

REGULAR SCHOOL BOARD MEETING
7:00 PM
TUESDAY, JUNE 25, 2013
DISTRICT OFFICE BOARD ROOM

OUR VISION
NO BOUNDARIES TO LEARNING

OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS

BOARD MEETING AGENDA

PROCEDURES

- Call to Order
- Pledge of Allegiance
- Roll Call

REPORTS

1. Board Committee Reports
2. Superintendent Report

APPROVE AGENDA

Motion to approve the agenda as it is presented here.

DISCUSS AND APPROVE PREVIOUS MEETING MINUTES

3

Motion to approve the May 28, 2013, Regular Meeting Minutes and the Board of Education Workshop Minutes.

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.

1. Fundraiser 10
2. Personnel 11
3. Bills 12
4. Wire Transfers 20
5. Cash Flow Report 20

ACTION ITEMS

1. Adopt Annual Budget 2013-14 (Presenter Michelle Czech) 21
Motion to approve the Annual 2013-14 Budget as presented.
2. Health & Safety Policy (1st Reading), Plan and Budget (Presenter Keith Barlage) 24
Motion to approve the Health & Safety, Policy (1st Reading), plan and budget as presented.
3. North Elementary 2013-14 School Handbook (Presenter John Beach) 33
Motion to approve the North Elementary 2013-14 handbook as presented.
4. Policy Second Reading - Policy #214 Out-Of-State Travel for School Board Members 70

(Presenter Julia Espe)

Motion to approve policy #214 Out-Of-State Travel for School Board Members as presented.

5. Elevator Bid (Presenter Michelle Czech) 70

Motion to approve elevator bid as presented.

6. Resolution to form a Board Committee for Building a Community Driven Proposal (Presenter Julia Espe) 82

REPORTS

1. Survey Questions 83

Set Meetings: School Board and Board Committees 91

Committee Meeting Dates To Be Set

1. Transportation July Meeting (Craig, Chuck, Deb)

2. Possibly Grievance in July (Howard, Craig, Chuck)

3. Activities ? (Eric, Howard, Craig)

Additions to the Agenda

Adjourn to enter into the Board of Education Workshop at approximately 8:00 p.m.

The board members held a retirement reception for Princeton High School Principal Pete Olson prior to the regular board meeting at 6:30 p.m. Board Members, District Office personnel and citizens all thanked Peter for his years of service in the district.

PROCEDURAL ITEMS

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 11th day of June 2013, at 7:00 p.m. in the District Office Board Room.

Roll Call

Members present: Chuck Nagle, Deb Ulm, Jeremy Miller, Chad Young, Howard Vaillancourt,

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Brenda Alexander, and Director of Teaching & Learning Melinda Jezierski

Members absent: Craig Johnson and Eric Minks

STUDENT COMMENDATIONS were presented to the following students:

Katie Bialka, Taylor Laabs, Anna Oakes, Maddy Wood were given commendations for their accomplishments in qualifying for the Minnesota State Track & Field Meet, and obtaining new school records in the 4x100 relay.

Katie Klein, Lyticha Nielsen, Austen Baron, Ryan Goor, Kasey Kromschroder, Scott McGrath, AJ Wesloh, Logan Conger, Andre Jones, and Andrew Bott were given commendations for their accomplishments in FFA events.

A Commendation to Pete Olson, retiring PHS Principal, for his outstanding dedication and service over the years in our school district.

REPORTS

Committee Reports

Howard Vaillancourt: Attended the Curriculum Board Committee meeting, and the High School Graduation Ceremony.

- Chuck Nagle: Attended the Finance Board Committee meeting, the Schools for Equity Education Board Committee meeting, and the High School Graduation Ceremony.
- Jeremy Miller: Attended the High School Graduation Ceremony, the Finance Board Committee meeting, and the Security Board Committee meeting.
- Deb Ulm: Attended the High School Graduation Ceremony, the Curriculum Board Committee meeting, and a meeting with Superintendent Espe to organize the agenda for regular board meeting.

Superintendent Report

Superintendent Espe reported that future Graduation Ceremony dates will be decided in July. There will be meetings with parents, and a survey will be sent out to parents before deciding on the plan for graduation. Superintendent Espe emphasized that there will still be an all-night party. Last, Superintendent Espe provided the board members with the Springsted master schedule for preparing for a referendum.

APPROVE AGENDA

Motion by Jeremy Miller, seconded by Howard Vaillancourt **to approve the agenda as it is presented**. By roll call the following voting in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Chuck Nagle, and Jeremy Miller. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Howard Vaillancourt, seconded by Chad Young **to approve the May 28, 2013 Regular School Board meeting minutes, and the Closed Meeting Minutes**. By roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Jeremy Miller, and Chuck Nagle. Motion passed unanimously.

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.

Motion was made by Howard Vaillancourt, and seconded by Chad Young, **to approve the consent agenda items:** Gifts, Personnel, and a Fundraiser. By roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Jeremy Miller, and Chuck Nagle. Motion passed unanimously.

DISCUSSION

ATTPS Year End Report

Elaine Maples explained that this is a process that the state requires teachers go through at the end of each school year. It is a summary of results from the Q Comp program, how the program assisted the teachers to obtain the results in student achievement.

1st Reading - Policy #214 Out-of-State Travel by School

Board Members. Chair Ulm explained that no changes were made in the policy it will be moved to a 2nd reading at the next regular school board meeting.

ACTION ITEMS

Kraus Anderson or ICS

Each board member presented questions to the discussion of which company to move forward with; one member felt that each company's fee structure did not provide much insight whereas another member stated that both company's provided an overview of how each company structures the fee's that will be involved in a project.

One member wanted to know why the District needed to hire a company now - Why not wait? Director of Building & Grounds, Keith Barlage explained that the company chosen will work with the District in deciding which project will be the best for the District. The same member wanted to know what the District has to pay out if a referendum fails. The answer is that if the referendum fails no payment is made. This same member also

insists that members of the board should be involved in the negotiations of the construction management contract. The Director of Business Services assured the member that the District Administration works with our legal representation with the contracts.

This same board member feels it is incorrect to allow negotiations to be conducted by District Staff alone; the board member feels some board members should be involved in the process. This is the only board member that feels this way, other board members stated that they realize they will be involved in decisions in the project area according to the Springsted Master Schedule, but typically the District Administration Staff and the Districts Legal Consultant work on the contracts.

Motion by Howard Vaillancourt, seconded by Chad Young to **approve Administration to enter into negotiations with the ICS Company**. By roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Jeremy Miller, and the following voted against the same Chuck Nagle.

Motion passed 4-1.

Staffing Changes

Director of Human Resources Brenda Alexander presented the staff changes as follows:

- South Elementary elimination of the Security Paraprofessional position
- North Elementary addition of .5 Dean of Students – no additional dollars.
- Middle School: Hiring an additional Special Education Paraprofessional
- High School elimination of a Security Paraprofessional
- High School elimination of the Special Needs Nurse 1:1 due to the student graduating.

Community Education Contract:

- Title change of Lead Water Safety Instructor to Pool Coordinator with the aquatics pay scale to Coordinator pay scale with advancement on the pay scale after 1000

worked hours (every other year).

- Addition of Lead Day Care position

District Office Addition of Technology Director

Motion by Jeremy Miller, and seconded by Howard Vaillancourt to **approve the staffing changes** as presented. By roll call the following voted in favor of: Howard Vaillancourt, Jeremy Miller, Chad Young, Deb Ulm, and Chuck Nagle. Motion passed unanimously.

MEETING DATES FOR SCHOOL BOARD and SCHOOL BOARD COMMITTEE MEETINGS

MEETINGS TO BE SET

Finance meeting will be organized and members contacted.

Reminder to the board members: District Legal Consultant Mick Waldspurger will be providing board training at the June 25, 2013. Board of Education Workshop topic.

ADDITIONS TO AGENDA - none

ADJOURN

Meeting was adjourned at 8:20 p.m.

Deb Ulm, Chair

Chad Young, Clerk

Recorder: Bridget Sorensen

The board members held a retirement reception for Princeton High School Principal Pete Olson prior to the regular board meeting at 6:30 p.m. Board Members, District Office personnel and citizens all thanked Peter for his years of service in the district.

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 11th day of June 2013, at 7:00 p.m. in the District Office Board Room.

Members present: Chuck Nagle, Deb Ulm, Jeremy Miller, Chad Young, Howard Vaillancourt, **Others present:** Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Brenda Alexander, and Director of Teaching & Learning Melinda Jezierski. **Members absent:** Craig Johnson and Eric Minks.

STUDENT COMMENDATIONS were presented to the following students:

Katie Bialka, Taylor Laabs, Anna Oakes, Maddy Wood were given commendations for their accomplishments in qualifying for the Minnesota State Track & Field Meet, and obtaining new school records in the 4x100 relay.

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A Commendation to Pete Olson, retiring PHS Principal, for his outstanding dedication and service over the years in our school district.

Superintendent Report Superintendent Espe reported that future Graduation Ceremony dates will be decided in July. There will be meetings with parents, and a survey to parents will be sent out before deciding on the plan for graduation. In addition, she explained that the all-night party will still be given. Last, Superintendent Espe provided the board members with the Springsted master schedule for preparing for a referendum.

APPROVE AGENDA Motion by Jeremy Miller, seconded by Howard Vaillancourt **to approve the agenda as it is presented.** By roll call the following voting in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Chuck Nagle, and Jeremy Miller. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Motion by Howard Vaillancourt, seconded by Chad Young **to approve the May 28, 2013 Regular School Board meeting minutes, and the Closed Meeting Minutes.** By roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Jeremy Miller, and Chuck Nagle. Motion passed unanimously.

CONSENT

AGENDA

Motion was made by Howard Vaillancourt, and seconded by Chad Young, **to approve the consent agenda items:** Gifts, Personnel, and a Fundraiser. By roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Jeremy Miller, and Chuck Nagle Motion passed unanimously.

DISCUSSION ATTPS Year End Report

Elaine Maples explained that this is a process that the state requires teachers go through in order to sum up what they have done in the QComp program this past year, what the program has done to help the teachers and how the program has helped our student achievement.

1st Reading - Policy #214 Out-of-State Travel by School Board Members. Chair Ulm explained no changes were made in the policy it will be moved to a 2nd reading at the next regular school board meeting.

ACTION ITEMS Kraus Anderson or ICS. Motion by Howard Vaillancourt, seconded by Chad Young to approve Administration to enter into negotiations with ICS Company. By roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Deb Ulm, Jeremy Miller, and the following voted against the same Chuck Nagle.
Motion passed 4-1.

Staffing Changes: Motion by Jeremy Miller, and seconded by Howard Vaillancourt to approve the staffing changes as presented. By roll call the following voted in favor of: Howard Vaillancourt, Jeremy Miller, Chad Young, Deb Ulm, and Chuck Nagle. Motion passed unanimously.

MEETINGS TO BE SET. Finance meeting will be organized and members contacted. Reminder that the Districts Legal Counsel will be providing a presentation at our next meeting on How to be an affective School Board Member.

ADDITIONS TO AGENDA - none

ADJOURN The Regular Meeting was adjourned at 8:20 p.m.

The full details of the meeting are on file in the Superintendent's Office located at the School District Office Building and on the District Web Site at www.princeton.k12.mn.us

Deb Ulm, Chair

Chad Young, Clerk

Recorder: Bridget Sorensen

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>Sept 2013</u>		Projected profit: <u>\$500⁰⁶</u>	Amount earned: <u>\$1000⁰⁰</u>
Group or organization proposing the fundraiser: <u>National Honor Society</u>		Item(s) being sold: <u>Buttons</u>	
Company/organization supplying items to be sold: <u>Dr. DMS Buttons</u>			
The money raised will be used for: <u>Service Projects</u>			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<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).	<u>-NA-</u>	
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"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 		<input checked="" type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <u>6-10-2013</u>		Teacher/Sponsor Signature: <u>Traci Schellinger</u>	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			
Date: <u>6/10/13</u>		Administrator Signature: <u>David Halls</u>	
Date: <u>6-11-13</u>		Superintendent Signature: <u>John J. Egan</u>	
Date:		School Board Chair Signature:	

	A	B	C	D	E	F	G
1	June 25, 2013						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Business Teacher (Open Position)	Reduction from 1.0 FTE HS Business Teacher to .5 FTE HS Business Teacher	Teacher - HS	PEA	N/A	2013-14 school year (8/26/13)	N/A
4	Daubner, Nathan	New	Head Cross Country Coach	PEA	John Auel	8/5/13 - 11/15/13 (2013-14 Season)	\$2992.00 (C,1)
5	Franson, Erin	LOA	Teacher - NE	PEA	N/A	~10/4/2013 to 11/22/2013 (34 days)	N/A
6	Hellman, Brian	New	Head Wrestling Coach	PEA	Mark Hayes	11/19/13 - 3/1/14 (2013-14 Season)	\$3990.00 (A,1)
7	Kettelhodt, Alex	New	Assistant Volleyball Coach - "B" Squad	PEA	N/A	8/5/13 - 10/25/13 (2013-14 Season)	\$2660.00 (D,1)
8	Larson, Charissa	Assignment Change from LTS to Permanent	FACS Teacher - HS	PEA	Emily Clifton	2013-14 school year (8/26/13)	N/A
9	Levering, Andrea	New	Student Council Advisor	PEA	Cindy Fitzthum	2013-14 School Year	\$1663.00 (G,1)
10	Maples, Elaine	Assignment Change from 1.0 FTE HS Math to .5FTE HS Math and .5 TOSA District Staff Development	Teacher - HS	PEA	N/A	2013-14 school year (8/26/13)	N/A
11	Mattick, Thor	Assignment Change from 1.0 FTE Lang. Arts to .5FTE Lang. Arts and .5 TOSA District Literacy	Teacher - HS	PEA	N/A	2013-14 school year (8/26/13)	N/A
12	Norman, Clay	Resignation	Phy Ed Teacher - NE	PEA	N/A	6/7/13 (end of 2012-13 contract year)	N/A
13	Ratz, Mary	Assignment Change from 1.0 FTE HS Science to .75 FTE HS Science	Teacher - HS	PEA	N/A	2013-14 school year (8/26/13)	N/A
14	Schuppenhauer, Sarah	New	Credit Recovery	PEA	Jean Roof	6/17/2013 to 7/26/2013	\$32.00/hr
15							

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	54553	151830	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	05/28/2013	14,096.67
			54554	151831	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	05/23/2013	145,096.02
			54555	151832	Check	1	5124		PRINCETON DAIRY QUEEN	Yes	Yes	No	USD	05/23/2013	100.00
			54558	151833	Check	1	1206		AP EXAMS	Yes	No	No	USD	05/24/2013	1,888.00
			54580	151834	Check	1	8925		BELL DAVE	Yes	Yes	No	USD	05/24/2013	180.00
			54572	151835	Check	1	7043		CARLSON KEN	Yes	Yes	No	USD	05/24/2013	140.00
			54568	151836	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	05/24/2013	17,770.22
			54566	151837	Check	1	1818		CLEMENSEN ENTERPRISES	Yes	Yes	No	USD	05/24/2013	247.50
			54574	151838	Check	1	7401		DEERFIELD SEMINARS INC	Yes	Yes	No	USD	05/24/2013	690.00
			54556	151839	Check	1	10894		FAIRWAY SHORES GOLF	Yes	Yes	No	USD	05/24/2013	2,000.00
			54560	151840	Check	1	13179		GIAMBRUNO MIKE	Yes	Yes	No	USD	05/24/2013	75.00
			54559	151841	Check	1	12420	1	GRANITE RIDGE CONFERENCE	Yes	Yes	No	USD	05/24/2013	1,380.00
			54570	151842	Check	1	6820		HENDRICKSON GRAHAM	Yes	Yes	No	USD	05/24/2013	215.00
			54565	151843	Check	1	13739		HOWARD SOLAN	Yes	Yes	No	USD	05/24/2013	24.54
			54573	151844	Check	1	7363		KLEIS JEROME G	Yes	Yes	No	USD	05/24/2013	180.00
			54562	151845	Check	1	13730		LIPKA ALICIA	Yes	Yes	No	USD	05/24/2013	50.00
			54567	151846	Check	1	4032	1	M.A.S.B.O.	Yes	Yes	No	USD	05/24/2013	50.00
			54564	151847	Check	1	13737		MCCRAY THOMAS	Yes	No	No	USD	05/24/2013	50.00
			54569	151848	Check	1	4362		MN HISTORICAL SOCIETY	Yes	Yes	No	USD	05/24/2013	50.00
			54571	151849	Check	1	6856		NORMAN TODD	Yes	Yes	No	USD	05/24/2013	140.00
			54561	151850	Check	1	13190		OSBORN JOSH	Yes	Yes	No	USD	05/24/2013	50.00
			54576	151851	Check	1	7479		OSTROOT RICHARD	Yes	Yes	No	USD	05/24/2013	275.00
			54575	151852	Check	1	7407		PRATT TIM	Yes	No	No	USD	05/24/2013	75.00
			54577	151853	Check	1	7651		SEIBRING RON	Yes	Yes	No	USD	05/24/2013	75.00
			54563	151854	Check	1	13731		SMITH LINDA	Yes	No	No	USD	05/24/2013	40.00
			54579	151855	Check	1	8395		STOB DONALD A.	Yes	No	No	USD	05/24/2013	50.00
			54557	151856	Check	1	11807		TONN DWIGHT	Yes	No	No	USD	05/24/2013	80.00
			54578	151857	Check	1	8197		WILSON ROGER	Yes	Yes	No	USD	05/24/2013	140.00
			54581	151858	Check	1	7758		CHISHOLM INN & SUITES	Yes	No	No	USD	05/24/2013	280.16
			54582	151859	Check	1	5041		PIZZA HUT OF PRINCETON	Yes	Yes	No	USD	05/29/2013	76.76
			54583	151860	Check	1	8292		GRAND NATIONAL GOLF COURSE	Yes	No	No	USD	05/29/2013	45.00
			54588	151861	Check	1	13598		42nd STREET PHOTO	Yes	No	No	USD	05/30/2013	2,209.94
			54598	151862	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	05/30/2013	2,449.36
			54589	151863	Check	1	13704		AUEL RYAN	Yes	No	No	USD	05/30/2013	80.00
			54585	151864	Check	1	10915		BERGGREN VICTOR	Yes	No	No	USD	05/30/2013	80.00
			54590	151865	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/30/2013	80.00
			54591	151866	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/30/2013	240.00
			54592	151867	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/30/2013	106.00
			54593	151868	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	05/30/2013	6,714.93
			54584	151869	Check	1	10339		HOFFER MARK	Yes	No	No	USD	05/30/2013	80.00
			54587	151870	Check	1	11648		JSB SURVEILLANCE	Yes	No	No	USD	05/30/2013	1,880.00

