

Princeton Public Schools - ISD 477
Tuesday, May 19, 2015 at 7:00 PM
Regular School Board Meeting
District Office Board Room

OUR VISION
NO BOUNDARIES TO LEARNING

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

1. PROCEDURAL ITEMS

a. Presentation of Student Artwork-Presented by the Art Teachers-6:30 PM

b. Winter Season Activities Commendations

2. Call to Order and Pledge of Allegiance

3. Roll Call

4. Citizen Comments

5. REPORTS

a. Board Members Committee Reports

b. Student Council Report

c. Superintendent Report

6. APPROVE AGENDA

7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

8. CONSENT AGENDA

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

a. Personnel 6

b. Bills 7

c. Wire Transfers 16

d. Treasurer's Report 17

e. Gifts 18

f. Fundraisers 19

g. Dental Provider 20

9. INFORMATIONAL ITEMS	
a. Health and Safety	21
b. Title I and ELL	23
c. Benefits Discussion	
10. ACTION	
a. Policies-Second Readings-#208, 209, 210, 211, 212, 301, 302, 303, 306, 401, 402, 403, 405, 406, 408	24
b. MSHSL	78
c. Personnel	79
11. FUTURE MEETING(s) INFORMATION	
12. ADDITIONS TO AGENDA	
13. ADJOURN	

Call to order and Pledge of Allegiance

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

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

Members Absent: Craig Johnson and Eric Minks

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

Student Council Representative: None

Citizen Comments: Connie Hamann. -Discussion about budget adjustments.
Elaine Philippi-Discussion about putting together a South Elementary task force.

REPORTS

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

Howard Vaillancourt: Teaching and Learning; Ground Breaking
Chad Young: Teaching and Learning; Ground Breaking
Jeremy Miller: Finance Meeting, Teaching and Learning, Ground Breaking
Deb Ulm: Wellness Walk, Ground Breaking, Grandparents Day, POC, Agenda Planning, Finance Meeting

Superintendent Report: Superintendent Julie Espe talked about the Learning and Living meeting. On July 23rd, there will be a round table discussion with community about workforce. Rum River Festival is coming up and the honorees this year are Lee Steinbrecher and Jessica Lupkes.

APPROVE AGENDA as presented: Motion made by Jeremy Miller and seconded by Chad Young to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Motion by Howard Vaillancourt and seconded by Chad Young **to approve the April 21st Regular Board meeting minutes as presented.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Jeremy Miller and seconded by Howard Vaillancourt, **to approve the consent agenda items:** Personnel, Open Enrollments, Fundraising, Gifts, and Enrollment Update. Motion passed unanimously.

INFORMATION

Construction Update- Ryan came and gave an update on the construction at the new school.

First Readings of Policies: # 208, 209, 210, 211, 212, 301, 302, 303, 306, 401, 402, 403, 405, 406, 408
Each policy contained minimal changes-the district followed MSBA's suggested changes. Motion made by Chad Young to approve the policies as is. Chad Young withdrew his motion at this time since it was a first reading.

ACTION ITEMS

Approval of Capital Budget- Michelle Czech discussed the two budgets options. Motion made by Chuck Nagle and seconded by Jeremy Miller to approve option two for the Capital budget. Discussion was about EC construction and technology. Upon roll call the following voted for: Chuck Nagle, Jeremy Miller, Howard Vaillancourt, Chad Young, and Deb Ulm. Motion passed unanimously.

Meridian Consulting Group- Michelle Czech talked about the new consulting group for Health and Safety. Administrative recommendation is to recommend Meridian to replace the Resource Training Solutions as the consulting group. Motion was made by Howard Vaillancourt and seconded by Jeremy Miller to approve the contract with Meridian Consulting Group. Upon roll call the following voted for: Jeremy Miller, Howard Vaillancourt, Chad Young, Chuck Nagle and Deb Ulm. Motion passed unanimously.

Princeton Youth Hockey Association Arena Lease-Michelle Czech presented the 2016-2018 Hockey Arena Lease. Jeremy Miller made a motion and Chad Young seconded the motion to approve the Princeton Youth Arena Lease. Upon roll call the following voted for: Howard Vaillancourt, Chad Young, Deb Ulm, Chuck Nagle and Jeremy Miller. Motion passed unanimously to approve the 2016-2018 Hockey Arena Lease.

Budget Adjustments-Julia Espe and Michelle Czech talked about the budget adjustments. Motion was made by Jeremy Miller to approve the 2015-2016 budget, striking the revenue ideas at this time. Chad Young seconded the motion. Upon roll call the following voted in favor: Chad Young, Deb Ulm, Jeremy Miller, and Howard Vaillancourt. The following voted against: Chuck Nagle. The motion passed 4:1 to approve the budget adjustment list.

Mission, Vision, Core Values-Julia Espe presented the process of strategic planning. Chad Young made a motion to approve the Mission, Vision and Core Values that were developed. Howard Vaillancourt seconded the motion. Upon roll call the following voted in favor of: Chuck Nagle, Jeremy Miller, Howard Vaillancourt, and Chad Young. Motion passed unanimously to approve the Mission, Vision and Core Values.

Personnel-Julia Espe talked about the probationary teacher reductions and related resolutions. Jeremy Miller made a motion to approve the resolutions and Howard Vaillancourt seconded the motion. Upon roll call the following voted for: Jeremy Miller, Howard Vaillancourt, Chad Young, Deb Ulm, and Chuck Nagle. Motion passed unanimously to approve the resolutions.

FUTURE BOARD MEETING(S) INFORMATION

ADDITIONS TO AGENDA – none

ADJOURN - The meeting was adjourned at 8:24 p.m.

Recorder: Kari Osborne

Chair Deb Ulm

Clerk Eric Minks

May 19th, 2015

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Siewert, Ellen	Reduction	English teacher-HS	PEA	N/A	2015-2016	FTE .83
Balsley, Allen	New Hire	PASS Counselor-HS	PEA	N/A	2015-2016	For the 2015/2016 school year-\$55,784
Fitzhum, Cindy	Resignation	Social Studies-HS	PEA	N/A	6.5.15	N/A
Mudek, Dustin	Termination	Custodial-SE	CUS	N/A	5.4.15	N/A
Zelee, Wulue	Termination	Assistant Track Coach-HS	N/A	N/A	5.1.15	N/A
Kollar, Trumond	LOA	Custodian-DO	CUS	N/A	8.4.15	N/A
Henke, Thomas	LOA	PE Teacher-MS	PEA	N/A	5.1.15	N/A
Anderson, Barbara	Retirement	PARA-MS	PARA	N/A	6.5.15	N/A
Bednar, Lindsay	Reduction Modification	English Teacher-HS	PEA	N/A	2015-2016	FTE .92
Warren, Jennie	Resignation	Year book Advisor-SE	N/A	N/A	2015-2016	N/A
Lindell, Michelle	Resignation	Volleyball Coach-MS	N/A	N/A	Fall 2015	N/A
Cichy, Karen	Resignation	Boys Soccer Coach-MS	N/A	N/A	Fall 2015	N/A
Borich, John	Resignation	Football Coach-MS	N/A	N/A	Fall 2015	N/A
Bratulich, Becky	Resignation	Title I Teacher-NE	PEA	N/A	6.5.15	N/A

