

Princeton Public Schools - ISD 477
Tuesday, May 17, 2016 at 7:00 PM
Regular School Board Meeting
District Office Board Room

Our vision

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

our mission

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

1. PROCEDURAL ITEMS

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

2. REPORTS

- a. Board Members Committee Reports
- b. Student Council Report
- c. Superintendent Report 3

3. APPROVE AGENDA

4. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 4

5. CONSENT AGENDA

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

- a. Personnel 8
- b. Bills 9
- c. Wire Transfers 22
- d. Treasurer's Report 23
- e. Open Enrollments 24
- f. Gifts 25
- g. Enrollment Update 28

h. Fundraisers	29
i. Grants	30
6. INFORMATION	
a. Policies - 1st Reading of Policies #605, 625, 626, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 720	34
b. Long Term Facility Maintenance	90
c. 2016-2017 Capital Budget	94
d. Teaching & Learning Budgets	97
e. Food Service Program Prices	100
7. ACTION	
a. Milk Bids <i>I move to accept the low bid for milk from Deans as presented in the bid information.</i>	102
b. High School Equipment Proposal <i>I move to approve the construction change order for motorized bleachers at the high school as presented.</i>	103
c. District Office Lease <i>I move to accept the lease with the City of Princeton as presented for the District Office space.</i>	104
d. Old Police Station Lease <i>I move to accept the lease with the City of Princeton as presented for the Old Police Station space.</i>	114
e. Minnesota Department of Education External User Access Recertification System <i>I move to designate Julia Espe, Superintendent, as the Identified Official with Authority to assign job duties and authorize external user access for LEA.</i>	
8. FUTURE MEETINGS	
9. ADDITIONS TO AGENDA	
10. ADJOURN - Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), move to close the meeting for real estate discussion.	
a. District Storage and Garage Use	
b. ALC Location	



PRINCETON PUBLIC SCHOOL DISTRICT #477

**PRINCETON PRIMARY SCHOOL
2016**

DEDICATION ON SEPTEMBER 26, 2016

SUPERINTENDENT OF
SCHOOLS

Julia Espe

ARCHITECT

Wold Architects
and Engineers

OWNERS
REPRESENTATIVE

ICS Consulting Inc.

BOARD OF EDUCATION

Jeremy Miller

Chair

Deb Ulm

Vice Chair

Howard Vaillancourt

Treasurer

Chad Young

Acting Clerk

Eric Minks

Clerk

Craig Johnson

Director

Chuck Nagle

Director

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Artwork Presentation - The following students were recognized for their outstanding art projects: Kelsey Andersen Gr. 9, Nolan Wark Gr. 9, Lauren Blavat Gr. 3, Katelyn Walker Gr. 4, Frederick Larson Gr. 5, Ella Cunningham Gr. 7, Kendall Cox Gr. 6, Megan Kloss Gr. 2, Eve Krotzer Gr. K

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **3rd day of May, at 7:13 p.m.** in the District Office Board Room.

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

Members Absent: None

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

Student Council Representative: None

Citizen Comments: None

REPORTS

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

Howard Vaillancourt:	3 Act Play
Craig Johnson:	No Report
Chuck Nagle:	No Report
Deb Ulm:	Wellness Committee Meeting, District Poker Walk, Project Oversight Committee Meeting, Finance Meeting
Eric Minks:	Project Oversight Committee Meeting, Finance Meeting
Jeremy Miller:	Finance Meeting, Agenda Planning Meeting, Wellness Committee Meeting
Chad Young:	No Report
Student Council Report:	None
Superintendent Report:	Dr. Espe attended the Students of Excellence banquet at Resource Training. Princeton was represented by an intelligent group of kids with excellent social skills. Testing numbers at the High School and Middle School have both gone up in reading.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Chad Young and seconded by Deb Ulm, to approve the April 19th, 2016 Regular and Closed Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt and seconded by Eric Minks to to approve the consent agenda as presented: Open Enrollment, Gifts, Personnel, Grants, Calendar. Motion passed unanimously.

INFORMATION

Americorps Presentation - Andrea Preppernau and Guy Havelka gave a presentation about the Reading and Math Corps. Guy Havelka was honored for his four years of service as a Reading Corps member, and he also received a Lifetime Achievement Award for his military service combined with his Americorps service.

Strategic Plan - The 2016-2017 Strategic Plan was presented.

Construction Report - Ryan Hoffman from ICS Consulting gave a monthly status report. All projects are at or under budget at this time. All projects under construction are on schedule. Traffic, pick up /drop off at the Intermediate and Primary Schools remains a critical issue. It will continue to be analyzed and evaluated for safety and ease of use by all.

ACTION ITEMS

Audio System/SMARTboard Building Project - *Motion made by Chad Young and seconded by Howard Vaillancourt to accept the proposal for the SMARTboards and audio systems for the building project. Upon roll call, the following voted for: Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks, Deb Ulm, Howard Vaillancourt. Opposed: Craig Johnson. Motion passed 6:1.*

Primary School Equipment Proposal - *Motion made by Eric Minks and seconded by Howard Vaillancourt to accept the proposal for the Primary School Equipment. Upon roll call, the following voted for: Howard Vaillancourt, Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks, Deb Ulm. Opposed: Craig Johnson. Motion passed 6:1.*

Personnel Contracts - *Motion made by Eric Minks, seconded by Chad Young to approve the personnel contracts as presented. Upon roll call, the following voted for: Deb Ulm, Howard Vaillancourt, Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks. Opposed: Craig Johnson. Motion passed 6:1.*

Non Renewal of Personnel - Motion made by Eric Minks and seconded by Deb Ulm to approve the non renewal of probationary teachers. There was discussion on whether the board members should have access to the evaluations of these individuals to see why they are being released. A motion was made by Howard Vaillancourt **to call the question of whether the discussion should be complete.** Upon roll call, the the following voted for: Howard Vaillancourt, Chad Young, Jeremy Miller, Eric Minks, Deb Ulm. Opposed: Craig Johnson, Chuck Nagle. Motion passed 5:2. Upon roll call vote of the original motion, the following voted for: Deb Ulm, Howard Vaillancourt, Chad Young, Jeremy Miller, Eric Minks. Opposed: Craig Johnson, Chuck Nagle. Motion passed 5:2.

Secretary Contract and Memo - Motion made by Howard Vaillancourt and seconded by Craig Johnson to approve the secretarial contract as presented. Upon roll call vote, the following voted for: Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson. Motion passed unanimously.

Gifted and Talented Program - By hiring a person with a Gifted and Talented degree to teach and implement cluster grouping, it would further develop the program as a district initiative. Motion made by Eric Minks and seconded by Chad Young **to approve the hiring of a Gifted and Talented Coordinator.** Upon roll call vote, the following voted for: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks, Deb Ulm. Motion passed unanimously.

Transportation Contract - A motion was made by Eric Minks and seconded by Craig Johnson to approve the transportation contract as presented. Jenna Fromm was introduced as co-owner and CEO of Palmer Bus Company. Upon roll call vote, the following voted for: Chad Young, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt, Craig Johnson. Opposed: Chuck Nagle. Motion passed 6:1.

Bus Route Options - Three options were presented to the Transportation and Finance committees with the recommendation being option 1. A motion was made by Howard Vaillancourt and seconded by Chad Young **to add two afternoon buses at a cost of \$40,000.00 (option 1).** Upon roll call vote, the following voted for: Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Eric Minks. Opposed: Chuck Nagle. Motion passed 6:1.

Budget Adjustment Recommendations - The recommendation was to use the same strategy as the past three years, with the hope of trying to keep cuts away from the classroom as much as possible. We are in a planned spend down of the unassigned reserve that is in excess of 10%. A 10% unassigned reserve balance is required by Board policy. The recommendation is to use the excess amount to re-invest into our district. A motion was made by Eric Minks and seconded by Chad Young **to accept option 2017A3 option D.** Upon roll call vote, the following voted for: Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Eric Minks. Opposed: Chuck Nagle. Motion passed 6:1.

ADDITIONS TO AGENDA

Future Meetings - School Board Scholar Banquet May 11th at 6 pm, Wellness Committee Meeting May 4th at 3:30 pm, Teaching and Learning Meeting May 4th at 4:30 pm, Activities Committee Meeting May 16th at 4:30 pm, Comm Ed Advisory Council Meeting May 16th at noon.

ADJOURN - Howard Vaillancourt made a motion to adjourn the meeting, Eric Minks seconded the motion. Meeting was adjourned at 8:14 p.m.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Sonia Strickland

5/17/2016

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Essig, Rob	Resignation	Social Studies Teacher	Teacher		06.01.16	
Gruba, Lisa	Terminated	ECFE Childcare Supervisor	Para		05.02.16	
Jacobs, Erik	Extra Duty	JV Boys Tennis Coach		Corey Kalinowski	05.02.16	\$923.50
Krueger, Erin	New Hire	HS SPED Teacher	Teacher	Tripplett	09.01.16	\$41,134.00
Middendorf, Stephanie	New Hire	Preschool Teacher	Teacher	Crissy Foster	07.01.16	\$26.09
Moore, Jeanine	Resignation	Custodian	Custodial		07.01.16	
Nelson, Nancy	New Hire	Preschool Teacher	Teacher	Amy Ryther	07.01.16	\$25.52
Ryther, Amy	Resignation	School Readiness Instructor	Teacher		05.26.16	

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

Fund Description	Total
01 General Fund	\$565,412.48
02 Food Service	\$28,940.49
04 Community Service	\$13,665.85
10 Student Activities	\$46,749.55
Report Total	\$654,768.37

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
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			66682	161697	Check	1	15126		BOTHE JASON	Yes	Yes	No	USD	04/15/2016	26.80
			66673	161698	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	04/15/2016	1,440.08
			66679	161699	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	04/15/2016	50.07
			66683	161700	Check	1	2128		D.ERVASTI SALES CO.	Yes	Yes	No	USD	04/15/2016	3,345.60
			66684	161701	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	04/15/2016	30.60
			66685	161702	Check	1	2336		EHLERS AND ASSOCIATES INC	Yes	Yes	No	USD	04/15/2016	3,975.00
			66698	161703	Check	1	6753		FLORISTS' REVIEW	Yes	Yes	No	USD	04/15/2016	21.00
			66686	161704	Check	1	2864		GROTH MUSIC	Yes	Yes	No	USD	04/15/2016	25.64
			66687	161705	Check	1	3121		HI-TECH REFRIGERATION	Yes	Yes	No	USD	04/15/2016	3,455.23
			66688	161706	Check	1	4007		KEMPS	Yes	Yes	No	USD	04/15/2016	1,749.82
			66681	161707	Check	1	15122		MAPLE LAKE BAND BOOSTERS	Yes	No	No	USD	04/15/2016	1,800.00
			66689	161708	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	04/15/2016	1,042.00
			66690	161709	Check	1	4136	2	MENARDS	Yes	Yes	No	USD	04/15/2016	146.80
			66676	161710	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	04/15/2016	34.33
			66691	161711	Check	1	4539	2	N.A.S.S.P.	Yes	Yes	No	USD	04/15/2016	95.00
			66693	161712	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	04/15/2016	1,336.44
			66694	161713	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	04/15/2016	56.75
			66695	161714	Check	1	5127		PRINCETON ELECTRIC	Yes	Yes	No	USD	04/15/2016	105.00
			66675	161715	Check	1	12808		RPMATHLETICS LLC	Yes	Yes	No	USD	04/15/2016	2,759.50
			66696	161716	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	Yes	No	USD	04/15/2016	1,442.06
			66697	161717	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	04/15/2016	366.50
			66680	161718	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	04/15/2016	16,561.58
			66678	161719	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	04/15/2016	320.16
			66677	161720	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	04/15/2016	1,223.77
			66674	161721	Check	1	10705		WILSON SPORTS	Yes	Yes	No	USD	04/15/2016	1,158.15
			66699	161722	Check	1	4250		MN HISTORICAL SOCIETY	Yes	Yes	No	USD	04/15/2016	1,632.00
			66700	161723	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	04/15/2016	19.44
			66702	161724	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	04/19/2016	12,005.15
			66701	161725	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	04/19/2016	218,636.50
			66755	161726	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	Yes	No	USD	04/20/2016	2,800.00
			66756	161727	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	Yes	No	USD	04/20/2016	72.49
			66757	161728	Check	1	1129	9	AMERIC INN	Yes	No	No	USD	04/20/2016	2,002.60
			66758	161729	Check	1	6331		VALLEYFAIR	Yes	Yes	No	USD	04/20/2016	1,012.50
			66768	161730	Check	1	14005	1	AGC NETWORKS INC	Yes	Yes	No	USD	04/22/2016	70,277.14
			66761	161731	Check	1	1129		AMERIC INN	Yes	Yes	No	USD	04/22/2016	461.48
			66773	161732	Check	1	15131		ARTMANN DANIELLE	Yes	No	No	USD	04/22/2016	45.00
			66767	161733	Check	1	13931		BEBEAU STEPHANIE	Yes	No	No	USD	04/22/2016	55.00
			66771	161734	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	04/22/2016	347.20
			66776	161735	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	04/22/2016	17.10
			66764	161736	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	04/22/2016	2,391.50

