provide materials and training to assist parents in working with their

children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;

3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
  4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs, to the extent feasible and appropriate;
  5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home in a format and in a language the parents can understand; and
  6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;
  4. Train and support parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or have in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and

business in parental involvement activities; and

8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parental involvement, the school district and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.
  - F. The school district and each school shall assist parents and parent organizations by informing such parents and parent organizations of the existence and purpose of such centers.

The policies will be updated periodically to meet the changing needs of parents and the school.

***Legal References:*** 20 U.S.C. § 6318 (Parental Involvement)

***Cross References:***

Adopted: April 14, 1987  
 Revised: February 9, 1999  
 Revised: October 25, 2005  
 Reviewed: October 20, 2015

## **PRINCETON PUBLIC SCHOOLS**

### **GRADUATION REQUIREMENTS**

#### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from Princeton Public Schools.

#### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district that all students must follow state statutes and state requirements. Students must complete other district requirements as established by the school board in order to graduate.

#### **III. DEFINITIONS**

- A. “Course credit” is equivalent to a student’s successful completion of an academic unit of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “MDE” means the Minnesota Department of Education.
- D. “504 Plan” or “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- E. “Individualized Education Program,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.
- F. “Limited English Proficient” or “LEP” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

#### **IV. TEST ADMINISTRATOR**

District Director of Teaching and Learning or other appointed administrator shall be named the school district test administrator. Said person shall be in charge of all test procedures.

#### **V. GRADUATION REQUIREMENTS**

- A. All students must complete all preparatory content standards as per state and district requirements.
- D. All students must successfully complete the required graduation standards. In addition,

1.a. Students must complete the required number of high school credits and required courses in grades 9-12. 54 total credits are required for graduation. 33 specific credits are required and 21 elective credits are required. Specific course requirements and prerequisites are identified in the Princeton High School Registration Handbook. The 54 required credits must include:

Clarifications of 54 Credit Requirements:

- Eight credits of language arts;
- Six credits of mathematics, encompassing at least algebra, geometry, statistics and probability sufficient to satisfy the academic standard and completion of Algebra II or its equivalent;
- Six credits of science, including at least two credits in biology; and two credits in chemistry or physics;
- Seven credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics.
- Two credits in the arts;
- Two credits in physical education;
- One credit in health;
- One credit in family living; and
- A minimum of twenty-one elective course credits.

Or

2. Have met the requirements of an IEP or 504 Plan.

E. Elective standards in health and physical education, vocational and technical education, and world languages are developed locally and placed in courses. The following Minnesota Academic Standards, in accordance with the standards developed by the MDE, have been placed within the above courses and selected electives. The most recent standard versions are placed within curriculum according to the district review process.

1. Minnesota Academic Standards, Language Arts K-12;
2. Minnesota Academic Standards, Mathematics K-12;
3. Minnesota Academic Standards, Science K-12;
4. Minnesota Academic Standards, Social Studies K-12; and
5. Minnesota Academic Standards with Local Adaptations, K-12 Arts

## **VII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. All applicable state graduation test requirements must be met.

## VIII. NOTICE

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
 Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)  
 Minn. Stat. § 120B.07 (Early Graduation)  
 Minn. Stat. § 120B.11 (School District Process)  
 Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)  
 Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)  
 Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)  
 20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
 MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
 MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)  
 MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: April 23, 1996  
 Revised: July 21, 1998  
 Revised: October 25, 2005  
 Revised: April 24, 2007  
 Revised: April 22, 2008  
 Revised: August 25, 2009  
 Revised: August 27, 2013  
 Reviewed: October 20, 2015

**PRINCETON PUBLIC SCHOOLS  
TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs,  
SECTION 504 PLANS, AND LEP STUDENTS**

**I. PURPOSE**

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 (504) accommodation, or limited English proficiency (LEP) needs to meet the graduation requirements of basic skills testings and graduation-required assessments for diploma (GRAD) tests.

**II. GENERAL STATEMENT OF POLICY**

A. The school district will utilize the existing annual review of IEPs or 504 accommodation plans to review, on a case-by-case basis, the extent of student participation in basic skills testing and GRAD testing. For students subject to GRAD testing, the student's IEP or 504 accommodation plan must identify one of the following decisions for each subject area of GRAD:

1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 accommodation plan must define an appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.

