

Princeton Public Schools - ISD 477  
Tuesday, October 1, 2019 at 6:00 PM  
Regular School Board Meeting  
District Center Board Room

**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** 3

**8. CONSENT AGENDA**

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

- a. Personnel 6
- b. Bills 7
- c. Grants 13
- d. Gifts 14
- e. Fundraisers 15

**9. INFORMATION**

- a. First Reading of Policies 17
  - 701 - Establishment and Adoption of School District Budget 18
  - 701.1 - Purchasing and Procurement Policy 21
  - 702 - Accounting 23
  - 703 - Annual Audit 25

704 - Dev & Mntc of an Inventory of Fixed Assets & a Fixed Asset Accounting System	27
705 - Investments	30
706 - Acceptance of Gifts	41
712 - Video Surveillance Other Than on Buses	44
903 - Visitors to School District Buildings and Sites	46

10. **ACTION**

11. **ADDITIONS TO AGENDA**

12. **FUTURE MEETING(s) INFORMATION**

Public Engagement Committee Meeting - October 7th 4:30 pm  
 Policy Committee Meeting - October 15th 5:00 pm  
 Work Session Board Meeting - October 15th 6:00 pm

13. **MOTION TO CLOSE BOARD MEETING TO DISCUSS OAK LAND PROPERTY, NEGOTIATION STRATEGY, AND SUPERINTENDENT EVALUATION**

Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), I move to close the meeting for discussion of Oak Land property, Negotiation Strategy, and Superintendent Evaluation.

14. **ADJOURN**

### Call to Order and Pledge of Allegiance

The work session meeting of the School Board of District #477 was called to order by Board Chair Eric Minks on the **17th day of September, at 6:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Eric Strandberg, Jim Tomsy, Eric Minks and Sue VanHooser. Members Absent: Chad Young and Deb Ulm.

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, Student Council Representative Ellie Pomerleau, Director of Teaching and Learning Jessica Town-Gunderson, Assessment and Special Programs Coordinator Andrea Preppernau and Middle School Principal Dan Voce.

Citizen Comments: None

### REPORTS

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

Howard Vaillancourt	Long Range Planning Meeting, Policy Committee Meeting, Meeting with Gwen Anderson
Eric Strandberg	Long Range Planning Meeting
Jim Tomsy	Policy Committee Meeting
Sue VanHooser	SEE Legislative Meeting, SEE Executive Board Meeting
Eric Minks	Policy Committee Meeting, Agenda Planning Meeting

Student Council Report: Working on Homecoming planning.

Superintendent Report: Functions of the School Board were reviewed along with the plan for organizing board work sessions throughout the year.

### APPROVE AGENDA

Motion made by Jim Tomsy, seconded by Eric Strandberg **to approve the agenda as presented.** Motion passed unanimously.

### DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Howard Vaillancourt seconded by Sue VanHooser, **to approve the September 3rd board meeting minutes and closed session minutes.** Motion passed unanimously.

## CONSENT AGENDA

Motion made by Jim Tomsy, seconded by Howard Vaillancourt, **to approve the consent agenda as presented.** Personnel, bills, Treasurer's Report, grants, gifts, fundraisers, wire transfers. Motion passed unanimously.

## WORK SESSION

**Review of Student Achievement Data for 2018-19** - Andrea Preppernau presented.

**Update on Action Plan and Progress Related to District "Big Rock"** - Jessica Town-Gunderson presented.

**Middle School Update** - Dan Voce presented.

**Levy** - Michelle Czech presented.

## ACTION

### 2019 Pay 2020 Levy

A motion was made by Jim Tomsy and seconded by Eric Strandberg to approve the Levy Resolution as presented. Upon roll call the following voted in favor of: Howard Vaillancourt, Jim Tomsy, Eric Minks, Sue VanHooser and Eric Strandberg. Motion passed 5 to 0.

### Second Reading of Policies 550, 610, 616, 901, 902

Motion to approve the 2nd reading of policies was made by Howard Vaillancourt, seconded by Sue VanHooser. Motion passed unanimously.

### Set Truth in Taxation Meeting Time

A motion was made by Howard Vaillancourt and seconded by Jim Tomsy to set the Truth in Taxation meeting report for December 17, 2019 at the Work Session Board Meeting. Motion passed unanimously.

### Identified Official with Authority Designation

A motion was made by Howard Vaillancourt, seconded by Sue VanHooser to designate Ben Barton as the Identified Official with Authority for the MDE MNIT Enterprise Identity and Access Management Standard System and Emily McKinnon to act as the IOwA to add and remove names only for the Princeton Public School District 0477-01. Motion passed unanimously.

**ADDITIONS TO AGENDA**- None

## FUTURE MEETING

Community Education Advisory Council - September 23, noon

Long Range Planning Community Meeting - September 24, 6:00pm  
Finance Meeting - October 1, 4:30pm  
Board Meeting - October 1, 6:00pm

**ADJOURN**

The meeting was adjourned at 7:16 p.m.