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	62323	158138	Check	1	14687		SHELBY DONALD	Yes	Yes	No	USD	04/17/2015	4,000.00
			62326	158139	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	04/17/2015	2,687.38
			62335	158140	Check	1	13704		AUEL RYAN	Yes	No	No	USD	04/17/2015	40.00
			62333	158141	Check	1	13417		BECKY'S TECH SUPPORT	Yes	Yes	No	USD	04/17/2015	720.00
			62327	158142	Check	1	10915		BERGGREN VICTOR	Yes	Yes	No	USD	04/17/2015	40.00
			62349	158144	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	04/17/2015	5.60
			62329	158145	Check	1	12622		CARTRIDGE WORLD	Yes	Yes	No	USD	04/17/2015	393.96
			62344	158146	Check	1	14494		CENTRAL MN ART CO-OP	Yes	Yes	No	USD	04/17/2015	580.80
			62350	158147	Check	1	1903		CONFIDENCE LEARNING CENTER	Yes	Yes	No	USD	04/17/2015	216.00
			62365	158148	Check	1	8491		COUNTRY SIDE PEST CONTROL, INC	Yes	Yes	No	USD	04/17/2015	365.00
			62334	158149	Check	1	13599		DARRYL WALETZKO LLC	Yes	Yes	No	USD	04/17/2015	2,175.00
			62351	158150	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	04/17/2015	1,623.98
			62367	158151	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	04/17/2015	320.80
			62352	158152	Check	1	2330		EGAN AUTOMATION INC	Yes	Yes	No	USD	04/17/2015	22,000.00
			62368	158153	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	Yes	No	USD	04/17/2015	85.00
			62336	158154	Check	1	13869		GRANT ASSIST CONSULTING	Yes	Yes	No	USD	04/17/2015	1,314.74
			62364	158155	Check	1	8400		GROEBNER JODY	Yes	Yes	No	USD	04/17/2015	100.00
			62328	158156	Check	1	11489		HAMANN DAN	Yes	Yes	No	USD	04/17/2015	80.00
			62346	158157	Check	1	14691		HASINFELT, BOB	Yes	Yes	No	USD	04/17/2015	40.00
			62353	158158	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	04/17/2015	648.83
			62330	158159	Check	1	12624		HOFSTEDT JASON	Yes	Yes	No	USD	04/17/2015	80.00
			62354	158160	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	Yes	No	USD	04/17/2015	749.05
			62324	158161	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	Yes	No	USD	04/17/2015	416.67
			62370	158162	Check	1	9654		JARVIS JIM	Yes	Yes	No	USD	04/17/2015	80.00
			62340	158163	Check	1	14157		KLEINMEYER TERRY	Yes	No	No	USD	04/17/2015	250.00
			62347	158164	Check	1	14692		KNUTSON, BRENT	Yes	Yes	No	USD	04/17/2015	130.00
			62345	158165	Check	1	14667		LORDEN, MICHAEL	Yes	Yes	No	USD	04/17/2015	45.00
			62331	158166	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	04/17/2015	1,257.69
			62342	158167	Check	1	14222		MINNESOTA SPORTSMEN'S CLUB	Yes	Yes	No	USD	04/17/2015	3,456.00
			62366	158168	Check	1	8688		MN FFA FOUNDATION	Yes	Yes	No	USD	04/17/2015	55.00
			62355	158169	Check	1	4363		MN HISTORICAL SOCIETY	Yes	Yes	No	USD	04/17/2015	20.00
			62361	158170	Check	1	7479		OSTROOT RICHARD	Yes	Yes	No	USD	04/17/2015	150.00
			62362	158171	Check	1	7495		OSTROOT TIM	Yes	Yes	No	USD	04/17/2015	40.00
			62357	158172	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	Yes	No	USD	04/17/2015	610.91
			62356	158173	Check	1	5127		PRINCETON ELECTRIC	Yes	Yes	No	USD	04/17/2015	1,970.76
			62358	158174	Check	1	5149		PRINCETON RENTAL INC.	Yes	Yes	No	USD	04/17/2015	90.00
			62359	158175	Check	1	5273	4	REGION 4 FFA	Yes	No	No	USD	04/17/2015	15.00
			62332	158176	Check	1	13148		RJ FRAMING & GUNS	Yes	No	No	USD	04/17/2015	384.15
			62339	158177	Check	1	14137		SCHEELS	Yes	Yes	No	USD	04/17/2015	5,011.20
			62337	158178	Check	1	13872		SEPTIC CHECK	Yes	Yes	No	USD	04/17/2015	160.00
			62360	158179	Check	1	5648		SEURER CLAUDIA	Yes	Yes	No	USD	04/17/2015	100.00

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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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			62338	158182	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	04/17/2015	837.67
			62369	158183	Check	1	9647		WENDORF GARY	Yes	Yes	No	USD	04/17/2015	65.00
			62325	158184	Check	1	10705		WILSON SPORTS	Yes	Yes	No	USD	04/17/2015	1,561.00
			62341	158185	Check	1	14184		WOODWIND & BRASSWIND	Yes	Yes	No	USD	04/17/2015	11.99
			62373	158186	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	04/17/2015	333.90
			62371	158187	Check	1	11238		ICS CONSULTING, INC	Yes	Yes	No	USD	04/17/2015	26,021.08
			62372	158188	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	04/17/2015	160,263.56
			62374	158189	Check	1	14693		MILLE LACS COUNTY PUBLIC WORK	Yes	Yes	No	USD	04/21/2015	350.00
			62375	158190	Check	1	1836	10	C.M.A.S.S.P.	Yes	Yes	No	USD	04/21/2015	40.00
			62376	158191	Check	1	10939		ZIMMERMAN BOWL	Yes	No	No	USD	04/22/2015	100.00
			62377	158192	Check	1	14694		MCPETE'S SPORTS BAR AND LANES	Yes	Yes	No	USD	04/22/2015	44.00
			62378	158193	Check	1	13000		SODEXO, INC & AFFILIATES	Yes	No	No	USD	04/24/2015	74.10
			62388	158194	Check	1	12539		BACKCOURT CLUB	Yes	No	No	USD	04/24/2015	339.60
			62386	158195	Check	1	12158		BERGSTROM SAM	Yes	No	No	USD	04/24/2015	75.00
			62405	158196	Check	1	1836	10	C.M.A.S.S.P.	Yes	Yes	No	USD	04/24/2015	20.00
			62404	158197	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	Yes	No	USD	04/24/2015	7.44
			62399	158198	Check	1	14696		DE FOUW, KARI	Yes	No	No	USD	04/24/2015	35.00
			62406	158199	Check	1	2336		EHLERS AND ASSOCIATES INC	Yes	Yes	No	USD	04/24/2015	3,300.00
			62385	158200	Check	1	11991		EMC INSURANCE COMPANIES	Yes	Yes	No	USD	04/24/2015	505.00
			62392	158201	Check	1	13695	2	FESTIVAL OF NATIONS	Yes	Yes	No	USD	04/24/2015	648.00
			62381	158202	Check	1	10908	1	G & K SERVICES	Yes	Yes	No	USD	04/24/2015	705.16
			62407	158203	Check	1	2777	1	GOPHER STAGE LIGHTING INC	Yes	Yes	No	USD	04/24/2015	1,170.50
			62408	158204	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	04/24/2015	359.09
			62409	158205	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	04/24/2015	1,600.12
			62400	158206	Check	1	14697		KELLER, KELSEY	Yes	Yes	No	USD	04/24/2015	20.00
			62410	158207	Check	1	4007		KEMPS	Yes	Yes	No	USD	04/24/2015	3,259.03
			62394	158208	Check	1	14411		KENMARK, INC.	Yes	Yes	No	USD	04/24/2015	481.00
			62397	158209	Check	1	14690		LARSON, JAMIE	Yes	No	No	USD	04/24/2015	15.00
			62403	158210	Check	1	14702		LIFETRACK SERVICES, INC.	Yes	No	No	USD	04/24/2015	3,693.75
			62398	158211	Check	1	14695		MILLER, BRADLEY	Yes	Yes	No	USD	04/24/2015	400.00
			62384	158212	Check	1	11420	2	MN BOARD OF SCHOOL ADMIN.	Yes	Yes	No	USD	04/24/2015	75.00
			62411	158213	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	04/24/2015	432.00
			62396	158214	Check	1	14560		NATIONAL HISTORY BEE	Yes	No	No	USD	04/24/2015	125.00
			62401	158215	Check	1	14698		OCHSNER, PAMELA	Yes	No	No	USD	04/24/2015	23.00
			62391	158216	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	04/24/2015	24,925.42
			62413	158217	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	04/24/2015	54,122.57
			62412	158218	Check	1	5152		PRINCETON SCHOLARSHIP FOUND1	Yes	Yes	No	USD	04/24/2015	2,000.00
			62380	158219	Check	1	10862		PUTNAM MAUREEN	Yes	Yes	No	USD	04/24/2015	500.00
			62416	158220	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	04/24/2015	2,000.00