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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
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		66762	161738	Check	1	11477	1	MINUTEMAN PRESS	Yes	Yes	No	USD	04/22/2016	781.63
		66772	161739	Check	1	15130		MYERS ERIC	Yes	Yes	No	USD	04/22/2016	75.00
		66770	161740	Check	1	14817		NORTH AMERICAN ADVENTURE	Yes	Yes	No	USD	04/22/2016	520.00
		66778	161741	Check	1	4762		OAKWOOD GAME FARM	Yes	Yes	No	USD	04/22/2016	216.00
		66783	161742	Check	1	6942		ORPHEUM THEATRE	Yes	Yes	No	USD	04/22/2016	1,512.50
		66775	161743	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	04/22/2016	48.99
		66779	161744	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	Yes	No	USD	04/22/2016	70.00
		66784	161745	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	Yes	No	USD	04/22/2016	50.00
		66780	161746	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	04/22/2016	30.58
		66781	161747	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	04/22/2016	2,000.00
		66766	161748	Check	1	13653		SANFORD DARREN	Yes	No	No	USD	04/22/2016	37.00
		66760	161749	Check	1	10090		STAFKI AMY	Yes	Yes	No	USD	04/22/2016	50.00
		66769	161750	Check	1	14439	1	TAYLOR PUBLISHING CO	Yes	Yes	No	USD	04/22/2016	15,000.00
		66765	161751	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	04/22/2016	139.40
		66774	161752	Check	1	15132		ULM CHRIS	Yes	No	No	USD	04/22/2016	8.00
		66782	161753	Check	1	6331		VALLEYFAIR	Yes	Yes	No	USD	04/22/2016	5,625.00
		66763	161754	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	04/22/2016	1,368.00
		66786	161755	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	04/25/2016	7,645.25
		66799	161756	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	04/29/2016	802.08
		66796	161757	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	04/29/2016	67.14
		66794	161758	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	04/29/2016	211.47
		66797	161759	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	04/29/2016	119.43
		66798	161760	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	04/29/2016	64.00
		66800	161761	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	04/29/2016	19,176.66
		66801	161762	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	04/29/2016	1,270.44
		66802	161763	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	04/29/2016	2,668.03
		66803	161764	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	04/29/2016	1,105.60
		66795	161765	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	04/29/2016	374.26
		66823	161766	Check	1	14918		3D PRINTING MINNESOTA	Yes	No	No	USD	04/28/2016	970.43
		66806	161767	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	04/28/2016	3,433.46
		66808	161768	Check	1	10929		ADAMS DENNIS	Yes	No	No	USD	04/28/2016	65.00
		66811	161769	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	04/28/2016	769.92
		66829	161770	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	04/28/2016	14,375.97
		66824	161771	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	04/28/2016	432.67
		66825	161772	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	04/28/2016	21.00
		66807	161773	Check	1	10908	1	G & K SERVICES	Yes	No	No	USD	04/28/2016	1,001.89
		66826	161774	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	04/28/2016	591.44
		66827	161775	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	04/28/2016	273.52
		66814	161776	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	04/28/2016	3,700.00
		66821	161777	Check	1	14666		JUNCTION BOWL	Yes	No	No	USD	04/28/2016	78.00

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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	66828	161778	Check	1	4007		KEMPS	Yes	No	No	USD	04/28/2016	4,835.59
		66812	161779	Check	1	12642		KRICK STEVE	Yes	No	No	USD	04/28/2016	150.00
		66830	161780	Check	1	4469	1	M.S.C.A.	Yes	No	No	USD	04/28/2016	50.00
		66813	161781	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	04/28/2016	38.56
		66818	161782	Check	1	14222	2	MINNESOTA SPORTSMEN'S CLUB	Yes	No	No	USD	04/28/2016	4,160.00
		66809	161783	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	04/28/2016	535.42
		66833	161784	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	04/28/2016	150.00
		66815	161785	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	04/28/2016	101,998.33
		66831	161786	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	04/28/2016	54,777.08
		66832	161787	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	04/28/2016	39.19
		66816	161788	Check	1	13480		SAWSTOP, LLC	Yes	No	No	USD	04/28/2016	139.00
		66819	161789	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	04/28/2016	35.25
		66822	161790	Check	1	14747		SIMPSON JOHN	Yes	No	No	USD	04/28/2016	65.00
		66810	161791	Check	1	12188		SMITH DANIEL	Yes	No	No	USD	04/28/2016	65.00
		66817	161792	Check	1	13821		SYSCO WESTERN MINNESOTA	Yes	No	No	USD	04/28/2016	70.40
		66820	161793	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	04/28/2016	33,565.70
		66805	161794	Check	1	10705		WILSON SPORTS	Yes	Yes	No	USD	04/28/2016	731.00
		66834	161795	Check	1	9646		ZAK JIM	Yes	No	No	USD	04/28/2016	65.00
		66836	161796	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	05/02/2016	547.00
		66839	161798	Check	1	14950		SPRUNK ENTERTAINMENT SERVICE	Yes	No	No	USD	05/03/2016	250.00
		66841	161799	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/04/2016	30.00
		66842	161800	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	No	No	USD	05/05/2016	8,745.00
		66843	161801	Check	1	2127		DEPUTY REGISTRAR 131	Yes	No	No	USD	05/05/2016	505.75
Bank Total: 001													\$654,768.37	
Report Total:													\$654,768.37	

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

Fund	Description	Total
01	General Fund	\$125,296.67
02	Food Service	\$64,989.92
04	Community Service	\$13,438.87
10	Student Activities	\$9,476.67
Report Total		\$213,202.13

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	66846	161804	Check	1	1031	2	ACCU/CUT	Yes	No	No	USD	05/06/2016	71.00
		66856	161805	Check	1	14005	1	AGC NETWORKS INC	Yes	No	No	USD	05/06/2016	141.50
		66889	161806	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	05/06/2016	3,902.97
		66849	161807	Check	1	11590	1	APPERSON	Yes	No	No	USD	05/06/2016	177.27
		66879	161808	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	05/06/2016	387.45
		66855	161809	Check	1	13931		BEBEAU STEPHANIE	Yes	No	No	USD	05/06/2016	7.00
		66857	161810	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	05/06/2016	82.40
		66861	161811	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	05/06/2016	261.20
		66887	161812	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	05/06/2016	600.00
		66894	161813	Check	1	9621	2	DISCOVER	Yes	No	No	USD	05/06/2016	29.95
		66866	161814	Check	1	15144		DOBBERSTIEN AMBER	Yes	No	No	USD	05/06/2016	6.00
		66869	161815	Check	1	2494	1	FARBER SOUND, LLC	Yes	No	No	USD	05/06/2016	200.00
		66862	161816	Check	1	15140		FOURIENA STEPHANIE	Yes	No	No	USD	05/06/2016	8.00
		66870	161817	Check	1	2669		GAME WORLD	Yes	No	No	USD	05/06/2016	1,160.00
		66850	161818	Check	1	12134		GEVING MARK	Yes	No	No	USD	05/06/2016	80.00
		66885	161819	Check	1	7253		GUNDERSON DAVID	Yes	No	No	USD	05/06/2016	80.00
		66890	161820	Check	1	7899		HERBST LUMBER COMPANY	Yes	No	No	USD	05/06/2016	2,028.25
		66871	161821	Check	1	3219		HUMPHREY PAM	Yes	No	No	USD	05/06/2016	150.00
		66860	161822	Check	1	14738		JAMIESON ROBERT	Yes	No	No	USD	05/06/2016	80.00
		66864	161823	Check	1	15142		JOHNSON HEATHER	Yes	No	No	USD	05/06/2016	6.00
		66872	161824	Check	1	4007		KEMPS	Yes	No	No	USD	05/06/2016	1,817.82
		66852	161825	Check	1	12642		KRICK STEVE	Yes	No	No	USD	05/06/2016	80.00
		66874	161826	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	05/06/2016	260.00
		66875	161827	Check	1	4090		M.C.E.A.	Yes	No	No	USD	05/06/2016	49.00
		66873	161828	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	05/06/2016	110.00
		66859	161829	Check	1	14694		MCPETE'S SPORTS BAR AND LANES	Yes	No	No	USD	05/06/2016	48.00
		66853	161830	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	05/06/2016	1,085.13
		66876	161831	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	05/06/2016	7.00
		66848	161832	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	05/06/2016	204.46
		66877	161833	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/06/2016	618.00
		66878	161834	Check	1	4363	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/06/2016	618.00
		66891	161835	Check	1	8819		MURPHY MICHELLE	Yes	No	No	USD	05/06/2016	8.00
		66880	161836	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/06/2016	128.25
		66892	161837	Check	1	9183		POSTAUDIO INC	Yes	No	No	USD	05/06/2016	105.00
		66884	161838	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	No	No	USD	05/06/2016	50.00
		66881	161839	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	05/06/2016	570.00
		66847	161840	Check	1	10547		RICHARD ALAN PRODUCTIONS, INC	Yes	No	No	USD	05/06/2016	642.50
		66882	161841	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	05/06/2016	253.90
		66888	161842	Check	1	7420		SCHNEIDER PAT	Yes	No	No	USD	05/06/2016	80.00
		66895	161843	Check	1	9813		SCIENCE EXPLORERS	Yes	No	No	USD	05/06/2016	272.00
		66893	161844	Check	1	9494	1	SNA	Yes	No	No	USD	05/06/2016	58.00

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	66886	161845	Check	1	7290		SWANSON JOE	Yes	No	No	USD	05/06/2016	80.00
			66867	161846	Check	1	15145		TASA TRACY	Yes	No	No	USD	05/06/2016	12.00
			66868	161847	Check	1	15146		THE MINNEAPOLIS INSTITUTE OF A	Yes	No	No	USD	05/06/2016	72.00
			66865	161848	Check	1	15143		THRONSON CASSIE	Yes	No	No	USD	05/06/2016	6.00
			66883	161849	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/06/2016	475.00
			66851	161850	Check	1	12386		TONGEN PATRICIA	Yes	No	No	USD	05/06/2016	75.00
			66854	161852	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	05/06/2016	1,512.00
			66863	161853	Check	1	15141		YOUNGBERG STEVEN	Yes	No	No	USD	05/06/2016	19.38
			66896	161854	Check	1	4007		KEMPS	Yes	No	No	USD	05/06/2016	436.40
			66897	161855	Check	1	11515		NICKELODEON UNIVERSE	Yes	No	No	USD	05/06/2016	765.00
			66899	161856	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	05/11/2016	24.00
			66907	161857	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	05/13/2016	205.43
			66937	161858	Check	1	14918		3D PRINTING MINNESOTA	Yes	No	No	USD	05/17/2016	3,185.00
			66926	161859	Check	1	14005	1	AGC NETWORKS INC	Yes	No	No	USD	05/17/2016	175.00
			66914	161860	Check	1	1168		ANDERSON'S	Yes	No	No	USD	05/17/2016	1,751.87
			66980	161861	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	05/17/2016	3,835.00
			66918	161862	Check	1	1255	2	ATLAS PEN & PENCIL CORP	Yes	No	No	USD	05/17/2016	53.86
			66931	161863	Check	1	14439	2	BALFOUR MINNESOTA, LLC	Yes	No	No	USD	05/17/2016	1,096.00
			66982	161864	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	05/17/2016	339.52
			66934	161865	Check	1	1460		BMI EDUCATIONAL SERVICES	Yes	No	No	USD	05/17/2016	91.72
			66910	161866	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	05/17/2016	72.00
			66938	161867	Check	1	15075		BOUNDLESS ASSISTIVE TECHNOLO	Yes	No	No	USD	05/17/2016	846.00
			66942	161868	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	05/17/2016	4,712.85
			66940	161869	Check	1	1672		CARLEX INC	Yes	No	No	USD	05/17/2016	65.85
			66939	161870	Check	1	1657	3	CAROLINA BIOLOGICAL SUPPLY	Yes	No	No	USD	05/17/2016	141.98
			66954	161871	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	05/17/2016	875.00
			66941	161872	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	05/17/2016	1,389.80
			66932	161873	Check	1	14464		CLASSROOMS ESSENTIALS ONLINE	Yes	No	No	USD	05/17/2016	511.73
			66943	161874	Check	1	2025	1	CYNMAR CORPORATION	Yes	No	No	USD	05/17/2016	347.07
			66909	161875	Check	1	10069		DALCO	Yes	No	No	USD	05/17/2016	6,552.32
			66916	161876	Check	1	12028		DECKER EQUIPMENT	Yes	No	No	USD	05/17/2016	47.15
			66944	161877	Check	1	2113		DELEGARD TOOL CO.	Yes	No	No	USD	05/17/2016	25.61
			66945	161878	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	05/17/2016	80.90
			66947	161879	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	05/17/2016	9,749.57
			66946	161880	Check	1	2269		ECMECC	Yes	No	No	USD	05/17/2016	6,532.75
			66919	161881	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	05/17/2016	505.52
			66984	161882	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/17/2016	320.80
			66948	161883	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	05/17/2016	450.00
			66921	161884	Check	1	12846	1	ESSENTIAL CABLING TECHNOLOGIE	Yes	No	No	USD	05/17/2016	2,401.53
			66949	161885	Check	1	2447	3	ETA	Yes	No	No	USD	05/17/2016	558.11
			66950	161886	Check	1	2460		EVERBIND/MARCO BOOK COMPAN	Yes	No	No	USD	05/17/2016	3,667.36

