

Princeton Public Schools - ISD 477
Tuesday, November 15, 2016 at 7:00 PM
Regular School Board Meeting
District Office Board Room located at City Hall

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

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

5. REPORTS

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

6. APPROVE AGENDA

7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

8. CONSENT AGENDA

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

- a. Personnel 6
- b. Bills 7
- c. Wire Transfers 20
- d. Treasurer's Report 21

9. SPECIAL ACTION

- a. Advanced Refunding 22
I move to accept the resolution awarding the sale, determining the form and details, authorizing the execution, delivery, and registration,

and providing for the payment of general obligation refunding bonds, series 2016A

10. INFORMATIONAL ITEMS

- a. Superintendent's Evaluation Process 71
- b. Enrollment Review 73
- c. Property and Liability Insurance Renewal 75

11. ACTION

- a. Second Reading of Policies # 203.5, 701, 701.2, 703, 704, 705, 706, 708, 709, 710, 711, 712, 714, 720, 902. 93
I move to accept the second reading of the policies.
- b. Rum River Coop Joint Powers Agreement 171
I move to accept the Rum River Coop Joint Powers Agreement as proposed.
- c. Spanish Immersion Liaison 185
I move to accept the new position of the Spanish Immersion Liaison
- d. School Readiness Instructors 186
I move to accept the School Readiness Instructors as part of the teacher's contract
- e. Act on Resolution for Canvassing the Return of Votes from the General Election for four school board members. 187
 - 1. *I move to Approve the Resolution Canvassing Returns of Votes of School District General Election.*
 - 2. *I move to approve the Resolution Authorizing Issuance of Certificates of Election and directing the School District Clerk to perform other election related duties.*

12. FUTURE MEETING(s) INFORMATION

13. ADDITIONS TO AGENDA

14. ADJOURN-

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 **1st day of November, at 7:00 p.m.** in the District Office Board Room.

Roll Call: Members Present: Jeremy Miller, Howard Vaillancourt, Chad Young, Deb Ulm, Craig Johnson

Members Absent: Chuck Nagle, Eric Minks

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

Student Council Representative: Lacey Broding

Citizen Comments: None

REPORTS

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

Jeremy Miller: Finance meeting, Agenda Planning meeting
Deb Ulm: Finance Meeting

Student Council Representative: The Student Council members participated in "We Scare Hunger"; the students collected non perishable items on Halloween.

Superintendent Report: *A Technology and Data Professional Development day was held on Friday.
*An appointment is coming up with Moody to discuss the refunding.
*MSBA-Phase I and Phase II will be held in January.
*Julia Espe discussed the plan for the classroom visits for this school year.

APPROVE AGENDA

Motion made by Howard Vaillancourt to add the new change order to the already existing change orders on consent. Motion was seconded by Craig Johnson. Motion passed unanimously. Motion made by Howard Vaillancourt seconded by Craig Johnson to approve the agenda as amended. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Chad Young and seconded by Craig Johnson, to approve the October 18th, 2016 Regular Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Deb Ulm, seconded by Craig Johnson *to approve the consent agenda as presented. Personnel, Fundraisers, Gifts, Construction Change orders.* Motion passed unanimously.

INFORMATION

Audit Presentation-Bergen KDV- Presentation was given by CPA Audit Manager, Caroline Stutsman on the 2015-2016 Independent Financial Audit. This information can be located on Boardbook.

Referendum Summary- Presentation was given by Ryan Hoffman on the summary of the referendum outcomes. This information can be located on Boardbook.

World's Best Workforce Update- Presentation was given by Julie Williams on the World's Best Workforce. Presentation can be located on Boardbook.

Princeton/Milaca American Indian Coordinator Joint Agreement- Presentation was given by Stacie Vos on the Princeton/Milaca American Indian Coordinator Joint Agreement. Howard Vaillancourt made a motion to move this item off of information and move it to action. Seconded by Craig Johnson. Motion passed unanimously.

Spanish Immersion Liaison- Presentation was given by Stacie Vos on the proposed Spanish Immersion Liaison position.

Rum River Coop Joint Powers Agreement- Presentation was given by Julia Espe on the Rum River Coop Joint Powers Agreement. She reviewed the items that were added and went over the clarification regarding the withdrawal clause and a clarification regarding dissolution. Information can be located on Boardbook.

First Reading of Policies- First reading of policies 203.5, 701, 701.2, 703, 704, 705, 706, 708, 709, 710, 711, 712, 714, 720 and 902 was presented by Julia Espe. Craig Johnson made a motion to waive the first reading of the policies, failed due to lack of a second. Nine of the policies were reviewed, five of them were updated to include the MSBA changes.

ACTION ITEMS

Princeton/Milaca American Indian Coordinator Joint Agreement. - Motion made by Craig Johnson and seconded by Chad Young to approve the Princeton/Milaca American Indian Coordinator Joint Agreement. Upon roll call the following voted for: Howard Vaillancourt, Craig Johnson, Chad Young, Jeremy Miller, Deb Ulm. Motion passed unanimously.

Acceptance of Audit- A motion to accept the 2015-2016 Audit that was prepared by Bergen KDV was made by Howard Vaillancourt seconded by Craig Johnson. Upon roll call the following voted for: Craig Johnson, Chad Young, Jeremy Miller, Deb Ulm, Howard Vaillancourt. Motion passed unanimously.

Future Meetings

1. 11.3.16-Teaching and Learning Committee meeting@ 4:30

ADJOURN - Motion to adjourn the meeting made by Craig Johnson, seconded by Chad Young. Meeting was adjourned at 8:29 p.m.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Kari Plafcan

11.15.16

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Borst, Paula	Resignation	DC-Night Custodian	Custodial	N/A	11.11.16	
Bott, Michael	Change in assignment	HS Night Lead Custodian	Custodial	Janet Dalchow	11.1.16	\$20.93/hr
Bragg, Jennifer	New Hire	PS- SpEd Para	Para	Karen Donais	11.3.16	\$15.13/hr
Dobel, Angela	New Hire	Lunchroom Para	Para	Devon Hatch	10.18.16	14.24/hr
Donais, Karen	New Hire	PS- SpEd Para	Para	Kessica Kloster	11.1.16	\$15.46/hr
Fay, Alexandra	LOA	Kindergarten Teacher	PEA	N/A	1.3.17-3.1.17	
Jennings, Susan	Hew Hire	MS-Knowledge Bowl Advisor		Terri Kerwin	11.1.16	\$1,127.00
Johnson-Warren, Jennie Ruth	Resignation	SpEd Para-PS	Para	N/A	11.23.16	
Moats, JoAnn	Extra Duty	Phy Ed Course for Online-Tri 1	PEA	N/A	2016-2017	\$1,746.08
Nehring, Christine	LOA	HS Science Teacher	PEA	N/A	10.31.16-11.21.16	
Reineccius, Richard	Change in assignment	Custodian-Split building coverage between MS/IS	Custodial	N/A	11.15.16	No change
Wallace, Cori	Intermittent LOA	Onward Para	Para	N/A	11.1.16	

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

Fund Description		Total
01	General Fund	\$255,162.02
06	Construction	\$181,132.01
Report Total		\$436,294.03

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Princeton Public Schools #477 Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	15088	Y	ADVANCE TERRAZZO & TILE CO.	IIFund06	123297	App 6 PS - Final	9,246.50	0.00	9,246.50	09/13/2016	09/13/2016	09/13/2016
							Check Amount:		\$9,246.50			
1	14005 1	Y	AGC NETWORKS INC	Fund06	122878	9200000784	2,364.53	0.00	2,364.53	10/11/2016	10/11/2016	10/11/2016
1	14005 1	Y	AGC NETWORKS INC	Fund06	122879	9100003970	3,841.83	0.00	3,841.83	10/07/2016	10/07/2016	10/07/2016
							Check Amount:		\$6,206.36			
1	15364	Y	AVON ELECTRIC	Fund06	123311	0000024676 Fab Lab	740.00	0.00	740.00	09/21/2016	09/21/2016	09/21/2016
							Check Amount:		\$740.00			
1	11973	Y	BRAUN INTERTEC CORPORATION	Fund06	123301	B074289 MS Fields	420.00	0.00	420.00	10/18/2016	10/18/2016	10/18/2016
1	11973	Y	BRAUN INTERTEC CORPORATION	Fund06	123300	B075520 PS Soccer	1,612.00	0.00	1,612.00	11/02/2016	11/02/2016	11/02/2016
							Check Amount:		\$2,032.00			
1	15180	N	FLOORS BY BECKERS	Fund06	123298	App 3 PS	48,956.10	0.00	48,956.10	09/22/2016	09/22/2016	09/22/2016
							Check Amount:		\$48,956.10			
1	15365	N	FLOW DYNAMIC BALANCING, LLC	Fund06	123312	07152016 HS	6,000.00	0.00	6,000.00	07/15/2016	07/15/2016	07/15/2016
							Check Amount:		\$6,000.00			
∞												
1	15089	Y	FRANSEN DECORATING, INC.	Fund06	123299	App 5 PS	4,144.79	0.00	4,144.79	10/25/2016	10/25/2016	10/25/2016
							Check Amount:		\$4,144.79			
1	15125	N	GOPHER STATE CONTRACTORS, I	Fund06	123294	App 7 DO	224,586.38	0.00	224,586.38	09/26/2016	09/26/2016	09/26/2016
							Check Amount:		\$224,586.38			
1	11238	Y	ICS CONSULTING, INC	Fund06	123313	3342 FC	6,519.40	0.00	6,519.40	11/02/2016	11/02/2016	11/02/2016
							Check Amount:		\$6,519.40			
1	3328	Y	INSTITUTE FOR ENVIRONMENTAL	Fund06	123308	00019843	6,840.00	0.00	6,840.00	10/10/2016	10/10/2016	10/10/2016
							Check Amount:		\$6,840.00			
1	4196	N	MID CENTRAL DOOR COMPANY	Fund06	123295	App 6 PS - Final	11,063.40	0.00	11,063.40	08/31/2016	08/31/2016	08/31/2016
							Check Amount:		\$11,063.40			
1	15148	N	OFFISOURCE, INC	Fund06	123315	N101628	17,580.00	0.00	17,580.00	10/24/2016	10/24/2016	10/24/2016
							Check Amount:		\$17,580.00			
1	6079	Y	TEAM SPORTING GOODS INC	Fund06	123310	AAH069933	3,850.00	0.00	3,850.00	09/30/2016	09/30/2016	09/30/2016
1	6079	Y	TEAM SPORTING GOODS INC	Fund06	123309	AAH069844	6,315.00	0.00	6,315.00	09/30/2016	09/30/2016	09/30/2016
							Check Amount:		\$10,165.00			
1	15234	N	VCI ENVIRONMENTAL, INC	Fund06	123296	App 2 PS - Final	29,820.00	0.00	29,820.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$29,820.00			

**Princeton Public Schools #477
Pre Payment Report**

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6464	Y	WATERMANAGEMENT SERVICES	Fund06	123307	6300 MS Fields	34,364.00	0.00	34,364.00	10/21/2016	10/21/2016	10/21/2016
									Check Amount:	\$34,364.00		
1	13827	Y	WOLD ARCHITECTS AND ENGINEE	Fund06	123306	51488 MS Fields	529.61	0.00	529.61	10/31/2016	10/31/2016	10/31/2016
1	13827	Y	WOLD ARCHITECTS AND ENGINEE	Fund06	123305	51479 SE Demo	634.61	0.00	634.61	10/31/2016	10/31/2016	10/31/2016
1	13827	Y	WOLD ARCHITECTS AND ENGINEE	Fund06	123304	51417 PS FFE	512.50	0.00	512.50	10/31/2016	10/31/2016	10/31/2016
1	13827	Y	WOLD ARCHITECTS AND ENGINEE	Fund06	123303	51351 HS	4,745.87	0.00	4,745.87	10/31/2016	10/31/2016	10/31/2016
1	13827	Y	WOLD ARCHITECTS AND ENGINEE	Fund06	123314	51419 DC	269.88	0.00	269.88	10/31/2016	10/31/2016	10/31/2016
1	13827	Y	WOLD ARCHITECTS AND ENGINEE	Fund06	123302	51350 PS	11,337.63	0.00	11,337.63	10/31/2016	10/31/2016	10/31/2016
									Check Amount:	\$18,030.10		
									Report Total:	\$436,294.03		

*Does not meet minimum amount

**Exceeds maximum amount

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

Fund Description	Total
01 General Fund	\$1,017,100.97
02 Food Service	\$106,589.81
04 Community Service	\$33,177.76
06 Construction	\$179,099.02
10 Student Activities	\$18,071.54
Report Total	\$1,354,039.10

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	68663	163261	Check	1	7331		ARTS & ACTIVITIES	Yes	Yes	No	USD	10/14/2016	24.95
			68636	163262	Check	1	11427	1	AT&T MOBILITY	Yes	Yes	No	USD	10/14/2016	254.49
			68649	163263	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	10/14/2016	260.00
			68650	163264	Check	1	1907		CONTINENTAL MATHEMATICS LEAGI	Yes	Yes	No	USD	10/14/2016	85.00
			68648	163265	Check	1	15300		EAST RIDGE HIGH SCHOOL	Yes	No	No	USD	10/14/2016	35.00
			68651	163266	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	10/14/2016	47.70
			68666	163267	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	10/14/2016	320.80
			68646	163268	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	10/14/2016	679.20
			68643	163269	Check	1	13698		FLINT TONER.COM	Yes	Yes	No	USD	10/14/2016	387.00
			68664	163270	Check	1	7493		FRIDLEY HIGH SCHOOL	Yes	No	No	USD	10/14/2016	210.00
			68639	163271	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	10/14/2016	204.93
			68644	163272	Check	1	13869		GRANT ASSIST CONSULTING	Yes	Yes	No	USD	10/14/2016	1,240.30
			68652	163273	Check	1	3121		HI-TECH REFRIGERATION	Yes	Yes	No	USD	10/14/2016	457.84
			68642	163274	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	Yes	No	USD	10/14/2016	218.18
			68647	163275	Check	1	15299		LOOKIN GOOD TINT LLC	Yes	Yes	No	USD	10/14/2016	2,800.00
			68665	163276	Check	1	7690	2	M.A.S.P.A./STATE NEGOTIATORS	Yes	Yes	No	USD	10/14/2016	550.00
			68653	163277	Check	1	4048	1	M.A.S.S.P. DIVISION OF STUDENT AC	Yes	Yes	No	USD	10/14/2016	140.00
			68654	163279	Check	1	4093	6	MCGRAW-HILL SCHOOL EDUCATION	Yes	Yes	No	USD	10/14/2016	2,541.98
			68638	163280	Check	1	12571		MIDWEST MACHINERY CO	Yes	Yes	No	USD	10/14/2016	660.08
			68637	163281	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	10/14/2016	760.00
			68655	163282	Check	1	4349		MN DEPARTMENT OF HEALTH	Yes	Yes	No	USD	10/14/2016	35.00
			68657	163283	Check	1	4539	2	N.A.S.S.P.	Yes	Yes	No	USD	10/14/2016	480.00
			68658	163284	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	Yes	No	USD	10/14/2016	105.00
			68659	163285	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	10/14/2016	1,215.26
			68660	163286	Check	1	5872		STAGES THEATRE CO	Yes	Yes	No	USD	10/14/2016	1,550.00
			68661	163287	Check	1	5874	4	STAR TRIBUNE	Yes	Yes	No	USD	10/14/2016	151.20
			68662	163288	Check	1	5917		STEINBRECHER PAINTING COMPAN	Yes	Yes	No	USD	10/14/2016	5,000.00
			68645	163289	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	10/14/2016	21,442.00
			68641	163290	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	10/14/2016	588.65
			68640	163291	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	10/14/2016	2,564.72
			68669	163292	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	10/20/2016	255,375.50
			68670	163293	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	10/24/2016	251,525.50
			68676	163294	Check	1	1140	1	AMERICAN RED CROSS - MINNESOT	Yes	No	No	USD	10/21/2016	211.00
			68693	163295	Check	1	15250		AMITY INSTITUTE	Yes	No	No	USD	10/21/2016	2,000.00
			68672	163296	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIK	Yes	Yes	No	USD	10/21/2016	43.91
			68686	163297	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	Yes	No	USD	10/21/2016	549.12
			68726	163298	Check	1	8437		BERSCHIED NICK	Yes	No	No	USD	10/21/2016	80.00
			68721	163299	Check	1	6731		BOLDUC TOM	Yes	Yes	No	USD	10/21/2016	80.00
			68685	163300	Check	1	13861		BRAESCH THOMAS	Yes	No	No	USD	10/21/2016	88.00
			68707	163301	Check	1	15317		BREWER CANDACE	Yes	No	No	USD	10/21/2016	50.00
			68700	163302	Check	1	15310		BROUGHTEN DIANNE	Yes	Yes	No	USD	10/21/2016	168.00

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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	68711	163303	Check	1	3954	4	CDW-G INC	Yes	Yes	No	USD	10/21/2016	4,674.00
			68725	163304	Check	1	7705		CHEELEY PETE	Yes	Yes	No	USD	10/21/2016	120.00
			68728	163305	Check	1	9177		CITI CARDS	Yes	Yes	No	USD	10/21/2016	72.34
			68708	163306	Check	1	1932	1	COOK TAMMY	Yes	Yes	No	USD	10/21/2016	50.00
			68723	163307	Check	1	7212	1	DELANO HIGH SCHOOL	Yes	No	No	USD	10/21/2016	50.00
			68695	163308	Check	1	15302		EICHACKER ERIC	Yes	Yes	No	USD	10/21/2016	275.00
			68694	163309	Check	1	15280		ERICKSON TED	Yes	Yes	No	USD	10/21/2016	121.00
			68709	163310	Check	1	2582		FORTNER DON H	Yes	Yes	No	USD	10/21/2016	250.00
			68722	163311	Check	1	7142		FREESE DALE	Yes	No	No	USD	10/21/2016	120.00
			68706	163312	Check	1	15316		GAASTERLAND JESSICA	Yes	No	No	USD	10/21/2016	35.00
			68684	163313	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	10/21/2016	498.18
			68696	163314	Check	1	15303		GREEN DENISE	Yes	Yes	No	USD	10/21/2016	80.00
			68702	163315	Check	1	15312		HAHN ROBIN	Yes	Yes	No	USD	10/21/2016	84.00
			68705	163316	Check	1	15315		HANSON ELAINE	Yes	No	No	USD	10/21/2016	84.00
			68677	163317	Check	1	11717		HECK MARY E	Yes	No	No	USD	10/21/2016	10.90
			68683	163318	Check	1	12957		HILDI INC.	Yes	Yes	No	USD	10/21/2016	1,485.00
			68710	163319	Check	1	3132		HOEFT DEBBIE	Yes	No	No	USD	10/21/2016	99.00
			68690	163320	Check	1	14738		JAMIESON ROBERT	Yes	Yes	No	USD	10/21/2016	88.00
			68724	163321	Check	1	7693		JOHNSON ERIC	Yes	No	No	USD	10/21/2016	80.00
			68699	163322	Check	1	15309		KINCAID HOLLY	Yes	No	No	USD	10/21/2016	17.50
			68671	163323	Check	1	10305		KOLHOFF JODI	Yes	No	No	USD	10/21/2016	50.00
			68687	163324	Check	1	14362		LARSON STEVE	Yes	Yes	No	USD	10/21/2016	82.00
			68678	163325	Check	1	11986		LAVOI JANA	Yes	Yes	No	USD	10/21/2016	80.00
			68727	163326	Check	1	8566		LIESER JOHN	Yes	Yes	No	USD	10/21/2016	120.00
			68712	163327	Check	1	4073		MBCA CLINIC	Yes	No	No	USD	10/21/2016	220.00
			68703	163328	Check	1	15313		MCGRAW SANDY	Yes	Yes	No	USD	10/21/2016	168.00
			68697	163329	Check	1	15304		MEAD RONALD	Yes	No	No	USD	10/21/2016	88.00
			68679	163330	Check	1	12687	1	METRO SOUND & LIGHTING	Yes	Yes	No	USD	10/21/2016	400.00
			68673	163331	Check	1	10928		MINSKE PAULA	Yes	No	No	USD	10/21/2016	100.00
			68713	163332	Check	1	4349	2	MN DEPARTMENT OF HEALTH	Yes	Yes	No	USD	10/21/2016	45.00
			68692	163333	Check	1	14885		MN SHAPE	Yes	No	No	USD	10/21/2016	300.00
			68682	163334	Check	1	12840		MONROE MARK W.	Yes	No	No	USD	10/21/2016	72.00
			68714	163335	Check	1	4443		MORA HIGH SCHOOL	Yes	No	No	USD	10/21/2016	100.00
			68701	163336	Check	1	15311		MUNDT ANNE	Yes	No	No	USD	10/21/2016	35.00
			68715	163337	Check	1	4754	1	N.S.T.A.	Yes	Yes	No	USD	10/21/2016	555.00
			68680	163338	Check	1	12756		PUFFER MICHAEL	Yes	No	No	USD	10/21/2016	12.00
			68716	163339	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	10/21/2016	98.98
			68698	163340	Check	1	15305		RASMUSSEN DARRIN	Yes	No	No	USD	10/21/2016	88.00
			68717	163341	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	Yes	No	USD	10/21/2016	151.00
			68704	163342	Check	1	15314		ROSENBERG WILMA	Yes	Yes	No	USD	10/21/2016	84.00
			68688	163343	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	10/21/2016	20.25

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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	68689	163344	Check	1	14404		SKOCHENSKI BRYAN	Yes	Yes	No	USD	10/21/2016	88.00
			68718	163345	Check	1	5894	1	ST. CLOUD TECH HIGH SCHOOL	Yes	No	No	USD	10/21/2016	100.00
			68675	163346	Check	1	11232		TAMARACK LAKE PHEASANTS	Yes	No	No	USD	10/21/2016	375.00
			68719	163347	Check	1	6048		TAMS-WITMARK MUSIC LIBRARY	Yes	Yes	No	USD	10/21/2016	24.50
			68691	163348	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	10/21/2016	341.54
			68674	163349	Check	1	11190		VEDDERS DOUGLAS	Yes	Yes	No	USD	10/21/2016	80.00
			68720	163350	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	10/21/2016	384.00
			68681	163351	Check	1	12768		WOOD JAMES	Yes	Yes	No	USD	10/21/2016	82.00
			68729	163352	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	10/24/2016	14,502.05
			68730	163353	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	10/24/2016	8,170.76
			68731	163354	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	10/24/2016	350.00
			68732	163355	Check	1	4196		MID CENTRAL DOOR COMPANY	Yes	Yes	No	USD	10/24/2016	6,426.75
			68733	163356	Check	1	15088		ADVANCE TERRAZZO & TILE CO. INC	Yes	No	No	USD	10/24/2016	5,206.00
			68735	163357	Check	1	7475		M.B.S.A.	Yes	No	No	USD	10/25/2016	75.00
			68734	163358	Check	1	4467		M.S.B.A.	Yes	Yes	No	USD	10/25/2016	50.00
			68745	163359	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	10/31/2016	233.09
			68749	163360	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	10/31/2016	903.18
			68746	163361	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	10/31/2016	67.14
			68747	163362	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	10/31/2016	119.43
			68748	163363	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	10/31/2016	64.00
			68750	163364	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	10/31/2016	19,550.18
			68751	163365	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	10/31/2016	1,421.90
			68752	163366	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	10/31/2016	3,062.14
			68753	163367	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	10/31/2016	1,002.91
			68816	163368	Check	1	1241	3	A.S.C.D.	Yes	No	No	USD	10/28/2016	239.00
			68814	163369	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	10/28/2016	944.93
			68836	163370	Check	1	15324		ATLANTIC COAST THEATRICAL SUPI	Yes	No	No	USD	10/28/2016	1,260.00
			68825	163371	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	10/28/2016	217.20
			68841	163372	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	10/28/2016	70,569.79
			68822	163373	Check	1	13773		COIL'S FLAGS & FLAGPOLES	Yes	No	No	USD	10/28/2016	101.00
			68833	163374	Check	1	15321		CROSBY CHAD	Yes	No	No	USD	10/28/2016	88.00
			68831	163375	Check	1	15319		DETERMAN ROBERT	Yes	No	No	USD	10/28/2016	88.00
			68830	163376	Check	1	15274		DONNAY TIM	Yes	No	No	USD	10/28/2016	399.00
			68837	163377	Check	1	15326		DOYLE AMY	Yes	No	No	USD	10/28/2016	40.00
			68842	163378	Check	1	2265		ECKROTH MUSIC CO.	Yes	Yes	No	USD	10/28/2016	358.75
			68843	163379	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	10/28/2016	21.00
			68812	163380	Check	1	10894		FAIRWAY SHORES GOLF	Yes	No	No	USD	10/28/2016	650.00
			68813	163381	Check	1	10908	1	G & K SERVICES	Yes	Yes	No	USD	10/28/2016	452.60
			68826	163382	Check	1	14423	1	HENNEPIN THEATRE TRUST	Yes	No	No	USD	10/28/2016	125.00
			68844	163383	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	10/28/2016	408.37
			68819	163384	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	10/28/2016	2,342.50