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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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			62415	158222	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	04/24/2015	397.50
			62383	158223	Check	1	11308		ROEHL TYLER	Yes	No	No	USD	04/24/2015	65.00
			62420	158224	Check	1	9813		SCIENCE EXPLORERS	Yes	No	No	USD	04/24/2015	256.00
			62382	158225	Check	1	10959		SOLBERG MATT	Yes	Yes	No	USD	04/24/2015	80.00
			62379	158226	Check	1	10330		SOLLE SKIP	Yes	Yes	No	USD	04/24/2015	65.00
			62402	158227	Check	1	14699		STUCKEY, CHARLES III	Yes	Yes	No	USD	04/24/2015	85.00
			62395	158228	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	04/24/2015	17,038.58
			62393	158229	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	Yes	No	USD	04/24/2015	51.45
			62390	158230	Check	1	13147		UPSTAGE STUDIOS	Yes	Yes	No	USD	04/24/2015	400.00
			62417	158231	Check	1	6331		VALLEYFAIR	Yes	No	No	USD	04/24/2015	6,601.12
			62419	158232	Check	1	9647		WENDORF GARY	Yes	No	No	USD	04/24/2015	65.00
			62389	158233	Check	1	13021		WHITCOMB GAIL	Yes	Yes	No	USD	04/24/2015	572.00
			62387	158234	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	04/24/2015	1,044.00
			62418	158235	Check	1	9646		ZAK JIM	Yes	Yes	No	USD	04/24/2015	65.00
			62421	158236	Check	1	2669		GAME WORLD	Yes	No	No	USD	04/24/2015	400.00
			62422	158237	Check	1	12622	1	CARTRIDGE WORLD	Yes	No	No	USD	04/28/2015	241.98
			62432	158238	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	04/30/2015	489.23
			62437	158239	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	04/30/2015	786.44
			62434	158240	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	04/30/2015	67.14
			62431	158241	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	04/30/2015	348.98
			62435	158242	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	04/30/2015	119.43
			62436	158243	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	04/30/2015	80.00
			62438	158244	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	04/30/2015	18,606.16
			62439	158245	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	04/30/2015	1,292.92
			62440	158246	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	04/30/2015	2,865.31
			62441	158247	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	04/30/2015	884.96
			62433	158248	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	04/30/2015	210.64
			62442	158249	Check	1	14443		BALLWEBER ANDREA	Yes	No	No	USD	04/29/2015	225.00
			62443	158250	Check	1	5133		PRINCETON GOLF ASSOCIATION	Yes	Yes	No	USD	04/29/2015	4,200.00
			62444	158251	Check	1	5604		SCIENCE MUSEUM OF MINNESOTA	Yes	No	No	USD	04/29/2015	1,164.00
			62449	158252	Check	1	11788		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	04/30/2015	8,801.70
			62450	158253	Check	1	13771		METLIFE	Yes	No	No	USD	04/30/2015	10,728.63
			62460	158254	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	04/30/2015	5,184.99
			62456	158255	Check	1	11623		ADKINS JEFF	Yes	No	No	USD	04/30/2015	50.00
			62487	158256	Check	1	8242		AUGSBURG COLLEGE	Yes	No	No	USD	04/30/2015	50.00
			62452	158257	Check	1	10584		CARD SERVICES	Yes	No	No	USD	04/30/2015	1,005.79
			62479	158258	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	04/30/2015	23,513.20
			62474	158259	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	04/30/2015	97.44
			62470	158260	Check	1	14707		CHESTER SHERI	Yes	No	No	USD	04/30/2015	100.00
			62455	158261	Check	1	11457		COMO PARK ZOO - EDUCATION	Yes	No	No	USD	04/30/2015	511.00

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Princeton Public Schools #477