---

Chair Eric Minks

---

Clerk Sue VanHooser

Recorder- Sonia Strickland

10.1.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Neske	Katelin	FC	Tlger Club asst	CE		9.25.19	9.86/hr
New Hire	Doyle	Jenna	HS	Asst Basketball Coach (9th grade)	Activities	Pedro Valdivieso	11.4.19-3.23.20	\$3,300.00
New Hire	James	Jesse	HS	JV Asst Basketball Coach	Activities	Shawn Howlett	11.4.19-3.23.20	\$3,713.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Balsley	Allen	HS	Guidance Counselor	PEA		10.1.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Scepurek	Danette	PS	Paraprofessional	Para		10.1.19-10.7.19	
LOA	Tigue	Michele	PS	Teacher	PEA		10.15.19-12.2.19	
LOA	Nauman	Courtney	MS	Teacher	PEA		12.6.19-2.28.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Totske	Breanna	MS	MS Newspaper Advisor	Activities	Michelle Majerus	10.7.19	\$1,650.00
Extra Duty	Williams	Shawn	HS	Paid Booster Club Volunteer (FB)	Activities		8.12.19	\$1,238.00
Extra Duty	Walquist	Scott	HS	Asst Coach-Football	Activities	Ryan Fay	8.12.19	\$5,145.00
Extra Duty	Bergmann	Colleen	PS	Before School Supervisor	Paraprofessional		9.3.19	\$17.72/hr
Extra Duty	Scepurek	Danette	PS	Before School Supervisor	Paraprofessional		9.3.19	\$17.32/hr
Extra Duty	Torregrosa	Cecilia	PS	PK-2 Spanish Immersion Vertical PLC Facilitator and District Student Learning Team Member	ATPPS		9.3.19	\$650.00

**Princeton Public Schools #477**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$195,519.25
02	Food Service	\$58,597.80
04	Community Service	\$16,076.45
06	Construction	\$49,684.62
10	Student Activities	\$7,349.12
<b>Report Total</b>		<b>\$327,227.24</b>

## Princeton Public Schools #477

### Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81256	173649	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	09/13/2019	215.71
			81258	173650	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	09/13/2019	5,137.50
			81260	173651	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	09/13/2019	1,413.36
			81270	173652	Check	1	14439		BALFOUR MINNESOTA, LLC	Yes	No	No	USD	09/13/2019	425.00
			81257	173653	Check	1	10584		CARD SERVICES	Yes	No	No	USD	09/13/2019	658.83
			81284	173654	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	09/13/2019	31.80
			81269	173655	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	09/13/2019	28.43
			81262	173656	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	09/13/2019	1,706.48
			81282	173657	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	09/13/2019	303.36
			81263	173658	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	09/13/2019	635.56
			81259	173659	Check	1	11171		FISHER TRACKS INC	Yes	No	No	USD	09/13/2019	357.00
			81283	173660	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	09/13/2019	279.21
			81274	173661	Check	1	15415		INDEPENDENT EMERGENCY SERVICE	Yes	No	No	USD	09/13/2019	75.39
			81266	173662	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	09/13/2019	494.80
			81276	173663	Check	1	16142		LEARN BY DOING, INC.	Yes	No	No	USD	09/13/2019	1,860.00
			81264	173664	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	09/13/2019	1,241.21
			81291	173665	Check	1	9106	1	MILLE LACS CTY HISTORICAL SCTY	Yes	No	No	USD	09/13/2019	2,528.00
			81261	173666	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/13/2019	597.27
			81281	173667	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	09/13/2019	200.00
			81279	173668	Check	1	16433		MOSQUITO DELETER	Yes	No	No	USD	09/13/2019	1,500.00
			81273	173669	Check	1	15271		NANCY CARLSON STUDIOS, INC.	Yes	No	No	USD	09/13/2019	650.00
			81268	173670	Check	1	13808		NEW BRIGHTON PARKS & RECREAT	Yes	No	No	USD	09/13/2019	364.40
			81275	173671	Check	1	15899		OGDEN NEWSPAPERS OF MINNESC	Yes	No	No	USD	09/13/2019	10,248.35
			81280	173672	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	09/13/2019	41.43
			81293	173673	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	09/13/2019	68.85
			81286	173674	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/13/2019	168.24
			81277	173675	Check	1	16369		RAMBOW	Yes	No	No	USD	09/13/2019	4,835.99
			81287	173676	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	09/13/2019	3,118.00
			81267	173677	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	No	No	USD	09/13/2019	120.00
			81288	173678	Check	1	5523	7	SCHOLASTIC BOOK CLUBS INC	Yes	No	No	USD	09/13/2019	29.93
			81292	173679	Check	1	9494	1	SNA	Yes	No	No	USD	09/13/2019	13.00
			81289	173680	Check	1	5878		ST. CLOUD TECHNICAL COLLEGE	Yes	No	No	USD	09/13/2019	4,500.00
			81278	173681	Check	1	16375		STATE CHEMICAL SOLUTIONS	Yes	No	No	USD	09/13/2019	271.35
			81290	173682	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	09/13/2019	2,262.45
			81271	173683	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	09/13/2019	368.54
			81272	173684	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/13/2019	132.00
			81285	173685	Check	1	5156		UNION TIMES	Yes	No	No	USD	09/13/2019	158.00
			81265	173686	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	09/13/2019	816.39
			81295	173687	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	09/16/2019	22,917.02
			81386	173688	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	09/20/2019	295.75
			81311	173689	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD	09/20/2019	150.00

