

Princeton Public Schools - ISD 477
Tuesday, September 19, 2017 at 7:00 PM
Regular School Board Meeting
District Office Board Room located at City Hall (Please use City Hall Entrance)

Our Mission

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

Our Vision

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

1. PROCEDURAL ITEMS

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

5. REPORTS

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

6. APPROVE AGENDA

7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 4

8. CONSENT AGENDA

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

- a. Personnel 7
- b. Bills 10
- c. Wire Transfers 19
- d. Treasurer's Report 20
- e. Fundraiser 21
- f. Gifts 23
- g. Field Trip 29

9. INFORMATION

- a. Intermediate School Update-Presented by John Beach 37
- b. High School/Activities Update-Presented by Barb Muckenhirn and 52

Darin Laabs

c. Website/Brand Update-Presented by Gwen Anderson and Eric Simmons	
d. Introduction to the Action Plan for Goal One-Presented by Jessica Town-Gunderson	73
e. First Reading of Policies-Presented by Julia Espe	
New Procedure -Protection and Privacy	84
Policy 101-Legal Status of the School District	87
101.1-Name of the School District	91
Policy 102-Equal Educational Opportunity	92
Policy 201-Legal Status of the School Board	94
Policy 202-School Board Officers	98
203-Operation of the School Board-Governing Rules	103
203.1-School Board Procedures: Rules of Order	105
203.2-Order of the Regular School Board Meeting	108
203.5-School Board Meeting Agenda	110
203.6 Consent Agenda	112
204-School Board meeting Minutes	114
205-Open Meetings and Closed Meetings	119
207-Public Hearings	131
f. Final Building Projects Expenses-Presented by Michelle Czech	134
10. ACTION	
a. Second Reading of Policies-# 303, 404, 405, 509, 519, 525, 601, 603, 612. <i>I move to accept the second reading of the policies as presented.</i>	135
b. 2017 Pay 2018 Levy <i>I move to accept the 2017 Pay 2018 Levy as presented.</i>	172
c. Teacher Contract <i>I move to accept the 2017-2019 Teacher contract as presented.</i>	
d. DNR School Forest Outdoor Classroom. <i>I move to accept the resolution for the DNR School Forest Outdoor Classroom as presented.</i>	174
e. Long Term Facility Maintenance 10 year plan <i>I move to accept the Long Term Facility Maintenance 10 year plan as presented.</i>	177
f. Truth and Taxation & Regular Meeting Date Change <i>I move to accept the date change of the Truth and Taxation meeting and the Regular School Board meeting. The new date of the meetings</i>	

will be December 19, 2017 at 7:00 pm.

11. ADDITIONS TO AGENDA

12. FUTURE MEETING(s) INFORMATION

Food Service Negotiations-Tuesday, September 26, 3:30

Finance Meeting-Tuesday, October 3, 5:00

13. ADJOURN

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 5th day of September, at 7:00 p.m. in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Deb Ulm, Eric Minks, Eric Strandberg, Chad Young, Craig Johnson and Sue VanHooser

Members Absent: None

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen and Director of Student Services Erin Dohrmann.

Student Council Representative: Lacey Broding

Citizen Comments: None

REPORTS Board committee meeting(s) and school events each Board member attended.

Howard Vaillancourt	Certified negotiation meeting, classified negotiation meeting, closed teacher negotiations meeting
Deb Ulm	Agenda planning, policy meeting, certified negotiations meeting, closed teacher negotiation meeting. welcome back breakfast
Eric Minks	Closed negotiation meeting, policy meeting
Eric Strandberg	Policy meeting, certified negotiation meeting, closed teacher negotiations meeting, open house for three of the schools, built picnic tables for outdoor classroom
Sue VanHooser	Policy meeting, closed teacher negotiation meeting, classified negotiations. Attended Dylan Williams, welcome back kickoff, and insurance meeting.
Chad Young	Closed teacher negotiation meeting

Student Council Report: Student Council had their first meeting where they worked on homecoming and they discussed different times for the student council meetings.

Superintendent Report: It was the first day of school for most of the grades. The bus loop did well with all of the transferring of

students. Julia discussed the preliminary enrollment numbers with the board. Julia wrote an article for the newspaper about all of the work that goes into the beginning of the school year.

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 made by Howard Vaillancourt seconded by Chad Young, to approve the August 15, Regular and Closed Board meeting minutes. Motion passed unanimously.

CONSENT AGENDA

Motion made by Eric Minks, seconded by Chad Young to approve the consent agenda as presented. Personnel, Fundraisers, Mark Park Softball Contract, Open Enrollment, Fundraiser Update. Motion passed unanimously. Motion made by Howard Vaillancourt and seconded by Eric Strandberg to pull the ATPPS career ladder positions from the personnel section until the next board meeting to go over any discrepancies. Motion passed unanimously. Motion made by Eric Minks and seconded by Chad Young to approve the consent agenda as presented with the portion of ATPPS pulled. Motion passed unanimously.

INFORMATION

Summer Ag Program Update- Jessica Lupkes and Leif Storbakken reported on the summer ag program that was funded by a grant. The grant funded a week long summer ag program, FFA officer retreat, and community connection through the county fair. Angelo Vita, a student who completed the course, discussed the different courses that he took and showed the board some of his projects.

Student Services Update: Erin Dohrmann updated the board on our Student Services Program which includes: Area Learning Center, Online Academy, Educational Options, Onward and Special Education. Highlights from 2016-2017 and plans for 2017-2018 for each area was shared. Special Education MCA data shows that we are well above the state average in Math and Reading. Student Services strategic plan goals were also reviewed.

First Reading of Policy- Julia Espe read through the first reading of the policies 303, 404, 405, 509, 519, 525, and 612.

- Policy 303- Superintendent Selection
 - Proposed MSBA Changes
- Policy 404- Criminal Background Checks

- Proposed MSBA Changes
- Policy 405-Veteran's Preference
 - Proposed MSBA Changes
- Policy 509- Enrollment of Nonresident Students
 - Proposed MSBA Changes
- Policy 519- Interviews of Students by Outside Agencies
 - Reviewed
- Policy 525- Violence Prevention
 - Proposed MSBA Changes
- Policy 612- Development of Parent and Family Engagement Policies for Title I Programs
 - Proposed MSBA Changes

New Hires- Sarah Marxhausen shared with the board the 2017-2018 new hire information.

ACTION

Second Reading of Policies. Motion to approve the second reading of the policy 533 and 534 was made by Eric Minks and seconded by Craig Johnson. Motion passed unanimously.

Additions to the agenda: None

Future Meetings:

Food Service Negotiations-9.7.17-3:30

Finance Meeting- 9.19.17

ADJOURN- Motion to adjourn was made by Craig Johnson seconded by Chad Young. Meeting was adjourned at 7:45 p.m.

Chair Deb Ulm

Clerk Eric Minks

Recorder-Kari Plafcan



PRINCETON

PUBLIC SCHOOLS



9/19 Board Meeting

ATPPS Career Ladder Position: Mentor/Mentee Explanation

Mentor Program: Tenured teachers mentor, train, and support our new teachers. Our new teachers are our “Mentees.” According to our ATPPS (Alternative Teacher Professional Pay System) Handbook, each Career Ladder position receives a stipend, including our Mentors.

Specifically, a first year teacher or “Mentee” is in “year 1.” A second year teacher or “Mentee” is in “year 2.” According to the handbook, the teacher “Mentor” receives \$1,000 stipend for a year 1 Mentee and \$500 for a year 2 Mentee.

Mentors can have multiple Mentees. On the consent agenda, the Mentors are listed as well as what year their mentee(s) are teaching; this includes their total stipend amount.

Some examples include:

- A Mentor who has 2 Mentees in their first year, the total stipend = \$2,000.
- A Mentor who has 1 Mentee in the first year and 1 Mentee in the second year, the total stipend = \$1,500.
- A Mentor who has 2 Mentees in their second year, the total stipend = \$1,000.

Respectfully,

Sarah A. Marxhausen
Director of Human Resources

Core Values



09.19.17

Last Name	First Name	Status	Building	Job Title	Other Notes	Group	Replacing	Effective Date	Wage
Bragg	Jennifer	New Hire	Primary School	SpEd Para		Para	Cathy Johnson	9.11.17	15.13/hr
Bragg	Nicole	Change in Assignment	Primary School	SpEd Para- going from .62 to 1.03		Para	Tammy Oaks	8.30.17	No change
Dierks	Amy	Extra Duty	Family Center	EC Coalition Coordinator	Funded by Grant		N/A	9.5.17	\$3,500.00
Erke	Diane	Change in Assignment	High School	Lunchroom Para-going from 2.5 hours to 3.25 hrs		Para	N/A	9.8.17	No change
Johnson	Erin	New Hire	Middle School	SpEd Para		Para	Opening	9.12.17	15.13/hr
Kriz	Anna	Change in Assignment	High School	Change from .67 to 1.0 FTE (.33 business/.67 English)		PEA	Margaret Miron	9.6.17	\$38,405.00
Lupkes	Jessica	LOA	High School	Ag Teacher		PEA	N/A	10.02.17-10.23.17	
Malecek	Amanda	New Hire	Primary School	SpEd Para-.62 FTE		Para	Nicole Bragg	9.11.17	15.13/hr
Orton	Karol	Change in Assignment	High School	Study Hall Para-going from 6.5 hrs to 6.75 hrs.		Para	N/A	9.8.17	No change
Patnode	Mary	Resignation	Family Center	Early Childhood Screening Coordinator and Program Specialist		At Will	N/A	9.29.17	
Soens	Deb	Change in Assignment	High School	ISS Para-going from 6.58 hours to 7.16 hours		Para	N/A	9.8.17	No change
Stenslie	Carlee	Extra Duty	High School	Assistant Girls Hockey Coach		Athletics	Dale Pelzer	Fall/Winter	\$3,382.00
Wright	Melissa	Resignation	High School	Server-no longer doing breakfast		food service	N/A	9.6.17	No change

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Last Name	First Name	Status	Building	ATPPS Career Ladder Positions	Mentee	Group	Replacing	Effective Date	Wage
Anderson	Tonia	Extra Duty	Primary School	Tech Coach	NA	Advisor/Coach	N/A	2017-2018	\$700.00
Baxter	Jim	Extra Duty	High School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Beck	Sarah	Extra Duty	High School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Blomberg	Barb	Extra Duty	Intermediate School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Borich	Brandon	Extra Duty	High School	Mentor	Year 1 (2 mentees)	Advisor/Coach	N/A	2017-2018	\$2,000.00
Burling	Jodi	Extra Duty	District Center	Mentor	Year 2 + Year 1 (2 mentees)	Advisor/Coach	N/A	2017-2018	\$1,500.00
Euteneuer	Stacie	Extra Duty	High School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Gevig	Joyce	Extra Duty	High School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Glaser	Tiffany	Extra Duty	Family Center	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Grammond	Carrie	Extra Duty	Family Center	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Hagen	Michelle	Extra Duty	Primary School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Hannenber	Roy	Extra Duty	Student Services	Mentor	Year 2 (2 mentees)	Advisor/Coach	N/A	2017-2018	\$1,000.00
Julson	Sarah	Extra Duty	Primary School	Mentor	Year 1 (2 mentees)	Advisor/Coach	N/A	2017-2018	\$2,000.00
Kerwin	Terri	Extra Duty	Student Services	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Larson	Charissa	Extra Duty	High School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Levering	Andrea	Extra Duty	High School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Mattick	Thor	Extra Duty	High School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Murkve	Alex	Extra Duty	High School	Mentor	Year 1+ Year 3	Advisor/Coach	N/A	2017-2018	\$1,500.00
Nettifee	Lynn	Extra Duty	Intermediate School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Olson	JoEllen	Extra Duty	Family Center	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00

Paddock	Dave	Extra Duty	High School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Porttin	Annie	Extra Duty	Primary School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Ruzek	Janna	Extra Duty	Primary School	Mentor	Year 2 (2 mentees)	Advisor/Coach	N/A	2017-2018	\$1,000.00
Rysavy	Kate	Extra Duty	Middle School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Sandin	Lori	Extra Duty	Family Center	Mentor	Year 1 + 2 (2 mentees)	Advisor/Coach	N/A	2017-2018	\$1,500.00
Sheffel	Shelly	Extra Duty	Intermediate School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Smith	Carol	Extra Duty	Intermediate School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Smith	Amy	Extra Duty	High School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Swedinski	Lisa	Extra Duty	Primary School	Mentor	Year 1 + Year 2	Advisor/Coach	N/A	2017-2018	\$1,500.00
Triplett	Brett	Extra Duty	High School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Voshell	Dee	Extra Duty	Intermediate School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Vrana	Diane	Extra Duty	Intermediate School	Mentor	Year 1	Advisor/Coach	N/A	2017-2018	\$1,000.00
Walerius	Nicole	Extra Duty	Intermediate School	PLC Facilitator	NA	Advisor/Coach	N/A	2017-2018	\$700.00
Walquist	Amy	Extra Duty	Intermediate School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Walquist	Scott	Extra Duty	High School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00
Watson	Kimberly	Extra Duty	Middle School	Mentor	Year 2	Advisor/Coach	N/A	2017-2018	\$500.00

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

Fund Description	Total
01 General Fund	\$1,188,841.67
02 Food Service	\$61,893.07
04 Community Service	\$23,753.51
06 Construction	\$174,450.70
10 Student Activities	\$22,644.57
Report Total	\$1,471,583.52