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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	66929	161887	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	05/17/2016	336.20
		66923	161888	Check	1	13649		GOLF TEAM PRODUCTS	Yes	No	No	USD	05/17/2016	1,544.00
		66979	161889	Check	1	6645		GRAINGER	Yes	No	No	USD	05/17/2016	918.85
		66985	161890	Check	1	9966		HD SUPPLY	Yes	No	No	USD	05/17/2016	136.80
		66951	161891	Check	1	3121		HI-TECH REFRIGERATION	Yes	No	No	USD	05/17/2016	3,818.72
		66933	161892	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	05/17/2016	1,915.29
		66952	161893	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	05/17/2016	783.49
		66911	161894	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	05/17/2016	1,814.98
		66935	161895	Check	1	14722		INTERNATIONAL BOOK IMPORT SER	Yes	No	No	USD	05/17/2016	130.85
		66936	161896	Check	1	14797		JOHNSTONE SUPPLY	Yes	No	No	USD	05/17/2016	152.98
		66953	161897	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	05/17/2016	1,255.62
		66920	161898	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	05/17/2016	2,246.00
		66924	161899	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	05/17/2016	1,383.50
		66955	161900	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	05/17/2016	187.69
		66956	161901	Check	1	4511		MUSIC IN MOTION	Yes	No	No	USD	05/17/2016	464.89
		66957	161902	Check	1	4537		NASCO	Yes	No	No	USD	05/17/2016	2,463.56
		66958	161903	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	05/17/2016	429.00
		66959	161904	Check	1	4575	1	NATIONAL SCHOOL PRODUCTS	Yes	No	No	USD	05/17/2016	67.98
		66960	161905	Check	1	4767		OAK LAND VOCATIONAL CENTER	Yes	No	No	USD	05/17/2016	25,860.50
		66961	161906	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	05/17/2016	722.52
		66962	161907	Check	1	4827	4	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	05/17/2016	70.71
		66913	161908	Check	1	11603		PARK PUBLISHING	Yes	No	No	USD	05/17/2016	332.30
		66917	161909	Check	1	12116		PEAP - AWARDS PROGRAM	Yes	No	No	USD	05/17/2016	300.00
		66963	161910	Check	1	5098	2	PRESTWICK HOUSE	Yes	No	No	USD	05/17/2016	73.94
		66964	161911	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/17/2016	1,152.76
		66965	161912	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	05/17/2016	360.00
		66928	161913	Check	1	14145		RIBBONS GALORE	Yes	No	No	USD	05/17/2016	413.50
		66966	161914	Check	1	5553	6	SCHOLASTIC INC	Yes	No	No	USD	05/17/2016	16.17
		66967	161915	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	05/17/2016	1,170.78
		66927	161916	Check	1	14107		SKYLINE PRINT, BOOK BINDING MA	Yes	No	No	USD	05/17/2016	167.69
		66915	161917	Check	1	11764		STAPLES.COM	Yes	No	No	USD	05/17/2016	345.12
		66983	161918	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	05/17/2016	164.79
		66968	161919	Check	1	6072	1	TEACHER'S DISCOVERY	Yes	No	No	USD	05/17/2016	260.15
		66925	161920	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	05/17/2016	208.50
		66969	161921	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	05/17/2016	14,394.00
		66970	161922	Check	1	6086		TECH CHECK	Yes	No	No	USD	05/17/2016	5,982.00
		66922	161923	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	05/17/2016	129.70
		66971	161924	Check	1	6109		THERAPY SHOPPE	Yes	No	No	USD	05/17/2016	133.90
		66972	161925	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	05/17/2016	7,153.12
		66973	161926	Check	1	6202		TRANS-MISSISSIPPI BIOLOGICAL	Yes	No	No	USD	05/17/2016	114.32
		66981	161927	Check	1	8412	1	TREND	Yes	No	No	USD	05/17/2016	113.69

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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	66974	161928	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	05/17/2016	3,098.48
		66975	161929	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	05/17/2016	3,888.07
		66912	161930	Check	1	11229	1	ULINE	Yes	No	No	USD	05/17/2016	1,099.29
		66930	161931	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	05/17/2016	54,247.59
		66976	161932	Check	1	6342	1	VAN DYKE SUPPLY COMPANY	Yes	No	No	USD	05/17/2016	107.44
		66977	161933	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	05/17/2016	224.71
		66978	161934	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	05/17/2016	257.86
Bank Total: 001													\$213,202.13	
Report Total:													\$213,202.13	

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

Fund Description		Total
06	Construction	\$459,751.48
Report Total		\$459,751.48

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	66844	161802	Check	1	11707		EL-JAY PLUMBING & HEATING	Yes	No	No	USD	05/06/2016	375,353.48
			66845	161803	Check	1	15090		MAD DOG INTERIORS	Yes	No	No	USD	05/06/2016	84,398.00
														Bank Total: 001	\$459,751.48
														Report Total:	\$459,751.48

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

Fund Description		Total
01	General Fund	\$366,183.82
06	Construction	\$1,186,061.40
Report Total		\$1,552,245.22

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	66994	161935	Check	1	14814		A&H ELECTRIC INC	Yes	No	No	USD	05/17/2016	140,386.00
		66997	161936	Check	1	15088		ADVANCE TERRAZZO & TILE CO. INC	Yes	No	No	USD	05/17/2016	51,414.00
		66989	161937	Check	1	11973		BRAUN INTERTEC CORPORATION	Yes	No	No	USD	05/17/2016	11,560.50
		67003	161938	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	05/17/2016	2,235.80
		66993	161939	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	05/17/2016	7,227.70
		66987	161940	Check	1	11601		EBERT CONSTRUCTION	Yes	No	No	USD	05/17/2016	2,375.00
		66988	161941	Check	1	11707		EL-JAY PLUMBING & HEATING	Yes	No	No	USD	05/17/2016	148,375.54
		67002	161942	Check	1	15153		ENVIROBATE	Yes	No	No	USD	05/17/2016	12,948.50
		66998	161943	Check	1	15089		FRANSEN DECORATING, INC.	Yes	No	No	USD	05/17/2016	11,889.81
		67000	161944	Check	1	15125		GOPHER STATE CONTRACTORS, INI	Yes	No	No	USD	05/17/2016	338,051.09
		66986	161945	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	05/17/2016	33,940.13
		67001	161946	Check	1	15151		J.F. EQUIPMENT, LLC	Yes	No	No	USD	05/17/2016	130,532.00
		66999	161947	Check	1	15090		MAD DOG INTERIORS	Yes	No	No	USD	05/17/2016	25,000.00
		66995	161948	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	05/17/2016	4,480.00
		67004	161949	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	05/17/2016	28,088.38
		66996	161950	Check	1	14904		ROCHON CORPORATION	Yes	No	No	USD	05/17/2016	353,188.95
		67005	161951	Check	1	5917		STEINBRECHER PAINTING INC.	Yes	No	No	USD	05/17/2016	16,625.00
		67008	161952	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	05/17/2016	19,002.69
		66992	161953	Check	1	14750		SUBURBAN ELEVATOR	Yes	No	No	USD	05/17/2016	13,942.53
		67006	161954	Check	1	6086		TECH CHECK	Yes	No	No	USD	05/17/2016	32,843.85
		66991	161955	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	05/17/2016	137,308.30
		67007	161956	Check	1	6495		WENGER CORP	Yes	No	No	USD	05/17/2016	12,964.00
		66990	161957	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	05/17/2016	17,865.45
Bank Total: 001													\$1,552,245.22	
Report Total:													\$1,552,245.22	

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Princeton Public Schools - ISD #477

Wire Transfer Report

May 17, 2016

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
4/15/2016	\$ 562,031.87	ACH File Transfer
4/15/2016	\$ 199,896.57	Federal Tax Wire Transfer
4/15/2016	\$ 31,052.37	State Tax Wire Transfer
4/15/2016	\$ 9,181.55	Select Account HSA
4/15/2016	\$ 86,086.02	TRA File Transfer
4/15/2016	\$ 38,024.82	PERA File Transfer
4/15/2016	\$ 436.00	MN Child Support File Transfer
4/15/2016	\$ 31,217.13	TSA File Transfer
4/29/2016	\$ 523,669.57	ACH File Transfer
4/29/2016	\$ 187,502.59	Federal Tax Wire Transfer
4/29/2016	\$ 29,197.60	State Tax Wire Transfer
4/29/2016	\$ 9,599.51	Select Account H S A
4/29/2016	\$ 82,980.78	TRA File Transfer
4/29/2016	\$ 34,249.17	PERA File Transfer
4/29/2016	\$ 436.00	MN Child Support File Transfer
4/29/2016	\$ 32,235.22	TSA File Transfer
5/4/2016	\$ 12,964.02	BMO Harris Bank - (Pcards)
5/3/2016	\$ 478.00	MN Revenue - (Sales tax)
4/19/2016	\$ 10,348.76	MN UI Fund
4/7/2016	\$ 2,141.53	SelectAccount
4/14/2016	\$ 5,742.83	SelectAccount
4/20/2016	\$ 178.14	SelectAccount
4/21/2016	\$ 5,206.43	SelectAccount
4/28/2016	\$ 792.38	SelectAccount
	\$	
TOTAL	\$ 1,895,648.86	

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

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,947,032.22	3,240,847.89	3,001,989.69	1,131.73	13,185,890.42
02 Food Service	428,636.09	181,498.41	201,848.86	(2,217.47)	408,285.64
04 Community Service	491,280.56	87,659.05	107,094.22	(1,340.16)	471,845.39
06 Building Fund	12,184,857.15	7,528.99	1,308,866.91	0.00	10,883,519.23
07 Debt Service	623,257.36	4,841.25	0.00	99.60	628,098.61
10 Activities	186,715.25	45,897.51	47,471.33	(78.66)	185,141.43
TOTAL	26,861,778.63	3,568,273.10	4,667,271.01		25,762,780.72

Bank Accounts

AP/PR Account (Bremer)	666,689.44
MSDLAF+	6,482,392.03
Investments (Fd01)	8,014,838.99
Investments (Fd06)	<u>10,883,519.23</u>
	26,047,439.69
O/S Accts Pay Checks	(214,130.65)
O/S Payroll Checks	(2,843.61)
O/S Wires	(72,260.71)
NSF Checks	<u>4,576.00</u>
TOTAL	25,762,780.72

Open Enrolled Students (Out/In) as of May 17, 2016

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
Out	4.12.16	Princeton	Rush City	11th	District of Choice

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: City of Santiago

Description of gift: Use of baseball fields for Middle School baseball/softball during construction transition period.

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

How this gift specifically relates to the program or school: We didn't have an in-town option, and Santiago stepped up to the plate!

This gift meets all requirements of Policy 706 Julia Espe
Staff Name

Accepted Not Accepted _____ Date: _____
Principal or Director

Accepted Not Accepted Julia Espe Date: 5.13.16
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval Revised: October 29, 2013

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: Nadine Otto

Description of gift: Educational puzzle for in-class display

Pre-Condition, Condition, or Limitation on use:

For teacher who would utilize
in classroom

How this gift specifically relates to the program or school:

Puzzle displays "2000 years of History" for
American History class

This gift meets all requirements of Policy 706

Accepted Not Accepted _____
Principal or Director Staff Name Date: _____

Accepted Not Accepted Julia Espe Date: 5.11.16
Superintendent

Accepted Not Accepted _____
School Board Chairperson Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: RICHARD FILLAFER

Description of gift: MONETARY DONATION \$1,110.00
BALANCE ONE YEAR TENNY BEAR BAND

Pre-Condition, Condition, or Limitation on use:
"TENNY BEAR BAND"
Performance during Early Childhood Fair on
April 16, 2016

How this gift specifically relates to the program or school:
Child-friendly band who performed for
ECFE

This gift meets all requirements of Policy 706

Accepted Not Accepted Green A Staff Name
Principal or Director Date: 5.2.16

Accepted Not Accepted Julia Espe Staff Name
Superintendent Date: 5.2.16

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: 10-110-298-245-000-401 Program Name ECFE Activity Fund

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



Board Approval

Revised: October 29, 2013

2016 DISTRICT ENROLLMENT TRACKING

		Original Budget	Opening	10/1/2015 End of September	End of October	End of November	End of December	End of January	End of February	End of March	End of April	End of May	Last Day of School	Average Enrollment	6/16/2014 2015 ADM End of Year	8/7/2015 2015 ADM End of Year	10/28/2014 2014 ADM End of Year
South	K	220.1	218	217	218	218	224	224	222	221	221			220.63	229.10	228.81	222.88
	1st	228.2	245	242	243	243	242	242	242	239	239			241.38	221.58	221.58	242.16
	2nd	219.8	227	227	230	230	230	228	228	221	226			227.50	249.77	249.77	248.99
	Sub Total	668.1	690	686	690	691	696	694	692	681	686	0	0	689.50	700.45	700.16	714.03
North	3rd	243.8	260	260	265	264	264	265	266	265	265			264.25	243.34	243.34	230.34
	4th	253.5	249	247	251	252	256	257	256	253	253			253.13	238.24	238.24	223.48
	5th	243.0	242	240	242	242	244	244	244	243	244			242.88	226.45	226.45	255.67
	Sub Total	740.3	751	747	758	758	764	766	766	761	762	0	0	760.25	708.03	708.03	709.49
Middle	6th	235.2	227	222	224	224	225	225	226	224	224			224.25	252.80	253.49	262.87
	7th	264.3	257	253	255	257	258	257	256	257	255			256.00	263.83	264.28	267.97
	8th	266.7	266	262	264	264	262	261	263	264	264			263.00	269.49	267.26	256.91
	Sub Total	766.2	750	737	743	745	745	743	745	745	743	0	0	743.25	786.12	785.03	787.75
High School	9th	264.8	281	272	275	276	276	272	272	271	272			273.25	265.36	265.60	257.89
	10th	253.7	262	251	256	253	247	245	248	245	247			249.00	249.04	248.57	265.16
	11th	230.7	253	235	239	238	238	235	235	231	231			235.25	238.77	239.29	247.10
	12th	223.0	267	254	258	256	255	249	247	243	246			251.00	241.23	233.60	234.85
	Sub Total	972.2	1063	1012	1028	1023	1016	1001	1002	990	996	0	0	1,008.50	994.40	987.06	1,005.00
K-12 Total		3146.8	3254	3182	3219	3217	3221	3204	3205	3177	3187	0	0	3,201.50	3,189.00	3,180.28	3216.27
			3254	-72	-35	-37	-33	-50	-49	-77	-67	-3254	-3254	-53			
Online Care & Treatment				23	56		51	72	70	103	108						
				8	6	6	8	9	9		10						
Average Drop Between Opening & the End of Sept				Average Drop Between Opening & End of Year													
High School	17.33						High School	48.35									
Middle School	5						Middle School	18.66									
North Elementary	6.33						North Elem	4.15									
South Elementary	4.33						South Elem	8.41									
Total	32.99						Total	79.57									
							New Estimate Based on Averages										
							3174.43										

FUNDRAISING APPROVAL FORM

Date of fundraiser: 4/13		Projected profit: ?		Amount earned:	
Group or organization proposing the fundraiser: Competition Cheer				Item(s) being sold: Taco Whims	
Company/organization supplying items to be sold: Taco Johns					
The money raised will be used for: Fees towards Competitions					
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> o K-8: Only allowed if a parent or guardian is with the student o 9-12: Groups of two or more students working together. 			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date:		Teacher/Sponsor Signature:			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED					
Date: 5.5.16		Administrator Signature: 			
Date: 5.6.16		Superintendent Signature: 			
Date:		School Board Chair Signature:			

CENTURYLINK CLARKE M. WILLIAMS FOUNDATION

April 5, 2016

Mr. Tom Tschumper
North Elementary
1202 7th Avenue North
Princeton, MN 55371

Dear Mr. Tschumper:

The CenturyLink Clarke M. Williams Foundation is pleased to enclose a Teachers and Technology grant check in the amount of \$5,000.00 to North Elementary for the Technology in the Arts project.