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81314	173690	Check	1	12259		ANDERSON BARB	Yes	No	No	USD	09/20/2019	125.00
			81313	173691	Check	1	12256		ANDERSON VIVA M.	Yes	No	No	USD	09/20/2019	125.00
			81340	173692	Check	1	15630		BACH CASSANDRA	Yes	No	No	USD	09/20/2019	22.00
			81327	173693	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	09/20/2019	1,447.68
			81326	173694	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	09/20/2019	94.00
			81350	173695	Check	1	16429		BLOMBERG THOMAS	Yes	No	No	USD	09/20/2019	150.00
			81342	173696	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	09/20/2019	165.00
			81333	173697	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	09/20/2019	140.00
			81364	173698	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/20/2019	468.54
			81308	173699	Check	1	10584		CARD SERVICES	Yes	No	No	USD	09/20/2019	57.70
			81362	173700	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	09/20/2019	72.44
			81387	173701	Check	1	7710		CESNIK PAMELA	Yes	No	No	USD	09/20/2019	85.00
			81363	173702	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	09/20/2019	68.00
			81385	173703	Check	1	7587		CLOSE JENNIFER	Yes	No	No	USD	09/20/2019	22.00
			81315	173704	Check	1	12260		COLEMAN PAULA	Yes	No	No	USD	09/20/2019	125.00
			81348	173705	Check	1	16396		COMMONWEALTH CAPITAL, LLC	Yes	No	No	USD	09/20/2019	2,380.00
			81365	173706	Check	1	1996		CTAM	Yes	No	No	USD	09/20/2019	55.00
			81328	173707	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	09/20/2019	81.36
			81367	173708	Check	1	2169		DISCOUNT SCHOOL SUPPLY	Yes	No	No	USD	09/20/2019	1,796.75
			81325	173709	Check	1	13838		DUNBAR JON P.	Yes	No	No	USD	09/20/2019	91.00
			81368	173710	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	09/20/2019	171.00
			81369	173711	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	09/20/2019	23.00
			81335	173712	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	09/20/2019	240.80
			81317	173713	Check	1	12283		FERGUS DAVID	Yes	No	No	USD	09/20/2019	75.00
			81347	173714	Check	1	16393		FPI PAVING CONTRACTORS, INC.	Yes	No	No	USD	09/20/2019	3,805.00
			81319	173715	Check	1	12850		FUGLIE KAREN	Yes	No	No	USD	09/20/2019	125.00
			81370	173716	Check	1	2777	1	GOPHER STAGE LIGHTING INC	Yes	No	No	USD	09/20/2019	587.82
			81345	173717	Check	1	16157		GOPHER STATE EVENTS, LLC	Yes	No	No	USD	09/20/2019	1,109.00
			81339	173718	Check	1	15470	2	GREENWOOD CORY	Yes	No	No	USD	09/20/2019	1,250.00
			81320	173719	Check	1	12943		GRONLI JANE	Yes	No	No	USD	09/20/2019	22.00
			81371	173720	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	No	No	USD	09/20/2019	599.05
			81318	173721	Check	1	12624		HOFSTEDT JASON	Yes	No	No	USD	09/20/2019	75.00
			81344	173722	Check	1	16108		HYDE CHRISTOPHER	Yes	No	No	USD	09/20/2019	81.00
			81310	173723	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	09/20/2019	6,160.15
			81338	173724	Check	1	15279		KELLY JASON	Yes	No	No	USD	09/20/2019	91.00
			81359	173725	Check	1	16445		KROEHNERT CHERISE	Yes	No	No	USD	09/20/2019	22.00
			81309	173726	Check	1	10830		LINDEN JEREMY	Yes	No	No	USD	09/20/2019	72.00
			81388	173727	Check	1	9142		MACKAY TIM	Yes	No	No	USD	09/20/2019	125.00
			81346	173728	Check	1	16261	3	MCKESSON MEDICAL-SURGICAL, IN	Yes	No	No	USD	09/20/2019	498.90
			81307	173729	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	09/20/2019	338.48
			81321	173730	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	09/20/2019	227.58