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0477		001	62475	158262	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	04/30/2015	55.00
			62476	158263	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	04/30/2015	21.00
			62466	158264	Check	1	14703		GLAUVITZ SAMANTHA	Yes	No	No	USD	04/30/2015	85.00
			62484	158265	Check	1	6645		GRAINGER	Yes	No	No	USD	04/30/2015	1,025.06
			62477	158266	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	04/30/2015	51.25
			62473	158267	Check	1	14710		HOLZEMER ANNEMARIE	Yes	No	No	USD	04/30/2015	300.00
			62478	158268	Check	1	4007		KEMPS	Yes	No	No	USD	04/30/2015	4,805.69
			62485	158269	Check	1	7428		LAWRENCE TOM	Yes	No	No	USD	04/30/2015	125.00
			62489	158270	Check	1	9547		LEVENS JIM OR STACY	Yes	No	No	USD	04/30/2015	8.00
			62490	158271	Check	1	9615		MIKULICH TERRY	Yes	No	No	USD	04/30/2015	130.00
			62457	158272	Check	1	11665		MINNESOTA SWORD PLAY	Yes	No	No	USD	04/30/2015	540.00
			62488	158273	Check	1	9218		NOARD LAURA	Yes	No	No	USD	04/30/2015	144.00
			62454	158274	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	No	No	USD	04/30/2015	10,500.00
			62472	158275	Check	1	14709		NORTHSTAR FAMILY THEATRE	Yes	No	No	USD	04/30/2015	2,228.00
			62480	158276	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	04/30/2015	70.96
			62486	158277	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	04/30/2015	125.00
			62459	158278	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	04/30/2015	275,369.25
			62469	158279	Check	1	14706		PETERSEN SABRINA	Yes	No	No	USD	04/30/2015	40.00
			62451	158280	Check	1	10232		PLOEGER CORY	Yes	No	No	USD	04/30/2015	100.00
			62481	158281	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	04/30/2015	2,799.41
			62471	158282	Check	1	14708		RADMAN JEROME	Yes	No	No	USD	04/30/2015	100.00
			62482	158283	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	04/30/2015	9,343.50
			62458	158284	Check	1	12138		RINGER ALLEN	Yes	No	No	USD	04/30/2015	130.00
			62465	158285	Check	1	14495		ROCKY MOUNTAIN CONSTRUCTION	Yes	No	No	USD	04/30/2015	2,878.65
			62483	158286	Check	1	5451		SAARI MIKE	Yes	No	No	USD	04/30/2015	65.00
			62463	158288	Check	1	14207		SCHOLASTIC EDUCATION INSIDE SALES	Yes	No	No	USD	04/30/2015	754.74
			62462	158289	Check	1	14011		SIMMONS GREG DONALD	Yes	No	No	USD	04/30/2015	572.00
			62467	158290	Check	1	14704		SOHLBERG SAMUEL	Yes	No	No	USD	04/30/2015	80.00
			62453	158291	Check	1	10959		SOLBERG MATT	Yes	No	No	USD	04/30/2015	80.00
			62464	158292	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	04/30/2015	20,168.97
			62468	158293	Check	1	14705		VITAL WORKLIFE	Yes	No	No	USD	04/30/2015	9,360.00
			62461	158294	Check	1	13682	1	WRS GROUP, LTD.	Yes	No	No	USD	04/30/2015	318.30
			62495	158295	Check	1	14711		BRIGHT BYTES	Yes	No	No	USD	04/30/2015	2,274.30
			62496	158296	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	04/30/2015	14.19
			62492	158297	Check	1	10908	1	G & K SERVICES	Yes	No	No	USD	04/30/2015	963.04
			62493	158298	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	04/30/2015	5,005.00
			62497	158299	Check	1	5604		SCIENCE MUSEUM OF MINNESOTA	Yes	No	No	USD	04/30/2015	1,524.00
			62494	158300	Check	1	13674	1	THE PRINT AND WEB SHOP	Yes	No	No	USD	04/30/2015	718.00
			62498	158301	Check	1	10730		NORDIN TEENA	Yes	No	No	USD	05/01/2015	221.53
			62499	158302	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/05/2015	112.45
			62500	158303	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	05/05/2015	992.37

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	62502	158304	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/08/2015	570.00
			62505	158305	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	05/08/2015	2,594.95
			62521	158306	Check	1	14713		ALICKSON SCOTT	Yes	No	No	USD	05/08/2015	40.00
			62506	158307	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	05/08/2015	140.88
			62508	158308	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	05/08/2015	199.50
			62515	158309	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	05/08/2015	61.56
			62522	158310	Check	1	14714		CRAWFORD JOHN JOSEPH PILLARI	Yes	No	No	USD	05/08/2015	120.00
			62516	158311	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	05/08/2015	36.57
			62527	158312	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	05/08/2015	759.60
			62524	158313	Check	1	14717		FERGUS FALLS AREA YOUTH ACTIVI	Yes	No	No	USD	05/08/2015	75.00
			62514	158314	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	05/08/2015	838.75
			62528	158315	Check	1	2874	1	GTS	Yes	No	No	USD	05/08/2015	130.00
			62546	158316	Check	1	9654		JARVIS JIM	Yes	No	No	USD	05/08/2015	80.00
			62529	158317	Check	1	4007		KEMPS	Yes	No	No	USD	05/08/2015	2,904.84
			62544	158318	Check	1	9099		KLAPHAKE PHILLIP	Yes	No	No	USD	05/08/2015	60.00
			62509	158319	Check	1	12642		KRICK STEVE	Yes	No	No	USD	05/08/2015	80.00
			62542	158320	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	05/08/2015	140.00
			62511	158321	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	05/08/2015	1,204.90
			62507	158322	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	05/08/2015	60.00
			62543	158323	Check	1	8867		NASSEFF MECHANICAL CONTRACT	Yes	No	No	USD	05/08/2015	53.30
			62520	158324	Check	1	14712		NORMAN ERIC	Yes	No	No	USD	05/08/2015	80.00
			62503	158325	Check	1	10382		OLIVER JIM	Yes	No	No	USD	05/08/2015	100.00
			62540	158326	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	05/08/2015	150.00
			62513	158327	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/08/2015	75,052.20
			62530	158328	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	05/08/2015	1,404.60
			62531	158329	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	05/08/2015	280.50
			62532	158330	Check	1	5107		PRINCETON AUTO CENTER	Yes	No	No	USD	05/08/2015	191.82
			62533	158331	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	05/08/2015	50.00
			62534	158332	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	05/08/2015	534.00
			62535	158333	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/08/2015	110.69
			62536	158334	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	05/08/2015	272.00
			62526	158335	Check	1	14719		ROCHESTER CENTURY HIGH SCHO	Yes	No	No	USD	05/08/2015	45.00
			62525	158336	Check	1	14718		SCENIC SIGN CORP.	Yes	No	No	USD	05/08/2015	14,740.00
			62517	158337	Check	1	14119		SERVE MINNESOTA ACTION NETWO	Yes	No	No	USD	05/08/2015	1,000.00
			62518	158338	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	05/08/2015	21.06
			62537	158339	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	05/08/2015	1,040.00
			62545	158340	Check	1	9494	1	SNA	Yes	No	No	USD	05/08/2015	58.00
			62538	158341	Check	1	6054	3	TARGET BANK	Yes	No	No	USD	05/08/2015	31.14
			62519	158342	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	05/08/2015	19,023.46
			62539	158343	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/08/2015	445.00
			62541	158344	Check	1	8108	1	UNIVERSITY OF MINNESOTA-CCE S	Yes	No	No	USD	05/08/2015	245.00