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0477		001	68845	163385	Check	1	3425		JINDRA'S SEWER SERVICE	Yes	Yes	No	USD	10/28/2016	276.25
			68846	163386	Check	1	3569		KIEL'S APPLIANCE & TV	Yes	No	No	USD	10/28/2016	1,778.90
			68815	163387	Check	1	11858		KILBY TOBY	Yes	No	No	USD	10/28/2016	228.00
			68818	163388	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	10/28/2016	9,000.00
			68848	163389	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	10/28/2016	848.00
			68850	163390	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	10/28/2016	150.00
			68847	163391	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	10/28/2016	2,474.83
			68811	163392	Check	1	10824		MEDICS TRAINING INCORPORATED	Yes	Yes	No	USD	10/28/2016	600.00
			68849	163393	Check	1	4136		MENARDS	Yes	No	No	USD	10/28/2016	579.10
			68817	163394	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	10/28/2016	75.90
			68851	163395	Check	1	4384	2	MN STATE BAR ASSOCIATION	Yes	No	No	USD	10/28/2016	565.00
			68840	163396	Check	1	15329		NONPROFITS ASSISTANCE FUND	Yes	Yes	No	USD	10/28/2016	2,500.00
			68839	163397	Check	1	15328		OLSON CHAD	Yes	No	No	USD	10/28/2016	100.00
			68820	163398	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	10/28/2016	17,368.62
			68852	163399	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	10/28/2016	324.71
			68828	163400	Check	1	14818		PKS-PROFESSIONAL KARATE STUDI	Yes	No	No	USD	10/28/2016	440.80
			68853	163401	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	10/28/2016	225.00
			68854	163402	Check	1	5159		PRINCETON YOUTH HOCKEY ASSN	Yes	No	No	USD	10/28/2016	888.00
			68823	163403	Check	1	13870		R&D SALES, INC.	Yes	No	No	USD	10/28/2016	165.00
			68859	163404	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	10/28/2016	1,811.00
			68857	163405	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	10/28/2016	2,000.00
			68855	163406	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	10/28/2016	59.00
			68821	163407	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	No	No	USD	10/28/2016	180.00
			68834	163408	Check	1	15322		SCHAFFER KEVIN	Yes	Yes	No	USD	10/28/2016	88.00
			68838	163409	Check	1	15327		SPENCER PATRICIA	Yes	No	No	USD	10/28/2016	40.00
			68856	163410	Check	1	5873	5	STAR TRIBUNE	Yes	No	No	USD	10/28/2016	918.12
			68832	163411	Check	1	15320		STRICKFADEN KYLE	Yes	No	No	USD	10/28/2016	88.00
			68827	163412	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	10/28/2016	11,834.16
			68829	163413	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	10/28/2016	190.24
			68858	163414	Check	1	6318		US SCHOOL SUPPLY INC	Yes	No	No	USD	10/28/2016	807.30
			68824	163415	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	10/28/2016	320.16
			68835	163416	Check	1	15323		ZINS STEPHEN	Yes	No	No	USD	10/28/2016	88.00
			68861	163417	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	10/31/2016	250.00
			68860	163418	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	10/31/2016	60,974.17
			68862	163419	Check	1	8531	3	STRATEGIC EQUIPMENT	Yes	No	No	USD	11/02/2016	167,466.27
			68875	163420	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	11/04/2016	5,144.18
			68937	163421	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	11/04/2016	4,953.86
			68904	163422	Check	1	15337		ANDRESEN JENNIFER	Yes	No	No	USD	11/04/2016	50.00
			68880	163423	Check	1	14443		BALLWEBER ANDREA	Yes	No	No	USD	11/04/2016	100.00
			68881	163424	Check	1	14444		BARNES LINDSEY	Yes	No	No	USD	11/04/2016	50.00
			68878	163425	Check	1	13930		BAUMANN STEPH	Yes	No	No	USD	11/04/2016	50.00

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0477	001	68939	163426	Check	1	8555		BELTRAND AMY	Yes	No	No	USD	11/04/2016	50.00
		68888	163427	Check	1	14928		BISHMAN ERIN	Yes	No	No	USD	11/04/2016	50.00
		68895	163428	Check	1	15172		BORICH MEGAN	Yes	No	No	USD	11/04/2016	600.00
		68926	163429	Check	1	2025		CYNMAR CORPORATION	Yes	No	No	USD	11/04/2016	216.50
		68891	163430	Check	1	14935		DASSOW ASHLEY	Yes	No	No	USD	11/04/2016	50.00
		68882	163431	Check	1	14446		DREWS MELISSA	Yes	No	No	USD	11/04/2016	100.00
		68927	163432	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	11/04/2016	195.55
		68914	163433	Check	1	15347		EMMERICH COURTNEY	Yes	No	No	USD	11/04/2016	50.00
		68896	163434	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	11/04/2016	226.40
		68906	163435	Check	1	15339		FJELD JOSI	Yes	No	No	USD	11/04/2016	50.00
		68928	163436	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	11/04/2016	719.77
		68901	163437	Check	1	15334		HANSON MICHELLE	Yes	No	No	USD	11/04/2016	50.00
		68873	163438	Check	1	12235		HATFIELD HAILEY	Yes	No	No	USD	11/04/2016	10.00
		68870	163439	Check	1	11387		HAUBENSCHILD JILL	Yes	No	No	USD	11/04/2016	50.00
		68909	163440	Check	1	15342		HOLT ASHLEY	Yes	No	No	USD	11/04/2016	50.00
		68866	163441	Check	1	10359		HVIDING KARA	Yes	No	No	USD	11/04/2016	100.00
		68867	163442	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	11/04/2016	149.33
		68923	163443	Check	1	15356		JETS CHEER	Yes	No	No	USD	11/04/2016	220.00
		68942	163444	Check	1	9466		JOHNSON ERIN	Yes	No	No	USD	11/04/2016	50.00
		68892	163445	Check	1	14936		KELZER STACY	Yes	No	No	USD	11/04/2016	50.00
		68868	163446	Check	1	10987		KEYKAL JULINE	Yes	No	No	USD	11/04/2016	50.00
		68883	163447	Check	1	14453		KING MARY	Yes	No	No	USD	11/04/2016	50.00
		68913	163448	Check	1	15346		KOPACEK MIKE	Yes	No	No	USD	11/04/2016	100.00
		68902	163449	Check	1	15335		KRONE TIMOTHY M	Yes	No	No	USD	11/04/2016	50.00
		68893	163450	Check	1	14937		LAMBRECHT VALENE	Yes	No	No	USD	11/04/2016	50.00
		68935	163451	Check	1	7266		LAWRENCE MARYTINA	Yes	No	No	USD	11/04/2016	50.00
		68929	163452	Check	1	3808		LESTRUD KENT	Yes	No	No	USD	11/04/2016	50.00
		68900	163453	Check	1	15333		LINDGREN NICOLE	Yes	No	No	USD	11/04/2016	50.00
		68930	163454	Check	1	3927		LUPKES JESSICA	Yes	No	No	USD	11/04/2016	50.00
		68931	163455	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	11/04/2016	947.00
		68887	163456	Check	1	14927		MAIDA MICHELLE	Yes	No	No	USD	11/04/2016	50.00
		68903	163457	Check	1	15336		MCLENNAN AMANDA	Yes	No	No	USD	11/04/2016	50.00
		68869	163458	Check	1	11250		MESTA	Yes	No	No	USD	11/04/2016	250.00
		68874	163459	Check	1	13347		MILLER DIXIE	Yes	No	No	USD	11/04/2016	50.00
		68877	163460	Check	1	13864		MINKS GERVEA	Yes	No	No	USD	11/04/2016	50.00
		68876	163461	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	11/04/2016	14.08
		68871	163462	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	11/04/2016	2,735.98
		68932	163463	Check	1	4358		MN F.F.A.	Yes	No	No	USD	11/04/2016	335.00
		68933	163464	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	11/04/2016	1,090.00
		68925	163465	Check	1	15358		NELSON SARA	Yes	No	No	USD	11/04/2016	100.00
		68905	163466	Check	1	15338		NELSON SARAH	Yes	No	No	USD	11/04/2016	50.00

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0477		001	68938	163467	Check	1	8281		OSTENDORF TANYA	Yes	No	No	USD	11/04/2016	50.00
			68898	163468	Check	1	15331		OSTENSON SARA	Yes	No	No	USD	11/04/2016	50.00
			68890	163469	Check	1	14932		PAETZNICK KAREN	Yes	No	No	USD	11/04/2016	50.00
			68899	163470	Check	1	15332		PARENT NICOLE	Yes	No	No	USD	11/04/2016	50.00
			68872	163471	Check	1	11693		PAXTON KIMBERLY	Yes	No	No	USD	11/04/2016	50.00
			68886	163472	Check	1	14924		PEDERSON JESSIE	Yes	No	No	USD	11/04/2016	50.00
			68910	163473	Check	1	15343		PEMBERTON BRITTANY	Yes	No	No	USD	11/04/2016	100.00
			68941	163474	Check	1	9158		PIDDE TRACY	Yes	No	No	USD	11/04/2016	50.00
			68911	163475	Check	1	15344		PRUETT KRISTIN	Yes	No	No	USD	11/04/2016	50.00
			68934	163476	Check	1	5273		REGION 4 FFA	Yes	No	No	USD	11/04/2016	140.00
			68940	163477	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	11/04/2016	2,196.00
			68912	163478	Check	1	15345		RILEY AMBER	Yes	No	No	USD	11/04/2016	50.00
			68908	163479	Check	1	15341		RONNING ELIZABETH	Yes	No	No	USD	11/04/2016	50.00
			68894	163480	Check	1	14938		SCHREDER ROXANNE	Yes	No	No	USD	11/04/2016	50.00
			68907	163481	Check	1	15340		SCOTT PATTI	Yes	No	No	USD	11/04/2016	50.00
			68944	163482	Check	1	9925		SHAFFER BOBBIE	Yes	No	No	USD	11/04/2016	50.00
			68943	163483	Check	1	9494	1	SNA	Yes	No	No	USD	11/04/2016	24.00
			68915	163484	Check	1	15348		SNOW CASEY	Yes	No	No	USD	11/04/2016	50.00
			68916	163485	Check	1	15349		STOKKE JENNIFER	Yes	No	No	USD	11/04/2016	50.00
			68918	163486	Check	1	15351		STRAND MELISSA	Yes	No	No	USD	11/04/2016	50.00
			68936	163487	Check	1	7319		STRUBE KAROL	Yes	No	No	USD	11/04/2016	50.00
			68885	163488	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	11/04/2016	7,743.87
			68889	163489	Check	1	14929		TROMBLEY AMBER	Yes	No	No	USD	11/04/2016	50.00
			68919	163490	Check	1	15352		UHRICH ANGELA	Yes	No	No	USD	11/04/2016	50.00
			68897	163491	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	11/04/2016	631.52
			68884	163492	Check	1	14461		VANDERBEEK SCOTT	Yes	No	No	USD	11/04/2016	100.00
			68920	163493	Check	1	15353		WARDARSKI SHELLY	Yes	No	No	USD	11/04/2016	50.00
			68922	163494	Check	1	15355		WELLMAN AMBER	Yes	No	No	USD	11/04/2016	50.00
			68924	163495	Check	1	15357		WHS CHEER	Yes	No	No	USD	11/04/2016	200.00
			68921	163496	Check	1	15354		WOOD CARRIE	Yes	No	No	USD	11/04/2016	50.00
			68917	163497	Check	1	15350		YETZER JANE	Yes	No	No	USD	11/04/2016	50.00
			68879	163498	Check	1	13952		ZEROTH AMANDA	Yes	No	No	USD	11/04/2016	50.00
			68949	163499	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	11/04/2016	450.00
			68952	163500	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	11/04/2016	5,870.00
			68951	163501	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	11/04/2016	79.68
			68953	163502	Check	1	15274		DONNAY TIM	Yes	No	No	USD	11/04/2016	200.00
			68947	163503	Check	1	12875		DVS RENEWAL	Yes	No	No	USD	11/04/2016	51.00
			68946	163504	Check	1	11991		EMC INSURANCE COMPANIES	Yes	No	No	USD	11/04/2016	50.00
			68950	163505	Check	1	13575		MCGRAW BUFFY	Yes	No	No	USD	11/04/2016	70.00
			68948	163506	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	11/04/2016	537.36
			68945	163507	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	11/04/2016	87.98

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0477	001	68954	163508	Check	1	13925		MNAHPERD	Yes	No	No	USD	11/08/2016	125.00
		68964	163509	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	11/15/2016	202.15
		68997	163510	Check	1	14005	1	AGC NETWORKS INC	Yes	No	No	USD	11/15/2016	330.00
		69064	163511	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	11/15/2016	12,496.00
		68979	163512	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	11/15/2016	1,074.50
		69014	163513	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	11/15/2016	2,363.90
		68980	163514	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	11/15/2016	560.95
		68981	163515	Check	1	12622	1	CARTRIDGE WORLD	Yes	No	No	USD	11/15/2016	239.98
		69029	163516	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	11/15/2016	8,018.06
		69013	163517	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	11/15/2016	234.31
		69001	163518	Check	1	14335	1	COUNCIL FOR EXCEPTIONAL CHILDI	Yes	No	No	USD	11/15/2016	440.00
		69016	163519	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD	11/15/2016	990.68
		68965	163520	Check	1	10069		DALCO	Yes	No	No	USD	11/15/2016	9,827.57
		68975	163521	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	11/15/2016	9,075.39
		69015	163522	Check	1	2116		DEMCO INC	Yes	No	No	USD	11/15/2016	193.34
		69018	163523	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	11/15/2016	14.50
		69019	163524	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	11/15/2016	189.08
		69067	163525	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	11/15/2016	320.80
		69020	163526	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	11/15/2016	42,700.23
		69063	163527	Check	1	7874		ELECTRONIC DESIGN COMPANY	Yes	No	No	USD	11/15/2016	844.50
		69017	163528	Check	1	2244	1	ERIC ARMIN INCORPORATED	Yes	No	No	USD	11/15/2016	423.47
		68994	163529	Check	1	13816	1	ESPECIAL NEEDS	Yes	No	No	USD	11/15/2016	1,199.95
		68984	163530	Check	1	12846	1	ESSENTIAL CABLING TECHNOLOGIE	Yes	No	No	USD	11/15/2016	688.42
		68992	163531	Check	1	13698		FLINT TONER.COM	Yes	No	No	USD	11/15/2016	256.00
		68999	163532	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	11/15/2016	331.20
		68998	163533	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	11/15/2016	839.75
		69021	163534	Check	1	2775		GOPHER	Yes	No	No	USD	11/15/2016	75.55
		69022	163535	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	11/15/2016	39.15
		69060	163536	Check	1	6645		GRAINGER	Yes	No	No	USD	11/15/2016	1,722.98
		68996	163537	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	11/15/2016	1,869.25
		68970	163538	Check	1	10503	3	GTM SPORTSWEAR	Yes	No	No	USD	11/15/2016	770.00
		69061	163539	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	11/15/2016	520.07
		69023	163540	Check	1	3121		HI-TECH REFRIGERATION	Yes	No	No	USD	11/15/2016	2,298.44
		69006	163541	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	11/15/2016	721.20
		69024	163542	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	11/15/2016	958.23
		68973	163543	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	11/15/2016	59.04
		68972	163544	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	11/15/2016	602.30
		68968	163545	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	11/15/2016	416.67
		69025	163546	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	11/15/2016	458.00
		69026	163547	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	11/15/2016	104.35
		68988	163548	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	11/15/2016	101.01

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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	69027	163549	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	11/15/2016	332.35
			69028	163550	Check	1	3701		LAKESHORE	Yes	No	No	USD	11/15/2016	54.02
			69005	163551	Check	1	14496		LEADERTECH SYSTEMS OF CHICAG	Yes	No	No	USD	11/15/2016	550.00
			68986	163552	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	11/15/2016	8,735.00
			68982	163553	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	11/15/2016	903.00
			69009	163554	Check	1	14835		MAX INTERACTIVE INC.	Yes	No	No	USD	11/15/2016	319.00
			69030	163555	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	11/15/2016	4,288.00
			68985	163556	Check	1	12960		MCKENZIE CO.	Yes	No	No	USD	11/15/2016	464.77
			68969	163557	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	11/15/2016	248.27
			69010	163558	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	11/15/2016	2,962.50
			69031	163559	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	11/15/2016	450.54
			68974	163560	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	11/15/2016	271.05
			69032	163561	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	11/15/2016	1,410.00
			69033	163562	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	11/15/2016	1,085.00
			69034	163563	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	11/15/2016	1,085.00
			69035	163564	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	11/15/2016	1,085.00
			69036	163565	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	11/15/2016	255.00
			69012	163566	Check	1	15360		MNJ TECHNOLOGIES DIRECT, INC.	Yes	No	No	USD	11/15/2016	172.20
			69008	163567	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	11/15/2016	6,250.00
			69037	163568	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	11/15/2016	1,641.00
			69038	163569	Check	1	4774	4	OFFICE MAX INCORPORATED	Yes	No	No	USD	11/15/2016	165.31
			69007	163570	Check	1	14671		ONLINEEEI.COM	Yes	No	No	USD	11/15/2016	293.89
			69039	163571	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	11/15/2016	2,351.15
			69040	163572	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	11/15/2016	8,927.57
			69042	163573	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	11/15/2016	69,712.12
			69041	163574	Check	1	5167		PRO-ED	Yes	No	No	USD	11/15/2016	281.33
			68976	163575	Check	1	12243		PROVISION MEDIA INC	Yes	No	No	USD	11/15/2016	364.00
			69043	163576	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	11/15/2016	2,484.06
			69044	163577	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	11/15/2016	232.89
			68983	163578	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	11/15/2016	2,570.50
			69045	163579	Check	1	5268		REDNECK TRAILER SUPPLIES	Yes	No	No	USD	11/15/2016	140.56
			68967	163580	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF M	Yes	No	No	USD	11/15/2016	255.00
			69046	163581	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	11/15/2016	712.00
			69003	163582	Check	1	14388	1	ROBOTICS EDU & COMPETITION FO	Yes	No	No	USD	11/15/2016	240.00
			69004	163583	Check	1	14420		ROBOTICS EDUCATION & COMPETI	Yes	No	No	USD	11/15/2016	50.00
			68989	163584	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALL	Yes	No	No	USD	11/15/2016	1,925.70
			68971	163585	Check	1	10671		SANDBOX LEARNING CO.	Yes	No	No	USD	11/15/2016	116.87
			69049	163586	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	11/15/2016	1,225.60
			69047	163587	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	11/15/2016	3,891.21
			69062	163588	Check	1	7631	1	SCHOLASTIC EQUIPMENT CO, LLC	Yes	No	No	USD	11/15/2016	4,239.00
			69048	163589	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	No	No	USD	11/15/2016	348.65

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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	69050	163590	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	11/15/2016	39.43
			69051	163591	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	11/15/2016	135.00
			69002	163592	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	11/15/2016	20.25
			69056	163593	Check	1	6312	2	SPORT SUPPLY GROUP, INC.	Yes	No	No	USD	11/15/2016	409.73
			69052	163594	Check	1	5868		STATE SUPPLY COMPANY	Yes	No	No	USD	11/15/2016	314.31
			69066	163595	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	11/15/2016	1,184.36
			68966	163596	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	11/15/2016	748.93
			68995	163597	Check	1	13821		SYSCO WESTERN MINNESOTA	Yes	No	No	USD	11/15/2016	1,033.61
			68993	163598	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	11/15/2016	137.26
			68990	163599	Check	1	13666		TEACHING STRATEGIES	Yes	No	No	USD	11/15/2016	328.50
			69053	163600	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	11/15/2016	448.67
			68987	163601	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	11/15/2016	855.65
			68977	163602	Check	1	12320		THE METRO GROUP, INC	Yes	No	No	USD	11/15/2016	481.00
			69054	163603	Check	1	6156	7	TIME FOR KIDS	Yes	No	No	USD	11/15/2016	115.96
			69055	163604	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	11/15/2016	470.46
			68978	163605	Check	1	12404	1	TUMBLEWEED PRESS INC	Yes	No	No	USD	11/15/2016	539.10
			69065	163606	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	11/15/2016	487.62
			69011	163607	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	11/15/2016	341.54
			69000	163608	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	11/15/2016	74,155.75
			68991	163609	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	11/15/2016	217.00
			69057	163610	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	11/15/2016	842.75
			69058	163611	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	11/15/2016	514.14
			69059	163612	Check	1	6537		WHOLESALE TOOL CO INC	Yes	No	No	USD	11/15/2016	63.24

Bank Total: 001

\$1,354,039.10

Report Total:

\$1,354,039.10

Princeton Public Schools - ISD #477

Wire Transfer Report

November 15, 2016

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
10/14/2016	\$ 549,051.33	ACH File Transfer
10/14/2016	\$ 202,755.23	Federal Tax Wire Transfer
10/14/2016	\$ 31,973.29	State Tax Wire Transfer
10/14/2016	\$ 9,543.51	Select Account HSA
10/14/2016	\$ 333.33	MN Revenue
10/14/2016	\$ 87,884.26	TRA File Transfer
10/14/2016	\$ 37,520.71	PERA File Transfer
10/14/2016	\$ 436.00	MN Child Support File Transfer
10/14/2016	\$ 51,212.06	TSA File Transfer
10/31/2016	\$ 560,672.54	ACH File Transfer
10/31/2016	\$ 206,517.77	Federal Tax Wire Transfer
10/31/2016	\$ 32,338.64	State Tax Wire Transfer
10/31/2016	\$ 9,568.51	Select Account H S A
10/31/2016	\$ 560.77	MN Revenue
10/31/2016	\$ 91,171.22	TRA File Transfer
10/31/2016	\$ 34,740.96	PERA File Transfer
10/31/2016	\$ 436.00	MN Child Support File Transfer
10/31/2016	\$ 48,467.79	TSA File Transfer
10/31/2016	\$ 359.04	Federal Tax Wire Transfer
10/31/2016	\$ 57.46	State Tax Wire Transfer
10/31/2016	\$ 231.94	TRA File Transfer
11/4/2016	\$ 18,845.84	BMO Harris Bank - (Pcards)
11/4/2016	\$ 235.00	MN Revenue - (Sales tax)
10/10/2016	\$ 16,920.76	MN UI Fund
10/6/2016	\$ 1,047.51	SelectAccount
10/13/2016	\$ 454.44	SelectAccount
10/20/2016	\$ 201.93	SelectAccount
10/20/2016	\$ 1,180.09	SelectAccount
10/27/2016	\$ 2,553.25	SelectAccount
	\$	
	\$	
TOTAL	\$ 1,997,271.18	

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

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,117,004.56	2,382,618.05	3,501,413.38	(54.38)	11,998,209.23
02 Food Service	454,940.51	85,145.37	201,053.66	1,252.72	339,032.22
04 Community Service	432,141.12	190,813.23	153,951.86	(795.39)	469,002.49
06 Building Fund	2,480,030.12	4,732.76	876,630.06	0.00	1,608,132.82
07 Debt Service	1,599,294.36	458,339.83	0.00	0.00	2,057,634.19
10 Activities	152,540.58	30,788.44	35,967.06	(402.95)	147,361.96
TOTAL	18,235,951.25	3,152,437.68	4,769,016.02		16,619,372.91

Bank Accounts

AP/PR Account (Bremer)	1,102,477.70
MSDLAF+	3,625,463.04
Investments (Fd01)	11,011,518.17
Investments (Fd06)	<u>1,592,828.92</u>
	17,332,287.83
O/S Accts Pay Checks	(614,044.95)
O/S Payroll Checks	(12,316.80)
O/S Wires	(91,429.17)
NSF Checks	<u>4,876.00</u>
TOTAL	16,619,372.91

CERTIFICATION OF MINUTES

RELATING TO
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016A

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)
STATE OF MINNESOTA

BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING: A regular meeting held on November 15, 2016, at 7:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION AWARDING THE SALE, DETERMINING THE FORM
AND DETAILS, AUTHORIZING THE EXECUTION, DELIVERY,
AND REGISTRATION, AND PROVIDING FOR THE PAYMENT OF
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016A**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of November, 2016.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: NOVEMBER 15, 2016

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 477, State of Minnesota, was duly held on November 15, 2016, at 7:00 o'clock p.m.

It was reported that ____ proposals for the purchase of the General Obligation Refunding Bonds, Series 2016A of the District (the principal amount being subject to adjustment in accordance with the Terms of Proposal), had been received prior to 11:00 o'clock a.m., Central Time, pursuant to the Terms of Proposal contained in the Official Statement; that the proposals had been opened, read and tabulated; and that the best proposal of each proposal maker was determined to be as follows:

SEE ATTACHED

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AWARDING THE SALE, DETERMINING THE FORM
AND DETAILS, AUTHORIZING THE EXECUTION, DELIVERY,
AND REGISTRATION, AND PROVIDING FOR THE PAYMENT OF
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016A**

BE IT RESOLVED by the School Board of Independent School District No. 477,

State of Minnesota, as follows:

Section 1. Authorization and Sale.

1.01 Authorization. At a meeting held October 18, 2016, this Board determined to sell and issue approximately \$4,780,000* principal amount of general obligation refunding bonds of Independent School District No. 477 (the "Issuer" or the "District"). Said Bonds shall hereinafter be referred to as the "Bonds" or the "Refunding Bonds." In the Terms of Proposal, the District reserved the right, after proposals were opened and prior to award, to increase or decrease the principal amount of the Bonds offered for sale or the amount of any individual maturity, with the increase or decrease to occur in multiples of \$5,000 in any of the maturities. The Refunding Bonds, together with other available funds of the Issuer, shall provide funds to refund in advance of their stated maturities, through a crossover refunding, all of the bonds maturing in the years 2019 through 2024, aggregating \$3,790,000 in principal amount, of the Issuer's General Obligation Alternative Facilities Bonds, Series 2008A (the "Series 2008A Bonds), bearing a date of original issue of December 30, 2008; and all of the bonds maturing in the years 2019 through 2023, aggregating \$845,000 in principal amount, of the Issuer's General Obligation Capital Facilities Bonds, Series 2008B (the "Series 2008B Bonds), bearing a date of original issue of December 30, 2008 (together, the "Refunded Bonds"), and shall provide funds to pay the interest when due on the Bonds of this issue to and including February 1, 2018. The Series 2008A Bonds were originally issued to fund the costs of certain health and safety projects included in the District's five-year facility plan as approved by the Commissioner pursuant to Minnesota Statutes, Section 123B.59. The Series 2008B Bonds were original issued to fund the costs of certain deferred maintenance projects for the repair and betterment of school facilities pursuant to Minnesota Statutes, Section 123B.62. The Refunded Bonds have not previously been refunded.