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81312	173731	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/20/2019	5,777.61
			81366	173732	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	09/20/2019	20.00
			81372	173733	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	09/20/2019	3,300.00
			81360	173734	Check	1	16446		MOODY ERIC	Yes	No	No	USD	09/20/2019	22.00
			81329	173735	Check	1	14367		NIEMANN ALAN	Yes	No	No	USD	09/20/2019	91.00
			81357	173736	Check	1	16443		NORMAN MONIQUE	Yes	No	No	USD	09/20/2019	22.00
			81324	173737	Check	1	13837		OLSON JENNIFER	Yes	No	No	USD	09/20/2019	44.00
			81341	173738	Check	1	15730		OPG-3 INC.	Yes	No	No	USD	09/20/2019	9,474.43
			81358	173739	Check	1	16444		ORTH-GUNDERSON CATHIE	Yes	No	No	USD	09/20/2019	22.00
			81384	173740	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	09/20/2019	150.00
			81390	173741	Check	1	9931		PAYNE STACY	Yes	No	No	USD	09/20/2019	22.00
			81352	173742	Check	1	16436		PAYSSE NELSON	Yes	No	No	USD	09/20/2019	125.00
			81361	173743	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	09/20/2019	550.00
			81373	173744	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	09/20/2019	1,196.00
			81374	173745	Check	1	5254	3	REALLY GOOD STUFF, LLC	Yes	No	No	USD	09/20/2019	114.89
			81379	173746	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	09/20/2019	2,000.00
			81375	173747	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	09/20/2019	59.00
			81376	173748	Check	1	5547		S.N.D.M.	Yes	No	No	USD	09/20/2019	100.00
			81377	173749	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	09/20/2019	628.42
			81354	173750	Check	1	16439		SCHULTZ DIANE	Yes	No	No	USD	09/20/2019	9.65
			81330	173751	Check	1	14375		SCHUSTER TODD	Yes	No	No	USD	09/20/2019	81.00
			81382	173752	Check	1	6824		SEATON PAUL	Yes	No	No	USD	09/20/2019	91.00
			81356	173753	Check	1	16442		SELIX JESSICA	Yes	No	No	USD	09/20/2019	22.00
			81391	173754	Check	1	9950		SHAW REBECCA	Yes	No	No	USD	09/20/2019	66.00
			81351	173755	Check	1	16435		SOCIAL THINKING	Yes	No	No	USD	09/20/2019	242.99
			81353	173756	Check	1	16437		STAY SONIA	Yes	No	No	USD	09/20/2019	110.00
			81322	173757	Check	1	12993		SWAIN CROSS COUNTRY	Yes	No	No	USD	09/20/2019	175.00
			81349	173758	Check	1	16416		TAMS-WITMARK LLC	Yes	No	No	USD	09/20/2019	145.90
			81332	173759	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	09/20/2019	5,844.11
			81334	173760	Check	1	15143		THRONSON CASSIE	Yes	No	No	USD	09/20/2019	22.00
			81378	173761	Check	1	6149		TIEMENS TOM	Yes	No	No	USD	09/20/2019	115.00
			81343	173762	Check	1	16103		TOWBERMAN JEFF	Yes	No	No	USD	09/20/2019	75.00
			81355	173763	Check	1	16441		TOWNER RUBIA	Yes	No	No	USD	09/20/2019	22.00
			81337	173764	Check	1	15268		TREICHEL TYLER	Yes	No	No	USD	09/20/2019	91.00
			81383	173765	Check	1	7164		TRUNK MARILYN M	Yes	No	No	USD	09/20/2019	22.00
			81336	173766	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/20/2019	836.00
			81389	173767	Check	1	9278		UNIVERSITY OF OREGON	Yes	No	No	USD	09/20/2019	460.00
			81323	173768	Check	1	13040		UTSCH ADAM	Yes	No	No	USD	09/20/2019	81.00
			81316	173769	Check	1	12264		VAN LUYK LEONARD	Yes	No	No	USD	09/20/2019	75.00
			81331	173770	Check	1	14430		VEX ROBOTICS, INC.	Yes	No	No	USD	09/20/2019	1,926.59
			81380	173771	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	09/20/2019	1,320.50