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	62510	158345	Check	1	12713	1	VESLEDAHL ANTHONY	Yes	No	No	USD	05/08/2015	1,460.00
			62512	158346	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	05/08/2015	1,785.84
			62523	158347	Check	1	14716		WANG HONG	Yes	No	No	USD	05/08/2015	75.00
			62504	158348	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	05/08/2015	1,184.00
			62547	158349	Check	1	4349		MN DEPARTMENT OF HEALTH	Yes	No	No	USD	05/12/2015	500.00
			62548	158350	Check	1	7904		PRINCETON TOWNSHIP	Yes	No	No	USD	05/12/2015	250.00
			62549	158351	Check	1	14721		BRUNSWICK ZONE	Yes	No	No	USD	05/12/2015	112.00
			62559	158352	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	05/15/2015	489.24
			62558	158353	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	05/15/2015	150.10
			62582	158354	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	05/19/2015	287.50
			62569	158355	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	05/19/2015	1,148.25
			62562	158356	Check	1	10333		APPLAUSE LEARNING RESOURCES	Yes	No	No	USD	05/19/2015	222.88
			62635	158357	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	05/19/2015	207.00
			62576	158358	Check	1	13116		AUDIO ENHANCEMENT	Yes	No	No	USD	05/19/2015	1,305.00
			62637	158359	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	05/19/2015	641.47
			62563	158360	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	05/19/2015	48.62
			62596	158361	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	05/19/2015	7,489.42
			62595	158362	Check	1	1672		CARLEX INC	Yes	No	No	USD	05/19/2015	74.30
			62594	158363	Check	1	1657	3	CAROLINA BIOLOGICAL SUPPLY	Yes	No	No	USD	05/19/2015	76.90
			62571	158364	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	05/19/2015	771.91
			62612	158365	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	05/19/2015	6,316.67
			62597	158366	Check	1	2025		CYNMAR CORPORATION	Yes	No	No	USD	05/19/2015	1,119.54
			62560	158367	Check	1	10069		DALCO	Yes	No	No	USD	05/19/2015	17,853.69
			62598	158368	Check	1	2109	4	DELTA EDUCATION INC.	Yes	No	No	USD	05/19/2015	295.18
			62599	158369	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	05/19/2015	471.11
			62600	158370	Check	1	2255	3	EASTBAY INC.	Yes	No	No	USD	05/19/2015	1,320.00
			62603	158371	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	05/19/2015	86.84
			62572	158372	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	05/19/2015	564.30
			62601	158373	Check	1	2307		EDUCATIONAL INNOVATIONS	Yes	No	No	USD	05/19/2015	90.69
			62634	158374	Check	1	7874	1	ELECTRONIC DESIGN COMPANY	Yes	No	No	USD	05/19/2015	2,474.60
			62570	158375	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	05/19/2015	417.52
			62589	158376	Check	1	14657		ESSLINGER & COMPANY	Yes	No	No	USD	05/19/2015	1,062.23
			62574	158377	Check	1	12925		FEINER SUPPLY	Yes	No	No	USD	05/19/2015	77.90
			62602	158378	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	05/19/2015	1,623.57
			62585	158379	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	05/19/2015	904.94
			62604	158380	Check	1	2774		GOODHEART-WILLCOX CO. INC.	Yes	No	No	USD	05/19/2015	678.87
			62605	158381	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	05/19/2015	14.50
			62631	158382	Check	1	6645		GRAINGER	Yes	No	No	USD	05/19/2015	1,372.04
			62606	158383	Check	1	2853		GRIMES	Yes	No	No	USD	05/19/2015	54.54
			62587	158384	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	05/19/2015	185.98
			62607	158385	Check	1	3284		I.S.D. #911	Yes	No	No	USD	05/19/2015	7,018.08

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	62565	158386	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	05/19/2015	4,032.11
			62608	158387	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	05/19/2015	100.00
			62568	158388	Check	1	11911		JONES SCHOOL SUPPLY	Yes	No	No	USD	05/19/2015	196.05
			62567	158389	Check	1	11648	1	JSB SURVEILLANCE	Yes	No	No	USD	05/19/2015	750.00
			62609	158391	Check	1	3701		LAKESHORE	Yes	No	No	USD	05/19/2015	258.64
			62610	158392	Check	1	3822		LIFELINE AMPLIFICATION SYS	Yes	No	No	USD	05/19/2015	4,536.00
			62611	158393	Check	1	3829		LIGHTING PLASTICS OF MN	Yes	No	No	USD	05/19/2015	615.05
			62573	158394	Check	1	12647		LOFFLER	Yes	No	No	USD	05/19/2015	232.50
			62613	158395	Check	1	4100		MCMASTER-CARR SUPPLY CO.	Yes	No	No	USD	05/19/2015	166.05
			62564	158396	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	05/19/2015	1,129.16
			62614	158397	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	05/19/2015	1,216.23
			62580	158398	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	05/19/2015	1,355.35
			62632	158399	Check	1	6877		MOORE MEDICAL CORP	Yes	No	No	USD	05/19/2015	1,288.45
			62615	158400	Check	1	4537		NASCO	Yes	No	No	USD	05/19/2015	2,044.57
			62577	158401	Check	1	13117	1	NEW DOMINION SCHOOL	Yes	No	No	USD	05/19/2015	3,449.07
			62616	158402	Check	1	4675		NIMCO	Yes	No	No	USD	05/19/2015	35.95
			62617	158403	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	05/19/2015	1,081.98
			62592	158404	Check	1	14671		ONLINEEEI.COM	Yes	No	No	USD	05/19/2015	842.41
			62590	158406	Check	1	14665		POPP BINDING & LAMINATING INC.	Yes	No	No	USD	05/19/2015	974.17
			62618	158407	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/19/2015	972.30
			62566	158408	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	No	No	USD	05/19/2015	2,214.00
			62619	158409	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	05/19/2015	1,165.36
			62584	158410	Check	1	14145		RIBBONS GALORE	Yes	No	No	USD	05/19/2015	213.54
			62620	158411	Check	1	5523	3	SCHOLASTIC BOOK CLUBS INC	Yes	No	No	USD	05/19/2015	201.00
			62633	158412	Check	1	7631	1	SCHOLASTIC EQUIPMENT CO, LLC	Yes	No	No	USD	05/19/2015	3,000.00
			62578	158413	Check	1	13375	1	SCHOOL OUTFITTERS	Yes	No	No	USD	05/19/2015	677.71
			62621	158414	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	05/19/2015	3,616.69
			62575	158415	Check	1	13050	1	SCHOOL TECHNOLOGY ASSOCIATE:	Yes	No	No	USD	05/19/2015	86.00
			62639	158416	Check	1	9494	1	SNA	Yes	No	No	USD	05/19/2015	14.00
			62622	158417	Check	1	5770		SOCIAL STUDIES SCHOOL SERV	Yes	No	No	USD	05/19/2015	60.48
			62583	158418	Check	1	14062		STEEL SALES CORP.	Yes	No	No	USD	05/19/2015	3,535.26
			62579	158419	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	05/19/2015	440.00
			62561	158420	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	05/19/2015	943.74
			62623	158421	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	05/19/2015	5.49
			62638	158422	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	05/19/2015	78.72
			62624	158423	Check	1	6072	1	TEACHER'S DISCOVERY	Yes	No	No	USD	05/19/2015	274.30
			62625	158424	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	05/19/2015	1,128.13
			62581	158425	Check	1	13674	1	THE PRINT AND WEB SHOP	Yes	No	No	USD	05/19/2015	515.00
			62626	158426	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	05/19/2015	2,315.49
			62627	158427	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	05/19/2015	177.20
			62636	158428	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	05/19/2015	327.83

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	62586	158429	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	05/19/2015	80,534.42
			62628	158430	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	05/19/2015	86.86
			62629	158431	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	05/19/2015	90.75
			62630	158432	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	05/19/2015	155.04
			62588	158433	Check	1	14636		ZAHL P.M.C.	Yes	No	No	USD	05/19/2015	350.00
			62641	158434	Check	1	9094		DISPLAYS2GO	Yes	No	No	USD	05/19/2015	721.53
			62640	158435	Check	1	14722		INTERNATIONAL BOOK IMPORT SER	Yes	No	No	USD	05/19/2015	36.50
Bank Total: 001														\$1,122,082.86	
Report Total:														\$1,122,082.86	

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

Fund	Description	Total
01	General Fund	\$772,211.06
02	Food Service	\$105,218.34
04	Community Service	\$14,055.89
06	Construction	\$187,718.54
10	Student Activities	\$42,879.03
Report Total		\$1,122,082.86