Please send any receipts, grant confirmations or other correspondence regarding this contribution to the fax number or mailing address specified below.

The CenturyLink Clarke M. Williams Foundation wishes you and your organization every success in your important work. If you have any questions concerning this grant agreement, please contact Foundation Source, the administrator for the CenturyLink Clarke M. Williams Foundation, at 800-839-1821.

Sincerely,

Foundation Source
Administrator, CenturyLink Clarke M. Williams Foundation

Address for expressions of your organization's appreciation of this grant	Fax number for grant receipts and confirmations
Kristy LaCroix c/o CenturyLink Clarke M. Williams Foundation 100 CenturyLink Drive Monroe, LA 71203	Fax: (203) 549-0835

CenturyLink Clarke M. Williams Foundation

Foundation Source, Administrator **90799**

Reference No.	Description	Date	Amount
225228	Grant		\$5,000.00
			Check Amount
Check Date	Check No.	Payee	Check Amount
4/1/2016	90799	North Elementary	\$5,000.00

CenturyLink Clarke M. Williams Foundation
 Foundation Source, Administrator
 501 Silverside Road, Suite 123
 Wilmington, DE 19809
 (800) 839-1754


STERLING NATIONAL BANK
 500 WESTCHESTER AVENUE
 PORT CHESTER, NY 10573
 50-930/219

90799
4/1/2016

PAY *Five Thousand Dollars And 00 Cents***** \$5,000.00**

VOID AFTER 180 DAYS

To The **North Elementary**
 Order Of: Attn: Mr. Tom Tschumper
 1202 7th Avenue North
 Princeton, MN 55371


 Robert Chartener

Memo:

⑈090799⑈ ⑆021909300⑆ 3310001⑈ 201⑈

Greetings:

Please accept my apology for this generic letter to you regarding our School Garden Grants. Your grant request has been approved. Congratulations. I will send a personal letter to your principal or supervisor requesting information on where to send your check. In the meantime, I wanted to inform you before I notify those schools who did not receive a grant.

Thanks,

Dar Fosse
Jeffers Foundation
[612-747-3245](tel:612-747-3245)

*Jeffers Foundation Announces:
School Garden Grant Recipients for 2016-2017*

OUTDOOR SCHOOL GARDEN GRANTS

School/Organization	City
Waconia Education Center	Waconia
YWCA of Minneapolis	Minneapolis
Westside Elementary	River Falls, WI
Jackson County Central	Jackson, MN
Chisago Lakes Middle School	Lindstrom
Battle Lake Public	Battle Lake
Seward Montessori	Minneapolis
Mankato Area Public Schools	Mankato
Gideon Pond Elementary	Burnsville
MN Early Learning Academy	Brooklyn Park
Kasson-Mantorville Elem.	Kasson
Princeton Middle School	Princeton
North Shore Community	Duluth
St. Joseph's Home for Children	Minneapolis
Belwin Outdoor Science	Afton

GAGE Elementary	Rochester
Tri-City United	Montgomery
World Learner School	Chaska
Woman of Nations	St. Paul
Long Prairie-Grey Eagle	Long Prairie

YEAR-ROUND GARDEN GRANTS

School/Organization	City
St. Paul City School	St. Paul
St. Peter’s School	Hokah
Longfellow Alternative School	Minneapolis
Waconia Enrichment Center	Waconia
Miltona Science Magnet	Miltona

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PRINCETON PUBLIC SCHOOLS

STUDENT FEES

I. PURPOSE

The purpose of this policy is to provide clear student fee guidelines.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is that student fee procedures are developed and maintained.

III. DEVELOPMENT OF STUDENT FEE PROCEDURE(S)

The Administration shall be responsible for the development and maintenance of a student fee procedure. The procedure shall be operated in compliance with UGG, UFARS, and all other state and federal rules and regulations.

IV. STUDENT FEE PROCEDURE GUIDELINE(S)

It is the policy of the school district to provide that public education shall be free, and no student will be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation. Where necessary, however, the school district will make certain charges and establish fees in areas considered extracurricular, non-curricular or supplementary to the requirement for the successful completion of a class or educational programs.

V. WAIVER

- A. Guidelines and procedures shall be established by the administration to ensure that any fee or deposit that the student or student's parent is unable to pay is waived.
- B. Upon application, fees or deposits may be waived for any student whose parent is serving in, or within the past year has served in, active military service as defined by Minnesota Statutes Section 190.05.

PRINCETON PUBLIC SCHOOLS**ACCELERATION OF STUDENTS****I. PURPOSE**

The School Board recognizes that in certain situations it may be desirable to accelerate the placement of a student in instructional programs appropriate to the student's academic, social, and personal development levels. The Superintendent is directed to develop and maintain a procedure which allows students to be accelerated.

II. GENERAL STATEMENT OF POLICY

Procedures shall be in place for academic acceleration of gifted and talented students in grades K-8. See policy 626: *Credit for Learning*, for applicable policy for students in grades 9-12.

III. DEFINITIONS

Acceleration is the placement of student in an instructional program that is more age and/or academically appropriate.

IV. PROCEDURES

- A. The student may be considered for acceleration only if the following can be demonstrated clearly:
 - a. A high level of academic achievement in all areas of the curriculum with special emphasis on reading, writing, and mathematics.
 - b. Intellectual ability two (2) standard deviations above the norm.
 - c. Social and emotional maturity.
 - d. High degree of persistence.
- B. A request for acceleration should be directed to the principal or gifted/talented teacher. A building acceleration team comprised of the principal, present grade level teacher, previous year teacher, gifted/talented teacher and supervisor, and district psychologist will be convened to review the request; interview the student, parents, and teachers; review test data; and develop a recommendation.
- C. If the team recommends acceleration, the principal will determine the most appropriate timeline for the student to be accelerated. Priority will be given to accelerating students at the beginning of a school year.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Students Program)

Cross References: PrincetonPolicy 104: School District Mission Statement
Princeton Policy 601: School District Curriculum & Instruction Goals
Princeton Policy 613: Graduation Requirements
Princeton Policy 614: School District Testing Plan and Procedure
Princeton Policy 615: Basic Standards and Graduation Required Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodation and LEP Students
Princeton Policy 616: School District System Accountability
Princeton Policy 626: Credit for Learning

Adopted: March 22, 2011

PRINCETON PUBLIC SCHOOLS**CREDIT FOR LEARNING****I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in post-secondary institutions, activities outside the school, previous learning, and community and work experiences. These experiences shall meet rigorous academic outcomes and are subject to approval as per procedures outlined in this policy.

II. GENERAL STATEMENT OF POLICY

If a student can demonstrate mastery of content by assessment or by previous learning, then the student can take more rigorous courses at a more appropriate learning level. The intent of the policy is to allow students the opportunity to access higher level courses but not be used as an avenue to eliminate taking required coursework.

III. PROCEDURES**A. Credit for Prior Learning**

- a. Students will complete and return the application form titled, "Credit for Learning." These forms can be obtained through and returned to the Princeton High School counseling office.
- b. Students who successfully complete the assessment process will receive a course grade of "T" (Test Out) on their transcript. Such grades do not count toward a student's GPA or class rank.
- c. Effort shall be made to ascertain the content of courses, programs and learning previously achieved to credit the student as full as possible. This may include asking the student to verify the content of the activities.
- d. The counselor will use the School Review Committee to verify that the activities and learning are of sufficient rigor to earn a credit.
- e. The Review Committee will consist of at least a high school administrator, counselor, department chair of the affected department and teacher of the course. If necessary, a special education teacher, gifted/talented teacher, and/or the director of teaching and learning will be part of the committee.

B. Credit by Assessment

- a. Student shall discuss a request for credit by assessment for a high school course with the appropriate counselor.
- b. The student shall submit an application through the principal to the School Review Committee by June 30 prior to the start of the school year in which the course will be offered in which the student would typically enroll.
- c. The Review Committee shall determine what the student needs to demonstrate, the criteria for the demonstration, and competency level required. To test out of a course, the student must score at least 90%.
- d. If applicable, the Review Committee shall consider appropriate accommodations, modifications, and exemptions consistent with the student's Individual Education or 504 Plan.
- e. The Review Committee will consist of at least a principal or designee, a counselor, department chair of the affected department, and teacher of the course. If necessary, a special education teacher will be part of the committee.
- f. A student may attempt to test out of a course only once.
- g. Students who complete the assessment process successfully will receive a course credit of "T" (Test Out) on their transcript. Such grades do not count toward a student's GPA or class rank.

Legal References: Minn. Stat. § 120B.15

Cross References: Princeton Policy 104: School District Mission Statement
 Princeton Policy 601: School District Curriculum & Instruction Goals
 Princeton Policy 611: Home Schooling
 Princeton Policy 613: Graduation Requirements
 Princeton Policy 614: School District Testing Plan and Procedure
 Princeton Policy 615: Basic Standards and Graduation Required Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodation and LEP Students
 Princeton Policy 616: School District System Accountability
 Princeton Policy 625: Acceleration of Students

Adopted: March 22, 2011

Adopted: _____

MSBA/MASA Model Policy 702

Orig. 1995

Revised: _____

Rev. 2002 2006

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF BOOKS AND ACCOUNTS

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

IV. PERMANENT FUND TRANSFERS

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

V. REPORTING

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

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

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

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

Adopted: _____

MSBA/MASA Model Policy 703

Orig. 1995

Revised: _____

Rev. 2000

703 ANNUAL AUDIT

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

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

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

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

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

Adopted: _____

MSBA/MASA Model Policy 704

Orig. 1995

Revised: _____

Rev. 1999 2009

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

~~It is the~~ **The** policy of the school district **is** that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

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

IV. REPORT

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

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
~~Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)~~
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

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

Adopted: _____

MSBA/MASA Model Policy 705

Orig. 1995

Revised: _____

Rev. 2008 2009

705 INVESTMENTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

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

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping,

avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues.

Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any ~~F~~ederal ~~R~~eserve ~~B~~ank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. §

118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ~~forty-five (45)~~ ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate

or penalty calculation purposes.

XV. DEPOSITORIES

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

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

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

Adopted: _____

MSBA/MASA Model Policy 706

Orig. 1995

Revised: _____

Rev. 1999 2007

706 ACCEPTANCE OF GIFTS

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

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

III. ACCEPTANCE OF GIFTS GENERALLY

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

IV. GIFTS OF REAL OR PERSONAL PROPERTY

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

[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

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

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

Cross References:

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 2012

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are ~~substantial and are virtually all~~ largely governed by statute. ~~Accordingly, you will see statutory~~ Statutory references are included throughout the policy. ~~Obviously a~~ A school district may choose to add obligations by to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “~~Student~~ Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district,

“home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of

the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7;

Minn. Stat. § 123B.92, Subd. 3)

- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/
STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn.

Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the

student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students

to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))

- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)

Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 708

Orig. 1995

Revised: _____

Rev. 2008

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are ~~substantial and are virtually all largely~~ governed by statute. ~~Accordingly, you will see statutory~~ Statutory references are included throughout the policy. ~~Obviously a~~ A school district may choose to add obligations by to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.88, Subd. 1; Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school

located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. SPECIAL EDUCATION/DISABLED STUDENTS

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. Disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Model Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:**
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 - Minn. Stat. § 123B.84 (Policy)
 - Minn. Stat. § 123B.86 (Equal Treatment)
 - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 - Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
 - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 - Minn. Stat. Ch. 125A (Children With a Disability)
 - Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
 - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
 - Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
 - Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. App. 1988)
 - Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
 - Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
 - Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
 - Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
 - Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)
- Cross References:**
- MSBA/MASA Model Policy 707 (Transportation of Public School Students)
 - MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 - MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. ~~2012~~ 2014

709 STUDENT TRANSPORTATION SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation

safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student’s consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension

or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For

purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10

or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment

and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 707 (Transportation of Public Students)
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

MSBA/MASA Model Policy 710

Orig. 1995

Revised: _____

Rev. ~~2007~~ 2012

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.]

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 711

Orig. 1995

Revised: _____

Rev. ~~2009~~ 2012

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 121A.585 (Notice of Recording Device)
 Minn. Stat. § 138.17 (Government Records, Administration)
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: [MSBA/MASA Model Policy 403 \(Discipline, Suspension, and Dismissal of School District Employees\)](#)
[MSBA/MASA Model Policy 406 \(Public and Private Personnel Data\)](#)
[MSBA/MASA Model Policy 502 \(Search of Student Lockers, Desks, Personal Possessions, and Student's Person\)](#)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASAModel Policy 709 (Student Transportation Safety Policy)
[MSBA/MASA Model Policy 712 \(Video Surveillance Other Than on Buses\)](#)
 MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 712

Orig. 1996

Revised: _____

Rev. ~~2010~~ 2012

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

[See Model Policy 711 for Video Recording on School Buses]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement

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

B. Use of Video Recordings

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

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

C. Security and Maintenance

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

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

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

Adopted: _____

MSBA/MASA Model Policy 720

Orig. 1996

Revised: _____

Rev. 2004 2008

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

[Note: This provision can be narrowed to apply only to specific facilities.]

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or

other person in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]

- B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

*[Note: This dollar figure is lower than the ~~\$50,000~~ **\$100,000** statutory requirement for sealed bids but is recommended to protect the interests of the public.]*

- C. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.