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81381	173772	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	09/20/2019	483.52
			81395	173773	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	09/23/2019	8,615.03
			81404	173774	Check	1	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	No	USD	10/01/2019	120.00
			81401	173775	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	10/01/2019	3,157.10
			81405	173776	Check	1	13116		AUDIO ENHANCEMENT	Yes	No	No	USD	10/01/2019	36.60
			81448	173777	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	10/01/2019	194.41
			81418	173778	Check	1	16367		BRENNAN CONSTRUCTION OF MN, I	Yes	No	No	USD	10/01/2019	32,870.95
			81414	173779	Check	1	14819	2	BSN SPORTS	Yes	No	No	USD	10/01/2019	398.60
			81431	173780	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	10/01/2019	2,523.55
			81419	173781	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	10/01/2019	757.50
			81445	173782	Check	1	7321	1	COMMITTEE FOR CHILDREN	Yes	No	No	USD	10/01/2019	3,362.00
			81421	173783	Check	1	1876		COMPANION	Yes	No	No	USD	10/01/2019	499.00
			81417	173784	Check	1	15699	1	CULINEX	Yes	No	No	USD	10/01/2019	8,323.32
			81396	173785	Check	1	10069		DALCO	Yes	No	No	USD	10/01/2019	2,922.07
			81422	173786	Check	1	2269		ECMECC	Yes	No	No	USD	10/01/2019	7,945.36
			81423	173787	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	10/01/2019	947.43
			81443	173788	Check	1	7072	1	ESTR PUBLICATIONS	Yes	No	No	USD	10/01/2019	214.00
			81424	173789	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	10/01/2019	96.57
			81411	173790	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	10/01/2019	1,574.91
			81410	173791	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	10/01/2019	64.64
			81403	173792	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	10/01/2019	423.88
			81425	173793	Check	1	2775		GOPHER	Yes	No	No	USD	10/01/2019	67.74
			81442	173794	Check	1	6645		GRAINGER	Yes	No	No	USD	10/01/2019	1,277.64
			81426	173795	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	10/01/2019	309.78
			81444	173796	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	10/01/2019	7.24
			81427	173797	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	No	No	USD	10/01/2019	1,708.66
			81428	173798	Check	1	3182	3	HOUGHTON-MIFFLIN	Yes	No	No	USD	10/01/2019	303.86
			81400	173799	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	10/01/2019	7,262.07
			81398	173800	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	10/01/2019	465.74
			81429	173801	Check	1	3701		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	10/01/2019	133.69
			81402	173802	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	10/01/2019	250.00
			81446	173803	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	10/01/2019	2,291.13
			81415	173804	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	10/01/2019	1,875.00
			81447	173805	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	10/01/2019	1,924.75
			81430	173806	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	10/01/2019	47.32
			81432	173807	Check	1	4536		NARDINI FIRE EQUIPMENT CO	Yes	No	No	USD	10/01/2019	347.90
			81406	173808	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	10/01/2019	9,560.92
			81433	173809	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	10/01/2019	40.00
			81434	173810	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	10/01/2019	11,452.13
			81435	173811	Check	1	5254	3	REALLY GOOD STUFF, LLC	Yes	No	No	USD	10/01/2019	50.48
			81416	173812	Check	1	15403	1	RENNEBERG HARDWOODS	Yes	No	No	USD	10/01/2019	1,629.31

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81399	173813	Check	1	1098	5	RIDDELL, INC	Yes	No	No	USD	10/01/2019	90.88
			81436	173814	Check	1	5331	1	RIFTON EQUIPMENT	Yes	No	No	USD	10/01/2019	528.75
			81407	173815	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	10/01/2019	29,142.39
			81437	173816	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	10/01/2019	363.88
			81408	173817	Check	1	13794	1	SOCCER.COM	Yes	No	No	USD	10/01/2019	26.38
			81397	173818	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	10/01/2019	733.97
			81438	173819	Check	1	6031		SYLVA CORPORATION INC	Yes	No	No	USD	10/01/2019	2,160.00
			81420	173820	Check	1	1840	1	TEN SEGMA	Yes	No	No	USD	10/01/2019	615.46
			81412	173821	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	10/01/2019	42,375.83
			81413	173822	Check	1	14430		VEX ROBOTICS, INC.	Yes	No	No	USD	10/01/2019	277.75
			81439	173823	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	10/01/2019	1,603.74
			81440	173824	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	10/01/2019	82.00
			81409	173825	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	10/01/2019	2,499.47
			81441	173826	Check	1	6637		WPS	Yes	No	No	USD	10/01/2019	150.00
														Bank Total: 001	\$327,227.24
														Report Total:	\$327,227.24

Should we be awarded the following grants, the Board authorizes acceptance of funds.

Type	Date Submitted	Grant Name	School	Applicant	Approx Funds
Grant	9.30.19	NASA: The Robotics Alliance Project	HS	HS Robotics Team-D. Laabs	\$5000-\$6000
Grant	9.25.19	MN Dept of Labor and Industry	HS	Jessica Town-Gunderson	up to \$100,000



**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 Fairview Health Services

Description of gift School Supplies Donation

Pre-Condition, Condition, or Limitation on use \_\_\_\_\_

How this gift specifically relates to the program or school: School Supplies distributed to each of the schools.

This gift meets all requirements of Policy 706 \_\_\_\_\_

Accepted  Not Accepted Michelle Gosh Staff Name Date: 9.27.19  
Principal or Director

Accepted  Not Accepted \_\_\_\_\_ Date: 9/30/19  
Superintendent

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

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

Principal or Director (thank you note <sup>sent</sup> attached)

Copy to Building  Business Services  Board Approval

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>2019 Oct Homecoming week</i>		Projected profit: <i>500<sup>00</sup></i>	Amount earned:	
Group or organization proposing the fundraiser: <i>FFA</i>			Item(s) being sold: <i>Spirit Items to Middle School + High school</i>	
Company/organization supplying items to be sold: <i>Andersons + Oriental Trading</i>				
The money raised will be used for: <i>FFA Leadership training + Events</i>				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:				
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		<input checked="" type="checkbox"/>	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		<input checked="" type="checkbox"/>	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		<input checked="" type="checkbox"/>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		<input checked="" type="checkbox"/>	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		<input checked="" type="checkbox"/>	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		<input checked="" type="checkbox"/>	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>		<input checked="" type="checkbox"/>	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>9/24/19</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. _____ APPROVED _____ NOT APPROVED				
Date: <i>9/25/19</i>		Administrator Signature: <i>[Signature]</i>		
Date: <i>9/30/19</i>		Superintendent Signature: <i>[Signature]</i>		
Date:		School Board Chair Signature:		