1.02 Sale. The Board, having been advised by Ehlers & Associates, Inc., its independent municipal advisor, has determined that this issue shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2. The Board has publicly received and considered all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, which are hereby ratified and confirmed in all respects and are incorporated herein by reference as though fully specified in this paragraph. The most favorable of such proposals is ascertained to be that of

_____ (the "Purchaser") to purchase the Bonds at a price of \$_____ plus interest accrued to settlement, and upon the further terms and conditions set forth in the Terms of Proposal contained in the Official Statement and this resolution. Said proposal is hereby accepted and the sale of the Bonds is hereby awarded to said Purchaser.

1.03 Execution of Documents; Return of Good Faith Deposits. The Chair and Clerk are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser. The Treasurer is directed to retain the good faith deposit of the Purchaser pending delivery of the Bonds and payment therefor, and the good faith deposits of other proposal makers shall forthwith be returned to them.

1.04 Debt Service Savings. Minnesota Statutes Section 475.67, authorizes the issuance of refunding bonds for the purpose of saving debt service costs. Minnesota Statutes Section 475.67, Subd. 13, authorizes the issuance of crossover refunding bonds whereby the proceeds of the crossover refunding bonds, less any proceeds applied to the costs of issuance, are deposited in an escrow account appropriated to the payment of debt service on the refunding bonds until applied to the payment of the obligations to be refunded. Section 475.67, Subd. 13 permits the Issuer to pledge to the Bonds any source of payment of the Refunded Bonds. It is hereby found and determined that the issuance of the Refunding Bonds and the crossover refunding of the Refunded Bonds as contemplated by this Resolution and the Escrow Agreement will result in substantial debt service savings to the Issuer. The present value of the dollar amount of debt service for the Refunding Bonds is lower by at least three percent (3%) than the present value of the dollar amount of debt service for the Refunded Bonds, each computed in accordance with Minnesota Statutes, Section 475.67, Subdivisions 12 and 13.

1.05 Compliance with Law. All acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to the issuance of the Bonds having been done, having happened and having been performed in regular and due form, time and manner as required by law, it is necessary for this Board to establish the form and terms of the Bonds, to provide for the security thereof, and to provide for the issuance of the Bonds forthwith.

1.06 Minnesota School District Credit Enhancement Program. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a

potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section.

1.07 Alternative Facilities Bonding and Levy Program. The District hereby covenants and obligates itself to comply with the provisions of Minnesota Statutes, Section 123B.595, and any continuing obligations specified therein, including the requirements relating to annually updating its facilities plan, submitting its facility maintenance plan to the Commissioner biennially or as otherwise required, and accounting as required thereunder for the Refunding Bonds issued to refund the District's General Obligation Alternative Facilities Bonds, Series 2008A.

Section 2. Bond Terms.

2.01 Designation; Registration; Denomination; Maturities. The \$_____ aggregate principal amount of general obligation bonds sold on this date shall be designated General Obligation Refunding Bonds, Series 2016A, shall be dated December 15, 2016, as the date of original issue, and shall be issued forthwith on or after such date using a global book-entry system. The Bonds shall be issued as fully registered bonds and shall be numbered R-1 upward, in the denomination of \$5,000 each or any integral multiple thereof of a single maturity. The Bonds shall mature on February 1 in the years and amounts set forth below, and shall bear interest from the most recent Interest Payment Date to which interest has been paid or duly provided for, or, if no interest has been paid or provided for, from the date of original issue until paid or duly called for mandatory redemption, if herein provided, at the rates per annum set forth below opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
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In the Terms of Proposal, the District reserved the right, after proposals were opened and prior to award, to increase or decrease the principal amount of the Bonds offered for sale or the amount of any individual maturity, with the increase or decrease to occur in multiples of \$5,000 in any of the maturities. The amounts specified above are hereby adopted and approved as so adjusted. The Bonds maturing in the years _____ and _____ are term bonds subject to mandatory redemption in the years and amounts specified in Paragraph 2.04(b).

These maturities, together with the maturities of all other outstanding general obligation bonds of the Issuer, meet the requirements of Minnesota Statutes, Section 475.54.

2.02 Interest Payments. Interest shall be payable semiannually on each February 1 and August 1 to maturity (each an "Interest Payment Date"), commencing August 1, 2017. Interest will be calculated on the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the MSRB. Interest will be payable in the manner set forth in the form of Global Certificate or Replacement Bond and Paragraph 4.06 of this resolution.

2.03 Use of Global Book-Entry System.

(a) Description of System. In order to issue obligations in "global book-entry form", the obligations are issued in certificated form in large denominations, are registered on the books of the Issuer in the name of a depository or its nominee, and are immobilized and held in safekeeping by the depository. The depository, as part of the computerized National Securities Clearance and Settlement System (the "National System"), registers transfers of ownership interests in the obligations by making computerized book entries on its own books and distributing payments on the obligations to its participants shown on its books as the owners of such interests. These participants, which include financial institutions for whom the depository effects book-entry transfers of securities deposited and immobilized with the depository, and other banks, brokers and dealers participating in the National System will do likewise if not the beneficial owners of the obligations.

(b) Designation of Depository; Approval of Blanket Issuer Letter of Representations. The Depository Trust Company ("DTC") of New York, New York, a Securities and Exchange Commission designated depository, a limited purpose New York trust company, a member of the Federal Reserve System, and a "clearing corporation" within the meaning of the New York Uniform Commercial Code, is hereby designated as the depository (the "Depository") with respect to the Bonds issued hereunder in global book-entry form. There has been submitted to this Board a form of letter of representations (the "Blanket Issuer Letter of Representations") between the Issuer and the Depository setting forth various matters relating to the Depository and its role with respect to the Bonds. This Blanket Issuer Letter of Representations is hereby approved. The Chair or the Clerk is hereby authorized and directed to execute the Blanket Issuer Letter of Representations in substantially the form attached hereto as EXHIBIT C, if such a letter of representations has

not already been executed, with only such variations therein as may be required to complete the Blanket Issuer Letter of Representations, or which are not, in the opinion of Bond Counsel, materially adverse to the interests of the Issuer. Execution of the Blanket Issuer Letter of Representations by such official shall be conclusive evidence as to the necessity and propriety of such changes and their approval by Bond Counsel. So long as DTC is the Depository or it or its nominee is the Holder of any Global Certificate, the District shall comply with the provisions of the Blanket Issuer Letter of Representations, as it may be amended or supplemented by the District from time to time with the agreement or consent of DTC.

(c) **Global Certificates.** Upon their original issuance, the Bonds will be issued in the form of a single Global Certificate for each maturity which shall represent the aggregate principal amount of the Bonds due on a particular maturity date (the "Global Certificates"). The Global Certificates will be originally issued and fully registered as to principal and interest in the name of Cede & Co., as nominee of DTC. The Global Certificates will be deposited with the Depository by the Purchaser and will be immobilized as further provided herein. No beneficial owners of interest in the Bonds will receive certificates representing their respective interests in the Bonds except as provided below in clause (e) of this Paragraph 2.03. Except as so provided, during the term of the Bonds, beneficial ownership (and subsequent transfers of beneficial ownership) of interests in the Global Certificates will be reflected by book entries made on the records of the Depository and its participants and other banks, brokers, and dealers participating in the National System. The Depository's book entries of beneficial ownership interest are authorized to be in integral increments of \$5,000, despite the larger authorized denominations of the Global Certificates. Payment of principal of, premium, if any, and interest on the Global Certificates will be made to the Bond Registrar as paying agent, and in turn by the Bond Registrar to the Depository or its nominee as registered owner of the Global Certificates. The Depository, according to the laws and rules governing it, will receive and forward such payments on behalf of the beneficial owners of the Global Certificates.

(d) **Immobilization of Global Certificates by the Depository.** Pursuant to the request of the Purchaser to the Depository, immediately upon the original delivery of the Bonds the Purchaser will deposit the Global Certificates representing all of the Bonds with the Depository. The Global Certificates shall be in typewritten form or otherwise as acceptable to the Depository, shall be registered in the name of the Depository or its nominee and shall be held immobilized from circulation at the offices of the Depository on behalf of the Purchaser and subsequent Bondholders. The Depository or its nominee will be the sole Holder of record of the Global Certificates and no investor or other party purchasing, selling or otherwise transferring ownership of interests in any Bond is to receive, hold or deliver any Global Certificates so long as the Depository holds the Global Certificates immobilized from circulation, except as provided below in clause (e) of this Paragraph 2.03.

(e) Transfer or Exchange of Global Certificates; Substitute Depository; Replacement Bonds.

Global Certificates evidencing the Bonds may not, after their original delivery, be transferred or exchanged except:

(i) Upon exchange of a Global Certificate after a partial redemption, if authorized in Paragraph 2.04 of this resolution;

(ii) To any successor of the Depository (or its nominee) or any substitute depository (a "Substitute Depository") designated pursuant to subclause (iii) of this clause (e); provided that any successor of the Depository or any Substitute Depository must be both a "clearing corporation" as defined in the Minnesota Uniform Commercial Code, Minnesota Statutes, Section 336.8-102, and a qualified and registered "clearing agency" as provided in Section 17A of the Securities Exchange Act of 1934, as amended;

(iii) To a Substitute Depository designated by and acceptable to the Issuer upon (a) the determination by the Depository that the Bonds shall no longer be eligible for its depository services or (b) a determination by the Issuer that the Depository is no longer able to carry out its functions; provided that any Substitute Depository must be qualified to act as such, as provided in subclause (ii) of this clause (e); or

(iv) In the event that (a) the Depository shall resign or discontinue its services for the Bonds or be declared no longer able to carry out its functions and the Issuer is unable to locate a Substitute Depository within two (2) months following the resignation or discontinuance or determination of noneligibility, or (b) the Issuer determines in its sole discretion that (1) the continuation of the book-entry system described herein might adversely affect the interests of the beneficial owners of the Bonds, or (2) it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, then the Issuer shall notify the Holders of its determination and of the availability of Replacement Bonds to Holders. The Issuer, the Bond Registrar and the Depository shall cooperate in providing Replacement Bonds to Holders requesting the same and the registration, transfer and exchange of such Bonds shall thereafter be conducted as provided in Paragraph 4.04 of this resolution.

In the event of the designation of a Substitute Depository as authorized by this clause (e), the Bond Registrar, upon presentation of the Global Certificates, shall register their transfer to the Substitute Depository, and the Substitute Depository shall be treated as the Depository for all purposes and functions under this resolution. The Blanket Issuer Letter of Representations shall not apply to the Substitute Depository unless the Issuer and the Substitute Depository so agree, and the execution of a similar agreement is hereby authorized.

2.04 Redemption. (a) Optional Redemption. The Bonds of this Issue are not subject to optional redemption or prepayment prior to maturity.

(b) Mandatory Redemption. (1) The Bonds maturing in the year ____ shall be subject to mandatory redemption at a redemption price equal to the principal amount of the Bonds to be so redeemed plus interest accrued thereon to the date fixed for redemption, on February 1 in the years and principal amounts set forth below:

<u>Year</u>	<u>Amount</u>
	\$

(2) The Bonds maturing in the year ____ shall be subject to mandatory redemption at a redemption price equal to the principal amount of the Bonds to be so redeemed plus interest accrued thereon to the date fixed for redemption, on February 1 in the years and principal amounts set forth below:

<u>Year</u>	<u>Amount</u>
	\$

(3) Mandatory redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the Issuer shall determine the order of redemption of Bonds; and if only part of the Bonds having a common maturity date are called for prepayment, the Global Certificates to be prepaid may be prepaid in \$5,000 increments of principal and, if applicable, the specific Replacement Bonds to be prepaid shall be chosen by lot by the Bond Registrar as provided below. Bonds or portions thereof called for redemption shall be due and payable on the designated redemption date, and interest thereon shall cease to accrue from and after the redemption date.

(c) Mandatory Redemption of Global Certificates. Upon a partial redemption in the aggregate principal amount of a Global Certificate which results in the stated amount thereof being reduced, the Holder may in its discretion make a notation of such redemption on the panel provided on the Global Certificate stating the amount so redeemed, or may return the Global Certificate to the Bond Registrar in exchange for a new Global Certificate authenticated by the Bond Registrar, in proper principal amount. Such notation of redemption, if made by the Holder, shall be for reference only, and may not be relied upon by any other person as being in any way determinative of the principal amount of such Global Certificate outstanding, unless the Bond Registrar has signed the appropriate column of the panel.

(d) Mandatory Redemption of Replacement Bonds. To effect a partial redemption of Replacement Bonds having a common maturity date, the Bond Registrar, prior to giving a notice of redemption, shall assign to each Replacement Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Replacement Bond. The Bond Registrar shall then select by lot from the numbers so assigned to such Replacement Bonds, using such method of selection as it shall deem proper in its discretion, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Replacement Bonds to be redeemed. The Replacement Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each such Replacement Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 of principal amount for each number assigned to it and so selected. If a Replacement Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the Issuer or the Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and the Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of such Replacement Bond, without service charge, a new Replacement Bond or Bonds of the same series having the same stated maturity and interest rate and of any authorized denomination or denominations, as requested by such Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Replacement Bond so surrendered.

(e) Notice of Mandatory Redemption of Global Certificates and Replacement Bonds. The Bond Registrar shall call Bonds for redemption and payment as herein provided upon receipt by the Bond Registrar of a request of the Issuer. The request shall be in written form. The request shall specify the principal amount of Bonds to be called for redemption, the redemption date and the redemption price.

Published notice of redemption shall in each case be given in accordance with law, and mailed notice of redemption shall be given to the paying agent and to each affected Holder. If and when the Issuer shall call any of the Bonds for redemption and payment prior to the stated maturity thereof, the Bond Registrar shall give written notice in the name of the Issuer of its intention to redeem and pay such Bonds at the office of the Bond Registrar. The Notice of Redemption shall be given by first class mail, postage prepaid, mailed not less than thirty (30) days prior to the redemption date, to each Holder of Bonds to be redeemed, at the address appearing in the records of the Bond Registrar. For the purpose of giving notice of the redemption of Global Certificates, the Holder of the Global Certificates shall be the Depository or its nominee. In connection with any such notice, the "CUSIP" numbers assigned to the Bonds shall be used. All notices of redemption shall state:

- (i) The redemption date;
- (ii) The redemption price;

(iii) If less than all outstanding Bonds are to be redeemed, the identification (and, if the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed;

(iv) That on the redemption date, the redemption price will become due and payable upon each such Bond, and that interest thereon shall cease to accrue from and after said date; and

(v) The place where such Bonds are to be surrendered for payment of the redemption price (which shall be the office of the Bond Registrar).

Section 3. Form of Bonds.

The Bonds to be issued hereunder shall be in the form of Global Certificates unless and until Replacement Bonds are made available as provided herein.

3.01 Global Certificates. The Global Certificates to be issued hereunder, together with the Bond Registrar's Certificate of Authentication, the Register of Partial Payments, the form of Assignment, and the registration information thereon, shall be in substantially the form set forth in EXHIBIT A hereto, which exhibit is incorporated herein by reference as though fully specified in this paragraph, and may be typewritten rather than printed.

3.02 Replacement Bonds. If the Issuer has notified Holders that Replacement Bonds have been made available as provided in Paragraph 2.03(e) of this resolution, then for every Bond thereafter transferred or exchanged (including an exchange to reflect the partial mandatory redemption of a Global Certificate not previously exchanged for Replacement Bonds), the Bond Registrar shall deliver a bond in the form of a Replacement Bond rather than a Global Certificate, but the Holder of a Global Certificate shall not otherwise be required to exchange the Global Certificate for one or more Replacement Bonds since the Issuer recognizes that some Holders may prefer the convenience of the Depository's registered ownership of the Bonds even though the entire issue is no longer required to be in global book-entry form. The Replacement Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereto, shall be in substantially the form set forth in EXHIBIT B hereto, which exhibit is incorporated herein by reference as though fully specified in this paragraph.

Section 4. Execution; Delivery; Registration.

4.01 Appointment of Registrar. Bond Trust Services Corporation in Roseville, Minnesota, is appointed to act as the bond registrar and transfer agent (the "Bond Registrar") and shall do so until a successor Bond Registrar is duly appointed, all pursuant to a contract the Issuer and the Bond Registrar shall execute which is consistent herewith and which the chair and clerk are hereby authorized to execute and deliver. A successor Bond Registrar

shall be a bank or trust company eligible for designation as bond registrar pursuant to Minnesota Statutes, Chapter 475. The terms of the appointment of the successor Bond Registrar and its duties shall be specified in a contract between the Issuer and such successor Bond Registrar that is consistent herewith and that the Chair and Clerk are hereby authorized to execute and deliver. The Bond Registrar, which may act through an agent, shall also serve as paying agent until and unless a successor paying agent is duly appointed. The Bond Registrar shall pay principal and interest on the Bonds to the registered Holders (or record Holder) of the Bonds in the manner set forth in the form of Global Certificate or Replacement Bond, as applicable, and Paragraph 4.06 of this resolution. The Issuer agrees to pay the reasonable and customary charges for the services of such Bond Registrar.

4.02 Execution of Bonds. The Bonds shall be executed on behalf of the Issuer by the manual signatures of the Chair and Clerk of the School Board; provided, however that both of such signatures may be printed facsimiles, in which event the Bonds shall also be executed manually by the authenticating agent as provided in Minnesota Statutes, Section 475.55. In the event of disability or resignation or other absence of either such officer, the Bonds may be signed by the manual or facsimile signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if that officer had remained in office until delivery. If the Issuer has adopted a corporate seal, it shall be omitted on the Bonds as permitted by law.

4.03 Authentication; Date of Registration. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless and until a Certificate of Authentication on such Bond, substantially in the form set forth in the form of Global Certificate or Replacement Bond, shall have been duly executed by the manual signature of an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate each Bond by execution of the Certificate of Authentication on the Bond and shall date each Bond in the space provided as of the date on which the Bond is registered. For purposes of delivering the original Bonds (Global Certificates) to the Purchaser, the Bond Registrar shall insert as the date of registration the date of original issue; and the executed Certificate of Authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

4.04 Transfer or Exchange. The Issuer will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged as herein provided.

A Global Certificate shall be registered in the name of the payee on the books of the Bond Registrar by presenting the Global Certificate for registration to the Bond Registrar, whose representative will endorse his or her name and note the date of registration opposite the name of the payee in the certificate of registration on the Global Certificate. Thereafter a Global Certificate may be transferred by delivery with an assignment duly executed by the Holder or the Holder's legal representative, and the Issuer and Bond Registrar may treat the Holder as the person exclusively entitled to exercise all the rights and powers of an owner until a Global Certificate is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted thereon by the Bond Registrar, all subject to the terms and conditions provided in this resolution and to reasonable regulations of the Issuer contained in any agreement with, or notice to, the Bond Registrar.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the Issuer shall execute (if necessary), and the Bond Registrar shall authenticate, date (in the space designated Date of Registration) and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any authorized denomination or denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

When any Bond is presented to the Bond Registrar for transfer, the Bond Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Bond Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

At the option of the Holder of a Replacement Bond, Replacement Bonds may be exchanged for Replacement Bonds of any authorized denomination or denominations of a like aggregate principal amount and stated maturity, upon surrender of the Replacement Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Replacement Bonds are so surrendered for exchange, the Issuer shall execute (if necessary), and the Bond Registrar shall authenticate, date (in the space designated Date of Registration) and deliver the Replacement Bonds which the Holder making the exchange is entitled to receive. Global Certificates may not be exchanged for Global Certificates of smaller denominations.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly canceled by the Bond Registrar and thereafter disposed of as directed by the Issuer.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the Issuer evidencing the same debt, shall be entitled to the same benefits

under this resolution as the Bonds surrendered for such exchange or transfer, and shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bonds.

Transfer of a Bond may be made on the Issuer's books by the registered owner in person or by the registered owner's attorney duly authorized in writing. Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the registered owner thereof, with signature guaranteed, or by the registered owner's attorney duly authorized in writing, and shall include written instructions as to the details of the transfer of the Bond.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost bonds.

Transfers shall also be subject to reasonable regulations of the Issuer contained in any agreement with, or notice to, the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates.

4.05 Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be lost, stolen or destroyed, the Bond Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond lost, stolen or destroyed, upon payment of the reasonable expenses and charges of the Bond Registrar in connection therewith; and, in the case of a Bond lost, stolen or destroyed, upon filing with the Registrar of evidence satisfactory to it that such Bond was lost, stolen or destroyed, and of the ownership thereof, and upon furnishing to the Bond Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the Issuer and the Bond Registrar shall be named as obligees. All Bonds so surrendered to the Bond Registrar shall be canceled by it and evidence of such cancellation shall be given to the District. If the mutilated, lost, stolen or destroyed Bond has already matured, it shall not be necessary to issue a new Bond prior to payment.

4.06 Interest Payments; Record Dates. Interest on any Global Certificate shall be paid as provided in the first paragraph thereof and interest on any Replacement Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "Holder") on the registration books of the Issuer maintained by the Bond Registrar and in each case at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid or duly provided for shall cease to be payable to the person who is the Holder thereof as of the Regular Record Date, and shall be payable to the person who is the Holder thereof at the close of business on a date

fixed for the payment of such defaulted interest (the "Special Record Date"). The Special Record Date shall be fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest, and notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten (10) days prior thereto. The term "Holder" shall also include those lawfully entitled to take actions on behalf of the beneficial owners of the Bonds for purposes of any consent or approvals given by Holders.

If the date for payment of the principal of, premium, if any, or interest on this Bond shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the City of New York, New York, or the city where the principal office of the Bond Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

4.07 Persons Deemed Owners. The Issuer and the Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in Paragraph 4.06 above), on such Bond and for all other purposes whatsoever, whether or not such Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

For the purposes of all actions, consents and other matters affecting Holders of Bonds issued under this Resolution as from time to time supplemented, other than payments, redemptions, and purchases, the Issuer may (but shall not be obligated to) treat as the Holder of a Bond the beneficial owner of the Bond instead of the person in whose name the Bond is registered. For that purpose, the Issuer may ascertain the identity of the beneficial owner of the Bond by such means as the Bond Registrar in its sole discretion deems appropriate, including but not limited to a certificate from the Depository or other person in whose name the Bond is registered identifying such beneficial owner.

4.08 Delivery. The Bonds when so prepared and executed shall be delivered by the Treasurer of the Issuer to the Purchaser thereof upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

Section 5. Creation of Fund and Tax Levies.

5.01 Fund. There is hereby created within the Debt Redemption Fund of the Issuer a special fund to be designated "General Obligation Refunding Bonds, Series 2016A Fund" (the "Fund") to be held and administered by the Treasurer separate and apart from all other funds of the Issuer. The Fund shall be maintained in the manner herein specified until all of the Refunded Bonds and the Bonds herein authorized and the interest thereon have been fully

paid. There shall be maintained in the Fund two separate accounts to be designated the "Escrow Account" and the "Debt Service Account," respectively.

(a) Escrow Account. The proceeds of the sale of the Bonds herein authorized, less any accrued interest received thereon and any premium or unused discount (unless used to help fund the Escrow Account), plus other available funds of the Issuer (estimated at \$_____) as may be required to adequately fund the Escrow Account for the purposes set forth in this subparagraph are hereby pledged and appropriated and shall be credited to the Escrow Account. The Escrow Account shall be maintained as an escrow account with U.S. Bank National Association in St. Paul, Minnesota (the "Escrow Agent"), a suitable banking institution within the State, whose deposits are insured by the Federal Deposit Insurance Corporation and whose combined capital and surplus is not less than \$500,000. The Escrow Agent shall pay the issuance expenses on the Refunding Bonds from the proceeds deposited in the Escrow Account. The Escrow Account shall be invested in securities maturing or callable at the option of the Holder on such dates and bearing interest at such rates as shall be required to provide sufficient funds, together with any cash or other funds retained in the Escrow Account, to pay the outstanding principal amount on the Refunded Bonds when called for redemption and prior payment on February 1, 2018 and to pay any premium required for redemption on such date, and to pay when due the interest to accrue on each Refunding Bond to and including February 1, 2018. The moneys in said Escrow Account shall be used solely for the purposes herein set forth and for no other purpose, except that any surplus in said Escrow Account may be remitted to the Issuer, all in accordance with an agreement (the "Escrow Agreement"), between the Issuer and Escrow Agent, a form of which agreement is on file in the office of the Clerk. Any moneys remitted to the Issuer upon termination of the Escrow Agreement shall be deposited in the Debt Service Account.

The firm of Barthe & Wahrman, Bloomington, Minnesota, independent public accountants, is hereby authorized and directed to verify that the deposits in the Escrow Account for the Refunding Bonds and the Refunded Bonds will be sufficient to meet the payments of interest on the Refunding Bonds to and including February 1, 2018, and the redemption on February 1, 2018 of the outstanding principal of all Refunded Bonds having stated maturities on or after February 1, 2019, and to make such calculations as may be necessary for the purpose of determining compliance with Section 148 of the Code.