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	72394	166215	Check	1	11427	1	AT&T MOBILITY	Yes	Yes	No	USD	08/11/2017	220.90
		72400	166216	Check	1	15577		BELSON OUTDOORS	Yes	Yes	No	USD	08/11/2017	725.99
		72393	166217	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	08/11/2017	310.37
		72398	166218	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	08/11/2017	31.49
		72402	166219	Check	1	2128		D.ERVASTI SALES CO.	Yes	Yes	No	USD	08/11/2017	82.40
		72403	166220	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	08/11/2017	384.59
		72404	166221	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	08/11/2017	910.00
		72396	166222	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	08/11/2017	1,740.57
		72397	166223	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	08/11/2017	29,943.71
		72405	166224	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	08/11/2017	150.00
		72401	166225	Check	1	15662		POTTERY BARN	Yes	Yes	No	USD	08/11/2017	657.80
		72406	166226	Check	1	5149		PRINCETON RENTAL INC.	Yes	Yes	No	USD	08/11/2017	264.94
		72409	166228	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	08/11/2017	2,000.00
		72407	166229	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	Yes	No	USD	08/11/2017	130.16
		72408	166230	Check	1	5873	4	STAR TRIBUNE	Yes	Yes	No	USD	08/11/2017	111.80
		72399	166231	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	08/11/2017	341.54
		72410	166232	Check	1	2837		GREEN MILL	Yes	Yes	No	USD	08/16/2017	235.79
		72411	166233	Check	1	5055		PLYMOUTH PLAYHOUSE	Yes	Yes	No	USD	08/16/2017	200.00
		72413	166234	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	08/18/2017	3,896.87
		72424	166235	Check	1	14331		AIRMAXX TRAMPOLINE PARK	Yes	Yes	No	USD	08/18/2017	432.00
		72444	166236	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	08/18/2017	4,698.61
		72415	166237	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	08/18/2017	452.93
		72426	166238	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	08/18/2017	145.60
		72430	166239	Check	1	15691		BRENNAN CHELSEA	Yes	Yes	No	USD	08/18/2017	20.00
		72438	166240	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	08/18/2017	5,391.36
		72437	166241	Check	1	1799		CITY OF PRINCETON	Yes	Yes	No	USD	08/18/2017	264.00
		72434	166242	Check	1	15695		COLE TAMI	Yes	No	No	USD	08/18/2017	20.00
		72422	166243	Check	1	13863		CONNORS FAITH	Yes	Yes	No	USD	08/18/2017	118.00
		72439	166244	Check	1	2265		ECKROTH MUSIC CO.	Yes	Yes	No	USD	08/18/2017	227.75
		72436	166245	Check	1	15697		GUNDERSON BETH	Yes	Yes	No	USD	08/18/2017	20.00
		72440	166246	Check	1	2987		HARSHMAN GAYLE	Yes	Yes	No	USD	08/18/2017	65.00
		72420	166247	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	08/18/2017	625.00
		72414	166248	Check	1	10902		LEGACY PRODUCTIONS	Yes	Yes	No	USD	08/18/2017	1,495.00
		72431	166249	Check	1	15692		MASLOW JACKI	Yes	No	No	USD	08/18/2017	20.00
		72446	166250	Check	1	8388	1	METRO SALES INC	Yes	Yes	No	USD	08/18/2017	4,210.34
		72447	166251	Check	1	9130	2	MINNESOTA WEARABLES	Yes	Yes	No	USD	08/18/2017	9,000.00
		72416	166252	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	08/18/2017	289.50
		72445	166253	Check	1	8294		MISSISSIPPI 8 CONFERENCE	Yes	Yes	No	USD	08/18/2017	6,500.00
		72428	166254	Check	1	15689		MORROW CORRINE	Yes	No	No	USD	08/18/2017	10.00
		72435	166255	Check	1	15696		OKAN KATIE	Yes	Yes	No	USD	08/18/2017	10.00
		72421	166256	Check	1	13837		OLSON JENNIFER	Yes	Yes	No	USD	08/18/2017	20.00

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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	72432	166257	Check	1	15693		PATNODE MARY	Yes	No	No	USD	08/18/2017	10.00
			72417	166258	Check	1	12572	1	PYSBA	Yes	No	No	USD	08/18/2017	500.00
			72418	166259	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	08/18/2017	225.00
			72443	166260	Check	1	7632		REIMER SCOTT	Yes	Yes	No	USD	08/18/2017	940.00
			72425	166261	Check	1	14715		rSCHOOLTODAY	Yes	No	No	USD	08/18/2017	590.00
			72441	166262	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	Yes	No	USD	08/18/2017	63.09
			72442	166263	Check	1	5874	4	STAR TRIBUNE	Yes	Yes	No	USD	08/18/2017	513.00
			72427	166264	Check	1	15688		SWANSON CHRISTINA	Yes	Yes	No	USD	08/18/2017	20.00
			72429	166265	Check	1	15690		SZENAY ROSE	Yes	No	No	USD	08/18/2017	10.00
			72423	166266	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	08/18/2017	320.16
			72433	166267	Check	1	15694		WEINHOLD TAMMI	Yes	Yes	No	USD	08/18/2017	10.00
			72419	166268	Check	1	13021		WHITCOMB GAIL	Yes	Yes	No	USD	08/18/2017	1,310.40
			72448	166269	Check	1	5917		STEINBRECHER PAINTING COMPAN	Yes	No	No	USD	08/18/2017	2,553.65
			72450	166270	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	08/22/2017	17,531.31
			72451	166271	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	08/22/2017	7,438.68
			72449	166272	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	08/22/2017	252,355.00
			72452	166273	Check	1	12881	1	PLOW WORLD, INC.	Yes	Yes	No	USD	08/23/2017	222.60
			72454	166274	Check	1	3269		I.S.D. #709	Yes	Yes	No	USD	08/25/2017	2,492.16
			72455	166275	Check	1	4121	1	MEEKER-WRIGHT SPECIAL ED COOI	Yes	Yes	No	USD	08/25/2017	5.20
			72453	166276	Check	1	11123		ROBBINSDALE AREA SCHOOLS	Yes	No	No	USD	08/25/2017	958.10
			72506	166277	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	08/25/2017	158.00
			72508	166278	Check	1	8007	2	ANDOVER HIGH SCHOOL-GIRLS SOI	Yes	No	No	USD	08/25/2017	100.00
			72463	166279	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	Yes	No	USD	08/25/2017	467.50
			72465	166280	Check	1	13116		AUDIO ENHANCEMENT	Yes	Yes	No	USD	08/25/2017	3,915.00
			72473	166281	Check	1	1438		BIO CORPORATION	Yes	Yes	No	USD	08/25/2017	1,633.80
			72478	166282	Check	1	1511		BRAND MANUFACTURING	Yes	Yes	No	USD	08/25/2017	277.13
			72491	166283	Check	1	3954	4	CDW-G INC	Yes	Yes	No	USD	08/25/2017	2,736.44
			72480	166284	Check	1	15700		COOLEY DEANNA	Yes	Yes	No	USD	08/25/2017	9.10
			72481	166285	Check	1	1977	1	CREATIVE TEACHING PRESS	Yes	Yes	No	USD	08/25/2017	72.85
			72470	166286	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	08/25/2017	65.88
			72462	166287	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	08/25/2017	928.40
			72482	166288	Check	1	2115	1	DEMCO INC	Yes	Yes	No	USD	08/25/2017	45.63
			72483	166289	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	08/25/2017	109.95
			72484	166290	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	08/25/2017	23.00
			72485	166291	Check	1	2307		EDUCATIONAL INNOVATIONS	Yes	Yes	No	USD	08/25/2017	107.36
			72486	166292	Check	1	2460		EVERBIND/MARCO BOOK COMPAN	Yes	No	No	USD	08/25/2017	1,632.74
			72461	166293	Check	1	11480		FISHING POND	Yes	No	No	USD	08/25/2017	111.83
			72457	166294	Check	1	10908	1	G & K SERVICES	Yes	Yes	No	USD	08/25/2017	192.52
			72487	166295	Check	1	2775		GOPHER	Yes	Yes	No	USD	08/25/2017	851.66
			72503	166296	Check	1	6645		GRAINGER	Yes	Yes	No	USD	08/25/2017	140.80
			72488	166297	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	08/25/2017	569.71

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	72505	166298	Check	1	7486	1	HEPPNER PAULA	Yes	No	No	USD	08/25/2017	50.00
			72489	166299	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	Yes	No	USD	08/25/2017	5,288.75
			72458	166300	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	08/25/2017	122.13
			72475	166301	Check	1	14797		JOHNSTONE SUPPLY	Yes	Yes	No	USD	08/25/2017	752.59
			72490	166302	Check	1	3701		LAKESHORE	Yes	Yes	No	USD	08/25/2017	150.00
			72492	166303	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	08/25/2017	797.46
			72493	166304	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	08/25/2017	237.60
			72494	166305	Check	1	4093	6	MCGRAW-HILL SCHOOL EDUCATION	Yes	Yes	No	USD	08/25/2017	8,880.15
			72507	166306	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	Yes	No	USD	08/25/2017	237.78
			72476	166307	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	08/25/2017	1,800.00
			72464	166308	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	08/25/2017	225.11
			72495	166309	Check	1	4273		MINNESOTA CLAY CO.	Yes	Yes	No	USD	08/25/2017	617.33
			72460	166310	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	08/25/2017	418.06
			72466	166311	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	08/25/2017	13,693.35
			72474	166312	Check	1	14665		POPP BINDING & LAMINATING INC.	Yes	Yes	No	USD	08/25/2017	1,104.50
			72496	166313	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	08/25/2017	466.76
			72497	166314	Check	1	5254		REALLY GOOD STUFF	Yes	Yes	No	USD	08/25/2017	310.13
			72502	166315	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	08/25/2017	4,000.00
			72459	166316	Check	1	10923	1	ROCHESTER 100 INC	Yes	Yes	No	USD	08/25/2017	1,282.25
			72499	166317	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	Yes	No	USD	08/25/2017	2,062.80
			72498	166318	Check	1	5555		SCHWAAB INC.	Yes	Yes	No	USD	08/25/2017	78.00
			72472	166319	Check	1	14366		SHRED RIGHT	Yes	Yes	No	USD	08/25/2017	20.25
			72500	166320	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	08/25/2017	403.20
			72509	166321	Check	1	9494	1	SNA	Yes	Yes	No	USD	08/25/2017	43.00
			72468	166322	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	Yes	No	USD	08/25/2017	315.00
			72501	166323	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	08/25/2017	101.86
			72469	166324	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	Yes	No	USD	08/25/2017	55.99
			72467	166325	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	08/25/2017	40.00
			72477	166326	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	08/25/2017	190.24
			72471	166327	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	Yes	No	USD	08/25/2017	2,181.98
			72504	166328	Check	1	7476		VANDENHEUVEL RYAN	Yes	No	No	USD	08/25/2017	2.55
			72479	166329	Check	1	15658		VERNIER SOFTWARE & TECHNOLOG	Yes	Yes	No	USD	08/25/2017	2,778.74
			72456	166330	Check	1	10660		WILD MOUNTAIN	Yes	Yes	No	USD	08/25/2017	1,911.97
			72511	166331	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	08/28/2017	1,937.11
			72557	166332	Check	1	15244	1	AUL	Yes	No	No	USD	08/31/2017	8,848.79
			72558	166333	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	08/31/2017	67.14
			72559	166334	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	08/31/2017	119.43
			72560	166335	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	08/31/2017	64.00
			72561	166336	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	08/31/2017	96.00
			72562	166337	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	08/31/2017	2.00
			72563	166338	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	08/31/2017	400.00

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0477		001	72570	166339	Check	1	12259		ANDERSON BARB	Yes	No	No	USD	09/01/2017	182.00
			72583	166340	Check	1	14873		ANDERSON TODD	Yes	No	No	USD	09/01/2017	72.00
			72567	166341	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	09/01/2017	242.87
			72597	166342	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	09/01/2017	204.24
			72569	166343	Check	1	12254		BAKER JAMES	Yes	No	No	USD	09/01/2017	57.00
			72574	166344	Check	1	13308		BALL ANDREW	Yes	No	No	USD	09/01/2017	110.00
			72590	166345	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/01/2017	12,747.48
			72596	166346	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	09/01/2017	1,661.03
			72591	166347	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD	09/01/2017	1,137.12
			72564	166348	Check	1	10069		DALCO	Yes	No	No	USD	09/01/2017	7,225.92
			72588	166349	Check	1	15711		DUCKLOW DUSTIN	Yes	No	No	USD	09/01/2017	49.00
			72587	166350	Check	1	15706		DUNFEE JR. R. BRAD	Yes	No	No	USD	09/01/2017	182.00
			72592	166351	Check	1	2269		ECMECC	Yes	No	No	USD	09/01/2017	100.00
			72584	166352	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	09/01/2017	226.40
			72585	166353	Check	1	15280		ERICKSON TED	Yes	No	No	USD	09/01/2017	110.00
			72582	166354	Check	1	14833	1	FASTBRIDGE LEARNING	Yes	No	No	USD	09/01/2017	13,200.00
			72578	166355	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	09/01/2017	1,857.60
			72608	166356	Check	1	6645		GRAINGER	Yes	No	No	USD	09/01/2017	291.25
			72577	166357	Check	1	13889		HALL JOHN	Yes	No	No	USD	09/01/2017	72.00
			72566	166358	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	09/01/2017	72,959.28
			72565	166359	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	09/01/2017	61.36
			72593	166360	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	09/01/2017	94.98
			72571	166361	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	09/01/2017	461.00
			72611	166362	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	09/01/2017	530.00
			72594	166363	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	09/01/2017	848.00
			72595	166364	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	09/01/2017	1,035.00
			72580	166365	Check	1	14398		MANDILE RICHARD	Yes	No	No	USD	09/01/2017	110.00
			72610	166366	Check	1	9667	2	MID AMERICA SOLUTIONS, INC	Yes	No	No	USD	09/01/2017	25.00
			72609	166367	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	09/01/2017	222.50
			72573	166368	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	09/01/2017	403.23
			72568	166369	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/01/2017	957.38
			72589	166370	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	09/01/2017	43.43
			72598	166371	Check	1	5038	2	PITNEY BOWES	Yes	No	No	USD	09/01/2017	881.97
			72599	166372	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	09/01/2017	225.00
			72600	166373	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/01/2017	25.19
			72601	166374	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	09/01/2017	143.62
			72602	166375	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	09/01/2017	699.90
			72576	166376	Check	1	13814		SUPERIOR STRIPING, INC.	Yes	No	No	USD	09/01/2017	5,443.00
			72603	166377	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	09/01/2017	52.17
			72581	166378	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	09/01/2017	1,029.28
			72575	166379	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	09/01/2017	37.94