## FUNDRAISING APPROVAL FORM

Date of fundraiser: <sup>2019</sup> Oct 15 - Nov 15		Projected profit: 2500 <sup>00</sup>	Amount earned:
Group or organization proposing the fundraiser: PHS FFA		Item(s) being sold: fruit, cheese, sausage Butterbraids	
Company/organization supplying items to be sold: Minntex, Kittleson Marketing + McCones			
The money raised will be used for: FFA leadership Events			
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).	✓	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	✓	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	✓	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	✓	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	✓	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 9/24/19	Teacher/Sponsor Signature: Jessica D. Lpk		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			
Date: 9/25/19	Administrator Signature: [Signature]		
Date: 9/30/19	Superintendent Signature: [Signature]		
Date:	School Board Chair Signature:		

### 10.1.19 First Reading of Policy Summary of Changes

- 701 - Establishment and Adoption of School District Budget
  - *Updated legal references*
- 701.1 - Purchasing and Procurement
  - No changes
- 702 - Accounting
  - No changes
- 703 - Annual Audit
  - No changes
- 704 - Dev & Mntc of an Inventory of Fixed Assets & a Fixed Asset Accounting System
  - No changes
- 705 - Investments
  - *Changes proposed by the Director of Finance*
- 706 - Acceptance of Gifts
  - No changes
- 712 - Video Surveillance Other Than on Buses
  - No changes
- 903 - Visitors to School District Buildings and Sites
  - No changes

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 701 - ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. These budgets, reports of revenue, expenditures, and fund balances must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.
- G. The school district must also include the budget information specified in Paragraph III.D. above in the materials provided as part of its truth-in-taxation hearing.

#### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~

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

Adopted: July 22, 2008  
Revised: February 16, 2016  
Reviewed: October 18, 2016  
Revised: October 15, 2019

**PRINCETON PUBLIC SCHOOLS**  
**701.1 - PURCHASING AND PROCUREMENT POLICY**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEVELOPMENT OF PURCHASING AND PROCUREMENT PROCEDURE(S)**

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

**IV. PURCHASING AND PROCUREMENT PROCEDURE GUIDELINES**

- A. All purchases of goods, services and equipment for which the District will be responsible for payment must be made on a district purchase order form, properly approved and executed.
- B. No employee of the school system may obligate the Board for any purchase without having gone through the regular, approved procedures. Such procedures include the use of purchase orders.
- C. Whenever practical, all goods used by the District should be standardized. This provides for purchasing in greater volume; reduces and restricts indiscriminate ordering; effects increased economy in all phases of procurement, including ordering, purchasing delivering, and final distribution.
- D. All Buildings shall promote standardization of supplies and equipment to all personnel, and it shall be the responsibility of all employees of the District to accept and encourage standardization of supplies and

equipment, if practical and applicable within an employee's area of responsibility.

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

**Cross References:** Princeton Public Schools Policy 412 - Expense Reimbursement  
Princeton Public Schools Policy 701 - Est. & Adoption of School District Budget  
Princeton Public Schools Policy 702 - Accounting  
Purchasing, Procurement & Reimbursement Procedure  
Quote Procedures for Purchasing and Procurement  
Quote Purchasing Form

Adopted: February 16, 2016

Reviewed: October 18, 2016

Reviewed: October 15, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 702-ACCOUNTING**

**I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

**III. MAINTENANCE OF BOOKS AND ACCOUNTS**

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

**IV. PERMANENT FUND TRANSFERS**

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended.

**V. REPORTING**

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also, on or before October 1 of each year, provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

**Legal References:** Minn. Stat. § 123B.75 (Revenue) Minn. Stat. § 123B.76 (Expenditures)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)  
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)  
Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)

**Cross References:** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding

Adopted: December 17, 2002  
Revised: April 19, 2016  
Revised: October 18, 2016  
Reviewed: October 15, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 703 - ANNUAL AUDIT**

**I. PURPOSE**

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

**III. REQUIREMENT**

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education—on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the

Office of the State Auditor.

- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

**Legal References:** Minn. Stat. Ch. 6 (State Auditor)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk) Minn. Stat. § 123B.02 (School District Powers)  
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

**Cross References:** MSBA/MASA Model Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding

Adopted: December 17, 2002  
Revised: April 19, 2016  
Revised: October 18, 2016  
Reviewed: October 15, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY-704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF  
FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

**I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

**III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

**IV. CAPITALIZATION**

Princeton Public Schools General Fixed Asset Account Group includes assets valued at \$5,000 or otherwise required by law, and with a useful life of more than one year.

**V. DEPRECIABLE LIVES**

In determining the useful life of an asset the district uses ASBO (Association of School Business Officials) GASB 34 Implementation Recommendations for School Districts guidelines. The guidelines are listed below.