*[Note: This dollar figure is lower than the **\$25,000** statutory requirement for quotations but is recommended to protect the interests of the public.]*

- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions,

bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)

Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

2016-2017 Long Term Facility Maintenance Plan

Updated 04.19.16

2017 Estimated Budget			2018 Estimated Budget		
2016 Estimated Fund Balance		\$157,436.54	2017 Estimated Fund Balance		\$379,436.54
Revenue		\$662,000.00	Revenue		\$662,000.00
Total Funds Available		\$819,436.54	Total Funds Available		\$1,041,436.54
Expenditures			Expenditures		
Health & Safety	\$98,000.00	\$98,000.00	Health & Safety	\$98,000.00	\$98,000.00
Intermediate School			Intermediate School		
Gypsum Walls	\$5,000.00	\$5,000.00	Gypsum Walls	\$0.00	\$0.00
Ventilation & Air Handling	\$200,000.00	\$0.00	Ventilation & Air Handling	\$200,000.00	\$0.00
Middle School			Middle School		
High School			High School		
Asbestos HS Shops-Summer of 2017	\$40,000.00	\$40,000.00	Replacement after Asbestos Removal HS Shops	\$80,000.00	\$80,000.00
Roofing-above the PAC	\$250,000.00	\$0.00	Roofing-above the PAC	\$250,000.00	\$0.00
Replace Accordian Partitions PAC	\$12,000.00	\$12,000.00	Replace Accordian Partitions PAC	\$0.00	\$0.00
Pool-to be determined			Pool to be determined		
Family Center			Family Center		
Roofing-Spring/Summer of 2017	\$300,000.00	\$150,000.00	Roofing	\$300,000.00	\$150,000.00
Chillers	\$200,000.00	\$0.00	Chillers	\$200,000.00	\$0.00
CHW Pumps	\$60,000.00	\$0.00	CHW Pumps	\$60,000.00	\$0.00
System Piping	\$100,000.00	\$0.00	System Piping	\$100,000.00	\$0.00
Ventilation/Air Handling	\$350,000.00	\$0.00	Ventilation/Air Handling	\$350,000.00	\$0.00
Temperature Controls	\$100,000.00	\$0.00	Temperature Controls	\$100,000.00	\$0.00
Distribution Panels	\$50,000.00	\$0.00	Distribution Panels	\$50,000.00	\$0.00
Lighting-Halls	\$60,000.00	\$0.00	Lighting-Halls	\$60,000.00	\$0.00
Convenience Outlets	\$75,000.00	\$0.00	Convenience Outlets	\$75,000.00	\$0.00
Lighting-Classrooms	\$75,000.00	\$0.00	Lighting-Classrooms	\$75,000.00	\$0.00
Districtwide Maintenance Cycles		\$85,000.00	Districtwide Maintenance Cycles		\$85,000.00
Interior and exterior doors	\$15,000.00		Interior and exterior doors	\$15,000.00	
Flooring	\$30,000.00		Flooring	\$30,000.00	
Painting	\$15,000.00		Painting	\$15,000.00	
Tuckpointing	\$10,000.00		Tuckpointing	\$10,000.00	
Bathroom Partitions	\$10,000.00		Bathroom Partitions	\$10,000.00	
Curbs & Walks	\$5,000.00		Curbs & Walks	\$5,000.00	
Emergency Maintenance	\$50,000.00	\$50,000.00	Emergency Maintenance	\$50,000.00	\$50,000.00
Total for 2017	\$2,110,000.00	\$440,000.00	Total for 2018	\$2,133,000.00	\$463,000.00

VARIANCE		\$379,436.54	Carry Over to 2018 to do bigger projects	VARIANCE		\$578,436.54
Final prioritization for 2018 will be after January 2018						

2017 Estimated Budget			2018 Estimated Budget		
2016 Estimated Fund Balance			2017 Estimated Fund Balance		\$274,000.00
Revenue		\$662,000.00	Revenue		\$662,000.00
			Total Funds Available		\$936,000.00
Expenditures			Expenditures		
Health & Safety	\$98,000.00	\$98,000.00	Health & Safety	\$98,000.00	\$98,000.00
Intermediate School			Intermediate School		
Sealants-move to operational	\$10,000.00	\$0.00	Sealants	\$10,000.00	
Gypsum Walls	\$5,000.00	\$0.00	Gypsum Walls	\$5,000.00	
Ventilation & Air Handling	\$200,000.00	\$0.00	Ventilation & Air Handling	\$200,000.00	
Middle School			Middle School		
Garage: Painting/Siding/Door being torn down for ball fields and new one will be reconstructed	\$10,000.00	\$0.00	Garage: Painting/Siding/Door	\$10,000.00	
Sealants-move to operational	\$10,000.00	\$0.00	Sealants	\$10,000.00	
Major Painting-move to district wide cycle	\$15,000.00	\$0.00	Major Painting	\$15,000.00	
High School			High School		
Asbestos HS Shops	\$40,000.00		Replacement after Asbestos Removal HS Shops		
Curbs and Walks-Move to a cycle	\$4,000.00	\$0.00	Curbs and Walks	\$4,000.00	
Roofing-above the PAC	\$250,000.00	\$0.00	Roofing-above the PAC	\$250,000.00	
Replace Accordion Partitions PAC	\$12,000.00	\$0.00	Replace Accordion Partitions PAC	\$5,000.00	
Wood Doors-Move to a cycle	\$35,000.00	\$0.00	Wood Doors	\$35,000.00	
Family Learning Center			Family Learning Center		
Roofing-Spring/Summer of 2017	\$200,000.00	\$200,000.00	Roofing	\$0.00	
Sealants-move to operational	\$10,000.00	\$0.00	Sealants	\$10,000.00	
Windows-believe is sealant move to operational	\$10,000.00	\$0.00	Windows	\$10,000.00	
Chillers	\$200,000.00	\$0.00	Chillers	\$200,000.00	
CHW Pumps	\$60,000.00	\$0.00	CHW Pumps	\$60,000.00	
System Piping	\$100,000.00	\$0.00	System Piping	\$100,000.00	
Ventilation/Air Handling	\$350,000.00	\$0.00	Ventilation/Air Handling	\$350,000.00	
Temperature Controls	\$100,000.00	\$0.00	Temperature Controls	\$100,000.00	
Distribution Panels	\$50,000.00	\$0.00	Distribution Panels	\$50,000.00	
Lighting-Halls	\$60,000.00	\$0.00	Lighting-Halls	\$60,000.00	
Convenience Outlets	\$75,000.00	\$0.00	Convenience Outlets	\$75,000.00	
Lighting-Classrooms	\$75,000.00	\$0.00	Lighting-Classrooms	\$75,000.00	
Districtwide Maintenance Cycles			Districtwide Maintenance Cycles		
Flooring &/or Doors Spring-summer 2017	\$40,000.00	\$40,000.00	Flooring	\$40,000.00	

Emergency Maintenance	\$50,000.00	\$50,000.00		Emergency Maintenance	\$50,000.00	
Total for 2017	\$2,069,000.00	\$388,000.00		Total for 2017	\$1,822,000.00	
VARIANCE		\$274,000.00	Carry Over to 2018 to do bigger projects	VARIANCE		
Make Cycles	Flooring	We will do larger lfm projects starting in the spring of 2017 and finishing the summer of 2017				
	Painting					
	Tuckpointing					
	Bathroom Particians					
	Curbs & Walks					

CAPITAL ANALYSIS OF PLANNED SPEND DOWN		
Capital Fund Balance	\$2,497,971.00	
ALC Property	\$350,000.00	Sample
Total Fund Balance Available	\$2,147,971.00	
Estimate of Total Capital	\$750,000.00	
Reduction from Capital for Alt Facility Bond	-\$200,000.00	
Estimate of Total Available	\$550,000.00	
Planned Spend Down per year until bond is paid off	\$150,000.00	
8 years	\$1,200,000.00	
Total Fund Balance Available	\$2,147,971.00	
Planned Spend Down	-\$1,200,000.00	
Estimated Total Fund Balance Available end of 2024	\$947,971.00	

2016-2018 Capital plan

2016-2017 Capital Recommendation			2017-2018 Preliminary Capital Recommendation	
2016 Estimated Fund Balance		\$2,437,971.00	2018 Estimated Fund Balance	\$2,291,605.00
2017 Estimated Revenue-Based on New Bldg Age	\$547,634.00	\$547,634.00	2018 Estimated Revenue	\$536,378.00
FAMILY CENTER			FAMILY CENTER	
PRIMARY			PRIMARY	
INTERMEDIATE			INTERMEDIATE	
Playground sidewalks			Playground sidewalks	
MIDDLE			MIDDLE	
Enlarge Entry Road	\$40,000.00		Enlarge Entry Road	
Add Door to Office	\$2,500.00		Add Door to Office	
Create a MS Counseling Area	\$30,000.00		Create a MS Counseling Area	
Outside storage area	\$1,500.00		Outside storage area	
HIGH SCHOOL			HIGH SCHOOL	
3rd Station Gym Floor	\$50,000.00		3rd Station Gym Floor	
Heater in weight room	\$11,000.00		Heater in weight room	
TRANSPORTATION			TRANSPORTATION	
Van-aging out	\$30,000.00	\$30,000.00	Van-aging out	
Bus Cameras	\$10,000.00	\$10,000.00	Bus Cameras	
BUILDINGS & GROUND			BUILDINGS & GROUND	
Bucket Truck 1992	\$40,000.00		Bucket Truck 1992	
One Man Lift-Primary	\$20,000.00	\$20,000.00	One Man Lift-Primary	
Lawn Mower	\$25,000.00	\$25,000.00	Lawn Mower	
Other Equipment	\$20,000.00	\$20,000.00	Other Equipment	\$20,000.00
TECHNOLOGY			TECHNOLOGY	

NE Security Doors	\$30,000.00			NE Security Doors	\$30,000.00
DW One to One Student Technology Initiative	\$307,000.00	\$307,000.00		DW One to One Student Technology Initiative	\$307,000.00
Classroom Hardware	\$67,000.00	\$33,500.00		Classroom Hardware	\$33,500.00
Copiers-move to operational lease	\$20,000.00	\$20,000.00		Copiers-move to operational lease	\$20,000.00
Infrastructure	\$35,000.00	\$35,000.00		Infrastructure	\$35,000.00
Staff Devices	\$117,000.00	\$58,500.00		Staff Devices	\$58,500.00
(There may be movement among the technology categories based on priority)				(there may be movement among the technology categories based on priority)	
(student technology would be first priority)				(student technology would be first priority)	
OTHER				OTHER	
Furniture, Fixtures, and Equipment	\$150,000.00	\$120,000.00		Furniture, Fixtures, and Equipmen	\$120,000.00
Districtwide Emergency	\$15,000.00	\$15,000.00		Districtwide Emergency	\$15,000.00
Total	\$1,021,000.00	\$694,000.00		Total	\$639,000.00
Variance		-\$146,366.00		Variance	-\$102,622.00

2016- 2017 GIFTED AND TALENTED

Updated 04.25.16

2015 Actual Fund Bal	\$39,426.00
2016 Estimated Fund Bal	\$36,873.00
2017 Estimated Revenue	\$44,647.00
.17 Coordinator	\$11,378.00
G&T Lead Teacher	\$25,000.00
G&T Leader Each Building	\$3,500.00
Benefits	\$525.00
Building Allocations	
DO/EC	\$1,000.00
SE	\$1,000.00
NE	\$1,000.00
MS	\$1,000.00
HS	\$1,000.00
2017 Estimated Expenses	\$45,403.00
2017 Variance	-\$756.00

Gifted and Talented: Funding is based on enrollment in the district times a specified dollar amount set by the state. Currently the rate set by the State is \$13.00.

The program must identify the gifted and talented students, provide programs for these students and/or provide staff developments for teachers to best meet the unique needs of gifted and talented students.

MN Statute 120B.15.

2016-2017 Staff Development

Original 02.19.16
Updated 04.25.16

2015 Actual Fund Balance \$70,515.00
2016 Estimated Fund Balance \$79,029.00
2017 Estimated Revenue \$416,730.00

2017

Assessment Coordinator \$40,807.00
Tech Integrationist \$81,665.00
Add'l Day's Assessment Coordinator \$3,952.00
Speaker for Opening Working Shop \$12,000.00
Back to School New Staff \$16,900.00
Back to School All Staff (food) \$2,350.00
Staff Training-School Year PD \$70,235.00
Staff Training-School Year (food) \$0.00
Software/Dues \$17,240.00
District Wide Training-includes non-licensed staff \$10,000.00
Curriculum Alignment Work \$17,250.00
Summer Tech PD Plan \$51,000.00
DILT \$1,727.50
Subs \$18,425.00
Staff Dev--submitted/approved by Admin \$10,000.00
Early Childhood \$900.00
SE staff \$4,050.00
NE staff \$4,185.00
MS staff \$4,054.00
HS staff \$5,528.00
1 day Bill Back for District Days will only be taken if needed. \$78,000.00