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	54597	151871	Check	1	7495		OSTROOT TIM	Yes	No	No	USD	05/30/2013	40.00
			54594	151872	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/30/2013	58.00
			54595	151873	Check	1	5273	1	REGION 4 FFA	Yes	No	No	USD	05/30/2013	36.00
			54596	151874	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	05/30/2013	2,000.00
			54586	151875	Check	1	10946		SIEDSCHLAG MIKE	Yes	No	No	USD	05/30/2013	80.00
			54599	151876	Check	1	7954		SONSTEBY MARCUS	Yes	No	No	USD	05/30/2013	80.00
			54613	151877	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	05/31/2013	568.66
			54618	151878	Check	1	9068		EDUCATORS BENEFIT CONSULTAN	Yes	No	No	USD	05/31/2013	7,238.62
			54608	151879	Check	1	11048		HEALTH PARTNERS	Yes	No	No	USD	05/31/2013	7,715.96
			54610	151880	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	05/31/2013	67.14
			54609	151881	Check	1	11788		MADISON NATIONAL LIFE	Yes	No	No	USD	05/31/2013	7,452.55
			54611	151882	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	05/31/2013	119.43
			54612	151883	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	05/31/2013	128.00
			54614	151884	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	05/31/2013	16,361.88
			54615	151885	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	05/31/2013	822.82
			54616	151886	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	05/31/2013	2,430.56
			54617	151887	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	05/31/2013	800.49
			54619	151888	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/31/2013	260.00
			54623	151890	Check	1	8912	1	FRANCONIA SCULPTURE PARK	Yes	No	No	USD	05/31/2013	280.53
			54621	151891	Check	1	3997		MAPLE GROVE PARK & REC CENTE	Yes	No	No	USD	05/31/2013	1,575.60
			54622	151892	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/31/2013	440.00
			54624	151893	Check	1	10894		FAIRWAY SHORES GOLF	Yes	No	No	USD	06/04/2013	50.00
			54626	151894	Check	1	8305		GRAND SLAM SPORTS & ENT.	Yes	No	No	USD	06/04/2013	3,002.00
			54627	151895	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	06/04/2013	520.00
			54625	151896	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	06/04/2013	160.00
			54635	151897	Check	1	13614		ABRAHAM CASSIDI	Yes	No	No	USD	06/05/2013	28.00
			54629	151898	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	06/05/2013	314.01
			54647	151899	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	06/05/2013	579.00
			54648	151900	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	06/05/2013	386.00
			54649	151901	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	06/05/2013	386.00
			54640	151902	Check	1	2494	1	FARBER SOUND, LLC	Yes	No	No	USD	06/05/2013	8,415.50
			54638	151903	Check	1	13745		GATEWOOD LAURA	Yes	No	No	USD	06/05/2013	30.00
			54636	151904	Check	1	13743		GREINER DEZARAIE	Yes	No	No	USD	06/05/2013	10.00
			54641	151905	Check	1	2948		HAMLIN UNIVERSITY	Yes	No	No	USD	06/05/2013	18.00
			54628	151906	Check	1	10264		HANNA ALAN	Yes	No	No	USD	06/05/2013	91.22
			54632	151907	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	06/05/2013	3,575.00
			54637	151908	Check	1	13744		KOCISKO JODY	Yes	No	No	USD	06/05/2013	50.00
			54642	151909	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	06/05/2013	520.00
			54643	151910	Check	1	4232		MILACA HIGH SCHOOL- ISD #912	Yes	No	No	USD	06/05/2013	100.00
			54650	151911	Check	1	9418	2	MSNA - AC REGISTRATION	Yes	No	No	USD	06/05/2013	1,575.00
			54634	151912	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	06/05/2013	85,140.97

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0477		001	54631	151913	Check	1	13159		PORTER GARY	Yes	No	No	USD	06/05/2013	150.00
			54644	151914	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	06/05/2013	85.00
			54645	151915	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	06/05/2013	481.93
			54630	151916	Check	1	12002		SEA LIFE MINNESOTA INC	Yes	No	No	USD	06/05/2013	487.00
			54651	151917	Check	1	9494	1	SNA	Yes	No	No	USD	06/05/2013	8.00
			54646	151918	Check	1	6054	3	TARGET BANK	Yes	No	No	USD	06/05/2013	686.89
			54639	151919	Check	1	13746		THE NATIONAL CENTER FOR LEARN	Yes	No	No	USD	06/05/2013	1,500.00
			54633	151920	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	06/05/2013	1,229.40
			54652	151921	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	06/05/2013	488.00
			54653	151922	Check	1	12713		THE SHOP	Yes	No	No	USD	06/11/2013	294.00
			54674	151923	Check	1	13755		ADAMS GAIL	Yes	No	No	USD	06/13/2013	11.50
			54669	151924	Check	1	13750		BLANSKI JENNIFER	Yes	No	No	USD	06/13/2013	65.00
			54682	151925	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	06/13/2013	579.00
			54654	151926	Check	1	10584		CARD SERVICES	Yes	No	No	USD	06/13/2013	2,476.43
			54671	151927	Check	1	13752		CELEBRATION LUTHERAN CHURCH	Yes	No	No	USD	06/13/2013	4,552.52
			54659	151928	Check	1	12549		DAHL SARAH	Yes	No	No	USD	06/13/2013	125.00
			54660	151929	Check	1	12678		DALTON PHOEBE	Yes	No	No	USD	06/13/2013	125.00
			54657	151930	Check	1	11897		GANN TRACY	Yes	No	No	USD	06/13/2013	13.75
			54670	151931	Check	1	13751		GRAPHENTEEN TAMMY	Yes	No	No	USD	06/13/2013	30.00
			54668	151932	Check	1	13749		JENSEN JEFF	Yes	No	No	USD	06/13/2013	45.30
			54661	151933	Check	1	12680		JUDISH MARION	Yes	No	No	USD	06/13/2013	125.00
			54665	151934	Check	1	13744		KOCISKO JODY	Yes	No	No	USD	06/13/2013	50.00
			54658	151935	Check	1	12535		LANGENFELD NICHOLAS	Yes	No	No	USD	06/13/2013	21.00
			54677	151936	Check	1	3825	2	LIFETOUCH NSS	Yes	No	No	USD	06/13/2013	6,738.01
			54672	151937	Check	1	13753		LYNAS LISA	Yes	No	No	USD	06/13/2013	54.00
			54678	151938	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	06/13/2013	260.00
			54662	151939	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	06/13/2013	814.05
			54679	151940	Check	1	4788		OLSON CHERYL	Yes	No	No	USD	06/13/2013	27.35
			54664	151941	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	06/13/2013	25,469.08
			54676	151942	Check	1	13757		PATNODE KAYLYN	Yes	No	No	USD	06/13/2013	40.00
			54667	151943	Check	1	13748		PELLETIER NIKITA	Yes	No	No	USD	06/13/2013	33.00
			54656	151944	Check	1	11811		PERKINS GAYLE	Yes	No	No	USD	06/13/2013	85.00
			54680	151945	Check	1	5133		PRINCETON GOLF ASSOCIATION	Yes	No	No	USD	06/13/2013	1,750.00
			54655	151946	Check	1	10862		PUTNAM MAUREEN	Yes	No	No	USD	06/13/2013	275.00
			54681	151947	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	06/13/2013	2,000.00
			54675	151948	Check	1	13756		SAGER JOANIE	Yes	No	No	USD	06/13/2013	15.00
			54666	151949	Check	1	13747		STENGER CHRISTINA	Yes	No	No	USD	06/13/2013	21.00
			54663	151950	Check	1	13163		TSCHIDA CAROL	Yes	No	No	USD	06/13/2013	100.00
			54673	151951	Check	1	13754		WILLIAMS LINDA	Yes	No	No	USD	06/13/2013	30.00
			54691	151952	Check	1	9068		EDUCATORS BENEFIT CONSULTAN	Yes	No	No	USD	06/14/2013	7,155.29
			54741	151953	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	No	No	USD	06/20/2013	227,445.00

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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
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			54783	151955	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	06/25/2013	6,558.22
			54750	151956	Check	1	1102		ALL STAR TROPHY & AWARDS	Yes	No	No	USD	06/25/2013	600.00
			54752	151957	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	06/25/2013	2,012.99
			54764	151958	Check	1	12524		AMMERMAN KEVIN J.	Yes	No	No	USD	06/25/2013	331.53
			54757	151959	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	06/25/2013	33,957.28
			54877	151960	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	06/25/2013	1,249.00
			54758	151961	Check	1	1218		AQUA LOGIC	Yes	No	No	USD	06/25/2013	478.48
			54806	151962	Check	1	13780		AQUARIUS WATER CONDITIONING,	Yes	No	No	USD	06/25/2013	465.00
			54762	151963	Check	1	1245	3	ASHA	Yes	No	No	USD	06/25/2013	110.00
			54748	151964	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIK	Yes	No	No	USD	06/25/2013	308.86
			54842	151965	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	06/25/2013	493.01
			54804	151966	Check	1	13778		BAREFOOT T-SHIRTS	Yes	No	No	USD	06/25/2013	870.20
			54878	151967	Check	1	8410	1	BATTERIES PLUS	Yes	No	No	USD	06/25/2013	687.00
			54782	151968	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	06/25/2013	40.00
			54792	151969	Check	1	1372		BELLEVILLE WHOLESALE HOBBY	Yes	No	No	USD	06/25/2013	4,945.65
			54807	151970	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	06/25/2013	232.80
			54808	151971	Check	1	1511		BRAND MANUFACTURING	Yes	No	No	USD	06/25/2013	130.00
			54812	151972	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	06/25/2013	3,765.13
			54875	151973	Check	1	8178		CALLOWAY HOUSE	Yes	No	No	USD	06/25/2013	193.92
			54809	151974	Check	1	1668		CARL E. JOHNSON PLBG & HTG	Yes	No	No	USD	06/25/2013	1,363.25
			54810	151975	Check	1	1672		CARLEX INC	Yes	No	No	USD	06/25/2013	49.85
			54765	151976	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	06/25/2013	771.93
			54837	151977	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	06/25/2013	19,768.70
			54839	151978	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	06/25/2013	6,390.98
			54811	151979	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	06/25/2013	1,051.79
			54879	151980	Check	1	8491		COUNTRY SIDE PEST CONTROL, INC	Yes	No	No	USD	06/25/2013	365.00
			54743	151981	Check	1	10069		DALCO	Yes	No	No	USD	06/25/2013	6,036.39
			54784	151982	Check	1	13516		DESTINY PARTS	Yes	No	No	USD	06/25/2013	527.68
			54772	151983	Check	1	13015		DOHRMANN ERIN	Yes	No	No	USD	06/25/2013	60.09
			54796	151984	Check	1	13738	1	DON MONOPOLI PRODUCTIONS	Yes	No	No	USD	06/25/2013	34.65
			54759	151985	Check	1	12267		DR. DONS BUTTONS	Yes	No	No	USD	06/25/2013	203.24
			54813	151986	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	06/25/2013	315.60
			54814	151987	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	06/25/2013	1,217.43
			54820	151988	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS S	Yes	No	No	USD	06/25/2013	501.35
			54815	151989	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	06/25/2013	21.00
			54798	151990	Check	1	13741		EDMENTUM	Yes	No	No	USD	06/25/2013	5,816.52
			54882	151991	Check	1	9068		EDUCATORS BENEFIT CONSULTAN	Yes	No	No	USD	06/25/2013	311.70
			54816	151992	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	06/25/2013	31,466.33
			54883	151993	Check	1	9088		FASTSIGNS	Yes	No	No	USD	06/25/2013	69.79
			54817	151994	Check	1	2571		FOLLETT EDUCATIONAL SERVICE	Yes	No	No	USD	06/25/2013	1,498.75

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			54805	151996	Check	1	13779		FORTRESS SOFTWARE INC.	Yes	No	No	USD	06/25/2013	128.31
			54799	151997	Check	1	13772		FRITZ SCOTT	Yes	No	No	USD	06/25/2013	568.35
			54819	151998	Check	1	2682		GAVE GARAGE DOOR CO.	Yes	No	No	USD	06/25/2013	125.00
			54787	151999	Check	1	13649		GOLF TEAM PRODUCTS	Yes	No	No	USD	06/25/2013	196.00
			54821	152000	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	06/25/2013	46.40
			54869	152001	Check	1	6645		GRAINGER	Yes	No	No	USD	06/25/2013	2,051.18
			54822	152002	Check	1	2847		GREEN VALLEY GREENHOUSE	Yes	No	No	USD	06/25/2013	1,414.30
			54823	152003	Check	1	2853		GRIMES	Yes	No	No	USD	06/25/2013	375.61
			54824	152004	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	06/25/2013	772.47
			54825	152005	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	06/25/2013	671.83
			54778	152006	Check	1	13331		HASTINGS CO-OP CREAMERY	Yes	No	No	USD	06/25/2013	10,835.30
			54874	152007	Check	1	7899		HERBST LUMBER COMPANY	Yes	No	No	USD	06/25/2013	3,717.50
			54770	152008	Check	1	12967		HILDI INC.	Yes	No	No	USD	06/25/2013	4,275.00
			54826	152009	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	06/25/2013	8,633.00
			54746	152010	Check	1	10359		HVIDING KARA	Yes	No	No	USD	06/25/2013	103.06
			54827	152011	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	06/25/2013	352.84
			54751	152012	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	06/25/2013	4,436.36
			54745	152013	Check	1	10237		INTEGRATED SYSTEMS CORPORAT	Yes	No	No	USD	06/25/2013	416.67
			54830	152014	Check	1	3511		J.W. PEPPER OF MINNEAPOLIS	Yes	No	No	USD	06/25/2013	202.27
			54781	152015	Check	1	13392		JIM'S CELL PHONE & IPOD REPAIR	Yes	No	No	USD	06/25/2013	94.95
			54768	152016	Check	1	12698		JOHNSON STEPHANIE	Yes	No	No	USD	06/25/2013	289.85
			54829	152017	Check	1	3495		JOSTENS	Yes	No	No	USD	06/25/2013	299.50
			54831	152018	Check	1	3534		K-BOB CAFE	Yes	No	No	USD	06/25/2013	165.66
			54785	152019	Check	1	13551	1	KENDELL DOOR & HARDWARE	Yes	No	No	USD	06/25/2013	190.14
			54832	152020	Check	1	3561		KERN DEWENTER VIERE LTD	Yes	No	No	USD	06/25/2013	50.00
			54833	152021	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	06/25/2013	2,153.79
			54834	152022	Check	1	3665		KRUSE SALES & SERVICE	Yes	No	No	USD	06/25/2013	179.95
			54791	152023	Check	1	13690		LAB-AIDS	Yes	No	No	USD	06/25/2013	24,791.06
			54793	152024	Check	1	13729		LAMINATOR.COM	Yes	No	No	USD	06/25/2013	1,629.97
			54835	152025	Check	1	3774		LEE'S PRO SHOP	Yes	No	No	USD	06/25/2013	2,271.46
			54836	152026	Check	1	3822		LIFELINE AMPLIFICATION SYS	Yes	No	No	USD	06/25/2013	95.50
			54887	152027	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	06/25/2013	450.00
			54840	152028	Check	1	4467		M.S.B.A.	Yes	No	No	USD	06/25/2013	560.09
			54795	152029	Check	1	13736	1	MARK ANDY PRINT PRODUCTS	Yes	No	No	USD	06/25/2013	119.78
			54838	152030	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	06/25/2013	778.04
			54788	152031	Check	1	13661		MINCO TECHNOLOGY CENTER	Yes	No	No	USD	06/25/2013	69.99
			54747	152032	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	No	No	USD	06/25/2013	164.32
			54789	152033	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	06/25/2013	25.14
			54755	152034	Check	1	11665	1	MINNESOTA SWORD PLAY	Yes	No	No	USD	06/25/2013	720.00
			54876	152035	Check	1	8268		MISIURA AUDREY	Yes	No	No	USD	06/25/2013	320.52