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0477	001	72604	166380	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	09/01/2017	1,202.04
		72605	166381	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	09/01/2017	3,861.00
		72606	166382	Check	1	6156	6	TIME FOR KIDS	Yes	No	No	USD	09/01/2017	148.50
		72579	166383	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	09/01/2017	2,170.41
		72586	166384	Check	1	15293		VISUAL EDGE INC.	Yes	No	No	USD	09/01/2017	105.17
		72607	166385	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	09/01/2017	131.62
		72572	166386	Check	1	12768		WOOD JAMES	Yes	No	No	USD	09/01/2017	72.00
		72612	166387	Check	1	15280		ERICKSON TED	Yes	No	No	USD	09/01/2017	110.00
		72625	166388	Check	1	13854		AIKEN REBECCA	Yes	No	No	USD	09/08/2017	90.00
		72629	166389	Check	1	15250		AMITY INSTITUTE	Yes	No	No	USD	09/08/2017	1,800.00
		72624	166390	Check	1	1346		BECKER HIGH SCHOOL	Yes	No	No	USD	09/08/2017	110.00
		72632	166391	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	09/08/2017	140.00
		72616	166392	Check	1	10584		CARD SERVICES	Yes	No	No	USD	09/08/2017	776.21
		72644	166393	Check	1	9207		CHAMBERS JOSEPH	Yes	No	No	USD	09/08/2017	88.00
		72620	166394	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	09/08/2017	99.43
		72619	166395	Check	1	11480		FISHING POND	Yes	No	No	USD	09/08/2017	50.00
		72633	166396	Check	1	2574		FOLEY HIGH SCHOOL	Yes	No	No	USD	09/08/2017	100.00
		72642	166397	Check	1	7157		GLYNN TOM	Yes	No	No	USD	09/08/2017	88.00
		72640	166398	Check	1	6820		HENDRICKSON GRAHAM	Yes	No	No	USD	09/08/2017	90.00
		72630	166399	Check	1	15415		INDEPENDENT EMERGENCY SERVICE	Yes	No	No	USD	09/08/2017	43.08
		72643	166400	Check	1	7693		JOHNSON ERIC	Yes	No	No	USD	09/08/2017	100.00
		72623	166401	Check	1	13330		MERLINO RORY	Yes	No	No	USD	09/08/2017	98.00
		72621	166402	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	09/08/2017	1,377.41
		72634	166403	Check	1	4232		MILACA HIGH SCHOOL- ISD #912	Yes	No	No	USD	09/08/2017	150.00
		72635	166404	Check	1	4443		MORA HIGH SCHOOL	Yes	No	No	USD	09/08/2017	100.00
		72631	166405	Check	1	15712		MROCEK RON OR AMANDA	Yes	No	No	USD	09/08/2017	13.25
		72636	166406	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	09/08/2017	677.76
		72615	166407	Check	1	10232		PLOEGER CORY	Yes	No	No	USD	09/08/2017	80.00
		72648	166408	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	09/08/2017	68.85
		72641	166409	Check	1	6822		REETZ DOUG	Yes	No	No	USD	09/08/2017	80.00
		72637	166410	Check	1	5553		SCHOLASTIC INC.	Yes	No	No	USD	09/08/2017	28.00
		72645	166411	Check	1	9494	1	SNA	Yes	No	No	USD	09/08/2017	172.00
		72646	166412	Check	1	9494	1	SNA	Yes	No	No	USD	09/08/2017	50.00
		72647	166413	Check	1	9494	1	SNA	Yes	No	No	USD	09/08/2017	11.00
		72617	166414	Check	1	10634		SOLUTION TREE	Yes	No	No	USD	09/08/2017	271.60
		72638	166415	Check	1	5926		ST. FRANCIS HIGH SCHOOL	Yes	No	No	USD	09/08/2017	150.00
		72639	166416	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	09/08/2017	9,486.00
		72628	166417	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	09/08/2017	341.54
		72627	166418	Check	1	14857		VAWSER ROBERT	Yes	No	No	USD	09/08/2017	88.00
		72622	166419	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	09/08/2017	666.93
		72626	166420	Check	1	14856		WHITSON JEFFREY	Yes	No	No	USD	09/08/2017	88.00

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0477		001	72618	166421	Check	1	11307		ZYCH DAN	Yes	No	No	USD	09/08/2017	88.00
			72649	166422	Check	1	15470	2	GREENWOOD CORY	Yes	No	No	USD	09/12/2017	625.00
			72658	166423	Check	1	15714		PIONEER CREDIT RECOVERY, INC.	Yes	No	No	USD	09/15/2017	304.80
			72716	166424	Check	1	15698	1	ACCO BRANDS USA, LLC	Yes	No	No	USD	09/19/2017	2,090.50
			72703	166425	Check	1	14829		ACCÓUSTICS ASSOCIATES INC	Yes	No	No	USD	09/19/2017	6,235.00
			72669	166426	Check	1	11043	1	AMERICAN ENGINEERING TESTING	Yes	No	No	USD	09/19/2017	2,876.20
			72675	166427	Check	1	1243	1	ASCD	Yes	No	No	USD	09/19/2017	219.00
			72676	166428	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	09/19/2017	2,357.50
			72691	166429	Check	1	1392		BENTON TROPHY & AWARD	Yes	No	No	USD	09/19/2017	25.31
			72694	166430	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	09/19/2017	144.60
			72696	166431	Check	1	1425		BEYOND PLAY	Yes	No	No	USD	09/19/2017	99.77
			72692	166432	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	09/19/2017	182.40
			72662	166433	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	09/19/2017	1,532.33
			72704	166434	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	09/19/2017	150.40
			72710	166435	Check	1	15252		BROOKE DONNER	Yes	No	No	USD	09/19/2017	70.00
			72756	166436	Check	1	8386		BROTHERS INDUSTRIAL CLEANING	Yes	No	No	USD	09/19/2017	1,383.00
			72717	166437	Check	1	1572		BUFFALO HIGH SCHOOL	Yes	No	No	USD	09/19/2017	50.00
			72719	166438	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/19/2017	8,874.87
			72718	166439	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	09/19/2017	190.00
			72709	166440	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	09/19/2017	7,390.00
			72699	166441	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	09/19/2017	999.44
			72720	166442	Check	1	1876		COMPANION	Yes	No	No	USD	09/19/2017	3,294.00
			72698	166443	Check	1	14335	1	COUNCIL FOR EXCEPTIONAL CHILDI	Yes	No	No	USD	09/19/2017	220.00
			72721	166444	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD	09/19/2017	159.84
			72660	166445	Check	1	10069		DALCO	Yes	No	No	USD	09/19/2017	3,268.91
			72674	166446	Check	1	12028		DECKER EQUIPMENT	Yes	No	No	USD	09/19/2017	478.75
			72722	166447	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	09/19/2017	1,314.58
			72677	166448	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	09/19/2017	1,495.80
			72759	166449	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	09/19/2017	325.61
			72723	166450	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	09/19/2017	3,570.23
			72712	166451	Check	1	15318		EKON-O-PAC	Yes	No	No	USD	09/19/2017	1,845.50
			72673	166452	Check	1	11707		EL-JAY PLUMBING & HEATING	Yes	No	No	USD	09/19/2017	171,897.05
			72762	166453	Check	1	9155	1	ERICKSON GREGORY A.	Yes	No	No	USD	09/19/2017	760.50
			72724	166454	Check	1	2426		ERICKSON ASPHALT	Yes	No	No	USD	09/19/2017	1,650.00
			72765	166455	Check	1	9959	1	EZ WAY INC	Yes	No	No	USD	09/19/2017	176.95
			72760	166456	Check	1	9088		FASTSIGNS	Yes	No	No	USD	09/19/2017	47.70
			72668	166457	Check	1	11022		FIRST CHOICE FOOD & BEVERAGE	Yes	No	No	USD	09/19/2017	184.08
			72695	166458	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	09/19/2017	1,462.50
			72680	166459	Check	1	12824		FOREST LAKE AREA HIGH SCHOOL	Yes	No	No	USD	09/19/2017	150.00
			72693	166460	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	09/19/2017	288.18
			72682	166461	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	09/19/2017	344.56

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	72725	166462	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	09/19/2017	35.10
		72753	166463	Check	1	6645		GRAINGER	Yes	No	No	USD	09/19/2017	3,498.97
		72690	166464	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	09/19/2017	2,301.25
		72755	166465	Check	1	7197		GRAPHIC EDGE	Yes	No	No	USD	09/19/2017	91.35
		72726	166466	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	09/19/2017	5,683.37
		72727	166467	Check	1	3182	3	HOUGHTON-MIFFLIN	Yes	No	No	USD	09/19/2017	20,655.70
		72671	166468	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	09/19/2017	4,301.49
		72667	166469	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	09/19/2017	1,411.97
		72661	166470	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	09/19/2017	416.67
		72706	166471	Check	1	14899		INTERSTATE MUSIC	Yes	No	No	USD	09/19/2017	150.87
		72728	166472	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	09/19/2017	115.00
		72729	166473	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	09/19/2017	206.22
		72701	166474	Check	1	14797		JOHNSTONE SUPPLY	Yes	No	No	USD	09/19/2017	3,476.00
		72686	166475	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	09/19/2017	274.23
		72666	166476	Check	1	10526		KNIFE RIVER CORPORATION	Yes	No	No	USD	09/19/2017	121,207.65
		72730	166477	Check	1	3661		KROMER CO.	Yes	No	No	USD	09/19/2017	990.50
		72731	166478	Check	1	3701		LAKESHORE	Yes	No	No	USD	09/19/2017	378.48
		72681	166479	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	09/19/2017	16,384.12
		72678	166480	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	09/19/2017	124.38
		72732	166481	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	09/19/2017	3,231.00
		72733	166482	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	09/19/2017	237,653.42
		72734	166483	Check	1	4093	6	MCGRAW-HILL SCHOOL EDUCATION	Yes	No	No	USD	09/19/2017	19,616.77
		72663	166484	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	09/19/2017	1,632.50
		72757	166485	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	09/19/2017	112.50
		72761	166486	Check	1	9106		MILLE LACS CTY HISTORICAL SCTY	Yes	No	No	USD	09/19/2017	2,024.00
		72672	166487	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/19/2017	2,032.63
		72735	166488	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	09/19/2017	1,947.66
		72683	166489	Check	1	13257		NORTHERN SPEECH SERVICES	Yes	No	No	USD	09/19/2017	233.97
		72665	166490	Check	1	10444	1	OLSEN FIRE PROTECTION INC	Yes	No	No	USD	09/19/2017	1,145.00
		72684	166491	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	09/19/2017	7,973.77
		72713	166492	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	09/19/2017	749.70
		72702	166493	Check	1	14818	2	PKS-PROFESSIONAL KARATE STUDI	Yes	No	No	USD	09/19/2017	153.60
		72715	166494	Check	1	15666	1	POSITIVE COACHING ALLIANCE	Yes	No	No	USD	09/19/2017	60.17
		72736	166495	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	09/19/2017	45.00
		72737	166496	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	09/19/2017	2,579.46
		72764	166497	Check	1	9842		PRINCETON HEALTH PRESS	Yes	No	No	USD	09/19/2017	715.00
		72740	166498	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	09/19/2017	87,352.50
		72739	166499	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	09/19/2017	469.95
		72738	166500	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	09/19/2017	150.00
		72741	166501	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/19/2017	7,595.69
		72742	166502	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	09/19/2017	445.52

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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	72743	166503	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	09/19/2017	742.00
		72688	166504	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	No	No	USD	09/19/2017	120.00
		72700	166505	Check	1	14420		ROBOTICS EDUCATION & COMPETITION	Yes	No	No	USD	09/19/2017	550.00
		72744	166506	Check	1	5491		SARTELL HIGH SCHOOL	Yes	No	No	USD	09/19/2017	225.00
		72745	166507	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	09/19/2017	498.36
		72746	166508	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	09/19/2017	36.89
		72747	166509	Check	1	5604		SCIENCE MUSEUM OF MINNESOTA	Yes	No	No	USD	09/19/2017	1,404.00
		72714	166510	Check	1	15641		SIGNART CO. INC.	Yes	No	No	USD	09/19/2017	890.68
		72758	166511	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	09/19/2017	19,022.79
		72687	166512	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	09/19/2017	6,243.50
		72748	166513	Check	1	6015		SUPREME SCHOOL SUPPLY CO.	Yes	No	No	USD	09/19/2017	2,680.00
		72685	166514	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	09/19/2017	89.55
		72679	166515	Check	1	12809		THE MT PIT	Yes	No	No	USD	09/19/2017	1,250.00
		72664	166516	Check	1	10439		THREE RIVERS YOUTH FOOTBALL L	Yes	No	No	USD	09/19/2017	3,830.00
		72749	166517	Check	1	6149		TIEMENS TOM	Yes	No	No	USD	09/19/2017	300.00
		72750	166518	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	09/19/2017	2,278.38
		72670	166519	Check	1	11229	1	ULINE	Yes	No	No	USD	09/19/2017	953.86
		72708	166520	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/19/2017	461.67
		72763	166521	Check	1	9278		UNIVERSITY OF OREGON	Yes	No	No	USD	09/19/2017	810.00
		72697	166522	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	09/19/2017	22,628.15
		72689	166523	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	09/19/2017	325.00
		72751	166524	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	09/19/2017	1,549.25
		72711	166525	Check	1	15293		VISUAL EDGE INC.	Yes	No	No	USD	09/19/2017	6,140.10
		72752	166526	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	09/19/2017	342.75
		72705	166527	Check	1	14894		WONDER WORKSHOP	Yes	No	No	USD	09/19/2017	79.00
		72707	166528	Check	1	15181		WOODSIDE INDUSTRIES, INC.	Yes	No	No	USD	09/19/2017	15,705.00
		72754	166529	Check	1	6663		YOUTH FRONTIERS INC	Yes	No	No	USD	09/19/2017	1,845.00
Bank Total: 001													\$1,471,583.52	
Report Total:													\$1,471,583.52	

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Princeton Public Schools - ISD #477

