

Princeton Public Schools - ISD 477
Tuesday, March 15, 2016 at 7:00 PM
Regular School Board Meeting
District Office Board Room

Our vision

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

our mission

Princeton will equip every student to be career and college ready through personalized instruction, community partnerships and collaboration.

1. PROCEDURAL ITEMS

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

2. REPORTS

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

3. APPROVE AGENDA

4. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

5. CONSENT AGENDA

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

- a. Personnel 7
- b. Open Enrollment 8
- c. Bills 9
- d. Wire Transfers 19
- e. Treasurer's Report 20
- f. Enrollment Update 21
- g. Fundraisers 22

h. Change Orders	25
6. INFORMATION	
a. Gifted and Talented Update	26
7. ACTION	
a. Second Reading of Policies-# 104, 202, 304, 510, 511, 624, 701, 701.1, 701.2	40
b. One Day Less for South Elementary Students- <i>I move to endorse a non-student day for South Elementary School only, on May 27, 2016. This day will facilitate time for moving materials to the new Princeton Primary School.</i>	
c. Award Bid for South Elementary Demolition- <i>I move to accept the low bid for the South Elementary Demolition.</i>	75
d. Approve the replacement contract for casework material supply for Princeton Primary School: <i>I move to approve the termination of LSI Corporation's contract for the Princeton Primary School as casework material supplier due to default of contract obligations and accept the Tender Agreement by Lexon Surety Group, LLC for Ironshore indemnity, Inc to replace LSI Corporation with Woodside Industries for \$440,000.00.</i>	
e. Allocation of Assigned Building Fund to furniture procurement for The Princeton Primary School.	
f. Custodial Contract	126
8. FUTURE MEETINGS-	
9. ADDITIONS TO AGENDA	
10. ADJOURN -	

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **1st day of March, at 4:30 p.m.** in the District Office Board Room.

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

Members Absent: Craig Johnson arrived at 4:32 p.m.

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Technology Eric Simmons, Director Julie Williams

Student Council Representative: None

Citizen Comments: None

REPORTS

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

Howard Vaillancourt: Secretary Negotiations, Paraprofessional Negotiations, Speech Invitationals

Chuck Nagle: No report

Deb Ulm: Finance Meeting, Secretary Negotiations, Paraprofessional Negotiations, POC Meeting

Eric Minks: Finance Meeting, POC Meeting

Jeremy Miller: Finance Meeting, Agenda Planning Meeting

Chad Young: Secretary Negotiations, Paraprofessional Negotiations, Oak Land Board Meeting

Craig Johnson: No report

Student Council Report: No report

Superintendent Report: Julia Espe spoke about the State Hockey Tournament that is happening tomorrow.

APPROVE AGENDA

Motion made by Eric Minks seconded by Howard Vaillancourt, to approve the agenda as presented . Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Deb Ulm and seconded by Chad Young, to approve the February 16th 2016 Regular Board

meeting and closed meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

*Motion made by Deb Ulm and seconded by Howard Vaillancourt to **to approve the consent agenda as presented**: Personnel, Bills, Gifts, Open Enrollment, and Fundraisers. Motion passed unanimously.*

INFORMATION

First Reading of Policies # 104, 202, 304, 510, 511, 701, 701.1 and 701.2- Julia Espe presented the first reading of the policies. For policy # 104- Our new Mission, Vision, Core Values and Goals were added to the policy. Policy # 202 had MSBA changes. Policy # 304, 510, 511 and 701 had no changes. Policy # 701.1 was deleted and 701.2 was added in its place.

One Day Less for for Students at South Elementary Only- Julia Espe discussed the possibility for the staff at South to have an extra day to pack up for the move to the new building. This would mean that the students would have an additional day off. The student's last day of school would be May 26th.

Building Project Update- Ryan Hoffman discussed the building projects update. The update information can be found on the board book agenda. Melissa Stein presented on the high school and ball field projects.

ACTION ITEMS

Oak Land Dissolution- Motion made by Howard Vaillancourt and seconded by Chad Young to approve the Oak Land Dissolution Agreement substantially in the form as presented and authorize administration to finalize the agreement and provision as needed. Upon roll call the following voted for: Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young and Eric Minks. The following voted against: Jeremy Miller and Chuck Nagle. *Motion passed 5:2.*

Revised Budget- Motion was made by Craig Johnson and seconded by Howard Vaillancourt to approve the revised budget. Upon roll call the following voted for: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Eric Minks and Deb Ulm. The following voted against: Chuck Nagle. *Motion passed 6:1*

Strategic Plan Goals and Action Plan- Motion made by Craig Johnson and seconded by Howard Vaillancourt to approve the Strategic Plan Goals and Action Plans. *Motion passed unanimously.*

Call for Milk Bid- Motion was made by Eric Minks and seconded by Chad Young to determining the necessity to solicit and seek bids for milk. Bids will be advertised in accordance to public bid laws in the State of Minnesota. *Motion passed unanimously.*

Call for Bids for the Communications VoIP Phone Project- Motion made by Eric Minks and seconded by Chad Young to determining the necessity to solicit and seek bids for the Communications VoIP Phone

Project. Bids will be advertised in accordance to public bid laws in the State of Minnesota. Motion was made by and seconded by to call for the bids. *Motion passed unanimously.*

Move to Closed Meeting-Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), a motion to close the meeting for real estate discussion and secretary contract was made by Craig Johnson and seconded by Howard Vaillancourt. The meeting went into a closed meeting at 5:41 p.m.

Motion was made by Craig Johnson to stick with the parameters given by the board and give the negotiation powers to the administration to negotiate the sale of Dr. Beattie's dental office for the ALC location. Upon roll call the following voted for: Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Eric Minks. Opposed: Chuck Nagle. *Motion passed 6:1.*

Howard Vaillancourt made a motion to approve the secretary contract, seconded by Craig Johnson. *Motion passed unanimously.*

ADJOURN -

Howard Vaillancourt made a motion to close the regular meeting, Craig Johnson seconded the motion. Meeting was adjourned at 5:58 p.m.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Kari Plafcan

Call to order

The closed meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **1st day of March, at 5:42 p.m.** in the District Office Board Room.

Closed meeting minutes: Stacie Vos discussed the secretary contract. Julia Espe discussed the ALC proposed location.

Craig Johnson made a motion to back into an open meeting, seconded by Chad Young. Closed meeting was adjourned at 5:56 p.m.

Recorder: Kari Plafcan

Chair Jeremy Miller

Clerk Eric Minks

3.15.16

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Anderson, Duane	LOA	Teacher-HS	PEA	N/A	2016-2017	
Brand, Heather	LOA	SpEd Teacher-SE	PEA	N/A	4.4.16-5.31.16	
Halphen, Yarmila	New Hire	Playground Para-SE	Para	Winskowski, Amy	2.29.16	\$12.62
Hustad, Lisa	Resignation	Food Server	Food Service	N/A	3.11.16	
Lundell, Sherry	LTS	SpEd Teacher-SE	PEA	Brand, Heather	4.1.16-5.27.16	\$200.70/Day
Paddock, Dave	New Hire	Baseball Coach-MS		Erik Ross	3.8.16	\$1,847.00
Pipenhagen, Laura	LOA	Secretary-NE	Clerical	N/A	4.4.16-4.20.16	
Scharber, Caleb	New Hire	Baseball Coach-MS		Mitch Nelseon	3.8.16	\$1,847.00
Strom, Emily	Temp. New Hire	Executive Assistant		Plafcan, Kari	3.28.16-6.3.16	16.25/hr

Open Enrolled Students (Out/In) as of March 15, 2016

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
Out	2.25.16	Princeton	Foley	4	Survey Sent
Out	2.28.16	Princeton	Zimmerman	10	Currently enrolled
Out	2.27.16	Princeton	Elk River	6	Currently enrolled, parent moved to Princeton

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

Fund	Description	Total
01	General Fund	\$986,232.89
02	Food Service	\$92,877.90
04	Community Service	\$22,842.50
06	Construction	\$11,970.00
10	Student Activities	\$48,598.56
Report Total		\$1,162,521.85

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	65973	161140	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	02/16/2016	212,283.50
			65975	161141	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	02/12/2016	2,738.11
			65983	161142	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	Yes	No	USD	02/12/2016	477.87
			65996	161143	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	02/12/2016	680.00
			65974	161144	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	02/12/2016	1,379.75
			65993	161145	Check	1	1668		CARL E. JOHNSON PLBG & HTG	Yes	Yes	No	USD	02/12/2016	1,496.77
			65994	161146	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	Yes	No	USD	02/12/2016	962.52
			65995	161147	Check	1	1818		CLEMENSEN ENTERPRISES	Yes	Yes	No	USD	02/12/2016	640.00
			65984	161148	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	02/12/2016	43.02
			66006	161149	Check	1	7144		DEYAK BRIAN	Yes	Yes	No	USD	02/12/2016	73.00
			65997	161150	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	02/12/2016	90.84
			65985	161151	Check	1	14323		EPIC SPORTS	Yes	Yes	No	USD	02/12/2016	154.52
			65998	161152	Check	1	2501		FEDERATED CO-OPS INC	Yes	Yes	No	USD	02/12/2016	535.73
			65990	161153	Check	1	15061		FLANAGIN JACOB	Yes	No	No	USD	02/12/2016	130.50
			65976	161154	Check	1	10908	1	G & K SERVICES	Yes	Yes	No	USD	02/12/2016	788.13
			65978	161155	Check	1	12001		HERDER JIM	Yes	Yes	No	USD	02/12/2016	111.00
			65981	161156	Check	1	13828		JUMPN GYMNASTICS	Yes	Yes	No	USD	02/12/2016	8,246.00
			65988	161157	Check	1	15058		KALWAY KARLA	Yes	Yes	No	USD	02/12/2016	145.00
			65999	161158	Check	1	4007		KEMPS	Yes	Yes	No	USD	02/12/2016	5,235.92
			65982	161159	Check	1	13985		MCCOY MIKE	Yes	Yes	No	USD	02/12/2016	130.50
			65979	161160	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	02/12/2016	34.35
			66007	161161	Check	1	7980		NORBY ERICK	Yes	No	No	USD	02/12/2016	111.00
			66000	161162	Check	1	4783		OLD LOG THEATER	Yes	Yes	No	USD	02/12/2016	1,077.27
			66001	161163	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	02/12/2016	1,590.70
			66002	161164	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	02/12/2016	56.75
			65991	161165	Check	1	15062		PRIDDY LANI	Yes	Yes	No	USD	02/12/2016	225.00
			66003	161166	Check	1	5127		PRINCETON ELECTRIC	Yes	Yes	No	USD	02/12/2016	552.10
			65986	161167	Check	1	14410		REVOLUTION CYCLE & SKI	Yes	Yes	No	USD	02/12/2016	748.88
			66004	161168	Check	1	5472	4	SAM'S CLUB	Yes	Yes	No	USD	02/12/2016	2,644.62
			66009	161169	Check	1	9925		SHAFER BOBBIE	Yes	Yes	No	USD	02/12/2016	53.00
			65992	161170	Check	1	15063		SHAPE AMERICA, INC	Yes	Yes	No	USD	02/12/2016	680.00
			66008	161171	Check	1	8064		SIPE GARY	Yes	Yes	No	USD	02/12/2016	111.00
			65977	161172	Check	1	11407		STURGES SHANE	Yes	No	No	USD	02/12/2016	111.00
			65987	161173	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	02/12/2016	42,275.65
			66005	161174	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	02/12/2016	463.75
			65980	161175	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	02/12/2016	538.38
			65989	161176	Check	1	15060		WEBER JASON	Yes	Yes	No	USD	02/12/2016	111.00
			66010	161177	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	02/16/2016	12,305.20
			66011	161178	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	02/16/2016	7,280.83
			66056	161179	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIC	Yes	Yes	No	USD	02/19/2016	779.98
			66075	161180	Check	1	6731		BOLDUC TOM	Yes	Yes	No	USD	02/19/2016	100.00

Princeton Public Schools #477

Check Register by Bank and Check Number

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0477	001	66055	161181	Check	1	10362		BRAINERD HIGH SCHOOL	Yes	No	No	USD	02/19/2016	222.00
		66057	161182	Check	1	10707		BURT ROBERT	Yes	Yes	No	USD	02/19/2016	111.00
		66068	161183	Check	1	1774		CHILDREN'S THEATRE COMPANY	Yes	Yes	No	USD	02/19/2016	1,701.00
		66064	161184	Check	1	14071		DEHNICKE ADAM	Yes	Yes	No	USD	02/19/2016	111.00
		66069	161185	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	02/19/2016	11,820.00
		66070	161186	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	02/19/2016	530.24
		66060	161187	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	02/19/2016	715.00
		66066	161188	Check	1	14801		KDH SAFETY, LLC	Yes	Yes	No	USD	02/19/2016	80.00
		66071	161189	Check	1	4007		KEMPS	Yes	Yes	No	USD	02/19/2016	3,233.94
		66076	161190	Check	1	7064		LARKIN PETER J.	Yes	Yes	No	USD	02/19/2016	111.00
		66072	161191	Check	1	4136		MENARDS	Yes	Yes	No	USD	02/19/2016	197.53
		66058	161192	Check	1	11477	1	MINUTEMAN PRESS	Yes	Yes	No	USD	02/19/2016	334.50
		66078	161193	Check	1	9643		MONTICELLO HIGH SCHOOL	Yes	Yes	No	USD	02/19/2016	75.00
		66061	161194	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	02/19/2016	165,533.40
		66077	161195	Check	1	8616		THOMAS BOB	Yes	Yes	No	USD	02/19/2016	111.00
		66065	161196	Check	1	14576		THOMPSON EARLIHUE	Yes	Yes	No	USD	02/19/2016	111.00
		66073	161197	Check	1	6231		TRIO SUPPLY COMPANY	Yes	Yes	No	USD	02/19/2016	2,660.91
		66062	161198	Check	1	13685		VELOCITY STREETWEAR	Yes	Yes	No	USD	02/19/2016	112.22
		66063	161199	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	02/19/2016	320.16
		66067	161200	Check	1	15064		VOLKER ANDREA	Yes	No	No	USD	02/19/2016	104.23
		66074	161201	Check	1	6461		WATSON CO. INC.	Yes	Yes	No	USD	02/19/2016	378.28
		66059	161202	Check	1	12558		WINTER PATRICK	Yes	Yes	No	USD	02/19/2016	111.00
		66079	161203	Check	1	15063		SHAPE AMERICA, INC	Yes	No	No	USD	02/22/2016	680.00
		66080	161204	Check	1	4349		MN DEPARTMENT OF HEALTH	Yes	No	No	USD	02/23/2016	150.00
		66082	161205	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	02/24/2016	36.49
		66081	161206	Check	1	2122	7	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	02/24/2016	350.00
		66083	161207	Check	1	8661		XCEL ENERGY CENTER	Yes	No	No	USD	02/24/2016	156.00
		66100	161208	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	02/29/2016	802.08
		66097	161209	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	02/29/2016	67.14
		66095	161210	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	02/29/2016	175.06
		66098	161211	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	02/29/2016	119.43
		66099	161212	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	02/29/2016	64.00
		66101	161213	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	02/29/2016	19,091.23
		66102	161214	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	02/29/2016	1,270.44
		66103	161215	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	02/29/2016	2,625.54
		66104	161216	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	02/29/2016	991.85
		66096	161217	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	02/29/2016	374.26
		66105	161218	Check	1	1944	2	COUNTRY INN & SUITES-GRAND RA	Yes	No	No	USD	02/25/2016	459.83
		66114	161219	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	02/26/2016	5,926.61
		66108	161220	Check	1	1102		ALL STAR TROPHY & AWARDS	Yes	No	No	USD	02/26/2016	1,049.25
		66109	161221	Check	1	11357		AUSTINSON JOHN	Yes	No	No	USD	02/26/2016	111.00

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Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	66133	161222	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	02/26/2016	41.88
			66120	161223	Check	1	15056		BARKER CURTIS	Yes	No	No	USD	02/26/2016	111.00
			66119	161224	Check	1	15054		BAUMGARTNER SCOTT	Yes	No	No	USD	02/26/2016	111.00
			66121	161225	Check	1	1596		BUREAU OF EDUCATION & RESEAR	Yes	No	No	USD	02/26/2016	239.00
			66122	161226	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	02/26/2016	220.00
			66132	161227	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	02/26/2016	25,161.15
			66140	161228	Check	1	7913		DOVENMUEHLER DALE	Yes	Yes	No	USD	02/26/2016	111.00
			66123	161229	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	02/26/2016	21.00
			66124	161230	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	02/26/2016	220.03
			66125	161231	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	02/26/2016	75.14
			66110	161232	Check	1	11434		GAHM NOAH	Yes	No	No	USD	02/26/2016	170.00
			66126	161233	Check	1	2853		GRIMES	Yes	No	No	USD	02/26/2016	243.06
			66127	161234	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	02/26/2016	885.60
			66137	161235	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	Yes	No	USD	02/26/2016	820.24
			66107	161236	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	02/26/2016	339.95
			66128	161237	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	02/26/2016	11.98
			66129	161238	Check	1	4007		KEMPS	Yes	Yes	No	USD	02/26/2016	3,987.34
			66145	161239	Check	1	8850		KILLMER COMPUTING INC	Yes	No	No	USD	02/26/2016	65.30
			66130	161240	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	02/26/2016	630.70
			66113	161241	Check	1	13168		MAYO CLINIC HEALTH LETTER	Yes	No	No	USD	02/26/2016	58.00
			66131	161242	Check	1	4136		MENARDS	Yes	No	No	USD	02/26/2016	436.10
			66106	161243	Check	1	10380		MORISSET KRISTI	Yes	No	No	USD	02/26/2016	113.40
			66115	161245	Check	1	13898		NORLAND LAWRENCE	Yes	No	No	USD	02/26/2016	111.00
			66139	161246	Check	1	7733		PLAYSCRIPTS, INC	Yes	No	No	USD	02/26/2016	14.14
			66135	161247	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	No	No	USD	02/26/2016	984.26
			66134	161248	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	02/26/2016	260.11
			66142	161249	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	02/26/2016	1,926.00
			66143	161250	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	02/26/2016	3,212.00
			66144	161251	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	02/26/2016	1,496.00
			66141	161252	Check	1	8085		RONNING RAFE	Yes	No	No	USD	02/26/2016	111.00
			66147	161253	Check	1	9494	1	SNA	Yes	No	No	USD	02/26/2016	47.00
			66136	161254	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	02/26/2016	25.94
			66116	161255	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	02/26/2016	39,478.11
			66117	161256	Check	1	14561		THOMAS PAUL J.	Yes	No	No	USD	02/26/2016	111.00
			66112	161257	Check	1	12874		TOP 20 TRAINING	Yes	No	No	USD	02/26/2016	1,600.00
			66138	161258	Check	1	7449		WISNIESKI DAVE	Yes	No	No	USD	02/26/2016	111.00
			66118	161259	Check	1	15023		WOLD DEVON	Yes	No	No	USD	02/26/2016	111.00
			66111	161260	Check	1	11966		ZIMMERMAN HIGH SCHOOL	Yes	No	No	USD	02/26/2016	75.00
			66148	161261	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	02/29/2016	77,810.22
			66149	161262	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	02/29/2016	205.00
			66151	161263	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	03/01/2016	4,621.00