B. Students with LEP needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for

at least four consecutive years. An English language learner (ELL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

### **III. DEFINITION OF TERMS**

See the current “Procedures Manual for the Minnesota Assessments” which can be found on the Minnesota Department of Education’s (MDE’s) Minnesota Assessments, General Resources, website at: [http://www.mnstateassessments.org/wp-content/uploads/2013/07/2013-2014\\_Procedures\\_Manual\\_final\\_for-posting.pdf](http://www.mnstateassessments.org/wp-content/uploads/2013/07/2013-2014_Procedures_Manual_final_for-posting.pdf).

### **IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC SKILLS AND GRAD TESTING**

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.”

### **V. RECORDS**

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

**Legal References:** Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: July 21, 1998  
Revised: April 22, 2008  
Reviewed: November 23, 2010  
Revised: November 18, 2014  
Revised: October 20, 2015

Princeton Music: Helping Students Develop Lifelong Musicianship

## Board Report: Italy 2019

### Current Tour Cycle Information

2015 Band Tour	124 Participants
2016 Choir Tour	100 Participants
Total Participants	207 (Excludes 17 Overlapping Enrollment)
10-12 Band/Choir Enrollment	250
Touring Percentage	82.8% of Eligible

*Note: Band tour participation 20.4% higher in 2015 when compared to the historical average.*

### Italy Information

Survey Respondents	259
Support Change	195 (75.3% of Respondents)
Do Not Support Change	64 (24.7% of Respondents)
7-9 Band/Choir Enrollment	400
Anticipated 10-12 Enrollment	250
Anticipated Touring Percentage	78.0% of Eligible

*Notes: Anticipated 10-12 band/choir enrollment is based on the historical average. Some no votes indicated that their vote was a preference and that the child will tour regardless of the destination.*

### Supervision Information

Chaperone Ratio	1:8
Total Chaperones	25
Directors	
Accompanists	
Medical Personnel	
School Personnel	
Other Chaperones	
Sub Cost (One Day, One Person)	\$130

### Scheduling Recommendation

Input from Principal, Activities Director, Music Directors, MSHSL

Best Fit Dates: March 23-April 3, 2019

Avoids historical dates of state athletic tournaments

Avoids historical dates of section and state speech

tournaments

AD will help to schedule 7AA speech

Princeton will offer to host M8 speech meet and schedule

accordingly

One day shorter than previous proposal due to movement away from end/start of trimester

May move to March 21-April 1 if MSHSL schedule allows, requiring one less missed school day

## PURCHASE AGREEMENT

1. **Parties.** This Purchase Agreement is made on \_\_\_\_\_, 2015, by and between the City Princeton, Seller, and Princeton Public School District #477, Buyer.
2. **Offer/Acceptance.** Buyer offers to purchase and Seller agrees to sell real property legally described as PID #24-\_\_\_\_ - \_\_\_\_\_

Legal to be provided by Surveyor

3. **Price and Terms.** The price for the real personal property included in this sale is Fifty Thousand Dollars, (\$50,000) which Buyer shall pay as follows: Earnest money of \$1,000 by check, receipt of which is hereby acknowledge, and \$49,000 cash on \_\_\_\_\_, 2015, the DATE OF CLOSING.
4. **Deed/Marketable Title.** Upon performance by Buyer, Seller shall execute and deliver a Warranty Deed, conveying title, subject to:
  - A. Building and zoning laws, ordinances, state and federal regulations.
  - B. Restrictions relating to use or improvement of the property.
  - C. Reservation of any mineral rights by the State of Minnesota.
  - D. Utility and drainage easements which do not interfere with existing improvements.
5. **Real Estate Taxes and Special Assessments.** The property is currently exempt from real estate taxes and shall remain so after sale. Seller makes no representation concerning the amount of future real estate taxes or of future special assessments. Further, there are no Special Assessments levied or pending on said property.
6. **Damages To Real Property.** If the real property is substantially damaged prior to closing, this Agreement shall terminate and the earnest money shall be refunded to Buyer. If the real property is damaged materially but less than substantially prior to closing, Buyer may rescind this Agreement by notice to Seller within Twenty-one (21) days after Seller notifies Buyer of such damage, during which 21-day period Buyer may inspect the real property, and in the event of such rescission, the earnest money shall be refunded to Buyer.
7. **Seller's Boundary Line, Access, Restrictions and Lien Warranties.** Seller warrants that buildings, if any, are entirely within the boundary lines of the property. Seller warrants that there is a right of access to the real property from a public right of way (7<sup>th</sup> Avenue). Seller warrants that there has been no labor or material furnished to the property for which payment has not been made. Seller warrants that there are no present violations of any restrictions relating to the use or improvement of the property. These warranties shall survive the delivery of the deed or contract for deed.
8. **Disclosure of Notices.** Seller has not received any notice from any governmental authority as to violation of any law, ordinance or regulation. If the property is subject to restrictive covenants, Seller has not received any notice from any person as to a breach of the covenants.
9. **Condition of Property.** BUYER AGREES TO ACCEPT THE SUBJECT PROPERTY IN ITS "AS IS" "WHERE IS" AND "WITH ALL FAULTS" AND CONDITIONS AT CLOSING WITHOUT ANY REPRESENTATION OR WARRANTY WHATSOEVER INCLUDING WARRANTIES OR REPRESENTATIONS AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
10. **Possession.** Seller shall deliver possession of the property not later than the ~~that~~ date of Closing.
11. **Examination of Title.** Within a reasonable time after acceptance of this Agreement, Seller shall furnish Buyer with a Commitment for Title Insurance including property searches covering bankruptcies and State and Federal judgments, liens, and levied and

