

Princeton Public Schools - ISD 477
Tuesday, September 18, 2018 at 6:00 PM
Work Session
District Office Board Room

Our Mission

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

Our Vision

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

1. PROCEDURAL ITEMS

2. Call to Order and Pledge of Allegiance

3. REPORTS

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

4. APPROVE AGENDA

5. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

6. 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 5
- b. Fundraisers 6
- c. Gifts 9
- d. Grants 13
- e. Bills 14
- f. Treasurer's Report 22
- g. Wire Transfers 23

7. WORK SESSION

- a. Middle School Updates 24
- b. High School Updates 45
- c. Levy Update 65
- d. Long Term Facilities Maintenance \$4.5M Bond Project 67
- e. High School Counselor Request 70

f. Individual Contracts	72
g. Title Program Change	75
8. ACTION	
a. Levy Update	77
<i>I move to accept the Levy Resolution as presented.</i>	
b. Second Reading of Policies	79
<i>I move to accept the second reading of policies as present.</i>	
c. Set Truth in Taxation Meeting Time	
<i>I move to set the Truth in Taxation meeting report for December 18, 2018 at the Regular School Board Meeting.</i>	
9. ADDITIONS TO AGENDA	
10. FUTURE MEETING(s) INFORMATION	
Community Education Advisory Committee- Sept 24, 12:00pm	
Executive Planning- Sept 26, 4:15pm	
Finance Committee- Oct 2, 4:30pm	
Regular Board Meeting- Oct 2, 6:00pm	

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Board Chair Eric Minks on the **4th day of September, at 6:01 p.m.** in the District Center Board Room.

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

Absent: Eric Strandberg & Craig Johnson

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, Director of Human Resources Jason Senne, Student Council member Ellie Pomerleau.

Citizen Comments: None

REPORTS

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

Howard Vaillancourt	All Staff Kickoff
Eric Minks	Executive Planning and Finance Committee
Deb Ulm	Finance Committee
Sue VanHooser	All Staff Kickoff
Chad Young	Finance Committee

Student Council Report: Ellie Pomerleau is new student council rep. Student council held first meeting and established committees. Homecoming planning has begun.

Superintendent Report: Today was first day of school for about half of the district. Last week's staff kickoff was energetic and focused around team building. Teachers had opportunities to attend several informative and motivational seminars.

APPROVE AGENDA

Motion made by Howard Vaillancourt, seconded by Deb Ulm **to approve the agenda as presented.** Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Chad Young seconded by Howard Vaillancourt, **to approve the August 21, regular meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Deb Ulm, seconded by Sue Van Hooser, **to approve the consent agenda as presented.** Personnel, Gifts, Grants, and Fundraisers. Motion passed unanimously.

INFORMATION

First Reading of Policies- Changes to policies 402, 406, 410, 418 and 418 (form) were presented with minimal changes

November 6 Board Meeting- Superintendent recommended that the November 6 board meeting be changed due to it being an election night. Board decided to merge the November 6 meeting with the November 20 meeting.

ACTION

Second Reading of Policies

Motion to accept the second reading of policy 514 as presented was made by Deb Ulm and seconded by Chad Young. Motion passed unanimously.

ADDITIONS TO AGENDA- None.

FUTURE MEETINGS INFORMATION

Executive Committee- September 12, 4:15 P.M.

Policy Meeting-September 18, 5:00 P.M.

Board Work Session- September 18, 6:00 P.M.

Community Education Advisory Committee- September 24, 12:00 P.M.

ADJOURN

Motion to adjourn the meeting was made by Howard Vaillancourt and seconded by Sue VanHooser. The meeting was adjourned at 6:13 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

9.18.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Wallace	Cori	Onward	Para	Paras	Pam Scott	8.16.18	\$16.99/hr
New Hire	Zytkovicz	Josie	MS	Phy Ed Teacher	PEA	Tom Henke	9.20.18-11.30.18	
New Hire	Bachmeyer	Holly	MS	Media/Tech Para	Paras	JoAnn Schossow	9.4.18	\$17.32/hr
New Hire	Foley	Cheryl	Accurate	Para	Paras	Ashley Miller	8.21.18	\$16.33/hr
New Hire	Johnson	Deanna	PS	SPED Para	Paras	Lynn Hunn	9.4.18	\$16.33/hr
New Hire	Badal	Daniel	MS	Gr 7/8 Boys Soccer Coach	Activities	Float coach	9.10.18	\$1,411.90

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Overby	Jill	HS	Career Specialist	PEA		8.23.18	
Resignation	Hunn	Lynn	SS	Para	Paras		8.21.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Henke	Thomas	MS	Phy Ed Teacher	PEA		9.20.18-11.30.18	
LOA	Neubauer	Jordan	MS	8th Grade Math Teacher	PEA		9.26.18-11.5.18	
LOA	Baxter	James	HS	Band Director	PEA		10.1.18-10.9.18 and 1.2.19-1.28.18	

01

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Wogen	Eric	IS	.5 Kindergarten Long Term Sub	PEA		9.4.18	\$20,048.90

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Burling	Jodi	IS	Vex Robotics Asst Coach	Activities	Carla Vita	9.2018	\$2,017.00
Extra Duty	Harvala	Angela	IS	Vex Robotics Asst Coach	Activities	Carla Vita	9.2018	\$2,017.00
Extra Duty	Wittwer	David	IS	Vex Robotics Asst Coach	Activities	Carla Vita	9.2018	\$2,017.00