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0477		001	54794	152036	Check	1	13733		MN CONWAY FIRE & SAFETY	Yes	No	No	USD	06/25/2013	1,016.50
			54881	152037	Check	1	8945		MOHN MONICA	Yes	No	No	USD	06/25/2013	196.00
			54774	152038	Check	1	13042		MOSMAN LACIE	Yes	No	No	USD	06/25/2013	335.42
			54769	152039	Check	1	12723		MUD HOLE CUSTOM TACKLE INC.	Yes	No	No	USD	06/25/2013	49.71
			54841	152040	Check	1	4537		NASCO	Yes	No	No	USD	06/25/2013	101.08
			54843	152041	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	06/25/2013	5,519.15
			54803	152042	Check	1	13777		NEWSTYLE CUSTOMS	Yes	No	No	USD	06/25/2013	664.00
			54779	152043	Check	1	13342		NORMAN MARCY	Yes	No	No	USD	06/25/2013	3,171.00
			54801	152044	Check	1	13774		NORTH CENTRAL TRANSPORTATIOI	Yes	No	No	USD	06/25/2013	730.00
			54844	152045	Check	1	4736		NORTHERN SAW SERVICES	Yes	No	No	USD	06/25/2013	153.30
			54845	152046	Check	1	4761		OAK GALLERY	Yes	No	No	USD	06/25/2013	694.23
			54846	152047	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	06/25/2013	2,699.67
			54847	152048	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	06/25/2013	1,436.00
			54802	152049	Check	1	13775		PETERSON RYAN	Yes	No	No	USD	06/25/2013	302.75
			54848	152050	Check	1	5085		PRAIRIE FIRE THEATRE	Yes	No	No	USD	06/25/2013	1,930.00
			54850	152051	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	No	No	USD	06/25/2013	601.43
			54849	152052	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	06/25/2013	2,356.58
			54870	152053	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	No	No	USD	06/25/2013	798.00
			54851	152054	Check	1	5140		PRINCETON LUTHERAN SCHOOL	Yes	No	No	USD	06/25/2013	525.87
			54853	152055	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	06/25/2013	63,177.33
			54852	152056	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	06/25/2013	49.95
			54886	152057	Check	1	9640		PROTECTION SYSTEMS, INC.	Yes	No	No	USD	06/25/2013	1,109.40
			54854	152058	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	06/25/2013	1,116.68
			54756	152059	Check	1	11692		RADTKE CHRISTINE	Yes	No	No	USD	06/25/2013	48.82
			54753	152060	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	No	No	USD	06/25/2013	758.50
			54855	152061	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	06/25/2013	334.74
			54766	152062	Check	1	12648	1	REBYL SPORTS, INC.	Yes	No	No	USD	06/25/2013	390.50
			54856	152063	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	06/25/2013	60.00
			54786	152064	Check	1	13559		RUPP, ANDERSON, SQUIRES & WAL	Yes	No	No	USD	06/25/2013	4,500.76
			54776	152065	Check	1	13119		SAFE SCHOOLS	Yes	No	No	USD	06/25/2013	1,975.00
			54872	152066	Check	1	7631		SCHOLASTIC EQUIPMENT CO, LLC	Yes	No	No	USD	06/25/2013	2,326.20
			54857	152067	Check	1	5553	5	SCHOLASTIC INC	Yes	No	No	USD	06/25/2013	30.43
			54858	152068	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	06/25/2013	1,839.78
			54775	152069	Check	1	13050		SCHOOL TECHNOLOGY ASSOCIATE	Yes	No	No	USD	06/25/2013	86.50
			54859	152070	Check	1	5651		SEVEN CORNERS	Yes	No	No	USD	06/25/2013	196.68
			54860	152071	Check	1	5682		SHERWIN WILLIAMS CO.	Yes	No	No	USD	06/25/2013	531.99
			54861	152072	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	06/25/2013	340.00
			54777	152073	Check	1	13144		SJURSETH CINDY	Yes	No	No	USD	06/25/2013	330.86
			54873	152074	Check	1	7754		SMITH CYNTHIA	Yes	No	No	USD	06/25/2013	416.97
			54744	152075	Check	1	10175		SPRINGSTED INCORPORATED	Yes	No	No	USD	06/25/2013	8,500.00
			54862	152076	Check	1	5917		STEINBRECHER PAINTING INC.	Yes	No	No	USD	06/25/2013	5,389.00

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	54863	152077	Check	1	6031		SYLVA CORPORATION INC	Yes	No	No	USD	06/25/2013	301.60
			54884	152078	Check	1	9274		TASKS GALORE	Yes	No	No	USD	06/25/2013	374.94
			54880	152079	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	06/25/2013	40.24
			54864	152080	Check	1	6072	1	TEACHER'S DISCOVERY	Yes	No	No	USD	06/25/2013	425.33
			54865	152081	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	06/25/2013	2,643.45
			54885	152082	Check	1	9471		THE BOOMERANG PROJECT	Yes	No	No	USD	06/25/2013	192.50
			54828	152083	Check	1	3339		THE INSTRUMENTALIST	Yes	No	No	USD	06/25/2013	230.00
			54780	152084	Check	1	13389		THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	06/25/2013	149.80
			54760	152085	Check	1	12320		THE METRO GROUP, INC	Yes	No	No	USD	06/25/2013	229.00
			54761	152086	Check	1	12413	1	THOMAS TOOL AND SUPPLY INC.	Yes	No	No	USD	06/25/2013	14.00
			54771	152087	Check	1	12980	1	TIES	Yes	No	No	USD	06/25/2013	600.00
			54866	152088	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	06/25/2013	112.52
			54871	152089	Check	1	7277		TWIN CITY SUPPLY	Yes	No	No	USD	06/25/2013	1,549.58
			54867	152090	Check	1	6310		US FOODSERVICE	Yes	No	No	USD	06/25/2013	27,557.96
			54800	152091	Check	1	13773		VAN'S FLAGS & FLAGPOLES	Yes	No	No	USD	06/25/2013	120.45
			54790	152092	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	06/25/2013	746.25
			54767	152093	Check	1	12696		VOIGT'S BUS CO.	Yes	No	No	USD	06/25/2013	2,175.88
			54797	152094	Check	1	13740	1	WERNER ELECTRIC SUPPLY	Yes	No	No	USD	06/25/2013	206.02
			54868	152095	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	06/25/2013	433.53
			54773	152096	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	06/25/2013	528.00
			54749	152097	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	06/25/2013	25.00
			54763	152098	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	06/25/2013	1,404.00
			54754	152099	Check	1	11610	1	YOUTH SERVICES INT'L	Yes	No	No	USD	06/25/2013	1,980.00
Bank Total: 001														\$1,011,979.62	
Report Total:														\$1,011,979.62	

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

Fund	Description	Total
01	General Fund	\$853,997.47
02	Food Service	\$88,940.75
04	Community Service	\$24,605.20
10	Student Activities	\$44,436.20
Report Total		\$1,011,979.62

Princeton Public Schools - ISD #477

Wire Transfer Report

June 25, 2013

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
5/31/2013	\$ 520,552.69	ACH File Transfer
5/31/2013	\$ 177,152.97	Federal Tax Wire Transfer
5/31/2013	\$ 28,425.42	State Tax Wire Transfer
5/31/2013	\$ 5,989.97	Select Account H S A
5/31/2013	\$ 547.00	MN Revenue
5/31/2013	\$ 70,318.32	TRA File Transfer
5/31/2013	\$ 31,306.47	PERA File Transfer
5/31/2013	\$ 378.50	MN Child Support File Transfer
5/31/2013	\$ 23,738.86	TSA File Transfer
6/3/2013	\$ 7,186.87	BMO Harris Bank - (Pcards)
6/10/2013	\$ 313.00	MN Revenue - (Sales tax)
6/14/2013	\$ 870,200.10	ACH File Transfer
6/14/2013	\$ 290,339.81	Federal Tax Wire Transfer
6/14/2013	\$ 45,978.08	State Tax Wire Transfer
6/14/2013	\$ 5,638.06	Select Account H S A
6/14/2013	\$ 177.39	MN Revenue
6/14/2013	\$ 131,955.54	TRA File Transfer
6/14/2013	\$ 30,627.91	PERA File Transfer
6/14/2013	\$ 1,624.91	MN Child Support File Transfer
6/14/2013	\$ 23,310.86	TSA File Transfer
	\$ 0.00	
TOTAL	\$ 2,265,762.73	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR May 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,571,728.52	2,768,148.48	2,376,520.50	(1,143.60)	13,963,356.50
02 Food Service	476,176.48	158,493.05	142,528.08	3,480.37	492,141.45
04 Community Service	272,374.37	118,297.73	94,400.37	(1,575.76)	296,271.73
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	406,583.21	471,229.14	0.00	15.90	877,812.35
10 Activities	183,428.15	32,536.70	63,107.47	(3,684.50)	152,857.38
TOTAL	14,958,474.75	3,548,705.10	2,676,556.42		15,830,623.43

Bank Accounts

AP/PR Account (Bremer)	663,935.52
MSDLAF+	3,625,620.69
Investments (Fd01)	<u>12,025,092.97</u>
	16,314,649.18
O/S Accts Pay Checks	(420,862.26)
O/S Payroll Checks	(5,574.49)
O/S Wires	(59,079.75)
NSF Checks	<u>1,490.75</u>
TOTAL	15,830,623.43

**PRINCETON PUBLIC SCHOOLS
ORIGINAL GENERAL FUND BUDGET
JUNE 25, 2013**

		2014 Projected Revenues	2014 Projected Expenses
Gifted & Talented-Restricted		\$ 45,173.00	\$ 45,173.00
Deferred Maint-Restricted		\$ 220,991.00	\$ 200,000.00
Health & Safety-Restricted		\$ 86,655.00	\$ 139,386.00
Operating Capital-Restricted		\$ 565,303.00	\$ 570,000.00
Staff Development-Restricted		\$ 399,178.00	\$ 399,178.00
Qcomp-Assigned		\$ 593,729.00	\$ 593,729.00
ERRP-Assigned		\$ -	\$ 38,100.00
Severance-Assigned		\$ -	\$ -
Non Spendable		\$ -	\$ -
Technology-Assigned		\$ -	\$ 256,800.00
Building Improved-Assigned	Kindergarten	\$ -	\$ 200,000.00
Unassigned		\$ 26,621,124.00	\$ 27,425,834.00
Total		\$ 28,532,153.00	\$ 29,868,200.00
		\$ 28,532,153.00	\$ 29,868,200.00

**2012 Fund
Balance**

Gifted & Talented-Restricted	\$ 57,400.58
Deferred Maint-Restricted	\$ 5,745.74
Health & Safety-Restricted	\$ 75.89
Operating Capital-Restricted	\$ 3,045,263.08
Staff Development-Assigned	\$ 92,177.83
Qcomp-Assigned	\$ 122,782.71
ERRP-Assigned	\$ 84,664.78
Severance-Assigned	\$ 845,777.00
Non Spendable	\$ 57,265.80
Technology-Assigned	\$ 700,000.00
Building Improved-Assigned	\$ 3,800,000.00
Unassigned	\$ 4,189,941.37
	\$ 13,001,094.78

Reflects Budget Adjustments Approved by the Board
 Reflects All Day Every Day K Approved by the Board
 Reflects Addition of the Technology Director Approved by the Board
 Reflects Capital and Deferred Maintenance Plan Approved by the Board
 Reflects Legislative Changes enacted for 2014
 Reflects enrollment of 3,257
 Reflects Levy Approved by the Board
 Does not reflect all chargebacks that may be allowed between funds

Audit report for 2013 tentatively scheduled to be presented at the 2nd board meeting in October will give more finite fund balances for the 2012-2013 school year for each category. In the past 3 years we have had a positive adjustment to our fund balance.

**PRINCETON PUBLIC SCHOOLS
COMMUNITY EDUCATION FUND BUDGET
JUNE 25, 2013**

	2014 Projected Revenues	2014 Projected Expenses
Community Ed-Restricted	\$ 604,051.00	\$ 697,022.00
Early Childhood-Restricted	\$ 195,671.00	\$ 177,195.00
School Readiness-Restricted	\$ 128,997.00	\$ 119,362.00
Other-Restricted	\$ 22,285.00	\$ 19,054.00
	\$ 951,004.00	\$ 1,012,633.00

**2012 Fund
Balance**

Community Ed-Restricted	\$ 183,973.00
Early Childhood-Restricted	\$ 49,860.00
School Readiness-Restricted	\$ 21,478.00
Other-Restricted	\$ 22,591.00
	\$ 277,902.00

Community Education is broken into four Restricted areas according to law. Other consists of Nonpublic aid that the state flows money through us to homeschool families for counseling, nursing, and textbooks based on homeschool families' applications. Preschool Screening is also in the other restricted fund. We receive funding based on the number of 3-5 year olds we screen each school year.

Does not reflect all chargebacks that may be allowed between funds.

**PRINCETON PUBLIC SCHOOL
BUDGET 2013-2014
JUNE 25, 2013**

	2014 PROJECTED REVENUES	2014 PROJECTED EXPENDITURES
GENERAL FUND	\$ 28,532,153.00	\$ 29,868,200.00
FOOD SERVICE	\$ 1,406,200.00	\$ 1,447,413.00
COMMUNITY EDUCATION	\$ 951,004.00	\$ 997,695.00
BUILDING FUND	\$ -	\$ -
DEBT SERVICE	\$ 2,653,044.00	\$ 2,597,678.00
ACTIVITY ACCOUNTS	\$ 500,000.00	\$ 500,000.00

	2012 FUND BALANCE	
GENERAL FUND	\$ 13,001,094.00	
FOOD SERVICE	\$ 495,432.00	Food Service reflects the plan approved by the board.
COMMUNITY EDUCATION	\$ 277,902.00	
BUILDING FUND	\$ -	
DEBT SERVICE	\$ 431,390.00	Debt Service is the building payments for the district.
ACTIVITY ACCOUNTS	\$ 128,345.00	Activity Accounts are assigned balances for programs and activities that are funded by fundraisers and donations.

HEALTH AND SAFETY

PHYSICAL HAZARD CONTROLS

PROJECT NAME	BUILDING	2013 PROJECTED
Food Service Inspection	District(High	\$1,511.50
Food Service Inspection	Middle School	\$1,154.00
Food Service Inspection	North Elem	\$1,154.00
Food Service Inspection	South Elem	\$1,154.00
Food Service Inspection	Concession	\$266.00
Lockout/Tagout Equipment	District	\$800.00
Replace Burned & Torn Welding Curtains	High School	\$800.00
Hearing Conservation earmuffs/earplugs	District	\$50.00
PPE-Science Rooms gloves, glasses,	Middle	\$500.00
PPE-Science Rooms gloves, glasses,	High School	\$1,000.00
PPE-Classrooms gloves, glasses, aprons	District	\$0.00
PPE-Custodians; gloves, safety glasses,	District	\$1,500.00
Personal Lift Inspection and trainings	Middle	\$225.00
Personal Lift Inspection and trainings	High School	\$325.00
Elevator Inspections (2) 12per year	District Office	\$2,630.00
Annual Auto Lift lift Inspection	High School	\$415.00
Playground safety surface-NO 2012,	North Elem	\$500.00
Replace Safety Surface at playground;	South Elem	\$1,500.00
Eye Wash Station and Parts for current		\$1,500.00
PPE-Respirators	District	\$0.00
Bucket Truck Lift Inspection		\$350.00
Bleacher Inspection 2013 again in 2018 Not		\$1,000.00
Fence Guard around Stair Railings 3/9/13		\$2,885.00
TOTAL 347		\$21,219.50

HAZARDOUS SUBSTANCE (

PROJECT NAME	BUILDING	2013 PROJECTED
Backflow Preventor Inspections (12)	District	\$1,600.00
Tier II Fees	District	\$11.00
Hazardous waste disposal	High School	\$3,000.00
Fume Hood Science Room 275	High School	\$0.00
Food Safety Corrections: Exhaust Ventilation	High School	\$2,460.00
Flammable Storage Cabinets		\$0.00
Two Sanding Tables for Wood Shop to	High School	\$0.00
TOTAL 349		\$7,071.00

HEALTH, SAFETY, AND ENVIRONMENTAL M

PROJECT NAME	BUILDING	2013 PROJECTED
AED programing and supplies	District	\$800.00
Health & Safety assistance-RT&S contract	District	\$30,000.00
Chemical Health Officer-MGMT 200 hours	District	\$1,000.00
Hearing Tests-training for staff	District	\$1,200.00
Pest MGMT. pamphlets.notices	District	\$200.00
Designated BBP person-120 Hours	District	\$2,000.00
Designated H&S person-Bldgs Grounds 200	District	
MDH food service training	District	\$500.00
Safety committee-AWAIR-& expenses- 4	District	\$1,500.00
Annual MOCK OSHA walk-thru, wayne	District	\$2,500.00

Update Emergency Action Plan Procedures	District	\$1,000.00
BBP & ERTK Training all staff through Safe	District	\$2,500.00
Hepatis B Requirements	District	\$800.00
First Aid, CPR, and Emergency Training and	District	\$1,500.00
MSDS change to SDS format	District	\$0.00
TOTAL 352		\$45,500.00

ASBESTOS (358)

PROJECT NAME	BUILDING	2013 PROJECTED
Conduct O & M repair work on damage	District	\$2,000.00
Asbestos O&M training and physicals	District Office	\$0.00
Test possible hot damaged floor tile in Art	High School	\$90.00
Repair or Remove various damaged pipe jts	High School	\$3,000.00
Asbestos Abatement HS art kiln room	High School	\$4,566.00
Repair and abate damaged Asbestos Ag	High School	\$0.00
Abate Asbestos loading Dock	District Office	\$0.00
Abate Asbestos under Pool by Storage Area	High School	\$5,000.00
TOTAL 358		\$14,656.00

FIRE SAFETY (363)

PROJECT NAME	BUILDING	2013 PROJECTED
Fire extinguisher inspections and	District	\$550.00
Annual Fire alarm Inspection	High School	\$2,400.00
Annual Fire alarm Inspection	Middle	\$2,150.00
Annual Fire alarm Inspection	North Elem	\$1,100.00
Annual Fire alarm Inspection	South Elem	\$550.00
Annual Fire alarm Inspection	District Office	\$1,300.00
Annual Inspection of Building sprinkler	High School	\$225.00
Annual Inspection of Building sprinkler	Middle	\$225.00
Annual Inspection of Building sprinkler	North Elem	\$225.00
Annual Inspection of Building sprinkler	South Elem	\$225.00
Annual Inspection of Building sprinkler	District Office	\$225.00
3 Year State Fiare Marshal Inspection 2016	District	\$8,000.00
Bi-Annual Kitchen Ansul extinguisher	District	\$700.00
Emergency Exit Lights & Signs	District	\$100.00
Replace Gym Fire Doors two pair	High School	\$11,116.00
Sprinklers at North 32707	North Elem	
Sprinklers at High School 32706	High School	
Add Second Exit to Room 265 per State Fire	High School	\$2,350.00
TOTAL 363		\$31,441.00

INDOOR AIR QUALITY (366)

Overall Total for H & S **\$119,887.50**

Note: The Health and Safety "Budget" is not a formal "adopted budget" but rather estimated

347)

2014 PROJECTED	2015 PROJECTED
\$1,511.50	\$1,511.50
\$1,154.00	\$1,154.00
\$1,154.00	\$1,154.00
\$1,154.00	\$1,154.00
\$266.00	\$266.00
\$800.00	\$400.00
\$800.00	\$800.00
\$50.00	\$50.00
\$500.00	\$0.00
\$1,000.00	\$0.00
\$0.00	\$3,275.00
\$1,500.00	\$3,000.00
\$225.00	\$225.00
\$325.00	\$325.00
\$2,630.00	\$2,630.00
\$415.00	\$420.00
\$1,800.00	\$500.00
\$0.00	\$1,000.00
\$500.00	\$500.00
\$0.00	\$0.00
\$350.00	\$350.00
\$0.00	\$0.00
\$0.00	\$0.00
\$16,134.50	\$18,714.50

349)

2014 PROJECTED	2015 PROJECTED
\$2,100.00	\$2,100.00
\$75.00	\$75.00
\$2,500.00	\$2,500.00
\$5,000.00	\$0.00
\$0.00	\$0.00
\$921.60	\$0.00
\$6,000.00	\$0.00
\$16,596.60	\$4,675.00

Pool mechanical room

MANAGEMENT (352)

2014 PROJECTED	2015 PROJECTED
\$800.00	\$600.00
\$30,000.00	\$30,000.00
\$1,000.00	\$1,000.00
\$1,200.00	\$1,200.00
\$200.00	\$200.00
\$2,000.00	\$0.00
	\$8,000.00
\$600.00	\$0.00
\$1,500.00	\$1,000.00
\$2,500.00	\$2,500.00

\$1,000.00	\$500.00
\$2,500.00	\$2,500.00
\$800.00	\$800.00
\$1,500.00	\$1,500.00
\$0.00	\$5,000.00
\$45,600.00	\$54,800.00

Cartridges for eyewash

2014 PROJECTED	2015 PROJECTED
\$0.00	\$0.00
\$2,000.00	\$0.00
\$0.00	\$0.00
\$2,000.00	\$0.00
\$0.00	\$0.00
\$33,000.00	\$0.00
\$0.00	\$5,000.00
\$0.00	\$0.00
\$37,000.00	\$5,000.00

2014 PROJECTED	2015 PROJECTED
\$550.00	\$550.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$7,500.00	\$7,500.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$1,125.00	\$1,125.00
\$0.00	\$0.00
\$700.00	\$700.00
\$100.00	\$400.00
\$12,000.00	\$0.00
\$775.00	
\$1,305.00	
\$0.00	\$0.00
\$24,055.00	\$10,275.00

\$139,386.10 \$93,464.50

costs devoted towards operating the program.