Princeton Public Schools - ISD #477

Wire Transfer Report

May 19, 2015

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
4/15/2015	\$ 505,756.98	ACH File Transfer
4/15/2015	\$ 179,085.05	Federal Tax Wire Transfer
4/15/2015	\$ 27,866.75	State Tax Wire Transfer
4/15/2015	\$ 9,535.13	Select Account HSA
4/15/2015	\$ 167.68	MN Revenue
4/15/2015	\$ 82,471.20	TRA File Transfer
4/15/2015	\$ 32,889.44	PERA File Transfer
4/15/2015	\$ 846.90	MN Child Support File Transfer
4/15/2015	\$ 26,990.94	TSA File Transfer
4/30/2015	\$ 487,426.70	ACH File Transfer
4/30/2015	\$ 171,222.73	Federal Tax Wire Transfer
4/30/2015	\$ 26,407.11	State Tax Wire Transfer
4/30/2015	\$ 9,545.13	Select Account H S A
4/30/2015	\$ 167.68	MN Revenue
4/30/2015	\$ 81,327.96	TRA File Transfer
4/30/2015	\$ 30,250.32	PERA File Transfer
4/30/2015	\$ 676.19	MN Child Support File Transfer
4/30/2015	\$ 27,288.00	TSA File Transfer
4/14/2015	\$ 2,581.34	MN Unemployment
5/3/2015	\$ 11,006.27	BMO Harris Bank - (Pcards)
5/5/2015	\$ 207.00	MN Revenue - (Sales tax)
4/2/2015	\$ 2,953.03	SelectAccount
4/9/2015	\$ 2,041.41	SelectAccount
4/16/2015	\$ 3,280.92	SelectAccount
4/21/2015	\$ 298.44	SelectAccount
4/23/2015	\$ 1,597.40	SelectAccount
4/30/2015	\$ 2,018.84	SelectAccount
TOTAL	\$ 1,725,906.54	

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

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,036,578.78	3,020,910.95	2,508,232.92	859.11	13,549,256.81
02 Food Service	414,446.72	161,466.15	133,131.21	(8.99)	442,781.66
04 Community Service	480,829.51	102,320.75	102,485.92	(972.21)	480,664.34
06 Building Fund	28,831,360.13	5,808.19	189,448.54	5,808.19	28,647,719.78
07 Debt Service	552,629.56	5,427.80	0.00	48.34	558,057.36
10 Activities	176,535.61	37,039.61	52,243.96	(1,139.02)	161,331.26
TOTAL	43,492,380.31	3,332,973.45	2,985,542.55		43,839,811.21

Bank Accounts

AP/PR Account (Bremer)	607,847.18
MSDLAF+	5,118,128.70
Investments (Fd01)	9,979,053.67
Investments (Fd06)	<u>28,837,168.32</u>
	44,542,197.87
O/S Accts Pay Checks	(640,030.60)
O/S Payroll Checks	(838.17)
O/S Wires	(66,102.95)
NSF Checks	<u>4,585.06</u>
TOTAL	43,839,811.21

706
Please complete
thank you

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Mills County Dairy Association

Description of gift: Money for Ice Cream for Spring Fling
the end of May

Pre-Condition, Condition, or Limitation on use:
Money has to be used for buying Ice cream.

How this gift specifically relates to the program or school:
It's for Spring Fling the end of May.

This gift meets all requirements of Policy 706

Accepted Not Accepted Barbara Mucke ^{Left School} Staff Name Jeff A. [Signature]
Principal or Director Date: 5-1-15

Accepted Not Accepted Julia Espe Staff Name
Superintendent Date: 5.4.15

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Revised: October 29, 2013

FUNDRAISING APPROVAL FORM

Date of fundraiser: 7/30 - 8/2/15		Projected profit: \$7000 ⁰⁰	Amount earned:
Group or organization proposing the fundraiser: Band Boosters (PMEA)		Item(s) being sold: tickets	
Company/organization supplying items to be sold: none - Partly on a show!			
The money raised will be used for: NYC Choir Trip			
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Alumni + Comm. Members Donating Time</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>		<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p> <p>to Act, Build + Produce Show</p>	
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	✓	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	✓	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	✓	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 	N/A	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 5/8/15	Teacher/Sponsor Signature: [Signature]		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED			
Date: 5/12/15	Administrator Signature: [Signature]		
Date: 5/13/15	Superintendent Signature: Julia Espe		
Date:	School Board Chair Signature:		

Dental Plan Comparison between Met Life Dental and Delta Dental

Delta Dental-High Plan			
EE	\$42.00		
EE+1	\$83.20		
Family	\$155.15		
Delta Dental-Low Plan			
EE	\$17.60		
EE+1	\$35.30		
Family	\$70.40		
Met Life Dental-High Plan			
EE	\$45.90		
EE+1	\$90.90		
Family	\$169.51		
Met Life Dental-Low Plan			
EE	\$19.23		
EE+1	\$38.58		
Family	\$76.90		

HEALTH AND SAFETY

Finance May 5, 2015

Board Approved

PHYSICAL HAZARD CONTROLS (347)

PROJECT NAME	BUILDING	2015 PROJECTED	2016 PROJECTED	2017 PROJECTED
Food Service Inspection	District(High School)	\$1,511.50	\$1,511.50	\$1,511.50
Food Service Inspection	Middle School	\$1,154.00	\$1,154.00	\$1,154.00
Food Service Inspection	North Elem	\$1,154.00	\$1,154.00	\$1,154.00
Food Service Inspection	South Elem	\$1,154.00	\$1,154.00	\$1,154.00
Food Service Inspection	Concession	\$266.00	\$266.00	\$266.00
Lockout/Tagout Equipment	District	\$200.00	\$100.00	\$100.00
Replace Burned & Torn Welding Curtains	High School	\$400.00	\$400.00	\$400.00
Hearing Conservation earmuffs/earplugs	District	\$100.00	\$100.00	\$100.00
PPE-Classrooms gloves, glasses, aprons	District	\$1,500.00	\$1,500.00	\$1,500.00
PPE-Custodians; gloves, safety glasses, face shields, aprons, respirators ect.	District	\$1,000.00	\$1,000.00	\$1,000.00
Personal Lift Inspection and trainings	Middle	\$225.00	\$225.00	\$225.00
Personal Lift Inspection and trainings	High School	\$225.00	\$225.00	\$225.00
Elevator Inspections (2) 12per year	District Office	\$2,300.00	\$2,300.00	\$2,300.00
Annual Auto Lift lift Inspection	High School	\$415.00	\$415.00	\$415.00
Playground safety surface-NO 2012,	North Elem	\$500.00	\$500.00	\$500.00
Replace Safety Surface at playground; engineered wood fiber 2000 sq ft	South Elem	\$500.00	\$0.00	\$0.00
Bucket Truck Lift Inspection		\$350.00	\$350.00	\$350.00
Machine Guarding		\$0.00	\$0.00	\$0.00
TOTAL 347		\$12,954.50	\$12,354.50	\$12,354.50

HAZARDOUS SUBSTANCE (349)