Wire Transfer Report

September 19, 2017

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
8/15/2017	\$ 478,929.55	ACH File Transfer
8/15/2017	\$ 174,307.38	Federal Tax Wire Transfer
8/15/2017	\$ 27,591.19	State Tax Wire Transfer
8/15/2017	\$ 8,947.40	Select Account HSA
8/15/2017	\$ 89,595.58	TRA File Transfer
8/15/2017	\$ 17,707.84	PERA File Transfer
8/15/2017	\$ 241.50	MN Child Support File Transfer
8/15/2017	\$ 34,102.40	TSA File Transfer
8/31/2017	\$ 482,117.37	ACH File Transfer
8/31/2017	\$ 174,532.96	Federal Tax Wire Transfer
8/31/2017	\$ 27,555.23	State Tax Wire Transfer
8/31/2017	\$ 8,947.40	Select Account H S A
8/31/2017	\$ 88,250.64	TRA File Transfer
8/31/2017	\$ 19,254.29	PERA File Transfer
8/31/2017	\$ 241.50	MN Child Support File Transfer
8/31/2017	\$ 32,988.92	TSA File Transfer
9/4/2017	\$ 11,412.81	BMO Harris Bank - (Pcards)
8/3/2017	\$ 1,284.44	SelectAccount
8/10/2017	\$ 2,686.52	SelectAccount
8/17/2017	\$ 2,278.53	SelectAccount
8/20/2017	\$ 1,254.22	SelectAccount
8/24/2017	\$ 211.78	SelectAccount
8/31/2017	\$ 1,477.84	SelectAccount
	\$	
TOTAL	\$ 1,685,917.29	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR AUGUST 2017**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	9,443,099.08	5,308,709.75	2,303,398.95	(515.69)	12,448,409.88
02 Food Service	437,253.86	40,133.29	37,060.50	(1,571.30)	440,326.65
04 Community Service	374,040.63	82,438.59	161,984.02	(672.86)	294,495.20
06 Building Fund	267,943.10	355.39	2,553.65	0.00	265,744.84
07 Debt Service	1,566,696.20	30,740.01	0.00	0.00	1,597,436.21
10 Activities	130,878.23	12,165.33	18,844.34	0.00	124,199.22
TOTAL	12,219,911.10	5,474,542.36	2,523,841.46		15,170,612.00

Bank Accounts

AP/PR Account (Bremer)	467,260.05
MSDLAF+	2,618,533.73
Investments (Fd01)	11,928,454.35
Investments (Fd06)	<u>265,744.84</u>
	15,279,992.97
O/S Accts Pay Checks	(43,262.55)
O/S Payroll Checks	(1,596.01)
O/S Wires	(69,308.91)
NSF Checks	<u>4,786.50</u>
TOTAL	15,170,612.00

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>SEPT. 11 - DEC 15, 2017</i>		Projected profit: <i>\$500⁰⁰</i>	Amount earned:
Group or organization proposing the fundraiser: <i>INTERMEDIATE SCHOOL ART DEPT.</i>		Item(s) being sold: <i>CHILDREN'S ARTWORK ON VARIOUS ITEMS</i>	
Company/organization supplying items to be sold: <i>ART TO REMEMBER</i>			
The money raised will be used for: <i>ART SUPPLIES</i>			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.		Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		N/A
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. 	✓	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <i>9-4-17</i>	Teacher/Sponsor Signature: <i>[Signature]</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u> </u> APPROVED <u> </u> NOT APPROVED			
Date: <i>9/7/17</i>	Administrator Signature: <i>[Signature]</i>		
Date: <i>9.11.17</i>	Superintendent Signature: <i>[Signature]</i>		
Date:	School Board Chair Signature:		

Date of fundraiser: <i>Fall & Spring</i>		Projected profit:	Amount earned:
Group or organization proposing the fundraiser: <i>Early Childhood</i>		Item(s) being sold: <i>wreaths / flowers</i>	
Company/organization supplying items to be sold: <i>Nelson's Nursery</i>			
The money raised will be used for: <i>Field Trips, Supplies, etc.</i>			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X	
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.		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: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.	X	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <i>9-5-17</i>		Teacher/Sponsor Signature: <i>Amy Durko</i>	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED			
Date: <i>9.6.17</i>		Administrator Signature: <i>Green A</i>	
Date: <i>9.11.17</i>		Superintendent Signature: <i>Julia Espe</i>	
Date:		School Board Chair Signature:	

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Century Custom Cabinets, LLC

Description of gift: \$ 510.00 check # 3685

Pre-Condition, Condition, or Limitation on use: Outdoor Classroom

How this gift specifically relates to the program or school: Outdoor Classroom

This gift meets all requirements of Policy 706 Tom Ostrout
Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia Espo Date: 9.5.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Bremer Bank Employees

Description of gift: \$180.00 check #1211006867

Pre-Condition, Condition, or Limitation on use: School Supplies

How this gift specifically relates to the program or school: School Supplies

This gift meets all requirements of Policy 706

Margaret Sedgman
Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia Espe Date: 9.5.17
Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval



PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name Princeton Youth Basketball Association

Description of gift \$1,200

Pre-Condition, Condition, or Limitation on use For the purchase of a basketball hoop for the playground at the primary school

How this gift specifically relates to the program or school: _____

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted Julia Espe Date: 9.5.17

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____ Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name: PYBA

Description of gift: Bison Playground Basketball system

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

How this gift specifically relates to the program or school: _____

Provide physical activity and basketball skills for students.

This gift meets all requirements of Policy 706 _____

Accepted Not Accepted Breg Jones Staff Name Date: 9/5/17
Principal or Director

Accepted Not Accepted Julia Espe Date: 9/8/17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Mike & Melissa Ternes

Description of gift:

Money for ~~picnic~~ picnic tables for outdoor
class room

Pre-Condition, Condition, or Limitation on use: _____

How this gift specifically relates to the program or school: _____

Donation to pay for 6 tables

This gift meets all requirements of Policy 706

Tom Ostro
Staff Name

Accepted Not Accepted

Greg Finkel
Principal or Director

Date: 9/5/17

Accepted Not Accepted

Julia Espe
Superintendent

Date: 8.31.17

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Richard Mayerchak

Description of gift: ① Adams 4 1/2 octave Marimba (\$6,000)
② Latin Percussion Aspire Conga set + stand (\$400)
③ Glenn Edward Trumpet (\$150)

Pre-Condition, Condition, or Limitation on use:

① Adams is almost brand new, nicest instrument we would own
② Conga set is slightly used but fills void at middle school
③ Very used but can be used by students when repairs take their own

How this gift specifically relates to the program or school: All instruments can be used
by members of the MS and HS bands for the life of the
instrument. The Adams, specifically, fulfills an ongoing request that
is now not needed (if approved)

This gift meets all requirements of Policy 706 Jim Baxter

Accepted Not Accepted Burt Mueck Staff Name
Principal or Director Date: 9-7-17

Accepted Not Accepted Julia Espe Staff Name
Superintendent Date: 9.11.17

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Business Services

Board Approval

Revised: October 29, 2013

Turned in
Aug 21

PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

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

Name of Field Trip Supervisor: <u>K. Reiman Duden</u>	Name of group, club, or department: <u>FFA</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>FFA National Convention</u>	Destination: <u>Indianapolis</u> Round Trip Miles: <u>on regional BUS</u>
Number of Students expected to participate: <u>11</u> Number of Teacher/Advisor Chaperones: <u>2</u> Number of adult volunteers/chaperones: # male students _____ #female students _____ (if Perkins funded)	Grade level/s of student participants: (circle all that apply) 9 <u>10 11 12</u>
Date of Departure: <u>Tues - Oct 24</u> Time of Departure: <u>Afternoon/Evening</u>	Date of Return: <u>Saturday - Oct 28</u> Time of Return: <u>Night</u>
School Hours Missed: (for single day trips) 1 2 3 4 5 (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 2 2.5 <u>3 3.5</u> 4 other _____ <input type="checkbox"/> outside the school day
<input checked="" type="radio"/> Yes <input type="radio"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="radio"/> No <input type="radio"/> This field trip occurs on a Sunday.

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

Department budget (Code: _____)

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

Students will pay for their own lunch

Building funds are requested

Grant funds (name of grant: _____)

Outside group, booster club, individual, or agency funding (name: FFA Alumni)

- A. What is the purpose of this field trip? (choose 1 CATEGORY only)**
- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study) (Section F of this form is required for instructional trips) (check all that apply)
 - Required for all students enrolled in the course
 - Only students in selected section/s of this course will participate
 - Students participate by choice
 - CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
 - All students in a course or club/activity will participate
 - Students participate by choice or selection
 - This is an enrichment opportunity
 - CATEGORY C: Extended** (policy 610: trip that covers more than 400 miles round trip, or involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
 - Regional or state level competition, training or meeting
 - have qualified
 - anticipating to qualify
 - Selected or invited to participate in honorary event or competition
 - have been invited or selected
 - have applied to be invited or selected
 - will apply to be invited or selected

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

I. Transportation Code: <u>10</u>	# of round trip miles _____ X \$1.45 = \$ _____	# of hours _____ X \$17.34 = \$ _____	
	# of buses needed _____ X the combination of the two subtotals above = \$ _____ (A)		
II. Lodging Code: <u>10</u>	# of rooms _____ X # of nights _____ = total rooms _____ X cost of room _____ = \$ _____ (B)		
III. Registration Code: <u>10</u>	# of students _____ X cost of registration _____ = \$ _____ (C)	<i>\$450 per student</i>	
	# of adults _____ X cost of registration _____ = \$ _____ (D)		
IV. Substitute Code: <u>10</u>	# of teachers needing a substitute _____ X # of hours _____ X \$25 (approx) = \$ _____ (E)	OR	
	# of teachers needing a substitute _____ X # of days _____ X \$125 (approx) = \$ _____ (F)		
V. Meals Code: <u>10</u>	# of students & adults _____ X approximate cost of meal _____ X # of meals = \$ _____ (G)		
TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G): \$ _____			

F. Complete this section for instructional field trip requests.

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

*Paid from fund 10
Kidspay*

Date Received (Office): _____

See Attached Activity Contracts

6. Building Administrative Review			
<i>Dawn [Signature]</i>	Date <u>8/22/17</u>	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Activities Director Signature	Date		
<i>Bubba [Signature]</i>	Date <u>8/31/17</u>	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Principal Signature	Date		
<i>Julia [Signature]</i>	Date <u>9.8.17</u>	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Superintendent Signature	Date		
_____	_____	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
School Board Chairperson Signature	Date		



Princeton High School

Tuesday, October 24, 2017

TIME	EVENT	DETAILS
TBD	Soccer: Boys Varsity State Tournament <i>State Tournament Oct. 24-26, 30-31, Nov. 2</i>	vs. MSHSL @ TBD
TBD	Tennis: Girls Varsity State Tournament <i>State Tournament October 24-27</i>	vs. MSHSL @ Baseline Tennis Center
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:30pm - 5:30pm	Cross Country Practice	HS PAC Commons
3:30pm - 5:45pm	Soccer - Girls Practice	HS Soccer field-V, HS Soccer Field-JV
4:30pm	Soccer: Girls Varsity State Tournament <i>State Tournament Oct. 24-26, 30-31, Nov. 2</i>	vs. TBD @ TBD
7:00pm	Football: Varsity Section Quarterfinals <i>7AAAA Quarterfinals @ high seed</i>	vs. TBD @ Princeton High School HS Football Stadium

Wednesday, October 25, 2017

TIME	EVENT	DETAILS
------	-------	---------

TBD	Volleyball: Varsity Subsection	vs. TBD @ High Seed
	<i>7AAA Sub-sections @ high seeds</i>	
9:00am - 2:00pm	7AA Treble Choir Festival	Chisago Lakes Area HS
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:30pm - 5:30pm	Cross Country Practice	HS PAC Commons
3:30pm - 5:45pm	Soccer - Girls Practice	HS Soccer field-V, HS Soccer Field-JV

Thursday, October 26, 2017

TIME	EVENT	DETAILS
2:00pm	Cross Country: Varsity/JV Sections	vs. Cloquet @ Cloquet Country Club
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:30pm - 5:45pm	Soccer - Girls Practice	HS Soccer field-V, HS Soccer Field-JV
5:00pm	Swim/Dive: Girls Varsity/JV JV Championship-Diving	vs. Big Lake, Buffalo, Cambridge-Isanti, Chisago Lakes, Monticello, Rogers, Saint Michael-Albertville @ Big Lake High School

Friday, October 27, 2017

TIME	EVENT	DETAILS
TBD	Volleyball: Varsity Section Quarterfinals <i>7AAA Quarterfinals @ high seeds</i>	vs. TBD @ High Seed
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:30pm - 5:30pm	Cross Country Practice	HS PAC Commons
3:30pm - 5:45pm	Soccer - Girls Practice	HS Soccer field-V, HS Soccer Field-JV
5:00pm	Swim/Dive: Girls Varsity/JV JV Championship - Swimming	vs. Big Lake, Buffalo, Cambridge-Isanti, Chisago Lakes, Monticello, Rogers, Saint Michael-Albertville @ STMA MSE (Middle School East)

Saturday, October 28, 2017

TIME	EVENT	DETAILS
12:00pm	Swim/Dive: Girls Varsity/JV Invitational <i>Booffalo Bison Diving Spooktacular Invitational.</i>	vs. Buffalo @ Buffalo High School
2:00pm	Football: Varsity Section Semi-Finals <i>7AAAA Semi-Finals @ high seed</i>	vs. TBD @ Princeton High School HS Football Stadium

Sunday, October 29, 2017**Monday, October 30, 2017**

TIME	EVENT	DETAILS
------	-------	---------

TBD	Hockey: Girls Varsity Practice Starts	vs.
TBD	Hockey: Girls JV Practice Starts	vs.
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:00pm - 6:00pm	Swimming/Diving Girls V/JV Practice	HS Pool
3:30pm - 5:30pm	Cross Country Practice	HS PAC Commons
3:30pm - 5:45pm	Soccer - Girls Practice	HS Soccer field-V, HS Soccer Field-JV

National FFA Banquet

National FFA Convention 2017

11 students and 2 chaperones will be traveling to Indianapolis Oct 24-Oct 28 to attend the National FFA Convention.