TOTAL EXPENSES \$450,268.50

VARIANCE -\$33,538.50

CARRYFORWARD -\$33,538.50

06

2016-2017 QCOMP/ATTPS

Updated 4.25.16

2015 Actual Fund Balance **\$80,869.00**

2016 Estimated Fund Balance **\$32,309.00**

ESTIMATED REVENUES **\$856,044.00**

ESTIMATED EXPENDITURES

SUPPLIES \$0.00

DEMONSTRATION SCHOOLS \$0.00

INDIVIDUAL PLC, GOALS, PLANS \$408,623.00

ADMINISTRATION COSTS \$40,303.00

CAREER LADDER \$211,876.00

ER&D CLASSES \$50,101.00

TRAINING-OUTSIDE DISTRICT \$0.00

EC-GOALS \$3,109.00

SE-GOALS \$15,546.00

NE-GOALS \$15,891.00

MS-GOALS \$15,563.00

HS-GOALS \$22,346.00

SUMMER TRAINING \$14,000.00

SCHOOL YEAR TRAININGS \$18,695.00

EC/DO-SITE APPROVED PD \$2,400.00

SE-SITE APPROVED PD \$6,900.00

NE-SITE APPROVED PD \$7,050.00

MS-SITE APPROVED PD \$7,200.00

HS-SITE APPROVED PD \$9,900.00

TOTAL EXPENDITURES **\$849,503.00**

TOTAL VARIANCE **\$6,541.00**

CARRYFORWARD **\$0.00**

\$6,541.00

2016-2017 FOOD SERVICE PROGRAM PRICES

SCHOOL DISTRICT	SITES	2015-2016 LUNCH	2015-2016 BREAKFAST	2015-2016 MILK	2015-2016 ADULT	2015-2016 2nd LUNCH
BECKER	ELEMENTARY	\$2.15	\$1.35	\$0.35	\$3.40	\$3.40
	MIDDLE	\$2.25	\$1.45	\$0.35	\$3.40	\$3.40
	HIGH SCHOOL	\$2.30	\$1.45	\$0.35	\$3.40	\$3.40
BIG LAKE	ELEMENTARY	\$2.60	\$1.60	\$0.45	\$3.70	\$3.70
	SECONDARY	\$2.70	\$1.60	\$0.45	\$3.70	\$3.70
SARTELL	K-4	\$2.50	\$1.35	\$0.50	\$3.55	??
	5-12	\$2.60	\$1.35	\$0.50	\$3.55	
SAUK RAPIDS	ELEMENTARY	\$2.45	FREE	\$0.40	\$3.50	??
	SECONDARY	\$2.70	FREE	\$0.40	\$3.50	
PRINCETON	K-5	\$2.10	\$1.40	\$0.40	\$3.60	\$2.75
	6-12	\$2.20	\$1.40	\$0.40	\$3.60	\$2.75
RECOMMEND	SITES	2016-2017 LUNCH	2016-2017 BREAKFAST	2016-2017 MILK	2016-2017 ADULT	2016-2017 2nd LUNCH
PRINCETON	K-5	\$2.20	\$1.40	\$0.40	\$3.75	2.85
PRINCETON	6-12	\$2.30	\$1.40	\$0.40	\$3.75	2.85
2015-16 REIMBURSEMENTS						
FEDERAL LUNCH-Paid		\$0.29				
FEDERAL REDUCED		\$2.38				
FEDERAL FREE		\$2.78				
FEDERAL CERTIFIED-ALL		\$0.06				
STATE LUNCH-Paid		\$0.13				
STATE REDUCED		\$0.53				

STATE FREE		\$0.13						
FEDERAL BREAKFAST-PAID		\$0.29						
FEDERAL REDUCED		\$1.36						
FEDERAL FREE		\$1.66						
STATE BREAKFAST-PAID		\$0.55						
STATE REDUCED/FREE		\$0.30						
STATE BREAKFAST-K		\$1.30						
NOTE : From 2011 School Year to 2015 School Year we have had a total increase of 7% participation in paid lunches district wide.								
Note: We will continue to have universal K breakfast in the classroom.								

2016-2017 MILK BIDS

DEANS				KEMPS				HASTINGS			
85,000	1/2 Pint Low Fat White	\$0.155	\$13,175.000	85,000	1/2 Pint Low Fat White	\$0.189	\$16,065.000	85,000	1/2 Pint Low Fat White	\$0.182	\$15,470.000
55,000	1/2 Pint Skim White	\$0.150	\$8,250.000	55,000	1/2 Pint Skim White	\$0.183	\$10,065.000	55,000	1/2 Pint Skim White	\$0.175	\$9,625.000
375,000	1/2 Pint Skim Chocolate	\$0.158	\$59,250.000	375,000	1/2 Pint Skim Chocolate	\$0.192	\$72,000.000	375,000	1/2 Pint Skim Chocolate	\$0.194	\$72,750.000
1	1/2 Pint Lactose Reduced	\$0.550	\$0.550	1	1/2 Pint Lactose Reduced	\$0.689	\$0.689	1	1/2 Pint Lactose Reduced	\$0.640	\$0.640
TOTAL			\$80,675.550	TOTAL			\$98,130.689	TOTAL			\$97,845.640
Does not meet sugar level of chocolate											

CONSTRUCTION CHANGE ORDERS

05.17.16			
	ADD	Project	DESCRIPTION
Rochon Corporation	\$179,827.7	High School	Gymnasium Motorized Bleachers
			Alternate No. 2

LEASE AGREEMENT
Between
CITY OF PRINCETON
And
PRINCETON PUBLIC SCHOOL DISTRICT #477
For
USE OF SPACE

This Agreement is between the City of Princeton (CITY), Minnesota and the Princeton Public School District #477 (DISTRICT).

Background Recitals

1. Minnesota State Statutes allow public entities to enter into a lease agreement for the use of space; and
2. A lease agreement is an efficient means to administer the DISTRICT's use of CITY space; and
3. The CITY owns the City Hall building located at 705 2nd Street North in Princeton and is willing to lease a portion of that building to the DISTRICT for use as their administrative offices for a period of nineteen (19) years. After 19 years this lease is subject to renegotiations with the understanding that the default position of the CITY would be to extend the lease to the DISTRICT for at least another 5 years at a rate agreed to at the end of the first nineteen (19) years.
4. Both parties are willing to enter this agreement.

AGREEMENT

1. Term of Agreement; Attachment

- 1.1 Effective date: February 1, 2016, or the date all required signatures under Minnesota Statute Section 16C.05, subdivision 2, whichever is later.
- 1.2 Expiration date: January 31, 2035, or until terminated, whichever occurs first.

2. Authorized Representatives

- 2.1 CITY's authorized representative for purposes of administering this agreement is Mark Karnowski, Princeton City Administrator, 705 2nd Street North, Princeton MN 55371, 763-389-2040, mark@princetonmn.org, or his successor.
- 2.2 DISTRICT's authorized representative for purposes of administering this agreement is Julia Espe, 706 1st Street, Princeton, MN 55371, 763-389-6190, julia.espe@isd477.org, or her successor.

3. Space Use

- 3.1 The total square footage of the City Hall building is 5,040 ft².
- 3.2 The area of City Hall to be retained by the CITY for its administrative offices and the offices of the Princeton Chamber of Commerce is 1,520 ft² (45.2% of unshared space).
- 3.3 The area of City Hall to be leased to the DISTRICT for its administrative offices is 1,840 ft² (54.8% of unshared space).
- 3.4 The area of City Hall to be shared by the CITY and DISTRICT include the Council/Board Meeting Room, Public Toilets, Large Conference Room, Break Room/Lounge, and stairwell. Those areas encompass 1,680 ft².

4. Lease Rate and Calculation

- 4.1 The lease rate for the City Hall space used by the DISTRICT shall be Twelve Dollars per square foot per year.
- 4.2 Based on the Space Use outlined in Section 3 above, the DISTRICT's annual lease payment shall be \$33,132 which is based on the following square footage calculation times \$12 per square foot per year:

Dedicated space: 1,840 ft² (54.8% of unshared space)
Shared space: 921 ft² (54.8% of shared space)
2,761 ft² (55% of 3.1 above)

(Note: the numbers above could change depending on final space alignment)

- 4.3 The CITY and DISTRICT hereby agree that the full amount of DISTRICT's cost to structurally remodel the city hall space (\$617,000) shall be credited against the annual lease payment of \$33,132 meaning the DISTRICT will not actually tender a lease payment for the first 19 years of the DISTRICT's use of the City Hall building. If the cost of the remodel is less than \$617,000, DISTRICT shall pay the difference in rent owed during the original 19 years.

5. Work to be Performed by District

- 5.1 DISTRICT shall be responsible for contracting for, and supervising all construction remodeling together with the payment for all remodeling work contemplated by the parties, all according to plans, specifications and bids to be provided to and approved by CITY prior to acceptance by the CITY. All contractor labor, materials and supplies bids and remodeling to be in compliance with all applicable laws and regulations including the local zoning and permits laws of CITY. Responsible Construction Certificates shall be required of all first-tier subcontractors retained to work on the project. If required, payment and indemnity bonding shall be required. DISTRICT shall be responsible for assuring CITY that no liens will attach to CITY property as a part of the remodeling project.

6. General CITY Responsibilities

- 6.1 CITY shall provide the DISTRICT with space as set forth in Section 3 to perform its functions.

- 6.2 The CITY will supply heating, air conditioning and sewer & water services to the DISTRICT. The DISTRICT will reimburse the CITY an amount equal to fifty-five percent (55%) of those costs based on the DISTRICT's proportional use of the building as noted in Section 4.2 above. CITY will bill the DISTRICT for said services on a monthly basis. CITY will not provide DISTRICT with telephone, television, photocopying, fax, Internet, and/or other communication services.
- 6.2 As part of the remodeling process, the electrical system for City Hall will be split such that the DISTRICT's dedicated space shall be on a separate electric meter. The DISTRICT will be responsible for paying the electric bill associated with that electric meter as well as 29% of the CITY electric bill (921 ft² divided by 3,200 ft²) for City Hall to account for the shared space electricity.

7. General DISTRICT Responsibilities

- 7.1 Adhere to CITY's building operations practices, including but not limited to building security, safety, smoking, waste/recycling, parking and reasonable care of the space.
- 7.2 DISTRICT agrees not to use the premises in this agreement in any way which, in the judgment and discretion of CITY, poses a hazard to building occupants, the premises or the building in part of whole, nor shall DISTRICT use the premises so as to cause damage, annoyance, nuisance or inconvenience to other building occupants.
- 7.3 DISTRICT agrees to not use any stairwells, stairwell landings, or janitorial closets under the custodial control of CITY as storage areas.
- 7.4 CITY agrees to allocate a portion of the City Hall basement to the DISTRICT for storage. The basement area designated for use by the DISTRICT may be designated at the end of the remodeling phase with a description added as an addendum to this document
- 7.5 When scheduling the use of the conference room or CITY/DISTRICT meeting room, DISTRICT agrees to use the DISTRICT'S scheduling tool or calendar, where available.
- 7.6 It is anticipated that the space leased to the DISTRICT will continue to be exempt from property taxes. But if, in the future, a determination is made that any part of the city hall building is subject to property taxes, the party occupying that part of the building shall be responsible for paying those taxes.
- 7.7 After completion of the initial remodeling to be done by the DISTRICT, DISTRICT may not make any improvements, alterations, additions or Changes to the Premises (collectively, the "Alterations"), the cost of which would exceed \$20,000, without first procuring the written consent of CITY to such Alterations, which consent shall be requested by DISTRICT not less than thirty (30) days prior to the commencement thereof, and which consent shall not be unreasonably withheld by CITY. CITY may condition its consent on, among other things, its receipt and review of complete plans and specifications for such Alterations.
- 7.8 DISTRICT shall construct such Alterations and perform all repairs and

maintenance under this Lease in conformance with any and all Applicable Laws, including, without limitation, pursuant to a valid building permit issued by the applicable municipality, and in conformance with CITY's construction rules and regulations.

8. Appeal Process

- 8.1 Either party may appeal a decision or action under this agreement. The initial appeal is to the two authorized representatives identified in Section 2 of this agreement. If the issue cannot be resolved at that level, it may be addressed by the elected governing body of the party that initiated the decision or action and the elected governing body of the other. If the two entities cannot agree on a decision, they may jointly seek a third-party mediation to resolve the dispute. Each party will be responsible for its own costs, if any, related to procuring the mediation service. The mediated decision shall be final.

9. Termination

- 9.1 After the initial 19 years, this agreement may be terminated by either party, with or without cause, and with one year's written notice to the other party. Upon termination, the CITY shall be entitled to payment, determined on a pro rate basis, for services provided. DISTRICT shall not be obligated to pay for any services provided after the effective date of termination. DISTRICT agrees that, at the termination of this agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the premises to CITY in as good condition as when DISTRICT took possession, ordinary wear and damage by the elements excepted. Alternations or fixtures attached to the premises shall remain part thereof and shall not be removed unless CITY elects to permit or require removal.

10. Assignment and Amendments

- 10.1 *Assignment:* Neither party may assign nor transfer any rights or obligations under this agreement without the prior consent of the other party and a fully executed assignment agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 10.2 *Amendments:* Any amendment to this agreement shall be in writing and shall not be effective until it has been executed and approved by the same parties who executed the original agreement, or their successors in office.

11. Modifications to the condition of the space

- 11.1 DISTRICT warrants the initial remodeling work done by District for the initial 19 years of this lease. After the initial 19 years of this lease, the city assumes all the normal responsibility of landlord.
- 11.2 CITY shall contact DISTRICT prior to initiating any work that will repair the condition of the physical and/or operational characteristics of the premises identified in agreement. Where plans are required, plans shall be reviewed by

DISTRICT or their designee. Implementation of the work shall be performed either by:

- a. Qualified CITY or DISTRICT staff, or
- b. Licensed contractor, as authorized by CITY, under contract with the CITY, Said contractor shall follow all applicable codes and licensure requirements.

- 11.3 DISTRICT shall contact CITY prior to initiation any work that will affect the physical and/or operational characteristics of the premises in agreement. Such work may include but not be limited to: construction, remodeling, renovation, painting, modular furniture, security systems and communication/data cabling.
- 11.4 CITY shall repair or replace worn or damaged carpet according to funding availability, age and condition of the carpet and/or other building priorities. Unsafe carpet shall be repaired or replaced at discretion of CITY. The carpet is expected to have a minimum life cycle of nineteen (19) years.
- 11.5 CITY shall paint all interior walls showing wear or damage according to funding availability, age and condition of the paint and/or other building priorities. Painting is expected to have a minimum useful life of ten (10) years under normal use.
- 11.6 CITY shall repair or replace exterior, perimeter window treatments that are damaged or discolored according to funding availability, age and condition of the window treatments and/or other building priorities. Window treatments are expected to have a minimum useful life of fifteen (15) years. The determination is to be made at the discretion of CITY.
- 11.7 CITY shall replace damaged or stained ceiling tiles. The determination whether to replace shall be made at the discretion of ~~MnDOT~~ CITY.
- 11.8 CITY shall provide engineering, preventative maintenance, maintenance, repair and replacement services on mechanical/operating systems and equipment within the building that are CITY-owned and under CITY's custodial control.

12. Exterior Building Maintenance

- 12.1 CITY shall maintain all entrances, sidewalks and grounds on an as needed schedule to ensure safe access and egress. This shall include the following:
 - a. Snow and ice removal from sidewalks and the northwest parking lot abutting the City Hall building ~~during normal business hours~~ as CITY crews are available.
 - b. Snow and ice removal from sidewalks and the northwest parking lot abutting the City Hall building to allow for building access for parking needs during off-hours, as able CITY crews are available.
 - c. Exterior maintenance of turf, shrubs, trees and plants.
- 12.2 DISTRICT agrees to inform CITY staff of any issues regarding maintenance, construction, renovation, and remodeling in a timely fashion.
- 12.3 If an issue is not resolved appropriately, DISTRICT may use the appeal process identified in Section 8 of this agreement.