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch Co	Bank	Pyamt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	66152	161264	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	03/01/2016	170.00
		66162	161265	Check	1	14918		3D PRINTING MINNESOTA	Yes	No	No	USD	03/04/2016	374.50
		66177	161266	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	03/04/2016	1,401.18
		66154	161267	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	03/04/2016	141.51
		66173	161268	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	03/04/2016	26.99
		66157	161269	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	03/04/2016	610.00
		66159	161270	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	03/04/2016	3,425.00
		66165	161271	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	03/04/2016	3,039.20
		66166	161272	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	03/04/2016	112.58
		66164	161273	Check	1	15087		EMMERICH EVAN	Yes	No	No	USD	03/04/2016	27.62
		66167	161274	Check	1	2816		GREG ANDERSON AUTO	Yes	No	No	USD	03/04/2016	4,761.58
		66168	161275	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	03/04/2016	1,634.96
		66169	161276	Check	1	3425		JINDRA'S SEWER SERVICE	Yes	No	No	USD	03/04/2016	1,137.50
		66158	161277	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	03/04/2016	66.64
		66170	161278	Check	1	4007		KEMPS	Yes	No	No	USD	03/04/2016	3,197.84
		66171	161279	Check	1	4136		MENARDS	Yes	No	No	USD	03/04/2016	393.34
		66156	161280	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	03/04/2016	38.58
		66178	161281	Check	1	8644		MILL CITY MUSEUM	Yes	No	No	USD	03/04/2016	684.00
		66163	161282	Check	1	15072		MINNESOTA ADVOCATES FOR IMME	Yes	No	No	USD	03/04/2016	55.00
		66155	161283	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	03/04/2016	966.92
		66172	161284	Check	1	4517		MUSIC THEATRE INTERNATIONAL	Yes	No	No	USD	03/04/2016	1,009.00
		66161	161285	Check	1	14649		POWDER RIDGE SKI AREA	Yes	No	No	USD	03/04/2016	380.00
		66174	161286	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	03/04/2016	1,869.76
		66179	161287	Check	1	9494	1	SNA	Yes	No	No	USD	03/04/2016	47.00
		66180	161288	Check	1	9494	1	SNA	Yes	No	No	USD	03/04/2016	47.00
		66160	161289	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	03/04/2016	17,618.22
		66176	161290	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	03/04/2016	515.00
		66175	161291	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	03/04/2016	436.52
		66181	161292	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	03/04/2016	88.90
		66183	161293	Check	1	1697		CASEY'S GENERAL STORE	Yes	No	No	USD	03/07/2016	135.84
		66182	161294	Check	1	14950		SPRUNK ENTERTAINMENT SERVICE	Yes	No	No	USD	03/07/2016	250.00
		66184	161295	Check	1	11188	3	DOUBLETREE HOTEL	Yes	No	No	USD	03/07/2016	1,300.09
		66186	161296	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	03/08/2016	53.97
		66185	161297	Check	1	12414		RAMADA PLAZA MINNEAPOLIS	Yes	No	No	USD	03/08/2016	673.62
		66190	161298	Check	1	5617	5	ST CLOUD STATE UNIVERSITY	Yes	No	No	USD	03/09/2016	275.00
		66200	161299	Check	1	11300		AC SUPPLY CO.	Yes	No	No	USD	03/15/2016	47.79
		66221	161300	Check	1	14829		ACCOUSTICS ASSOCIATES INC	Yes	No	No	USD	03/15/2016	192.80
		66225	161301	Check	1	15053		ADAPTIVE TECH SOLUTIONS	Yes	No	No	USD	03/15/2016	157.75
		66210	161302	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	03/15/2016	1,737.50
		66219	161303	Check	1	14673		AMERICAN MUSICAL SUPPLY	Yes	No	No	USD	03/15/2016	359.95
		66271	161304	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	03/15/2016	1,018.00

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Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	66201	161305	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	03/15/2016	607.00
			66224	161306	Check	1	15006		BARBARA NICOL PUBLIC RELATION	Yes	No	No	USD	03/15/2016	4,375.00
			66273	161307	Check	1	8410	2	BATTERIES PLUS BULBS	Yes	No	No	USD	03/15/2016	113.85
			66198	161308	Check	1	10865	1	BFG SUPPLY COMPANY	Yes	No	No	USD	03/15/2016	751.50
			66196	161309	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	03/15/2016	757.68
			66220	161310	Check	1	14819		BSN SPORTS	Yes	No	No	USD	03/15/2016	240.76
			66230	161311	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	03/15/2016	857.19
			66202	161312	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	03/15/2016	671.57
			66228	161313	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	03/15/2016	476.84
			66229	161314	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	03/15/2016	134.29
			66214	161315	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	03/15/2016	547.00
			66192	161316	Check	1	10069		DALCO	Yes	No	No	USD	03/15/2016	6,414.14
			66231	161317	Check	1	2085		DEEP PORTAGE CONSERVATION	Yes	No	No	USD	03/15/2016	21,528.00
			66232	161318	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	03/15/2016	31.40
			66234	161319	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	03/15/2016	103.11
			66277	161320	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/15/2016	320.80
			66269	161321	Check	1	7072	1	ESTR PUBLICATIONS	Yes	No	No	USD	03/15/2016	109.00
			66222	161322	Check	1	14833		FASTBRIDGE LEARNING	Yes	No	No	USD	03/15/2016	6,536.00
			66211	161323	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	03/15/2016	827.80
			66235	161324	Check	1	2775		GOPHER	Yes	No	No	USD	03/15/2016	492.72
			66236	161325	Check	1	2777	1	GOPHER STAGE LIGHTING INC	Yes	No	No	USD	03/15/2016	2,537.00
			66237	161326	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	03/15/2016	2.90
			66268	161327	Check	1	6645		GRAINGER	Yes	No	No	USD	03/15/2016	1,378.83
			66238	161328	Check	1	2853		GRIMES	Yes	No	No	USD	03/15/2016	139.20
			66217	161329	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	03/15/2016	329.00
			66199	161330	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	03/15/2016	57,776.00
			66195	161331	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	03/15/2016	416.67
			66239	161332	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	03/15/2016	534.00
			66240	161333	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	03/15/2016	1,081.49
			66226	161334	Check	1	15071		JAMF SOFTWARE	Yes	No	No	USD	03/15/2016	239.85
			66209	161335	Check	1	13868		K12 TRANSPORTATION MANAGEME	Yes	No	No	USD	03/15/2016	4,000.00
			66241	161336	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	03/15/2016	1,129.17
			66205	161337	Check	1	13305	1	KRUGE AIR	Yes	No	No	USD	03/15/2016	488.59
			66227	161338	Check	1	15076		KUCRL	Yes	No	No	USD	03/15/2016	325.00
			66216	161339	Check	1	14496		LEADERTECH SYSTEMS OF CHICAG	Yes	No	No	USD	03/15/2016	143.00
			66204	161340	Check	1	13027		LEARNING SCIENCES INTERNATION	Yes	No	No	USD	03/15/2016	3,000.00
			66203	161341	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	03/15/2016	151.99
			66245	161342	Check	1	4469	1	M.S.C.A.	Yes	No	No	USD	03/15/2016	50.00
			66242	161343	Check	1	3950		MACMH	Yes	No	No	USD	03/15/2016	190.00
			66243	161344	Check	1	4093	6	MCGRAW-HILL SCHOOL EDUCATION	Yes	No	No	USD	03/15/2016	142.11
			66270	161345	Check	1	8334		MED COMPASS	Yes	No	No	USD	03/15/2016	855.00

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	66197	161346	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	03/15/2016	488.84
		66272	161347	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	03/15/2016	604.52
		66244	161348	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	03/15/2016	326.06
		66233	161349	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	03/15/2016	100.00
		66246	161350	Check	1	4537		NASCO	Yes	No	No	USD	03/15/2016	710.80
		66247	161351	Check	1	4600	1	NEFF COMPANY	Yes	No	No	USD	03/15/2016	1,165.63
		66248	161352	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	03/15/2016	795.02
		66249	161353	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	03/15/2016	10.75
		66250	161354	Check	1	4827	4	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	03/15/2016	389.88
		66206	161355	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	03/15/2016	151,239.27
		66252	161356	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	03/15/2016	56,005.62
		66251	161357	Check	1	5152		PRINCETON SCHOLARSHIP FOUNDI	Yes	No	No	USD	03/15/2016	2,000.00
		66278	161358	Check	1	9324		PYRAMID EDUCATIONAL CONSULTA	Yes	No	No	USD	03/15/2016	52.00
		66253	161359	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	03/15/2016	2,626.65
		66254	161360	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	03/15/2016	578.26
		66194	161361	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF A	Yes	No	No	USD	03/15/2016	60.00
		66256	161362	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	03/15/2016	200.00
		66255	161363	Check	1	5301	1	RESOURCES FOR EDUCATORS	Yes	No	No	USD	03/15/2016	229.00
		66257	161364	Check	1	5553	5	SCHOLASTIC INC	Yes	No	No	USD	03/15/2016	228.46
		66212	161365	Check	1	14266		SCHOOL FIX	Yes	No	No	USD	03/15/2016	384.77
		66258	161366	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	03/15/2016	75.53
		66259	161367	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	03/15/2016	714.90
		66218	161368	Check	1	14591		SHOP FFA	Yes	No	No	USD	03/15/2016	559.50
		66215	161369	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	03/15/2016	27.33
		66260	161370	Check	1	5824		SPORTDECALS INC.	Yes	No	No	USD	03/15/2016	436.05
		66261	161371	Check	1	5868		STATE SUPPLY COMPANY	Yes	No	No	USD	03/15/2016	168.82
		66275	161372	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	03/15/2016	413.98
		66193	161373	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	03/15/2016	819.90
		66208	161374	Check	1	13821		SYSCO WESTERN MINNESOTA	Yes	No	No	USD	03/15/2016	1,546.37
		66276	161375	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	03/15/2016	99.59
		66262	161376	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	03/15/2016	110.00
		66207	161377	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	03/15/2016	9,108.50
		66263	161378	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	03/15/2016	2,488.00
		66264	161379	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	03/15/2016	362.90
		66274	161380	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	03/15/2016	1,644.44
		66223	161381	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	03/15/2016	341.54
		66213	161382	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	03/15/2016	54,848.62
		66265	161383	Check	1	6318		US SCHOOL SUPPLY INC	Yes	No	No	USD	03/15/2016	444.50
		66279	161384	Check	1	9702		VIKING ELECTRIC SUPPLY	Yes	No	No	USD	03/15/2016	647.59
		66266	161385	Check	1	6408		VORT CORPORATION	Yes	No	No	USD	03/15/2016	99.00

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	66267	161386	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	03/15/2016	324.75
														Bank Total: 001	\$1,162,521.85
														Report Total:	\$1,162,521.85

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

Fund Description		Total
01	General Fund	\$8,824.02
06	Construction	\$2,261,766.47
Report Total		\$2,270,590.49

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	66287	161387	Check	1	14814		A&H ELECTRIC INC	Yes	No	No	USD	03/15/2016	323,000.00
		66289	161388	Check	1	15088		ADVANCE TERRAZZO & TILE CO. INC	Yes	No	No	USD	03/15/2016	65,189.00
		66295	161389	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	03/15/2016	5,882.40
		66285	161390	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	03/15/2016	4,341.00
		66286	161391	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	03/15/2016	5,282.85
		66292	161392	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	03/15/2016	75,888.00
		66293	161393	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	03/15/2016	116,731.00
		66294	161394	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	03/15/2016	9,000.00
		66281	161395	Check	1	11707		EL-JAY PLUMBING & HEATING	Yes	No	No	USD	03/15/2016	585,510.91
		66290	161396	Check	1	15089		FRANSEN DECORATING, INC.	Yes	No	No	USD	03/15/2016	58,227.39
		66280	161397	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	03/15/2016	33,876.82
		66291	161398	Check	1	15090		MAD DOG INTERIORS	Yes	No	No	USD	03/15/2016	42,199.00
		66296	161399	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	03/15/2016	2,142.50
		66297	161400	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	03/15/2016	3,580.20
		66298	161401	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	03/15/2016	69,079.50
		66299	161402	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	03/15/2016	106,259.00
		66288	161403	Check	1	14904		ROCHON CORPORATION	Yes	No	No	USD	03/15/2016	536,568.00
		66300	161404	Check	1	8531	3	STRATEGIC EQUIPMENT	Yes	No	No	USD	03/15/2016	4,171.92
		66283	161405	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	03/15/2016	82,471.00
		66284	161406	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	03/15/2016	100,374.15
		66282	161407	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	03/15/2016	40,815.85

Bank Total: 001

\$2,270,590.49

Report Total:

\$2,270,590.49

Princeton Public Schools - ISD #477

Wire Transfer Report

March 15, 2016

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
2/12/2016	\$ 506,298.65	ACH File Transfer
2/12/2016	\$ 180,493.22	Federal Tax Wire Transfer
2/12/2016	\$ 27,822.13	State Tax Wire Transfer
2/12/2016	\$ 9,474.37	Select Account HSA
2/12/2016	\$ 341.74	MN Revenue
2/12/2016	\$ 83,290.36	TRA File Transfer
2/12/2016	\$ 30,205.94	PERA File Transfer
2/12/2016	\$ 688.90	MN Child Support File Transfer
2/12/2016	\$ 33,470.81	TSA File Transfer
2/29/2016	\$ 524,081.11	ACH File Transfer
2/29/2016	\$ 187,057.62	Federal Tax Wire Transfer
2/29/2016	\$ 28,879.62	State Tax Wire Transfer
2/29/2016	\$ 9,091.55	Select Account H S A
2/29/2016	\$ 123.01	MN Revenue
2/29/2016	\$ 82,564.98	TRA File Transfer
2/29/2016	\$ 34,426.89	PERA File Transfer
2/29/2016	\$ 786.90	MN Child Support File Transfer
2/29/2016	\$ 32,856.55	TSA File Transfer
3/5/2016	\$ 24,599.77	BMO Harris Bank - (Pcards)
3/1/2016	\$ 708.00	MN Revenue - (Sales tax)
2/4/2016	\$ 6,365.74	SelectAccount
2/11/2016	\$ 1,716.15	SelectAccount
2/18/2016	\$ 3,161.90	SelectAccount
2/22/2016	\$ 340.62	SelectAccount
2/25/2016	\$ 2,660.52	SelectAccount
TOTAL	\$ 1,811,507.05	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR FEBRUARY 2016**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,294,247.58	2,795,768.76	2,523,431.72	809.12	12,566,584.62
02 Food Service	401,106.03	185,110.96	183,522.93	(1,419.18)	402,694.06
04 Community Service	510,773.92	59,479.35	107,134.69	(974.58)	463,118.58
06 Building Fund	15,862,755.85	11,622.01	1,436,031.14	0.00	14,438,346.72
07 Debt Service	613,514.28	4,888.27	0.00	146.62	618,402.55
10 Activities	199,692.58	44,573.74	24,558.33	(354.30)	219,707.99
TOTAL	29,882,090.24	3,101,443.09	4,274,678.81		28,708,854.52

Bank Accounts

AP/PR Account (Bremer)	472,657.39
MSDLAF+	6,076,246.67
Investments (Fd01)	8,014,149.07
Investments (Fd06)	<u>14,438,346.72</u>
	29,001,399.85
O/S Accts Pay Checks	(223,855.74)
O/S Payroll Checks	(2,035.01)
O/S Wires	(71,737.63)
NSF Checks	<u>5,083.05</u>
TOTAL	28,708,854.52

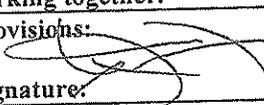
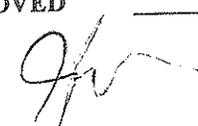
2016 DISTRICT ENROLLMENT TRACKING

		Original Budget	Opening	10/1/2015 End of September	End of October	End of November	End of December	End of January	End of February	End of March	End of April	End of May	Last Day of School	Average Enrollment	6/16/2014 2015 ADM End of Year	8/7/2015 2015 ADM End of Year	10/28/2014 2014 ADM End of Year
South	K	220.1	218	217	218	218	224	224	222					220.50	229.10	228.81	222.88
	1st	228.2	245	242	243	243	242	242	242					242.17	221.58	221.58	242.16
	2nd	219.8	227	227	230	230	230	228	228					228.83	249.77	249.77	248.99
	Sub Total	668.1	690	686	690	691	696	694	692	0	0	0	0	691.50	700.45	700.16	714.03
North	3rd	243.8	260	260	265	264	264	265	266					264.00	243.34	243.34	230.34
	4th	253.5	249	247	251	252	256	257	256					253.17	238.24	238.24	223.48
	5th	243.0	242	240	242	242	244	244	244					242.67	226.45	226.45	255.67
	Sub Total	740.3	751	747	758	758	764	766	766	0	0	0	0	759.83	708.03	708.03	709.49
Middle	6th	235.2	227	222	224	224	225	225	226					224.33	252.80	253.49	262.87
	7th	264.3	257	253	255	257	258	257	256					256.00	263.83	264.28	267.97
	8th	266.7	266	262	264	264	262	261	263					262.67	269.49	267.26	256.91
	Sub Total	766.2	750	737	743	745	745	743	745	0	0	0	0	743.00	786.12	785.03	787.75
High School	9th	264.8	281	272	275	276	276	272	272					273.83	265.36	265.60	257.89
	10th	253.7	262	251	256	253	247	245	248					250.00	249.04	248.57	265.16
	11th	230.7	253	235	239	238	238	235	235					236.67	238.77	239.29	247.10
	12th	223.0	267	254	258	256	255	249	247					253.17	241.23	233.60	234.85
	Sub Total	972.2	1063	1012	1028	1023	1016	1001	1002	0	0	0	0	1,013.67	994.40	987.06	1,005.00
K-12 Total		3146.8	3254	3182	3219	3217	3221	3204	3205	0	0	0	0	3,208.00	3,189.00	3,180.28	3216.27
			3254	-72	-35	-37	-33	-50	-49	-3254	-3254	-3254	-3254	-46			
Online Care & Treatment				23	56		51	72	70								
				8	6	6	8	9	9								
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									
Total	32.99						Total	79.57									
							New Estimate Based on Averages										
							3174.43										

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>Fall 2016</u>		Projected profit:/Goal \$ <u>17,500.00</u>		Amount earned:			
Group or organization proposing the fundraiser: <u>South Elementary</u>				Item(s) being sold: <u>Walk-A-Thon</u>			
Company/organization supplying items to be sold: <u>No items being sold</u>							
The money raised will be used for: <u>Field Trips / Student Activities</u>							
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.			
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:							
				Yes		No	
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X - Participating in fundraising is optional. All students will walk/participate in Walking-A-Thon during school hours.			
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			N/A			
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X			
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X			
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X			
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X			
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X			
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 			X			
I have reviewed Policy #511 Fundraising and agree to its provisions:							
Date: <u>2-29-16</u>		Teacher/Sponsor Signature: <u>Lisa A. Bekius</u>					
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: <u>3/5/16</u>		Administrator Signature: <u>[Signature]</u>					
Date: <u>3/8/16</u>		Superintendent Signature: <u>[Signature]</u>					
Date:		School Board Chair Signature:					