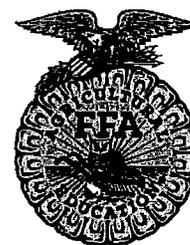
Princeton FFA once again was invited to the National Banquet. We are recognized as one of the top 10% Chapters in Minnesota and a 2-STAR National Chapter.

All Bus and travel plans are not finalized but it is known that Princeton will travel on a bus with students from our Region. This bus is organized by a group of FFA Advisors.

Funding is covered by the Princeton FFA Alumni and the individual students.

Thank you for your support.

Jessica Lupkes
Kristin³⁵Duden



Princeton FFA chapter of Princeton MN named 2 Star Chapter for 2017 National Chapter award by National FFA Organization

INDIANAPOLIS (*{Friday, Aug. 4, 2017/National FFA Organization}*) – The *{CHAPTER NAME}* FFA chapter of *{CITY, STATE}*, has been recognized in 2017 National Chapter Award Program from the National FFA Organization.

The program recognizes outstanding FFA chapters from throughout the country that actively implement the mission and strategies of the organization. These chapters improve chapter operations using the National Quality FFA Chapter Standards and a Program of Activities that emphasizes growing leaders, building communities and strengthening agriculture. Chapters are rewarded for providing educational experiences for the entire membership.

Chapters that received star ratings during judging July 23-28 and will be recognized at the 2017 National FFA Convention & Expo, Oct. 25-28 in Indianapolis.

All star FFA chapters receive honors made possible by corporate sponsor John Deere.

“Feeding some 9 billion people by mid-century brings with it unprecedented challenges for today’s farmers,” said Amy Allen, manager, national corporate contributions for John Deere. “The skills and experiences learned through the National Chapter Award Program will help meet the critical needs.”

The National FFA Organization provides leadership, personal growth and career success training through agricultural education to 649,355 student members who belong to one of 7,859 local FFA chapters throughout the U.S., Puerto Rico and the U.S. Virgin Islands. The organization is also supported by 225,891 alumni members in 1,934 alumni chapters throughout the U.S.

###

About National FFA Organization

The National FFA Organization is a national youth organization of 649,355 student members as part of 7,859 local FFA chapters in all 50 states, Puerto Rico and the U.S. Virgin Islands. The organization is supported by 225,891 alumni members in 1,934 local FFA Alumni chapters throughout the U.S. The FFA mission is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. The National FFA Organization operates under a federal charter granted by the 81st United States Congress and it is an integral part of public instruction in agriculture. The U.S. Department of Education provides leadership and helps set direction for FFA as a service to state and local agricultural education programs. For more, visit the National FFA Organization online at FFA.org and on Facebook, Twitter and the official National FFA Organization blog.

About National FFA Foundation

The National FFA Foundation builds partnerships with industry, education, government, other foundations and individuals to secure financial resources that recognize FFA member achievements, develop student leaders and support the future of agricultural education. Governed by a 19-member board of trustees composed of educators, business leaders, individual donors and FFA Alumni, the foundation is a separately registered nonprofit organization. About 82 percent of every dollar received by the foundation supports FFA members and agricultural education opportunities. For more, visit FFA.org/Give.



PRINCETON

INTERMEDIATE SCHOOL

2017 School Board Update



Intermediate School Update

1. MCA Data
2. Tiger Pride
3. Changes to improve and communication



MATH - 69.5% 

State - 58.6%





MATH

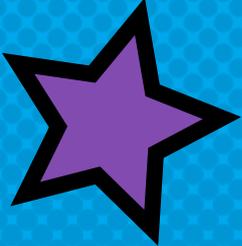
Better than 59% of Schools
321st of 782





READING - 68.6% 

State - 60.1%





READING

Better than 68% of Schools
252nd of 782





SCIENCE - 67.9% 

State - 53.9%





SCIENCE

Better than 70% of Schools
233rd of 782



TIGER PRIDE THEME

Let Tiger Pride Be Your Guide

Music -

<https://youtu.be/jVmz6LFiIAE>

SEL Core Competencies

Self-Management

- Regulating one's emotions
- Managing stress
- Self-control
- Self-motivation
- Setting and achieving goals

Self-Awareness

- Labeling one's feelings
- Relating feelings and thoughts to behavior
- Accurate self-assessment of strengths and challenges
- Self-efficacy
- Optimism

Social Awareness

- Perspective taking
- Empathy
- Respecting diversity
- Understanding social and ethical norms of behavior
- Recognizing family, school, and community supports

Responsible Decision-Making

- Considering the well-being of self and others
- Recognizing one's responsibility to behave ethically
- Basing decisions on safety, social and ethical considerations
- Evaluating realistic consequences of various actions
- Making constructive, safe choices for self, relationships and school

Relationship Skills

- Building relationships with diverse individuals and groups
- Communicating clearly
- Working cooperatively
- Resolving conflicts
- Seeking help



PURPOSE OF TIGER PRIDE (PBIS)

Goals for 2017–2018

1. Increase our Tiered Fidelity Inventory score from 70% to 80%.
2. Reduce our overall referrals by 10%.
3. Increase SW, Non-Classroom, and Classroom to 75% as measured on the Self-Assessment Survey.

EVIDENCE-BASED FEATURES

- × Prevention
- × Define and teach positive social expectations
- × Acknowledge positive behavior
- × Arrange consistent consequences for problem behavior
- × On-going collection and use of data for decision-making
- × Continuum of intensive, individual intervention supports.
- × Implementation of the systems that support effective practices



Tiger Pride and Anti Bullying

- Monthly Student Advisory
- Positive Behavioral Interventions and Supports
- Social and Emotional Learning
- Digital Citizenship
- Upstander Group



Personalized instruction

- Learning goals & Progressions
- Cluster Grouping
- Multi-Tiered Systems of Support (MTSS) - Behavior & Academic Supports



Improve communications

- Staff Video Updates
- Social Media - School Webpage
- Parent Newsletters
- Friday Folders
- Parent Advisory Group