PROJECT NAME	BUILDING	2015 PROJECTED	2016 PROJECTED	2017 PROJECTED
Backflow Preventor Inspections (12)	District	\$3,000.00	\$3,000.00	\$3,000.00
Tier II Fees	District	\$75.00	\$75.00	\$75.00
Hazardous waste disposal	High School	\$4,500.00	\$4,500.00	\$4,500.00
Fume Hood for Auto Shop	High School	\$0.00	\$1,725.00	\$0.00
5 Year Lead Testing-2020	District	\$1,540.00	Every 5 Yrs	Every 5 Yrs
5 Year Radon Testing-2020	District	\$1,649.00	Every 5 Yrs	Every 5 Yrs
TOTAL 349		\$10,764.00	\$9,300.00	\$7,575.00

HEALTH, SAFETY, AND ENVIRONMENTAL MANGEMENT (352)

PROJECT NAME	BUILDING	2015 PROJECTED	2016 PROJECTED	2017 PROJECTED
AED programing and supplies	District	\$500.00	\$800.00	\$800.00
Health & Safety assistance-RT&S contract	District	\$30,250.00	\$30,000.00	\$30,000.00
Chemical Health Officer-MGMT 200 hours approx	District	\$1,000.00	\$1,000.00	\$1,000.00

Hearing Tests-training for staff	District		\$1,000.00	\$1,000.00	\$1,000.00
Pest MGMT. pamphlets.notices	District		\$100.00	\$100.00	\$100.00
Designated BBP person-120 Hours	District		\$2,000.00	\$1,500.00	\$1,500.00
Designated H&S person-Bldgs Grounds 200 hours	District		\$8,000.00	\$8,320.00	\$8,320.00
Safety committee-AWAIR-& expenses- 4 meetings 13 members	District		\$1,128.00	\$500.00	\$500.00
Annual MOCK OSHA walk-thru, wayne warzecha	District		\$2,500.00	\$2,500.00	\$2,500.00
Update Emergency Action Plan Procedures and Routes	District		\$1,250.00	\$1,250.00	\$1,250.00
BBP & ERTK Training all staff through Safe Schools	District		\$2,000.00	\$0.00	\$0.00
Hepatis B Requirements	District		\$300.00	\$300.00	\$300.00
Eye Wash Station Cartridges	District		\$300.00	\$300.00	\$300.00
First Aid, CPR, and Emergency Training and Planning	District		\$1,500.00	\$1,500.00	\$1,500.00
MSDS change to SDS format	District		\$5,000.00	\$0.00	\$0.00
TOTAL 352			\$56,828.00	\$49,070.00	\$49,070.00

ASBESTOS (358)

PROJECT NAME	BUILDING		2015 PROJECTED	2016 PROJECTED	2017 PROJECTED
North Elementary Storage Room Abatement	District		\$3,500.00	\$0.00	\$0.00
Abate Asbestos loading Dock	District Office		\$5,000.00	\$0.00	\$0.00
TOTAL 358			\$8,500.00	\$0.00	\$0.00

Asbestos Projects for HS Industrial Tech area is currently part of the building project

FIRE SAFETY (363)

PROJECT NAME	BUILDING		2015 PROJECTED	2016 PROJECTED	2017 PROJECTED
Fire extinguisher inspections and maintenance	Districtwide		\$750.00	\$750.00	\$750.00
Annual Fire alarm Inspection	Districtwide		\$3,500.00	\$3,500.00	\$3,500.00
Annual Inspection sprinkler system	Districtwide		\$1,125.00	\$1,145.00	\$1,145.00
3 YR State Fire Marshal Inspection 2016	Districtwide		\$0.00	\$8,000.00	\$0.00
Bi-Annual Kitchen Ansul ext. inspection	Districtwide		\$700.00	\$1,600.00	\$1,600.00
Emergency Exit Lights & Signs	Districtwide		\$400.00	\$500.00	\$500.00
TOTAL 363			\$6,475.00	\$15,495.00	\$7,495.00

INDOOR AIR QUALITY (366)

Overall Total for H & S **\$95,521.50** **\$86,219.50** **\$76,494.50**

2016 TITLE I ESTIMATES

2016 Estimated Revenue \$266,000

2016 Estimated Expenses \$344,898

2016 Adjustments of \$78,898

ELL TEACHER

2016 Estimated Revenue \$14,000

2015 Current Staffing .20 FTE

2016 Recommendation 1.0 FTE

2016 Estimated Expense \$65,000

2016 Adjustments of \$51,000

Recommend Reduction of 12 Para-Professionals in the Basic Skills-Title I Area

PRINCETON PUBLIC SCHOOLS

DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both

meetings prior to final school board action.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual online. A hard copy is available at the district office. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 214 Out-of-State Travel by School Board Members; 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; and 616 School District System Accountability.

- E. When there is no school board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References:

Adopted: March 11, 2003
Revised: October 27, 2009
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS**CODE OF ETHICS****I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.

3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics
Attachment A School Board Member Code of Conduct

Adopted: May 13, 2003
Revised: September 14, 2010
Revised: December 21, 2010
Reviewed: May 5, 2015

ATTACHMENT A

SCHOOL BOARD MEMBER CODE OF CONDUCT

A. Purpose

The purpose of this document is to assist school board members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual school board members. It is the responsibility of the school board to make reasonable rules and regulations for the governance of school board member behavior and conduct. All rules and regulations regarding school board member conduct will be approved by the school board.

B. Policy

It is the policy of the school board to regulate the proper functions of a school board member. The effectiveness of the school board depends upon community respect and confidence in individual school board members. Conduct which detracts from this respect and confidence is detrimental to the public interest and is prohibited. It is the policy of the school board to investigate claims that an individual school board member has engaged in unbecoming conduct. Each school board member shall follow the code of conduct set forth in this document and policy #209.

C. Scope

This document applies to the conduct of all school board members. The following principles shall serve as guidelines for school board member conduct. A school board member shall:

1. Make the well-being of students the fundamental value of all decision-making and actions;

2. Conduct him or herself in accordance with all applicable laws, ordinances, and rules, and shall not knowingly exceed his or her authority in his or her official actions on behalf of the school board or school district.
3. Support the principle of due process and protect the civil and human rights of all individuals;
4. Observe the confidentiality of information available to him or her due to his or her status as a school board member, and shall not knowingly violate any legal restrictions regarding the release or dissemination of school district information, records, and/or data;
5. Not exhibit any conduct which discredits himself or herself, or the school board, or otherwise impairs his or her ability to perform school board duties or represent the school board in a manner consistent with the integrity and trustworthiness expected by the public;
6. Not make any disparaging remarks, in or out of school board meetings, about other members of the school board;
7. Not make any promises regarding votes on any proposition in advance of a meeting at which the proposition will be considered by the school board;
8. Refer all complaints to proper school district administration;
9. Treat all members of the public with courtesy and respect, and exercise reasonable courtesy when dealing with fellow school board members, school district administrators, and school district employees, agents, representatives, and volunteers; and
10. Not compromise the integrity of the school board by accepting, giving, or soliciting any gratuity which could be reasonably interpreted as capable of influencing official acts or judgments.