Date of fundraiser: <u>6/3</u>		Projected profit:	Amount earned:
Group or organization proposing the fundraiser: <u>Competition Cheer</u>		Item(s) being sold: <u>Brads</u>	
Company/organization supplying items to be sold: <u>Coborn's</u>			
The money raised will be used for: <u>Fees for Competitions</u>			
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>
		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).		
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"> ◦ K-8: Only allowed if a parent or guardian is with the student ◦ 9-12: Groups of two or more students working together. 		x
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <u>2/18/16</u>		Teacher/Sponsor Signature: <u>[Signature]</u>	
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: <u>3-1-16</u>		Administrator Signature: <u>[Signature]</u>	
Date: <u>3.8.16</u>		Superintendent Signature: <u>[Signature]</u>	
Date:		School Board Chair Signature:	

Date of fundraiser: <i>April 1-23, 2016</i>		Projected profit: <i>\$ 500.00</i>	Amount earned: <i>\$ 500.00</i>
Group or organization proposing the fundraiser: <i>North Elementary</i>			Item(s) being sold: <i>Nothing</i>
Company/organization supplying items to be sold: <i>Thrift with a twist - we will be collecting used clothing for their site for community use.</i>			
The money raised will be used for: <i>AR store, student incentives</i>			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> ◦ K-8: Only allowed if a parent or guardian is with the student ◦ 9-12: Groups of two or more students working together. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <i>3/7/16</i>	Teacher/Sponsor Signature: 		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u> </u> APPROVED <u> </u> NOT APPROVED			
Date: <i>3/8/16</i>	Administrator Signature: 		
Date:	Superintendent Signature:		
Date:	School Board Chair Signature:		

03.15.16 CONSTRUCTION CHANGE ORDERS

03.15.16

	ADD	Project	DESCRIPTION
Rochon Corporation	\$4,516.05	High School	Cost to revise opening for fire rating
Rochon Corporation	\$1,443.75	High School	To increase height of coiling doors
Rochon Corporation	\$292.95	High School	Door & Hardware changes
W. Gohman Construction	\$5,176.00	Primary School	Ajusted brick angle connection to
W. Gohman Construction	\$6,636.00	Primary School	Restroom addition at loading dock
W. Gohman Construction	\$1,712.00	Primary School	Additional mechanical pads in Boiler
Mid Central Door Company	\$78.00	Primary School	Column Wrap 2nd Floor
Mid Central Door Company	\$854.00	Primary School	Restroom additiona at loading dock



**PRINCETON PUBLIC SCHOOLS
GIFTED AND TALENTED EDUCATION**

2015-16

What is Gifted and Talented?

Approved by MN Department of Education, August, 2005 Gifted and talented children and youth are those students with outstanding abilities identified at preschool, elementary, and secondary levels. These students are capable of high performance when compared to others of similar age, experience, and environment, and represent the diverse populations of our communities. These are students whose potential requires differentiated and challenging educational programs and/or services beyond those provided in the general school program. Students capable of high performance include those with demonstrated achievement or potential ability in any one or more of the following areas: general intellectual, specific academic subjects, creativity, leadership, and visual and performing arts.

PRINCETON 2015-16 PROGRAM GOAL:

Build the capacity of teachers to meet the needs of GT students in their classrooms.

School GT Coordinators:

Early Childhood - Terri Lorentz

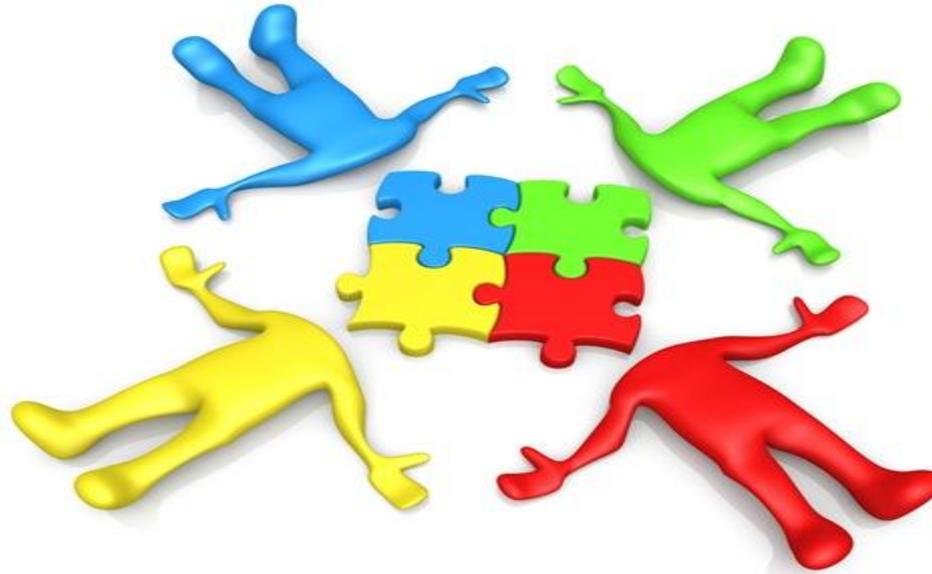
South Elementary - Tom Ostroot

North Elementary - Nicole Walerius

Middle School - Melissa Borich

High School - Ingeri Milam

DIFFERENTIATION and ENRICHMENT OPPORTUNITIES



Hand in Hand Preschool

The important question in Early Childhood Gifted Education is not so much, “*Who are the young gifted, but, How do we identify, foster, and develop the talents of young children?*”

The focus in Early Childhood Gifted Education, therefore, is not to label children gifted and give them the Fixed Mindset of Intelligence, but to encourage young children to a Growth Mindset, where ability develops over time. Our teaching staff is working on instilling in our children a “love for learning” and to inquire, reflect, create, and show their emerging strengths and talents.

Hand in Hand Preschool

We are adapting our curriculum, teaching practices, and learning environments to meet the needs of all our students.

The assessments in Early Childhood Gifted Education are ongoing. Currently, Classroom Portfolios, Observations, Teaching Strategies Gold Assessments and Parent/Family shared information are used.

Examples: “The Preschool Neighborhood Project” and “Labels for Literacy”

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South Elementary

- **Cluster grouping in Language Arts**
- **Continental Math League**

Art Adventure - This program engages students with artwork from the Minneapolis Institute of Art's collection. A 'Picture Person' for our school provides an opportunity for some students to experience art up close and personal through reproductions, technology and touch-and-feel props.



South Elementary

Junior Great Books:

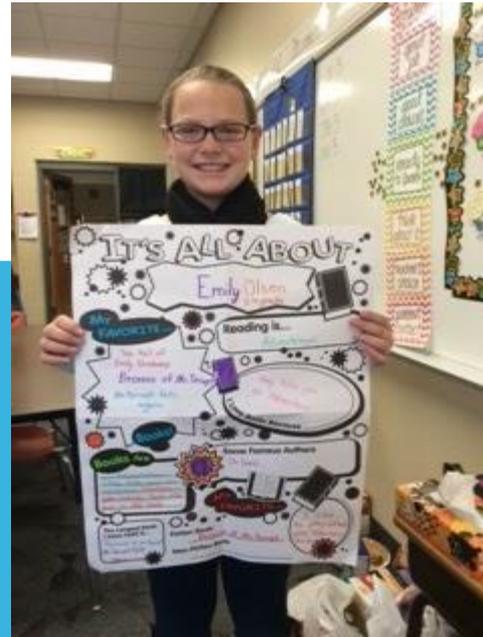
Great Books programs combine challenging, complex literature with inquiry-based reading, writing, and discussion activities. Retired teacher Ike Carlson has volunteered to be the instructor. He is an avid reader, has a passion for literature and is excited to offer his expertise with some of our brightest readers.

- Small group of our top second grade readers
- Review of curriculum and plan program specifics in the next couple weeks

North Elementary

Google Classroom: Approximately 80 students have participated over the year. Activities include: Weekly Math Challenges provided by Math Resource Specialist, Monthly topics based on holidays, current events, Podcasts about interesting topics, etc. Students interact with each other through the discussion threads.

Book Talks: Provided opportunities for students to get together and discuss books with each other.



North Elementary

Math and Science Night (on March 17th):

There will be supplies to build your own Marble Run, Gifted and Talented Students will share their iMovies, there will be Challenging Math Resources on the iPads to check out.

Princeton Middle School

What does Princeton Middle School Offer our GT Kids?

- **Google Classroom** for students in grades 6-8 offering **FERMI** math challenges. Incorporates **Common Core** into each problem. Students can collaborate with one another through **Google Classroom**.
- **National History Day: Opportunity** for all students. Many of **PMS's** gifted students are going to **Regionals**.
- **Three field trips (Fall, Winter, Spring)**

Gifted and Talented Field Trips at the Middle School:

Fall: Project Earth- Grades 6-8 Learn about our Earth and have hands on opportunity to explore.

Winter: Science Rocks!

Spring: YAYA

Young Artist, Young Author

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Princeton Middle School

History Day at the Middle School: Walking History Museum 2016



EXPLORE, EXCHANGE, AND ENCOUNTER EVENTS IN HISTORY!

Princeton Middle School is proudly sending 68 of our students to REGIONALS on Saturday, March 19th

Princeton High School - current year

This year the high school added College In the School (CIS) Spanish and German. This is added to our current CIS courses - Biology, Psychology, Government, English, and Chemistry and AP Calculus.

In addition, teacher across all courses are focusing on giving students the opportunity to reach level 4 objectives. Staff members have been sharing our learning progressions and activities used to reach these upper level goals. We are using this to help train staff, along with sharing ideas.

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**COLLEGE
IN THE
SCHOOLS**



CollegeBoard

Advanced Placement
Program

Princeton High School - next year

Next year, we are pursuing adding a second year of both Spanish and German through our CIS courses.

In June, four teachers will attend a week long AP training at Carlton. We will be adding AP Language, Economics, History, and Physics.



PRINCETON PUBLIC SCHOOLS SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. SCHOOL DISTRICT GOALS

NEW MISSION

~~To develop the potential in each person through academic & co-curricular excellence.~~ Princeton is an innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.

NEW VISION

~~No boundaries to learning.~~ Princeton will equip every student to be career and college ready through personalized instruction, community partnerships and collaboration.

A. ~~Student Achievement Goals~~

1. ~~Set high academic standards and ensure students achieve, on average, above state and national averages.~~ Provide personalized instruction for every student.
2. ~~Improve academic achievement by utilizing data.~~ Prepare 21st Century students to be college and career ready.

- ~~3. Maximize participation in co-curricular activities. Implement innovative programming.~~
4. Improve communication and engagement with staff, parents, business and community partners in order to maximize student success.

~~B. Curriculum, Instruction, Assessment~~

- ~~1. Continue the review cycle for curriculum areas as scheduled.~~
- ~~2. Continue to provide relevant and rigorous learning experiences with an emphasis on core curriculum.~~

~~C. BUDGET AND FINANCE~~

- ~~1. Maintain the financial health of the district without compromising our mission.~~
- ~~2. Work toward a minimum of 10% as an unreserved general fund balance.~~

~~D. SAFE AND WELCOMING ENVIRONMENT~~

- ~~1. Continue to provide a safe learning environment, promote a positive school climate and work toward improving student social and academic behavior.~~
- ~~2. Continue to promote parental involvement in the student learning process.~~

~~E. FACILITIES~~

- ~~1. Develop a plan to provide school facilities that will ensure appropriate space for students and support our mission of teaching and learning.~~

IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270
Minn. Stat § 123.972 (School District Policy)

Cross References:

Adopted: February 11, 2003

Revised: November 28, 2003
Reviewed: February 23, 2010
Revised: February 16, 2016

PRINCETON PUBLIC SCHOOLS SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.

B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

A. The persons who perform the duties of clerk and treasurer need not be members of the school board.

B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.

2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be

paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk / Acting Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teacher's term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair / Parliamentarian

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence, and be assigned the duties of parliamentarian unless the board designates another member.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - ~~e~~. d. superintend school grading practices and examinations for promotions;
 - ~~d~~. e. make reports required by the commissioner; and
 - ~~e~~. f. perform other duties prescribed by the school board.

F. Student Representative

A high school student shall be assigned to the school board as a non-voting member.

Legal References: Minn. Stat. § 123B.12 (Finance)
 Minn. Stat. § 123B.14 (Officers)
 Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 126C.17 (Referendum Revenue)
 Minn. Stat. Ch. 205A (School District Elections)

Cross References: Princeton Policy 101 (Legal Status of the School District)
 Princeton Policy 201 (Legal Status of the School Board)
 Princeton Policy 203 (Operation of the School Board – Governing Rules)
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: April 8, 2003
 Revised: November 23, 2010
 Revised: January 8, 2013
 Revised: February 16, 2016

**PRINCETON PUBLIC SCHOOLS
SUPERINTENDENT EVALUATION**

I. PURPOSE

The purpose of this policy is to provide for a systematic evaluation of the Superintendent.

II. GENERAL STATEMENTS

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent. Measurement of those duties shall be by the performance appraisal outlined in this document.
- C. A Superintendent Evaluation shall be conducted at least annually by June 30 (the board chair will meet with the Superintendent prior to the Superintendent evaluation.) This evaluation shall be per this document and the results of this evaluation shall be documented, shared with the Superintendent, and a record copy of this evaluation retained in the Superintendent's personnel file.

III. PROCESS AND REQUIREMENTS

A. SETTING OF GOALS

In July of each year the School Board and the Superintendent shall meet to establish the below items. Agreement of the below items shall be by consensus between the majority of the board and the Superintendent. These goals and action plans shall be documented. This group may establish multiple year goals and action plans, however only the upcoming year's goals and action plans shall be used for evaluation purposes of the Superintendent.

- 1. School district goals for the upcoming year
- 2. Superintendent action plan for the upcoming year

B. MONITORING PROGRESS

Periodically throughout the year the Superintendent shall update the School Board on progress made toward the district's goals and Superintendent's action plan. This update shall be at a frequency mutually agreed to by the Superintendent and the School Board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 5, School Board-Staff Relationships (See Model Contract and Appraisal)

Adopted: April 8, 2003

Revised: July 18, 2006

Reviewed: May 25, 2010

Reviewed: November 12, 2013

Reviewed: February 16, 2016

PRINCETON PUBLIC SCHOOLS

ACTIVITIES PROGRAM

Purpose

The purpose of this policy is to support development and implementation of a quality student activities program. This will assure a wide range of opportunities, experiences and expectations to meet the needs and interests of students in the Princeton Public Schools.

Definition of Activity

“Activity” refers to any activity whether athletic, academic or fine arts. It also applies to all levels, including elementary, middle, senior high levels and Community Education sponsored activities.

General Statement of Policy

The Princeton School District will provide opportunities for students to safely participate, enjoy and excel in a quality activities program. In order to accomplish this mission:

1. Students will strive to achieve their personal best and compete at the most challenging level appropriate to their abilities.
2. The activities program will provide staff, leadership and resources to support student opportunities.
3. Coaches/Advisers will, on an annual basis or at the end of a season, submit a written evaluation on the program to the district Activities Director. This evaluation, including anonymous parent and student input, will be written on a form developed by the Activities Director.
4. The Activities Director will evaluate all head coaches/advisers on a bi-annual basis and all new head coaches during their first year. Head coaches will be responsible for evaluating the assistants of their respective programs at the end of each season and submit a written evaluation to the appropriate building principal. Additional and periodic evaluations will occur as needed.

Belief Statements

1. A variety of activities should be available to accommodate a wide range of students’ interests. All students should have support to achieve their full potential. Everyone who wants to participate in a specific activity should be able to participate at a level appropriate to his or her ability.

2. The activities program should be **FUN** for all who work and participate in it.
3. Teamwork and respect should be the foundation of all aspects of the activities program.
4. Competition is valued and consists of commitment to success, working hard, and achieving one's personal best.
5. Commitment to communication by parents, students and the school district is required for positive and successful relationships.
6. Participation complements, rather than compromises, students' academic responsibilities.
7. All activities will provide opportunities for students to enhance self-esteem and self-confidence. Understanding expectations and experiencing encouragement are important to building self-esteem.
8. All activities will have equal value and should have appropriate access to resources and support. Expectations for students and recognition of achievements should also be equal.
9. Consistent processes and procedures for starting, evaluating, modifying or eliminating programs must be applied to all activities.
10. Striving for excellence will include a commitment to achieving goals and the self-discipline to work toward continuous improvement.
11. All students are responsible for their own behavior, work ethic, and positive attitude before, during and after participation in their chosen activity.
12. All students, coaches, parents, and supporters should abide by the Conference Code of Ethics:
 - As an **athlete/participant**, I will respect the rights and property of others. I will accept responsibility for my actions and follow the rules of my sport. I will respect and obey the rules of my school, community, state and country.
 - As a **coach/advisor**, I will constantly uphold the honor and dignity of the profession. I will coach each athlete/participant to the best of my ability, knowing that sports and activities are an extension of my community's accepted educational program.
 - As a **fan**, I will show positive support for my school's teams and coaches. I will respect opponents and abide by the decisions of officials. I will keep in mind that I represent my family, my school and my community.
13. Minnesota State High School League policies and regulations and District 477 policies and regulations will guide eligibility, participation and conduct and must be followed.

14. Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students. When rehearsals are scheduled for extended periods of time, coaches/advisers/staff will find ways to allow students to study during periods of time when they are not directly involved.
15. Every effort will be made to leave Wednesday evenings and Sundays open so that students may participate in non school activities. There will be no practices, rehearsals, or activities after 6:00 p.m. on Wednesdays. Any exceptions must be approved by the school board prior to the event occurring.
16. Must follow Policy 902 – Facility Use Policy.

Activities Communication

STUDENT OR PARENT/STAFF COMMUNICATION:

1. The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/adviser's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

Level 1	Coach/Advisor directly involved with the student
Level 2	Head Coach/Advisor
Level 3	Activities Director
Level 4	Principal
Level 5	Superintendent
Level 6	School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.
3. All staff members in the communication protocol following coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.

STAFF/STAFF COMMUNICATION:

1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.

Activity Schedule Conflicts

1. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
 - Rehearsal or practice
 - Scrimmage
 - Non-conference, non-sectional or invitational meet/game
 - Extended student field trip
 - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
 - Sectional or conference play-offs
 - State competition
2. All extended student field trips may not conflict with conference championship, MSHSL sub-section, section or state tournaments.
3. When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athlete/participant will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity).
4. School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom).
5. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
6. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

Activity Start-Up/Modification/Elimination

The following process will be followed to start, modify or eliminate an activity (ies):

ACTIVITY START-UP

1. Notification of Activities Director.
2. Demonstrated student interest at an earlier age through intramural, club, community education/middle school/elementary school participation, interest survey, consistent participation (2-4 years).