P **PRINCETON**

HIGH SCHOOL

2017 School Board Update

2016-2017 A Year of Transition

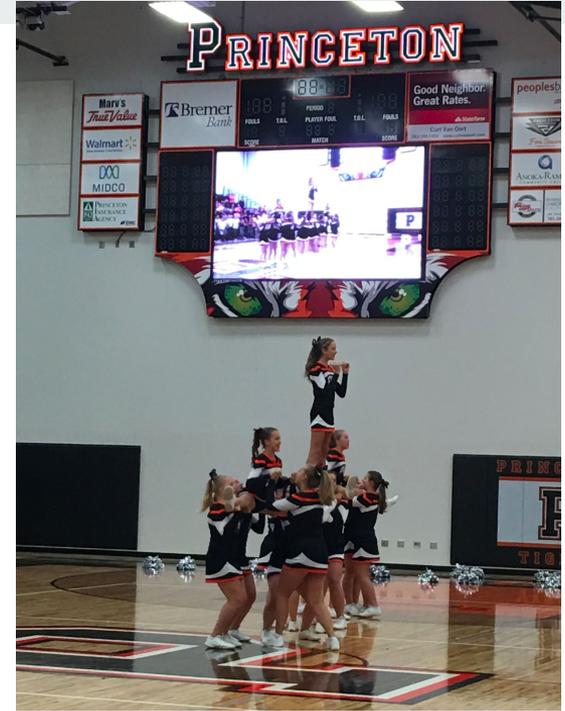
Using New Construction

Developing New Schedule

Adding AP Courses

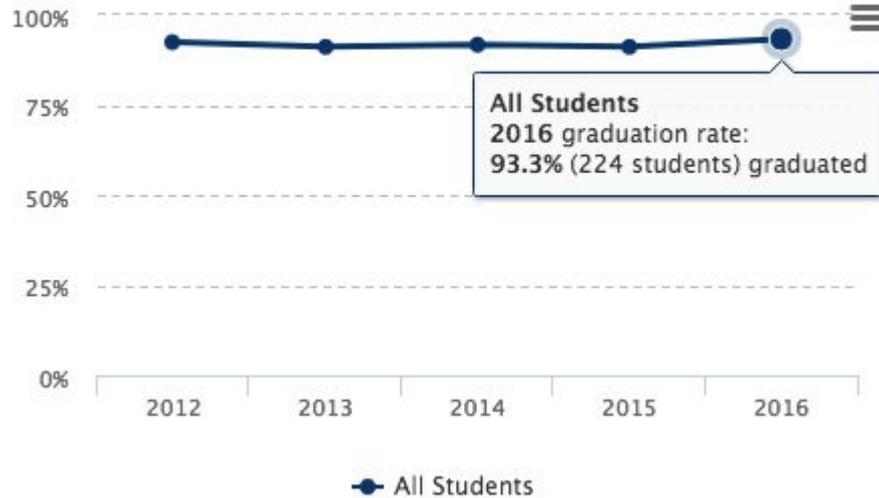
Implementing 1:1

Implementing Advisory and Ramp Up Curriculum



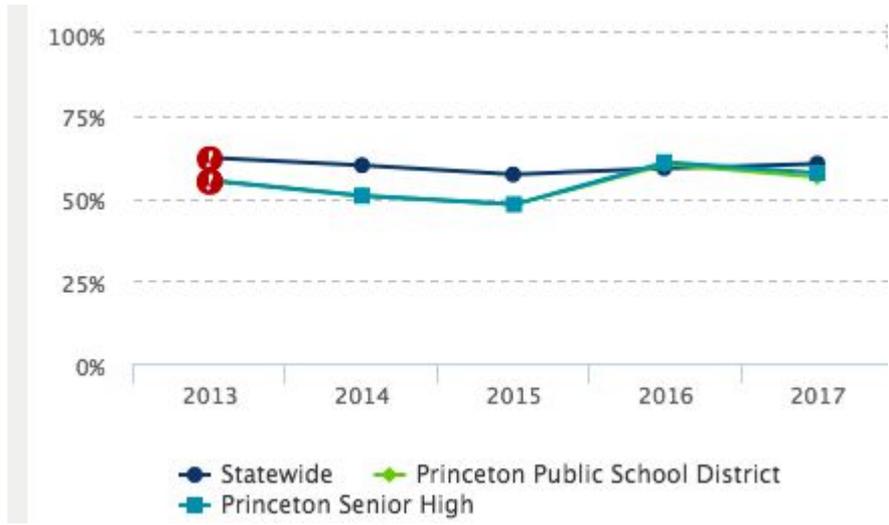
Graduation Rate

Graduation Rate Trends



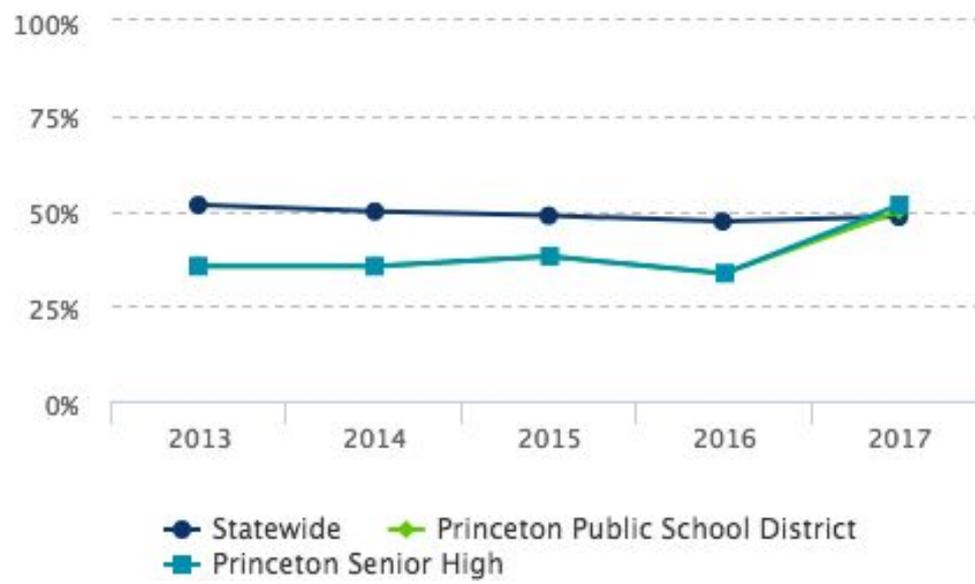


2017 MCA Reading



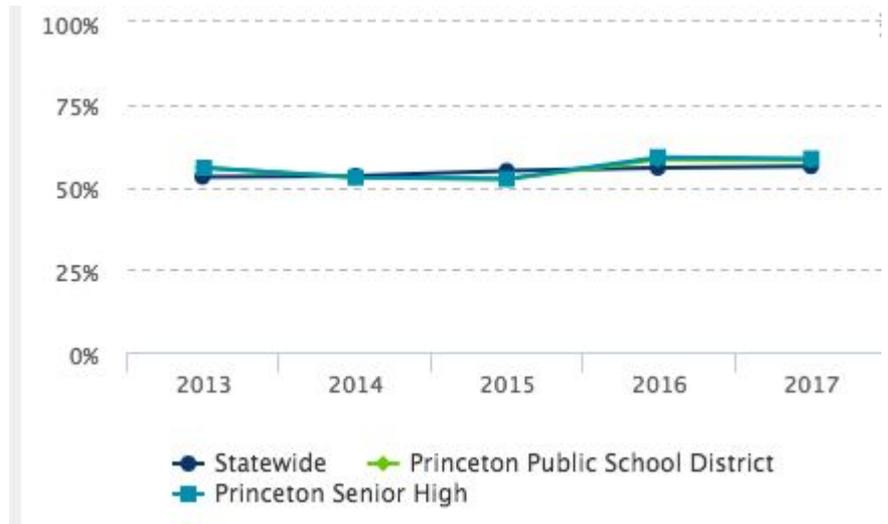


2017 MCA Math



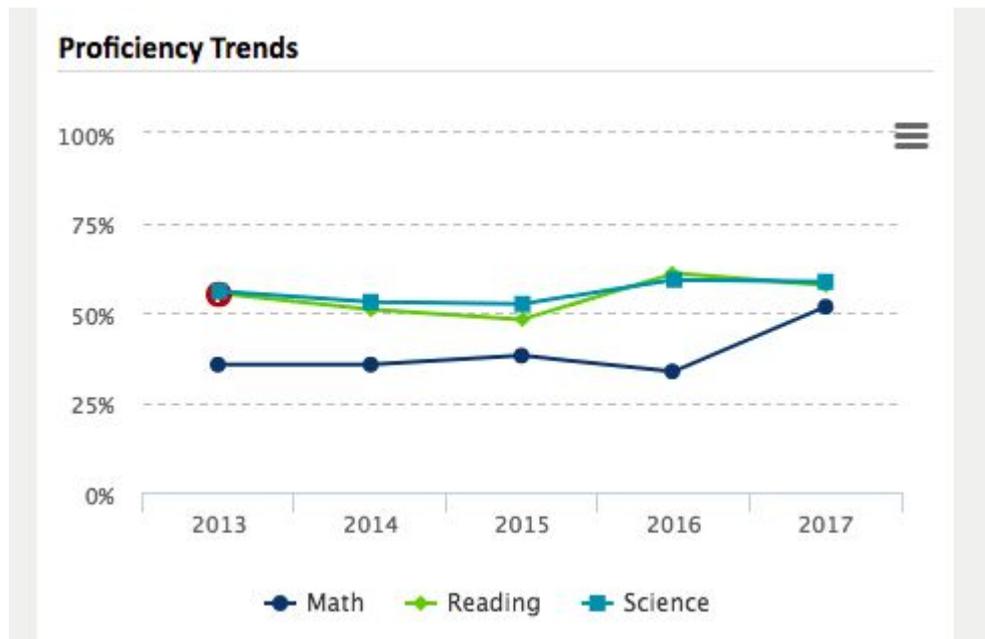


2017 MCA Science





MCA Trends - Math - Reading - Science





Average ACT Scores

Table 1.2. Five Year Trends—Average ACT Scores

Year	Number of Students	Average ACT Scores				
	Tested School	English School	Mathematics School	Reading School	Science School	Composite School
2012-2013	0
2013-2014	0
2014-2015	0
2015-2016	230	18.9	19.5	19.8	20.3	19.8
2016-2017	234	18.1	19.8	20.6	20.7	19.9



AP Results

69

	Micro Econ		US History		Calculus		Physics 1	
Score	PHS	National	PHS	National	PHS	National	PHS	National
5	27.27%	21.50%	0.00%	10.90%	25.00%	18.60%	9.09%	5.00%
4	36.36%	28.30%	11.11%	17.90%	25.00%	18.10%	27.27%	15.80%
3	18.18%	18.50%	40.74%	22.60%	19.44%	21.00%	36.36%	20.30%
2	18.18%	12.80%	25.93%	23.50%	27.78%	21.90%	18.18%	29.50%
1	0.00%	18.90%	22.22%	25.10%	2.78%	20.40%	9.09%	29.40%
Number of students	11		27		36		11	
Passed	81.82%	68.30%	51.85%	51.40%	69.44%	57.70%	72.73%	41.10%

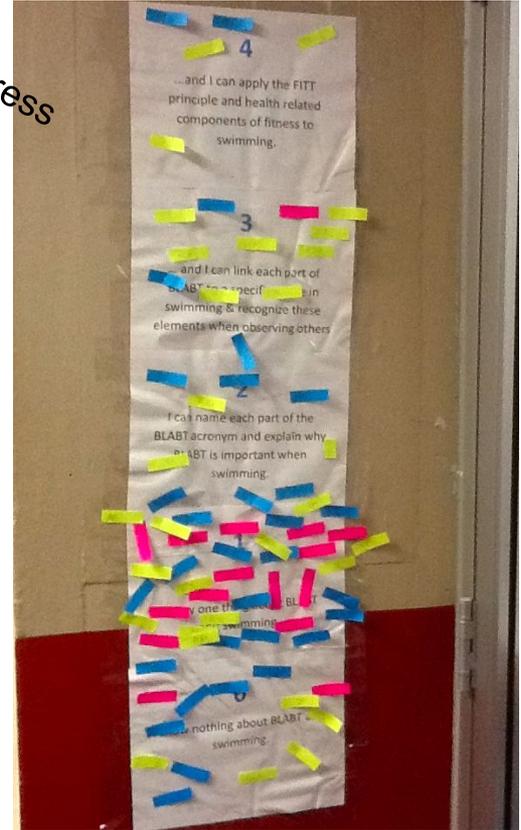
Building Leadership Team Focus

1. Coordinate Teacher Coaching Efforts
2. Observational Rounds
3. Grading for Learning Committee Starts
4. Revise Daily Schedule Committee
5. Math Growth Plan
6. Reading Strategy Implementation



Personalized Instruction

- Learning goals & Progressions
- Advanced Mathematics
- Increased AP courses
- Reading Strategy for all
- Math Growth Plan



Career and College Ready

- Advisory
- College Tours
- Manufacturing and technical tours
- Student Interviews



Innovative Programming

- AP Courses
- 1:1 Technology
- 3D Printing
- 6 Period Day planning
- Revised Math
- Advisory

3D Printing in new Flex Lab



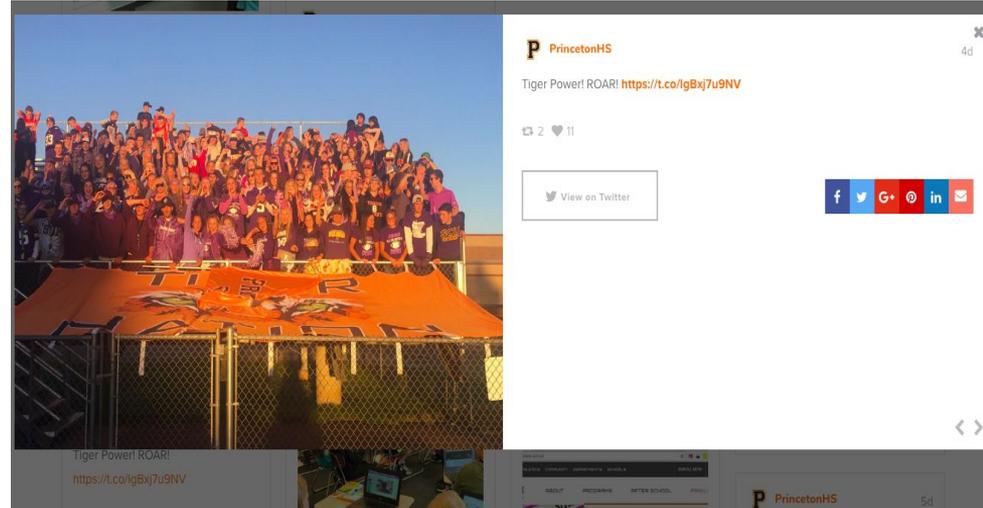
Digital Learning

- 1:1 Chromebooks
- Flex Lab
- Technology Coaches
- POA

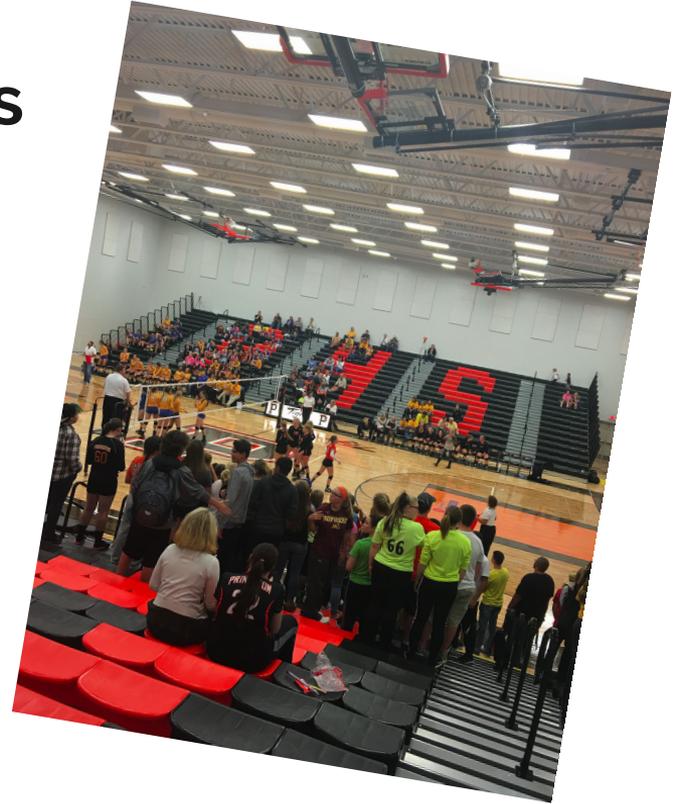


Improve Communications

- News N Notes
- Twitter/Web Site
- Parent Newsletters
- Student Emails
- Revised Parent Events
- Podcast
- Streamline Committees
- Ad Hoc Groups



PHS Facilities Improvements



Promoting Student Leadership & Independence

- Veteran's Day Program
- Study Nights
- Podcasts
- School Store



2017-2018 Onward and Upward

- 6 Period Day
- BLT Renewal
- PCA -

Better People, Better Athletes



Custodians



The Best of PHS

STUDENTS



Paraprofessionals



Food Service

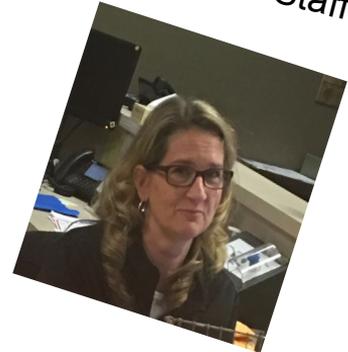
Teachers



Clerical and Support Staff



Administration





Additional Links

- Princeton HS Website
<http://www.isd477.org/high-school>
- Princeton HS 477 Twitter Page
<https://t.co/di9lqoiQSk>

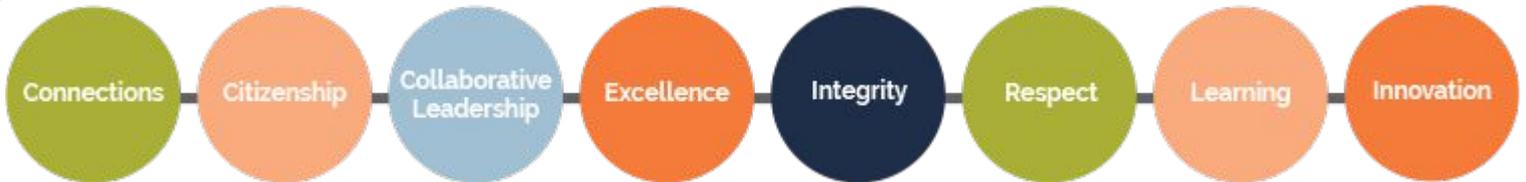


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Goal Area 1

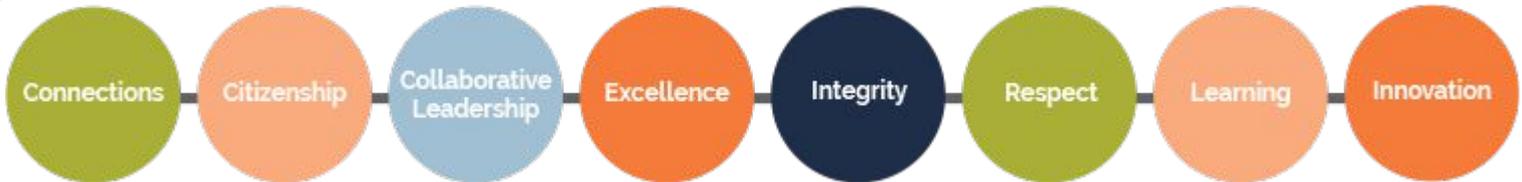


Personalized Instruction





The WHY.....



1. Monitor to assure implementation of learning goals, learning progressions and assessment

- **Create Coherence**
- **Calibrate** stakeholders of the system
- Understand importance of **success criteria**
- **Build Awareness of Paradigm Shifts**



2. Share Learning Progressions

- Google Drive
 - grade level
 - building
 - system



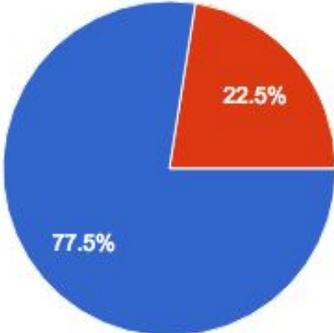
3. Provide Professional Development for staff regarding the power of formative assessment

- Dylan Wiliam August 29, 2017



My understanding of the topic is deepening.

80 responses



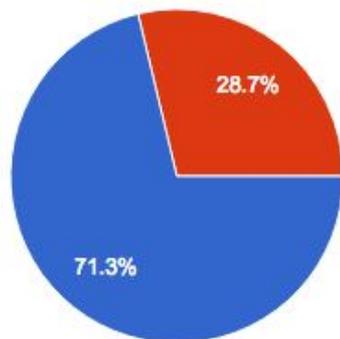
- To a great extent
- To some extent
- Very little
- Not at all



CONTEXT

The session helped me understand ways in which my learning today can improve student achievement.

80 responses



- To a great extent
- To some extent
- Very little
- Not at all



3. Provide Professional Development for staff regarding the power of formative assessment

- Dylan Wiliam August 29, 2017
- Work of PLCs October 23, 2017
- Yearlong Collaborative Work during PLCs
- Yearlong Classroom visits for growth
- Yearlong Leadership Academies
- Yearlong messaging



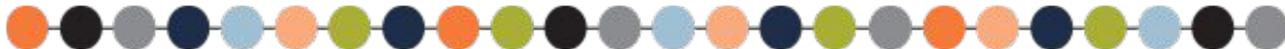
4. Identify clear and valid measures for student learning

- MCA
- FAST Benchmarks
- FAST Progress monitoring
- Ongoing formative assessment



5. Demonstrate student growth in learning

- Paradigm shift leading indicators:
 - **Coherence**
 - Student ownership in learning (goals, progressions, success criteria)
 - Culture of no raised hands
 - Activating peers as learning resources
 - Use of student evidence to inform lesson



6. Implement teaching strategies for personalized growth by increasing cognitive complexity

Our classrooms live at analysis





Procedures Title: Website Privacy Procedure

Introduction: To provide clear guidance on protection and privacy following State, Federal and Local laws and policies.