<b>Asset Class</b>	<b>Estimated Useful Life (Years)</b>
Athletic Equipment	10
Audio/Visual Equipment	10
Building Construction	25
Buses / Other Vehicles	8
Business Machines	10
Carpet Replacement	7
Communication Equipment	10
Computer Hardware	5
Computer Software (administrative)	10-20
Computer Software (instructional)	5-10
Copiers	5
Custodial Equipment	15
Electrical/Plumbing	30
Furniture & Accessories	20
Grounds Equipment	15
HVAC Systems	20
Instructional Equipment	10
Kitchen Equipment	15
Land	N/A
Large Equipment	10
Library Books	5
Machinery & Tools	15
Musical Instruments	10
Outdoor Equipment	20
Plumbing	30
Portable Classrooms	25
Roofing	20
School Buildings	50
Science & Engineering	10
Site Improvements	20
Sprinkler/Fire System	25

## **VI. DEPRECIATION METHOD**

Princeton Public School will depreciate all classes of fixed assets based on the straight line depreciation method.

## VII. DONATIONS/GIFTS

Princeton Public Schools will assign a value to donations or gifts based on the current market value of that item at the time of receipt. The inventory database is to be maintained and updated semi-annually and upon receipt of any new equipment and disposal of any equipment. Each building will also have a trained representative to ensure inventory is updated. In addition to updating the inventory, each classroom, office or department will complete a physical inventory of all assets in their respective areas to ensure current information is available on the database, including all items disposed. Each building representative will update their building inventory semi-annually and give the report to the district office for updating the master list. The district office representative will be trained and updated annually in accordance with our financial software vendor.

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.

**Legal References:** Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

**Cross References:** Princeton School District Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding  
MSBA Service Manual, Chapter 9, Public School Finance

Adopted: December 16, 2003  
Revised: June 22, 2004  
Revised: December 20, 2011  
Revised: August 10, 2010  
Revised: March 27, 2012  
Revised: January 8, 2013  
Reviewed: April 19, 2016  
Reviewed: October 18, 2016  
Revised: October 16, 2018  
Reviewed: October 15, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 705-INVESTMENTS**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

**III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

- A. Pooling of Funds. Except for cash in certain restricted **accounts such as bond proceeds and OPEB funds** and **other** special funds, Princeton Public Schools will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

**IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
  - 1. Safety. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
    - a) Credit Risk. Princeton Public Schools will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
      - Limiting investments to the types of securities listed

in Section IX of this Investment Policy.

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Princeton Public Schools will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b) Interest Rate Risk. Princeton Public Schools will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section IX).

2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be

held until maturity with the following exceptions:

- a) A security with declining credit may be sold early to minimize loss of principal.
  - b) A security swap would improve the quality, yield, or target duration in the portfolio.
  - c) Liquidity needs of the portfolio require that the security be sold.
4. Maintaining the Public's Trust. The investment officer(s) shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board, or the School Board Treasurer.

## V. DELEGATION OF AUTHORITY

- A. The Director of Business Services and the ~~Assistant Business Affairs Executive~~ District Accountant of the school district are designated as the investment officers of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer(s) shall operate the school district's investment program consistent with this policy. The investment officer(s) may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer(s) shall avoid any transaction that could impair public confidence in the school district.

## VI. STANDARD OF CONDUCT

- A. The standard of conduct regarding school district investments to be applied by the investment officer(s) shall be the "prudent person standard." Under this standard, the investment officer(s) shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer(s), acting in accordance with this policy and exercising due

diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

- B. Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. ~~They shall further disclose any personal financial / investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Princeton Public Schools.~~

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer(s) shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer(s) shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and recordkeeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, [356A.06](#) as these sections may be amended from time to time, or any other law governing the investment of school district funds.

The school district may invest in any type of security allowed by Minnesota statute, as may be amended to those instruments listed below:

- A. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
- B. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank;
- C. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the ~~\$100,000~~ \$250,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- D. Collateralized repurchase agreements, which conform to the requirements stated in 118A.05, sub.2 of the statutes;
- E. Commercial paper meeting the following requirements:
  - 1. The corporation must be organized in the United States or be a Canadian subsidiary.
  - 2. The corporation's assets must exceed \$500,000,000.
  - 3. The obligations at the time of purchase must be rated at the highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelps, Moody's and Fitch Investors Service).
  - 4. The obligations cannot have a maturity longer than 270 days.
  - 5. The school district's goal shall be not more than ~~50%~~ 5% of the total investment fund can be invested in commercial paper at any time.  
The District will invest only in commercial paper if it is in a pooled format.
  - 6. The total investment in any one corporation should not exceed 10% of the corporation's outstanding obligations.
  - 7. The total investment in any one corporation cannot be more than \$10 million.
- F. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
- G. Investment products that are considered as derivatives are specifically

excluded from approved investments.

## X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  1. ~~The investment officer(s) shall prepare and recommend to the Superintendent annually for presentation to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.~~
  2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.
  3. Maximum Maturities. To the extent possible, Princeton Public Schools shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Princeton Public Schools will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. ~~Princeton Public Schools shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.~~

Reserve funds and other funds with longer-term investment

horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body (see the GFOA Recommended Practice on “Maturities of Investments in a Portfolio” in Appendix).