Health and Safety Policy

I. PURPOSE

The purpose of this policy is to provide a written health and safety plan for the Princeton School District.

II. HEALTH AND SAFETY PLAN

The District shall maintain written health and safety plans which shall be kept in the District Office Building. These written plans must include provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices including indoor air quality management.

III. HEALTH AND SAFETY BUDGET

The District shall prepare an annual health and safety budget. The school board will review and adopt the health and safety budget as being consistent with the district's written health and safety plans.

Adopted: _____

MSBA/MASA Model Policy 807

Orig. 2012

Revised: _____

Rev. 2012

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. The provisions of this policy substantially reflect statutory requirements. This policy has been approved by the Minnesota Department of Education.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district ~~will~~ may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee

established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Lighting Employee Right to Know
 - 4. Structural Safety Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard

14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Mercury Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
- ~~33. Chlorine~~
- ~~34~~ 33. Ladder/Fall Protection
- ~~35. Laboratory Safety~~
- ~~36~~ 34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the

incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. 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 this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing 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. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
[Minn. Stat. § 182.676 \(Safety Committees\)](#)
[Minn. Rules Part 5208.0010 \(Applicability\)](#)
[Minn. Rules Part 5208.0070 \(Alternative Forms of Committee\)](#)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)



NORTH ELEMENTARY SCHOOL

Kim Myers, Secretary
763-389-6854

John Beach, Principal
763-389-6802

Phone: 763-389-6801
FAX: 763-389-6850

1202 N. 7th Avenue
Princeton, MN 55371

Submitted for School Board Meeting Tuesday, June 25, 2013

Changes made to the North Elementary Student Handbook for 2013-2014:

Table of Contents:

Added the wording 'Lock down' to the Fire, Emergency section

Page 5:

Changed student hours, updated school board members and administration

Page 6:

Updated the school calendar

Page 13:

Added the wording 'depicting weapons or violence' to item #3 under

Apparel.

Pages 19-21:

Updated food service section as submitted by Deanna Cooley

Page 24:

Added Lock down Expectations

Page 27:

Updated Immunization section as submitted by Dawn Sievert Rolf

Page 28:

Updated Screening section as submitted by Dawn Sievert Rolf

John Beach

Kim Myers

June 20, 2013

No Boundaries to Learning

North Elementary

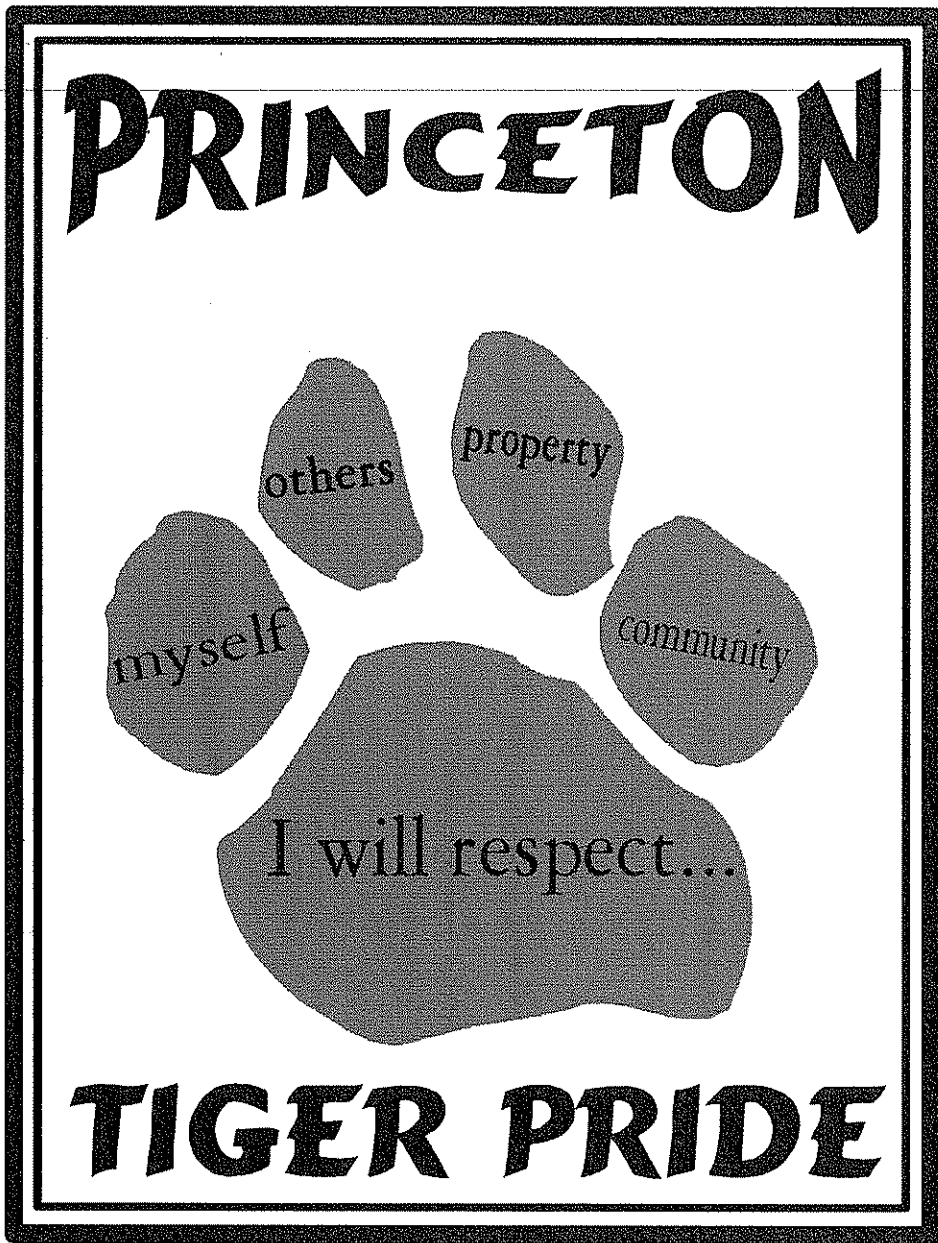


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Dear Students and Parents:

Welcome to the North Elementary Family! We are looking forward to our third year in our “new” school. The improvements that were made during the summer 2011, has created an optimally safe and positive learning environment for each and every child and adult at North. Our playground continues to be a hit and engages students in safe and healthy play during recess.

Our school is committed to providing a strong educational program for our children. We are devoted to creating a nurturing, safe and welcoming school climate for our families and students. We encourage family involvement and want to work as partners with parents to provide the best educational experience for our children.

This handbook was created to help you learn about our policies, procedures and expectations as a member of the North community. As with most printed material, unforeseen circumstances may warrant some changes as we go through the school year. However, we have made an attempt to give you clear and accurate information that will be valuable as we go through the school year. It is not possible to include policies and procedures that will encompass every situation that comes up during a school year. When unique situations arise, North staff will do their best to make positive decisions based on the information at hand.

We want all students to be happy at school and to learn all that they possibly can. Student success is very important. To make sure students are successful we have a program called **Tiger Pride:**

I will Respect.....Myself.....Others.....Property.....Community

Tiger Pride addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process. Last school year we continued to see a reduction of nearly 60% in major office referrals since we began using Tiger Pride in 2005.

Please contact us if you have questions, comments or concerns about what is found within these pages. Additional information can be found on our district web page at www.princeton.k12.mn.us.

We look forward to another fantastic school year!

Sincerely,

John Beach
Principal

Parent/Student Handbook Form North Elementary School
We have reviewed the Princeton North Elementary Parent/Student Handbook and are aware of the information/rules at North Elementary School as listed in the handbook.

Please sign and leave in the assignment log.

Parent/Guardian's Signature

Student Signature

Date

SCHOOL DISTRICT GOALS

VISION

No boundaries to learning.

MISSION

To develop the potential in each person through academic & co-curricular excellence.

North Elementary Goals

At North, we update our goals every August. We will continue to focus on helping each child grow academically and socially.

Our goals focus is on student and school-wide success in math and reading.

We give extra reading and math support to students based on their needs.

North Elementary is a model Positive Behavior Supports and Interventions (PBIS) school for the state. We just call it Tiger Pride. With this program, we continue to create a safe and positive environment for our parents, students, and staff.

We are committed to maintaining our positive school culture!

Hours

Our school day is 8:22 am – 2:55 pm.
Our office is open from 7:30 am - 4:00 pm

Principal

John Beach

Secretary

Kim Myers

Assistant Secretary

Laura Pipenhagen

School Board Members

Deb Ulm	856-4017	Jeremy Miller	612-940-6838
Chuck Nagle	651-483-3982	Eric Minks	763-238-1571
Craig Johnson	763-227-5636	Chad Young	856-5314
Howard Vaillancourt	389-3627		

Administration

Dr. Julia Espe	Superintendent of Schools	389-6190
Michelle Czech	Director of Business Services	389-6183
Pete Olson	High School Principal	389-6010
Dan Voce	Middle School Principal	389-6750
Greg Finck	South Elementary Principal	389-6902
Erin Dohrman	Special Education Coordinator	389-6191
Deanna Cooley	Food Service Director	389-6162
Gwen Anderson	Director of Community Ed.	389-6199
Brenda Alexander	Human Resources Coordinator	389-6181

SCHOOL TELEPHONE NUMBERS

High School.....	389-4101
Middle School.....	389-6705
North Elementary School.....	389-6801
South Elementary School.....	389-6901
Community Education Office.....	389-6198
Swimming Pool.....	389-6057
Palmer Bus Company.....	631-5315

E-MAIL DESCRIPTION

To e-mail a staff member use the following format: first name.last name@isd477.org

Example: John Beach john.beach@isd477.org

NORTH ELEMENTARY
2013-2014 SCHOOL CALENDAR

September 3	First Day of School
September 9 - 24	MAP testing
September 24	2 hour late start
September 26	Tiger Pride Family Night 5:30-7:30
September 27	Fall pictures
October 1-31	Fall Conferences
October 4	Grandparent's Lunch
October 10	All School Conference Night 3-7 pm
October 17 & 18	NO SCHOOL – MEA
October 29	Targeted Services begins, Picture retakes
November 11	Veterans Day Program 8:35-9:30
November 22	End of Trimester 1, Tiger Bingo, All day reading
November 25-27	No school – staff development
November 28 & 29	Thanksgiving
December 3	4 th & 5 th Grade Choir Concert 7pm @ PAC
December 21-January 5	NO SCHOOL – Winter Break
January 20	NO SCHOOL – Staff Development
January 28	2 hour late start
February 17	NO SCHOOL – President's Day
February 26	Spring and class pictures
March 3-31	Spring conferences
March 6	End of Trimester 2, Tiger Bingo, All Day Reading
March 7	NO SCHOOL – Staff Development
March 13	All School Conference Night 3-7, Silent Auction, Art Show
March 26	2 hour late start
April 1	Targeted Services ends
April 1- May 2	MCA testing
April 14 & 15	Spring Break – snow days if necessary
April 16-18	Spring Break
May 5 – 23	MAP testing
May 16	Field Day
May 23	Carnival
May 26	No school – Memorial Day
May 30	End Of Year Assembly
June 4	5 th Grade Field Trip
June 5	Last day of school

ACADEMIC

Assessment and Evaluation

The students at North will be given two different major assessments. The MAP test (Measures of Academic Progress) is given in the fall and spring to all of the students at North in reading and math. The MCA (Minnesota Comprehensive Assessments) is given all students in reading, math, and 5th grade science. Both tests are described in greater detail in the following.

MCA's

What are the Minnesota Comprehensive Assessments (MCA)?

These tests are part of the educational accountability system in Minnesota. Accountability calls for a results oriented education system that focuses on continuous improvement, community involvement, and public reporting of results. These tests chart the progress of schools and districts over time, generate information for school improvement and school accountability and allow for comparison of schools and districts in Minnesota. Schools use these results to make curricular and instructional decisions for all students.

The math and reading tests can be given up to three times during the school year to enable each child to reach proficiency and show growth.

Some ways to help students:

- Be sure students get a good night's sleep and a nutritious breakfast before test taking
- Encourage students to answer all the questions that they are sure of and to put a small mark by those that give them trouble. The test is not timed, so they can go back to the questions they marked
- Work with schools to provide experiences that increase achievement
- Read to and with your child
- Encourage students to use math every day. Some math activities they can do include: create a grocery budget, explain charts and graphs from newspaper and magazine articles, divide food portions, use rulers to measure objects, measure a recipe, add prices on a shopping trip, etc.

MAP

This computerized test measures academic growth from year to year in the areas of reading and math. The test automatically adjusts to the level of the student question by question. The tests are aligned with the district and state curriculum. Student's results are reported in RIT scores. The RIT score is an equal interval scale, like feet and inches, which makes growth in learning easy to measure. This system is a powerful tool for monitoring growth over time.

Parent-Teacher Conferences

Students, parents, and teachers will jointly establish academic and social goals for the school year during conferences. Students will be involved and it will be necessary for them to attend this goal setting conference and all other conferences held throughout the year.

Our first goal setting conference will occur in the fall. There is a window of time that teachers will schedule conferences. Some conferences are scheduled during our all-school conference night, but not all of them.

The winter review conference will be by teacher and/or parent request only.

At the spring conference, all students, parents and teachers will review the goals previously set. As with the fall conferences, there is an all-school night set aside.

Again, it is very important that parents and students jointly attend the fall conference to plan together.

***Note: Conferences can occur anytime throughout the year, whenever the need is apparent by the parent and/or teacher.*

School and Home Partnership

Students should:

- Listen to all instruction
- Attempt all assignments
- Complete each given assignment to the best of his/her ability

Parents should:

- See that their child gets to school on time each day
- Meet and speak with their child's teacher as needed
- Reply to communications from the school
- Make sure that their child has some quiet time for homework
- Speak with their child every day about what was learned

The School should:

- Clearly inform the student as to what the assignment is and when it is due
- Provide help for students having difficulty completing assignments
- Notify parents if a problem exists--after repeated late assignments or behavioral concerns

Everyday Mathematics

We are excited about our math program. Students acquire knowledge and skills, and develop an understanding of mathematics from their own experience. Mathematics is more meaningful when it is rooted in real life contexts and situations, and when children are given the opportunity to become actively involved in learning. Teachers and other adults play a very important role in providing children with rich and meaningful mathematical experiences. You will be hearing more about this program as we go through the year.

Reading/ Language Arts

North, along with South Elementary, uses the Treasures program from Macmillan/McGraw-Hill. This is an outstanding program that will engage students.

Specialists

At North, students have the opportunity to participate in art, music, physical education, and technology. Students have the opportunity to explore these areas throughout the school year.

Homework and Student Daily Work

The amount of homework varies with the age of the child and the requirements of each teacher. Please contact your child's teacher if you have concerns about homework.

Vacation Homework

If you are going on a vacation during the school year, your child's work will be given to them after they return. They will have an equal number of days to complete the work as school days missed.

SCHOOL BEHAVIOR EXPECTATIONS

Behavior and Discipline Policy

I. Behavior Guidelines

A. Philosophy

Discipline is learned and should be taught in the home, school and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of this policy is to develop in our students an understanding of appropriate behavior, so that little external enforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Although the approach toward discipline at school will emphasize the positive, the focus of this policy is on changing or controlling inappropriate behavior, rather than on punishment. All students will be made aware of the consequences of any misbehavior with fair, firm and consistent application of the policy. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. These rules and regulations reflect a balance between the responsibilities and rights of the individual and those of the group. We expect that they will help promote mutual respect and cooperation between all members of our school community.

Guidelines have been established for expected school behavior. Students must respect themselves, others, and property at all times and to use the rules of common courtesy when interacting with others. Teachers and other staff spend time throughout the year talking about Tiger Pride. We have a matrix for what Tiger Pride looks like in each area of the school. We also show videos promoting Tiger Pride each week. Parents are asked to go over these guidelines with their children at home as well and to reinforce the school's behavior expectations and discipline policy.