(b) Debt Service Account. There is hereby pledged and appropriated and there shall be credited to the Debt Service Account upon issuance of the Refunding Bonds (i) any uncollected taxes heretofore levied and pledged to the Debt Redemption Fund of the Issuer for the payment of the Refunded Bonds; (ii) any other unexpended moneys pledged to the Debt Redemption Fund of the Issuer for payment of the Refunded Bonds pursuant to the Resolutions of the School Board adopted December 16, 2008 authorizing the issuance of the Refunded Bonds (unless used to fund the Escrow Account); (iii) all taxes herein levied and extended or confirmed to be levied pursuant to Paragraph 5.04 of this Resolution; (iv) all

accrued interest received upon delivery of the Refunding Bonds (unless used to fund the Escrow Account); and (v) any premium or unused discount (unless used to fund the Escrow Account). The Debt Service Account shall be used solely to pay the principal and interest on the Refunded Bonds through and including February 1, 2018 and the principal of and interest on the Refunding Bonds due after February 1, 2018, and the principal and interest on any bonds heretofore or hereafter authorized and made payable from said account as provided by law. If any payment of principal or interest on the Refunded Bonds shall become due on or prior to February 1, 2018 or any payment of principal and interest on the Refunding Bonds shall become due after February 1, 2018 and there is not sufficient money in the Debt Service Account or the Debt Redemption Fund generally to make such payment, the Treasurer shall pay the same from the General Fund of the Issuer and the General Fund shall be reimbursed for such advances out of the proceeds of the taxes levied for the payment of such Bonds.

5.02 Escrow Agreement. The School Board has investigated the facts and hereby finds and determines that the Escrow Agent is a suitable bank to act as escrow agent, and is qualified within the meaning of the provisions of Minnesota Statutes, Section 475.67, Subdivision 5. On or prior to the delivery of the Refunding Bonds, the Chair and the Clerk are hereby authorized and directed to execute on behalf of the Issuer an Escrow Agreement in substantially the form presented to this Board. All essential terms and conditions of such Escrow Agreement are hereby approved and adopted and made a part of this resolution, and the Issuer covenants that it will promptly enforce all provisions thereof in the event of default thereunder by the Escrow Agent. The Escrow Agreement is irrevocable and the Issuer hereby covenants to perform the terms and conditions thereof as long as the Refunded Bonds are outstanding. The Issuer agrees to pay the reasonable fees of the Escrow Agent and the other issuance expenses specified in the Escrow Agreement.

5.03 Purchase of Securities. Securities purchased from the moneys in the Escrow Account shall be limited to securities set forth in Minnesota Statutes, Section 475.67, and any amendments or supplements thereto. Securities purchased from the Escrow Account shall be purchased simultaneously with the delivery of the Bonds. The Treasurer or anyone designated by him to act in the Treasurer's behalf, is hereby authorized and directed to purchase the appropriate securities from the proceeds of the Bonds in accordance with the provisions of this resolution and to execute all such documents (including the appropriate subscription form) required to effect the purchase of said securities. As used in paragraphs 5.01 to 5.03 of this resolution and in the escrow agreement, the term "securities" includes securities defined in Minnesota Statutes, Section 475.67, subdivision 8, and investment contracts or similar agreements with a bank or insurance company meeting the requirements of Minnesota Statutes, Section 118A.05, subdivision 5.

5.04 Confirmation and Cancellation of Levies.

Confirmation. The resolution of the School Board adopted December 16, 2008 (Series 2008A Bonds) levied upon all of the taxable property in the District a direct ad valorem tax to be paid into the General Obligation Bond Sinking Fund of the Issuer. The taxes levied in said resolution in the years 2007 payable 2008 through 2016 payable 2017 are hereby confirmed.

The resolution of the School Board adopted December 16, 2008 (Series 2008B Bonds) levied upon all of the taxable property in the District a direct ad valorem tax to be paid into the General Obligation Bond Sinking Fund of the Issuer. The taxes levied in said resolution in the years 2007 payable 2008 through 2016 payable 2017 are hereby confirmed.

Cancellation. The School Board finds, determines and certifies that the proceeds of the sale of the Refunding Bonds, together with other funds available and appropriated to the Escrow Account for said purpose, will be sufficient to pay when called for redemption all of the outstanding principal of and premium, if any, due on the Refunded Bonds after February 1, 2018. Accordingly, upon Bond closing, the County Auditors of each county in which the Issuer is located in whole or in part are hereby authorized and directed, to the extent and in the manner permitted by law, to cancel forthwith or if necessary from year to year the taxes levied in said December 16, 2008 resolution (Series 2008A Bonds) in the years 2017 payable 2018 through 2022 payable 2023 and the taxes levied in said December 16, 2008 resolution (Series 2008B Bonds) in the years 2017 payable 2018 through 2021 payable 2022.

5.05 Pledge of Full Faith and Credit; Tax Levies. For the prompt and full payment of the principal of and interest on the Refunding Bonds as the same respectively become due, the full faith and credit and taxing powers of the Issuer shall be and are hereby irrevocably pledged. In order to provide the moneys for the payment thereof required by Minnesota Statutes, Section 475.61, there is hereby levied upon all of the taxable property in the Issuer a direct annual ad valorem tax which shall be spread upon the tax rolls, as a part of other general taxes of the Issuer, for collection in the years 2017 payable 2018 through 2022 payable 2023 and in the amounts as specified on the levy computation sheet to be attached hereto as EXHIBIT D and incorporated herein by reference as though fully specified in this paragraph.

The tax levies provided in this paragraph and those confirmed in Paragraph 5.04 are such that if collected in full they, together with amounts available under the Escrow Agreement and with estimated collections of other revenues herein pledged for the payment of the Refunding Bonds (other than cash on hand) will produce at least five percent (5%) in excess of the amounts needed to meet when due the principal and interest payments on the Refunding Bonds, except for interest payable hereunder from cash on hand on the date of Bond closing and pledged for such purpose. The tax levy does not include interest on the

Refunding Bonds from their date of original issue of December 15, 2016 through February 1, 2018, as that amount will be paid from the Escrow Account.

Said tax levies shall be irrevocable as long as any of said Refunding Bonds are outstanding and unpaid, provided that the Issuer reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61.

5.055 Levy Reductions. The Issuer's levies for each year must be reduced in the manner specified in Minnesota Statutes, Section 123B.62, paragraph (d), by the sum of (1) the amount of the tax levies certified for payment of the principal and interest on the Capital Facilities Refunding Portion of the Refunding Bonds pursuant to EXHIBIT D, and (2) any excess amount in the debt redemption fund used to retire the Bonds, other than amounts used to pay capitalized interest. The Issuer shall take such actions as may be necessary to notify the appropriate officials at the Minnesota Department of Education of the issuance of these Bonds and certification of the above-specified debt service levies.

5.06 Investment Restrictions. No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (2) in addition to the above in an amount not greater than the lesser of five percent (5%) of the proceeds of the Bonds or \$100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Fund (or any other District account which will be used to pay principal or interest to become due on the Bonds payable therefrom) in excess of amounts which under then applicable federal arbitrage restrictions may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in those funds shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

5.07 Redemption of Refunded Bonds. The Series 2008A Bonds which mature in 2019 and thereafter shall be redeemed and prepaid on February 1, 2018, in accordance with the terms and conditions of the Notice of Call for Redemption attached hereto as EXHIBIT E1, which terms and conditions are hereby approved and incorporated herein by reference. The Series 2008B Bonds which mature in 2019 and thereafter shall be redeemed and prepaid on February 1, 2018, in accordance with the terms and conditions of the Notice of Call for Redemption attached hereto as EXHIBIT E2, which terms and conditions are hereby approved and incorporated herein by reference. The Notice of Call for Redemption shall be mailed to the Paying Agent for and the registered owners of the Refunded Bonds not less

than thirty (30) days before the redemption date. The form of Notice of Call may contain such additional information or different provisions concerning the redemption as may be requested by the paying agent for the Refunded Bonds or the Escrow Agent.

5.08 Refunded Bonds; Security. Until retirement of the Refunded Bonds, all provisions theretofore made for the security thereof shall be observed by the District and all of its officers and agents.

5.09 Supplemental Resolution. The resolutions of the School Board authorizing the issuance of the Refunded Bonds are hereby supplemented to the extent necessary to give effect to the provisions of this resolution.

Section 6. Rebate to the United States.

6.01 Calculation and Payment. The Issuer acknowledges and confirms that maintenance of the tax exempt status of interest on the Bonds is dependent, among other things, on compliance with the arbitrage requirements set forth in Section 148 of the Code and regulations promulgated thereunder. The Issuer agrees to make such calculations and to make such rebate payments to the United States as and when required by said Section 148 and the regulations promulgated thereunder. In construing this Section 6, all terms used herein shall have the meanings provided in Section 148 of the Code and the regulations promulgated thereunder.

6.02 Opinion of Counsel. Notwithstanding any other provision of this Section 6, any requirement imposed hereunder or under Paragraph 5.06 hereof may be deemed inapplicable and of no force or effect if an opinion of Counsel is rendered to the Issuer by nationally recognized Bond Counsel to the effect that the failure to impose such requirement will not adversely affect the tax exempt status of interest on the Bonds.

6.03 Rebate Obligations; Refunded Bonds. The District's obligations relating to rebate calculations and payments on the Refunded Bonds shall continue in full force and effect.

Section 7. Certifications, Designations, Defeasance, Arbitrage Reporting.

7.01 Filing of Resolution; County Auditor Certificate. The Clerk is hereby authorized and directed to file with the County Auditor of each county in which the Issuer is located in whole or in part a certified copy of this resolution, together with such other information as said County Auditor shall require, and to obtain from said County Auditor a certificate that the tax required by law for the payment of said Bonds has been levied, and that said Bonds have been entered upon the County Auditor's Bond Register.

7.02 Defeasance. When all of the Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution shall cease. The Issuer may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The Issuer may also discharge all Bonds of said issue at any time by irrevocably depositing in escrow with the Bond Registrar, for the purpose of paying all principal and interest due on such Bonds to maturity, or if prepayable, to an earlier date on which they may be called for mandatory redemption, a sum of cash or securities of the types described in Minnesota Statutes, Section 475.67, as amended, in such aggregate amount, bearing interest at such rates and maturing or callable at the Issuer's option on such dates as shall be required to provide funds sufficient for this purpose.

7.03 Designation as Qualified Tax-Exempt Obligations. The Board finds that the reasonably anticipated amount of qualified tax-exempt obligations (other than private activity bonds) which will be issued by the Issuer during calendar year 2016 will not exceed \$10,000,000. The Bonds of this issue are hereby designated as "Qualified Tax-Exempt Obligations" for the purposes of Section 265 of the Code relating to the deduction of interest expenses allocable to the Bonds by financial institutions.

7.04 Authentication of Transcript. The officers of the Issuer and each said County Auditor are hereby authorized and requested to prepare and furnish to the Purchaser of said Bonds, and to the attorneys approving legality of the issuance thereof, certified copies of all proceedings and records of the Issuer relating to said Bonds and to the financial condition and affairs of the Issuer, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of said Bonds as they appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the Issuer as to the facts recited therein.

7.05 Covenant to Continue Tax Exemption. The Issuer covenants and agrees with the Holders from time to time of the Bonds herein authorized, that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest payable on the Bonds to become subject to taxation under the United States Internal Revenue Code, the regulations promulgated thereunder, or any other applicable federal tax law or regulation; and that it will take, or it will cause its officers, employees or agents to take, all affirmative actions within its powers which may be necessary to ensure that such interest will not become subject to taxation under the Internal Revenue Code. The term "Internal Revenue Code" or "Code" as used herein includes the Internal Revenue Code of 1986, as amended, and all regulations, amended regulations and proposed regulations issued thereunder, as now existing, or as hereafter amended or proposed.

7.06 Arbitrage Certification. The Chair and School District Clerk, being the officers of the Issuer charged with the responsibility for issuing the Bonds pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser an arbitrage certification in order to satisfy the provisions of the Code and the regulations promulgated thereunder.

7.07 Official Statement. The Official Statement relating to the Bonds, on file with the Clerk and presented to this meeting, is hereby approved and deemed final, and the furnishing thereof to prospective purchasers of the Bonds is hereby ratified and confirmed, insofar as the same relates to the Bonds and the sale thereof.

7.08 Information Reporting. For purposes of compliance with the provisions of Section 149(e) of the Code, the Issuer shall submit to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Bonds are issued, a statement concerning the Bond issue which meets the requirements of Section 149(e) (2).

7.09 Payment of Issuance Expenses. The District authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of issuance expenses to KleinBank, Chaska, Minnesota, on the closing date for further distribution as directed by the District's financial advisor, Ehlers & Associates, Inc.

7.10 Continuing Disclosure. The Chair and the School District Clerk are authorized and directed to execute and deliver a Continuing Disclosure Certificate to assist the Participating Underwriters in complying with SEC Rule 15c2-12(b)(5) for full disclosure (The "Rule"). The Continuing Disclosure Certificate shall be entered into for the benefit of the Holders of the Bonds and shall constitute the written undertaking required by the Rule to provide or cause to be provided to the MSRB, in an electronic format through the use of the Electronic Municipal Market Access system ("EMMA"), the annual financial information specified therein and to give notice of the occurrence of the Listed Events specified therein, each in the manner specified therein, as required by the Rule. The provisions of the Continuing Disclosure Certificate are incorporated herein as though fully specified in this paragraph.

7.11 Nonbook-Entry Option. Notwithstanding any contrary provision of this resolution, if the option to allow the Bonds to be issued in a nonbook-entry format was included in the Terms of Proposal and if the Purchaser specified on the proposal form that the Bonds are not to be issued in global book-entry form, they shall then be issued in nonbook-entry format in registered form in the name of the Purchaser.

The motion for the adoption of the foregoing resolution was duly seconded by
Member _____, and upon vote being taken

thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

(FORM OF GLOBAL CERTIFICATE)

UNITED STATES OF AMERICA
STATE OF MINNESOTA
MILLE LACS, SHERBURNE, ISANTI AND BENTON COUNTIES
INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)

R- \$ _____

GENERAL OBLIGATION REFUNDING BOND, SERIES 2016A

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
		DECEMBER 15, 2016	

REGISTERED OWNER: CEDE & CO., AS NOMINEE OF THE DEPOSITORY TRUST COMPANY, NEW YORK, NEW YORK

PRINCIPAL AMOUNT: _____ DOLLARS

KNOW ALL PERSONS BY THESE PRESENTS that Independent School District No. 477, State of Minnesota, a duly organized and existing independent school district, whose administrative offices are located in Princeton, Minnesota (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above or on the Certificate of Registration attached hereto, or registered assigns, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above or, if this Bond is subject to mandatory redemption as stated below, on a date prior thereto on which it shall have been duly called for mandatory redemption, and to pay interest thereon semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date") commencing August 1, 2017, at the rate per annum specified above, calculated on the basis of a 360-day year of twelve 30-day months, until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or duly provided for, or, if no interest has been paid or provided for, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable by wire transfer (or other agreed means of payment) on each payment date no later than 12:00 noon (New York, New York time) upon presentation and surrender hereof at the principal office of Bond Trust Services Corporation in Roseville, Minnesota

(the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer; provided, however, that upon a mandatory redemption of this Bond which results in the stated amount hereof being reduced, the Holder may in its discretion be paid without presentation of this Bond, and may make a notation on the panel provided herein of such redemption, stating the amount so redeemed, or may return the Bond to the Bond Registrar in exchange for a new Bond in the proper principal amount. Such notation of redemption, if made by the Holder, shall be for reference only, and may not be relied upon by any other person as being in any way determinative of the principal amount of this Bond outstanding, unless the Bond Registrar has signed the appropriate column of the panel. Interest on this Bond will be paid on each Interest Payment Date (by 12:00 noon, New York, New York time) by wire transfer (or other agreed means of payment) to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid or duly provided for shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date fixed for the payment of such defaulted interest (the "Special Record Date"). The Special Record Date shall be fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest, and notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten (10) days prior thereto. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America.

Date of Payment Not Business Day. If the date for payment of the principal of, premium, if any, or interest on this Bond shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the City of New York, New York, or the city where the principal office of the Bond Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

Optional Redemption. The Bonds of this Issue are not subject to optional redemption or prepayment prior to maturity.

Mandatory Redemption. The Bonds maturing in the year ____ shall be subject to mandatory redemption, pursuant to the procedures specified herein and at a redemption price equal to the principal amount of the Bonds so redeemed plus interest accrued on the principal amount to be redeemed to the date fixed for mandatory redemption, on February 1 in the years and in the principal amounts set forth below:

<u>Year</u>	<u>Amount</u>
	\$

The Bonds maturing in the year ____ shall be subject to mandatory redemption, pursuant to the procedures specified herein and at a redemption price equal to the principal amount of the Bonds so redeemed plus interest accrued on the principal amount to be redeemed to the date fixed for mandatory redemption, on February 1 in the years and in the principal amounts set forth below :

<u>Year</u>	<u>Amount</u>
	\$

Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the Issuer shall determine the order of redemption of Bonds; and if only part of the Bonds having a common maturity date are called for prepayment, the Global Certificates to be prepaid may be prepaid in \$5,000 increments of principal and, if applicable, the specific Replacement Bonds to be prepaid shall be chosen by lot by the Bond Registrar as provided below. Bonds or portions thereof called for redemption shall be due and payable on the designated redemption date, and interest thereon shall cease to accrue from and after the redemption date.

Notice of Mandatory Redemption. Published notice of mandatory redemption shall in each case be given in accordance with law, and mailed notice of mandatory redemption shall be given to the paying agent and to each affected Holder of the Bonds. For this purpose, the Depository shall be the "Holder" as to Bonds registered in the name of the Depository or its nominee. In the event any of the Bonds are called for mandatory redemption, written notice thereof will be given by first class mail, postage prepaid, mailed not less than thirty (30) days prior to the redemption date to each Holder of Bonds to be redeemed, at the address appearing in the records of the Bond Registrar. In connection with any such notice, the "CUSIP" numbers assigned to the Bonds shall be used.

Replacement or Notation of Bonds After Partial Redemption. Upon a partial redemption of this Bond which results in the stated amount hereof being reduced, the Holder may in its discretion make a notation on the panel provided herein of such redemption, stating the amount so redeemed. Such notation of redemption, if made by the Holder, shall be for reference only, and may not be relied upon by any other person as being in any way determinative of the principal amount of this Bond outstanding, unless the Bond Registrar has signed the appropriate column of the panel. Otherwise, the Holder may surrender this Bond to the Bond Registrar (with, if the Issuer or the Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and the Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of this Bond, without service charge, a new Bond of the same Issue having the same stated maturity and interest rate and of the authorized denomination in aggregate principal amount

equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

Issuance; Purpose. This Bond is one of an issue in the total aggregate principal amount of \$_____. The Bonds are all of like date of original issue and tenor, except as to number, denomination, maturity, redemption privilege and interest rate. All are issued to provide funds to refund in advance of their stated maturities, through a crossover refunding, all of the Bonds maturing in the years 2019 through 2024, aggregating \$3,790,000 in principal amount, of the Issuer's General Obligation Alternative Facilities Bonds, Series 2008A (the Series 2008A Bonds"), bearing a date of original issue of December 30, 2008; and all of the Bonds maturing in the years 2019 through 2023, aggregating \$845,000 in principal amount, of the Issuer's General Obligation Capital Facilities Bonds, Series 2008B (the "Series 2008B Bonds"), bearing a date of original issue of December 30, 2008, and to provide funds to pay interest when due on the Bonds of this issue to and including February 1, 2018. All are issued pursuant to resolutions duly adopted by the School Board and pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling. The Series 2008A Bonds were originally issued to fund the costs of certain health and safety projects included in the District's five-year facility plan as approved by the Commissioner pursuant to Minnesota Statutes, Section 123B.59. The Series 2008B Bonds were original issued to fund the costs of certain deferred maintenance projects for the repair and betterment of school facilities pursuant to Minnesota Statutes, Section 123B.62. The Refunded Bonds have not previously been refunded.

To and including February 1, 2018, interest on the Bonds of this issue is payable primarily from certain amounts on deposit in an irrevocable escrow account held by U.S. Bank National Association, St. Paul, Minnesota (the "Escrow Agent"), pursuant to an Escrow Agreement between the Issuer and the Escrow Agent dated the date of delivery thereof (the "Escrow Agreement"). The principal of Bonds of this issue and interest thereon subsequent to February 1, 2018 are payable from ad valorem taxes which have been levied upon all taxable property in the Issuer.

General Obligation. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of the principal and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Minnesota School District Credit Enhancement Program. The Issuer has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55 and to use the provisions of that statute to guarantee the payment of the principal and interest on the Bonds when due.

Denominations; Exchange; Resolution. The Bonds are issuable originally only as Global Certificates in the denomination of the entire principal amount of the issue maturing on a single date. Global Certificates are not exchangeable for fully registered Bonds of smaller denominations except in the event of a partial redemption as above provided or in exchange for Replacement Bonds if then available. Replacement Bonds, if made available as

provided below, are issuable solely as fully registered Bonds in the denomination of \$5,000 and integral multiples thereof of a single maturity and are exchangeable for fully registered Bonds of other denominations in equal aggregate principal amounts and in authorized denominations at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Replacement Bonds. Replacement Bonds may be issued by the Issuer in the event that (a) The Depository Trust Company ("DTC") of New York, New York (the "Depository") shall resign or discontinue its services for the Bonds or be declared no longer able to carry out its functions and the Issuer is unable to locate a Substitute Depository within two (2) months following the resignation or discontinuance or determination of noneligibility, or (b) the Issuer determines in its sole discretion that (1) the continuation of the book-entry system described in the Resolution might adversely affect the interests of the beneficial owners of the Bonds, or (2) it is in the best interest of the beneficial owners of the Bonds that they be able to obtain certificated Bonds. The Issuer shall notify the Holders of its determination and of the availability of Replacement Bonds to Holders.

Transfer. This Bond shall be registered in the name of the payee on the books of the Issuer by presenting this Bond for registration to the Bond Registrar, whose representative will endorse his or her name and note the date of registration opposite the name of the payee in the certificate of registration attached hereto. Thereafter this Bond may be transferred by delivery with an assignment duly executed by the Holder or the Holder's legal representative, and the Issuer and Bond Registrar may treat the Holder as the person exclusively entitled to exercise all the rights and powers of an owner until this Bond is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted hereon by the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with, or notice to, the Bond Registrar.

Fees Upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owner. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided and for all other purposes whatsoever, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been

executed by the Bond Registrar by the manual signature of one of its authorized representatives.

Qualified Tax-Exempt Obligations. The Bonds of this issue have been designated by the Issuer as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, relating to the deduction of interest expenses allocable to the Bonds by financial institutions.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to and in the issuance of this Bond in order to make it a valid and binding general obligation of the Issuer enforceable in accordance with its terms, have been done, have happened and have been performed in regular and due form, time and manner as so required; that the Issuer has appropriated the proceeds of the Bonds of this issue, other than the portion thereof appropriated for issuance expenses, together with such other legally available funds of the Issuer as may be required, and has held such proceeds as cash or invested such money in securities authorized for such investment pursuant to Minnesota Statutes, Section 475.67, in such amounts, maturing on such dates, and bearing interest at such rates as are required to provide funds sufficient to pay all interest due on the Bonds of this issue on or prior to February 1, 2018 and to pay all outstanding principal due on the Refunded Bonds when called for redemption and prior payment on February 1, 2018, and has irrevocably placed such funds and securities in escrow in a qualified bank for this purpose; that prior to the issuance hereof, a direct, annual irrevocable ad valorem tax has been duly levied upon all taxable property in the Issuer in the years and amounts required by law; that, if necessary for payment of principal of and interest on the Bonds of this issue, additional ad valorem taxes may be levied upon all taxable property in the Issuer without limitation as to rate or amount; and that the issuance of this Bond on the date of original issue hereof and the date of its actual original issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, Independent School District No. 477 (Princeton Public Schools), State of Minnesota, by its School Board, has caused this Bond to be executed in its behalf by the facsimile signatures of the Chair and Clerk, the Issuer having no seal or said seal having been intentionally omitted as permitted by law.

Date of Registration:
CORPORATION
December 15, 2016

Registrable by:
BOND TRUST SERVICES
ROSEVILLE, MINNESOTA

BOND REGISTRAR'S
CERTIFICATE OF
CORPORATION
AUTHENTICATION

Payable at:
BOND TRUST SERVICES
ROSEVILLE, MINNESOTA

This Bond is one of
the Bonds described
in the within mentioned
Resolution.

INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)
PRINCETON, MINNESOTA

BOND TRUST SERVICES CORPORATION
Bond Registrar

/s/ (Facsimile)
Chair

By _____
Authorized Signature

/s/ (Facsimile)
Clerk

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Bond may be made only by the registered owner or the registered owner's legal representative last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Bond Registrar</u>
<u>December 15, 2016</u>	Cede & Co. P. O. Box 222 Bowling Green Station <u>New York, NY 10274</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REGISTER OF PARTIAL PAYMENTS

The principal amount of the attached Bond has been mandatorily redeemed and prepaid on the dates and in the amounts noted below:

<u>Date</u>	<u>Amount</u>	<u>Signature of Bondholder</u>	<u>Signature of Bond Registrar</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If a notation is made on this register, such notation has the effect stated in the attached Bond. Partial payments do not require the presentation of the attached Bond to the Bond Registrar, and a Holder could fail to note the partial payment here.

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations.