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cashflow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district’s account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. ~~The notification form to be used shall be that prepared by the State Auditor.~~ A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank

authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage, as follows:

Subd. 1. For deposits beyond insurance. To the extent that funds on deposit at the close of the financial institution's banking day exceed available federal deposit insurance, the government entity shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state. For the purposes of this section, "banking day" has the meaning given in Federal Reserve Board Regulation CC,

Subd. 2. In lieu of surety bond. The following are the allowable forms of collateral in lieu of a corporate surety bond:

1. United States government Treasury bills, Treasury notes, Treasury bonds;
2. issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
3. general obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
4. unrated general obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
5. irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
6. time deposits that are fully insured by any federal agency.

Subd. 3. Amount. The total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution's banking day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit plus accrued interest at the close of the financial institution's banking day. The financial institution may furnish both a surety bond and collateral aggregating the required amount.

Subd. 4. Assignment. Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of the collateral shall be payable to the financial institution, its assigns, or both.

Subd. 5. Withdrawal of excess collateral. A financial institution may withdraw excess collateral or substitute other collateral after giving written notice to the governmental entity and receiving confirmation. The authority to return any delivered and assigned collateral rests with the government entity.

Subd. 6. Default. For purposes of this section, default on the part of the financial institution includes, but is not limited to, failure to make interest payments when due, failure to promptly deliver upon demand all money on deposit, less any early withdrawal penalty that may be required in connection with the withdrawal of a time deposit, or closure of the depository. If a financial institution closes, all deposits shall be immediately due and payable. It shall not be a default under this subdivision to require prior notice of withdrawal if such notice is required as a condition of withdrawal by applicable federal law or regulation.

Subd. 7. Safekeeping. All collateral shall be placed in safekeeping in a restricted account at a Federal Reserve bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection shall be approved by the government entity.

C. Repurchase agreements shall be secured by the physical delivery or

transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

- D. Collateralization. Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit (see GFOA Recommended Practices in Appendix).

#### **XIV. REPORTING REQUIREMENTS**

- A. ~~The Investment Officers shall submit to the Finance Committee and the Superintendent an annual investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.~~
- B. If necessary, the investment officer(s) shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

#### **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the Director of Business Services of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

#### **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

**Legal References:** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. § 118A.03 (Depositories and Collateral)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Delivery and Safekeeping)

**Cross References:** Princeton Public Schools Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding  
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

Adopted: April 25, 2006  
Revised: March 25, 2008  
Revised: October 26, 2010  
Reviewed: April 19, 2016  
Reviewed: October 18, 2016  
Reviewed: October 15, 2019

# PRINCETON PUBLIC SCHOOLS POLICY 706-ACCEPTANCE OF GIFTS

## I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board from booster clubs, commercial venues, individuals or other organizations.

## II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

## III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

## IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

## V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

## VI. GUIDELINES

- A. Acceptance of Gifts Form #706 must be complete and contain all necessary signatures prior to requesting board approval.
- B. Approval **MUST** be obtained from the School Board prior to implementation or acceptance of gift.
- C.

**Legal References** Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)  
Minn. Stat. § 465.03 (Gifts)

**Cross References:** Form 706

Adopted: September 25, 1984  
Revised: May 14, 2002  
Revised: September 14, 2004  
Revised: October 27, 2009  
Revised: May 14, 2013  
Reviewed: October 18, 2016  
Reviewed: October 15, 2019



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

**Description of gift:**

\_\_\_\_\_  
\_\_\_\_\_

**Pre-Condition, Condition, or Limitation on use:** \_\_\_\_\_

\_\_\_\_\_

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

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

Reviewed: October 15, 2019

## PRINCETON PUBLIC SCHOOLS

### POLICY 712-VIDEO SURVEILLANCE OTHER THAN ON BUSES

#### I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

#### II. GENERAL STATEMENT OF POLICY

##### A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

##### B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and

the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
Minn. Stat. § 138.17 (Government Records; Administration)  
Minn. Stat. § 609.746 (Interference with Privacy)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:** Princeton Policy 403 (Disciplines, Suspension, and Dismissal of School District Employees)  
Princeton Policy 406 (Public and Private Personnel Data)  
Princeton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
Princeton Policy 506 (Student Discipline)  
Princeton Policy 515 (Protection and Privacy of Pupil Records)  
Princeton Policy 709 (Student Transportation Safety Policy)  
Princeton Policy 711 (Video Recording on School Buses)  
MSBA Service Manual, Chapter 2, Transportation

Adopted: August 9, 2011  
Revised: October 18, 2016  
Reviewed: October 15, 2019

**PRINCETON PUBLIC SCHOOLS**  
**903 - VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

**I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

**III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

**IV. RESPONSIBILITY**

- A. The school district administration is responsible for visitor and post-secondary enrollment options student procedures and requirements.

- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

**V. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)

Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Adopted August 10, 2010  
Reviewed: June 25, 2103  
Revised: May 17, 2016  
Reviewed: August 18, 2016  
Revised: April 3, 2018  
Reviewed: October 15, 2019