It may also be helpful to refer to district policies 501 -- Weapons, and 506 -- Student Discipline if you want to learn more about this topic.

Some basic rules and regulations need to be established to assist the school in setting up and maintaining appropriate learning settings for children. Our focus is on **TIGER PRIDE** --

**RESPECT FOR
MYSELF
OTHERS
PROPERTY
AND COMMUNITY**

B. Expectations

In GENERAL, students are expected to:

- Follow school rules - show Tiger Pride
- Follow staff's first request
- Use polite tone and words when speaking
- Keep hands, feet and objects to ourselves
- Care for personal belongings and school property
- Carry a pass from a staff member when student is not with his/her class
- When buses arrive students are to report to breakfast or their classroom
- Use appropriate inside and outside voice

And to **NOT**:

- Chew gum on the school premises
- Wear hats or bandanas in the school building
- Bring toys to school
- Throw objects such as rocks, sticks, mulch, snow/ice, food, or other inappropriate objects at the bus stop, on the bus, or on school premises

In the HALLS, students are expected to:

- Walk, without talking, in a single file
- Walk on the right side
- Keep hands and feet away from bulletin boards, displays, and walls
- Have a pass from their teacher if they are not with their class

In the RESTROOMS, students are expected to:

- Bring only the pass into the bathroom
- Use inside voices
- Respect rights of others in the bathroom
- Use the restroom facilities correctly
- Not write or draw on walls
- Put paper towels and other trash in trash cans
- Return to class as quickly as possible

In the CAFETERIA, students are expected to:

- Wait calmly in the serving line, keeping hands and feet to self
- Remain seated in assigned area
- Raise their hands, if they need help or are ready to be dismissed
- Not throw food or trash
- Keep all food inside the cafeteria
- Use inside voices only
- Put all trash in proper cans
- Have everything they need to go outdoors (in their locker) before coming to the cafeteria
- Exit for recess unless their teacher picks them up or they have a note from a teacher indicating a change

On the PLAYGROUND, students are expected to:

- Stay within the boundaries of the playground
- Stay away from areas that have been marked with cones as unsafe or off-limits
- Stay away from all classrooms and windows so that other students are not disturbed
- Children must not be climbing on fences
- Remain on the playground at all times – do not go back in the building without a pass
- Line up as soon as the signal is given
- Use balls away from building
- Play dodge ball only with soft balls away from walls
- Use climbing equipment safely (only go down the slides feet first)
- No fighting (play wrestling and fighting will be considered real), kicking, hitting, biting, pushing, spitting or pulling hair
- Football must be one-hand touch – no tackling or pushing down
- Play only those games that allow everyone to enjoy recess safely
- Not play chasing or tag games on playground equipment
- Not pick up or throw rocks, sticks, mulch, dirt, snow/ice, etc
- Report all accidents, injuries, and other concerns to one of the adults on duty immediately
- Use respectful and non-threatening language
- Be respectful of other children’s clothing, hoods, coats – do not pull on them
- Only chase other students when all students in the game want to be chased. Once a child says STOP, then that child should no longer be chased.
- Wear appropriate clothing suited for the weather – snow pants and boots need to be worn to play in snowy areas or on the hills
- Keep food off the playground (classrooms may have snack breaks on the playground, but should work to keep the playground litter-free)

Students are **NOT Allowed** to BRING TO SCHOOL:

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc (if a weapon is brought accidentally to school and the student turns it in immediately to a staff member, the office will hold it for parental pick-it without any further consequences).
- Shoes with wheels
- Cosmetics
- Any items that may cause a nuisance as determined by school staff
- Locks of any type
- Hardballs, softballs and baseball bats

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a

question about the suitability of an item. Items that are brought into the classroom and become a distraction may be given to the office for parental pick-up.

The school is not responsible for any lost or stolen items.

Consequences

At North Elementary we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of incidents, one or more of the following list may be used. In more serious situations, a warning or students conference may not be the appropriate response.

- Warning
- Conference with Student
- Parent Contact
- Lunch/ Recess Detention
- Stop and Think Room
- Detention
- In-School Suspension
- Out-of-School Suspension
- Referral to School Social Worker
- Referral to a Police Officer

After School Detention

After school detention is a consequence used for students who have demonstrated severe or consistent disregard for classroom or school rules. Any student required to serve after school detention will have an AFTER SCHOOL DETENTION SLIP sent home prior to the detention to inform parents and allow parents the chance to make alternative transportation plans. It is the responsibility of the parent to pick up the student at **3:30 pm** in the office after the detention is completed.

Stop and Think Room

We have a room at North for students that need to review and be re-taught school behavior expectations. This room is used after classroom interventions have not worked or the behavior is serious enough to begin with. Students have the opportunity to problem solve and figure out other ways to handle similar situations in the future. The program is also used for in-school suspension and lunch detention. After the student has completed the problem solving process, they work on their schoolwork.

City of Princeton – Title 6 Nuisances and Offenses

635.01 Unlawful Actions

(A) It shall be unlawful for any person to remain in a public or private school building or upon the grounds and office after being requested to leave the premises by the school principal or other person lawfully responsible for the control of the premises.

(B) It shall be unlawful for any person, whether on or off school premises, willfully to annoy, disturb, interfere with or obstruct any classroom instruction teaching program or other school organization or assembly being conducted upon the premises of any public or private school.

(C) It shall be unlawful for any person, whether on school property or on property contiguous to school property, to interfere with school bus loading and unloading or to obstruct school buses in their safe operation.

635.99 Penalty

Any person violating any provisions of this chapter shall be guilty of a petty misdemeanor.

Severe Behaviors

~~Behavior that is severely inappropriate or dangerous to the student or others will~~ result in the student's removal. Restraint may be utilized, as a last resort, to remove the child from an area if they are in danger of hurting themselves or others. Parents will be contacted if their child needs to be removed from the school. The police liaison officer will be called if necessary.

Minnesota State Statutes have been revised to allow the use of reasonable force by a teacher, school employee, bus driver, or other agent of the school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

Any parent that questions a consequence given their child is welcome to call or visit with the child's teacher and/or the principal.

Apparel

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which are not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

1. Footwear must be worn at all times
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains or low riding pants may not be worn to school. Students may monitor the length of their shorts or skirt. When standing, if they place their arms straight down at their side, they should touch the material of their shorts or skirt. If they touch skin they're too short and they cannot be worn. When monitoring length, the garment should rest freely. Straps need to be the width of at least two fingers.
3. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate messages, or depicting weapons or violence may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).
4. No items such as hats, scarves on heads, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.

When an infraction of the dress guidelines occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing, and/or parent contact.

In all cases the ultimate authority on clothing issues is retained by school administration.

Bullies

Parents may tell their children to strike back at bullies. Usually, that creates more problems than it solves. But if you're being bullied, you *aren't* helpless. You can do some things that may stop the bullying. Here are some things you might try:

- **Tell a friend.** Ask your friend to help you - it's tougher to pick on a person who has someone there for support.
- **Walk away.** It's harder to bully someone who won't stand still to listen.
- **Chill out.** Bullies seem to target kids who respond to their taunts - children who cry easily or children who have a tendency to fly off the handle. So try hard not to show any emotion. Practice by looking in a mirror if you have to. It's no fun to bully someone who doesn't seem to care.
- **Try not to be alone** in places where the bully picks on you. This may mean you need to sit in a different place on the bus or take a different way to school.
- **Don't fight back.** Usually, bullies are bigger and stronger than you are. If you try to fight, you could get hurt. You could make the situation worse. Or you could even get blamed for starting the fight.
- **Write it down.** Keep track of what happens, dates, times, places. Write down exactly what the bully says

Whether you are at school, on the school bus, or walking to and from school - it is always okay to tell a teacher or adult at school. Telling an adult about a situation where someone is getting hurt verbally or physically is not tattling. Ask for help when you need it.

It is very important not to wait to tell a trusted adult about a bullying situation. The sooner we know what is happening, the sooner we can help and prevent it from happening again.

Stop, Walk and Talk

Ask your child about Stop, Walk and Talk. Practice some situations when it may be good to use.

The following information is what we use at school to teach students what Tiger Pride is all about. The matrix is on this page followed by some of the posters we use around the school

TIGER TRAITS MATRIX

	LOCKER AREA	RESTROOMS	HALLWAY	CAFETERIA	BUS	PLAYGROUND
RESPECT SELF	<ul style="list-style-type: none"> * Keeping my locker neat at all times. * Keeping food out of my locker. * Leaving valuables at home. 	<ul style="list-style-type: none"> * Washing my hands after each bathroom visit. * Returning directly to class. 	<ul style="list-style-type: none"> * Walking in the hallways. * Taking the most direct route. * Carrying a pass. 	<ul style="list-style-type: none"> * Taking needed items. * Eating my own lunch slowly. * Staying seated. 	<ul style="list-style-type: none"> * Facing forward. * Keeping my feet out of the aisle. * Keeping my whole self inside the bus. 	<ul style="list-style-type: none"> * Playing within the boundaries. * Using climbing and all equipment safely. * Lining up when the signal is given.
RESPECT OTHERS	<ul style="list-style-type: none"> * Only opening my own locker. * Using a quiet voice. * Walking in the locker area. 	<ul style="list-style-type: none"> * Using a quiet voice. * Flushing the toilet. * Remain in my own stall. * Give other students their privacy. 	<ul style="list-style-type: none"> * Walking in a single-file on the right side. * Turning my voice off. * Keeping my hands and feet to myself. 	<ul style="list-style-type: none"> * Using expected line and table manners. * Talking quietly. * Holding my tray toward the server. * Saying thank you. 	<ul style="list-style-type: none"> * Talking quietly. * Using kind words and actions. * Listening and following the driver's directions. * Sitting in my own seat on the bus. 	<ul style="list-style-type: none"> * Avoiding ball tag or tag on the equipment. * Following playground staff directions. * Including others in games and activities. * In all recess games use school rules and rock, paper, scissors to solve disagreements. * Using kind words and actions.
RESPECT PROPERTY	<ul style="list-style-type: none"> * Picking up litter. * Returning lost items to the "lost and found area" * Wiping feet on the rug when I enter the building. 	<ul style="list-style-type: none"> * Keeping the walls and floors clean. * Using the bathroom safely. * Putting paper towels in trash containers. 	<ul style="list-style-type: none"> * Keeping my hands and feet away from walls. * Picking up litter. 	<ul style="list-style-type: none"> * Keeping food on my tray. * Cleaning up around my tray and table area. * Throwing garbage away neatly. * Stacking trays properly. 	<ul style="list-style-type: none"> * Keeping my hands, feet, and belongings to myself. * Leaving other people's belongings alone. * Keeping my feet on the floor during the bus ride. * Staying seated. 	<ul style="list-style-type: none"> * Using sporting equipment away from the building. * Picking up litter and putting it in trash containers. * Returning balls and equipment to container.

	CLASSROOM	MEDIA / COMPUTER LAB	GYM	OFFICE	ASSEMBLY	EVERYWHERE
RESPECT SELF	<ul style="list-style-type: none"> * Doing your best at all times. * Being prepared for each class. * Staying on task. * Listening attentively and follow directions. 	<ul style="list-style-type: none"> * Doing your best at all times. * Staying on task. * Listening attentively and follow directions. 	<ul style="list-style-type: none"> * Acting in a safe manner. * Being prepared by wearing appropriately clothing and shoes. * Doing your best at all times. * Listening attentively and follow directions. 	<ul style="list-style-type: none"> * Bringing a book to read while you wait in the office. * Letting a secretary know why you are there. 	<ul style="list-style-type: none"> * Entering / leaving the assembly quietly and in a single-file line with your class. * Remaining in one spot during the assembly. * Listening attentively to the speaker. 	<ul style="list-style-type: none"> * Keeping personal items at home. * Keeping harmful items at home. * Dressing appropriately for the weather.
RESPECT OTHERS	<ul style="list-style-type: none"> * Being kind to others. * Helping others. * Encouraging your classmates. * Keeping hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> * Using a quiet voice. * Returning books on time. * Keeping hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> * Being positive. * Cooperating in activities and with groups. * Helping and encouraging others. 	<ul style="list-style-type: none"> * Waiting quietly and patiently. * Remaining seated. * Avoiding interrupting conversations. 	<ul style="list-style-type: none"> * Listening and watching without disturbing those around you. * Remaining seated in a position that allows the students behind you to see also. * Applauding appropriately. 	<ul style="list-style-type: none"> * Using a polite tone of voice and kind words. * Keeping your hands, feet, and other objects to yourself at all times.
RESPECT PROPERTY	<ul style="list-style-type: none"> * Using classroom equipment and property appropriately. * Drinking only water in classrooms. * Being careful with classroom books 	<ul style="list-style-type: none"> * Pushing your chair in when you are done using it. * Using the computer as instructed. * Treating computers and books with care. * Printing only with adult permission. 	<ul style="list-style-type: none"> * Using all Phy. Ed. equipment properly. * Returning equipment when done using it. 	<ul style="list-style-type: none"> * Leaving other people's belongings alone. * Keeping hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> * Leaving paper, pencils, etc. in the classroom. 	<ul style="list-style-type: none"> * Leaving chewing gum at home. * Cleaning up after yourself. * Treating school materials and property appropriately.

Princeton Tiger Pride

Locker Area

I will RESPECT myself by

- * Keeping my locker neat at all times.
- * Keeping food out of my locker.
- * Leaving valuables at home.

I will RESPECT others by

- * Only opening my own locker.
- * Using a quiet voice.
- * Walking in the locker area.

I will RESPECT property by

- * Picking up litter.
- * Returning lost items to the "Lost and Found" area.
- * Wiping feet on the rug when I enter the building.



Princeton Tiger Pride

Bathroom

I will RESPECT myself by

- * Washing my hands after each bathroom visit.
- * Returning directly to class.

I will RESPECT others by

- * Using a quiet voice.
- * Flushing the toilet.
- * Remaining in my own stall.
- * Giving others their privacy.

I will RESPECT property by

- * Keeping walls and floors clean.
- * Using the bathroom safely.
- * Putting paper towels in trash container



Princeton Tiger Pride

HALLWAY

I will RESPECT myself by

- * Walking in hallways.
- * Taking the most direct route.
- * Carrying a pass.

I will RESPECT others by

- * Walking single file on the right side.
- * Turning my voice off.
- * Keeping my hands and feet to myself.



I will RESPECT property by

- * Keeping my hands and feet away from the walls.
- * Picking up litter.

Princeton Tiger Pride

CaFeteria

I will RESPECT myself by

- * Taking needed items.
- * Eating my own lunch slowly.
- * Staying seated.

I will RESPECT others by

- * Using expected line and table manners.
- * Talking quietly.
- * Holding my tray toward the server.
- * Saying thank you.

I will RESPECT property by

- * Keeping food on my tray.
- * Cleaning up around my tray and table area.
- * Throwing garbage away neatly.
- * Stacking trays properly.



Princeton Tiger Pride

ON the BUS

I will RESPECT myself by

- * Facing forward.
- * Keeping my feet out of the aisle.
- * Keeping my whole self inside the bus.

I will RESPECT others by

- * Talking quietly.
- * Using kind words and actions.
- * Listening and following the driver's directions.
- * Sitting in my own seat on the bus.



I will RESPECT property by

- * Keeping my hands, feet, and belongings to myself.
- * Leaving other people's belongings alone.
- * Keeping my feet on the floor during the bus ride.
- * Staying seated.

Princeton Tiger Pride

PLAYGROUND

I will RESPECT myself by

- * Playing within the boundaries.
- * Using climbing and all equipment safely.
- * Lining up when the signal is given.

I will RESPECT others by

- * Avoiding ball tag or tag on the equipment.
- * Following Playground staff directions and speaking to them in a polite tone.
- * Including others in games and activities.
- * In all recess games use school rules and rock, paper, scissors to solve disagreements.
- * Using kind words and actions.

I will RESPECT property by

- * Using sporting equipment away from the building.
- * Picking up litter and putting it in trash containers.
- * Returning balls and equipment to container.

COMMUNICATIONS

Communication between home and school is vital! We encourage you to call or email your child's teacher whenever you have a concern.

Most notices about school and community events will be sent home on Friday in a special folder called the *Friday Folder*. Please check your child's backpack for these items. Many teachers also send home folders containing homework and student work. Watch for these too, and contact the teacher with any questions.

The *North Notes* is our school's monthly newsletter. It is full of articles about helping children learn, notices about exciting events at North and in the community, and student writing. We encourage you to read this newsletter with your child, and to have a spot in your home where this and other school notices can be kept for easy review.

Who To Call

Frequently, parents find it beneficial/necessary to communicate regarding concerns about their child. Your child's teacher should always be the first one to be called regarding questions or concerns about his/her progress, work to be completed, peer relationships, etc. North's secretary or office assistant might best answer questions and/or concerns more general in nature. The number to call is 389-6801.

Telephone

The office and classroom telephones are for school business only! Students are permitted to use the telephone for emergencies only. Please do not call expecting to talk to a teacher while they are teaching.

Photos/ Video in School/ District Publications/ Media Sites

Throughout the year, photographs and video are taken in classrooms, around the school, and at school activities. Some of these may be published in local newspapers, North Elementary, District 477 publications, broadcasted on Tiger Pride News, or shared with other schools in the state or even nationally. North Elementary gets a lot of attention because of Tiger pride. North uses YouTube, TeacherTube, and Vimeo to share of efforts with Tiger Pride. Parents may request that their children's photographs and/or video and identifying names not be published or shared. Please make your written request to the principal. (This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs.)

Transportation

Bus transportation for the school district is handled through Palmer School Bus 763-631-5315.

FOOD SERVICE PROGRAM

Lunch Account Payments:

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. It is important to have the child's first name, last name, lunch account number and grade on the check and envelope. It is best to send a check. Cash can get lost and never be recovered. If you do send cash, please place it in an envelope with the child's name, lunch account number, grade and teacher's name on the envelope.

Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 8:00-8:25 AM. Be sure to ask your child if she/he handed the money in the day you gave it to them.

Lunch Account Policy:

Accounts that have a negative balance of -\$5.00 or more will receive a sandwich and a milk for lunch until his/her account is paid.