3. Expenditure Evaluation.
 - Advisory Staff: Qualified/certified – number of staff required
 - Facilities
 - Equipment
 - Transportation: Lodging – travel
4. Activities Director recommendation to the School Board.
5. School Board evaluation and decision.
6. Probation for 3 years.

ACTIVITY MODIFICATION

1. Add a level.
 - Add a coach/advisor.
 - Add an appropriate schedule.
 - Review participation (prior year).
 - Examine facilities.
 - Activities Director recommendation to the School Board.
 - School Board evaluation and decision.

ACTIVITY ELIMINATION

1. Activities Director notifies coach/advisor.
2. The activity is being placed on probation.
 - Probationary period 2-3 years or less.
 - Continued decreasing participation.
 - Review of middle school program.
 - Lack of competitive opportunities.
3. Cooperative opportunities will be investigated.
4. The activity is being dropped.
 - Temporary situation (lack of participation at combined levels).
 - When participation increases, the activity will be reactivated.

5. The activity is being eliminated.

- Recommendation by Activities Director to the School Board.
- School Board evaluation and decision.

Legal References: Minn. Stat. § 123B.49 (Co curricular and Extracurricular Activities)

Cross References: Policy 413 (Harassment and Violence)
 Policy 423 (Employee /Student Relationships)
 Policy 503 (Student Attendance)
 Policy 505 (Distribution of Non school Sponsored Materials on School Premises by Students and Employees)
 Policy 506 (Student Discipline)
 Policy 597 (Interscholastic Eligibility)
 Policy 610 (Field Trips)
 Policy 902 (Facility Use)
 MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: December 19, 2000

Updated: July 20, 2004

Revised: July 19, 2005

Revised: October 10, 2007

Revised: January 13, 2009

Revised: December 8, 2009

Revised: March 23, 2010

Reviewed: February 16, 2016

**PRINCETON PUBLIC SCHOOLS
STUDENT FUNDRAISING**

I. PURPOSE

The purpose of this policy is to address fundraising for the district including student fundraising.

II. GENERAL STATEMENT OF POLICY

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.

Fundraising during the school day is not allowed.

III. DEFINITIONS

A. School fundraisers are approved fundraisers conducted by students, staff, or parent groups. These fundraisers fall under the provisions of Section IV.

B. Non-School fundraisers are fundraisers conducted by groups outside the jurisdiction of the schools.

IV. SCHOOL FUNDRAISING

A. All school fundraising must be approved in advance by the appropriate administrator, Superintendent and School Board. The purpose of each fundraiser must be identified and approved in advance. A form shall be available in each district building for this approval.

B. School fundraising shall not be conducted for the purpose of hiring licensed or support staff.

C. School fundraising shall not be conducted for the purpose of maintenance projects.

D. Individual student participation is optional. Students shall 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. Staff shall not use their positions of influence to pressure students to participate nor shall students who do not participate in any way be penalized.

E. Whenever possible, local businesses will be given opportunities to provide

fundraising services or products.

- F. The school district expects all students who participate in approved fundraising activities to represent 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.
- G. Door-to-door sales are discouraged, but if approved, students may be allowed to sell according to the following guidelines:
1. K-8: Allowed only if parent or guardian is with student
 2. 9-12: Allowed only if two or more students work together
- H. The school district will provide alternative ways for people to donate money to schools without purchasing fundraiser products (see #3 on fundraising approval form).
- I. Information explaining the district's fundraising policy will be summarized in fundraising materials and the full policy will be available on the school district website or from the school offices.
- J. The superintendent or designee will submit to the school board annually (after Auditor's report is completed) a report detailing fundraising activities, the amount earned, and how the funds were utilized.
- K. Beginning in 2007-08 school year, fundraising items consumed on school property must follow USDA guidelines.

V. NON-SCHOOL FUNDRAISING

- A. Non-school groups who conduct fundraising to benefit school programs independently will be treated in accordance with policy #706 (Acceptance of Gifts).
- B. Any employee of the school district involved in fundraising with a non-school group must maintain a clear separation between the group and the school by:
- Communicating to students and parents that the fundraiser is a non-school effort;
 - Clearly stating to students that their participation is optional and that there is no penalty for not participating;
 - Meeting the provisions of the "Distribution of Materials" policies 505 and 904;
 - Ensuring that no fundraising costs are incurred by the district.

C. Non-school groups may conduct fundraisers to support school activities on school property if they meet the following conditions:

- It is made clear that the fundraiser is not a school-affiliated event. A disclaimer stating such must be included on printed materials.
- Pre-approval of the fundraising activity is received from the appropriate administrator and Superintendent.
- The purpose of the fundraiser has been approved by the appropriate administrator and Superintendent and is clearly communicated to all participants.
- No cost associated with the fundraiser is incurred by the district.
- The group is a non-profit organization.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: **505** Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees
506 Student Discipline
533 Wellness
706 Acceptance of Gifts
904 Distribution of Materials on School District Property by Nonschool Persons

Adopted: February 26, 2002
 Revised: September 26, 2006
 Revised: July 17, 2007
 Revised: October 13, 2009
 Reviewed: February 16, 2016

FUNDRAISING APPROVAL FORM

Date of fundraiser:	Projected profit:	Amount earned:
Group or organization proposing the fundraiser:		Item(s) being sold:
Company/organization supplying items to be sold:		
The money raised will be used for:		

<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>		<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>	
		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).		
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"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 		
<p>I have reviewed Policy #511 Fundraising and agree to its provisions:</p> <p>Date: _____ Teacher/Sponsor Signature: _____</p> <p>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</p> <p>Date: _____ Administrator Signature: _____</p> <p>Date: _____ Superintendent Signature: _____</p>			

Date:

School Board Chair Signature:

PRINCETON PUBLIC SCHOOLS ONLINE LEARNING OPTIONS

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

III. DEFINITIONS

- A. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 122A.22, Subd. 4, for purposes of compulsory education.
624-2
- B. “Full-time online provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- C. “Online course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to teacher communications, and the academic support available to the online learning student.
- D. “Online learning” is an interactive course or program that delivers instruction from a

teacher to a student by computer, is combined with other traditional delivery methods that include frequent student assessment and may include actual teacher contact time, and meets or exceeds state academic standards.

- E. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- F. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students.
- G. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- H. “Supplemental online learning” means an online course taken in place of a course period during the regular school day at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
2. The school district will receive and maintain information provided to it by online learning providers.
3. The online learning provider must report or make available information on an individual student’s progress and accumulated credit to the student, the student’s parent, and the enrolling district in a manner specified by the 624-3 Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student’s academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning

program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.

2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online course or program. An online learning provider must make available the supplemental online course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online provider; and the online provider may make available a response to 624-4 the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the

online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.

6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online provider must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online syllabus that meets the Commissioner's requirements. 624-5

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.

2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References:

Princeton Policy 509 (Enrollment of Nonresident Students)
Princeton Policy 605 (Alternative Programs)
Princeton Policy 608 (Instructional Services – Special Education)
Princeton Policy 613 (Graduation Requirements)
Princeton Policy 620 (Credit for Learning)

Adopted: May 22, 2007
Revised: April 22, 2008
Revised: August 9, 2011
Revised: September 2, 2014
Reviewed: February 16, 2016

**PRINCETON PUBLIC SCHOOLS
ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.

B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.

C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school

board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. These budgets, reports of revenue, expenditures, and fund balances must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.

F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

G. The school district must also include the budget information specified in Paragraph III.D. above in the materials provided as part of its truth-in-taxation hearing.

IV. IMPLEMENTATION

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)
Minn. Stat. § 275.065 (Truth in Taxation; Proposed Property Taxes; Notice)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: July 22, 2008
Revised: February 16, 2016

PRINCETON PUBLIC SCHOOLS
PURCHASING

~~I. PURPOSE~~

~~The purpose of this policy is to provide clear purchasing procedures.~~

~~II. GENERAL STATEMENT OF POLICY~~

~~All purchases of goods, services and equipment for which the District will be responsible for payment must be made on official purchase orders, properly approved and executed.~~

~~No employee of the school system may obligate the Board for any purchase without having gone through the regular, approved procedures. Such procedures include the use of purchase orders.~~

~~Whenever practical, all goods used by the District should be standardized. This provides for purchasing in greater volume; reduces and restricts indiscriminate ordering; effects increased economy in all phases of procurement, including ordering, purchasing, delivering, and final distribution.~~

~~All Buildings shall promote standardization of supplies and equipment to all personnel, and it shall be a responsibility of all employees of the District to accept and encourage standardization of supplies and equipment, if practical and applicable within an employee's area of responsibility.~~

~~Purchases shall be from local vendors if price is equivalent or lower than outside vendors taking transportation costs and timelines of availability into consideration.~~

~~III. PURCHASING PROCEDURES~~

~~A. Regular Purchase Orders~~

~~Regular purchase orders are used to order in advance for items such as supplies, equipment, professional services, advertising, printing, rental of equipment, food repair supplies, etc. from vendors.~~

~~1. Prepare top portion of the purchase order request form with the following details:~~

~~a. Required date (the date when the product is needed)~~

~~b. Location (this defaults to where the product is needed)~~

- ~~c. Comment (this is a good place to enter the name of staff member ordering items)~~
- ~~d. Buyer (person typing the requisition)~~
- ~~e. Vendor name and address~~

~~2. Complete body of order:~~

- ~~a. Description: Complete descriptive information including catalog numbers, brand name and model numbers of each item ordered.~~
- ~~b. Units: Quantity needed of each item ordered.~~
- ~~c. Unit Type: (e.g. each, case, dozen, lbs.)~~
- ~~d. Rate: The amount of a single unit (the program extends the total cost)~~
- ~~e. Complete 17 digit expense code. More than one expense code may be charged on one requisition.~~
- ~~f. The request for purchase order form is forwarded to the building principal for approval/signature.~~

~~3. Process the purchase order:~~

- ~~a. Approved purchase order requests are forwarded to the building secretary for entry into Smart Finance.~~
- ~~b. Investigate expense code if it comes up highlighted over budget.~~
- ~~c. To get final approval for a purchase order route it to the Director of Business Services.~~
- ~~d. Approved purchase orders are processed at the district office. Copies will be printed as needed for district office records, staff members and receiving department.~~
- ~~e. Call, fax or mail signed purchase order to the vendor to place the order.~~

~~4. Delivered items will be checked in at the receiving department for each school or at the district office receiving area and forwarded to the staff member or department noted on the purchase order.~~

~~5. The requisitioner will be asked to certify on their copy of the invoice that the items have been received and, if applicable, are in good working condition. In case of a partial shipment: the requisitioner should date and initial each item received on their copy of the invoice and forward a duplicate copy to the business office accounts payable department. Retain the original purchase order until the entire order has been received or completed, then forward to the business office accounts payable department.~~

~~6. Items ordered on approval should be so indicated on the purchase order. It is the requisitioner's responsibility to notify the business office, well within the approval time limit, whether the items have been approved or rejected. This~~

~~should be done via a copy of the purchase order and identified as APPROVED or REJECTED by the requisitioner. Items to be returned should be sent to the building office, properly labeled, within the approval time limit. Items will be returned and insured using UPS.~~

B. Local Purchase Orders

~~Local purchase orders are used when making purchases from local vendors. This purchase order method and payment should be used for charges at local businesses.~~

~~1. Items are picked up and charged to the school district with prior approval from administrator or department head. Appropriate staff member must sign invoices or charge slips.~~

~~2. Local purchase order forms are filled out.~~

~~a. Invoices/receipts and documentation are attached to the local purchase order and the local purchase order is then approved by the building principal/supervisor and is sent to the district office for payment.~~

C. Request for Reimbursement, Travel, or Check Request

~~The form called "Request for Reimbursement, Travel or Check Request" is to be used by staff members who are requesting checks for workshop registrations, membership dues, mileage or other forms of reimbursement. The form should be filled out completely with their full name and address, description of reimbursement, amount of request, 17 digit code, dated, signed and all detailed receipts attached. NOTE: Please attach a travel log if needed to the reimbursement form. This form is given to the building principal/supervisor for approval and is used as a data entry document and is sent to the district office for payment.~~

~~1. Employees will be reimbursed for items purchased for the school, with prior approval from their supervisor. Sales Tax will be excluded from the reimbursement.~~

D. Check Requests/Invoices (Weekly)

~~Check Requests/Invoices used to pay items that have a deadline due to the nature of the expenditure, not because an employee neglected to complete the paperwork on time. Examples of acceptable items for weekly payment are: referees, student book orders, field trips (including Community Education events), emergency items:~~

~~a. Follow part C above.~~

~~b. Approved requests and supporting documents are due at the district office by Wednesday at 12:00 p.m. to have a check prepared by Friday.~~

~~All purchase orders must be accounted for especially at year end. It is very important that we don't have invalid or open purchase orders in the system as they will encumber the code, which they are assigned to, thus creating inaccurate reporting.~~

~~**Cross References:**
Princeton Policy 412 Expense Reimbursement
Princeton Policy 412.1 Employee Travel and Related Expenses
Princeton Policy 701 Establishment & Adoption of School District Budget
Princeton Policy 702 Accounting~~

~~Adopted: June 14, 2011~~

**PRINCETON PUBLIC SCHOOLS
PURCHASING AND PROCUREMENT POLICY**

I. PURPOSE

The purpose of this policy is to provide clear purchasing and procurement guidelines.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is that purchasing and procurement procedures are developed and maintained.

III. DEVELOPMENT OF PURCHASING AND PROCUREMENT PROCEDURE(S)

The Director of Business Services shall be responsible for the development and maintenance of an procurement and purchasing procedures. The procedures shall be operated in compliance with UGG, UFARS and all other state and federal rules and regulations.

IV. PURCHASING AND PROCUREMENT PROCEDURE GUIDELINES

- A. All purchases of goods, services and equipment for which the District will be responsible for payment must be made on a district purchase order form, properly approved and executed.
- B. No employee of the school system may obligate the Board for any purchase without having gone through the regular, approved procedures. Such procedures include the use of purchase orders.
- C. Whenever practical, all goods used by the District should be standardized. This provides for purchasing in greater volume; reduces and restricts indiscriminate ordering; effects increased economy in all phases of procurement, including ordering, purchasing delivering, and final distribution.
- D. All Buildings shall promote standardization of supplies and equipment to all personnel, and it shall be a responsibility of all employees of the District to accept and encourage standardization of supplies and equipment, if practical and applicable within an employee's area of responsibility.
- E. Purchases shall be from local vendors if price is equivalent or lower than outside vendors taking transportation costs and timelines of availability into

consideration.

Cross References: Princeton Policy 412-Expense Reimbursement
 Princeton Policy 412.1-Employee Travel and Related Expenses
 Princeton Policy 701-Est. & Adoption of School District Budget
 Princeton Policy 702-Accounting

Adopted: February 16, 2016

Princeton South Elementary

2016 Building Demolition

OWNER: ISD #477 - Princeton Public Schools

OWNER'S REPRESENTATIVE: ICS Consulting, Inc.

ARCHITECT/ENGINEER: Wold Architects Engineers

BID TABULATIONS

March 8, 2016 @ 2:00 p.m.

Single Prime

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Carleton Companies, Inc. P.O. Box 1246 Bemidji, MN 56619 507-340-9573	J.R. Ferche, Inc. 13265 25th Avenue N.W. Rice, MN 56367 320-393-4625	Landwehr Construction, Inc. P.O. Box 1086 St. Cloud, MN 56301 320-252-1494	Fehn Companies, Inc. 5050 Barthel Industrial Drive Albertville, MN 55301 763-497-2428	Veit & Company, Inc. 14000 Veit Place Rogers, MN 55374 763-428-2242	Rachel Contracting, Inc. 4125 Napier Court N.E. St. Michael, MN 55376 763-424-1500	
BID SECURITY	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1	1	1	1	1	1	1
RESPONSIBLE CONTRACTOR AFFIDAVIT	x	x	x	x	x	x	x
BASE BID	\$860,000.00	\$1,122,000.00	\$643,989.00	\$814,408.00	\$721,241.00	\$592,628.00	
UNIT PRICES							
UP-1: Parking Lot Pavement Crack Sealing	\$2.00 / lf	\$3.00 / lf	\$1.30 / lf	\$1.42 / lf	\$1.50 / lf	\$7.54 / lf	

FF/3-8-2016

BID TABULATIONS

March 8, 2016 @ 2:00 p.m.

Single Prime

Princeton South Elementary
 2016 Building Demolition
 OWNER: ISD #477 - Princeton Public Schools
 OWNER'S REPRESENTATIVE: ICS Consulting, Inc.
 ARCHITECT/ENGINEER: Wold Architects Engineers

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Carleton Company B5	J.R. Ferche	Cardwehr	Fehn	Veit	Rachol
BID SECURITY	✓	✓	✓	✓	✓	✓
ADDENDA REC'D.	✓	✓	✓	✓	✓	✓
RESPONSIBLE CONTRACTOR AFFIDAVIT	✓	✓	✓	✓	✓	✓
BASE BID	\$860,000	\$1,122,000	\$643,989	\$814,408	\$774,241	\$592,628
UNIT PRICES						
UP-1: Parking Lot Pavement Crack Sealing	\$72.00/lf	\$300/lf	\$130/lf	\$142/lf	\$105/lf	\$754/lf

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: PRINCETON SOUTH ELEMENTARY – 2016 BUILDING DEMOLITION
805 8TH AVENUE SOUTH
PRINCETON, MINNESOTA 55371

BID TO: PRINCETON PUBLIC SCHOOL DISTRICT #477
District Board Room
706 First Street
Princeton, Minnesota 55371

BID FROM: _____

We have examined the Contract Documents for the proposed Princeton South Elementary – 2016 Building Demolition as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 1 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by September 2, 2016
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bid

1. The Bidder agrees to perform all work including Civil, Demolition, General, Mechanical, and Electrical Construction for the Base Bid Sum of:

\$860,000.00 Dollars \$ _____

B. Unit Price #1: Parking Lot Pavement Crack Sealing: (Refer to Section 32 01 13) LAFF

1. Parking Lot Pavement Crack Sealing: \$ 2.00 LAFF ~~cu. yd.~~

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE 3-8-16

FIRM NAME Carleton Companies Inc

OFFICIAL ADDRESS P.O. Box 1246 Bemidji, MN 56619

TELEPHONE NUMBER (507) 340-9573

FAX NUMBER () NA E-mail carletoncompanies@gmail.com

BY 

TITLE (Owner or Officer) President

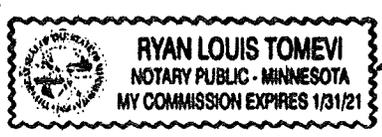
STATE OF Minnesota)
)SS.
COUNTY OF Beltrami)

Sworn to and subscribed to before me this 7th day of March, 20 16.