Policy Context: Policies 515 and 524 are the current board approved policies related to protection and privacy.

Responsibility: The Director of Technology is responsible for the oversight and maintenance of the procedure(s).

Procedures:

Use of Personal Information

Princeton Public Schools do not collect any personal information unless you voluntarily provide it by sending us email, participating in a survey, or completing an online form. Personal information submitted will not be transferred to any non--affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information it is used only for the purpose stated at the time of collection.

Consent

Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will use our Directory Information Policy as well as student handbook guidelines.

Cookies

A cookie is a small text file stored by your browser that allows the website to "remember" your preferences such as calendar settings and site bookmarks on the site from visit to visit, or to maintain your "logged in" status when visiting protected areas. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Web

browsers have settings allowing you to reject cookies, or selectively accept cookies, or delete cookies previously accepted. Please be aware that rejecting or deleting cookies from our website may make certain functions unavailable to you.

Log Files

Like most standard website servers we use website statistic packages such as Google Analytics to analyze trends in how our website is accessed and utilized. Information monitored includes internet protocol (IP) addresses, geographic location of visitors (country, city), browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, time spent on pages, and keywords used to find our site via search engines. This information is anonymous and cannot be directly linked to individual users. We may use it to identify high--use or low--use areas of the site, pinpoint problem areas of the site, analyze broad demographic trends in our visitors, and make decisions about how to make it easier for people to find and navigate our website.

Google Analytics

This website uses Google Analytics to help understand how visitors engage with the site. Your web browser automatically sends certain information to Google. This includes, for example, the web address of the page that you're visiting and your IP address. Google may also set cookies on your browser, or read cookies that are already there. If you would like further information on how Google uses data when you use our website you may visit, www.google.com/policies/privacy/partners/.

Links

This website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

Security

This website takes every precaution to protect our users' personal information. Whenever users submit personal information (such as contact info or credit card info) via online forms, registration, or online purchase, upon submission that information is encrypted via the highest level of SSL

(Secured Sockets Layer) available. Servers that store personally identifiable information are in a secure environment. Under no circumstances are credit card numbers permanently stored on our website servers.

Unsecured Communications

Posts to discussion forums, discussion boards, comments or blogs are viewable by other users. When these areas are not in a password-protected area, they may be viewable by the general public. Please be aware of this when posting personal information in these areas.

Contact Information

If users have any questions or suggestions regarding our privacy policy, please contact us at: pr@isd477.org

Original Review Date: September 9, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 101-LEGAL STATUS OF THE SCHOOL DISTRICT**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RELATIONSHIP TO OTHER ENTITIES

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

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise

funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

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

C. Property

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

D. Contracts

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

E. Textbooks, Educational Materials, and Studies

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

F. Actions and Suits

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

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B. (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)

Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64
(rights, powers, duties of political subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415,
178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383,
147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn.
343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA Model Policy 201 (Legal Status of School Board)
MSBA Model Policy 603 (Curriculum Development)
MSBA Model Policy 604 (Instructional Curriculum)
MSBA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of
an Inventory of Fixed Assets and a Fixed Asset Accounting
System)
MSBA Model Policy 705 (Investments)
MSBA Model Policy 706 (Acceptance of Gifts)
MSBA Model Policy 801 (Equal Access to Facilities of Secondary
Schools)
MSBA Service Manual, Chapter 4, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F"
(Contract and Bidding Procedures)

Independent School District #477
2003
Princeton, Minnesota 55371

Adopted: February 11,

Reviewed: October 8, 2013
Reviewed: March 17, 2015
Revised: September 6th, 2016

Policy meeting-Reviewed: September 5, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 101.1-NAME OF THE SCHOOL DISTRICT**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

I. UNIFORM NAME

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

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

Cross References:

Independent School District #477

Princeton, Minnesota 55371

Adopted: February 11, 2003

Reviewed: March 17, 2015

Policy meeting-Reviewed: September 5, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 102-EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

Independent School District #477
2002
Princeton, Minnesota 55371

Adopted: December 17,

Reviewed: October 8, 2013

Revised: October 20, 2015

Revised: September 6, 2016

Policy meeting-Reviewed: September 5, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 201-LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. The term of office is four years. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member
- B. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

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

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

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

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

Adopted: February 11, 2003

Revised: March 17, 2015

Policy meeting-Reviewed: September 5, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 202-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;
- d. superintend school grading practices and examinations for promotions;
- e. make reports required by the commissioner; and
- 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

Policy meeting-Reviewed: September 5, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 203-OPERATION OF THE SCHOOL BOARD – GOVERNING RULES**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RULES OF ORDER

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

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

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

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

Meeting Agenda)
Princeton Public School Policy #203.6 (Consent Agendas)

Adopted: February 11, 2003

Revised: August 11, 2009

Revised: March 17, 2015

Policy meeting-Reviewed: September 5, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 203.1-SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. RULES OF ORDER

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

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

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

quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

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

Adopted: February 11, 2003

Revised: August 11, 2009

Revised: March 17, 2015

Policy meeting-Reviewed: September 5, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 203.2-ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORDER

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. Review Communications
6. Act on Agenda
7. Act on Previous Board Meeting Minutes
- ~~7.8.~~ Consent Agenda
9. ~~New Business~~ Information/Reports from various staff and/or groups
10. Action Items

~~10-11.~~ Additions to agenda

12. Future meeting

~~12.~~ 13 Adjournment

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

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

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board -

Governing Rules)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

Adopted: February 11,2003

Revised: March 17, 2015

Policy meeting-Revised: September 5, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 203.5-SCHOOL BOARD MEETING AGENDA**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members five ~~(5)~~ (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and:
 - (i) distributed at the meeting to all members of the governing body;
 - (ii) distributed before the meeting to all members; or
 - (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than

public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

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

Adopted: February 11, 2003

Revised: May 25, 2010

Revised: March 18, 2014

Reviewed: October 18, 2016

Policy meeting-Revised: September 5, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 203.6 CONSENT AGENDAS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CONSENT AGENDAS

A. The superintendent, in consultation with the school board chair, may place

items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.

B. Consent items are those which usually do not require discussion or explanation prior to school board action, are non controversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.

C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on

separately immediately following the consideration of the consent agenda.

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

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

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

Adopted: February 11, 2003

Revised: March 17, 2015

Policy meeting-Reviewed: September 5, 2017

**PRINCETON PUBLIC SCHOOL
POLICY 204-SCHOOL BOARD MEETING MINUTES**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

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

B. Recordings of Closed Meetings

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

district for the following time periods:

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

recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as nonpublic data also shall be maintained in a secure location, separate from recordings classified as public data.

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

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making

and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

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

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

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

Revised: March 17, 2015

Policy meeting-Reviewed: September 5, 2017

**PRINCETON PUBLIC SCHOOL
POLICY 205-OPEN MEETINGS AND CLOSED MEETINGS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchange with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

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

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may

limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall

not be required.

- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

B. Votes

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

C. Written Materials

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

D. Data

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

E. Closed Meetings

1. Labor Negotiations Strategy
 - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
 - b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed

meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Charges

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

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting

must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

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

6. Dismissal Hearing

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

7. Coaches; Opportunity to Respond

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

8. Meetings to Discuss Certain Non Public Data

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

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or

- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

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

sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

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

11. Other Meetings

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

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school

board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Ch. 5510 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), rev. Denied. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)
- Cross References:** Princeton Policy 204 (School Board Meeting Minutes)
Princeton Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy)

Considerations)

Princeton Policy 207 (Public Hearings)

Princeton Policy 406 (Public and Private Personnel Data)

Princeton Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin "C"

(Minnesota's Open Meeting Law)

Adopted: December 17, 2002

Revised: August 26, 2008

Revised: April 14, 2009

Revised: November 23, 2010

Revised: October 9, 2012

Revised: March 18, 2014

Revised: August 4, 2015

Policy meeting-Reviewed: September 5, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 207-PUBLIC HEARINGS**

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate

request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. **Format of Request:** If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. **Time Limitation:** The school board retains the discretion to limit the time for each presentation as needs dictate.
3. **Groups:** The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. **Privilege to Speak:** A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. **Personal Attacks:** Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. **Limitations on Participation:** Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References: Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: Princeton Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: February 11, 2003

Revised: November 23, 2010

Reviewed: August 4, 2015

Policy meeting-Reviewed: September 5, 2017

Final Building Project Expenses				
Building Fund (06)			Assigned Building Fund (01)	
June 30th Cash Balance	\$267,869.50		2017 Allocated Funds	\$1,328,075.71
			Revenue-(Grant & Interest)	\$632,819.78
Expenses left to Finalize			Estimated Total Revenue	\$1,960,895.49
W. Gohman-Envelope-Final	\$0.00			
Advanced Terazzo-Flooring	\$0.00		Estimated Expenses	
Fransen Decorating	\$0.00		Bills Paid in 2017	\$1,638,353.84
Mad Dog Interiors	\$9,784.00		City of Princeton Police Station	\$50,000.00
A&H Electric	\$0.00		Professional Turf PO	\$10,000.00
JF Equipment	\$0.00		Council/Board Chambers	\$60,000.00
Woodside	\$0.00		Storm Sewer-Lake Debbie	\$45,000.00
Mid Central Door	\$0.00		Hook Irrigation to City	\$50,000.00
Rochon	\$0.00		City-7th ST	\$54,694.00
Rachel	\$59,601.00		Update Security at Intermediate	\$35,000.00
Floors by Beckers	\$0.00		Tota Estimated Expenses	\$1,943,047.84
FLR Sanders	\$0.00			
Suburban	\$0.00		Variance	\$17,847.65
ElJay Plumbing	\$171,897.00	Pd		
Steinbrecher Painting	\$2,553.65	Pd		
Strategic	\$0.00	Pd	2018 Recommended Budget	\$322,541.65
West Branch	\$0.00			
Total Estimated Expenses	\$243,835.65		Fund 06	\$24,034
			Fund 01	\$298,508
Variance	\$24,033.85			

**PRINCETON PUBLIC SCHOOLS
POLICY 303-SUPERINTENDENT SELECTION**

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school ~~board~~ district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and

specifically identify all conditions of employment mutually agreed upon with the Superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. §123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 8, 2003
Revised: May 5, 2015
Revised: September 15, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 404 CRIMINAL BACKGROUND CHECKS**

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the School District in order to promote the physical, social, and psychological well being of its students, employees and the public. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The School District shall require that applications for School District positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide services to students of the School District, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the School District.
- B. The School District specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the School District shall in no way limit the School District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, and volunteers, service providers, independent contractors, and student employees.
- D. The School District, at its discretion, may charge a fee to the applicant.

III. CONDITIONAL OFFER OF EMPLOYMENT

- A. An offer of employment to a final candidate shall be conditioned upon a determination by the School Board that a candidate's criminal history does not preclude the candidate from employment with the School District.
- B. Determination of satisfactory employment status will be determined by the administration and a recommendation will be made to the School Board.
- C. Final employment will be approved by the School Board.

IV. ADMINISTRATION OF THE PROGRAM

- A. Criminal background checks will be administered by the Human Resource Department.
- B. Criminal background checks will be conducted by a vendor approved by the School District and/or the Federal Bureau of Investigation (FBI).
- C. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- D. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- E. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretions in requiring a background check. The school district may include this notice in its students handbook, a school policy guide, or other similar communication.
- F. Frequency-Every three years.

V. LIMITATION OF THE POLICY

A. Adherence to this policy shall not limit the School Board's right to require and obtain additional information or to use other procedures in lieu of criminal background checks to attain information relating to criminal activities of final candidates.

Legal References: Minn. Stat 123B.03 (Background Checks)
Minn. Stat 299C.60 to 299C.64 (Minnesota Child Protection
Background Check)
Minn. Stat 364 (Criminal Offenders Rehabilitation Act)

Revised: October 21, 2014
Committee Revised: September 5, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 405-VETERAN'S PREFERENCE**

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b)

the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.

E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.

F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points, including teaching positions, whenever possible. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing

of

the reasons for the rejection and file the notice with the school district's personnel officer.

H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.

1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.

2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.

I. The VPA and the provisions of this policy do not apply to the position of

private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: Princeton Policy 401 (Equal Employment Opportunity)

Adopted: May 13, 2003

Revised: November 23, 2010

Revised: January 14, 2014

Reviewed: May 5, 2015

Revised: September 15, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 509-ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments,

material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence; or except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.

D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).

E. Lotteries. If a school district has more applications than available seats at

a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students, and applications related to an approved integration and achievement plan, and children of the school district's staff must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion.

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment.

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, 124D.07 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for

seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 124D.03, Subds. 3, 4, 6 and 7 (Enrollment Options Program)

Minn. Stat. § 124D.68 (High School Graduation Incentives Program)

Minn. Stat. § 121A.40 to 121A.56 (The Pupil Fair Dismissal Act)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)

Cross References:

Princeton Policy 506 (Student Discipline)

Princeton Policy 517 (Student Recruiting)

Adopted: October 14, 2003

Revised: June 25, 2013

Revised: June 16, 2015

Revised: March, 21 2017

Revised: September 15, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 519-INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a

copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Independent School District #477
Princeton, Minnesota 55371

Adopted: November 14, 2006
Revised: May 5, 2016
Reviewed: March 21, 2017
Reviewed: September 15, 2017

**PRINCETON PUBLIC SCHOOLS
POLICY 525-VIOLENCE PREVENTION
[APPLICABLE TO STUDENTS AND STAFF]**

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to strictly enforce its weapons policy (Policy 501).
- B. It is the policy of the school district to act promptly in investigating all acts,
 - or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506)
- F. G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- G. H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.

H.1 Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

t. J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- C. In-service training for personnel in aspects of reporting, visibility and

supervision as deterrents to violence.