All account balances must be positive by **May 15th** in order to continue charging meals to that account. No account should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

Lunch Account Balances:

You may check your child’s lunch account balance at any time using the Parent Access link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child’s account. This is the easiest and preferred method. The minimum on-line payment is \$25.00.

If you wish to receive low lunch account balance emails, simply go to the Parent Access link. On the left side of the screen is the “Email Notifications” screen. Under “Food Service” simply check the box.

Free or Reduced Lunches:

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. Forms must be filled out each year. Forms are handed out on Orientation night or when a new student registers. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced does not negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

Prices (subject to change):

Lunch	\$1.90	Reduced Lunch	\$.00
Breakfast	\$1.25	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.35	Adult Lunch	\$3.25

Student Lunch Menus:

Lunch is served at North Elementary each day. Menus are published in the Princeton Union-Eagle newspaper, the monthly North Elementary Newsletter and on the Princeton Public School website www.princeton.k12.mn.us

Student Cold Lunch’s:

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. If your child brings an item with nuts, they will be asked to sit at the “peanut” table in the lunchroom to ensure the safety of all students. Students or parents may not call in orders to have meals delivered to school.

Breakfast Program:

A school breakfast gives children the opportunity to start the day energized and the chance to get a head start on learning for the day. School breakfast is offered every school day from 8:00-8:25. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

Morning Snack Shop Program:

Your student can purchase snacks needed for the day during classroom snack time. All they need to do is come to the lunch room during breakfast service.

They will be allowed to go through a separate line dedicated to Snack Shop items. They should take those items back to their lockers or classrooms for later in the day. Students must have a positive lunch account balance to purchase items on their lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements!

Expected Behavior:

Our goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from. Discuss with your child the importance of taking only what they will eat and trying everything they take.

Children are expected to be in the lunchroom for at least 10 minutes before going out to play. All children will be expected to take a turn washing tables and supervising trash disposal.

GENERAL INFORMATION/ PROCEDURES

AM Arrivals

Children should not report to school before 8:05 a.m., as we have no adult supervision available, unless your child is enrolled in Tiger Club. Tiger Club runs a group at both the North Elementary (grades 3-6), and South Elementary (grades K-2), locations. Tiger Club hours are 6:00 a.m. to 6:00 p.m. Call Gayle Harshman at 389-6197, to inquire about rates and to enroll your child.

Arrival & Departure at North by Car!

Buses arrive between 8:00-8:20 a.m., and leave approximately 3:05 p.m., in the front of the building each day. We ask that when you bring your students to school, you use the **BACK** of the school -- the east side, to drop your child off, or to pick them up.

Safety and Security – please be aware that only the main doors in front of the school we be open after school has started for the day. All other doors will be locked.

We ask that parents stay in a single file line when entering the back drop-off (east side). Please keep the school vans parking area open – they are the areas with **NO PARKING** signs along the fence.

Walkers and students being picked up are released after the buses have left at approximately 3:10. If you are coming in the building to pick up your child before that, you will need to enter the main door on the west side of the school. All other doors will remain locked during the school day.

Attendance

It has been proven that good school attendance contributes to success later in life. We at North Elementary would like to see your child in school.

According to MN Statute # 260A.02, sub.3, truant is defined as absence without lawful excuse from attendance in school when required to attend. This law requires schools to report truancy to county agencies when concerns are not addressed. If a student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with state law.

Parents/guardians are responsible for children under 12 years of age to attend school.

This definition allows social services to intervene on the basis of educational neglect.

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the importance of schooling begins to develop. The school day at North is from 8:27 am to 3:00 pm.

If your child will be absent we ask that you contact us at 389-6801 before school begins. If you are unable to call the school be sure to send a note with your child when they return to school. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school. This notification needs to be given within two days of the absence.

What absences are considered excused?

- Illness, injury, medical conditions, death in the family
- Appointments, family trips or activities, (we ask that you keep these to a minimum)
- Other reasons on approval of administration
- Take Your Child to Work Day, but it is still counted as an absence

What absences are considered unexcused?

- Missed bus, oversleeping, bus suspension
- No phone call, verbal or written communication within two days explaining the absence
- Chronic untreated head lice 3 times or more in a one-month period will be reported to Social Service by the Health Office. If the problem continues days missed will be considered unexcused

What happens when attendance becomes a problem?

The School Social Worker and the Administration monitor attendance concerns.

3 unexcused absences: The school social worker will notify the child's parents or legal guardian according to MN Statute 260A. A referral will be made to Family Ties.

7 unexcused absences: The Social Worker will file a report of educational neglect with the county of residence.

7 tardies per quarter: The Social Worker will contact the parents or guardians stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting the child to school on time.

15 excused or unexcused: Due to the excessive number absences, in one year any further absences will require a doctor's note presented within 2 days of the return to school.

We want to work with you to help solve attendance concerns before they become problems. Please call us so we can begin working together as soon as possible. The Support Staff at North Elementary thanks you!

Bicycles

Bike racks have been provided for the orderly storage of bikes while students are in school. All bicycles must be parked in those racks. We recommend that students secure bicycles with a lock, since *the school is not responsible for their safety*. Only ride bikes before or after school.

Emergency Forms

Parents are reminded to update emergency/health forms each year via attachment to an early parent newsletter. The school needs emergency information immediately even if your student attended North Elementary during the year just completed. We bring the information up to date for each current school year.

This is also true for the annual health information. *Whenever you have a change of address or telephone number, call the school office at 389-6801 and tell the Secretary. If an emergency form is not on file we will make the decision to take your child for treatment if a parent cannot be reached.*

Field Trips

All students must ride on the bus to the field trip destination. Students may return home with their parent only. All alternative transportation plans must be in place prior to any trip. Each classroom teacher will determine the details in regard to who will be chaperoning and the number of chaperones. In most cases chaperones are the parent or guardian of the child. Exceptions to this guideline are approved by the principal. Each field trip is a little different, but there are standards that apply for all chaperones. Every chaperone is a role model and a supervisor of the children assigned to them. We ask that all chaperones refrain from smoking and being under the influence of drugs or alcohol.

If you are acting as a chaperone, siblings or other children should not be brought along on field trips. The building principal will make final decisions on field trip issues/concerns/requests.

Criminal History Background Checks

The school district has adopted a background check policy (Employment Background Checks, policy #404), the purpose of which is to maintain a safe and healthful environment for its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district requires criminal history background checks for volunteers and may elect to require them for independent contractors, and student employees.

Permission Slips

Throughout the year, students leave the building and community for enrichment activities or for special rewards. A permission slip, signed by a parent/guardian is required in advance. Slips are not required when traveling within the school district. (For example; other buildings, local merchants, Sherburne National Wildlife Refuge).

Fire, Emergency and Weather Drills

It is required that we hold a certain number of fire drills during the school year. When the fire alarm sounds, each class will follow the direction of the teacher who is following a building plan. The purpose of the drills is to learn how to evacuate the building in a quick but orderly fashion. All pupils and staff leave the building during these drills. There are also specific procedures to be followed for weather (tornado) drills and other emergencies.

Lockers

All students will be assigned an individual locker (as enrollment allows). Valuables should never be left in your locker. If you must bring money or valuables to school, carry them with you or check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. Law permits the inspection of student lockers since the lockers are school property. Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

Lost and Found

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned into the Lost and Found and are never claimed. We'd urge that parents carry out a labeling system...whether indelible ink or tape sewed on, in order to limit items lost. Parents and/or children should check the lost and found area in the locker area whenever things have been lost or misplaced.

Lost, Damaged or Destroyed

Under the authority from the School Board, North elementary will charge fees for textbooks, workbooks, and library books lost, damaged or destroyed by students (Minnesota Statute 123B.37, Subd. 1(b)).

Party Treats

All treats served at school must be *commercially prepared and packaged*. The Minnesota State Health Department recommends the serving of homemade treats be prohibited. They must also be peanut or peanut butter free.

Pledge of Allegiance

The Pledge of Allegiance is recited daily at North Elementary. Students may choose not to participate.

Release of Child During School Hours

When you wish to have your child dismissed early, it is necessary for the parent to come directly to the office and check the child out. The child will then be called to the office. This will keep classroom disruptions to a minimum! No child will be released other than through this procedure.

Selling in School

Students need to get permission from the principal to sell any non-school sponsored items on the school grounds.

Snack Breaks

Some grade levels at North allow a snack break sometime during the day. Please send only a nutritious snack--not candy, chips or sweets. No red juice, peanut products or pecanut butter are allowed at North Elementary.

Student Planner Students will receive a professional planner at the start of the school year. Students are expected to have their planner with them.

The planners will be used to record classroom assignments and homework. The planner should be shared with parents each day. **Replacement cost for a lost or damaged planner is \$5.00.**

Visiting School

Parents are always welcome to visit North Elementary. As a courtesy to the teacher, it would be helpful to know in advance by calling the office.

We would like all visitors, upon their arrival, to report to the office so that we may assist and call the teacher. You must sign in and wear identification. This is a safety issue for your child. Do not go directly to the classroom. The office will assist you.

School Visitation by Children

Students are not permitted to bring other children with them to school as visitors unless the school principal grants special permission no less than one day in advance. Maximum visitation is one full day.

Emergency Closings

In the event it is necessary to close school because of inclement weather, an announcement will be made over WCCO (830), WQPM (1300), KBEK, KSTP radio or KARE 11 TV. Do not call our school for this information as it ties up the telephone lines. You may also look on the Princeton Public Schools web site at www.princeton.k12.mn.us. The school district Instant Alert System will make parents and staff aware of any emergency closings as well.

Weather Procedures - Cold

During the cold weather months, make a special effort to check your child before sending him/her off to school. Please make the right decision about what to wear, especially if they are responsible for getting themselves ready. Check to see that the clothing worn is appropriate; winter coat, hat/mittens, boots, etc. Just remember, you'll never be able to predict a bus emergency despite all the weather warnings.

Each day we evaluate up-to-date weather information, which helps us to decide on whether noon recess is to be outside or inside. We do make adjustments when a below zero temperature or below zero wind chill factor exists. However, a child with a valid written medical excuse will be allowed to stay in the building. Basically, we expect everyone to be outside for fifteen to twenty minutes for recess.

Weather Procedures - Warm

As spring approaches and we have a warm day or two, students often wear warm weather clothes without any back-up clothes. For sudden shifts in temperature, *PLEASE BE SURE TO CHECK YOUR CHILD'S CHOICES.*

HEALTH SERVICES

The District School Nurse and Health Services Assistant welcome any communication or questions related to student health. A student's health information (for example: communicable disease, serious illness, injury or a unique health condition) should be communicated to the school health office, thus enabling us to assist you with proper health care. For the safety of students while riding the bus, health information will be shared with the bus company.

Health Services Assistant (763) 389-6803

District School Nurse (763) 389-6195

Health Services Website contains information about immunizations, illness, medication, diseases, and downloadable forms.

www.princeton.k12.mn.us- click on District Office, Department, Health

Accidents

Parent/guardian or alternate emergency contacts will be notified in case of serious accident or injury. If we are unable to notify parent/guardian or contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to the Fairview Northland Regional Hospital by ambulance. Please update all changes in home and work phone numbers as they may occur so contacts can be made if necessary.

Staying in from Recess/Excused from Physical Education Class

The recess period at lunch is considered part of each child's daily physical education program. Therefore, children are expected to be going outside for a short period of time each day. If you feel your child is too sick to go outside, we will allow your child to stay in from recess for one day if he/she has a written note from you. We will allow one additional day with a physician's note. The guideline for not participating in P.E. will be the same: your child can sit out for one day with a written note from you and one additional day with a physician's note.

Illness

If a student becomes ill during school and is unable to return to class, the Health Assistant will contact the parent or guardian at home or at work to inform them of the illness and to request that the student be picked up from school. If the parent cannot be reached, those persons designated by the parent/guardian on the emergency sheet will be notified. If parent/guardian or contact persons cannot be reached, the student will remain in the health room.

Students will be sent home from school or should stay home if the following criteria are present:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Red eyes/eyelids with pus type drainage
- Rash that may spread or may be disease related
- Live head lice or an increasing quantity of nits
- As determined by the District Nurse

Before returning to school:

- Student must be fever free for 24 hours
- No vomiting or diarrhea for 24 hours
- If the student has a rash of unknown origin (that may be disease related) they must have a note from the health care provider that they can return to school.

- For any activity restrictions (in class or Physical Education) or special accommodations (water bottle, snacks, etc.) note from the health care provider is required.

Immunizations

Minnesota law requires children enrolled in school be immunized against certain diseases or file a legal medical conscientious exemption.

- Make sure your child's immunizations are up-to-date
- Provide your child's current immunization record to the school health office
- Call the district nurse with any immunization questions or concerns

Allergies

- Parents will submit an **Allergy Action Plan**, Medication Administration Form, and emergency medication to the Health Office. School health staff will review the health information submitted by parents and physicians and share it with appropriate school staff which interacts with the student on a regular basis
- Parents will submit information and emergency medication to the bus company (if needed)

Peanut Aware Schools

- Peanuts and other nut products are allowed in classroom unless there is a student in the classroom with known peanut or other nut allergies
- In the lunchroom there are areas where students may or may not eat peanuts and peanut products
- Peanut and peanut products are served in the lunchroom

Latex Aware Schools

- Due to latex (rubber) allergies non-latex balloons, gloves and bandages will be used during the school day
- Known latex products are not allowed in school. Mylar, vinyl and other non-latex products are a good substitute

Allergies to Scents

- Avoid using products with strong scents during the school day
- No perfumes or perfume spray type products are allowed in school

Medications

Students are not allowed to carry their own medication during school hours except in special medical circumstances. In such cases, parent/guardian and medical caregiver signatures are required.

Parents/guardians of students requesting medications to be administered by Health Service personnel during school hours are required to provide:

- A written order for the medication from the physician or medical caregiver for all prescription medications given for any length of time and for any over-the-counter medication given longer than two weeks
- A signed parental release (Forms provided by the school.)
- The medication supplied in the original labeled bottle in which it was purchased NO baggies or other containers will be accepted. You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home

- The medication sent to school in proper dosage for administration.
Tablets already cut if partial tablets are required to provide the correct dosage
- To assure safety, parents must **bring** the student's medication to the school health office or send with a responsible adult. Do not send medication to school with your elementary student

Screenings

Vision, hearing and scoliosis screenings are done at particular grade levels. If there is a concern at any time, please notify the health office so a screening may be scheduled. Please contact your medical caregiver for detailed testing.

Check list for parents who have a student with a health concern:

- Make your child's health concern known to the district school nurse
- Bring current signed health care provider orders and medication that will be taken at school
- Together with the district school nurse, develop an Individual Health Plan
- Give permission for the district school nurse to communicate with the child's health care provider
- Provide parent/guardian and emergency contact information and update the school with any changes
- Make the bus company aware of your child's health concern and provide them with any emergency medication.

Student Health Insurance

Student health and accident insurance is no longer provided. Parents are urged to check their personal policies to make sure their children are covered.

Use of Health Services

A student may utilize the health service office for a medical problem, injury, or for information or referral for a specific health problem. Except in emergency situations, students requesting permission to use the health services office are required to receive a pass from the teacher and will be signed in by the Health Service Assistant. In emergency situations (sudden illness or injury in school or on school grounds) the student should report immediately to the health services office or the supervisor on duty.

NORTH'S VOLUNTEER PROGRAM

The general purpose of North's Volunteer Program is to enrich and enhance our students' curriculum and to strengthen school/community relations.

We encourage and welcome all volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at North, as a volunteer, is an important contribution to a child's educational experience.

Volunteer Handbooks, to further explain the volunteer program, are available at North. If you would like to be a part of North's Volunteer Team, and/or receive a Volunteer Handbook, please contact North's Volunteer Coordinator;
Danielle Opay, 389-7260.

The staff and students at North invite you to become active and involved with our volunteer program. We look forward to meeting each and every one of you!

SPECIAL PROGRAMS

Other

Students have the opportunity to be involved in the yearly student talent show. Students are involved in field trips throughout the year. The National Sherburne Wildlife Refuge, Children's Theater, Fort Snelling and other locations are visited each year.

Release Time

North Elementary School is obligated to dismiss students interested in religious release time on Thursdays at 1:30 p.m. about twice a month. Students will be returned to North by 2:50 p.m. Students must be registered to attend by October 12, 2012. Students take a bus to a local church for activities. This activity is not a school-sponsored activity. Students are responsible to make up any missed work.

Safety Patrol

Fifth graders are encouraged to join the patrol.

Student Council

Students at North Elementary have an opportunity to assist in meeting the needs of all students. Our student council members gain some experience in student government and assist in school-wide events. It allows students to have a voice in the total operation of the school. It also allows students to funnel concerns to the student council itself.

Students are selected by their teacher and classmates to be a representative on the council, which meets once or twice each month. The council spearheads service projects and student body activities.

SPECIAL SERVICES

Speech and Language Services

Educational speech-language pathologists work with children who meet Minnesota criteria for speech and language intervention services in the areas of correct sound and voice production, stuttering, oral language skills, and listening comprehension. Services are also provided to support literacy skills

Guidance and Counseling

A social worker is available for student situations that require attention. The social worker addresses individual student needs, crisis situations, student groups and classrooms.

School Psychologist

The services of a school psychologist are available for testing and consultation only after recommendations have been made from our Problem Solving Team. Services are then arranged through the Rum River Special Education Cooperative.

Title I

Supplemental help is provided for children who need help in math or reading and qualify under Title I guidelines.

Emotional and Behavioral Disorders (E/BD)

Licensed E/BD teachers and paraprofessionals provide services for students with emotional and behavioral disabilities. The E/BD resource team provides the following services: social skills groups, academic support, and behavior modification plans. The program incorporates the Boys Town model and Jim Fay's Love and Logic model.

Learning Disabilities (LD)

Licensed LD teachers and paraprofessionals will provide services for students with learning disabilities.

Developmental and Cognitive Delays (DCD)

A licensed DCD teacher and paraprofessionals provide services for students with developmental cognitive delays.

Low Incidence Impairments

Services for students with other disabilities are provided by licensed special education staff through consultation with specialists from the Rum River Special Education Cooperative. Some examples are: students with visual or hearing impairments, students with physical disabilities, and students with Pervasive Developmental Delays (PDD).