Notary Public, Beltrami County, State of Minnesota

My Commission Expires: 1/31/2021

END OF SECTION 00 41 13





SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of Carleton Companies Inc (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
 - i. Is in compliance with workers' compensation and unemployment insurance requirements;
 - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
 - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
 - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
 - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
 - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;

4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;

6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and



Bid Bond

CONTRACTOR:

(Name, legal status and address)

Carleton Companies, Inc.
PO Box 1246

Bemidji, MN 56619

SURETY:

(Name, legal status and principal place of business)

Granite Re, Inc.
14001 Quailbrook Drive

Oklahoma City, OK 73134

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

ISD#477-Princeton Public Schools

BOND AMOUNT: Five Percent of the Bid Amount (5% of Bid Amount)

PROJECT: Project No. 162041 - South Elementary School - 2016 Building Demolition

(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 2nd day of March, 2016

(Witness)

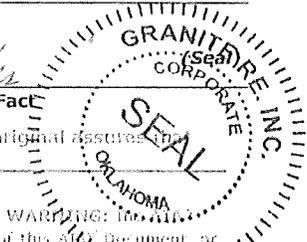
Carleton Companies, Inc.
(Principal)

(Seal)

(Title)
Granite Re, Inc.
(Surety)

(Title) Jennifer Boyles, Attorney-in-Fact

[Handwritten signatures of witnesses]



CAUTION: You should sign an original ATA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of OKLAHOMA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

JONATHAN PATE; WANDA FRANZ; TOM LAHL; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

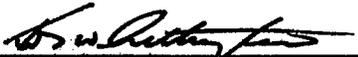
To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

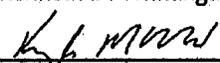
JONATHAN PATE; WANDA FRANZ; TOM LAHL; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Secretary/Treasurer, this 27th day of February, 2015.

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)





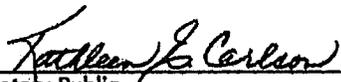
Kenneth D. Whittington, President


Kyle P. McDonald, Treasurer

On this 27th day of February, 2015, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Secretary/Treasurer of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Secretary/Treasurer of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Secretary/Treasurer, respectively, of the Company.

My Commission Expires:
August 8, 2017
Commission #: 01013257





Notary Public

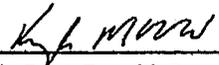
GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Secretary/Treasurer of Granite Re, Inc., an Oklahoma Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

“RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking.”

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this 2nd day of March, 2016.





Kyle P. McDonald, Secretary/Treasurer

ACKNOWLEDGMENT OF PRINCIPAL (Individual)

State of _____)
County of _____)

On this _____ day of _____, in the year _____, before me personally come(s) _____, to me known and known to me to be the person(s) who (is) (are) described in and executed the foregoing instrument and acknowledge(s) to me that ___ he ___ executed the same.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Partnership)

State of _____)
County of _____)

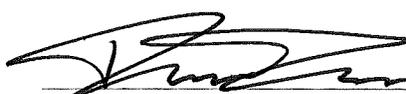
On this _____ day of _____, in the year _____, before me personally come(s) _____, a member of the co-partnership of _____ to me known and known to me to be the person who is described in and executed the foregoing instrument and acknowledges to me that he executed the same as for the act and deed of the said co-partnership.

Notary Public

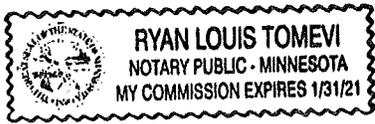
ACKNOWLEDGMENT OF PRINCIPAL (Corporation)

State of Minnesota)
County of Beltrami)

On this 7th day of March, in the year 2016, before me personally come(s) Benjamin Carleton, to me known, who, being duly sworn, deposes and says that he is the President of the Carleton Companies INC the corporation described in and which executed the foregoing instrument; that he knows the seal of the said corporation; the seal affixed to the said instrument is such corporate seal; that it was so affixed by the order of the Board of Directors of said corporation, and that he signed his name thereto by like order.



Notary Public



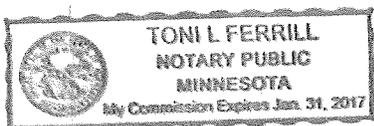
ACKNOWLEDGMENT OF SURETY

State of Minnesota)
County of Dakota)

On this 2nd day of March, in the year 2016, before me personally come(s) Jennifer Boyles, Attorney(s)-in-Fact of Granite Re, Inc. with whom I am personally acquainted, and who, being by me duly sworn, says that he is (are) the Attorney(s)-in-Fact of Granite Re, Inc. company described in and which executed the within instrument; that he know(s) the corporate seal of such company; and that seal affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of said company, and that he signed said instrument as Attorney(s)-in-Fact of the said company by like order.



Notary Public



SECTION 00 72 00
GENERAL CONDITIONS

The "General Conditions of the Contract for Construction", AIA Document A201, Fifteenth Edition, 2007 is attached after this section.

END OF SECTION 00 72 00

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: PRINCETON SOUTH ELEMENTARY – 2016 BUILDING DEMOLITION
805 8TH AVENUE SOUTH
PRINCETON, MINNESOTA 55371

BID TO: PRINCETON PUBLIC SCHOOL DISTRICT #477
District Board Room
706 First Street
Princeton, Minnesota 55371

BID FROM: J.R. FERCHE INC.

We have examined the Contract Documents for the proposed Princeton South Elementary – 2016 Building Demolition as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 1 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by September 2, 2016
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bid

1. The Bidder agrees to perform all work including Civil, Demolition, General, Mechanical, and Electrical Construction for the Base Bid Sum of:

One Million One Hundred Twenty Two thousand Dollars \$ 1,122,000.00
and 00/100

B. Unit Price #1: Parking Lot Pavement Crack Sealing: (Refer to Section 32 01 13)

1. Parking Lot Pavement Crack Sealing: \$ 3.00 LF
cu. yd

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

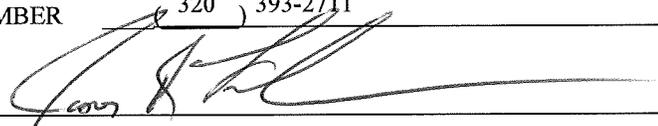
DATE MARCH 8TH, 2016

FIRM NAME J.R. FERCHE INC.

OFFICIAL ADDRESS 13265 25TH AVENUE NW; RICE, MN 56367

TELEPHONE NUMBER (320) 393-4625

FAX NUMBER 320) 393-2711

BY 

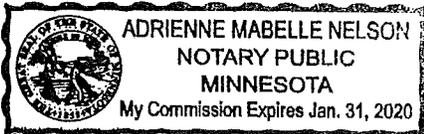
TITLE (Owner or Officer) PRESIDENT

STATE OF MINNESOTA)
COUNTY OF BENTON)SS.

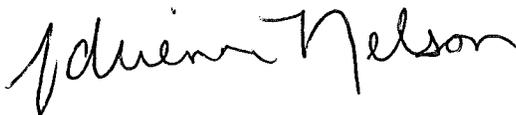
Sworn to and subscribed to before me this 8TH day of MARCH, 20 16.

Notary Public, STEARNS County, State of MINNESOTA

My Commission Expires: 01/31/2020



END OF SECTION 00 41 13



SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of J.R. FERCHE INC. (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
 - i. Is in compliance with workers' compensation and unemployment insurance requirements;
 - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
 - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
 - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
 - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
 - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;

4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;

6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

J.R. Ferche, Inc.
13265 - 25th Ave NW, P.O. Box 129
Rice, MN 56367

as Principal, hereinafter called Principal, and
Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

a corporation duly organized under the laws of the State of Connecticut
as Surety, hereinafter called Surety, are held and firmly bound unto

Princeton Public School District #477
706 1st Street
Princeton, MN 55371

as Obligee, hereinafter called Obligee, in the sum of Five Percent (5%) of Total Amount Bid

Dollars (.5%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

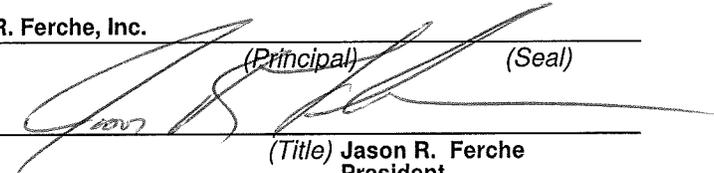
WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

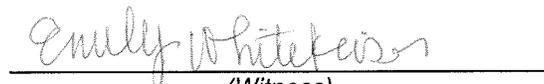
Princeton South Elementary - 2016 Building Demolition

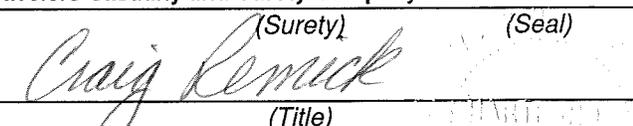
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 8th day of March, 2016.


(Witness)

J.R. Ferche, Inc.
(Principal) (Seal)

(Title) Jason R. Ferche
President


(Witness)

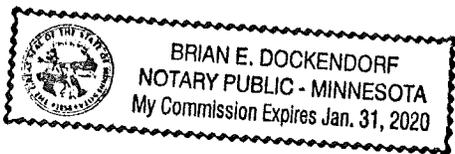
Travelers Casualty and Surety Company of America
(Surety) (Seal)

(Title)
Craig Remlek, Attorney-in-Fact

CORPORATE ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Benton)

On this 8th day of March 2016, before me appeared Jason R. Ferche, to me personally known, who, being by me duly sworn, did say that he/she is the President of J.R. Ferche, Inc., a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said Jason R. Ferche acknowledged said instrument to be the free act and deed of said corporation.





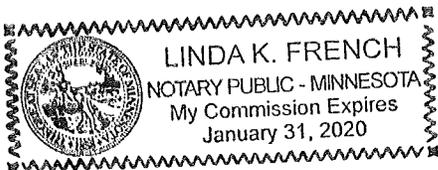
Notary Public Benton County, MN
My commission expires 01/31/2020

SURETY ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Hennepin)

On this _____ day of _____, before me appeared Craig Remick, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of Travelers Casualty and Surety Company of America, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said Craig Remick acknowledged said instrument to be the free act and deed of said corporation.





Notary Public Washington County, Minnesota
My commission expires 1/31/2020



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 229381

Certificate No. 006434882

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

John E. Tauer, Linda K. French, R. W. Frank, Craig Remick, Rachel Thomas, Nicole Stillings, Joshua R. Loftis, Brian J. Oestreich, Sandra M. Doze, Jerome T. Ouimet, D. R. Dougherty, Jack Cedarleaf II, Kurt C. Lundblad, Melinda C. Blodgett, R. C. Bowman, R. Scott Egginton, Ted R. Jorgensen, Emily Keiser, and Lin Ulven

of the City of Minneapolis, State of Minnesota, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 30th day of July, 2015.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 30th day of July, 2015, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal. My Commission expires the 30th day of June, 2016.



[Signature]
Marie C. Tetreault, Notary Public

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: PRINCETON SOUTH ELEMENTARY – 2016 BUILDING DEMOLITION
805 8TH AVENUE SOUTH
PRINCETON, MINNESOTA 55371

BID TO: PRINCETON PUBLIC SCHOOL DISTRICT #477
District Board Room
706 First Street
Princeton, Minnesota 55371

BID FROM: LANDWEHR CONSTRUCTION, INC.

We have examined the Contract Documents for the proposed Princeton South Elementary – 2016 Building Demolition as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 1 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by September 2, 2016
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bid

1. The Bidder agrees to perform all work including Civil, Demolition, General, Mechanical, and Electrical Construction for the Base Bid Sum of:

Six hundred forty-three thousand Dollars \$ 643,989.00
nine hundred eighty-nine

B. Unit Price #1: Parking Lot Pavement Crack Sealing: (Refer to Section 32 01 13)

1. Parking Lot Pavement Crack Sealing: \$ 1.30 cu. yd.

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE March 8, 2016

SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of LANDWEHR CONSTRUCTION, INC. (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
 - i. Is in compliance with workers' compensation and unemployment insurance requirements;
 - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
 - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
 - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;
2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
 - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
 - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;
3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;
4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;
5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

Landwehr Construction, Inc.
P.O. Box 1086
St Cloud, MN 56301

as Principal, hereinafter called Principal, and

Western Surety Company
333 S. Wabash Ave.
Chicago, IL 60604

a corporation duly organized under the laws of the State of **South Dakota**
as Surety, hereinafter called Surety, are held and firmly bound unto

Independent School District No. 477, Princeton Public Schools
706 1st Street
Princeton, MN 55371

as Obligee, hereinafter called Obligee, in the sum of **Five Percent (5%) of Total Amount Bid**

Dollars (5%),

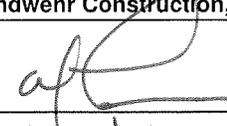
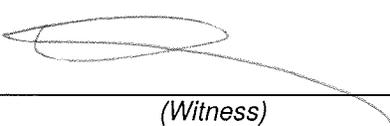
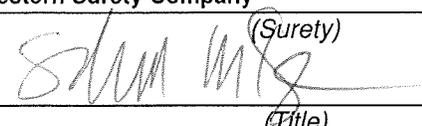
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

Princeton South Elementary - 2016 Building Demolition, 805 8th Avenue South, Princeton, MN

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

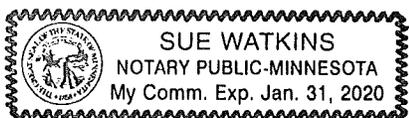
Signed and sealed this 8th day of March, 2016.

 (Witness)	{	<u>Landwehr Construction, Inc.</u> (Principal) (Seal)  Michael Lonrman (Title) President
 (Witness)	{	<u>Western Surety Company</u> (Surety) (Seal)  (Title) Sandra M. Doze, Attorney-in-Fact

CORPORATE ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Stearns)

On this 8th day of March 2016, before me appeared Michael Lohman, to me personally known, who, being by me duly sworn, did say that he/she is the President of Landwehr Construction, Inc., a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said Michael Lohman acknowledged said instrument to be the free act and deed of said corporation.

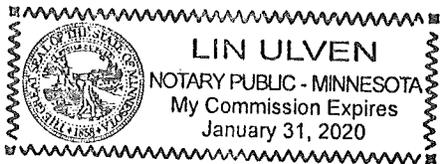


Sue Watkins
Notary Public Wright County, Mn
My commission expires 1/31/2020

SURETY ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Hennepin)

On this 8th day of March 2016, before me appeared Sandra M. Doze, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of Western Surety Company, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said Sandra M. Doze acknowledged said instrument to be the free act and deed of said corporation.



[Signature]
Notary Public Ramsey County, Minnesota
My commission expires 1/31/2020

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

R. Scott Egginton, John E. Tauer, Linda K. French, D. R. Dougherty, Jack Cedarleaf II, Kurt C. Lundblad, Craig Remick, Jerome T. Ouimet, R. W. Frank, Nicole Stillings, Rachel Thomas, Joshua R. Loftis, Brian J. Oestreich, Melinda C. Blodgett, Sandra M. Doze, Lin Ulven, Ted Jorgensen, R. C. Bowman, Individually

of Minneapolis, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 21st day of May, 2015.

WESTERN SURETY COMPANY

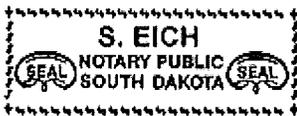


Paul T. Bruflat
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 21st day of May, 2015, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
February 12, 2021



S. Eich
S. Eich, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 8th day of March, 2016.

WESTERN SURETY COMPANY



L. Nelson
L. Nelson, Assistant Secretary

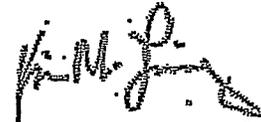
CERTIFICATE OF
EQUAL PAY

LANDWEHR CONSTRUCTION INC is hereby awarded a Certificate of Equal Pay by the Minnesota Department of Human Rights. This certificate is valid from November 20, 2014 to November 19, 2018.

This certification is subject to revocation or suspension prior to its expiration if the Department issues a finding of noncompliance.

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:



Kevin M. Lindsey, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

**Freeman Building • 625 Robert Street North • Saint Paul, Minnesota 55155
Tel 651.539.1100 • MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • Fax 651.296.9042 • mn.gov/mdhr**

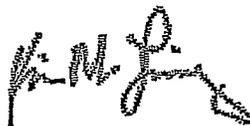
CERTIFICATE OF COMPLIANCE

LANDWEHR CONSTRUCTION, INC. is hereby certified as a contractor by the Minnesota Department of Human Rights. This certificate is valid from 6/26/2014 to 6/25/2018.

This certification is subject to revocation or suspension prior to its expiration if the department issues a finding of noncompliance or if your organization fails to make a good faith effort to implement its affirmative action plan.

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:



Kevin M. Lindsey, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

Freeman Building • 625 Robert Street North • Saint Paul, Minnesota 55155
Tel 651.539.1100 • MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • Fax 651.296.9042 • mn.gov/mdhr

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: PRINCETON SOUTH ELEMENTARY – 2016 BUILDING DEMOLITION
805 8TH AVENUE SOUTH
PRINCETON, MINNESOTA 55371

BID TO: PRINCETON PUBLIC SCHOOL DISTRICT #477
District Board Room
706 First Street
Princeton, Minnesota 55371

BID FROM: Fehn Companies Inc.

We have examined the Contract Documents for the proposed Princeton South Elementary – 2016 Building Demolition as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 1 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by September 2, 2016
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bid

1. The Bidder agrees to perform all work including Civil, Demolition, General, Mechanical, and Electrical Construction for the Base Bid Sum of:

eight hundred fourteen thousand Dollars \$ 814,408.00
Four hundred eight and 00/100

B. Unit Price #1: Parking Lot Pavement Crack Sealing: (Refer to Section 32 01 13)

1. Parking Lot Pavement Crack Sealing: \$ 1.42 ~~cu. yd.~~

Linear
Foot

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE 3/8/16

FIRM NAME Fehn Companies Inc.

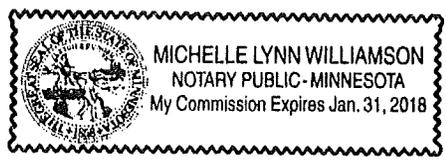
OFFICIAL ADDRESS 5050 Barthel Industrial Drive
Albertville, MN 55301

TELEPHONE NUMBER (763) 497-2428

FAX NUMBER (763) 497-3893

BY Bary Fehn

TITLE Owner or Officer)



STATE OF Minnesota)
)SS.
COUNTY OF Wright)

Sworn to and subscribed to before me this 8 day of March, 2016.

Notary Public, Michelle Lynn Williamson County, State of MN, Wright County

My Commission Expires: Jan 31, 2018

END OF SECTION 00 41 13

SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of Fehn Companies Inc. (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
 - i. Is in compliance with workers' compensation and unemployment insurance requirements;
 - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
 - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
 - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
 - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
 - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;

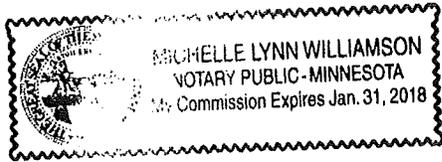
4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;

6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

7. All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses 1 to 6.

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.