D. Enforcement

1. Allegations of violations of this document and/or policy #209 may be received from sources, which may be either internal or external. Whenever such an allegation is made, the school board shall:
 - a. Advise the school board member of the allegation, in writing, within a reasonable time period;
 1. If the allegation cannot be readily resolved, conduct an investigation into the allegation to determine whether any school board member has violated this policy;

2. All the individual school board member an opportunity to be heard by the school board in defense of the allegation, and to present any relevant information regarding the allegation; and
 3. Specify the expected conduct or modification of conduct to be required from the individual school board member.
- b. The determination of whether a violation has occurred is to be made by the school board.
 - c. The school board retains the right to remove a school board member for a violation of the Code of Ethics or Code of Conduct, subject to the relevant governing law, including Minnesota Statutes, Section 123B.09, subdivision 9, as amended.

PRINCETON PUBLIC SCHOOLS

**CONFLICT OF INTEREST -
SCHOOL BOARD MEMBERS**

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is

elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the

price at which the goods or services could be obtained from other sources.

5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.)*
 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
 Minn. Stat. § 123B.195 (Board Member's Right to Employment)
 Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
 Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
 Minn. Stat. § 471.89 (Contract, When Void)
 Op. Atty. Gen. 437-A-4, March 15, 1935
 Op. Atty. Gen. 90-C-5, July 30, 1940
 Op. Atty. Gen. 90-A, August 14, 1957

Cross References: Princeton Policy 101 (Legal Status of the School Board)
 Princeton Policy 209 (Code of Ethics)
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: April 8, 2003
 Revised: May 25, 2010

Reviewed: November 23, 2010
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

**CRIMINAL OR CIVIL ACTION AGAINST
SCHOOL DISTRICT, SCHOOL BOARD MEMBER,
EMPLOYEE OR STUDENT**

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical

injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

D. Service of Subpoenas

It is the policy of the school district that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employee

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations.

1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. §§121A.40 - 121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 123B.25(b) (actions against teachers)
 Minn. Stat. § 466.07, Subd. 1 (Indemnification)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

42 U.S.C. § 1983 (Civil Action for deprivating rights)
 Op. Atty. Gen. 169 (Minn, Mar. 7, 1963);
 Op. Atty. Gen. 169 (Minn, Nov. 3, 1943).
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983);
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975);

Cross References: MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
 MSBA Model Policy 406 (Public and Private Personnel Data)
 MSBA Model Policy 408 (Subpoena of a School District Employee)
 MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA Model Policy 506 (Student Discipline)
 MSBA Model Policy 515 (Protection and Privacy of Pupil Records)

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 8, 2003
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. Board candidates will be offered a general inservice before the election.
- B. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association.
- C. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- D. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops and will be placed on a future board agenda.
- E. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.
- F. The school board believes that the national leadership conference sponsored by NSBA is valuable, and the school district will provide funds for a school board member to attend the conference once during a member's elected term.

Legal References: Minn. Stat. §123B.09, Subd. 2 (School board member training)

Cross References: MSBA/MASA Model Policy 412 (Expense Reimbursement)

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 22, 2003
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. §123B.143 (Superintendent)
Minn. Stat. §123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 5, School Board-Staff Relationships

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 8, 2003
Revised: January 8, 2013
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

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

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
 MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
 MSBA/MASA Model Policy 301 (School District Administration)
 MSBA/MASA Model Policy 303 (Superintendent Selection)
 MSBA Model Policy 304 (Superintendent Contract, Duties and Evaluation)
 MSBA/MASA Model Policy 305 (Policy Implementation)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed
Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)
MSBA Service Manual Chapter 5, School Board-Staff Relationships

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 8, 2003
Revised: January 8, 2013
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SUPERINTENDENT SELECTION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. QUALIFICATIONS

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

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

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

Independent School District #477
Princeton, Minnesota 55371

Adopted: April 8, 2003
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS
ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity and shall not engage in conduct involving dishonesty, fraud or misrepresentation in the performance of professional duties.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Will implement and follow all school board policies.
6. Pursues appropriate measures to correct those laws, policies, and

regulations that are not consistent with sound educational goals.

7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: Princeton Public Schools Policy 301 School District Administration
Princeton Public Schools Policy 302 Superintendent

Adopted: October 14, 2003
Revised: April 14, 2009
Revised: May 5, 2015

PRINCETON PUBLIC SCHOOLS

EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

Adopted: May 11, 2004
Revised: August 10, 2010
Revised: May 5th, 2015

PRINCETON PUBLIC SCHOOLS

DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the **Human Resource Director**. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: 29 U.S.C. 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
 42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
 29 C.F.R. Part 32
 34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Independent School District #477
Princeton, Minnesota 55371

Adopted: May 11, 2004
Revised: May 5th, 2015

PRINCETON PUBLIC SCHOOLS

**DISCIPLINE, SUSPENSION AND DISMISSAL
OF SCHOOL DISTRICT EMPLOYEES**

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules.

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance.

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;

12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.

4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; contracts; termination)
 Minn. Stat. § 122A.41 (Teacher tenure)
 Minn. Stat. § 122A.58 (Coaches)
 Minn. Stat. § 122A.44 (Contracting with teachers)
 Minn. Stat. § 123B.02, Subd. 14 (Employees; contracts for services)
 Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 123B.147 (Principals)
 Minn. Stat. § 197.46 et seq. (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

Independent School District #477
Princeton, Minnesota 55371

Adopted: October 28, 2003
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

VETERAN'S PREFERENCE

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points, including teaching positions, whenever possible. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

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

Cross References: Princeton Policy 401 (Equal Employment Opportunity)

Adopted: May 13, 2003
Revised: November 23, 2010
Revised: January 14, 2014
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

EMPLOYEE PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the

suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- H. “Public official” means business manager, human resource director, and an individual defined as superintendent, principal, or director who is employed in a position requiring an administrative license.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;

12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
23. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that

release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on applicants for employment is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;

- g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
- a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person. Data that is classified as private under another law is not made public by

this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.

N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.

P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the

school district will comply with all privacy requirements.

- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Coordinator as the authority responsible for personnel data. If you have any questions, contact Kristine Voce at 763-389-6181.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: May 11, 2004
Revised: December 8, 2009
Revised: January 14, 2014
Reviewed: May 5, 2015

PRINCETON PUBLIC SCHOOLS

SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

Adopted: May 13, 2003
Revised: August 26, 2008
Reviewed: May 5, 2015

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2015-2016 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 477, County of Miller Co. MN, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Princeton High School

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
_____ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.
3. _____ Our school **WILL NOT** be renewing its membership in the Minnesota State High School League.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared-common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: Julia Espe
Superintendent or Head of School

Date: _____

Date: 5.7.15

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2015

Retain one copy for the school files.

RESOLUTIONS FOR TERMINATIONS OF TENURED TEACHERS

1. RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF KRISTY STORBAKKEN, A TENURED TEACHER

WHEREAS, Kristy Storbakken is a tenured teacher as defined by Minnesota Statutes 122A.40, Subd. 1, in Independent School District 477,

BE IT RESOLVED by the School Board of Independent School District 477, that pursuant to Minnesota Statutes 122A.40, Subd. 7, that .5 FTE of the teaching contract of Kristy Storbakken, a tenured teacher, is hereby terminated at the conclusion of the current assignment for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal, as provided by the law, and a copy of the notice be placed in said teacher's personnel file.