APPENDIX

DISTRICT-WIDE POLICIES AND PROCEDURES

Princeton Public School policies may be viewed on the web site
www.princeton.k12.mn.us.

Directory Information

Student directory data by law are available to the general public, unless the district receives written notice from the parent or guardian restricting such student's directory data. This includes student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended by the student. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal.

Harassment and Violence

School district policy 413 states:

- A. It is the policy of the school district to maintain learning and working environments that are free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

The complete policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Prohibition of Weapons School district policy 501 states:

It is the policy of Independent School District No. 477 that the safety and well-being of each student/staff member is of paramount concern. Students or non-students, including adults and visitors, are not to be in possession of weapons while on school property or at any school activity unless approved in advance by the superintendent or designee.

Any student in possession of a weapon other than a firearm may result in (1) confiscation of the weapon; (2) an initial suspension for up to five (5) days; (3) notification to the police, and (4) a recommendation to the superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. Possession of a firearm will result in expulsion of not less than one year per the

Gun-Free Schools Act of March 31, 1994. The school board may modify the expulsion on a case-by-case basis.

“Weapon” means any firearm (whether loaded or unloaded), any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non- functioning guns that could be used to threaten others), knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, ammunition, and mace/pepper spray*. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon. Parents of a student may make special arrangements with the building principal if a student needs to carry mace/pepper spray for defensive purposes outside the school setting. These substances must be checked into the office. The complete policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Student Transportation Safety
School district policy 709 states:

The complete policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be reported to and imposed by the Building Principal or the Principal's designee. Serious misconduct will be reported to local law enforcement.

A. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior. The bus company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.

B. Rules at the Bus Stop

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. After getting off the bus, move away from the bus.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.

Pre-K – 5th Grades Behavior Guidelines and Consequences

Class I Offenses

1. Spitting
2. Excessive noise
3. Horseplay/mischief/distracting behavior
4. Eating/drinking/littering the bus
5. Leaving seat/standing without permission from driver
6. Use of liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. ~~False identification/refusal to identify oneself~~
9. Riding unassigned bus or using unassigned bus stop
10. Opening window past safety line
11. Riding or attempting to ride any bus during a bus suspension
12. Disobedient to the driver/para-educator/bus patrol
13. Cell phone use
14. Other offenses as reported by the driver or principal

Class II Offenses

1. Hanging out of window
2. Throwing/shooting of any object
3. Bullying and/or physical aggression against any person
4. Profanity/threats directed toward driver/paraprofessional
5. Possession/use of tobacco or any controlled substance
6. Vandalism to bus (restitution will be made)
7. Holding onto/or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency exit/tampering with bus equipment
10. Possession or threat of weapons/explosives/flammables
11. Other offenses as reported by the driver or principal
12. Possession/use of laser pens or pointers
13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc) will carry a minimum penalty of a Class II first offense

Consequences (Bus Driver has the authority to assign seats at any time)

Class I	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
	Warning or 1-5 days suspension	Warning or 1-10 days suspension	1.5-10 days suspension 2. Possible loss of all bus service 3. Parent/Principal meeting/optional	Loss of bus service

Class II	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
	5 days	10 days	1. 10 day min.	Loss of bus

suspension	suspension	suspension	service
		2. Possible loss of bus service	
		3. Parent/Principal meeting/optional	

**Student Use and Distribution
of Controlled Substances**

School district policy 417 states:

It is the policy of Independent School District No. 477 to create a positive, healthful learning environment for all students. The district believes that student use of chemicals-- tobacco, alcohol and other drugs -- leads to an unproductive and unhealthy environment. Therefore, the following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (e.g., field trips, athletic events, etc.). The consequences described in each section of the policy are defined as minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy shall be subject to the following:

Chemical Use and Abuse

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for the society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. The use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Free Workplace/Drug-Free School.**Definitions**A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.C. "School Location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

ConsequencesThe following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (i.e. field trips, athletic events, etc.). The consequences described in this policy are defined as recommended minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for

each student. Students found in violation of this policy may be subject to the following:

Violation: Use/Possession of Smoking Materials, Tobacco Products, Alcohol and other Mood-Altering Substances, and /or any look alike substance.**Action:** Notification of parents; Notification of police; K-5 up to a five day in/out of school suspension; grades 6-12 a five day in/out of school suspension; referral to the building pre-assessment team; consideration of expulsion.

Violation: Distribution, Sale or Purchase of Tobacco Products, Smoking Materials, Alcohol, Other Mood-Altering Substances and/or Drug Paraphernalia, and /or any look alike substance**Action:** Notification of parents; Notification of police; referral to building pre-assessment team; a 10 day suspension from school; recommendation to the school board for expulsion from school for one calendar. The complete policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Technology Use

School district policy 524 states:

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. Access to the Internet, under supervision of staff, is a **privilege**, not a right.

Responsibilities include, but are not limited to, the following:

1. Respect current school policies and behavior standards.
2. Accurately represent yourself, but don't reveal your personal address or phone number or anyone else's.
3. Respect the rights of others. Do not copy or modify files, data, or passwords belonging to others without their permission.
4. Do not post items produced by students without their permission and that of their instructors and parents/guardians. If permission is granted, items will be considered fair use and available to the public.
5. Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
6. Use the Internet in an ethical manner. Do not use the Internet to create, download or transmit fraudulent, harassing, obscene, threatening, and other inappropriate messages. This includes messages that might harass individuals or groups because of their age, race, gender, religious beliefs, sexual orientation, physical attributes, etc.
7. Respect system security. Do not access or attempt to access systems or data that are not authorized to be accessed. Use of "loopholes" in computer systems is not allowed, nor is "hacking", etc., to attempt to degrade performance or gain illegal access to computer systems and software.

8. Do not use the Internet to promote products or services for the intent of financial or other gain for individuals, companies or employers, or any other local enterprise.

9. Respect the technology. Use Internet time and limited resources, such as bandwidth, file space and printers, wisely.

INTERNET GUIDELINES

1. **Acceptable Use** - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Princeton Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited.

2. **Rights and Privileges** - Princeton School District students have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use and exchange information and ideas on the Internet. School officials must apply the same criterion of educational suitability used for other educational resources to attempts at removing or restricting access to specific databases or other Internet information sources. These criterion and procedures are spelled out in the Princeton School District's materials selection policy (see *P.E.R. Policy AFE* and *Selection and Evaluation of Textbooks, Other Curricular and Recreational Materials Policy IIA*). Inappropriate use may result in a loss of Internet privileges. The building administrators and staff will deem what is inappropriate use and may close an account at any time as required. Students may appeal administrative decisions to the Princeton School District Board of Education, whose decision is final.

Internet Use Agreement:

If your student IS NOT to have Internet access, please send a written request to the building principal and we will honor your request to NOT have internet access at school.

PRINCETON PUBLIC SCHOOLS**OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS****I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

**School board members will be allowed to attend one National Conference per term of service.*

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement (refer to Princeton Policy 412.1).

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
 Minn. Stat. § 471.661 (Out-of-State Travel)
 Minn. Stat. § 471.665 (Mileage Allowances)
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: Princeton Policy 212 (School Board Member Development)
 Princeton Policy 412 (Expense Reimbursement)
 Princeton Policy 412.1 (Employee Travel & Related Expenses)

Adopted: February 14, 2006
 Revised: October 27, 2009
 Revised: November 23, 2010
 Reviewed: November 8, 2011
 Reviewed: June 11, 2012

Contractor shall attach a detailed breakdown of the Base Bid

B. SUPPLEMENTAL BASE BID INFORMATION

TIME SCHEDULE:

Award Date	<u>TO BE DETERMINED</u>
Drawings for Approval	<u>3-4 Weeks From Award</u>
Start Modernization Remove Elevator from Service	<u>11-12 Weeks from receipt of ALL approved Drawings</u>
Elevator Complete/Final Inspection	<u>6-7 Weeks From removal of service</u>
Final Acceptance	<u>6-7 Weeks From removal of service</u>
Total number of weeks – Award to Final Acceptance	<u>23 Weeks</u>

MAINTENANCE:

Interim Maintenance: NO Interim Maintenance. Current Maintenance Provider will continue to maintain the existing unit until it is removed from service for decommissioning and replacement.

Interim Maintenance: \$ N/A per month.

Warranty Maintenance: Warranty maintenance shall commence when the elevator replacement is complete and has been accepted by the Owner. The warranty maintenance shall be for one (1) year period from acceptance by the Owner. The warranty maintenance shall comply with the conditions of the ELEVATOR MAINTENANCE AGREEMENT.

Warranty Maintenance: \$ N/A* per month.

* Cost for Warranty Maintenance Period shall be **included** in the Base Bid

Full Maintenance: At the Owner's option, the ELEVATOR MAINTENANCE AGREEMENT may be purchased at the end of the Warranty maintenance period. The price quoted shall be effective at the end of the Warranty maintenance period.

Full Maintenance: \$ 150.00 per month.

HOURLY BILLING RATES:

For services performed outside of the scope defined by the project specifications.

	Regular Time	Overtime	Holiday
Mechanic	<u>208.00</u>	<u>327.00</u>	<u>368.00</u>
Helper	<u>175.00</u>	<u>275.00</u>	<u>310.00</u>
Team	<u>383.00</u>	<u>602.00</u>	<u>678.00</u>

In submitting this bid, it is understood the right is reserved by the Owner to reject any and all bids and it is agreed this bid may not be withdrawn for a period of 30 days after date of filing same.

All Addenda shall become part of the bid and the work, and shall be acknowledged above in the spaces provided. This proposal is irrevocable for 120 days and it cannot be altered or reworded for 120 days from the date of opening bids.

A bid shall be rejected if it contains any alteration or erasure unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid. The person signing the bid shall also file a certificate with the bid explaining the correction of the alteration or erasure.

In submitting this bid, the Bidder declares that he/she is the only person interested in the said bid; that it is made without any connection with any person making another bid for the same contract; that the bid is in all respects fair and without collusion, fraud or mental reservation.

The Bidder also hereby declares that he/she has carefully examined the specifications and form of proposal, and has personally inspected the actual location of the work together with the local sources of supply, has satisfied himself/herself as to all the quantities and conditions and understands that in signing this proposal he/she waives all right to plead any misunderstanding regarding the same.

The Bidder further understands and agrees to furnish and provide all the necessary material, machinery, implements, tools, labor, services and conditions to complete the work in accordance with the specifications which are a part of this proposal.

If a Corporation, what is the State of Incorporation: Minnesota

If a Partnership, state full name of all co-partners: N/A

OFFICIAL ADDRESS

19336 607TH Avenue

Mankato, MN 56001

Date: 6/18/2013

FIRM NAME

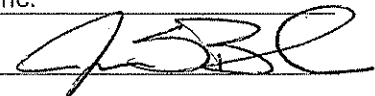
Minnesota Elevator, Inc.

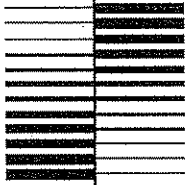
By Joe Bach

Title Project Manager

By _____

Title _____

 6/18/2013



MEI

MINNESOTA ELEVATOR, INC.

June 18, 2013

Main Office and
Manufacturing Plant
19336 607th Ave
Mankato, MN 56001
(507) 245-3060
FAX 507-245-3956

To: Princeton Public Schools
Attention: Michelle Czech – Director of Business Services

Project: Princeton District Office Elevator Upgrade

Bid Date: 6/18/2013

Bid Clarifications:

- This proposal is based on receiving a variance from the AHJ to allow the existing steam pipe to remain at the height of 6'-1" in the machine room.
- This proposal is based on a stand-alone smoke system. Smoke heads and recall relays tied to the elevator control panel will be supplied.

Joe Bach
Minnesota Elevator, Inc.
Phone Number: 507-245-4211
Email: Joe.Bach@meielevatorsolutions.com

EEO/AA Contractor

Branch Offices
Brainerd, MN
Duluth, MN
Marshall, MN
Mpls./St. Paul, MN
Rochester, MN
St. Cloud, MN
Willmar, MN

•
NEW
INSTALLATIONS

•
MODERNIZATIONS

•
MAINTENANCE

•
MANUFACTURING
SALES

OHIO FARMERS INSURANCE COMPANY

Westfield Group® 1 Park Circle, P O Box 5001, Westfield Center, Ohio 44251-5001

Conforms to Document A310™ - 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Minnesota Elevator, Inc.
19336 607th Avenue
Mankato, MN 56001

SURETY:

(Name, legal status and principal place of business)

OHIO FARMERS INSURANCE COMPANY
1 Park Circle, PO Box 5001
Westfield Center, OH 44251-5001

OWNER:

(Name, legal status and address)

Independent School District No. 477
706 First Street
Princeton, MN 55371

BOND AMOUNT: Five Percent of the Bid Submitted

PROJECT:

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

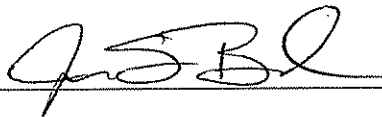
Princeton Schools - District Office Building

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

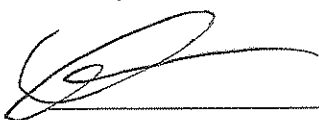
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

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

Signed and sealed this 19th day of June, 2013



(Witness)



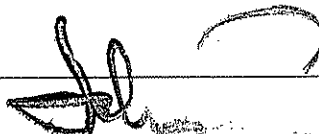
(Witness)

Minnesota Elevator, Inc.

(Principal)

(Seal)

By:



Owner/CEO
(Title)

OHIO FARMERS INSURANCE COMPANY

(Surety)

(Seal)

By: 

Patricia H. Borchers

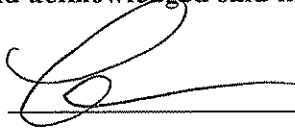
Attorney-In-Fact (Title)

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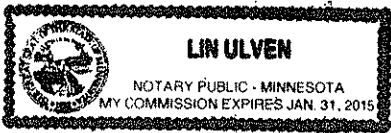
BD5084 OFWWN (10/2010)

STATE OF MINNESOTA

On this 19th day of June, 2013, before me appeared Patricia H. Borchers to me personally known, who, being duly sworn, did say that he or she is the Attorney-in-Fact of Westfield Insurance Company, that the seal affixed to the foregoing instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said acknowledged said instrument to be the free act and deed of said corporation.



notary public



General Power of Attorney

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

KAREN SWIHART, CHRISTINE SCOTT, WENDY SCHMID, ANN SCHULER-ACKERBERG, THOMAS ZIEMANN, DEONNE M. FABECK, PATRICIA H. BORCHERS, DUANE MISCHKE, EMILY B. TSCHIMPERLE, JEFFREY M. SETTEM, JOINTLY OR SEVERALLY

of MINNEAPOLIS and State of MN its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 30th day of MARCH A.D., 2012 .

Corporate Seals Affixed



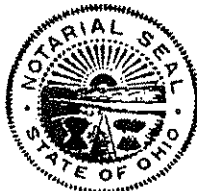
WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

By: Dennis P. Baus, National Surety Leader and Senior Executive

State of Ohio County of Medina ss:

On this 30th day of MARCH A.D., 2012, before me personally came Dennis P. Baus to me known, who, being by me duly sworn, did depose and say, that he resides in Wooster, Ohio; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



William J. Kahelin, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 19th day of June A.D., 2013



Frank A. Carrino Secretary



ALL CITY ELEVATOR, INC.

2340 Capp Road, St Paul, MN 55114 -1251

651-646-5600 ph

651-646-5300 fax

Alternate Proposal

All City Elevator, Inc. proposes to provide a substantial cost savings of \$24,578.00 by using a Delaware Elevator, Inc. twin post hydraulic elevator package. Delaware elevator has been manufacturing elevator equipment since 1946.

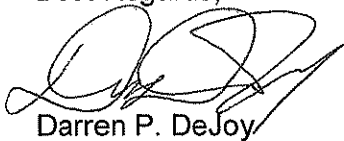
The peripheral equipment such as the controller, jacks, cylinders, fixtures, selector, rails, roller guide assemblies are all of non-proprietary design and are pre-approved by the elevator consultant. Delaware elevator will provide the car sling and platform along with the engineering for this project.

This is solid robust equipment with a proven track record that is very similar to the pre-approved MEI equipment that we quoted in the base bid; please consider this cost saving alternate.

All City Elevator is currently installing Delaware Elevator packages at the Saint Paul Public Schools and the University of Minnesota, Minneapolis campus.

Thank you for your consideration with this valuable cost saving option.

Best Regards,



Darren P. DeJoy

All City Elevator, INC

Elevator Modernization Sales

DOCUMENT 004113
BID FORM

SUBMITTED BY:

Company: All City Elevator, Inc.
Address: 2340 Capp Road St. Paul MN 55114
Street City State Zip
Company Official: Darren DeJoy Email: ddejoy@allcityelevator.com
Phone No: 651-646-5600 Fax No.: 651-646-5300

SUBMITTED TO OWNER:

PRINCETON PUBLIC SCHOOLS
Attn.: Michelle Czech – Director of Business Services
706 1st St.
Princeton, MN 55371

FOR: Princeton Schools – District Office Elevator Upgrade

Project No. S13660

The undersigned, being familiar with the local conditions affecting the cost of the work and with the Contract Documents, General and Supplementary Conditions, Divisions 1-32; Drawings and Addenda Numbers _____, on file in the office of Clark Engineering Corporation, in accordance with the provisions thereof, hereby proposes to furnish all labor, materials, and equipment necessary for:

A. BASE BID:

BASE BID: one hundred ninety seven thousand four hundred sixty nine DOLLARS (\$ 197,469)

(Amount in words)

Elevator Work (Included in BASE) \$ 119,301⁰⁰

G.C. Work (Included in BASE) \$ 0

Name of General Contractor: All City Elevator, Inc.