TEN COM	-	as tenants in common
TEN ENT	-	as tenants by the entireties
JT TEN	-	as joint tenants with right of survivorship and not as tenants in common
UTMA	-	_____ CUSTODIAN _____ (Cust) (Minor)

Under Uniform Transfers to Minors Act

(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto

_____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated _____

NOTICE: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240 Ad-15(a)(2).

The Bond Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address:

(Include information for all joint owners if the Bond is held by joint account.)

Please insert Social Security or other Tax Identification Number of Transferee.

EXHIBIT B

(FORM OF REPLACEMENT BOND)

UNITED STATES OF AMERICA
STATE OF MINNESOTA
MILLE LACS, SHERBURNE, ISANTI AND BENTON COUNTIES
INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)

R- \$ _____

GENERAL OBLIGATION REFUNDING BOND, SERIES 2016A

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
--------------------------	--------------------------	-----------------------------------	--------------

DECEMBER 15, 2016

REGISTERED OWNER: _____

PRINCIPAL AMOUNT:
DOLLARS

KNOW ALL PERSONS BY THESE PRESENTS that Independent School District No. 477, State of Minnesota, a duly organized and existing independent school district, whose administrative offices are located in Princeton, Minnesota (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or registered assigns, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above or, if this Bond is subject to mandatory redemption as stated below, on a date prior thereto on which it shall have been duly called for mandatory redemption, and to pay interest thereon semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date") commencing August 1, 2017, at the rate per annum specified above, calculated on the basis of a 360-day year of twelve 30-day months, until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or duly provided for, or, if no interest has been paid or provided for, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the principal office of Bond Trust Services Corporation in Roseville, Minnesota (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of

the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid or duly provided for shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date fixed for the payment of such defaulted interest (the "Special Record Date"). The Special Record Date shall be fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest, and notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten (10) days prior thereto. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America.

REFERENCE IS HEREBY MADE TO THE FURTHER PROVISIONS OF THIS BOND SET FORTH ON THE REVERSE SIDE HEREOF, WHICH PROVISIONS SHALL FOR ALL PURPOSES HAVE THE SAME EFFECT AS IF SET FORTH HERE.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security until the Certificate of Authentication hereon shall have been executed by the Bond Registrar by the manual signature of one of its authorized representatives.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to and in the issuance of this Bond in order to make it a valid and binding general obligation of the Issuer enforceable in accordance with its terms, have been done, have happened and have been performed in regular and due form, time and manner as so required; that the Issuer has appropriated the proceeds of the Bonds of this issue, other than the portion thereof appropriated for issuance expenses, together with such other legally available funds of the Issuer as may be required, and has held such proceeds as cash or invested such money in securities authorized for such investment pursuant to Minnesota Statutes, Section 475.67, in such amounts, maturing on such dates, and bearing interest at such rates as are required to provide funds sufficient to pay all interest due on the Bonds of this issue on or prior to February 1, 2018 and to pay all outstanding principal due on the Refunded Bonds when called for redemption and prior payment on February 1, 2018, and has irrevocably placed such funds and securities in escrow in a qualified bank for this purpose; that prior to the issuance hereof, a direct, annual irrepealable ad valorem tax has been duly levied upon all taxable property in the Issuer in the years and amounts required by law; that, if necessary for payment of principal of and interest on the Bonds of this issue, additional ad valorem taxes may be levied upon all taxable property in the Issuer without limitation as to rate or amount; and that the issuance of this Bond on the date of original issue hereof and the date of its actual original issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, Independent School District No. 477 (Princeton Public Schools), State of Minnesota, by its School Board, has caused this Bond to be executed in its behalf by the facsimile signatures of the Chair and the Clerk, the Issuer having no seal or said seal having been intentionally omitted as permitted by law.

Date of Registration:
CORPORATION

Registrable by:
BOND TRUST SERVICES

ROSEVILLE, MINNESOTA

BOND REGISTRAR'S
CERTIFICATE OF
CORPORATION
AUTHENTICATION

Payable at:
BOND TRUST SERVICES

ROSEVILLE, MINNESOTA

This Bond is one of
the Bonds described
in the within mentioned
Resolution.

INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)
PRINCETON, MINNESOTA

BOND TRUST SERVICES CORPORATION
Bond Registrar

/s/ (Facsimile) _____
Chair

By _____
Authorized Signature

/s/ (Facsimile) _____
Clerk

ON REVERSE OF BOND

Date of Payment Not Business Day. If the date for payment of the principal of, premium, if any, or interest on this Bond shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the City of New York, New York, or the city where the principal office of the Bond Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

Optional Redemption. The Bonds of this issue are not subject to optional redemption or prepayment prior to maturity.

Mandatory Redemption. The Bonds maturing in the year ____ shall be subject to mandatory redemption, pursuant to the procedures specified herein and at a redemption price equal to the principal amount of the Bonds so redeemed plus interest accrued on the principal amount to be redeemed to the date fixed for mandatory redemption, on February 1 in the years and in the principal amounts set forth below:

<u>Year</u>	<u>Amount</u>
	\$

The Bonds maturing in the year ____ shall be subject to mandatory redemption, pursuant to the procedures specified herein and at a redemption price equal to the principal amount of the Bonds so redeemed plus interest accrued on the principal amount to be redeemed to the date fixed for mandatory redemption, on February 1 in the years and in the principal amounts set forth below:

<u>Year</u>	<u>Amount</u>
	\$

Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the Issuer shall determine the order of redemption of Bonds; and if only part of the Bonds having a common maturity date are called for prepayment, the Global Certificates to be prepaid may be prepaid in \$5,000 increments of principal and, if applicable, the specific Replacement Bonds to be prepaid shall be chosen by lot by the Bond Registrar as provided below. Bonds or portions thereof called for redemption shall be due and payable on the designated redemption date, and interest thereon shall cease to accrue from and after the redemption date.

Issuance; Purpose. This Bond is one of an issue in the total aggregate principal amount of \$_____. The Bonds are all of like date of original issue and tenor, except as to number, denomination, maturity, redemption privilege and interest rate. All are issued to provide funds to refund in advance of their stated maturities, through a crossover refunding, all of the Bonds maturing in the years 2019 through 2024, aggregating \$3,790,000 in principal amount, of the Issuer's General Obligation Alternative Facilities Bonds, Series 2008A (the Series 2008A Bonds"), bearing a date of original issue of December 30, 2008; and all of the Bonds maturing in the years 2019 through 2023, aggregating \$845,000 in principal amount, of the Issuer's General Obligation Capital Facilities Bonds, Series 2008B (the Series 2008B Bonds), bearing a date of original issue of December 30, 2008, and to provide funds to pay interest when due on the Bonds of this issue to and including February 1, 2018. All are issued pursuant to resolutions duly adopted by the School Board and pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling. The Series 2008A Bonds were originally issued to fund the costs of certain health and safety projects included in the District's five-year facility plan as approved by the Commissioner pursuant to Minnesota Statutes, Section 123B.59. The Series 2008B Bonds were original issued to fund the costs of certain deferred maintenance projects for the repair and betterment of school facilities pursuant to Minnesota Statutes, Section 123B.62. The Refunded Bonds have not previously been refunded.

To and including February 1, 2018, interest on the Bonds of this issue is payable primarily from certain amounts on deposit in an irrevocable escrow account held by U.S. Bank National Association, St. Paul, Minnesota (the "Escrow Agent"), pursuant to an Escrow Agreement between the Issuer and the Escrow Agent dated the date of delivery thereof (the "Escrow Agreement"). The principal of Bonds of this issue and interest thereon subsequent to February 1, 2018 are payable from ad valorem taxes which have been levied upon all taxable property in the Issuer.

General Obligation. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of the principal and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Minnesota School District Credit Enhancement Program. The Issuer has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55 and to use the provisions of that statute to guarantee the payment of the principal and interest on the Bonds when due.

Denominations; Exchange; Resolution. The Bonds are issuable solely as fully registered Bonds in the denomination of \$5,000 and integral multiples thereof of a single maturity and are exchangeable for fully registered bonds of other denominations in equal aggregate principal amounts and in authorized denominations at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and

duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Holder in person or by the Holder's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with the Bond Registrar. Thereupon the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an authorized denomination, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity, and bearing interest at the same rate.

Fees Upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owner. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided and for all other purposes whatsoever, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Qualified Tax-Exempt Obligations. The Bonds of this issue have been designated by the Issuer as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, relating to the deduction of interest expenses allocable to the Bonds by financial institutions.

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations.

TEN COM	-	as tenants in common
TEN ENT	-	as tenants by the entireties
JT TEN	-	as joint tenants with right of survivorship and not as tenants in common
UTMA	-	_____ CUSTODIAN _____ (Cust) (Minor)

Under Uniform Transfers to Minors Act

(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto

_____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated _____

NOTICE: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240 Ad-15(a)(2).

The Bond Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address:

(Include information for all joint owners if the Bond is held by joint account.)

Please insert Social Security or other Tax Identification Number of Transferee.

EXHIBIT C

The Depository Trust Company

Letter of Representations

EXHIBIT D

LEVY COMPUTATION SHEET

<u>Levy Year</u>	<u>Collection Year</u>	<u>Alternative Facilities Refunding Portion</u>	<u>Capital Facilities Refunding Portion</u>	<u>Total Amount</u>
2017	2018			
2018	2019			
2019	2020			
2020	2021			
2021	2022			
2022	2023			

EXHIBIT E1

**NOTICE OF CALL FOR REDEMPTION
\$3,790,000
GENERAL OBLIGATION ALTERNATIVE FACILITIES BONDS, SERIES 2008A
DATED: DECEMBER 30, 2008**

**INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS)
MILLE LACS, SHERBURNE, ISANTI AND BENTON COUNTIES, MINNESOTA**

NOTICE IS HEREBY GIVEN that, by order of the School Board of Independent School District No. 477 (Princeton Public Schools), Mille Lacs, Sherburne, Isanti and Benton Counties, Minnesota, there have been called for redemption and prepayment on February 1, 2018 those outstanding bonds of the School District designated as General Obligation Alternative Facilities Bonds, Series 2008A, dated December 30, 2008 as the date of original issue, totaling \$3,790,000 in principal amount, and having the following stated maturity dates and CUSIP numbers:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>CUSIP Number*</u>
February 1, 2019	\$575,000	742259 NK6
February 1, 2020	\$600,000	742259 NL4
February 1, 2021	\$615,000	742259 NM2
February 1, 2022	\$635,000	742259 NN0
February 1, 2023	\$665,000	742259 NP5
February 1, 2024	\$700,000	742259 NQ3

Holders of the Bonds hereby called for redemption are requested to present their Bonds for payment to Bond Trust Services Corporation, on or before February 1, 2018 by submitting said bonds along with a completed W-9 form to the following addresses:

BY MAIL, IN PERSON
COURIER SERVICE OR
OVERNIGHT MAIL:

Bond Trust Services Corporation
3060 Centre Pointe Drive
Roseville, MN 55113

If the Holder requests payment of principal and/or interest via wire transfer, please be advised there is a wire transfer fee which will be deducted from the payment.

Dated: November 15, 2016

BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk
Independent School District No. 477
(Princeton Public Schools)
Princeton, Minnesota

Important Notice: In compliance with the Economic Growth and Tax Relief Reconciliation Act of 2001, federal backup withholding tax will be withheld at the applicable backup withholding rate in effect at the time the payment by the redeeming institutions if they are not provided with your social security number or federal employer identification number, properly certified. This requirement is fulfilled by submitting a W-9 Form, which may be obtained at a bank or other financial institution.

*The paying agent shall not be responsible for the selection or use of the CUSIP number, nor is any representation made as to its correctness as indicated in the Notice of Call for Redemption. It is included solely for the convenience of the holders.

Additional information may be obtained from: EHLERS & ASSOCIATES, INC., 3060 Centre Pointe Drive, Roseville, MN 55113, (651) 697-8500.

NOTICE OF CALL FOR REDEMPTION
 \$845,000
 GENERAL OBLIGATION CAPITAL FACILITIES BONDS, SERIES 2008B
 DATED: DECEMBER 30, 2008

INDEPENDENT SCHOOL DISTRICT NO. 477
 (PRINCETON PUBLIC SCHOOLS)
 MILLE LACS, SHERBURNE, ISANTI AND BENTON COUNTIES, MINNESOTA

NOTICE IS HEREBY GIVEN that, by order of the School Board of Independent School District No. 477 (Princeton Public Schools), Mille Lacs, Sherburne, Isanti and Benton Counties, Minnesota, there have been called for redemption and prepayment on February 1, 2018 those outstanding bonds of the School District designated as General Obligation Alternative Facilities Bonds, Series 2008B, dated December 30, 2008 as the date of original issue, totaling \$845,000 in principal amount, and having the following stated maturity dates and CUSIP numbers:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>CUSIP Number*</u>
February 1, 2019	\$155,000	(remaining portion) 742259 PA6
February 1, 2021	\$330,000	742259 PC2
February 1, 2023	\$360,000	742259 PE8

Holders of the Bonds hereby called for redemption are requested to present their Bonds for payment to Bond Trust Services Corporation, on or before February 1, 2018 by submitting said bonds along with a completed W-9 form to the following addresses:

BY MAIL, IN PERSON COURIER SERVICE OR OVERNIGHT MAIL:	Bond Trust Services Corporation 3060 Centre Pointe Drive Roseville, MN 55113
--	--

If the Holder requests payment of principal and/or interest via wire transfer, please be advised there is a wire transfer fee which will be deducted from the payment.

Dated: November 15, 2016

BY ORDER OF THE SCHOOL BOARD

/s/

 School District Clerk
 Independent School District No. 477
 (Princeton Public Schools)
 Princeton, Minnesota












Important Notice: In compliance with the Economic Growth and Tax Relief Reconciliation Act of 2001, federal backup withholding tax will be withheld at the applicable backup withholding

rate in effect at the time the payment by the redeeming institutions if they are not provided with your social security number or federal employer identification number, properly certified. This requirement is fulfilled by submitting a W-9 Form, which may be obtained at a bank or other financial institution.

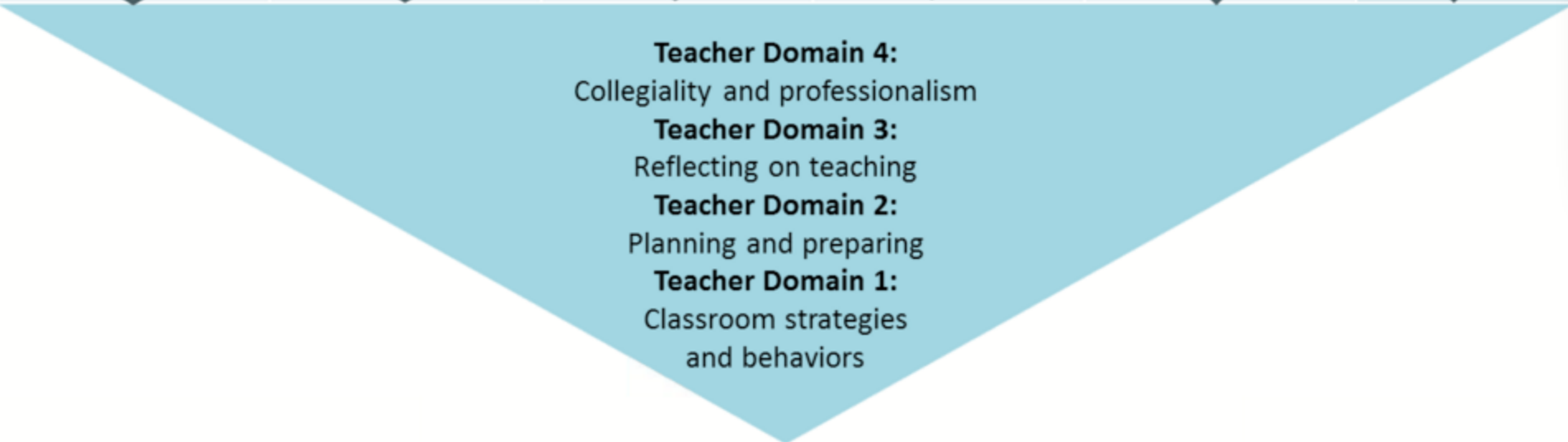
*The paying agent shall not be responsible for the selection or use of the CUSIP number, nor is any representation made as to its correctness as indicated in the Notice of Call for Redemption. It is included solely for the convenience of the holders.

Additional information may be obtained from: EHLERS & ASSOCIATES, INC., 3060 Centre Pointe Drive, Roseville, MN 55113, (651) 697-8500.

Cascading Domains of Influence

Achievement	Instruction	Curriculum	Cooperation and Collaboration	Climate	Resources
District Domain 1 A data-driven focus on student learning 	District Domain 2 Continuous improvement of instruction 	District Domain 3 Guaranteed and viable curriculum 	District Domain 4 Cooperation and collaboration 	District Domain 5 District climate 	District Domain 6 Resource allocation 
School Domain 1 A data-driven focus on student learning 	School Domain 2 Continuous improvement of instruction 	School Domain 3 Guaranteed and viable curriculum 	School Domain 4 Cooperation and collaboration 	School Domain 5 School climate 	

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Achievement of Individual Students

Superintendent Evaluation Timeline November 10, 2016

Week of November 14, 2016

- Evaluation forms via electronic survey are sent to the School Board.

November 15, 2016

- At the information section of the School Board Meeting:
 - Review the timeline
 - Review the Cascading Domains
 - Review the evidence document
 - Overview of electronic survey

December 6, 2016

- Surveys are due

December 6 through December 19, 2016

- Board Chair compiles information for the Closed Session

December 20, 2016

- Closed Session for the Superintendent's Evaluation before the regular meeting
- Report summary at the regular board meeting

2017 DISTRICT ENROLLMENT TRACKING

		Original		10/1/2016											
		Budget	Opening	End of	End of	End of	End of	End of	End of	End of	End of	End of	End of	Last Day of	Average
				September	October	November	December	January	February	March	April	May	School	Enrollment	
Primary	K	219.7	225	217											217.00
	1st	222.1	222	222											222.00
	2nd	241.5	242	246											246.00
	Sub Total	683.3	689	685	0	0	0	0	0	0	0	0	0	0	685.00
Intermediate	3rd	228.5	229	229											229.00
	4th	261.4	261	269											269.00
	5th	248.3	248	255											255.00
	Sub Total	738.2	738	753	0	0	0	0	0	0	0	0	0	0	753.00
Middle	6th	236.8	237	249											249.00
	7th	214.6	215	230											230.00
	8th	246.0	246	257											257.00
	Sub Total	697.4	698	736	0	0	0	0	0	0	0	0	0	0	736.00
High School	9th	256.3	258.8	259.8											259.80
	10th	260.1	261.8	259.6											259.60
	11th	231.5	224.6	226.2											226.20
	12th	214.4	214.3	201.7											201.70
	Sub Total	962.3	959.5	947.3	0	0	0	0	0	0	0	0	0	0	947.30
K-12 Total		3081.2	3084.5	3121.3	0	0	0	0	0	0	0	0	0	0	3,121.30
			3084.5	36.8	-3084.5	-3084.5	-3084.5	-3084.5	-3084.5	-3084.5	-3084.5	-3084.5	-3084.5	-3084.5	37
ALC				8											
Online				48.6											
Care & Treatment				13											
PSEO				37											

	Total Enrolled	# PSEO Full Time	# PSEO 1 Hr (.8)	# PSEO 2 Hrs (.6)	# PSEO 3 Hrs (.4)	# PSEO 4 Hrs (.2)	# ONLINE 20%-PHS 80%	# ONLINE 40%-PHS 60%	# ONLINE 60%-PHS 40%	# ONLINE 80%-PHS 20%	# SHARED TIME 20% PHS	# SHARED TIME 40% PHS	# SHARED TIME 60% PHS	# SHARED TIME 80% PHS	FORG EIN EXCH ANGE	Early Grad	TOTAL STUDENTS - VARIABLES	
Grade 9	260						1	1									258	
							0.8										258.8	
Grade 10	264						1	1	1		1			1			259	
			0	0	0	0	0.8	0.6	0.4		0.2			0.8			261.8	
Grade 11	250	12	4	6	5	4	25	3	1				1				190	
			3.2	3.6	2	0.8	21.6	2.4	0.4				0.6				224.6	
Grade 12	248	13		4		1	27	10	0	2	3	2			2	10	174	
			0	2.4	0	0.2	23.2	5.4		0.8	0.8	0.8			0	6.7	214.3	
Totals Per	1022	0	3.2	6	2	1	46.4	8.4	0.8	0.8	1	0.8	0.6	0.8	0	6.7	959.5	
		25	4	10	5	5	54	15	2	2	4	2	1	1	2	10		
% Add		0	3.2	6	2	1	46.4	8.4	0.8	0.8	1	0.8	0.6	0.8	0	6.7	959.5	
				TOTAL PSEO			36.8		TOTAL ONLINE			16.6						
9/20/2016																		

ISD #477- Princeton Schools

Effective: 1/1/2017



POLICY HOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: You are hereby notified that under the Act, as amended in 2007, the definition of act of terrorism has changed.

The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in concurrence with the Secretary of State, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

DISCLOSURE OF FEDERAL PARTICIPATION IN PAYMENT OF TERRORISM LOSSES

Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Act, as amended. Your policy, however, may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

DISCLOSURE OF \$100 BILLION CAP

The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

DISCLOSURE OF PREMIUM

See disclosure of premium in the preceding pages in the quote letter.

ISD #477- Princeton Schools

Effective: 1/1/2017



- Private passenger/light truck	\$50
- Medium truck	\$150
Personal Effects Coverage	\$600
Duties in the Event of Accident, Claim, Suit or Loss	Included
Unintentional Failure to Disclose Information	Included
Bodily Injury Redefined	Included

Umbrella

COVERAGE	LIMIT
Limits of Liability — Each Occurrence or Each Claim	\$2,000,000
Limits of Liability — General Aggregate	\$2,000,000
Retained Limit	\$0
Follow Form Employee Benefits Liability Coverage	Included
Follow Form Automobile Liability Coverage	Included
Follow Form Employers Liability Coverage (with approved carrier) when Scheduled on 475-0003	Can be included with info
Follow Form Incidental Professional Liability Coverage for Schools	Included
Follow Form Sexual Misconduct or Sexual Molestation Liability	Included
Follow Form School and Educators Legal Liability	Included
Follow Form Employment Practices Liability	Included

All products are underwritten by The Hanover Insurance Company or one of its insurance company subsidiaries or affiliates ("The Hanover"). Coverage may not be available in all jurisdictions and is subject to the company underwriting guidelines and the issued policy. This material is provided for informational purposes only and does not provide any coverage. For more information about The Hanover visit our website at hanover.com. Proprietary material of The Hanover Insurance Company. Unauthorized use is prohibited. ©2013 The Hanover Insurance Group, Inc. All Rights Reserved.

ISD #477- Princeton Schools

Effective: 1/1/2017



Non-Monetary Relief Defense Coverage 421-0348	\$100,000
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Auto

**Educational Institution Business Auto Coverage Broadening Endorsement
461-0252**

COVERAGE	LIMITS
Temporary Substitute Auto Physical Damage	Included
Broadening Named Insured	Included
Supplementary Payments — Increased Limits	
– Bail Bonds	\$2,500
– Loss of Earnings	\$500 per day
Employees as Insureds	Included
Expense You Incur to Return a Stolen Auto	\$1,000
– Sign Coverage	\$2,000
Glass Deductible Waiver for Repair	Included
Transportation Expense	
– Per Day Limit	\$50
– Maximum Limit	\$1,500
Hired Auto Physical Damage	\$50,000
– Owner’s Actual Loss of Use	\$1,000
Audio, Visual, Data and Global Positioning Electronic Equipment Coverage	\$500
Rental Reimbursement and Material Transfer Expense	
– Number of Days	60 Days
– Limit	\$3,000
Airbag Coverage	Included
Auto Lease or Loan Physical Damage Extension	Included
Towing and Labor	

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ISD #477- Princeton Schools

Effective: 1/1/2017



Non-Monetary Relief Defense Coverage 421-0360	\$100,000
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Educational Institution Employment Practices Liability Endorsement

This endorsement amends the School and Educators Legal Liability Coverage Part to provide employment practices liability coverage on a claims-made basis. The limits provided in this endorsement are included in and not in addition to the limits provided in the School and Educators Legal Liability Coverage Part.

COVERAGE	WRONGFUL EMPLOYMENT ACT LIMIT	AGGREGATE LIMIT	DEDUCTIBLE PER WRONGFUL EMPLOYMENT ACT	RETROACTIVE DATE
With Third Party Coverage and Defense Expenses Outside Limits 421-1719	\$1,000,000	\$2,000,000	\$10,000	1/1/2001
COVERAGE				LIMIT
Wage and Hour Laws Exclusion with Defense Expense Sublimit Endorsement 421-1720 - "Defense Expenses" per "Wrongful Employment Act" Limit				\$300,000

Sexual Misconduct or Sexual Molestation Liability

This endorsement provides bodily injury coverage for the insured only arising from a physical sexual act of misconduct or molestation. Additional exclusions, conditions and definitions apply as outlined in the form. Limits provided are separate and not included in the GL limits.

COVERAGE	LIMIT
Limits of Liability — Each Incident (Occurrence form 421-0334)	\$1,000,000
Limits of Liability — Aggregate	\$1,000,000
Innocent Party Defense Coverage Endorsement 421-0343	\$300,000

Law Enforcement Professional Legal Liability Coverage Part

This endorsement provides coverage for damages because of the insured's negligent acts, errors or omissions committed in the performance of law enforcement and security guard duties for an educational institution. The coverage is provided on a claims-made basis. Additional exclusions, conditions and definitions apply as outlined in the form.