CONTRACTOR OR SUBCONTRACTOR

Fehn Companies Inc.

By: Gary Fehn

Its: OWNER

STATE OF MN)
)SS.
COUNTY OF Wright)

Sworn to and subscribed to before me this 8 day of March, 2016.

Notary Public, Wright County, State of MN

My Commission Expires: Jan 31, 2018

END OF SECTION 00 41 15

MERCHANTS BONDING COMPANY™

MERCHANTS BONDING COMPANY (MUTUAL) P.O. BOX 14498, DES MOINES, IOWA 50306-3498
PHONE: (800) 678-8171 FAX: (515) 243-3854

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Fehn Companies, Inc.
5050 Barthel Industrial Drive
Albertville, MN 55301

OWNER:

(Name, legal status and address)

Princeton Public School District #477
706 First Street
Princeton, MN 55371

BOND AMOUNT: Five Percent (5%) of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Princeton South Elementary - 2016 Building Demolition

Bond Number:

SURETY:

(Name, legal status and principal place
of business)

Merchants Bonding Company (Mutual)
A Corporation
6700 Westown Parkway, West Des Moines, IA 50266

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

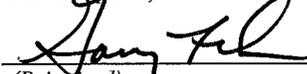
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 2nd day of March, 2016.


(Witness)
KLEIN AGENCY, INC.
3570 No. Lexington Ave. Ste. 206
St. Paul, MN 55126
(651) 484-6461


(Witness)

Fehn Companies, Inc.


(Principal) (Seal)
Gary Fehn, President
(Title)

Merchants Bonding Company (Mutual)


(Surety) (Seal)
(Title) John C. Klein, Attorney-in-Fact

CON 0657 (2/15)

Printed in cooperation with American Institute of Architects (AIA). The language in this document conforms exactly to the language used in AIA Document A310-Bid Bond-2010

INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

STATE OF
COUNTY OF

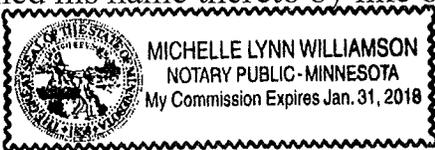
On this _____ day of _____, _____, before me personally appeared _____ to me known to be the person _____ described in and who executed the forgoing bond, and acknowledged that _____ he _____ executed the same as _____ free act and deed.

Notary Public

CORPORATION ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF Wright

On this 2nd day of March, 2016, before me personally came Gary Fehn to me known, who being by me duly sworn, did depose and say; that he is the President of Fehn Companies, Inc., the corporation described in and which executed the above instrument; that he knows the seal of said corporation; affixed by order of the Board of Directors of said corporation, and that he signed his name thereto by like order.



Michelle Lynn Williamson Notary Public

SURETY ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF RAMSEY

On this 2nd day of March, 2016, before me appeared John C. Klein to me personally known, who, being duly sworn, did say that he is the Attorney-in-Fact of Merchants Bonding Company of Des Moines, IA

that the seal affixed to the foregoing instrument is the corporation seal of said corporation; that the said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors; and he did also acknowledge that he executed the said instrument as the free act and deed of said Company.



Rita M Carlson Notary Public

MERCHANTS BONDING COMPANY™ POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, individually,

John C Klein; John D Klein; Kristin M Bakos; Stephen M Klein

of St Paul and State of Minnesota their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

TWELVE MILLION (\$12,000,000.00) DOLLARS

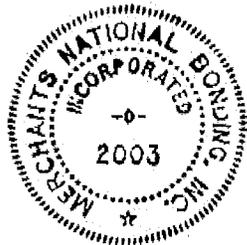
and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 13th day of August, 2014.



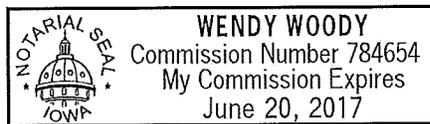
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By 
President

STATE OF IOWA
COUNTY OF POLK ss.

On this 13th day of August, 2014, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.





Notary Public, Polk County, Iowa

STATE OF IOWA
COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 2nd day of March, 2016.




Secretary

POA 0014 (7/14)

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: PRINCETON SOUTH ELEMENTARY – 2016 BUILDING DEMOLITION
805 8TH AVENUE SOUTH
PRINCETON, MINNESOTA 55371

BID TO: PRINCETON PUBLIC SCHOOL DISTRICT #477
District Board Room
706 First Street
Princeton, Minnesota 55371

BID FROM: Veit & Company, Inc.

We have examined the Contract Documents for the proposed Princeton South Elementary – 2016 Building Demolition as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 1 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by September 2, 2016
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bid

1. The Bidder agrees to perform all work including Civil, Demolition, General, Mechanical, and Electrical Construction for the Base Bid Sum of:

Seven hundred thousand twenty-one, two hundred Dollars \$ 721,241⁰⁰

B. Unit Price #1: Parking Lot Pavement Crack Sealing: (Refer to Section 32 01 13)

1. Parking Lot Pavement Crack Sealing: \$ 1.30 lin ft sq
cu. yd.

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE March 08, 2016

FIRM NAME Veit & Company, Inc.

OFFICIAL ADDRESS 14000 Veit Place

Rogers, MN 55374

TELEPHONE NUMBER (763) 428-2242

FAX NUMBER (763) 428-8348

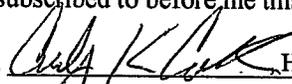
BY 

TITLE (Owner or Officer) President

STATE OF Minnesota)
)SS.

COUNTY OF Hennepin)

Sworn to and subscribed to before me this 8th day of March, 20 16.

Notary Public, , Hennepin County, State of Minnesota

My Commission Expires: January 31, 2020

END OF SECTION 00 41 13



SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of Veit & Company, Inc. (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
 - i. Is in compliance with workers' compensation and unemployment insurance requirements;
 - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
 - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
 - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
 - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
 - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;

4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;

6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

7. All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses 1 to 6.

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

CONTRACTOR OR SUBCONTRACTOR

Greg Boelke

By: Greg Boelke

Its: President

STATE OF Minnesota)
)SS.
COUNTY OF Hennepin)

Sworn to and subscribed to before me this 8th day of March, 20 16.

Notary Public *Cindy K Cook* Hennepin County, State of Minnesota
My Commission Expires: January 31, 2020

END OF SECTION 00 41 15



Bid Bond

Bond No. TBD - Bid Bond

CONTRACTOR:

(Name, legal status and address)

Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374

SURETY: Western Surety Company: South Dakota Corporation

(Name, legal status and principal place of business)

333 S. Wabash Avenue
41st Floor
Chicago, IL 60604

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Princeton Public School District #477
706 1st Street
Princeton, MN 55371

BOND AMOUNT: Five Percent of Total Bid Amount (--5%--)

PROJECT:

(Name, location or address, and Project number, if any)

Princeton South Elementary - 2016 Building Demolition, Princeton, MN

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 2nd day of March, 2016

(Witness) Cathy K. Cook

Greg Boelke
(Principal) Veit & Company, Inc. *(Seal)*
President
(Title)

(Witness) Amy Schar

Jessica A. Olson
(Surety) Western Surety Company *(Seal)*
Jessica A. Olson, Attorney-In-Fact
(Title)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Printed in cooperation with the American Institute of Architects (AIA).

The language in this document conforms exactly to the language used in AIA Document A310 - Bid Bond - 2010 Edition.

LIMITED LIABILITY COMPANY ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____) ss

On the _____ day of _____, 20____, before me personally appeared _____ to me known, who, being by me duly sworn, did depose and said that he/she resides in _____ that he/she is a member, manager, or officer of the limited liability company of _____ and that he/she is duly authorized to execute the foregoing agreement in the name of and for the limited liability company.

Notary Public, _____
County, _____
My commission expires _____

(Notarial Seal)

CORPORATE ACKNOWLEDGEMENT

STATE OF Minnesota)
COUNTY OF Hennepin) ss

On the 2nd day of March, 2016, before me personally appeared Greg Boelke to me known, who being by me duly sworn, did depose and say: that he resides in Princeton, MN that he is the President of the Veit & Company, Inc.

the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation; and that he signed his name thereto by like order.

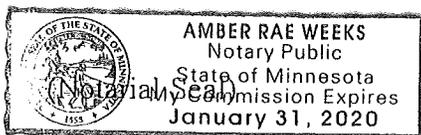


Notary Public, _____
County, Hennepin
My commission expires 1-31-20

ACKNOWLEDGEMENT OF CORPORATE SURETY

STATE OF Minnesota)
COUNTY OF Dakota) ss

On the 2nd day of March, 2016, before me appeared Jessica A. Olson to be personally known, who is being by me duly sworn, did say that he is the aforesaid officer or attorney in fact of the Western Surety Company, a corporation; that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by the aforesaid officer, by authority of its board of directors, and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.



Notary Public, Amber Weeks
County, Scott
My commission expires January 31, 2020

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Kathryn A Dircz, Dennis G Diessner, Thomas M Reuder, Mark N Kampf, Jessica A Olson, Erica J Boldt, Matthew M Kampf, Julia C Ertz, Individually

of Burnsville, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 7th day of July, 2015.



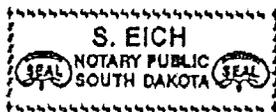
WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 7th day of July, 2015, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
February 12, 2021



S. Eich, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 2nd day of March, 2016.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

SECTION 00 41 13

BID FORM

BID PROPOSAL FOR: **PRINCETON SOUTH ELEMENTARY – 2016 BUILDING DEMOLITION**
805 8TH AVENUE SOUTH
PRINCETON, MINNESOTA 55371

BID TO: PRINCETON PUBLIC SCHOOL DISTRICT #477
District Board Room
706 First Street
Princeton, Minnesota 55371

BID FROM: Rachel Contracting, Inc.

We have examined the Contract Documents for the proposed Princeton South Elementary – 2016 Building Demolition as prepared by Wold Architects and Engineers, St. Paul, Minnesota, and the conditions affecting the work.

In accordance therewith the undersigned proposes to furnish all labor and materials for Construction as set forth in the Contract Documents, including Addenda Nos. 1 issued thereto.

1. Accompanying this proposal is a Bid Security for all work, required to be furnished by Contract Documents, the same being subject to forfeiture in the event of default by the undersigned.
2. I agree to complete the Project, provided a contract is executed within 30 calendar days, by September 2, 2016
3. I understand the Owner reserves the right to reject any or all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

A. Base Bid

1. The Bidder agrees to perform all work including Civil, Demolition, General, Mechanical, and Electrical Construction for the Base Bid Sum of:

Five Hundred Ninety Two Thousand Six Hundred Twenty Eight ⁰⁰/₁₀₀ Dollars \$ 592,628.00

B. Unit Price #1: Parking Lot Pavement Crack Sealing: (Refer to Section 32 01 13)

1. Parking Lot Pavement Crack Sealing: \$ 7.54/LF ~~eu. yd.~~

C. Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE 3/8/16

FIRM NAME Rachel Contracting, Inc.

OFFICIAL ADDRESS 4125 Napier Ct NE

St. Michael, MN 55376

TELEPHONE NUMBER (763) 424-1500

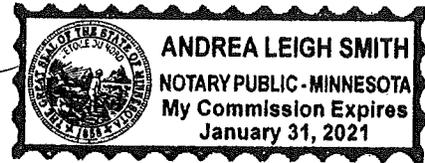
FAX NUMBER (763) 424-1501

BY *Matthew Loz*

TITLE (Owner or Officer) Owner, President

STATE OF Minnesota)
)SS.
COUNTY OF Wright)

Andrea Smith



Sworn to and subscribed to before me this 8th day of March, 2016.

Notary Public, Wright County, State of Minnesota

My Commission Expires: 01/31/21

END OF SECTION 00 41 13

SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of Rachel Contracting, Inc. (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
 - i. Is in compliance with workers' compensation and unemployment insurance requirements;
 - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
 - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
 - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
 - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
 - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;

4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;

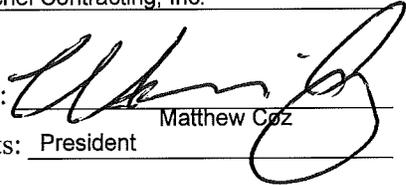
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

7. All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses 1 to 6.

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

CONTRACTOR OR SUBCONTRACTOR

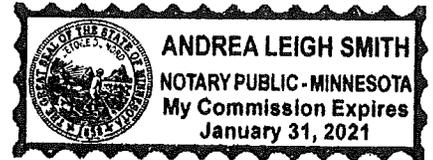
Rachel Contracting, Inc.

By: 
Its: President

STATE OF Minnesota)
)SS.
COUNTY OF Wright)

Sworn to and subscribed to before me this 8th day of March, 2016.


Notary Public, Wright County, State of Minnesota
My Commission Expires: 01/31/21



END OF SECTION 00 41 15

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

Rachel Contracting, Inc.
4125 Napier Court N.E.
St. Michael, MN 55376

as Principal, hereinafter called Principal, and
North American Specialty Insurance Company
650 Elm Street
Manchester, NH 03101

a corporation duly organized under the laws of the State of **New Hampshire**
as Surety, hereinafter called Surety, are held and firmly bound unto
Independent School District No. 477, Princeton Public Schools
706 1st Street
Princeton, MN 55371

as Obligee, hereinafter called Obligee, in the sum of **Five Percent (5%) of Total Amount Bid**

Dollars (5%),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

Princeton South Elementary - 2016 Building Demolition, 805 8th Avenue South, Princeton, MN

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 8th day of March, 2016.

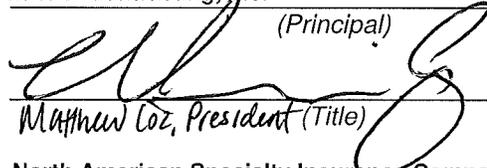


(Witness)



(Witness)

Rachel Contracting, Inc.

(Principal) (Seal)

Matthew Coz, President (Title)

North American Specialty Insurance Company

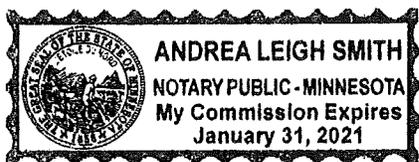
(Surety) (Seal)


(Title)
Brian J. Oestreich, Attorney-in-Fact

CORPORATE ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Wright)

On this 8th day of March 2016, before me appeared Matthew Coz, to me personally known, who, being by me duly sworn, did say that he/she is the President of Rachel Contracting, Inc., a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said Matthew Coz acknowledged said instrument to be the free act and deed of said corporation.

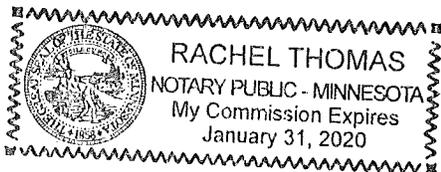


Andrea Smith
Notary Public Wright County, MN
My commission expires 01/31/21

SURETY ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Hennepin)

On this 8th day of March 2016, before me appeared Brian J. Oestreich, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of North American Specialty Insurance Company, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said Brian J. Oestreich acknowledged said instrument to be the free act and deed of said corporation.



Rachel Thomas
Notary Public Ramsey County, Minnesota
My commission expires 1/31/2020

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

R. W. FRANK, R. SCOTT EGGINTON, JOHN E. TAUER, CRAIG REMICK, JOSHUA R. LOFTIS, TINA L. DOMASK, ROSS S. SQUIRES, LINDA K. FRENCH, RACHEL THOMAS, NICOLE STILLINGS, SANDRA M. DOZE, JOHN W. WALSH, BETSY WRIGHT, JEROME T. OUMET, KURT C. LUNDBLAD, JACK CEDARLEAF II, D. R. DOUGHERTY, BRIAN J. OESTREICH, LIN ULVEN, EMILY KEISER, TED JORGENSEN, MELINDA C. BLODGETT, and R.C. BOWMAN JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of: FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature] Steven P. Anderson, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company



By [Signature] Michael A. Ito, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 12th day of May, 2015.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 12th day of May, 2015, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature] M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 8th day of March, 2016.

[Signature] Jeffrey Goldberg, Vice President & Assistant Secretary of Washington International Insurance Company & North American Specialty Insurance Company



March 10, 2016

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

Re: Princeton South Elementary 2016 Building Demolition
ICS Project #5072-SD

Dear Michelle:

ICS Consulting, Inc. has reviewed the bids that were received on Tuesday, March 8, 2016 for the above-referenced project. Our recommendation for award is as follows:

Base Bid

Rachel Contracting, Inc. – Total Base Bid Amount: \$592,628.00

TOTAL CONTRACT AMOUNT: \$592,628.00

We recommend that the District enter into a contract with Rachel Contracting, Inc. of St. Michael, Minnesota for the total bid amount of Five Hundred Ninety-Two Thousand Six Hundred Twenty-Eight Dollars and No/100 (\$592,628.00).

Upon Board action, we will draft a contract reflecting this amount to the Contractor.

Enclosed are copies of the official bid tabulation Rachel Contracting First Tier Subcontractor List. Please contact us at 763-354-2670 should you have any questions regarding our recommendation.

Regards,

Program Manager

SS/rw

Enclosures

c: Melissa Stein, Wold Architects and Engineers
file

ATTACHMENT A

FIRST-TIER SUBCONTRACTORS LIST

SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT

PROJECT TITLE: Princeton South Elementary – 2016 Building Demolition

Minn. Stat. §16C.285, Subd. 5: A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to the execution of a construction contract with each subcontractor.

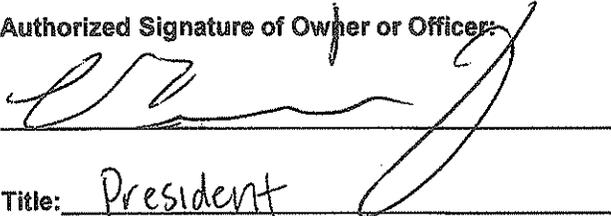
First-Tier Subcontractor Names (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
Neaton Brothers Erosion, LLC	Mayer, MN
Omann Brothers, Inc.	Albertville, MN
Hansen Surveying	Cambridge, MN

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

All first-tier subcontractors listed on Attachment A have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. §16C.285

Authorized Signature of Owner or Officer:



Printed Name:

Matthew Coz

Title: President

Date: 3/10/16

Company Name: Rachel Contracting, Inc.

March 9, 2016

Mr. Nick Bartemio
Rachel Contracting
4125 Napier Court NE
Saint Michael MN 55376

Re: Bid Review Letter
Princeton Public Schools ISD #477
South Elementary – 2016 Building Demolition
Princeton MN

Dear Mr. Bartemio:

ICS Consulting, Inc. would like to congratulate your firm for being the low responsible bidder on the above referenced project. The School Board is set to award the bid at either its meeting on Tuesday, March 15, 2016, or its meeting on April 5, 2016. A contract will be issued on or before Wednesday, April 6, 2016 for the following:

Base Bid	\$592,628.00
Total contract amount	<u>\$592,628.00</u>

According to my phone conversation with Don Ritsen, Rachel Contracting is comfortable with the bid provided and timelines specified and is prepared to start the project on the date indicated in the bid document. Please proceed with submittal process.