pending special assessments. Buyer shall have five (5) business days after receipt of the Commitment either to have Buyer's attorney examine the Commitment and provide Seller with written objections or, at Buyer's own expense, to arrange for purchase of title insurance. Buyer shall be deemed to have waived any title objections not made within the applicable 5-day period for above, except that this shall not operate as a waiver of Seller's covenant to deliver a Contract for Deed as provided herein.

12. **Title Corrections and Remedies.** Seller shall have 120 days from receipt of Buyer's written title objections to make title marketable. Upon receipt of Buyer's title objections, Seller shall, within ten (10) business days, notify Buyer of Seller's intentions to make title marketable within the 120-day period. Cure of the defects by Seller shall be reasonable, diligent and prompt.
- a. If notice is given and Seller makes title marketable, then upon presentation to Buyer and proposed lender of documentation establishing that title has been made marketable, and if not objected to in the same time and manner as the original title objections, the Closing shall take place within five (5) business days or on the scheduled Closing Date, whichever is later.
  - b. If notice is given and Seller proceeds in good faith to make title marketable but the 120-day period expires without title being made marketable, Seller may continue to work on making title marketable until the Contract for Deed term (as contained in Exhibit A attached) is to immediately be paid off.
  - c. If title is marketable, to is made marketable as provided herein, and Buyer defaults in any of the agreements herein, Seller may elect either of the following options, as permitted by law:
    - 1) Cancel this contract as provided by statute and retain all payments made hereunder as liquidated damages. The parties acknowledge their intention that any note given pursuant to this contract is a down payment note, and may be presented for payment notwithstanding cancellation.
    - 2) Seek specific performance with six (6) months after such right of action arises, including costs and reasonable attorneys' fees, as permitted by law.
  - d. If title is marketable, or is made marketable as provided herein, and Seller defaults in any of the agreements herein, Buyer may, as permitted by law:
    - 1) Seek damages from Seller including costs and reasonable attorneys' fees.
    - 2) See specific performance within six (6) months after such right of action arises.

**TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.**

13. **Notices.** All notices require herein shall be in writing and delivered personally or mailed to the address as shown at Paragraph 1, above and if mailed, are effective as of date of closing.
14. **Minnesota Law.** This contract shall be governed by the laws of the State of Minnesota.
15. **Additional Terms.** It is hereby acknowledged that a separate agreement covering the Buyer's partial use of the Sellers City Hall parking lot will be negotiated.

We agree to sell the property for the price and terms and conditions set forth above

**SELLER:**

**By The City Of Princeton**

We agree to purchase the property for the price and terms and conditions set forth above.

**BUYER:**

**By Princeton Public School District #477**

**Paul Whitcomb, Its Mayor**

**Date:** \_\_\_\_\_

**Debra M. Ulm, School Board Chair**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Mark Karnowski, It's City Administrator**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Eric Minks, School Board Clerk**

**Date:** \_\_\_\_\_

HOME/CITY OF PRINCETON/2491/SALE OF POLICE DEPT. BLDG. TO SCHOOL