Subcontractor Work (Included in BASE) \$ 53,590⁰⁰

Performance Bond (Included in BASE) \$ 1482⁰⁰

Payment Bond (Included in BASE) \$ 988⁰⁰

Alternate #1 – N/A \$ —

Voluntary Alternates – Provide details and pricing: \$ 172,891⁰⁰

Contractor shall attach a detailed breakdown of the Base Bid

B. SUPPLEMENTAL BASE BID INFORMATION

TIME SCHEDULE:

Award Date	<u>7-1-13</u>
Drawings for Approval	<u>Base 8/12 ALT 7/22</u>
Start Modernization Remove Elevator from Service	<u>Base 11/11 ALT 10/14</u>
Elevator Complete/Final Inspection	<u>Base 12/23 ALT 12/2</u>
Final Acceptance	<u>Base 12/26 ALT 12/4</u>
Total number of weeks – Award to Final Acceptance	<u>Base 25 ALT 22</u>

MAINTENANCE:

Interim Maintenance: NO Interim Maintenance. Current Maintenance Provider will continue to maintain the existing unit until it is removed from service for decommissioning and replacement.

Interim Maintenance: \$ N/A per month.

Warranty Maintenance: Warranty maintenance shall commence when the elevator replacement is complete and has been accepted by the Owner. The warranty maintenance shall be for one (1) year period from acceptance by the Owner. The warranty maintenance shall comply with the conditions of the ELEVATOR MAINTENANCE AGREEMENT.

Warranty Maintenance: \$ N/A* per month.

* Cost for Warranty Maintenance Period shall be **included** in the Base Bid

Full Maintenance: At the Owner's option, the ELEVATOR MAINTENANCE AGREEMENT may be purchased at the end of the Warranty maintenance period. The price quoted shall be effective at the end of the Warranty maintenance period.

Full Maintenance: \$ 160,00 per month.

HOURLY BILLING RATES:

For services performed outside of the scope defined by the project specifications.

	Regular Time	Overtime	Holiday
Mechanic	<u>\$189-plh</u>	<u>\$254-plh</u>	<u>\$382 plh</u>
Helper	<u>\$170-plh</u>	<u>\$244 plh</u>	<u>\$244 plh</u>
Team	<u>\$359-plh</u>	<u>\$526 plh</u>	<u>\$526 plh</u>

In submitting this bid, it is understood the right is reserved by the Owner to reject any and all bids and it is agreed this bid may not be withdrawn for a period of 30 days after date of filing same.

All Addenda shall become part of the bid and the work, and shall be acknowledged above in the spaces provided. This proposal is irrevocable for 120 days and it cannot be altered or reworded for 120 days from the date of opening bids.

A bid shall be rejected if it contains any alteration or erasure unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid. The person signing the bid shall also file a certificate with the bid explaining the correction of the alteration or erasure.

In submitting this bid, the Bidder declares that he/she is the only person interested in the said bid; that it is made without any connection with any person making another bid for the same contract; that the bid is in all respects fair and without collusion, fraud or mental reservation.

The Bidder also hereby declares that he/she has carefully examined the specifications and form of proposal, and has personally inspected the actual location of the work together with the local sources of supply, has satisfied himself/herself as to all the quantities and conditions and understands that in signing this proposal he/she waives all right to plead any misunderstanding regarding the same.

The Bidder further understands and agrees to furnish and provide all the necessary material, machinery, implements, tools, labor, services and conditions to complete the work in accordance with the specifications which are a part of this proposal.

If a Corporation, what is the State of Incorporation: MINNESOTA

If a Partnership, state full name of all co-partners: _____

OFFICIAL ADDRESS

2340 Capp Road
ST. Paul MN 55114

FIRM NAME

All City Elevator, Inc

By Kevin Whaley

Title CEO

By Darren DeJoy

Title operations Manager

Date: 6-19-2013

**DOCUMENT 004325
PRE-BID PROJECT SUBSTITUTION REQUEST FORM**

To: Clark Engineering Corporation
621 Lilac Drive North
Minneapolis, Minnesota 55422

763-545-9196 (office) 763-541-0056 (fax)

We hereby submit for your consideration, the following product as a substitute for the specified item.

14200-8 8 Manufacture A
Section Name and Number Page No. Article, Paragraph, Subparagraph Specified Item

Proposed Substitution: Delaware Elevator engineered package

Attach complete product description, drawings, photographs, performance and test data, warranty, and other information necessary for evaluation. Identify specific model numbers, finishes, etc.

A. Will change be required to building design or drawing dimensions in order to properly install proposal substitution?
Yes ___ No X If yes, explain _____

B. Will the undersigned pay for changes to the building design, including engineering and drawing cost, caused by the requested substitution? Yes ___ No X

C. Differences between proposed substitution and specified item and value added benefits:
Deduct - \$24,578.00

D. What affect does substitution have on other trades?
None

E. Does manufacturer's warranty of the proposed substitution differ from that specified?
Yes ___ No X If yes, explain: _____

ATTACH ADDITIONAL PAGE, IF NEEDED, TO PROVIDE COMPLETE ANSWERS.

Specified Item (Identifying Characteristics)	Proposed Substitution (Matching Characteristics)
<u>see attached letter</u>	
<u>Elevator Slings and Platform</u>	<u>Delaware Slings and Platform</u>
<u>Elevator engineering</u>	<u>Delaware engineering department</u>

Submitted by: [Signature]
Signature: _____

Company: All City Elevators, Inc.
Address: 2340 Capp Road
St. Paul MN 55114
Date: 1/19/12
Telephone: 651-446-5600

For Architect's Use Only

Accepted Accepted as noted
Not accepted Received too late

By: _____
Date: _____
Remarks _____
Fax: _____

Resolution:

Whereas District 477 is analyzing facility options;

Whereas the Princeton Public Schools Community will need to be engaged in the process;

Whereas the School Board needs a smaller committee to be ready to meet regularly;

Be it resolved that the Board Chair will appoint a Board Committee for Building a Community Driven Proposal for Facilities action.

Motion to approve the resolution to form a Board Committee for building a Community driven proposal.

June 25, 2013

Chair Deb Ulm

Clerk Chad Young

Good evening. Is this (ASK FOR THE NAME ON THE LIST)? I'm calling for The Princeton Public Schools from the Center for Community Opinion. We have been asked to call residents of the district to ask for your reaction to a number of school district plans and ideas. This survey will only take about 10 minutes and your answers to the questions are very important. All of your answers will be strictly confidential.

IF NEEDED AT INTRODUCTION: This is a survey about the Princeton Public Schools. I am not trying to sell anything.

IF NEEDED AT INTRODUCTION: If now is not a convenient time, can you let me know a better time so I can call back?

IF NEEDED AT INTRODUCTION BECAUSE THE PERSON ASKS WHY YOU NEED TO SPEAK TO THE LISTED PERSON OR IF THEY ASK TO PARTICIPATE INSTEAD: For statistical purposes, this survey must only be completed by this particular individual.

1. Are you registered to vote at [ADDRESS]?

- 1 Yes (GOTO 2)
- 2 No (TERMINATE)
- 3 DK/ REFUSED (TERMINATE)

2. Let's begin. Students are often given the grades A, B, C, D, and Fail to denote the quality of their work. Suppose the Princeton Public Schools, the schools that serve your community, were graded in the same way. What grade would you give the Princeton Public Schools?

- 1 A
- 2 B
- 3 C
- 4 D or
- 5 Fail?
- 6 DON'T KNOW

3. Is the grade you just gave to the local schools based mainly on:

- 1 The experience you or someone in your family had while attending school;
- 2 The experiences of friends or neighbors who had a child attend a local public school;
- 3 Information received directly from the local public school district or;
- 4 Information received from newspapers, radio or TV about the schools.
- 5 DON'T KNOW
- 6 REFUSED

4 How would you grade the condition of the classrooms, school buildings and other school facilities in the Princeton Public School district?

- 1 A
- 2 B
- 3 C
- 4 D or
- 5 Fail?
- 6 DON'T KNOW

5. The Princeton Public Schools may place a bond referendum on the ballot next school year that would increase property taxes to raise the funds needed to renovate and modernize the district's older schools. Would you favor or oppose such a proposal?

- 1 Favor
- 2 Oppose
- 3 UNDECIDED
- 4 REFUSED

I am going to read some statements about the school bond referendum being considered by the Princeton Public Schools. Please tell me whether the information in each would make you more likely or less likely to vote for such a school bond. (ROTATE BY PAGE GROUP)

Princeton Public Schools

Community Survey – 3rd /FINAL Draft: June 21, 2013

	More Likely	Less Likely	No Difference	DK
6. Three of the district’s schools are old and in need of extensive renovation.	1	2	3	4
7. South Elementary, which serves the district’s youngest elementary students, is was built in 1954 and is 59 years old.	1	2	3	4
8. At South Elementary, the entire 2 nd grade meets in portable classrooms.	1	2	3	4
9. Portable classrooms are inefficient. It costs more to heat and light the portables in the district as it does to heat and light all of the district’s permanent elementary classrooms.	1	2	3	4
10. At South Elementary there is no room for the district’s pre-school program.	1	2	3	4
11. The students at South Elementary share a pick-up and drop-off area with the high school.	1	2	3	4
12. The roof on South Elementary no longer meets building code requirements.	1	2	3	4
13. The electrical system at South Elementary is to old to support the use of today’s classroom computers and technology.	1	2	3	4
14. Building a new elementary school will allow the district to bring together early childhood education, preschool, kindergarten and 1 st and 2 nd grade at one school.	1	2	3	4
15. Funds will be used to build a new elementary school to replace South Elementary.				

[RE-READ ONLY AS NEEDED] I am going to read some statements about the school bond referendum being considered by the Princeton Public Schools. Please tell me whether the information in each would make you more likely or less likely to vote for such a school bond. (ROTATE BY PAGE GROUP)

	More Likely	Less Likely	No Difference	DK
16. Princeton High School was built in the 1966 and is 47 years old.	1	2	3	4
17. Due to a lack of space at the high school, the industrial technology program is located in sheds instead of classrooms.	1	2	3	4
18. The design of the high school makes it very difficult to provide all of the teachers and students with wireless access to the Internet and other online resources.	1	2	3	4
19. Funds will be used to renovate and modernize the high school.	1	2	3	4
20. Funds will be used to build a swimming pool at the middle school that will be available for both student and community use.	1	2	3	4
21. The district’s schools are used by many community programs. Renovating and modernizing the district’s older schools will provide a better learning environment for students and more opportunities for use by community groups.				

Princeton Public Schools

Community Survey – 3rd /FINAL Draft: June 21, 2013

22. Now that you have heard some information about the bond referendum being considered in the Princeton Public Schools, I want to see if this information has changed your opinion. Would you favor or oppose a bond referendum that would increase property taxes to raise the funds needed to renovate and modernize the district’s older schools?

- 1 Favor
- 2 Oppose
- 3 UNDECIDED
- 4 REFUSED

I am going to ask you four questions about the cost of the bond the district is considering. Each question presents you with an annual cost. These costs will be read to you in a random order. For each, tell me if knowing the cost of the proposal would make you favor or oppose it. (ROTATE ORDER)

	Favor	Oppose	UNDECIDED	REFUSED
23. [ML COUNTY/ SHERBURNE CO]. Property taxes would be increased by \$29/ \$80 per year for a home with an assessed value of \$85,000/ \$152,000.	1	2	3	4
24. [ML COUNTY/ SHERBURNE CO]. Property taxes would be increased by \$33/ \$92 per year for a home with an assessed value of \$85,000/ \$152,000.	1	2	3	4
25. [ML COUNTY/ SHERBURNE CO]. Property taxes would be increased by \$36/ \$100 per year for a home with an assessed value of \$85,000/ \$152,000.	1	2	3	4
26. [ML COUNTY/ SHERBURNE CO]. Property taxes would be increased by \$43/ \$120 per year for a home with an assessed value of \$85,000/ \$152,000.	1	2	3	4

27. I have two questions that ask your opinion on issues the district must decide. The district could locate a new elementary school in the northern part of the district near the middle school, in the southern part of the district in Baldwin Township or on the current South Elementary School site. The district already owns land near the middle school but the population of the district is growing in the south in Baldwin Township. Where do you believe a new elementary school should be built?

- 1 In the north near the middle school

- 2 In the south in Baldwin Township
- 3 On the current South Elementary School site
- 3 OTHER [RECORD AS OTHER; DO NOT CAPTURE RESPONSE]
- 4 NO OPINION/ DON'T KNOW

28. At the high school, the district could renovate and expand Princeton High School or it could build a new high school. Which approach do you believe the district should take?

- 1 Renovate
- 2 Build new
- 3 OTHER [RECORD AS OTHER; DO NOT CAPTURE RESPONSE]
- 4 NO OPINION/ DON'T KNOW

Please tell me whether you strongly agree, agree, disagree or strongly disagree with the following statement.

	Strongly Agree	Agree	Disagree	Strongly Disagree
29. I would never vote for a tax increase no matter what the money would be used for.	DK			
	1	2	3	4
30. The Princeton Public Schools can be trusted to spend bond funds wisely.	1	2	3	4

31 Do you have any school-aged children living in your household?

- 1 Yes (GOTO 32)
- 2 No (GOTO 34)
- 3 REFUSED (GOTO 34)

32. Do you currently have children attending one of the Princeton Public Schools?

- 1 Yes (GOTO 33)
- 2 No (GOTO 35)
- 3 REFUSED (GOTO 35)

33. In what grade will your youngest child in public school be during the 2013-2014 school year [THE SCHOOL YEAR THAT BEGINS IN THE FALL OF 2013]?

- 1 KINDERGARTEN (GOTO 35)
- 2 1st GRADE (GOTO 35)
- 3 2nd GRADE (GOTO 35)
- 4 3rd GRADE (GOTO 35)

Princeton Public Schools

Community Survey – 3rd /FINAL Draft: June 21, 2013

- 5 4th GRADE (GOTO 35)
- 6 5th GRADE (GOTO 35)
- 7 6th GRADE (GOTO 35)
- 8 7th GRADE (GOTO 35)
- 9 8th GRADE (GOTO 35)
- 10 9th GRADE/ HS FRESHMAN (GOTO 35)
- 11 10th GRADE/ HS SOPHOMORE (GOTO 35)
- 12 11th GRADE/ HS JUNIOR (GOTO 35)
- 13 12th GRADE/ HS SENIOR (GOTO 35)
- 14 OTHER (GOTO 35)
- 15 REFUSED (GOTO 35)

34 Do you have grown children who attended the Princeton Public Schools in the past?

- 1 YES
- 2 NO
- 3 REFUSED

35. Have you or anyone in your household participated in any of the district's Community Education programs?

- 1 YES
- 2 NO
- 3 REFUSED

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site www.princeton.k12.mn.us located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME	MEETING	LOCATION
5/14/2013 Tuesday 5:00 p.m.	Finance Committee Meeting (Capital Budget)	Superintendent's Office
5/14/2013 Tuesday 6:30 p.m.	Regular School Board Meeting	District Office Board Room
5/14/2013 Tuesday Approx. 7:10p.m	Closed Board Meeting (Personnel Matter)	TBD
5/14/2013 Tuesday Approx. 8:10p.m	(Re-Open) Regular School Board Meeting	District Office Board Room
5/20/2013 Monday 8:00 a.m.	Activities Committee Meeting	K-Bob Café
5/20/2013 Monday 12:00 p.m.	Community Education Advisory Council Meeting	District Office Board Room
5/20/2013 Monday Time- 5:00 p.m.	2 nd Interviews for PHS Principal Position	District Office Board Room
5/20/2031 Monday Time-Approx. 8:00p.m	Negotiations/Certified Negotiating the Superintendent's Contract	Superintendent's Office
5/28/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
5/28/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
5/28/2013 Tuesday Approx.7:40 p.m	Board of Education Workshop	District Office Board Room
6/4/13 Tuesday 12:00p.m.-1:00p.m.	Curriculum Committee Meeting	District Office Technology Conference Room
6/5/2013 Wednesday 7:00 a.m.	Security Committee Meeting	District Office Board Room
6/6/2013 Thursday 7:00 a.m.	Finance Committee Meeting	Superintendent's Office
6/11/2013 Tuesday 5:30 p.m.	Finance Committee Meeting CHANGED TO 6/6/13	Superintendent's Office
6/11/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

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DATE/TIME	MEETING	LOCATION
6/19/13 Wednesday 7:00p.m.	Oakland Board Committee Meeting	Cambridge-Isanti District Community Room 625B Main St N. Cambridge
6/21/13 Friday 7:00a.m.	Finance Board Committee Meeting	Superintendent's Office
6/25/2013 Tuesday 5:30p.m.	Policy Committee Meeting	Superintendent's Office
6/25/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
6/25/2013 Tuesday Approx.7:40 p.m	Board of Education Workshop	District Office Board Room
7/16/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
7/16/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
7/26/13 Friday 7:00 a.m.	Negotiations – Certified	District Office Board Room
8/8/2013 Thursday 7:00 a.m.	Wellness Board Committee Meeting	District Office Board Room
8/13/2013 Tuesday 5:30 p.m.	Finance Committee Meeting Primary Election Day	Superintendent's Office
8/13/2013 Tuesday 8:05 p.m.	Regular School Board Meeting	District Office Board Room
8/21/2013 Wednesday 7:00 a.m.	Security Committee Meeting	District Office Board Room
8/27/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
8/27/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/27/2013 Tuesday, Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
9/10/2013 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

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DATE/TIME	MEETING	LOCATION
9/10/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
9/10/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
9/24/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
9/24/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
9/24/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
10/1/2013 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
10/8/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
10/8/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/22/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
10/22/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/22/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
11/12/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
11/12/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/26/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Meeting
11/26/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/26/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site www.princeton.k12.mn.us located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME	MEETING	LOCATION
-----------	---------	----------

12/3/14 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
12/17/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
12/17/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
2/4/2014 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
6/3/2014 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
April 5-7, 2014	NSBA Conference	New Orleans, LA

Updated 6/20/13 Added Negotiations Certified 7/26/13 & Security Meeting 8/21/13 both at 7:00 a.m.

Updated 6/13/13 Amended the Finance Committee meeting due to a change of meeting day to 6/21/13 7:00 a.m.

Updated 6/5/13 Added the NSBA (National School Board Association) Conference in 2014

Updated 5/30/13 Finance meeting change from 6/11/13 to 6/6/13