If there are any concerns or questions, please contact me at 612-419-8142.

Thank you again for your efforts and I look forward to working with you on this project.

Sincerely,



Steven T Schmidgall
Project Manager

cc: Keith Barlage, ISD #477
Ryan Hoffman, ICS Consulting

Master Agreement

Between

Independent School District No. 477
Princeton, Minnesota

And

The Princeton Custodians Association

July 1, 2015 - June 30, 2017

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ARTICLE I

PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between Independent School District #477, Princeton, Minnesota, hereinafter referred to as the School District, and the, Princeton Custodians Association, Education Minnesota, NEAIAFT, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for custodial and maintenance employees, hereinafter referred to as employees, during the duration of this Agreement.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Preamble: Recognizing that the exclusive representative is required by the provisions of the P.E.L.R.A. to be the sole bargaining representative of all the employees within the coverage of this Agreement, without regard to membership in the exclusive representative the School Board hereby agrees that it will not recognize or negotiate with any other person, association group, committee or entity other than the exclusive representative with respect to such matters and will deal solely through the agency of and with the exclusive representative.

In furtherance of good labor relations, the School Board agrees, except for employees included in the P.E.L.R.A., all public employees who are not members of the exclusive representative may be required by said representative to contribute a fair share fee for services rendered by, the exclusive representative, and the employer upon notification by the exclusive representative of such employees shall be obligated to check off said fee from the earnings of the employee and transmit the same to the exclusive representative. However, this fee shall not exceed 85% of the dues paid by exclusive representative members.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the School District contained in the appropriate unit as defined in Article III, Section 2, of this Agreement and the P.E.L.R.A., and in certification by the Commissioner of the Bureau of Mediation Services, if any.

ARTICLE III

DEFINITIONS

Section 1. Terms and Conditions of Employment: Shall mean hours of employment therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the term "employees" shall mean all persons in the appropriate unit employed by the School Board in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose service do not exceed 14 hours per week, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: For purposes of administering this Agreement, the terms, "district" or "School District," shall mean the School Board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV

SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary

obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement, and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provisions of this Agreement found to be in violation of any such laws, rules, and regulations, directives or orders shall be null and void without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.

ARTICLE V

EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion or any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.

Section 3. Request for Dues Check Off: Employees shall have the right to request and be allowed dues check off for the exclusive representative. Upon receipt of a properly executed authorization card from the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the exclusive representative during the period provided in said authorization.

Deductions shall be made each month, and shall commence in the month of September of each year, and deductions so made shall be transmitted to the designated organizations together with a list of names of the employees from whom deductions were made.

ARTICLE VI

RATES OF PAY

Section 1. Rates of Pay:

Subd. 1. The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2015.

Subd. 2. Increments: The School Board may withhold the increment in individual cases where there is a demonstrable deficiency in the performance of the employee, provided the employee affected shall receive written notice of such action to withhold advancement on the rate progression sequence within 30 days prior to the employee's increment movement date.

Subd. 3. Step Advancement: The salary schedules are not to be construed as a part of the custodian's continuing contract. In the event a successor agreement is not entered into prior to the expiration date of this agreement, a custodian shall be compensated according to the previous year's compensation until such time as a successor agreement is executed. The School Board reserves the right to withhold increments, advancements, lane changes, or any other salary increase for just cause.

Subd. 4. Negotiations Meetings: The Princeton Custodians Association President (or designee) and one additional Princeton Custodians Association member will be allowed to attend contract negotiations meeting during working hours without loss of pay.

Subd. 5. Boilers/CPO License: The School District will compensate, according to Schedule A, individuals who obtain a chief or first class boilers license only if there are

less than four individuals in the assigned building with the appropriate boilers license or if they have been required by the School District to obtain their boilers license as a matter of employment. All day lead persons must have a first class license or better and (except High School Lead must have Chief license) will be compensated according to Schedule A, regardless of the number of individuals in the assigned building with the appropriate boilers license. Any employee with a second class license, may bid for a day lead person's position, but must have a first class license (except High School Lead position) before undertaking the new position. All Night Lead positions will hold a minimum of a 2nd class license. All day lead positions must have a boiler's license that meets school district standards. All special and second class boiler license fees will be paid by the School District. Positions required to hold boiler licenses must obtain their license or certification within sixty (60) work days of meeting job eligibility requirements. First class and chief boiler license fees are not paid by the School District. The School District will also compensate according to Schedule A for individuals who obtain a CPO (pool) license at a building which a pool is located (limit of 3 individuals).

Subd. 6. Shift Differential: Any employee who works a shift that starts after 2:00 p.m. and before 9:00 p.m. shall be paid an additional 2nd shift hourly premium as indicated on Schedule A. Any employee who works a shift that starts at or after 9:00 p.m. and before 5:00 a.m. shall be paid an additional 3rd shift hourly premium as indicated on Schedule A. In applying this subdivision, only shifts that are at least 6 hours in length shall be considered. Shift differential pay will be paid on each pay date as it is earned.

Subd. 7. Summer Work: Any second or third shift employee who is asked and agrees to work the day shift over the months of June, July and August will be paid their shift differentials for time worked.

Subd. 8. Temporary Assignment: In the event an employee is temporarily assigned out of classification by the Buildings and Grounds coordinator or principal, the employee will receive his/her rate or the rate of the temporary assigned position, whichever is greater. Such rate shall apply only if the temporary reassignment exceeds 2 days of temporary assignment. If the assignment exceeds two days, the higher rate will be paid from the 1st day of the assignment.

Subd. 9. Custodian Substitute Pay: In the absence of a custodian, a cleaner may be temporarily designated by the Buildings and Grounds Supervisor as a custodian and while serving in that position receive the same hourly rate as a newly hired custodian.

Section 2. Overtime: Each employee shall be paid one and one-half times their basic

hourly rate for all hours worked over 40 in a work week unless specified elsewhere within this section. All overtime shall be classified in one of the categories identified in subdivision 2 below.

Subd. 1. Assignment of Overtime: Activities requiring overtime will be set up on a rotating basis by the building service lead with the approval of the administration. Regular employees shall be afforded the opportunity to perform all overtime work in their assigned building.

Subd. 2. Overtime Categories:

Subd. 2a. Emergency Overtime: Any activity outside the basic work week requiring overtime that was not scheduled at least 24 hours in advance of the start of the activity and requiring the individual to return to the job site after the end of their normal day will be considered Emergency Overtime. The actual hours worked, with a minimum of two hours, shall be compensated at a rate of two times the employee's basic hourly rate. Additional work immediately preceding or following the normal 8-hour work day would not be considered emergency overtime and would be compensated at a rate of one and one-half times the employee's basic hourly rate.

Subd. 2b. Early Call-in Compensation: If an employee is called in to work prior to his/her normal work day, he/she shall be compensated at a rate of one and one-half times the employee's basic hourly rate for the actual hours worked due to the early call-in providing the employee completes a normal 8 hour shift and providing the employee has worked a minimum of forty (40) hours per week during that work week. If the employee does not receive notification of the early call-in at least 24 hours in advance of the requested start time, they shall be assigned and perform a minimum of 2 hours regular overtime work and shall be compensated accordingly.

Subd. 2c. Regular Overtime: Any activity requiring overtime not earlier defined shall be considered Regular Overtime. The actual hours worked in excess of the normal forty (40) hour work week shall be compensated at a rate of one and one-half times the employee's basic hourly rate.

Subd. 3. Overtime Accumulation with Sick Leave Usage: In the event of illness, and a sick leave day is used during the basic work week, the School District will credit that day toward hours for overtime in the event the custodian is asked to work beyond the regular work week, with a limit of two (2) days per year.

Subd 4. Comp-Time: At the option of the employee, comp-time may be used on a nonstudent day in lieu of overtime pay. The accumulation of comp-time shall be on the basis of one and one-half hours of comp-time for each hour of overtime worked. No more than 60 hours of comp-time may accumulate or be used in any fiscal year.

Section 3. Holiday Pay: The actual hours worked during any activity requiring work on a holiday as indicated in Article IX of this agreement shall be compensated at a rate of two times the employee's basic hourly rate. The employee working the Saturday/Sunday shift will have the option of working Monday-Friday and off Saturday/Sunday.

Section 4. Uniforms: All employees will, at all times while on duty, wear uniforms as determined by the Superintendent or Superintendent's designee. Each employee will be reimbursed up to \$250.00 every year in which to purchase shoes and approved work pants. The School District agrees to select and to provide gender appropriate uniform shirts.

Section 5. Paid lunch: The School District will provide a paid lunch only in accordance with the rules and regulations established by the Minnesota Department of Education.

ARTICLE VII

GROUP INSURANCE

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

Section 2. Health, Hospitalization and Life Insurance:

Subd. 1. Health Insurance Coverage: Effective July 1, 2015, the School District shall contribute up to \$6,776.00 toward the premium cost of single coverage; up to \$8,026.00 toward the cost of employee plus children coverage; or up to \$9,230.00 toward the premium cost of family coverage for each full-time employee who qualifies for and is enrolled in the School District's group health and hospital plan. For a married couple on staff, the School District shall contribute the stipulated amounts for each member of the couple, not to exceed the cost of a family premium. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 3. Life Insurance: The School Board shall provide group term life insurance

for all full-time employees in the amount of \$50,000.00. Employees will have the option of purchasing additional life insurance if possible within the guidelines of the insurance company.

Section 4. Long-Term Disability: The School Board shall provide group long-term disability insurance for all full-time employees. Coverage shall be based on 66 2/3% of the employee's basic salary. Benefits are to begin after ninety (90) calendar days of total disability/illness.

Section 5. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Eligibility: All benefits provided in this article are designed for full-time personnel and shall not apply to temporary, substitute, or part-time personnel except any permanent, part-time employee of more than (30) days and fourteen (14) hours per week shall be eligible for the benefits provided in this contract on a pro-rated basis. The method to determine the pro-rated benefits is as follows:

Hours worked per month
(2080 / 12)

108/173.33 = 62.3% of benefits

Section 7. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire monthly premium of such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Section 8. Credit: An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which the employee had accrued at the time the employee went on leave. No credit shall accrue for the period of time that an employee was on unpaid leave.

Section 9. Duration of Insurance Contribution: An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution shall cease, effective on the last day of the last month of work.

Section 10: Retiree Insurance Contributions: Retirees will be permitted to continue group insurance benefits through self contribution pursuant to state and federal laws.

Section 11. Tax Deferred Matching Plan: Effective July 1, 2015, the school district will match employee contributions up to \$550.00 per year for each full-time employee who participates in the School District's matching 403(b) tax deferred compensation plan. For purposes of this section, full-time shall be defined as working 30 hours or more per week. Upon initial hire, the employee will have 30 days to submit a salary reduction authorization form to qualify for participation in the plan. Subsequent revisions to an employee's matching contribution will be permitted annually provided a revised salary reduction authorization form is submitted prior to July 1.

Section 12. Dental Coverage: The School District shall contribute a sum not to exceed \$13.00 per month towards group dental coverage for employees who are working 30 hours per week or more and who are enrolled in the School District's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

ARTICLE VIII

LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. All full-time employees shall earn sick leave at the rate of one (1) day for each month of employment in the School District.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 170 days of sick leave per employee.

For employees hired prior to January 1, 2005, and upon retirement, after the age of 62 and prior to the age of full social security eligibility, and after five (5) years of employment in the School District, the employee will be paid for his/her unused accumulated leave, up to 60 percent of 140 days maximum.

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

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

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

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

Subd. 3. Sick leave with pay shall be allowed by the School Board whenever an employee's absence is found to have been due to illness which prevented his or her attendance and performance of duties on that day or days.

Subd. 4. The School Board may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School Board.

Subd. 5. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave request form available at the office.

Subd. 8. Sick leave shall be allowed for the care of an employee's child due to illness of or injury to the employee's child. The sick leave limitations will be governed by the employee's accumulated sick leave.

Subd. 9. Sick Leave HRA (Health Reimbursement Account) Beginning September 1, 2017 employees who have: 1) Accumulated 65 days of sick leave and 2) Who have

used four (4) or less sick leave days during the prior contract year: will have four (4) days of pay, determined at their daily rate of pay based upon the prior year's contract, deposited into a Health Reimbursement Account. Employees must participate in a group-sponsored health insurance plan to participate and if qualifications are met, participation is mandatory.

If an employee also has an HSA (Health Savings Account) the HRA will only cover approved dental and vision costs. Those restrictions will remain in place until retirement or selection of a different health plan option.

Employees hired before January 1, 2005 will be allowed to participate in both the HRA reimbursement benefit as well as accruing their 140 days for severance purposes.

Section 2. Emergency Family Leave:

Subd. 1. A full-time employee may be granted a paid leave of no more than five (5) days per year, noncumulative, in the event of a death or serious illness of someone in the employee's immediate family.

Subd. 2. The employee's immediate family shall be deemed to include spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandparent, brother-in-law and sister-in-law, grandchildren.

Subd. 3. Additional days may be extended at the discretion of the Superintendent in unusual circumstances, these extended days will be deducted from accumulated sick leave.

Subd. 4. Request for emergency family leave must be made in writing to the Superintendent of Schools at least three (3) days in advance except, in the event of emergencies. The request shall state the reason for the proposed leave.

Subd. 5. The School Board may require an employee to furnish competent evidence of family illness in order to qualify for emergency family leave. However, the final determination as to the eligibility of an employee for emergency family leave is reserved to the School Board based upon competent medical evidence, and the School Board reserves the right to refuse to grant such leave if under the circumstances involved, the School Board determines that such leave should not be granted.

Subd. 6. In the event that a medical certificate will be required in a case of proposed

family sick leave, the employee will be so advised.

Section 3. Personal Leave:

Subd. 1. Each employee will be eligible for two (2) days of personal leave per year, non accumulative, for situations requiring the employee's personal attention. The second day of personal leave will be deducted from sick leave. Except in the event of an emergency, the employee must submit a written request for personal leave to his/her immediate supervisor at least 24 hours prior to the commencement of the personal leave.

Subd. 2. Additional personal leave may be granted to employees upon approval of the Superintendent of schools, and shall be deducted from accumulated sick leave.

Section 4. Extended Leave of Absence: An employee may be granted a leave of absence without pay or insurance benefits of up to one year at the discretion of the Superintendent. Upon return, the employee will be reinstated in a comparable position without loss of pay grade or seniority. The request for the leave must be submitted at least 3 months prior to the leave and specify the exact dates of departure and return from leave.

Section 5. Child Care Leave:

Subd. 1. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the employee for an extended period of time.

Subd. 2. An employee making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three calendar months before commencement of the intended leave. In the event of an emergency, the School District has the right to waive or adjust the prior notification requirement.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, an employee may elect to utilize sick leave pursuant to the sick leave provisions of this Agreement for the period of disability. A pregnant employee will also provide at the time of the leave application a statement from her physician indicating the expected date of delivery.

Subd. 4. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be re-employed in a position for which he or she is qualified unless previously discharged or placed on unrequested leave. The School District will retain the authority for placement; however, an effort will be made to place the returning employee in a position comparable to the assignment prior to the child care leave.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. The parties agree that the applicable periods of probation for employees are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an employee's performance. The parties agree that periods of time for which the employee is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 8. An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 9. An employee on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 10. Leave under this section shall be without pay. Fringe benefits may be continued at the option and expense of the employee.

Subd. 11. A leave of absence without pay for the purpose of adopting a child will be granted by the School Board for a period commencing as of the date of placement and

continuing for a period of up to twelve (12) months. Written application for such leave must be submitted at least thirty (30) days prior to the date of commencement of the leave. Other provisions for child care leave apply except that in no event shall two members of the same family employed in the system be granted such leave at the same time.

Section 6. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Subd. 2. A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the prorata portions of days of sick leave or vacation time which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

**ARTICLE IX
HOURS, TYPES OF SERVICE, AND CONDITIONS OF EMPLOYMENT**

Section 1. Basic Work Week: The work week shall be determined by the School Board, and shall consist of five (5) consecutive eight hour days. If mutually agreeable, the School District and the employee may adjust the basic work week to accommodate respective interests in daily or weekly work schedules. Any alterations to the basic work week will have a neutral effect on any overtime or leave calculations. As an example, if an individual employee and the employer mutually agree to schedule four 10-hour days instead of five 8-hour days, only those hours in excess of forty (40) hours per week would be considered for overtime wages.

Subd. 1. Pay periods will be on the 1st and 15th of each month.

Section 2. Procedures and Assignments: Work procedures and assignment shall be determined by the School Board.

Section 3. Saturday, Sunday, and Holiday Building Checks:

Subd. 1. Security checks on all buildings shall be made in accordance with schedules drawn up by the School board, or its representatives. Regulations concerning the use of buildings after hours will be observed by all staff employees as well as the public using the buildings.

Section 4. Part-time Employees: The School Board reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 5. Shifts and Starting Time: All employees will be assigned starting time and shifts as determined by the School Board. Senior personnel shall have their choice of the available shift hours if there is more than one shift within the same grade and band category within the same building. This choice can only be exercised at the time of a vacancy within the same grade and band category within the same building.

Section 6. School Closing: In the event that school is closed on a day-to-day emergency, and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. Employee will be permitted to make up the time within the same forty (40) hour work week, use unused vacation, personal leave, compensatory time or have his/her pay reduced accordingly. In the case of a bomb scare, a full day's pay will be paid and the time missed shall be made up by the employee.

Section 7. Inclement Weather: In the event that school is officially closed due to inclement weather, employees shall report to work unless it is physically impossible or the employee deems it hazardous to his/her health or safety. If the employee does not report to work, he or she will be permitted to make up the time within the same forty (40) hour work week, use unused vacation, personal leave, or comp-time, or have his/her pay reduced accordingly.

Section 8. Jury Duty: Employees required to perform Jury Duty shall receive from the employer sufficient amounts of compensation for the period of such service which, taken together with their pay for Jury Duty, will equal the amount they would have received if employed solely by the School Board at his/her daily pay in their usual

occupation during that period. Second (2nd) and third (3rd) shift will not have to return to work after serving on jury duty if employee has served a full day of duty. If less than a shift has been served on jury duty, the employee will report to work the remainder of the scheduled hours minus the hours served on jury duty.

Section 9. Holidays: Ten (10) Holidays will be observed annually to coincide with the school calendar.

Subd. 1. The following days will be observed as paid holidays:

July 4th, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, Memorial Day. If school is closed on President's Day, this shall also be a paid holiday.

Subd. 2. If a holiday listed in Subd. 1 falls on Saturday, the preceding Friday will be observed. If on Sunday, the following Monday.

Subd. 3. Each employee will receive one floating holiday which will be scheduled by the employee with at least 72 hour notice to his/her supervisor except that this day may be scheduled as a common floating holiday by the School District for all employees. If it is the intent of the School District to schedule a common floating holiday, written notice must be properly posted in each building prior to July 1 of each fiscal year.