COVERAGE	EACH CLAIM LIMIT	AGGREGATE LIMIT	EACH CLAIM DEDUCTIBLE	RETROACTIVE DATE
Law Enforcement Professional Legal Liability 421-0344	\$100,000	\$100,000	\$5,000	1/1/2013
COVERAGE				LIMIT

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		- Fire, Lightning, Explosion, Smoke and Leakage from Fire Protection Systems Damage Limit	
Unintentional Failure to Notify	Included	Who Is An Insured Extension – Co-employees and Volunteer Workers	Included

Broadened Bodily Injury and Property Damage for Educational Institutions 421-1729

COVERAGE	LIMIT
This optional endorsement extends the policy to include property damage resulting from the use of reasonable force to protect persons or property and bodily injury arising from the use of reasonable force to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of the school's function subject to the terms outlined in the endorsement.	Included

Employee Benefits Liability – Claims Made

EACH CLAIM	AGGREGATE	DEDUCTIBLE	RETROACTIVE DATE
\$1,000,000	\$2,000,000	\$1,000	TBD

Incidental Professional Liability Coverage for Educational Institutions Endorsement

This endorsement provides bodily injury coverage for "covered incidental professional services" provided to your employees or students and incidental to the operations of your educational institution. This includes nursing, psychological, psychometric, guidance counseling, athletic training, speech, hearing, occupational or physical therapy services. Coverage applies to the insured and employees of the insured who perform these services. Additional exclusions, conditions and definitions apply as outlined in the form.

COVERAGE	LIMIT
Occurrence form 421-1744	Included

School and Educators Legal Liability Coverage Part

This coverage part provides coverage against claims for the directors and officers of the governing body of the educational institution, employees, substitute teachers, volunteer workers and student teachers for "wrongful acts" while acting in their capacity as such. Coverage is also provided for the insured entity. Coverage is provided on a claims-made basis. Additional exclusions, conditions and definitions apply as outlined in the form.

COVERAGE	EACH CLAIM LIMIT	AGGREGATE LIMIT	EACH CLAIM DEDUCTIBLE	RETROACTIVE DATE
School and Educators Legal Liability 421-0353	\$1,000,000	\$2,000,000	\$10,000	1/1/2001
COVERAGE	LIMIT			

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ISD #477- Princeton Schools

Effective: 1/1/2017



School Athletic Equipment, Uniforms, Similar and Related Equipment and Accessories	\$50,000
School Musical Instruments, Similar and Related Equipment and Accessories	\$50,000
School Cameras, Projection Machines, Films, Similar and Related Equipment and Accessories	\$50,000
Dwellings Under Construction by Vocational Shop Classes	\$100,000

General Liability

Educational Institution Commercial General Liability Broadening Endorsements

COVERAGE		LIMITS	COVERAGE		LIMITS
Additional Insured by Contract, Agreement or Permit	Included		Additional Insured — Broad Form Vendors	Included	
Additional Insured – Primary and Non – Contributory	Included		Additional Insured – Groups, Board Members, Trustees, Student Teachers	Included	
Blanket Waiver of Subrogation	Included		Aggregate Limit Per Location	Included	
Bodily Injury Redefined	Included		Aircraft, Auto or Watercraft Amendments	Included	
Broad Form Property Damage — Borrowed Equipment, Customers Goods & Use of Elevators	Included		Broad Form Named Insured	Included	
Knowledge of Occurrence	Included		Broadcasting & Publication – Personal and Advertising Injury	Included	
Liberalization Clause	Included		Infirmity, Clinic or Hospital Exclusion	Included	
Medical Payments – Increased Reporting Period	Included		Medical Payments for Students Exclusion	Included	
Newly Acquired or Formed Organizations — Covered until end of policy period	Included		Mobile Equipment Redefined	Included	
Non-Owned Watercraft	51 feet		Personal Injury — Broad Form	Included	
Supplementary Payments Increased Limits – Bail Bonds	\$2,500		Personal Injury – Televised or Videotaped	Included	
– Loss of Earnings per day	\$1,000		Publication	Included	
Unintentional Failure to Disclose Hazards	Included		Property Damage Legal Liability – Broad Form	\$1,000,000	

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Effective: 1/1/2017



Data Breach Coverage Annual Aggregate Limit of Insurance	\$50,000
Additional Expense Coverages Annual Aggregate Limit of Insurance	\$25,000
Data Breach Coverage Deductible	\$1,000

Emergency Event Management 411-0610

This coverage endorsement provides valuable protection if the insured is affected by an actual or attempted violent act, outbreak of a specified illness, specified felonies and other incidents as outlined in the form. There are three coverage limits as outlined below.

COVERAGE	LIMIT OF INSURANCE	WAITING PERIOD
Emergency Event Communication Expense	\$100,000	None
Emergency Event Business Income and Extra Expense	\$100,000	BI – follows the BI/EE form EE - None
Post Emergency Event Expense – Per Person Limit	\$100,000	None
- Aggregate Limit	\$100,000	None

Equipment Breakdown Coverage 451-0038

COVERAGE	LIMITS	DEDUCTIBLE
Equipment Breakdown Limit	Follows Building & Personal Property Limit	\$10,000
Business Income & Extra Expense	Follows Business Income & Extra Expense Limit	72 hours

ADDITIONAL COVERAGE	LIMITS
Expediting Expenses	\$100,000
Hazardous Substances	\$100,000
Spoilage	\$100,000

ADDITIONAL COVERAGE	LIMITS
Data Restoration	\$100,000
Service Interruption	Included

Educational Institution Miscellaneous Property Coverage Form 441-0243

This coverage endorsement provides valuable protection for the special types of property that schools have on or off their premises.

COVERAGE	LIMITS
School Band Uniforms, Choir Robes, Similar and Relate Property	\$50,000

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Accounts Receivable, Deferred Payments, Fine Arts, Fire Department Service Charge, Movement of Property, Outdoor Property, Personal Effects & Property of Others, Research & Development Documentation, Valuable Papers & Records (other than Electronic Data)

Educational Institutions Property Broadening Endorsement 411-0812

This endorsement provides Industry specific coverage options and is offered in combination with the Bronze, Silver, Gold, or Platinum Broadening Endorsements.

COVERAGE	LIMITS	COVERAGE	LIMITS
Automated External Defibrillators	\$5,000	Paved Surfaces	\$400,000
Broadened Building Coverage	Included	Personal Effects of Students	\$100,000
Emergency Evacuation Expense	\$25,000	Real Property of Others Required by Contract	\$5,000
Fundraiser Business Income	\$50,000	Special Settlement Provisions	
		- Agreed Amount Coverage (Losses <=\$25,000)	Included
		- Replacement Cost – Leased Personal Property	Included
Glass Showcases	\$2,500	Spoilage – On Premises	\$25,000
		Spoilage – In Transit	\$5,000

Additional Covered Property CP1410

This endorsement removes the below described property from Property Not Covered and adds it to Covered Property on the Building and Personal Property Coverage Form.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY
Appurtenant structures outdoor and other property at all insured locations as listed on the SOV	Buildings, Property in the Open

Data Breach Coverage Form 411-0669

This coverage endorsement provides a number of valuable services and first-party expense coverages for covered loss, theft, accidental release or accidental publication of the data.

Two additional forms are included with Data Breach Coverage

- Associates and Family Members Additional Coverage Endorsement, form #411-0679, extends coverage to employees and their families
- Identity Theft Resolution Services, form #411-0681, which outlines the services available if a loss or theft of private personal data occurs.

Note: Higher limits are available for an additional charge. If requested, completion of a questionnaire may be required.

COVERAGE	LIMITS
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ISD #477- Princeton Schools

Effective: 1/1/2017



COVERAGE	INSURANCE COMPANY	PREMIUM
Package (including taxes/surcharges)	Massachusetts Bay	\$ 111,380.36
Automobile (including taxes/surcharges)	Allmerica Financial Benefit	\$ 8,841.00
Umbrella	Hanover Insurance	\$ 5,132.00
Terrorism (optional)		Included
Total Estimated Premium		\$ 125,353.36

Please Note:

1. This account has been quoted based on information you furnished or information available to us.
2. Our Loss Control portal www.hanover.com/risksolutions/ is a valuable resource available to our insureds where they can find Loss Prevention information, as well as utilize selected vendors to provide reduced-fee employment screening, MVR checks and Background checks
3. Quoted rates or pricing are subject to change if exposures change at time of issuance.

Subject To:

1. Signed Statement of Values
2. 5 years current valued loss runs
3. Satisfactory loss control and compliance with all recommendations
4. In order for the Umbrella to go over the employer's liability carrier, we require an AM Best rating of at least B++ / Size VII. Approved WC carriers include (but not limited to): SFM, Accident Fund, Dakota Truck, RTW, Am Trust and Employers

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Renewal Insurance Proposal

Prepared for:

ISD 477 Princeton Schools

*706 1st Street
Princeton, MN 55371*

Renewal Effective
01/01/2017

Princeton Agencies, Inc.

**104 South Rum River Dr.
Princeton MN 55371
320-293-0981**

All buildings are blanketed by location and include:

◆ Replacement Cost Coverage ◆ Special Forms Perils ◆ Inflation Guard

Location 1

Building 1 High School Complex
Current Value \$47,991,111
Expiring Value \$46,183,761
Current BPP \$9,398,222

Building 8 Greenhouse
Current Value \$76,376
Expiring Value \$73,438
Current BPP \$8,158

Building 2 Dugouts/Athletic Storage
Current Value \$17,714
Expiring Value \$17,033
Current BPP \$9,793

Building 9 Garage "by shops"
Current Value \$167,002
Expiring Value \$160,579
Current BPP \$32,639

Building 3 Athletic Storage
Current Value \$8,913
Expiring Value \$8,570
Current BPP \$12,239

Building 10 ALC (portable)
Current Value \$132,952
Expiring Value \$127,838
Current BPP \$32,639

Building 4 Maintenance Garage
Current Value \$31,634
Expiring Value \$30,417
Current BPP \$101,226

Building 11 Tennis Storage
Current Value \$2,409
Expiring Value \$2,316
Current BPP \$541

Building 5 Concession Stand
Current Value \$35,468
Expiring Value \$34,104
Current BPP \$26,681

Building 12 Property in the Open
Bleachers, lights, Etc.
Current Value \$973,440
Expiring Value \$936,000

Building 6 Storage Garage
Current Value \$40,307
Expiring Value \$38,757
Current BPP \$14,686

Building 13 Garage
Current Value \$20,398
Expiring Value \$19,613
Current BPP \$2,163

Building 7 Pump House
Current Value \$4,520
Expiring Value \$4,346
Current BPP \$None

Building 14 HS Track Surface (PIO)
Current Value \$432,640
Expiring Value \$416,000

Building 15 Video Scoreboard (PIO)
Current Value \$158,673

All buildings are blanketed by location and include:

◆ Replacement Cost Coverage ◆ Special Forms Perils ◆ Inflation Guard

Location 2

Building 1 Storage
Current Value \$7,844
Expiring Value \$7,542
Current BPP \$2,163

Location 3

Building 1 Intermediate School
Complex
Current Value \$19,813,179
Expiring Value \$19,051,134
Current BPP \$4,121,141

Building 2 Intermediate School Garage
Current Value \$38,657
Expiring Value \$37,170
Current BPP \$132,146

Building 3 Intermediate School PIO
Current Value \$324,480
Expiring Value \$312,000

Location 4

Building 1 Middle School Complex
Current Value \$32,623,330
Expiring Value \$31,368,587
Current BPP \$6,524,666

Building 2 Middle School PIO
Current Value \$540,800
Expiring Value \$520,000

Building 3 Middle School Well House
Current Value \$14,993
Expiring Value \$14,416

Location 5

Building 1 Family Center Complex
Current Value \$7,663,986
Expiring Value \$7,369,217
Current BPP \$1,609,712

Building 2 Family Center PIO
Current Value \$104,000
Expiring Value \$104,000

Building 3 Family Center Storage
Current Value \$1,708
Expiring Value \$1,642
Current BPP \$4,106

Building 4 Family Center Storage
Current Value \$2,563
Expiring Value \$2,464
Current BPP \$6,842

Location 6

Building 1 Primary School Complex
Current Value \$19,000,000
Expiring Value Builders Risk
Current BPP \$3,800,000

Building 2 Primary School Complex PIO
Current Value \$425,000

Location 7

BPP ONLY 705 North 2nd Street
District Office
Current BPP \$809,000

BPP ONLY 705 North 2nd Street
"Transitions"
Current BPP \$100,000

All buildings are blanketed by location and include:

- ◆ Replacement Cost Coverage ◆ Special Forms Perils ◆ Inflation Guard

Location 8

BPP ONLY 241 4th Avenue South
"Old Fire Hall"
Current BPP \$50,000

Total Blanket Property Limits

- ✓ Total Property coverage \$157,452,860 *Expiring \$152,375,697*
 - Total Building coverage \$127,675,551 *Expiring \$123,534,182*
 - Total Business Personal Property \$26,798,763 *Expiring \$25,951,080*
 - Total Blanket Property in the Open (Included in blanket)
 - ✓ based on \$2,959,033
 - Replacement Cost Coverage
- ✓ 100% Co-Insurance
- ✓ Replacement Cost/Agreed Value
- ✓ Special form perils
- ✓ Deductible \$10,000 per occurrence
- ✓ Additional limit for property off premise
 - \$135,750 subject to \$5,000 deductible

Business Income and Extra Expense

- ✓ BI/EE \$2,000,000 limit
 - Subject to 72 hour rule
- ✓ Equipment breakdown coverage \$100,000,000
 - Subject to \$10,000 deductible

Crime coverage

- ✓ Employee Theft
 - \$300,000 per occurrence
 - \$3,000 deductible
- ✓ Forgery and Alteration
 - \$50,000 per occurrence
 - \$3,000 deductible
- ✓ Inside/Outside the premise theft of cash
 - \$40,000 per occurrence
 - \$2,500 deductible
- ✓ Computer fraud and funds transfer fraud
 - \$100,000 per occurrence
 - \$3,000 deductible
- ✓ Data Breach (see policy for details)
 - Response expenses coverage, \$50,000 annual aggregate
 - Defense and liability coverage, \$50,000 annual aggregate
 - Identity recovery, \$25,000 aggregate
 - Subject to \$1,000 deductible
- ✓ Cyber Coverage
 - Computer Attack Limit \$250,000
 - Data re-creation sublimit \$12,500
 - Loss of business sublimit \$12,500
 - Public Relations sublimit \$5,000
 - Subject to \$10,000 deductible

Liability

Liability section- includes all locations

- ✓ Occurrence limit \$1,000,000
- ✓ Personal & Advertising Injury \$1,000,000
- ✓ Medical payments to others \$5,000
 - EXCLUDES student med pay
- ✓ Fire damage to premises rented to you \$100,000
- ✓ Abuse & Molestation Liability included
- ✓ Employee Benefits Liability limit
 - \$1,000,000 each claim
 - \$2,000,000 aggregate
 - \$1,000 Deductible
 - Retro Date of 01/01/2001
- ✓ Emergency Response coverage
 - \$1,000,000 event limit
 - \$25,000 per person limit
 - \$10,000 per person/\$100,000 aggregate Post event expense

Liability continued

- ✓ School Leaders Liability
 - \$1,000,000 each occurrence
 - \$2,000,000 aggregate
 - \$2,000 deductible
 - Retro Date of 01/01/2001
 - Law Enforcement Endorsement

Commercial Auto

Auto list and coverage

- ✓ Symbol 1 liability limits \$1,000,000
- ✓ Uninsured/Underinsured limit \$1,000,000
- ✓ Personal Injury Protection included
- ✓ Hired and Non-owned liability limit \$1,000,000
- ✓ Comprehensive coverage on applicable vehicles: \$250 deductible
- ✓ Collision Coverage on applicable vehicles: \$500 deductible
- ✓ See attached list for vehicles

Umbrella

Coverage limits

- ✓ \$2,000,000 excess liability limit
- ✓ Extends over premise, general liability, and autos,
- ✓ \$10,000 Self Insured Retention

Premium Summary

	<u>2016 Hanover offer</u>	<u>2016 EMC Policy</u>	<u>2017 EMC</u>
Property	\$71,253	\$69,587	\$73,820
Builder's Risk	\$17,600	\$25,549	NA
Liability	\$20,308	\$20,501	\$20,900
Linebacker	\$5,814	\$5,814	\$6,136
* Data Compromise	\$969	\$969	\$969
Crime	\$2,745	\$2,784	\$2,474
Commercial Auto	\$9,180	\$8,547	\$8,788
Umbrella	\$7,648	\$7,788	\$7,850
Sub-total	\$135,517	\$141,539	\$120,937
Cancelled BR	-\$8,272	-\$12,085	NA
Grand Total	\$127,245	\$129,454	\$120,937

*Delete Terrorism Coverage for all lines less \$3,100 **108,953**

May we bind this coverage for your district with an effective date of 1-1-2017?

Authorized Signature

Date

Payment Options

Paid in full single payment	\$120,937.06
Monthly Electronic Funds Transfer (No monthly service fee zero down)	\$10,078.09 month
Monthly billing 10 payments (There is a \$6 fee added for this option 25% down)	\$30,234.27 down \$9,988.65 month

Please help me update your file:

Approximate Number of Pre-K Students	_ 180/ _____
Approximate Number of K-8 Students	_ 2,193/ _____
Approximate Number of 9-12 Students	_ 1,015/ _____
Approximate number or teachers	_ 436/ _____
Approximate number of staff (EBL)	_ 450/ _____
Vacant Land (acres)	_ 107/ _____

Loss payable:
 Innovative Modular Solutions
 PO Box 70
 Oswego, IL 60543

US Bank NA
 Corp Trust Service
 60 Livingston Ave
 St Paul MN 55107

PNC Equipment Finance LLC
 ISAOA
 995 Dalton Ave
 Cincinnati OH 45203
 Lease number 199600000
 (Video scoreboard)

Additional Insured:
 Princeton Youth Hockey
 Arnold C. Whitcomb Revocable Trust
 Sally A. Whitcomb Revocable Trust
 City of Princeton
 US Bank National Association
 Brainerd International Raceway

**PRINCETON PUBLIC SCHOOLS
SCHOOL BOARD MEETING AGENDA**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

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

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

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

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

Adopted: February 11, 2003

Revised: May 25, 2010

Revised: March 18, 2014

Reviewed: October 18, 2016

**PRINCETON PUBLIC SCHOOLS
ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.

B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.

C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the

prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. These budgets, reports of revenue, expenditures, and fund balances must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.

F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

G. The school district must also include the budget information specified in Paragraph III.D. above in the materials provided as part of its truth-in-taxation hearing.

IV. IMPLEMENTATION

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved

by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
 Minn. Stat. § 123B.76 (Expenditures; Reporting)
 Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
 Minn. Stat. § 126C.23 (Allocation of General Education Revenue)
 Minn. Stat. § 275.065 (Truth in Taxation; Proposed Property Taxes; Notice)

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

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

**PRINCETON PUBLIC SCHOOLS
PURCHASING AND PROCUREMENT POLICY**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF PURCHASING AND PROCUREMENT PROCEDURE(S)

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

IV. PURCHASING AND PROCUREMENT PROCEDURE GUIDELINES

- A. All purchases of goods, services and equipment for which the District will be responsible for payment must be made on a district purchase order form, properly approved and executed.
- B. No employee of the school system may obligate the Board for any purchase without having gone through the regular, approved procedures. Such procedures include the use of purchase orders.
- C. Whenever practical, all goods used by the District should be standardized. This provides for purchasing in greater volume; reduces and restricts indiscriminate ordering; effects increased economy in all phases of procurement, including ordering, purchasing delivering, and final distribution.
- D. All Buildings shall promote standardization of supplies and equipment to all personnel, and it shall be a responsibility of all employees of the District to accept and encourage standardization of supplies and equipment, if practical and applicable within an employee's area of responsibility.
- E. Purchases shall be from local vendors if price is equivalent or lower than outside vendors taking transportation costs and timelines of availability into

consideration.

Cross References: Princeton Policy 412-Expense Reimbursement
Princeton Policy 412.1-Employee Travel and Related Expenses
Princeton Policy 701-Est. & Adoption of School District Budget
Princeton Policy 702-Accounting

Adopted: February 16, 2016

Reviewed: October 18, 2016

PRINCETON PUBLIC SCHOOLS

ANNUAL AUDIT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education ~~for the Department of Children, Families, and Learning (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.09 (School Board Powers)
 Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
 Minn. Stat. § 123B.02 (School District Powers)
 Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

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

Independent School District #477
 Princeton, Minnesota 55371

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

PRINCETON PUBLIC SCHOOLS**DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS
AND A FIXED ASSET ACCOUNTING SYSTEM****I. PURPOSE**

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

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

IV. CAPITALIZATION

Princeton Public Schools General Fixed Asset Account Group includes assets valued at \$1,500 or otherwise required by law, and with a useful life of more than one year.

V. DEPRECIABLE LIVES

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

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

VI. DEPRECIATION METHOD

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

VII. DONATIONS/GIFTS

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

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

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

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

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

PRINCETON PUBLIC SCHOOLS

INVESTMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

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

IV. AUTHORITY; OBJECTIVES

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

- Limiting investments to the types of securities listed in Section IX of this Investment Policy.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Princeton Public Schools will do business in accordance with Section V.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
- b. Interest Rate Risk. Princeton Public Schools will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section IX).
2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
- a. A security with declining credit may be sold early to minimize loss of principal.

b. A security swap would improve the quality, yield, or target duration in the portfolio.

c. Liquidity needs of the portfolio require that the security be sold.

4. Maintaining the Public's Trust. The investment officer(s) shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board, or the School Board Treasurer.

V. DELEGATION OF AUTHORITY

A. The Director of Business Services and the Assistant Business Affairs Executive of the school district are designated as the investment officers of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer(s) shall operate the school district's investment program consistent with this policy. The investment officer(s) may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer(s) shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

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

B. Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

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

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

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

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

- A. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
- B. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank;

- C. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- D. Collateralized repurchase agreements, which conform to the requirements stated in 118A.05, sub.2 of the statutes;
- E. Commercial paper meeting the following requirements:
 - 1. The corporation must be organized in the United States or be a Canadian subsidiary.
 - 2. The corporation's assets must exceed \$500,000,000.
 - 3. The obligations at the time of purchase must be rated at the highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelps, Moody's and Fitch Investors Service).
 - 4. The obligations cannot have a maturity longer than 270 days.
 - 5. The school district's goal shall be not more than 50% of the total investment fund can be invested in commercial paper at any time.
 - 6. The total investment in any one corporation should not exceed 10% of the corporation's outstanding obligations.
 - 7. The total investment in any one corporation cannot be more than \$10 million.
- F. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
- G. Investment products that are considered as derivatives are specifically excluded from approved investments.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The investment officer(s) shall prepare and recommend to the Superintendent annually for presentation to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2.

Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

3.

Maximum Maturities. To the extent possible, Princeton Public Schools shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Princeton Public Schools will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. Princeton Public Schools shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

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

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. §

118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage, as follows:

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

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

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

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

Subd. 4. Assignment. Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The

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

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

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

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

- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.
- D. Collateralization. Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit (see GFOA Recommended Practices in Appendix).

XIV. REPORTING REQUIREMENTS

- A. The Investment Officers shall submit to the Finance Committee and the Superintendent an annual investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles

shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

- B. If necessary, the investment officer(s) shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

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

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

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

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

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

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ACCEPTANCE OF GIFTS GENERALLY

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

IV. GIFTS OF REAL OR PERSONAL PROPERTY

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

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

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

VI. GUIDELINES

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

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

Cross References: Form 706

Adopted: September 25, 1984

Revised: May 14, 2002

Revised: September 14, 2004

Revised: October 27, 2009

Revised: May 14, 2013

Reviewed: October 18, 2016

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name: _____

Description of gift: _____

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

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

This gift meets all requirements of Policy 706

_____ Staff Name

Accepted Not Accepted _____
Date: _____

Principal or Director

Accepted Not Accepted _____

Date: _____

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016

**PRINCETON PUBLIC SCHOOLS
TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

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

It is the policy of the school district 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. 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. 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. 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. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir.

1992)

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

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**Princeton School District
STUDENT TRANSPORTATION SAFETY POLICY**

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 Pre 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 Pre 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 Pre 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 Pre 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 Pre 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 (Pre 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.
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.

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.
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.
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:
- i. 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.
 - ii. 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.
 - iii. 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 pre employment 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. 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 Multi-function 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).
- 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)

Cross References:

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)
 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: May 23, 1995
 Revised: November 14, 1995
 Revised: May 14, 1996
 Revised: January 14, 1997
 Revised: April 8, 1997
 Revised: September 23, 1997
 Revised: May 23, 2000
 Revised: November 14, 2000
 Revised: August 28, 2001
 Revised: May 24, 2005
 Revised: September 15, 2005
 Revised: December 8, 2009
 Revised: August 9, 2011

709

Revised: November 13, 2012

Revised: July 15, 2014

Revised: January 20, 2015

Reviewed: April 19, 2016

Revised: October 18, 2016

PRINCETON PUBLIC SCHOOLS**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. 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

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: August 28, 2001
 Revised: April 22, 2008
 Revised: March 9, 2009
 Revised: November 18, 2014
 Reviewed: April 19, 2016
 Reviewed: October 18, 2016

PRINCETON PUBLIC SCHOOLS

VIDEO RECORDING ON SCHOOL ~~VEHICLES~~ 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/van is a significant factor in the safety and efficiency of school transportation. Student **and employee** misbehavior increases the potential risks of injury. Therefore, the school district believes that videotaping student passengers **and employees** on the school vehicles will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus videotaping system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. The school district will begin to equip each and every school bus owned, leased, contracted and/or operated by the school district 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 on tape.
2. A video camera will not necessarily be installed in each and every school vehicle owned, leased, contracted and/or operated by the school district, but cameras may be rotated from vehicle to vehicle without prior notice to students.
3. Video cameras will be placed on a particular school vehicle, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Videotape

1. A videotape 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 vehicle.

2. A videotape will be released to the public 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 there under.
3. Videotapes 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 videotape will be retained by the school district for a period of six (6) weeks, or until the conclusion of disciplinary proceedings in which the video tape is used for evidence.