13. Custodial Services

- 13.1 The DISTRICT shall be responsible for the customary custodial services in the area being leased.
- 13.2 The CITY shall provide the customary custodial services for the shared areas (Council/Board Meeting Room, Public Toilets, Large Conference Room, Break Room/Lounge, and stairwell) and bill the DISTRICT for half of those costs.

14. Insurance

- 14.1 DISTRICT shall during the entire Term maintain the following insurance coverage:
 - 14.1.1 Property damage insurance covering all DISTRICT's furniture, trade fixtures, office equipment, merchandise and other property in the Premises.
 - 14.1.2 All required workers' compensation or other similar insurance pursuant to all Applicable Laws.
- 14.2 CITY shall during the entire Term maintain the following insurance coverage:
 - 14.2.1 Property insurance covering the Project and Building.
 - 14.2.2 All required workers' compensation or similar insurance pursuant to all Applicable Laws.DISTRICT agrees to reimburse the city for building insurance costs under the same formula as that for sewer and water services.
- 14.3 CITY and DISTRICT agree to request that their respective insurance companies issuing property damage insurance waive any rights of subrogation that such companies may have against CITY or DISTRICT, as the case may be, so long as the insurance carried by CITY or DISTRICT, respectively, is not invalidated thereby. As long as such waivers of subrogation are contained in their respective insurance policies, CITY and DISTRICT hereby waive any right that either may have against the other on account of any loss or damage to their respective property to the extent such loss or damage is actually insured under policies of insurance for fire and all risk coverage, theft, public liability, or other similar insurance.

15. Liability and Personal Property

- 15.1 DISTRICT is responsible for DISTRICT owned equipment and office furniture. Disposal shall be at DISTRICT's expense.
- 15.2 All DISTRICT owned and furnished equipment shall be DISTRICT's responsibility to maintain, repair and inspect. DISTRICT is responsible for any cost of repairs to the building and building components resulting from DPS owned equipment failure.
- 15.3 Each party is solely responsible for its own employees for any worker's compensation claims. An employee of one party shall not be considered an employee of the other party for any purpose.
- 15.4 Each party is solely responsible for its own acts or omissions associated with the use of space administered by the agreement.

16. Fire or Casualty Damage

- 16.1 If the Common Areas or if any portion of the Premises or the Project that, in

any such case, is the CITY's responsibility to repair and maintain is damaged by fire or other cause (the "Occurrence"), CITY shall diligently, and as soon as practicable after the Casualty Notification Date (as hereinafter defined), repair the damage; provided, however, that the CITY may elect not to rebuild or restore the Premises or any portion of the Project, and instead terminate this Lease, by notifying the DISTRICT in writing of such termination within ninety (90) days after the date on which the CITY has been notified of the full extent and nature of such damages (the "Casualty Notification Date"), such notice to include a lease termination date and a date for DISTRICT to vacate the Premises. CITY may so elect to terminate this Lease only if the Project shall be damaged by fire or other cause, whether or not the Premises are affected, and one or more of the following conditions is present: (i) repairs cannot reasonably be completed within two hundred (200) days after the Occurrence; (ii) the Occurrence occurs during the last two (2) Lease Years (irrespective of any option to renew this Lease); (iii) the holder of any mortgage/deed of trust on the Building or ground lessor with respect to the Project shall require that the insurance proceeds or any portion thereof be used to retire all or a portion of the mortgage/deed of trust debt, or shall terminate the ground lease, as the case may be; (iv) CITY's insurer has not agreed that the damage is fully covered, except for deductible amounts, by CITY's insurance policies; or (v) in CITY's sole discretion, twenty percent (20%) or more of the rentable floor area of the Project is unusable, unmarketable, damaged or destroyed. If CITY terminates this Lease, the Base Rent and DISTRICT's Proportionate Share of Operating Costs (collectively, "Periodic Rent") shall be apportioned and paid to the date of termination (subject to abatement as provided below). In addition, in the event DISTRICT does not received reimbursement by insurance, CITY shall pay to DISTRICT a prorated share of the costs incurred by DISTRICT in remodeling the Premises, which proration shall be determined by multiplying the total costs of the remodeling by a fraction, the numerator of which is the total number of months left in the Initial Lease Term, and the denominator of which is 84. To the extent CITY undertakes the repair or restoration of the Building, such repair or restoration by CITY shall be to substantially the same condition of the base, shell, and core of the Premises and Common Areas prior to the casualty, except for modifications required by zoning and building codes and other Applicable Laws, provided access to the Premises and any common restrooms serving the Premises shall not be materially impaired.

- 16.2 If CITY does not elect to terminate this Lease under the terms of Section 16.1, but the damage required to be repaired by CITY is not repaired by the end of the 200 Day Period (as hereinafter defined), then either CITY or DISTRICT (subject to the terms of this Section 7.2), within thirty (30) days after the end of the 200 Day Period (or such right to terminate shall expire), may terminate this Lease by written notice to the other party, in which event this Lease shall terminate as of the date of receipt of the notice, and the Periodic Rent shall be apportioned and paid to the date of termination (subject to abatement as provided below), and CITY shall reimburse

DISTRICT for its prorated share of unamortized remodeling costs as described in Section 16.1 above. The "200 Day Period" shall mean the period beginning on the Casualty Notification Date and ending two hundred (200) days from the Casualty Notification Date.

16.3 Subject to the last sentence of this Section 16.3, during the period that the damaged portion of the Premises is rendered untenable by the damage, Periodic Rent shall be reduced by the ratio that the rentable square footage of the Premises thereby rendered untenable bears to the total rentable square footage of the Premises.

17. Signage and Off Street Parking

17.1 CITY agrees to allow DISTRICT, at DISTRICT's sole cost and expense, to install signage on and/or in the Building and Project. DISTRICT shall provide plans to the CITY of intended signage.

17.2 CITY agrees to allow DISTRICT, to use a portion of the city's parking lot located to the west of City Hall.

17.2.1 Between the hours of 5 AM to 5 PM, the portion to be used by the DISTRICT includes and is limited to the two southerly most parking rows (next to the District's building) as well as the southerly 6 parking spots in the row abutting and east of 8th Avenue. (See attached Addendum A)

17.2.2 Between the hours of 5 PM to 5 AM, the District is free to use the balance of said parking lot.

18. Eminent Domain

If ten percent (10%) or more of the Premises or Building shall be taken by power of eminent domain or condemned by any competent authority for any public or quasipublic use or purpose, or if shall grant a deed or other instrument in lieu of such taking by eminent domain or condemnation, either party shall have the option to terminate this Lease upon ninety (90) days notice, provided such notice is given no later than one hundred eighty (180) days after the date of such taking, condemnation, reconfiguration, vacation, deed or other instrument.

19. Events of Default

Each of the following shall constitute an "Event of Default": (i) DISTRICT fails to pay Base Rent, or DISTRICT's Proportionate Share of Operating Costs when due, or DISTRICT fails to pay any other Rent when due and such failure to pay such other Rent continues for more than ten (10) days after written notice thereof from CITY, (ii) DISTRICT fails to observe or perform any other Lease term, condition, obligation or covenant binding upon, or required of DISTRICT, and such failure continues ten (10) days after notice from CITY, (iii) DISTRICT abandons the Premises, or (iv) CITY fails to observe or perform any Lease term, condition, obligation or covenant

binding upon, or required of CITY, and such failure continues ten (10) days after notice from DISTRICT.

20. Default Remedies

- 20.1 Upon the occurrence of an Event of Default, the nondefaulting party, at its option, shall have in addition to all other rights and remedies provided in this Lease, the option to pursue remedies as are available at law or equity.
- 20.2 Prior to pursuing legal remedies for a breach, the parties agree to meet Through their authorized representatives to attempt to resolve issues. The parties may also mutually agree to have the dispute referred to mediation if they wish.

21. Holding Over

If DISTRICT does not immediately surrender the Premises to CITY on the Expiration Date or earlier termination of this Lease, DISTRICT shall be deemed to be a month to month tenant upon all of the terms and conditions of this Lease.

City of Princeton

By: _____ Date: _____
Paul, Whitcomb, Mayor

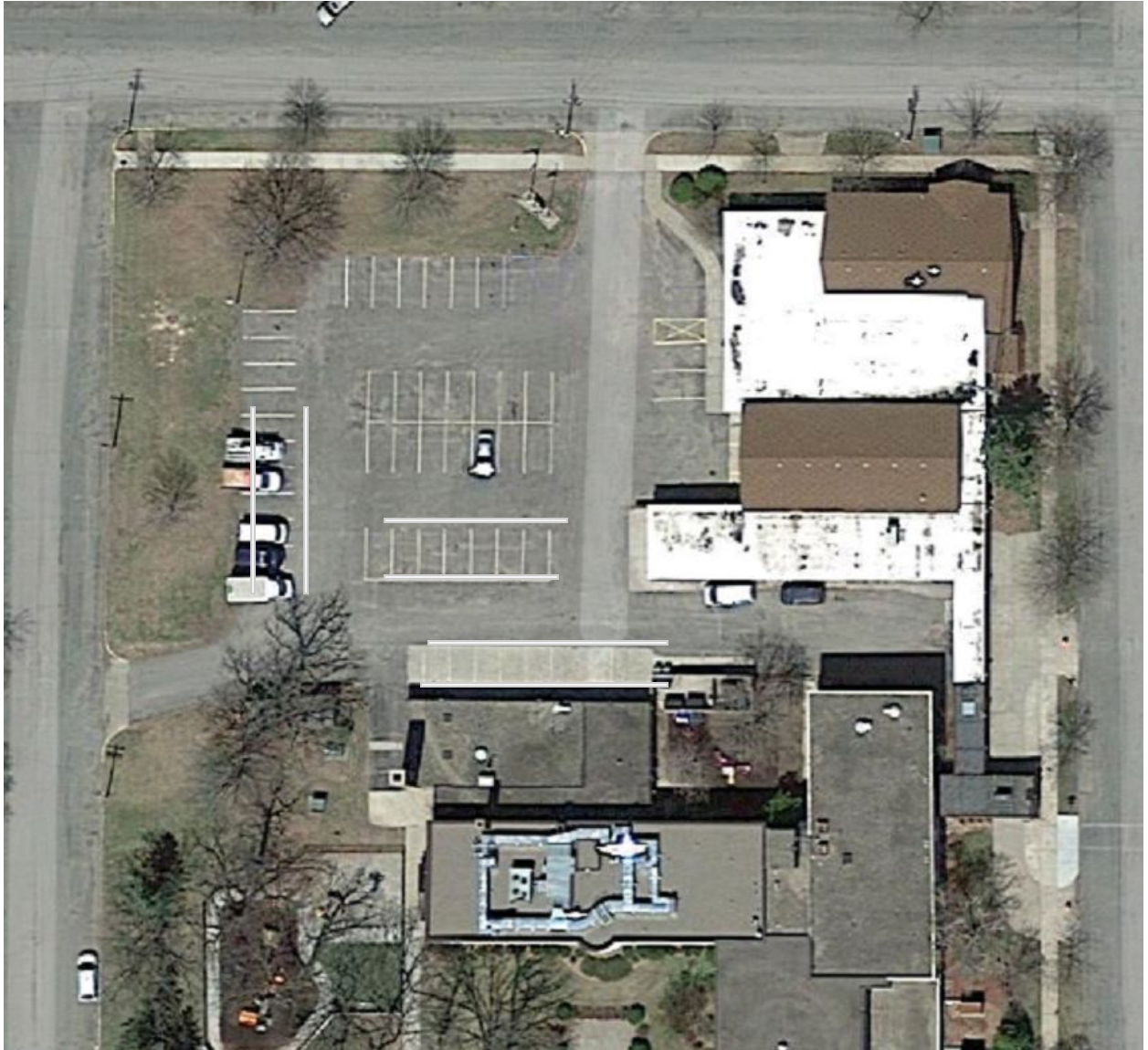
Attest: _____ Date: _____
Shawna Jenkins, City Clerk

Princeton Public School District #477

By: _____ Date: _____
Jeremy Miller, Board Chair

Attest: _____ Date: _____
Eric Minks, Board Clerk

School District's Designated Parking Areas



LEASE AGREEMENT
Between
CITY OF PRINCETON
And
PRINCETON PUBLIC SCHOOL DISTRICT #477
For
USE OF SPACE

This Agreement is between the City of Princeton (CITY), Minnesota and the Princeton Public School District #477 (DISTRICT).

Background Recitals

1. Minnesota State Statutes allow public entities to enter into a lease agreement for the use of space; and
2. A lease agreement is an efficient means to administer the DISTRICT's use of CITY space; and
3. The CITY owns the City Hall building located at 705 2nd Street North in Princeton and is willing to lease a portion of that building to the DISTRICT for use as program space for a period of two (2) years. After 2 years this lease is subject to renegotiations with the default position of the CITY would be to extend the lease to the DISTRICT or, at the DISTRICT's discretion, sell the leased space to the DISTRICT. If a sale is the final agreed to disposition, the purchase price shall be fifty thousand dollars (\$50,000) less any lease payments made pursuant to this document.
4. Both parties are willing to enter this agreement.

AGREEMENT

1. Term of Agreement

- 1.1 *Effective date:* February 1, 2016, or the date all required signatures under Minnesota Statute Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* January 31, 2018.

2. Authorized Representatives

- 2.1 CITY's authorized representative for purposes of administering this agreement is Mark Karnowski, Princeton City Administrator, 705 2nd Street North, Princeton MN 55371, 763-389-2040, mark@princetonmn.org, or his successor.
- 2.2 DISTRICT's authorized representative for purposes of administering this

agreement is Julia Espe, 706 1st Street, Princeton, MN 55371, 763-389-6190, julia.espe@isd477.org, or her successor.

3. Space Covered by the Lease

- 3.1 The area of City Hall to be leased to the DISTRICT for program space is 7,838 ft². The property description for that space is attached to this lease as "Attachment A".