- D. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- E. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education and character/values education (universal values, e.g. honesty, personal responsibility, self-discipline, cooperation and respect for others.)
- F. Establish clear school rules that prevent and deter violence.
- G. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- H. Establish conflict resolution training, conflict management, or peer Mediation programs for staff and students to teach conservative approaches to settling disputes.
- I. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- J. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy and identify differences in behavior and values that conflict with their own.
- K. Provide opportunities to inform and elicit students' ideas about particular safety problems in the building.
- L. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- M. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- N. Require all visitors to check-in the main office upon their arrival and state

their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.

- O. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School

Disclosure of Violence or Inappropriate Sexual Contact)
 Minn. Stat. § 120B.22 (Violence Prevention Education)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. §121A.035 (Crisis Management Policy)
 Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
[Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)
 Minn. Stat. § 121A.64 (Notification)
 Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
 18 U.S.C. § 921 (Definition of Firearm)
 20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 31 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School Indep. Sch. Dist. No. 3, 804 F.Supp. 1415, 78 Educ. L. Represent. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 822, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 501 (School Weapons Policy)
 MSBA/MASA Model Policy 504 (Student Dress and Appearance)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 507 (Corporal Punishment)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 526 (Hazing Prohibition)
 MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

Independent School District #477

Princeton, MN 55371

Adopted: November 14, 2006

Revised: September 1, 2015

Revised: February 21, 2017

Revised: September 15, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 601-SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and ~~the~~ federal ~~No Child Left Behind Act~~ Law - and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to establish the “world’s best workforce” in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in A required content area or elective content area.
- B. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:

- ~~1: student performance on the National Assessment of~~

~~Educational Progress where applicable;~~

- ~~2. 1.~~ the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options including concurrent enrollment, other ~~statutorily recognized rigorous~~ courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
 - ~~3. 2.~~ student performance on the Minnesota Comprehensive Assessments;
 - ~~4.3.~~ high school graduation rates; and
 - ~~5.4.~~ career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
 - 1. clearly defined school district and school site goals and

benchmarks for instruction and student achievement for all nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;

2. a process ~~for assessing and evaluating~~ to assess and evaluate each student's progress toward meeting state and local academic Standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;
3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of population under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;
4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. A process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
- 5.6. education effectiveness practices that integrate high-quality

instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;

~~6.7.~~ an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:

a. reading, writing, speaking, listening, and viewing in the English language;

b. mathematical and scientific concepts;

c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e. problem solving);

d. creative and critical thinking, decision making, and study skills;

e. work readiness skills;

f. global and cultural understanding.

2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:

a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;

b. bring many perspectives, including historical, to contemporary issues;

- c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and

interdependence;

- b. address human problems through team effort;
- c. resolve conflicts with and among others;
- d. function constructively within a family unit;
- e. promote a multicultural, gender-fair, disability-sensitive society.

C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional [practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district shall identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment.

2. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:

a. student's reading proficiency as measured by a locally adopted assessment;

3. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students) Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System) Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination) Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
20 U.S.C. § 5801, et seq. (National Education Goals 2000)
20 U.S.C. § 6301, et seq. (~~No Child Left Behind Act~~) (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability) MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

Adopted: November 10, 2008

Revised: November 18, 2014

Revised: September 1, 2015

Reviewed: February 21, 2017

Revised: September 15, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 612-DEVELOPMENT OF ~~PARENTAL INVOLVEMENT~~ PARENT AND FAMILY
ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

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

- A. Involve parents and family members in the joint development of the school district's Title I plan ~~process of school review and improvement development of support and improvement plans;~~
- B. Provide the coordination, technical assistance, and other support

necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parental parent and family activities to improve student academic achievement and school performance; which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

- ~~C.~~ Build the schools' and parents' capacity for strong parental involvement;
- ~~D.~~ C. Coordinate and integrate parental involvement parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs under other programs; such as Head Start; Early Reading First; Even Start; the Parents as Teachers Program; the Home Instruction Program for Preschool Youngsters; and state-administered preschool programs;
- ~~E.~~ D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental involvement parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, and, particularly, with parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or English proficiency, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- ~~F.~~ E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parental involvement parent and family engagement policies; and
- ~~G.~~ F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the

school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parental involvement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parental involvement, parent and family engagement. Parents shall be notified of the policy in and understandable and uniform format and, to the extent practicable, provided in language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or Home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children; except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process,

if such process includes an adequate representation of parents of participating children;

4. Provide parents of participating children with: timely information about Title I programs;a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions, share experiences with other parents and to participate, as appropriate, in decisions relating to the education of their child's education; children and ~~to~~ respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion; monitoring television watching; volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact

and the child's achievement;

- b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
- 1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 - 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;
 - 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 - 4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs; other federal, state, and local programs, including

public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;

5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home to the parents of participating children in a format and to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school related meetings and training sessions;
 4. Train and support parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or have conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and

business in parental involvement activities; and

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

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

Legal References: 20 U.S.C. § 6318 (~~Parental Involvement~~) Parent and Family Engagement

Cross References:

Adopted: April 14, 1987
Revised: February 9, 1999
Revised: October 25, 2005
Reviewed: October 20, 2015
Revised: February 21, 2017
Revised: September 15, 2017

2017 Levy Pay 2018			
	Proposed	Proposed	
	School Year	School Year	
GENERAL EDUCATION LEVY	2018-2019	2019-2020	
LOCAL OPT. ALLOW/REFEREND(424)	\$1,397,348.27	\$1,472,844.05	
CAREER & TECHNICAL	\$68,402.96	\$70,644.34	
SAFE SCHOOLS	\$130,331.52	\$124,883.64	
OPERATING CAPITAL	\$164,798.34	\$132,950.89	
TRANSITION LEVY	\$14,151.99	\$14,930.58	
EQUITY LEVY	\$364,390.04	\$389,145.60	
HEALTH & SAFETY	-\$3,703.97	\$0.00	
LONG TERM FACILITY MAINT.	\$523,695.70	\$701,435.27	
ALT TEACHER COMP(Qcomp)	\$207,813.55	\$236,934.03	
LEASE LEVY	\$406,422.63	\$403,543.27	
REEMPLOYMENT LEVY	\$7,258.35	\$29,283.11	
FACILITY ADJUSTMENT	-\$200,743.75	-\$191,100.00	
GENERAL ED LEVY	\$22,145.87	\$0.00	
ABATEMENT ADJUSTMENT	\$197.45	\$73.54	
TOTAL GENERAL EDUCATION LEVY	\$3,102,508.95	\$3,385,568.32	
COMMUNITY EDUCATION LEVY	2018-2019	2019-2020	
STANDARD COMMUNITY ED	\$148,693.71	\$150,825.43	
EARLY CHILDHOOD	\$51,822.29	\$50,015.70	
HOME VISITING	\$836.32	\$1,134.91	
SCHOOL AGE CARE (disabled)	\$123,543.50	\$158,193.00	
ADJUSTMENTS	\$3.97	\$7.95	
TOTAL COMMUNITY EDUCATION LEVY	\$324,899.79	\$360,176.99	
	2018-2019	2019-2020	
GENERAL DEBT	\$3,319,518.03	\$3,341,566.95	
TOTAL DEBT LEVY	\$3,319,518.03	\$3,341,566.95	
			Variance
TOTAL LEVY	\$6,746,926.77	\$7,087,312.26	\$340,385.49
			5.05%

Whereas,Pursuant to Minnesota Statutes the School Board of Independent School						
District No. 477, Princeton, Minnesota, is authorized to make the following proposed tax limitation						
levies for general purposes:						
		General Fund		\$3,385,568.42		
		Community Ed		\$360,176.99		
		Debt Service		\$3,341,566.95		
		Total Preliminary Proposed		\$7,087,312.36		
Now Therefore, be it resolved by the School Board of Independent School District						
No. 477, Minnesota, that the levy to be levied in 2017 to be collected in 2018 is proposed						
at the MAXIMUM allowed by law. The Princeton School Board is authorized to certify the following tax						
limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.						



PRINCETON

PUBLIC SCHOOLS



Memo: School Board
From: Julia Espe
Date: September 13, 2017
Subject: DNR School Forest Program

The resolution that is being proposed is related to our new outdoor classrooms. In order to apply for DNR assistance in creating our new outdoor classroom, we must designate our outdoor classrooms as official DNR School Forest Programs. Once we are approved, we will be able to ask for their help to actually clear areas for paths and group meeting areas, etc. This is heavy lifting that we can get for free.

You may or may not know that we already have a DNR School Forest Program for our district. Jessica Lupkes is our district coordinator, and we have a plot of land outside of town that has been designated.

We have a group of very enthusiastic people who are anxious to get started.

Please let me know if you have any questions or concerns. Thank you.

Resolved, the Princeton Public School Board approves the establishment and maintenance of three outdoor classrooms named The Forest, The Prairie, and The Pioneer and supports enrollment of said school forests in the Minnesota DNR School Forest Program for educational purposes.

Resolved, the Princeton Public School Board approves the establishment and maintenance of the outdoor classrooms comprising 5 acres described as far north, between the Primary and Intermediate schools, and far south eastern portions of 24-028 1300. It is located at 1202 7th Ave N, in the city of Princeton NW of NE, Ex part taken for Co Rd and Ex E 150 ft. of W 586.05 ft of N 100 ft 28 36 26 39.60.

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266				<h2 style="margin: 0;">Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure</h2>						ED - 02478-02	
INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.													
					District Name: Princeton Public Schools					District # 477			
					District Contact for Questions on this Spreadsheet:					E-mail: michelle.czech@isd477.org			
					Name: Michelle Czech, Director of Business Services					Phone #: () 763-389-6183			
Fiscal Year, Ending June 30th -->													
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
ESTIMATED EXPENDITURES:													
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site													
Finance	Category												
347	Physical Hazards	\$12,355	\$18,489	\$19,392	\$19,974	\$24,069	\$21,519	\$22,226	\$22,892	\$23,579	\$28,782	\$23,513	
349	Other Hazardous Materials	\$9,300	\$10,325	\$14,968	\$11,173	\$11,509	\$12,090	\$12,453	\$17,794	\$13,211	\$13,880	\$14,296	
352	Environmental Health & Safety Management	\$61,349	\$829,416	\$56,961	\$56,574	\$62,629	\$62,555	\$64,476	\$70,338	\$58,270	\$73,110	\$74,586	
358	Asbestos Removal and Encapsulation	\$0	\$12,000	\$16,624	\$12,985	\$13,375	\$18,441	\$14,474	\$14,908	\$20,151	\$16,131	\$16,615	
363	Fire Safety	\$35,496	\$43,350	\$13,470	\$13,874	\$23,852	\$14,978	\$15,428	\$26,637	\$16,367	\$17,160	\$15,717	
366	Indoor Air Quality	\$0	\$6,500	\$6,829	\$7,034	\$7,245	\$7,611	\$7,839	\$8,074	\$8,316	\$8,738	\$9,000	
Total Health and Safety Capital Projects		\$118,500	\$920,080	\$128,244	\$121,614	\$142,679	\$137,194	\$136,896	\$160,643	\$139,894	\$157,801	\$153,727	
Health and Safety, Projects Costing > \$100,000 per Site													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Pre-K instruction approved under M.S. 124D.151													
Finance	Category												
355	Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility													
Finance	Category												
367	Accessibility	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects													
Finance	Category												
368	Building Envelope	\$0	\$412,500	\$247,715	\$255,146	\$251,873	\$236,919	\$348,361	\$394,634	\$246,589	\$266,655	\$0	
369	Building Hardware and Equipment	\$75,000	\$480,500	\$70,040	\$72,141	\$74,305	\$76,535	\$78,831	\$81,196	\$83,631	\$86,140	\$0	
370	Electrical	\$0	\$188,500	\$8,755	\$9,018	\$9,288	\$516,046	\$241,709	\$10,149	\$871,366	\$10,768	\$0	
379	Interior Surfaces	\$0	\$485,100	\$85,078	\$3,098,239	\$90,259	\$104,222	\$128,216	\$110,569	\$111,427	\$132,869	\$0	
380	Mechanical Systems	\$165,000	\$1,546,000	\$3,605	\$0	\$1,202,000	\$0	\$0	\$477,621	\$430,456	\$0	\$0	
381	Plumbing	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$50,404	\$1,143,013	\$213,970	\$222,113	\$569,980	\$421,911	\$341,682	\$401,784	\$573,106	\$265,464	\$0	
383	Roof Systems	\$150,000	\$988,500	\$335,265	\$345,323	\$514,128	\$366,353	\$377,344	\$388,664	\$400,324	\$412,334	\$0	
384	Site Projects	\$145,000	\$445,950	\$105,421	\$108,583	\$138,066	\$387,569	\$192,266	\$144,301	\$148,630	\$153,089	\$0	
Total Deferred Capital Expense and Maintenance		\$585,404	\$5,715,063	\$1,069,849	\$4,110,563	\$2,849,899	\$2,109,555	\$1,708,409	\$2,008,918	\$2,865,529	\$1,327,319	\$0	
Total Annual 10 Year Plan Expenditures		\$703,904	\$6,710,143	\$1,198,093	\$4,232,177	\$2,992,578	\$2,246,749	\$1,845,305	\$2,169,561	\$3,005,423	\$1,485,120	\$153,727	

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The Minnesota Department of Education (MDE) requires that the school district send the board-approved Long-Term Facilities Maintenance Plan (LTFM) to the Commissioner.

Resolution Adopting the School District’s Long-Term Facilities Maintenance Plan

WHEREAS, Minnesota Statute 123B.595 establishes the Long-Term Facilities Maintenance Revenue Program for school districts, intermediate districts, other cooperatives and charter schools.

WHEREAS, the School District has developed a ten-year plan for long-term facilities maintenance consistent with this law.

THEREFORE, BE IT RESOLVED THAT the School Board of Independent School District No. 477 approves the attached Long-Term Facilities Maintenance Plan.

Move by: _____ Seconded by: _____

The following voted for: _____

The following voted against: _____

WHEREUPON the resolution was declared adopted the 19th day of September, 2017.

Date: _____ Board Clerk: _____