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

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 712 (Video Surveillance Other Than on Buses)
 MSBA Service Manual, Chapter 2, Transportation

Adopted: March 13, 2007

711

Revised: April 19, 2016

Revised: October 18, 2016

PRINCETON PUBLIC SCHOOLS**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.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

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

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

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

Adopted: August 9, 2011
Revised: October 18, 2016

PRINCETON PUBLIC SCHOOLS

FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.

- E. “Non-spendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 10 percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will follow the approved district plan for each of the areas (Capital, Assigned, Deferred, Health and Safety, Etc.,) If there is no plan the district will strive to spend resources from the fund balances classifications in the following order (First to Last): Restricted, Committed, Assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent or Director of Business Services. Assignments so made shall be reported to the Finance Committee and/or school board on a quarterly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Adopted: May 24, 2011
Revised: November 12, 2013
Revised: May 19, 2015
Reviewed: October 18, 2016

PRINCETON PUBLIC SCHOOLS**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.

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.
- 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.
- 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.
- 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: Policy 210 (Conflict of Interest – School Board Members)
Policy 702 (Accounting)

Adopted: November 25, 2003

Revised: October 26, 2010

Revised: April 19, 2016

Reviewed: October 18, 2016

PRINCETON PUBLIC SCHOOLS

FACILITY USE

Policy

It is the policy of Independent School District 477 to make the use of school facilities available primarily by citizens of the district. The implementation of this policy requires both individual and community cooperation. School facility rules and regulations under this policy apply to all property owned and managed by the school district and are in effect at all times when the school property is not in use for regular educational programs.

Administration

The administration, through the Community Education Department, will develop and execute appropriate guidelines for the use of school facilities.

Scheduling

Community Education processes requests for use of all district facilities before and after the regular school day, as well as weekends and vacations. Individuals or groups interested in using school facilities should make such requests through Community Education, which will determine the availability and appropriate usage of the facilities.

District Facilities are available for use according to the following hours of operation.

District Center	Mon. - Fri.	6am - 10:30 pm		
Family Center	Mon.- Fri.	6am -10:30 pm		
Primary School	Mon. - Fri.	6am - 10:30 pm	Sat. 8am - 4pm	Sun. 12pm - 4pm
Intermediate School	Mon. - Fri.	6am - 10:30 pm		
Middle School	Mon. - Fri.	6am - 10:30 pm	Sat. 8am - 4pm	Sun. 12pm - 4pm
High School	Mon. - Fri.	6am - 10:30 pm	Sat. 8am - 4pm	Sun. 12pm - 4pm

Sunday usage would require a Site Supervisor to oversee practice events. Custodial coverage is required for all public performances and games. Sunday rentals are based on an hourly rate only. Usage outside of these hours of operation may be requested and additional staffing charges will be incurred based on needs.

Class 1 (District sanctioned events) will absorb additional costs for events held outside of the building hours of operation.

Classes 2-4 Will absorb additional costs based on needs.

Designated Contract Holidays

Labor Day*

Memorial Day*

Presidents Day*

Christmas Eve

Christmas Day

Thanksgiving Day

Day-after Thanksgiving*

New Years Eve*

New Years Day

Independence Day Good

Friday*

Other Dates - to be determined

***Exceptions:**

District sponsored practice type events must have a designated school employee responsible for supervision of attendees and securing school buildings on the following Designated Contract Holidays:

1. Labor Day
2. Memorial Day
3. Presidents Day
4. Day-After Thanksgiving
5. New Years Eve
6. Good Friday

All events held on these days must follow the requirements outlined below:

1. Practice & Scrimmage type events are allowed.
2. Games or Performances are not allowed.
3. Princeton High School & Middle School are the only buildings available for access on these days.
4. Only events with a valid Facility Use Permit issued by the Community Education are allowed on these days.
5. The holder of the permit is responsible for securing the High School during and at the conclusion of the event.
6. Onsite Supervisors must be trained in securing the building.

7. Any expenses incurred by the district (i.e. alarm fees, damages, staff expenses or other costs) as a result of these events will be billed to the event.
8. Program or events that do not comply with these guidelines will be denied the privilege of further building use on these designated contract holidays.

Any party found to be using district facilities without a facility use permit issued by the Community Education Department will be charged for the time used and may be charged a \$100 fee per instance of unauthorized usage.

Sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization directly and completely coordinates, funds, plans, and operates.

Co-sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization, through a joint arrangement with another agency, organization or individual, assists in one or more of the following ways: coordinating, funding, planning or operating.

The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class I activities. Wednesday evenings are designated as Activity-Free for students in the district. School authorities will schedule and/or plan all District Sponsored E-12 student programs or meetings must conclude before 6:00 p.m. on Wednesday. Certain Community Education sponsored events may take place at this time. Facilities may be rented to groups on Wednesdays after 6:00pm.

Should the need to schedule events (i.e. games, performances etc.) at these times be unavoidable, special request must be completed and submitted to the Director of Community Education and Superintendent. If approved, a Facility Use permit will be issued for the event.

Only events with a valid Facility Use Permit issued by the Community Education are allowed at these times. Program or events that do not follow these guidelines will be denied the privilege of further building use at these times.

User Group Classifications

The Superintendent, or his/her designee, has the authority to alter the fees for the use of Princeton Public Schools facilities and equipment. However, in no instance will the school district incur additional expenses to accommodate a request for facility use (i.e., direct custodial costs).

To make maximum use of school facilities with minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities are classified as 1 through 4, with Class 1 having highest priority for use when developing the annual master calendar. Thereafter, priority

is on a first-come, first-served basis.

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities. Examples of users in each classification have been listed.

CLASS 1 - DISTRICT SANCTIONED EVENTS

All directly related school activities and events such as musical events, athletic events, school productions, All-Night Senior Class Party, staff meetings, and community education activities. Any direct personnel, equipment costs or damages may be assessed to the activity. Any student meetings or booster club non-event meetings are also included in class 1. Outside local agencies wishing to use district conference rooms during hours of operations will not incur a charge.

No Rental Cost

CLASS 2 - LOCAL NONPROFIT GROUPS & PUBLIC AGENCIES

Public Agencies, School Booster Organizations major events, youth nonprofit organizations and nonprofit civic and service groups with nonprofit tax status. (Non-Profit Filing Number issued by the Secretary of State is required.)

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 30% of established Rental Rate or by alternate agreement for youth activities.

CLASS 3 - RESIDENT INDIVIDUALS AND GROUPS

Individuals, groups or organizations that have headquarters within the boundaries of District 477. Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 60% of established Rental Rate.

CLASS 4 - OUT-OF-DISTRICT GROUPS

Nonresidents whose headquarters are outside the Princeton School District boundaries. Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 100% of established Rental Rate

Application Procedure

1. A person requesting use of district facilities or grounds will obtain a School Facility Use Application from the Community Education Office. Applications are available on the district web page under Community Education/Facility Use Application.
2. Complete Facility Use Application and include a \$15 non-refundable Application Fee payable to District 477. Return it to the Community Education Office either by mail or in person at least 10 working days in advance of the proposed date(s) of usage. District Sanctioned Events need not include Application Fee.
3. Community Education staff will review the form, complete the approval section, and establish costs according to the Facility Use Policy.

Facility Use Application will be reviewed to:

- A. Determine availability and appropriate facility to meet the request (including personnel and equipment, if applicable).
 - B. Determine the requester's classification.
 - C. Determine estimated cost of application.
 - D. Determine method of fee collection.
4. When these criteria have been determined, a confirmation (Facility Use Permit) will be prepared and emailed to applicant and other parties that may be impacted such as the Building Principal, Buildings and Grounds Coordinator, PAC Manager (when PAC is reserved) and Custodian at the facility being used.
 5. External applicants will be informed through Facility Use Permit after the Community Education Office completes approval. Internal applicants receive booking into requested facility unless conflicts exist. (Permits may not be issued to internal applicants for routine facility use.) Community Education will prepare billings for charges or fees pursuant to this policy.
 6. If the request is to be denied, the requester needs to be informed with reason(s).

They may appeal by calling, writing or meeting with the community education director. If the director upholds the decision, the requester can appeal to the superintendent, who will review the request and make a final decision.
 7. Facilities calendar is available on the district website under community education for building principal, buildings and grounds coordinator, lead building custodian and

general public.

8. Requests for use of school grounds or equipment will utilize the same procedures and applicants will complete a similar form.

Application Fee

A \$15 nonrefundable Application Fee payable to District 477 for all external rental groups or individuals will be submitted along with each use Facility Use Application before an application is processed.

A \$10 non-refundable rescheduling fee is charged for each revision of an existing permit.

Cancellations & No Shows

Changes, additions or cancellations must be made through the Community Education Department at least seven working days in advance of scheduled use to receive a refund. Application fees will not be refunded for any reason. Any direct costs already incurred on the user's behalf must be paid in full.

No-Shows will be responsible for all estimated charges and will be assessed a \$50 No-Show fee. All charges for No-Shows must be paid prior to further use of facilities.

Indemnification and Liability Insurance

1. All organizations (including an individual, informal groups, commercial entities, political subdivisions, and nonprofit entities regardless of legal status) must agree to indemnify and hold harmless the district, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the district, its officers and employees in connection with defending any actions relating thereto.
2. All commercial and nonprofit organizations that are legally established within the State of Minnesota are required to furnish a yearly certificate confirming liability insurance in the minimum amounts of \$1,000,000 for combined single limit for bodily injury and \$1,500,000 property damage.

General Rules and Regulations

1. All permits are revocable and are not considered as a lease. The School Board or its authorized agent may reject any applications or cancel any permit. It may be necessary,

on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or preemption of any application/permit must have the approval of the community education director with notification to the user within 48 hours or sooner, if possible.

2. The district will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those organizations of the school will have first priority.
3. A school district employee capable of providing for the security of the school facility and for service to the user must be on duty as "site supervisor" whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building staff, and co-curricular supervisors during the time they are supervising students assigned to their co-curricular assignment. Cost for the school district employee and other charges may be billed to the user.
4. Permits are nontransferable and are restricted to the stated hours and intended use of the facility as stated on the Facility Use Permit. The requester is responsible for notifying Community Education when their group wants to make changes to a confirmed permit.
5. Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Children will have adult supervision at all times. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district employee will supervise the operation of the facilities but not be required to supervise a group or its activities.
6. The use of school district-owned equipment for private purposes either on or off school property is prohibited without predetermined use of district property being included in the facilities use contractual agreement.
7. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the E -12 school program.
8. All facilities and grounds of the Princeton School District are TOBACCO/E-Cig-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.
9. All local and state ordinances and laws of the police and fire department must be observed.
10. Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility.

11. The school district is not responsible for lost or stolen items.
12. The school district shall not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property. OSHA standards will apply.
13. Any use of recreational, audio-visual, stage lighting, piano or other music or other school equipment must show item approval on the facility use permit prior to use. Competent equipment operators, approved by the administration, must be available; and any charge will be assessed to the permit holder.
14. The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.
15. Any donation or gift solicitation must follow District Policy #706 which requires the submission of the Acceptance of Gifts Form as well as approval by the School Board.

Fees

Community Education will determine the appropriate charges for the use of district facilities based on the following:

1. Classification of the organization or individual requesting use
2. Nature of the activity
3. Size of the facility necessitated by the activity
4. Personnel costs
5. Equipment
6. Fee schedule

Class 1 users will not be charged facility use fees. However, all classes of users may be charged a standard hourly rate for additional costs (equipment, personnel, etc.). Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility. Facility users will be billed for overtime pay for district employees on designated holidays.

Payment Procedures

Facility Use Application Fee (\$15) is due at the time the application is submitted. This fee is non-refundable any circumstances.

A payment of 50% of the estimated charges is due upon receipt of contract or permit. Facility Use charges of \$20 or less are due in full at this time. Remaining charges will be billed monthly and must be paid within 30 days. A late charge of \$20 will be assessed if the bill is overdue.

Checks are to be made payable to District 477. Failure to pay will result in future permits being denied. If personnel services are necessary, the hours will be verified and the user charged accordingly.

A deposit may be required for any or all groups at the discretion of the Community Education Department.

Supervision

Building custodial personnel or designated site supervisor will supervise the use of facilities. Community Education will inform the facility user and building custodian of the rules and regulations specific to each facility.

The district reserves the right to require police supervision at any event as deemed necessary by the administration or Community Education. The requester will pay for the police supervision.

Overnight Use

Overnight stays by local groups are not encouraged but are permitted by the district. Facilities may be used to house out-of-town visitors for a one-time use under the following conditions:

1. The district will require a district employee or a paid supervisor to be assigned to the building during use.
2. The visiting agency or group will have a roster of all participants available at all times.
3. No heating appliances of any type will be allowed (hot plates, hair dryers) except in those areas so designated (kitchen, restrooms).
4. The requester/supervisor must be present at all times while the activity is in session. This requester/supervisor will be provided at no cost to the district. No one will be admitted to the facility until the requester/supervisor is present. The group will assume liability for any accidents that occur on the facilities during the time school grounds and buildings are in use.

Food, Alcoholic Beverages and Tobacco

Food and beverages are permitted in designated areas only. The use of alcoholic beverages or illegal drugs in any form is prohibited. All district facilities and grounds are tobacco-free/E-Cig free.

Emergency Procedures

The district reserves the right to cancel facility use if required by weather conditions. Local media stations and district website will carry announcements of school closing and, when possible, Community Education will notify the facility user.

Damages and Maintenance

Any person found willfully damaging or defacing property belonging to the district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charge may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damages and costs. If the group refuses to make payment, it will not be allowed to use district facilities again.

Performing Arts Center (PAC)

The PAC may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their equipment needs when making a request. School principals or appropriate administrator will verify all requests for PAC use by internal users. No food or beverages allowed in the Performing Arts Center.

Requester is required to check permanent equipment at start of usage to determine any previous damage with PAC Director and designee. Such damage is to be documented on Walk-Through form and shown to the PAC Director and designee. If requestor refuses or fails to complete the walk-through, they will be denied use of the school district facility, as stated on the Walk-Through form. All groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.

Equipment from the PAC such as lights, sound or grand piano may not be taken from the PAC without approval of the PAC Manager or administration. If the grand piano is moved to a location within the high school, it must be moved by no less than two adults and be included in the facility use agreement. Requestor will be charged custodial time and tuning of the piano after it is returned to the PAC stage.

Swimming Pool

Properly certified Lifeguards are required anytime the pool is in use. Community Education will determine proper certification standards for Lifeguards. (Basic standards, current Lifeguard, First Aid & CPR certifications.)

The district will provide certified lifeguards during rentals. In certain long-term relationships the renter may be allowed to provide their own certified lifeguard. Certified personnel must be on duty at all times during the rental. Community Education must grant approval for all Lifeguard personnel and copies of their current Lifeguard, First Aid & CPR certifications must be on file with Community Education.

In-district users are required to have properly certified Lifeguards on duty at all times during pool use. Community Education may assist in providing lifeguards to these users.

Cafeterias - Food Service Guidelines

Use of kitchen facilities and/or equipment before and after the regular school day may be permitted, subject to the following conditions:

1. The Food Service Director will be notified of all functions relating to the use of the kitchen prior to the event. Adequate time must be allowed for appropriate staffing.
2. To maintain a safe and sanitary food production environment, the Minnesota Department of Health recommendations regarding food preparation and storage will be followed.
3. Food and beverages must be served in the cafeteria or other approved lounges or locations within the school buildings.
4. No home baked/cooked foods may be stored, sold, or served in district facilities, except as allowed by Minnesota Statutes, section 157.22.
5. No food may be prepared or warmed outside of licensed food preparation areas.
6. A food service staff member is required when preparing food or using kitchen equipment. Cost of actual hours worked is billed to group requesting kitchen use.
7. The group is responsible for loss of food service inventory when using coolers, milk coolers or freezers for group events.
8. An estimate of fees for personnel and/or use of facilities and equipment will be provided by Community Education prior to the event.
9. Food service personnel may be assigned to supervise the use and clean up of all non production equipment (sinks, warming carts, refrigerator, servicing tables). This employee will be trained and knowledgeable of equipment and sanitation requirements and may remain in the kitchen during the entire event.

10. Dinners and banquets may be catered through the district catering service or by an outside catering service. The Food Service Director must approve any requests for food service.
11. The Food Service Department will collect appropriate fees from the user to pay for food service personnel and equipment supplied for internal users. Community Education will collect appropriate fees from the user to pay for other direct personnel costs for a district function.

If renters choose to serve food without the use of District Food Services, they must hold a food service license or obtain a concession license through the Minnesota Department of Health and a copy of said licenses must be on file in the Princeton Community Education Services office prior to the first date of the event. The obtained license must also be posted by the food stand during the event.

Community Education will collect all fees aside from food service fees for non district functions (community use).

Classrooms

The public (for purposes and activities appropriate to the facility) may schedule classrooms in elementary and secondary schools for use. Each building will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teacher's and students' equipment, supplies and materials. Users also will be expected to leave the classroom in the same (if not better) condition than they found it.

Equipment

The primary purpose of equipment in a school is education of students by district staff. Requests for equipment may be made with Community Education at the time a facility is reserved. Community Education will include equipment requests on all facility confirmations. Designated personnel will be responsible for the supervision and operation of requested equipment. When a usage cost is involved, the requester will pay the charge. Any loss or damage to district equipment is the full obligation of the requester. Property belonging to the district is not to be removed from the district premises for any reason except when included as part of the facility use agreement.

Media Centers

Media centers may be used for approved use, meetings and quiet study. Materials are to be requested in advance. Materials are not to be removed from the media centers.

Multi-Purpose Rooms and/or Gymnasiums

School gymnasiums and multi-purpose rooms may be used for purposes and activities appropriate to the facility. Gym shoes are required of participants in all active sports and games.

Scheduling Space

Community Education will facilitate all scheduling of gymnasiums and facilities for organized community programs.

Outside Areas

The use of outside areas (football, softball, baseball and soccer fields, tracks, parking lots) will also require completion of the Facility Use Application form.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields. Organizations not providing the clean up will be charged for groundskeeper/custodian wages as indicated on the fee schedule.

All outside facilities and grounds of District 477 Schools are TOBACCO-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.

Community Education may require users to allow a minimum of one-half hour between the end of school activities and the beginning of community user activities, practices and games.

All non district outdoor practices, games and activities may be canceled when it rains to prevent damage to the fields. Community Education may rotate use of fields for aeration, drainage, re-seeding and maintenance. Fields may be fenced off by the Maintenance Department to prevent use. Signs will be posted to prevent trespassing and use.

Revision

The Community Education Director and the School Board Policy Committee will review these administrative guidelines annually. Should revisions be made, the approval of the Superintendent and the Board will be necessary before the changes take effect.

Facility Use Charges

Extra charges for air-conditioning or other special services may be added to these charges.

Class 1: No Rental Charge

Class 2: 30% of established Rental rate

Class 3: 60% of established Rental rate

Facility Types		Hourly Rate
Rates in this section are eligible for class discounts		
Classroom		\$20.00
Cafeteria/HS Commons		\$100.00
Kitchen		\$100.00
Media Center		\$100.00
Hallway		\$20.00
Computer Room		\$200.00
Band Room		\$40.00
Choir Room		\$40.00
Gymnasium (per court)	Intermediate & Primary	\$40.00
Gymnasium (per court)	High School & Middle School	\$60.00
Wrestling Room		\$40.00
Stadium		\$300.00
Track		\$100.00
Swimming Pool	No lifeguards included	\$80.00
Concession Stand		\$20.00
Ballfield		\$20.00
Tennis Court (per court)		\$10.00
Locker Room		\$50.00
Weight Room		\$200.00
Ballfields (tournament use)		\$50.00
PAC- Performance, Tech, Dress Rehearsal Use		\$200.00
PAC- Non-Performance Use		\$100.00

Class 4: 100% of established Rental rate

Additional Fees (Not subject to class discounts)

Lifeguard	\$15 hr., 2-hour minimum
Application Fee	\$15 Non-refundable
Permit Revision Fee	\$10
Building Monitor	\$16/hr., 2-hour minimum
Custodian	\$30/hr., 2-hour minimum
Kitchen Staff	\$25/hr., 2-hour minimum
PAC or Tech Manager	\$30/hr., 2-hour minimum

Additional PAC Tech Student Staff	\$12/hr., 2-hour minimum
Express Application Processing Fee	\$40
(Less than 10 working days prior to event)	
Unapproved Event Fee	\$100
Riser/Platform	\$10/use
Resuscitation Annie	\$35/use
Portable Projection Screen	\$10/use
Overhead or Projector	\$5/use
Piano	\$75/use
Scoreboard	\$5/use

Other Fees

1. Any time custodial services are needed; a custodian will be hired at the assigned rate. If special furniture and/or equipment are used for an activity, an additional custodial charge may also be assessed. The Community Education Director will determine such charge. A damage deposit may also be required.
2. Any time kitchen facilities are used; a facility use charge will be assessed and a kitchen employee assigned to the event will be charged at the assigned rate.
3. Other charges for facilities not identified in this policy will be determined when the request for facility use is made.
4. Additional fees may be charged for services such as police security, ticket takers, field lining (marking), waste removal or additional cleanup.

Cross References:

Princeton Policy 801: Equal Access to School Facilities
Princeton Policy 706: Acceptance of Gifts

Adopted: June 27, 2000
Revised: December 19, 2000
Revised: February 12, 2002
Revised: March 23, 2004
Revised: November 23, 2004
Revised: May 24, 2005
Revised: April 25, 2006
Revised: April 24, 2007
Revised: October 13, 2009
Revised: December 21, 2010
Revised: April 4, 2014
Revised: May 31, 2015
Revised: May 17, 2016
Revised: October 18, 2016

Joint Powers Agreement for Rum River Special Education Cooperative

This Agreement amended this 11th day of October 2016 by and between Independent School Districts:

Braham I.S.D. #314
Cambridge-Isanti I.S.D. #911
Isle I.S.D. #473 Milaca
I.S.D. #912 Mora I.S.D. #332
Ogilvie I.S.D. #333
Princeton I.S.D. #477

hereinafter referred to as Member Districts witness:

WHEREAS, each Member District has determined that required special education services can best be delivered through cooperative efforts; the undersigned Independent School Districts hereby agree:

1. ESTABLISHMENT OF JOINT POWERS COOPERATIVE. That hereby there is established a Joint Powers Special Education Cooperative to be known as the Rum River Special Education Cooperative as approved by majority vote of the school board of each Member District.
2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide by cooperative effort, comprehensive education programs as can be efficiently and effectively operated by this group of districts. This Agreement amends and supersedes the previous Agreement between “members” and is effective starting July 1, 2016.
3. ACCOMPLISHMENT OF PURPOSE. The purpose of this Agreement shall be the creation of a Joint Powers Governing Board (herein referred to as the “Governing Board”) and the Joint Powers Executive Council (herein referred to as the “Executive Council”), who shall, on behalf of the Member Districts, apply for, receive and administer educational funding, including state special education reimbursements and money received through federal and other sources. The Governing Board and Executive Council shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in Paragraph 2. The establishment of the Rum River Special Education Cooperative shall facilitate the delivery of services provided by State and Federal law and regulations, the Commissioner of Education and the Member Districts. The care, management and control of the Rum River Special Education Cooperative shall be vested in the Cooperative’s Joint Powers Board.

WHEREAS, methods to accomplish improved educational opportunities for the Member Districts shall include:

ARTICLE I

Governance

A. Rum River Special Education Cooperative Joint Powers Governing Board of Directors

1. The Governing Board shall consist of one appointed school board member from each Member District. The Director of Special Education of the Rum River Special Education Cooperative and the superintendents of all Member Districts shall serve as ex officio, non voting members of the Governing Board.
2. Each Representative shall be appointed for a two year term by the Member District's school board, may be reappointed and shall continue to serve until his or her successor is appointed. Each Member District shall be entitled to only one vote, which must be made in person and not in proxy.
3. A Board vacancy shall be filled for the unexpired term by appointment of the school board of the Member District whose seat is vacant, within 30 days of the vacancy.
4. Each Member District staff appoints an alternate delegate to represent that Member District when its delegate is unavailable.
5. The elected officers of the Governing Board shall be a Chairperson, a Vice-Chairperson and a Clerk. The Secretary of the Governing Board shall be the Director of Special Education and, as such, shall serve in the capacity of an Executive Secretary. The Executive Secretary shall have no vote and no authority as a Board member.
6. The election of the Governing Board officers is by majority vote of the members of the Governing Board at its first meeting of each fiscal year. A term of an officer is for one year and such term shall expire at the meeting at which the new officer is elected.
7. At any meeting at which a quorum is not present, the delegates in attendance have the power to set the time and place for the next meeting. A quorum shall consist of a majority of all the voting members of the Governing Board.