4. Lease Rate

- 4.1 The lease rate for the City Hall space used by the DISTRICT shall be \$10,000 per year.
- 4.2 The CITY and DISTRICT hereby agree that the DISTRICT shall have an option to purchase the leased space at any time during the term of this Lease. In the event of exercise of the option, the purchase price of the space shall be fifty thousand dollars (\$50,000), and lease payments paid through the exercise of the option to purchase, up to a total of \$20,000, shall be credited against the purchase price.
- 4.3 If the DISTRICT exercises its option to purchase the leased area, the DISTRICT will be responsible for any re-platting costs that may be required.

5. Work to be Performed by District

- 5.1 DISTRICT shall be responsible for contracting for, and supervising all construction remodeling together with the payment for all remodeling work contemplated by the parties, all according to plans, specifications and bids. All contractor labor, materials and supplies bids and remodeling to be in compliance with all applicable laws and regulations including the local zoning and permits laws of CITY. Responsible Construction Certificates shall be required of all first-tier subcontractors retained to work on the project. If required, payment and indemnity bonding shall be required. DISTRICT shall be responsible for assuring CITY that no liens will attach to CITY property as a part of the remodeling project.

6. General CITY Responsibilities

- 6.1 CITY shall provide the DISTRICT with space as set forth in Section 3 to perform its functions.
- 6.2 As part of the remodeling process, both the city water system and the electrical system for the former police department be split such that the DISTRICT's dedicated space shall be on separate meters. The DISTRICT will be responsible for paying all associated utility bills associated with those meters.

7. General DISTRICT Responsibilities

- 7.1 Adhere to CITY's building operations practices, including but not limited to building security, safety, smoking, waste/recycling, parking and reasonable care of the space.
- 7.2 DISTRICT agrees not to use the premises in this agreement in any way which, in the judgment and discretion of CITY, poses a hazard to building occupants, the premises or the building in part of whole, nor shall DISTRICT use the premises so as to cause damage, annoyance, nuisance or inconvenience to other building occupants.
- 7.3 It is anticipated that the space leased to the DISTRICT will continue to be exempt from property taxes. But if, in the future, a determination is made that any part of the city hall building is subject to property taxes, the party occupying that part of the building shall be responsible for paying those taxes.
- 7.4 District may not make any improvements, alterations, additions or changes to the Premises (collectively, the "Alterations"), the cost of which would exceed \$25,000, without first procuring the written consent of CITY to such Alterations, which consent shall be requested by DISTRICT not less than thirty (30) days prior to the commencement thereof, and which consent shall not be unreasonably withheld by CITY. CITY may condition its consent on, among other things, its receipt, review and approval of complete plans.
- 7.5 DISTRICT shall construct such Alterations and perform all repairs and maintenance under this Lease in conformance with any and all Applicable Laws, including, without limitation, pursuant to a valid building permit issued by the applicable municipality, and in conformance with CITY's construction rules and regulations and compliance with all required subcontractor notices and require payments in exchange for lien waivers.

8. Appeal Process

- 8.1 Either party may appeal a decision or action under this agreement. The initial appeal is to the two authorized representatives identified in Section 2 of this agreement. If the issue cannot be resolved at that level, it may be addressed by the elected governing body of the party that initiated the decision or action and the elected governing body of the other. If the two entities cannot agree on a decision, they may jointly seek a third-party mediation to resolve the dispute. Each party will be responsible for its own costs, if any, related to procuring the mediation service. The mediated decision shall be final.

9. Termination

- 9.1 This agreement shall terminate on January 31, 2018.

10. Assignment and Amendments

10.1 *Assignment*: Neither party may assign nor transfer any rights or obligations under this agreement without the prior consent of the other party and a fully executed assignment agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

10.2 *Amendments*: Any amendment to this agreement shall be in writing and shall not be effective until it has been executed and approved by the same parties who executed the original agreement, or their successors in office.

11. Modifications to the condition of the space

11.1 DISTRICT warrants the initial remodeling work done by District for the leased space.

11.2 CITY shall contact DISTRICT prior to initiating any work that will repair the condition of the physical and/or operational characteristics of the premises identified in agreement. Where plans are required, plans shall be reviewed by DISTRICT or their designee. Implementation of the work shall be performed either by:

- a. Qualified CITY or DISTRICT staff, or
- b. Licensed contractor, as authorized by CITY, under contract with the CITY, Said contractor shall follow all applicable codes and licensure requirements.

11.3 DISTRICT shall contact CITY prior to initiation any work that will affect the physical and/or operational characteristics of the premises in agreement. Such work may include but not be limited to: construction, remodeling, renovation, painting, modular furniture, security systems and communication/data cabling.

12. Exterior Building Maintenance

12.1 CITY shall maintain all entrances, sidewalks and grounds on an as needed schedule to ensure safe access and egress. This shall include the following:

- a. Snow and ice removal from sidewalks and the northwest parking lot abutting the City Hall building during normal business hours
- b. Exterior maintenance of turf, shrubs, trees and plants.

12.2 DISTRICT agrees to inform CITY staff of any issues regarding maintenance, construction, renovation, and remodeling in a timely fashion.

12.3 If an issue is not resolved appropriately, DISTRICT may use the appeal process identified in Section 8 of this agreement.

13. Custodial Services

13.1 The DISTRICT shall be responsible for the customary custodial services in the area being leased.

14. Insurance

14.1 DISTRICT shall during the entire Term maintain the following insurance coverage:

14.1.1 Property damage insurance covering all DISTRICT's furniture, trade fixtures, office equipment, merchandise and other property in the Premises.

14.1.2 All required workers' compensation or other similar insurance pursuant to all Applicable Laws.

14.2 CITY shall during the entire Term maintain the following insurance coverage:

14.2.1 Property insurance covering the Project and Building.

14.2.2 All required workers' compensation or similar insurance pursuant to all Applicable Laws.

14.3 CITY and DISTRICT agree to request that their respective insurance companies issuing property damage insurance waive any rights of subrogation that such companies may have against CITY or DISTRICT, as the case may be, so long as the insurance carried by CITY or DISTRICT, respectively, is not invalidated thereby. As long as such waivers of subrogation are contained in their respective insurance policies, CITY and DISTRICT hereby waive any right that either may have against the other on account of any loss or damage to their respective property to the extent such loss or damage is actually insured under policies of insurance for fire and all risk coverage, theft, public liability, or other similar insurance.

15. Liability and Personal Property

15.1 DISTRICT is responsible for DISTRICT owned equipment and office furniture. Disposal shall be at DISTRICT's expense.

15.2 All DISTRICT owned and furnished equipment shall be DISTRICT's responsibility to maintain, repair and inspect. DISTRICT is responsible for any cost of repairs to the building and building components resulting from DPS owned equipment failure.

15.3 Each party is solely responsible for its own employees for any worker's compensation claims. An employee of one party shall not be considered an employee of the other party for any purpose.

15.4 Each party is solely responsible for its own acts or omissions associated with the use of space administered by the agreement.

16. Fire or Casualty Damage

- 16.1 If the Common Areas or if any portion of the Premises or the Project that, in any such case, is the CITY's responsibility to repair and maintain is damaged by fire or other cause (the "Occurrence"), CITY shall diligently, and as soon as practicable after the Casualty Notification Date (as hereinafter defined), repair the damage; provided, however, that the CITY may elect not to rebuild or restore the Premises or any portion of the Project, and instead terminate this Lease, by notifying the DISTRICT in writing of such termination within ninety (90) days after the date on which the CITY has been notified of the full extent and nature of such damages (the "Casualty Notification Date"), such notice to include a lease termination date and a date for DISTRICT to vacate the Premises. CITY may so elect to terminate this Lease only if the Project shall be damaged by fire or other cause, whether or not the Premises are affected, and one or more of the following conditions is present: (i) repairs cannot reasonably be completed within two hundred (200) days after the Occurrence; (ii) the Occurrence occurs during the last two (2) Lease Years (irrespective of any option to renew this Lease); (iii) the holder of any mortgage/deed of trust on the Building or ground lessor with respect to the Project shall require that the insurance proceeds or any portion thereof be used to retire all or a portion of the mortgage/deed of trust debt, or shall terminate the ground lease, as the case may be; (iv) CITY's insurer has not agreed that the damage is fully covered, except for deductible amounts, by CITY's insurance policies; or (v) in CITY's sole discretion, twenty percent (20%) or more of the rentable floor area of the Project is unusable, unmarketable, damaged or destroyed. If CITY terminates this Lease, the Base Rent and DISTRICT's Proportionate Share of Operating Costs (collectively, "Periodic Rent") shall be apportioned and paid to the date of termination (subject to abatement as provided below). In addition, if the DISTRICT did not collect insurance compensation for damages, CITY shall pay to DISTRICT a prorated share of the costs incurred by DISTRICT in remodeling the Premises, which proration shall be determined by multiplying the total costs of the remodeling by a fraction, the numerator of which is the total number of months left in the Initial Lease Term, and the denominator of which is 84. To the extent CITY undertakes the repair or restoration of the Building, such repair or restoration by CITY shall be to substantially the same condition of the base, shell, and core of the Premises and Common Areas prior to the casualty, except for modifications required by zoning and building codes and other Applicable Laws, provided access to the Premises and any common restrooms serving the Premises shall not be materially impaired.
- 16.2 If CITY does not elect to terminate this Lease under the terms of Section 16.1, but the damage required to be repaired by CITY is not repaired by the end of the 200 Day Period (as hereinafter defined), then either CITY or DISTRICT (subject to the terms of this Section 7.2), within thirty (30) days after the end of the 200 Day Period (or such right to terminate shall expire), may terminate this Lease by written notice to the other party, in which

event this Lease shall terminate as of the date of receipt of the notice, and the Periodic Rent shall be apportioned and paid to the date of termination (subject to abatement as provided below), and CITY shall reimburse DISTRICT for its pro-rata share of unamortized remodeling costs as described in Section 16.1 above. The "200 Day Period" shall mean the period beginning on the Casualty Notification Date and ending two hundred (200) days from the Casualty Notification Date.

- 16.3 Subject to the last sentence of this Section 16.3, during the period that the damaged portion of the Premises is rendered un-tenantable by the damage, Periodic Rent shall be reduced by the ratio that the rentable square footage of the Premises thereby rendered un-tenantable bears to the total rentable square footage of the Premises.

17. Signage

CITY agrees to allow DISTRICT, at DISTRICT's sole cost and expense, to install signage on and/or in the Building and Project. DISTRICT shall provide plans to the CITY of intended signage for review by the CITY to assure compliance with city ordinances.

18. Eminent Domain

If ten percent (10%) or more of the Premises or Building shall be taken by power of eminent domain or condemned by any competent authority for any public or quasi-public use or purpose, or if shall grant a deed or other instrument in lieu of such taking by eminent domain or condemnation, either party shall have the option to terminate this Lease upon ninety (90) days notice, provided such notice is given no later than one hundred eighty (180) days after the date of such taking, condemnation, reconfiguration, vacation, deed or other instrument.

19. Events of Default

Each of the following shall constitute an "Event of Default": (i) DISTRICT fails to pay Base Rent, or DISTRICT's Proportionate Share of Operating Costs when due, or DISTRICT fails to pay any other Rent when due and such failure to pay such other Rent continues for more than ten (10) days after written notice thereof from CITY, (ii) DISTRICT fails to observe or perform any other Lease term, condition, obligation or covenant binding upon, or required of DISTRICT, and such failure continues ten (10) days after notice from CITY, (iii) DISTRICT abandons the Premises, or (iv) CITY fails to observe or perform any Lease term, condition, obligation or covenant binding upon, or required of CITY, and such failure continues ten (10) days after notice from DISTRICT.

20. Default Remedies

- 20.1 Upon the occurrence of an Event of Default, the non-defaulting party, at its option, shall have in addition to all other rights and remedies provided in this Lease, the option to pursue remedies as are available at law or equity.
- 20.2 Prior to pursuing legal remedies for a breach, the parties agree to meet through their authorized representatives to attempt to resolve issues. The parties may also mutually agree to have the dispute referred to mediation if they wish.

21. Holding Over

If DISTRICT does not immediately surrender the Premises to CITY on the Expiration Date or earlier termination of this Lease, DISTRICT shall be deemed to be a month to month tenant upon all of the terms and conditions of this Lease.

City of Princeton

By: _____ Date: _____
Paul, Whitcomb, Mayor

Attest: _____ Date: _____
Shawna Jenkins, City Clerk

Princeton Public School District #477

By: _____ Date: _____
Jeremy Miller, Board Chair

Attest: _____ Date: _____
Eric Minks, Board Clerk

ATTACHMENT A

Property Description

That part of the North 179.00 feet, as measured at a perpendicular distance from the North line thereof, of Block 1, HIGHLAND ADDITION TO PRINCETON, according to the recorded plat thereof, Mille Lacs County, Minnesota, described as follows: Commencing at the southwest corner of said North 179.00 feet of Block 1, HIGHLAND ADDITION TO PRINCETON; thence South 89 degrees 37 minutes 59 seconds East, along the South line of said North 179.00 feet, a distance of 284.35 feet to the point of beginning of the parcel being described; thence North 00 degrees 34 minutes 39 seconds East a distance of 32.79 feet; thence North 89 degrees 35 minutes 02 seconds West a distance of 107.06 feet; thence North 00 degrees 07 minutes 16 seconds East a distance of 26.03 feet; thence South 89 degrees 48 minutes 39 seconds East a distance of 34.42 feet; thence North 00 degrees 25 minutes 07 seconds East a distance of 33.15 feet; thence South 89 degrees 34 minutes 51 seconds East a distance of 101.12 feet to the East line of said Block 1, HIGHLAND ADDITION TO PRINCETON; thence South 00 degrees 14 minutes 53 seconds West, along said East line of Block 1, a distance of 92.07 feet to the southeast corner of said North 179.00 feet of Block 1, HIGHLAND ADDITION TO PRINCETON; thence North 89 degrees 37 minutes 59 seconds West, along said South line of the North 179.00 feet, a distance of 28.72 feet to said point of beginning.