Subd. 4. During the week of an observed holiday, employees working the Saturday/Sunday shift will have the option of working a Monday through Friday work week. Schedules may be revised within the week of the observed holiday while maintaining a 40 hour work week. All work schedule revisions must have prior approval from the Director of Buildings and Grounds.

Section 10. Vacations:

Subd.1. Each employee will be granted a paid vacation period on the following basis:

- a. After one (1) year of consecutive employment- six (6) days (up to three (3) days of this period may be used after six (6) months of employment).
- b. After two (2) years of consecutive employment- 10 days.
- c. After four (4) years of consecutive employment- 12 days.
- d. After six (6) years of consecutive employment 15 days.
- e. After eight (8) years of consecutive employment- 17 days.
- f. After ten (10) years of consecutive employment- 19 days.

- g. After twelve (12) years of consecutive employment- 20 days.
- h. After fourteen (14) years of consecutive employment commencing before 7/1/96- twenty-one (21) days.
- 1. After sixteen (16) years of consecutive employment commencing before 7/1/96- twenty-two (22) days.
- j. After eighteen (18) years of consecutive employment commencing before 7/1/96- twenty-three (23) days.
- k. After twenty (20) years of consecutive employment commencing before 7/1/96- twenty-four (24) days.
- 1. After twenty-two (22) years of consecutive employment commencing before 7/1/96- twenty-five (25) days.

Subd. 2. Beginning July 1, 2016, all newly hired employees, who are School Board approved to work (12) twelve months in a school year inclusive of vacation, holidays, and approved leaves will earn vacation on a monthly basis, upon hire through year five (5) of consecutive employment and then on July 1st starting year six (6) of consecutive employment.

Twelve (12) Month Employees:

- a) Upon hire through year five (5) of employment, employees will earn one day of vacation per month. - 12 days (96 hours)
- b) Years 6 through 15 of consecutive employment - 15 days of (120 hours)
- c) After 15 years of consecutive employment - 20 days (160 hours)

Subd. 3. Vacations shall not be accumulated from year to year except that up to eight (8) days may be carried over into the next year provided that such days are used within the first 4 calendar months of the next school year. (July 1)

Subd. 4. The employer reserves the right to schedule all vacations, however, vacations may be applied for and will be granted under the following conditions:

- 1. That no emergency exist where the absence of the employee would adversely affect the operation of the plant.
- 2. In the event that more than one employee applies for same vacation time, the senior person has choice.

Subd. 5. When a recognized holiday falls within an employee's paid vacation period and such holiday falls on a day the employee would normally either have worked or been excused with pay, then the employee shall have a day off in some other week for

which he/she will be paid at his or her basic rate.

Subd. 6. Two employees may take vacations at one time per building with approval of the Superintendent.

Subd. 7. An employee with less than one year of consecutive employment may use vacation earned under Subd. 1. a. of this Section to be used for make up time under Article IX, Section 7.

Subd. 8. In computing any period of time for vacation, a week is determined as regularly scheduled hours in a work week (i.e. If an employee works 20 hours per week a week's vacation will be 20 hours).

Section 11. Emergency school closings: In the event of an emergency school closing of a long-term nature at no fault of employee, or employer, the School District will guarantee two weeks of paid employment for each employee.

Section 12. Meetings: Monthly meetings will be held between the designated Lead Custodians and the Superintendent of School's designee.

Section 13. Personal Vehicles: Employees will not be asked to use their own vehicles for school business except as authorized and mutually agreed upon and paid at the School District's mileage rate. In the event of an accident that involves liability, the custodian's automobile insurance would have to cover first and the school insurance would take over in the event the liability limits were exceeded and the school had assigned the custodian to use his or her car.

Section 14. Scope of Work: It is understood that the work of an employee shall include all maintenance and repair needed to maintain the building and grounds in good condition.

ARTICLE X

TERMINATION OF EMPLOYMENT

Section 1. Probationary Period: An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and

during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or discharged only for cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 3. Seniority Date: Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of service. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the School District at the time of initial employment.

Section 4. Discipline Procedure:

Subd. 1. The employer shall have the right to impose disciplinary actions on employees for just cause.

Subd. 2. Disciplinary actions by the employer shall include the following actions and will normally take the course of 1, 2, 3 and 4, depending on the seriousness of the infraction.

- 1 - Oral reprimand
- 2- Written reprimand
- 3 - Suspension without pay
- 4 - Discharge

Subd. 3. Employees who are subjected to the above actions shall have the right to request that such actions be reviewed through the recourse of the grievance procedure.

Subd. 4. Employees will be entitled to an informal hearing before the Board of Education with union representation, if so requested by the employee.

Subd. 5. Employee may request the Princeton Custodians Association President or other union representative to sit in on disciplinary meetings which involve termination of an employee.

ARTICLE XI

SENIORITY RIGHTS/VACANCIES/TRANSFERS

Section 1. Seniority Rights: The School Board will recognize seniority rights as to order of lay-off, recall, or non-promotional vacancies. Any employee who is properly discharged or resigns, shall forfeit their seniority, and in the event of re-employment, their seniority rights shall begin as of the date of his/her re-employment. For purpose of this Article, an employee's seniority date shall be the first date of continuous employment in the School District within the Princeton Custodians Association bargaining unit.

Section 2. Lay-off Procedures: In the event of a layoff, employee(s) will be placed on layoff in the inverse order of their seniority date within their wage and band category.

Subd. 2. Written Notice: All layoff notices must be in writing and must provide at least ninety (90) calendar day notice to any employee who will be laid off, except in case of emergency, including; i.e., acts of God, work stoppages, etc.

Subd. 3. Bumping Rights: An employee receiving a layoff notice may displace the least senior employee in his/her wage and band category or the least senior employee in the next lower wage and band category.

Section 3. Recall: Employees on lay-off shall be recalled to vacant positions that occur within the next 24 months following the lay-off. Recall rights shall be in the inverse order of placement on lay-off. An employee shall be eligible for recall rights to positions in a given seniority category based upon the same principles as an employee can exercise bumping rights in Section 2 hereof. To be reinstated, an employee must be able to meet the qualifications of the job and report to work within ten days after notice by the School District. The timeline may be waived by the School District under special circumstances. Failure to accept recall terminates recall rights if the recall is to a full-time position or to a position of equal FTE to the Employee's position held immediately prior to layoff.

Section 4. Vacancies: A vacancy shall exist when a new position has been created or after an existing position has been vacated as a result of retirement, resignation, termination or leave, and the School District determines to fill the position. When a vacancy has been determined, the position shall be posted for internal applicants that have passed the probationary period only for a period of five (5) regular business days.

All interested parties must submit a written request to the district office no later than 4:00 pm on the final day of the posting. There shall be no specific or implied contractual rights with regards to new supervisory positions or promotional vacancies.

Section 5. Non-promotional Vacancies: Non-promotional vacancies within the band and grade category of the employee involved and lower and of more than thirty days duration will be posted for a period of five (5) days, and the senior applicant will be assigned the position within (5) days after the close of posting, provided nevertheless, that the School Board reserves the right to make assignments of employees to particular buildings owned and maintained by the School Board.

Section 6. Promotional Vacancies: Promotion to a position in a higher band and grade category shall be at the discretion of the School District and shall not be grievable beyond Level III of the grievance procedure.

Section 7. Transitional Period: An employee awarded a promotional or non-promotional vacancy shall serve a period of sixty (60) working days in the new position of which thirty (30) days must be with student contact. During this sixty (60) day period, if it is determined by the School District that the employee's performance in the new position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former position. Employees may also request and be granted to return to their previous position as soon as a replacement is available.

Section 8. Annual limit on vacancy bidding: An employee who successfully posts for another job will not be eligible to post for subsequent vacancies for a period of twelve (12) months following the effective date of transfer to the job for which he/she posted. This twelve month provision may be waived by the School District.

Section 9. Impact of grievances on transfers: In the event an employee loses his/her new position due to a grievance of another employee, such employee will return to his or her former job.

Section 10. Employee Transfers:

Subd. 1. Temporary Transfers: Any employee may be temporarily assigned to another position without the consent of the employee. Any assignment in excess of 3 months would not be considered temporary. During such temporary assignment, the

employee will continue to have approximately the same shift hours (not to exceed more than 30 minutes deviation from his/her regular shift assignment) unless the employee consents to the different hours. Further, during the temporary assignment, the employee will receive the greater of the wage they would normally receive or the wage received if the temporary assignment was permanent.

Subd. 2. Permanent Transfers: An employee may be transferred by the School District to a position within his/her band and grade. An employee transferring to a permanent position within his/her band and grade will maintain the step he/she was on prior to transfer. An employee transferring to a higher band and grade will maintain, at minimum, a hourly wage level equivalent to his/her hourly wage prior to the transfer. A grievance relating to such decision to make a permanent transfer may be processed only through Level III of the grievance procedure.

ARTICLE XII MEDICAL EXAMINATION

Section 1. Medical Examinations: All successful applicants for employment shall be required to undergo a physical examination at the expense of the School District.

Section 2. Physician Statement: A physician statement of fitness must be filed in the Office of the Superintendent as a pre-employment requirement, and as a record for reference in possible compensation insurance claims.

Section 3. Physical Examination: Each custodian will be allowed to have a general clinic medical examination at a clinic of his/her choice every two years. Those with less than two (2) years since their initial employment physical, may take their physicals on even numbered anniversaries of their employment date. Cost of the physical will be paid by the School District, but not to exceed the cost of a routine physical at the Fairview Northland Clinic as determined by the Fairview Northland Clinic and School District.

ARTICLE XIII

GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by a person or agent designated by such party to act in his behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be altered by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by this Agreement.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a holiday, in which event the period runs until the end of the next day which is not a Saturday, or a Sunday, or a holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice of document herein shall be timely if it bears a dated postmark of the United States mail within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within ten days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

Section 5. Adjustment of Grievance: The School Board and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Level 1: An effort shall first be made to adjust an alleged grievance informally between the employee and the School Board's designee. If the grievance is not resolved through informal discussions, the School Board designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his or her designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or his or her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered in the event the School Board reviews to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein, shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance to arbitration under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to provide a list of arbitrators, provided such request is made within twenty days after request for arbitration. The request shall ask that the list be generated within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request a panel of arbitrators from the Bureau of Mediation Services within the time periods provided herein, shall constitute a waiver of the grievance.

Subd.4. Submission of Grievance Information:

a. Upon submission of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:

1. The issues involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents relating to Section 5, Article XIII of the grievance procedure.

b. The School Board may make a similar submission of information relating to the grievance whether before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision: Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel or the obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XIV

DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2015 through June 30, 2017 and thereafter pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no

later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees. The provisions herein relate to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provisions thereof, or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

Section 5. Delivery: This contract shall be delivered to the employees covered within 30 days of signature date.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Princeton Custodians Association

DISTRICT #477 INDEPENDENT SCHOOL

PCA Negotiator

Chair

PCA Negotiator

Clerk

Date: _____

Date: _____

SCHEDULE A

2015-2016

	A-11 Cleaner	A12 Route Driver/ Asst. Grnds	B21 Custodian	B22 Asst. Maint Eng.	B31 Grounds keeper,- Asst. Bldg Service Lead	C41 Bldg Service. Lead Day	C42 Maint Eng
Step 0	12.08	14.88	15.62	16.36	16.98	18.18	18.57
Step1	12.33	15.18	15.94	16.70	17.33	18.55	18.97
Step 2	12.91	15.78	16.76	17.50	18.15	19.36	19.75
Step 3	13.48	16.40	17.56	18.31	18.94	20.17	20.52
Step 4	14.05	17.01	18.15	18.89	19.53	20.75	21.09

SCHEDULE A

2016-2017

	A-11 Cleaner	A12 Route Driver/ Asst. Grnds	B21 Custodian	B22 Asst. Maint Eng.	B31 Grounds keeper,- Asst. Bldg Service Lead	C41 Bldg Service. Lead Day	C42 Maint Eng
Step 0	12.58	15.48	16.22	16.96	17.58	18.78	19.17
Step 1	12.93	15.78	16.54	17.30	17.93	19.15	19.57
Step 2	13.51	16.38	17.36	18.10	18.75	19.96	20.35
Step 3	14.08	17.00	18.16	18.91	19.54	20.77	21.12
Step 4	14.65	17.61	18.75	19.49	20.13	21.35	21.69

*Effective July 1, 2010 custodians were changed from salary pay code to hourly pay code which resulted in a 2 week pay advance. This was due to avoiding a lapse in pay during the change over. Therefore, any custodians that were employed continually from June of 2010 to current will be issued a pay adjustment at the end of their service with the District. These pay adjustments will be on file for review.

Longevity After 15 Years of Service Consecutive .40

2nd Shift Differential	.82
3rd Shift Differential	1.02
Shift differential for Saturday and Sundays for regular scheduled weekend workers (not CE events)	.82

All employees who are required to carry a boiler license as part of their normal duties shall receive the following: 2015-16 School Year

Chief	.80
1" Class	.70

All employees who have a 1" class Boilers' License will receive differential	.29
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CPO License	.25
Secondary Bldg.	.32 (B31, C41)

CUSTODIAL SENIORITY LIST

1. Fjeld, Jeffrey	08-21-86
2. VanDriel, Ken	08-04-94
3. Johannsen, David	06-01-99
4. Henchen, Ken	01-08-02
5. Tutzke, Theresa	11-19-02
6. Foster, Adam	10-15-03
7. Dalchow, Janet	08-30-05
8. Nelson, Lorraine	06-08-06
9. Fishel, Thomas	08-09-06
10. Moore, Jeanine	07-31-07
11. Wolf, Monica	01-16-08
12. Zaffke, David	02-04-08
13. Kollar, Trumond	12-19-10
14. Ryall, Michael	01-25-11
15. Bott, Michael	03-21-11
16. Bakker, Kevin	09-27-11
17. Noack, Brian	03-08-12
18. Kisch, Aaron	04-15-14
19. Klumper, Dylan	08-11-14
20. Gaedy, Max	09-02-14
21. Reineccius, Richard	10-30-14
22. McCullum, Nicole	07-06-15
23. Dalchow, Brad	12-01-15

Princeton Public Schools Work Injury Med Clinics

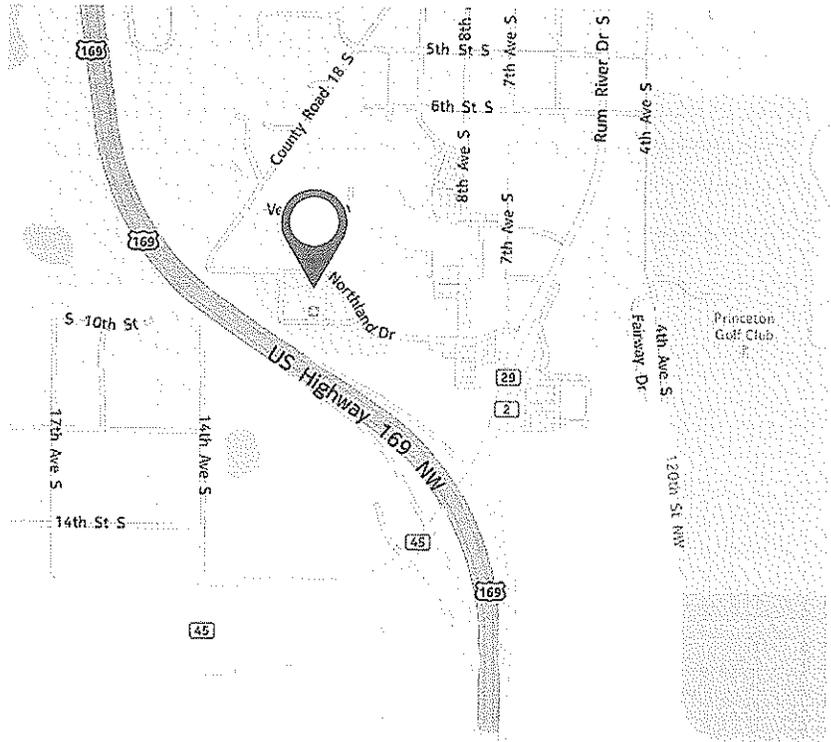
Clinic Information:
Fairview Clinics - Princeton

**919 Northland Dr
Princeton, MN 55371**

Phone: (763) 389-3344

Clinic Hours:
Monday and Thursday
7:00am - 7:00pm

Tuesday, Wednesday, and Friday
7:00am - 5:00pm

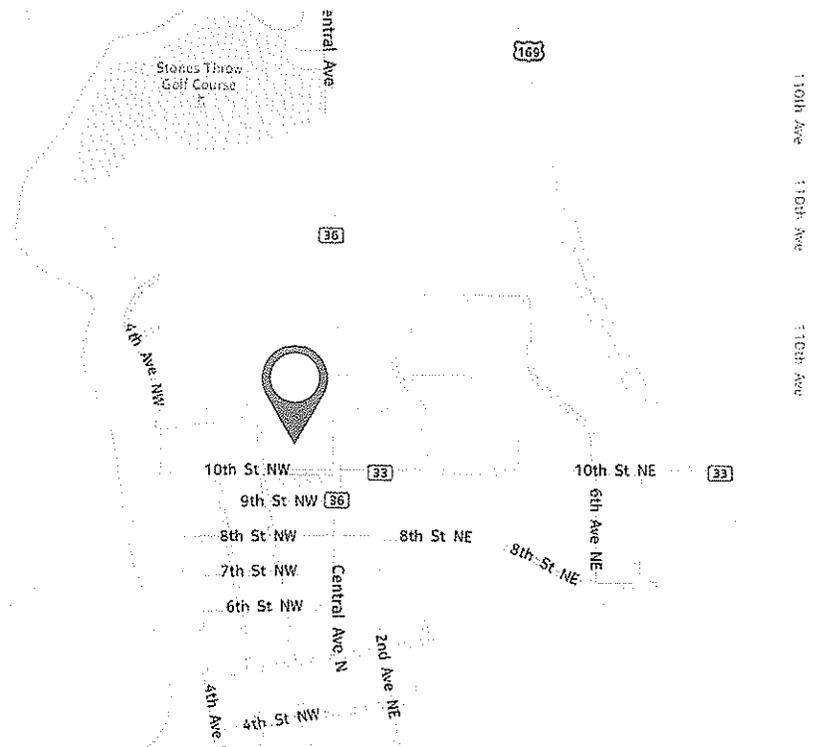


Clinic Information:
Fairview Clinics - Milaca

**150 10th St NW
Milaca, MN 56353**

Phone: (320) 983-7400

Clinic Hours:
Monday - Friday
7:30am - 5:00pm



DO NOT GO TO THE EMERGENCY ROOM: Make an appointment with a clinic (above). Identify yourself as a Princeton School District employee when you call to make your appointment.

Insurance Company: SFM
Policy Number: 035277.207
Insurance Billing Phone: (952) 838-4200

Insurance Billing Address:
SFM Companies
PO Box 9416
Minneapolis, MN 55440