B. Board Officer Responsibilities

The Governing Board, in addition to the authority found elsewhere in the Agreement, is empowered generally to act in the interest of the Member Districts as a group, within the purposes of this Agreement. Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned:

1. The Chairperson conducts the meetings, executes undertakings offered as directed by the Board and is the official representative of the Board in all matters relating to the Special Education Cooperative.

2. The Vice-Chairperson acts in the absence of the Chairperson and has all the powers of the Chairperson during the latter's absence.
3. The Clerk shall be responsible for ordering and signing of all contracts, at the direction of the Board.

C. Governing Board Responsibilities

The responsibilities of the Governing Board shall be to:

1. Provide a thorough and continuing system of reporting to and communication with the Board of Education of each Member District.
2. Employ a Director of Special Education who shall be responsible to the Governing Board for the administration of the Special Education Cooperative's services.
3. Provide or procure necessary facilities, equipment, and property to purchase, lease, grant, or through other lawful means, subject to any applicable statutory provisions, for its use with the scope of this Agreement and to dispose of same in accordance with law and this Agreement when the need for it has ended or when the Agreement is terminated.
4. Enter into contracts, as it deems appropriate, by law, regulation, or order for the manner of use and for the supervision and disposition of property assigned to, held by or managed by it.
5. Employ licensed and non-licensed personnel as and when the need arises either as employees of the Joint Powers Cooperative, by entering into contractual relationships with independent contractors, or by purchasing services through a Member District, but only to the extent that funds have been made available to it for that purpose.
6. Govern the affairs of the Joint Powers Cooperative under the policies, guidelines and directives of the Governing Board within the law.
7. Prior to July 1 of each year, the Governing Board will approve and adopt its revenue and expenditure budget for the next fiscal year. Budget revisions shall be presented to the Governing Board for approval during the current year if adjustments become necessary. Proposed budget, adjustments shall be recommended by the Executive Board prior to consideration by the Governing Board.
8. Annually review the Joint Powers Agreement and report to Member District Boards and, to the extent required by law, the Commissioner of Education about the activities of the Joint Powers Cooperative.
9. Establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting law, Minnesota Statutes, Chapter 13D (as amended). The Board shall also comply with State and federal laws

applicable to its Member District's school boards.

10. Establish, review regularly, and amend as necessary, by-laws specifying the duties and powers of its officers and the meeting dates of the Board, as well as such other provisions as may be usual and necessary for the efficient conduct of the business of the Governing Board.
11. Establish special educational programs for, and arrange the provision of special education and related services to students on behalf of, Member Districts.
12. Adopt fiscal, personnel, and other policies consistent with applicable law to govern the administration and operation of its services as well as those services and staff shared between the Cooperative and the Member Districts and/or other agencies.
13. Do what is reasonably necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement and complies with all state, federal, and local laws, rules, regulations, and ordinances applicable to the Cooperative and/or its Member Districts.
14. Contract with a Member District to act as the fiscal host to the Joint Powers Cooperative to provide the functions essential and necessary for the management of fiscal affairs related to the operations of the Cooperative programs, acting in the name of the Cooperative's Governing Board, with the Cooperative Governing Board approval to include payroll, bills, receipt of funds, maintenance of fiscal records, and disbursement of funds.

ARTICLE II

Administration

A. Rum River Special Education Cooperative Joint Powers Executive Council

1. Executive Council Meetings

The superintendents of the Member Districts shall constitute the Executive Board to Rum River Special Education Cooperative.

- a. The Executive Council shall meet at least eight times per year at times and places determined by the Executive Council. The Council will establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting Law.
- b. A majority of the members shall constitute a quorum for the purpose of conducting business. A quorum once established at a meeting shall not thereafter be lost at that meeting by the withdrawal of members. At any meeting at which a quorum is not present, the members in attendance shall have the power to set the time and place for the next meeting.

2. Executive Council Responsibilities

The Executive Council shall:

- a. Act as the administering council of Rum River Special Education Cooperative and in addition to such other authority as may be granted to it in this agreement, shall be generally empowered to:
 - 1) Administer the affairs of Rum River Special Education Cooperative under direction of the Governing Board;
 - 2) Review, revise, and recommend an annual budget to the Governing Board prior to June 30 of each year and approve all disbursements of funds within the approved budget or otherwise approved by the Governing Board;
 - 3) Make recommendations to the Governing Board in the matter of policy, programs and such other matters as would enhance the function of Rum River Special Education Cooperative.
- b. Have all the functions essential and necessary to the administration of Rum River Special Education Cooperative; including the recruitment, supervision, assignment of all personnel, and the recommendation to the Governing Board for employment and termination of licensed personnel and non-licensed personnel.
- c. Be responsible for the management of the fiscal affairs related to the operation of Rum River Special Education Cooperative and in such capacity shall authorize the payment of all bills and payroll checks, within the approved budget or otherwise approved by the Governing Board, and receive all monies on behalf of the Rum River Special Education Cooperative.
- d. Make application for, receive, and administer federal and State aids, grants, and reimbursements for programs carried out by the Cooperative and for which the Cooperative is entitled.
- e. Bill each of the Member Districts regularly for its proportionate share of the costs of operations of the Rum River Special Education Cooperative.

B. Joint Powers Director of Special Education

The Director of Special Education shall be employed by the Rum River Special Education Cooperative and supervised by the Executive Council. The Director of Special Education shall be the chief administrative officer of the Rum River Special Education Cooperative.

1. Duties

- a. The Director is responsible to recruit, interview and recommend the employment of prospective employees to the Executive Council.
- b. The Director shall inform all candidates for employment that approval of employment may come only from the Governing Board.
- c. The Director is responsible for the assignment, supervision and evaluation of all personnel employed by the Joint Powers Cooperative.
- d. The Director shall submit to the Executive Council for review proposed policies for the Joint Powers Cooperative and guidelines for the operation of each program or service offered by the Joint Powers Cooperative. The Executive Council shall recommend for approval by the Governing Board policies and program guidelines for the Joint Powers Cooperative.
- e. The Director shall prepare an annual budget, which shall be presented to the Executive Council in March of the year preceding the school year in which the budget is to take effect.
- f. The Director shall make all necessary reports and file all claims for reimbursement and aids to which the Joint Powers Cooperative is entitled.
- g. The Director shall prepare advisory reports to the Superintendents and/or the Boards of Education.

ARTICLE III

Finance

The costs of the operation of the Rum River Special Education Cooperative, including such things as salaries, travel, supplies and equipment, shall be borne by the Member Districts. Service costs shall be shared on a per capita basis. Costs for programs paid with local and state funds shall be shared based on the Member Districts' general populations. Federal programs expenditures shall be based on the December child count (number of students with disabilities) from the prior year. Member Districts will be billed monthly for their proportionate share of the costs of the operation of the Joint Powers Cooperative. Final billing to each member district will take place at the end of the fiscal year. A certified audit and financial report shall be prepared at the close of each fiscal year by a certified public accountant that has been approved by the Joint Governing Board.

Each Member District will be responsible for its own costs, including attorney's fees, incurred in due process proceedings, including, but not limited to, actual or threatened administrative complaints, due process hearings, and mediation or other dispute resolution procedures related to such actual or threatened administrative complaints.

A. FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE: The Joint Powers

Cooperative will contract for financial services with a Member District for the management of the fiscal affairs related to the operation of the Cooperative. Contracted services will include:

1. Maintenance of records, disbursement of funds, and acceptance of receipts in accordance with the budget as approved by the Joint Powers Board.
2. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative.
3. Make payments to and require payment from Member Districts as necessary and appropriate under the law and as described by the By-Laws of the Joint Powers Cooperative.
4. Pay all bills, issue all payroll checks and receive all funds and bill Member Districts for the proportionate share of the costs of operations of the Cooperative.
5. Make necessary reports to State and other agencies and file all claims for reimbursement and State and federal aids for which the Cooperative is entitled.
6. Establish and maintain financial records from which an annual audit report may be derived.
7. If requested, provide an annual audit report to each of the Member Districts.
8. Other financial services required by law.

B. SEPARATE BENEFITS FOR MEMBER DISTRICTS.

Nothing herein shall prevent any Member District from applying separately for any benefits to which it may itself be entitled.

ARTICLE IV

Programs and Services

The Joint Powers Cooperative is vested with the authority to provide effective and efficient programs and services for all of its Member Districts as follows:

- A. Programs for students with disabilities will be coordinated, and staff utilized, as agreed by Member Districts.
- B. Low incidence services will be coordinated and staff utilized as agreed by Member Districts.
- C. Research, evaluation, planning and program and/or staff development will be carried out as agreed by Member Districts.
- D. Summer Extended School Year (ESY) programs will be carried out as agreed by Member Districts.

- E. Assistive technology for educational programs will be managed and implemented as agreed by Member Districts.
- F. Three separate site educational programs for students with emotional/behavioral disorders will be managed and implemented as agreed by Member Districts.
- G. A separate site program for students with challenging behaviors and communication disorders will be managed and implemented as agreed by Member Districts.
- H. Assistance with improvement initiatives such as Response to Intervention (RtI) and Positive Behavioral Interventions and Supports (PBIS) will be provided as agreed by Member Districts.
- I. Improved learning will be an ongoing goal and function of the Joint Powers Cooperative.
- J. Special Education practices and procedures will be developed and administered in a manner that is in compliance with current law.
- K. Comprehensive planning will be an ongoing function and goal of the Joint Powers Cooperative.
- L. The Joint Powers Cooperative will comply with and monitor the Member Districts' compliance with State and federal laws applicable to the services and programs provided by the Cooperative.

ARTICLE V

Membership

- A. Addition of Member Districts:
Any school district, whether or not an original signatory, may become a member upon application to the Cooperative Joint Powers Board, with majority consent of the current Member Districts and subscription to this Agreement. Such applicants shall also agree to apply to the Cooperative, a pro rata cost for the real and personal property owned by the Cooperative. This amount shall be determined by the Cooperative's Joint Powers Board from the records it has maintained. Before any district is accepted to the Rum River Special Education Cooperative, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to the Agreement.
- B. Withdrawal of Member Districts:
 - 1. All Member Districts shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any Member District may withdraw from the Cooperative by giving to the other Member Districts before July 1, written notice of its intention to withdraw. Such withdrawal, however, shall become effective only on June 30 of the fiscal year following the year in which the notice of withdrawal was provided to each other Member District. The withdrawing Member District is encouraged to submit comment as to why it is withdrawing.

2. In the event a Member District consolidates with another Member District and thereby creates another new school district, the new district continues as a Member District and assumes responsibility for the debt and assets of the consolidated districts. The new consolidated Member District must only appoint one member to the Governing Board and is only entitled to one vote on the Governing Board.
3. Upon withdrawal from the Cooperative, the withdrawing Member District shall be refunded its proportionate share of current depreciated value of any real or personal property it helped purchase. The amount refunded shall not exceed the proportionate share originally paid by the withdrawing Member District for said property. The withdrawing Member District remains responsible for its share of any debt incurred by the Cooperative pursuant to Minnesota Statutes, section 123B.02, subdivision 3.
4. The withdrawal of any Member District shall be subject to other applicable laws, including, but not necessarily limited to, Minnesota Statutes, § 123A.33 (as amended).

ARTICLE VI

Dissolution of the Joint Powers Cooperative

A. Dissolution

1. This Agreement may be terminated by a two-thirds vote of the Cooperative Joint Powers Board. Such determination, however, shall become effective only on June 30 of the fiscal year following the year in which the vote occurred.
2. Upon termination of the Cooperative, all funds remaining after payment of all outstanding debt and obligations and all property owned by it shall be distributed to Member Districts at the time of dissolution in the same proportion as those Member Districts contributed to the Cooperative when they joined.
3. The Dissolution of the Cooperative shall be subject to other applicable law, including, but not necessarily limited to, Minnesota Statutes, § 123A.33 (as amended).

ARTICLE VII

Review and Amendment

- A. The Governing Board shall review this Agreement annually. Necessary amendments shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District school board. No Amendment shall become effective until after it is so approved by all Member District school boards. Should any provision of this Agreement be found unlawful, invalid, void, or unenforceable, those

provisions shall be severable, the rest of this Agreement shall remain in full force in effect, and the Agreement shall be amended so that the Agreement is lawful, valid, and enforceable.

IN WITNESS WHEREOF, this Agreement is entered into by the action of the governing body of each signatory, and in attestation thereof this instrument is signed in their respective names; by direction of their Boards of Education by their respective clerks in Independent School District #314 of Braham, Independent School District #911 of Cambridge-Isanti, Independent School District #473 of Isle, Independent School District #912 of Milaca, Independent School District #332 of Mora, Independent School District #333 of Ogilvie, Independent School District #477 of Princeton.

INDEPENDENT SCHOOL DISTRICT #314
BRAHAM, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #332
MORA, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #911
CAMBRIDGE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #333
OGILVIE, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #473
ISLE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #477
PRINCETON, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA

Clerk

Date

**BY-LAWS OF
JOINT POWERS GOVERNING BOARD OF
RUM RIVER SPECIAL EDUCATION COOPERATIVE (RRSEC)**

**ARTICLE I
TITLE**

- Section 1. The name of the organization shall be the Rum River Special Education Joint Powers Cooperative.

**ARTICLE II
OFFICES**

- Section 1. The offices of the Rum River Special Education Joint Powers Cooperative shall be in Cambridge, Minnesota.

**ARTICLE III
JOINT POWERS BOARD**

- Section 1. The membership and officers of the Joint Powers Governing Board are stated in the Joint Powers Agreement. The Director of Special Education and the superintendents of all member districts shall serve as ex officio, non voting members of the Governing Board.
- Section 2. In addition to the officers created by the Joint Powers Agreement, the Joint Powers Governing Board may appoint such officers and agents as it shall from time to time deem appropriate. Such officers shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Joint Powers Governing Board.
- Section 3. Such officers shall sign all other contracts and agreements on behalf of RRSEC and agents as the Joint Powers Governing Board shall determine from time to time, subject to the approval of the Joint Powers Governing Board.
- Section 4. The Governing Board shall appoint an independent auditor to oversee and audit the books and records of the RRSEC and report to the Governing Board the results of such audits.
- Section 5. The responsibilities of the officers of the Joint Powers Governing Board shall be stated in the Joint Powers Agreement, except as expressly allowed by Sections 2 and 3 of this Article.
- Section 6. The Director of Special Education shall have the responsibility for the general administration and supervision of the affairs of the Joint Powers Cooperative under the direction of the Joint Powers Governing Board and the Executive Committee.

ARTICLE IV
JOINT POWERS GOVERNING BOARD MEETINGS

- Section 1. The notices, meetings and business of the Joint Powers Governing Board shall be conducted in accordance with the statutes and regulations governing school boards in the State of Minnesota, including, but not limited to, the Open Meeting Law, Minnesota Statutes, Chapter 13D (as amended). To the extent required by law, such meetings shall be open to the general public.
- Section 2. The Joint Powers Governing Board meetings will occur no less than two times per year. Special meetings may be called by the Chair. The meetings will be in compliance with the Open Meeting Law. The date, time and place of regular scheduled meetings shall be determined at the annual organizational meeting. The Director shall prepare the agenda for the meetings of the Joint Powers Governing Board. The agenda shall be mailed to the Board Members and Superintendents of each member district at least one week prior to the regular meeting. Within five days following a meeting of the Board, the Director shall prepare and mail a copy of the minutes of the meeting to the Joint Powers Governing Board members and the Superintendents of the Member Districts.
- Section 3. Special meetings of the Governing Board may be called by the Chairperson or Director, or by representatives from the majority of the Member Districts for a specific purpose. In such event, the Director must give notice of the special meeting. This notice shall state the purpose of the call, the time and the place of the meeting, and any other details required by law.
- Section 4. A quorum of the Governing Board shall be any number representing more than half the voting representatives qualified at the time. A quorum present at a meeting may conduct business except as otherwise prescribed herein or prohibited by law.
- Section 5. No change of by-laws, or hearings on charges for removal of a Governing Board officer, or a proposal for filling a vacancy of a Governing Board officer shall be in order at any meeting, regular or special, unless notice that such matter is to be considered, is placed on the agenda for a specific meeting and is mailed to each member at least one week prior to such meeting. No action may be taken on any item not appearing on the agenda of any meeting, regular or special, unless all members are informed and a majority of the Board members agree to act during an open meeting.
- Section 6. **Robert's Rules of Order** shall govern the proceedings of meetings of the Governing Board unless a specific directive appears in the Agreement or in these by-laws.
- The regular business meeting may include the following items:
- a. Call Meeting to Order
- Section 7.

- b. Roll Call
- c. Agenda Approval
- d. Announcements, Recognitions, Communications
- e. Consent Agenda
- f. Action Items
- g. Non-Action Items
- h. Adjournment

Section 8. A motion from the floor must be made and acted upon in order to authorize action on any items on the agenda.

ARTICLE V
CONTRACTS AND LOANS

Section 1. Contracts: To the extent allowed by law the Joint Powers Governing Board may authorize any one or more officers or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of Rum River Special Education Cooperative and such authority may be general or confined to specific instances.

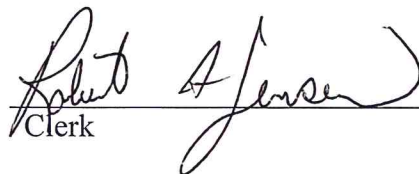
Section 2. Loans: No loans shall be contracted on behalf of Rum River Special Education Cooperative and no indebtedness shall be created in its name unless authorized by a resolution of the Joint Powers Governing Board. This authority may be general or confined to specific instances.

ARTICLE VI
AMENDMENTS

Section 1. These by-laws must be consistent with the Joint Powers Agreement and may be amended by a majority vote of the Joint Powers Governing Board. Amendments must be introduced and explained at a regularly scheduled Joint Powers Governing Board meeting and shall be voted on at the next regularly scheduled Joint Powers Governing Board meeting. To the extent there is any disparity between these by-laws and the Joint Powers

Amended this Date: October 11, 2016, Governing Board Meeting


Chairperson


Clerk

**PRINCETON PUBLIC SCHOOLS
REQUEST TO ADD PROGRAM, POSITION, ACTIVITY TO BUDGET**

ADMINISTRATOR REQUESTING & BUILDING:

Greg Finck, Primary School

PROGRAM, POSITION, ACTIVITY:

Spanish Immersion Liaison

RATIONALE:

This position would act as the spanish cultural liaison for the spanish program in both K and 1st grade. They would also be the primary sub for our teachers teaching the spanish program.

EXPENSES ASSOCIATED WITH REQUEST:

- | | |
|----------------------------|------------------------|
| • Wages: \$25,530 | Supplies: |
| • Benefits: \$8,644 | Travel: |
| • Other: | Total: \$34,174 |

REVENUES ASSOCIATED WITH REQUEST:

- | | |
|-----------------|------------|
| • Enrollment: | Gate Fees: |
| • Student Fees: | Grants: |
| • Other: | |

OTHER REDUCTIONS ASSOCIATED WITH REQUEST: (example: staffing, shift in programming, supplies)

SUSTAINABILITY PLAN:

This would be a one year position. We recommend using program initiative one time funds to fund this position.

ROUTE TO SUPERINTENDENT

Office Use Only:

Finance Meeting: 09.01.2016

Board Meeting:

SCHOOL READINESS INSTRUCTORS AS PART OF TEACHER CONTRACT

PROS	CONS
1. Higher licensure expectations for teachers create better learning experiences for students.	1. The State does not require a license.
2. Teachers want to be part of the contract and have left our District to join Districts in which the position is part of the Teacher Contract.	2. Overtime costs
3. We feel teachers would be less likely to leave the District if they are part of the Teacher Contract. This then means less hiring demands and better consistency for students.	3. No consistency throughout Districts in the State. Everyone is doing something different.
4. If we require a license then they are automatically a part of the Teacher Contract.	4. It is difficult to build a program with constant turn over.
5. No Overtime Costs	
6. Less paperwork. (No Individual Contracts and employees would not need to clock in and out every day.	

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2016.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 477, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 477 to the following candidates:

- a. Chad Young (4 years)*
- b. Howard Vaillancourt (4 years)*
- c. Eric Strandberg (4 years)*
- d. Sue Van Hooser (4 years)*

*who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

**who has received a sufficiently large number of votes to be elected to fill the vacancy in the term of school board member expiring January 9, 2017.

2. The certificate of election shall be in substantially the form attached hereto

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto

Summary of Totals
Independent School District No. 477 (PRINCETON)
Tuesday, November 8, 2016 STATE GENERAL ELECTION

Number of persons registered as of 7 a.m.	15656
Number of persons registered on Election Day	1117
Number of accepted regular, military, and overseas absentee ballots and mail ballots	939
Number of federal office only absentee ballots	2
Number of presidential absentee ballots	0
Total number of persons voting	8604

Summary of Totals
Independent School District No. 477 (PRINCETON)
Tuesday, November 8, 2016 STATE GENERAL ELECTION

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #477) (Elect 4)

NP
Chuck Nagle
2829

NP
Chad Young
3973

NP
Howard V Vaillancourt
3047

NP
Eric Strandberg
4044

NP
Kimberly Good
2416

NP
Estelle (Bid) Heidorf
1972

NP
Sue VanHooser
4291

NP
Sarah C Berry
2951

WI
WRITE-IN**
125

Detail of Election Results
 Independent School District No. 477 (PRINCETON)
 Tuesday, November 8, 2016 STATE GENERAL ELECTION

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
05 0025 : GLENDORADO TWP	469	4	464
30 0030 : DALBO TWP	465	59	445
30 0060 : SPENCER BROOK TWP	1054	105	965
30 0080 : WYANETT TWP	1129	127	1048
48 0010 : BOGUS BROOK TWP.	817	109	776
48 0040 : GREENBUSH TWP.	707	105	671
48 0080 : MILO TWP.	853	107	785
48 0110 : PRINCETON	2524	336	2228
48 0115 : PRINCETON TWP.	1333	165	1222
71 0005 : BALDWIN TWP P2	1949	0	0
71 0030 : BLUE HILL TWP	1234	0	0
71 0085 : PRINCETON CITY P2	51	0	0
71 0105 : SANTIAGO TWP	1027	0	0
71 0125 : BALDWIN TWP P1	2044	0	0
Independent School District No. 477 (PRINCETON) Total:	15656	1117	8604

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Detail of Election Results
 Independent School District No. 477 (PRINCETON)
 Tuesday, November 8, 2016 STATE GENERAL ELECTION

Office Title: School Board Member (ISD #477) (Elect 4)

Precinct	NP Chuck Nagle	NP Chad Young	NP Howard V Vaillancourt	NP Eric Strandberg	NP Kimberly Good
05 0025 : GLENDORADO TWP	19	20	13	23	13
30 0030 : DALBO TWP	45	54	48	66	48
30 0060 : SPENCER BROOK TWP	134	185	129	159	124
30 0080 : WYANETT TWP	150	206	163	217	130
48 0010 : BOGUS BROOK TWP.	60	74	74	123	60
48 0040 : GREENBUSH TWP.	182	227	238	227	137
48 0080 : MILO TWP.	20	20	19	20	17
48 0110 : PRINCETON	610	838	755	941	443
48 0115 : PRINCETON TWP.	341	519	414	547	279
71 0005 : BALDWIN TWP P2	467	740	422	618	432
71 0030 : BLUE HILL TWP	249	381	290	427	264
71 0085 : PRINCETON CITY P2	9	29	23	17	8
71 0105 : SANTIAGO TWP	26	33	29	41	15
71 0125 : BALDWIN TWP P1	517	647	430	618	446
Total:	2829	3973	3047	4044	2416

Precinct	NP Estelle (Bid) Heidorf	NP Sue VanHooser	NP Sarah C Berry	WI WRITE-IN**
05 0025 : GLENDORADO TWP	7	27	12	0
30 0030 : DALBO TWP	28	65	57	1
30 0060 : SPENCER BROOK TWP	80	168	159	5
30 0080 : WYANETT TWP	115	230	194	8
48 0010 : BOGUS BROOK TWP.	58	114	59	2
48 0040 : GREENBUSH TWP.	117	259	165	1
48 0080 : MILO TWP.	11	28	14	1

Detail of Election Results
 Independent School District No. 477 (PRINCETON)
 Tuesday, November 8, 2016 STATE GENERAL ELECTION

Office Title: School Board Member (ISD #477) (Elect 4)

Precinct	NP Estelle (Bid) Heidorf	NP Sue VanHooser	NP Sarah C Berry	WI WRITE-IN**
48 0110 : PRINCETON	452	1056	611	41
48 0115 : PRINCETON TWP.	259	569	389	9
71 0005 : BALDWIN TWP P2	309	645	478	21
71 0030 : BLUE HILL TWP	180	378	274	18
71 0085 : PRINCETON CITY P2	9	26	18	0
71 0105 : SANTIAGO TWP	20	46	21	4
71 0125 : BALDWIN TWP P1	327	680	500	14
Total:	1972	4291	2951	125

We, the school board members of Independent School District No. 477 (PRINCETON), certify that we have canvassed the returns of the STATE GENERAL ELECTION held on Tuesday, November 8, 2016 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 477 (PRINCETON).

Witness our official signature at _____ in _____ County this _____ day of _____, 2016.

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

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State of Minnesota
Independent School District No. 477 (PRINCETON)

I, _____, Clerk of the Independent School District No. 477 (PRINCETON) do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 477 (PRINCETON) STATE GENERAL ELECTION held on Tuesday, November 8, 2016.

Witness my hand and official seal of office this _____ day of _____, 2016.

Abstract of Votes Cast
Independent School District No. 477 (PRINCETON)
State of Minnesota
at the STATE GENERAL ELECTION
Held Tuesday, November 8, 2016

Compiled from the Official Returns.