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>SCHOOL 2018-2019 YEAR</u>		Projected profit: <u>\$0</u>	Amount earned:	
Group or organization proposing the fundraiser: <u>Student Council</u>			Item(s) being sold: <u>VARIOUS SCHOOL SPIRIT AND OTHER ITEMS</u>	
Company/organization supplying items to be sold: <u>COBORNS, ANDERSONS, AMONG OTHERS</u>				
The money raised will be used for: <u>FUTURE SCHOOL ACTIVITIES</u>				
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		X	

FUNDRAISING APPROVAL FORM

Date of fundraiser: Homecoming week 2018		Projected profit: 1000.00	Amount earned:	
Group or organization proposing the fundraiser: FFA			Item(s) being sold: Tiger Spirit Items @ M.S. + H.S. lunches	
Company/organization supplying items to be sold: Anderson & Oriental Trading				
The money raised will be used for: FFA Activities, Camps, trips				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:				
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		X	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> K-8: Only allowed if a parent or guardian is with the student 9-12: Groups of two or more students working together. 		X	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: Sept 10, 2018		Teacher/Sponsor Signature: [Signature]		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. APPROVED NOT APPROVED				
Date: 9/11/18		Administrator Signature: [Signature]		
Date: 9/13/18		Superintendent Signature: [Signature]		
Date:		School Board Chair Signature:		

Fruit/cheese/sausage
Butterbraids

FUNDRAISING APPROVAL FORM

Date of fundraiser: Oct/Nov 2018	Projected profit: 2500.00	Amount earned:
Group or organization proposing the fundraiser: FFA		Item(s) being sold: fruit, cheese, sausage Butterbraids
Company/organization supplying items to be sold: minntex minntex, Kittleson, McCones		
The money raised will be used for: FFA Camps + trips		

The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:

Place a checkmark beside each box to indicate whether the criteria for fundraising are met.

	Yes	No
1. Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X	
2. The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	X	
3. Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	X	
4. The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	X	
5. Information is going home with the students to the parents explaining the district's fundraising policy.	X	
6. I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
7. The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X	
8. Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> K-8: Only allowed if a parent or guardian is with the student 9-12: Groups of two or more students working together. 	X	

I have reviewed Policy #511 Fundraising and agree to its provisions:

Date: Sept 10, 2018 Teacher/Sponsor Signature: *Jhp1c*

As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. APPROVED NOT APPROVED

Date: 9/11/18 Administrator Signature: *Kevin G. [Signature]*

Date: 9/13/18 Superintendent Signature: *[Signature]*

Date: School Board Chair Signature:

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: Princeton Jo Volleyball Club

Description of gift: \$2,000 donated to PHS Volleyball

Pre-Condition, Condition, or Limitation on use:

- to be used for equipment for the Princeton High School volleyball program.

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

This gift meets all requirements of Policy 706

Accepted Not Accepted Law Pauls Staff Name
Principal or Director Date: 9/5/18

Accepted Not Accepted _____ Date: 9/12/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013



PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name Patrick Healy (Tim Healy & Associates)

Description of gift Office Chairs (3)

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 Michelle Czech

Staff Name

Accepted Not Accepted Michelle Czech Date: 9.6.18
Principal or Director

Accepted Not Accepted [Signature] Date: 9/12/18
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

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: Subway

Description of gift: Subway Superior Achievement Certification Program (2018-19 School year)

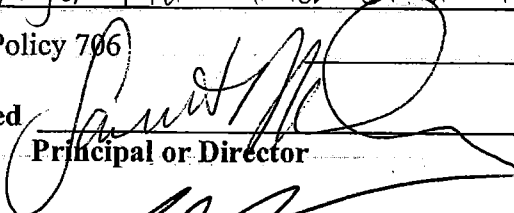
Pre-Condition, Condition, or Limitation on use:

Please see attached guidelines

How this gift specifically relates to the program or school: These certificates will be handed out to students who earn perfect attendance at the end of the year, they will also be handed out to students who show superior Tiger pride & for students of the week

This gift meets all requirements of Policy 706

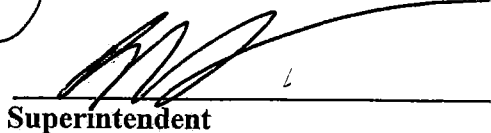
Accepted Not Accepted


Principal or Director

Staff Name

Date: 8-22-18

Accepted Not Accepted


Superintendent

Date: 9/12/18

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Gracyn Belkus

Description of gift: Donated her hourly work to the HS Gymnastics team

Pre-Condition, Condition, or Limitation on use: to be used by HS Gymnastics

How this gift specifically relates to the program or school: Work during Summer gymnastics provided by a HS gymnast, donating time and funds to the program

This gift meets all requirements of Policy 706

Accepted Not Accepted Ryan Fay Staff Name
[Signature] Date: 9-13-18
Principal or Director

Accepted Not Accepted [Signature] Date: 9/13/18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Revised: October 29, 2013

9.18.18

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

Date Submitted	Grant Name	School	Applicant	Approx Funds	District Matching Funds
9.12.18	Central MN Women's Fund	IS / MS	Robotics Team	\$4,900.00	N/A
9.12.18	MacMillan Field Trip Grants	PS	Gr 1 Teachers	\$4 / student	N/A

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

Fund Description	Total
01 General Fund	\$680,008.89
02 Food Service	\$38,544.01
04 Community Service	\$16,742.78
06 Construction	\$8,884.00
10 Student Activities	\$10,987.76
Report Total	\$755,167.44

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	76989	169865	Check	1	14331		AIRMAXX TRAMPOLINE PARK	Yes	Yes	No	USD	08/17/2018	264.00
		76986	169866	Check	1	12971		ASSOC. FOR MIDDLE LEVEL EDUC	Yes	Yes	No	USD	08/17/2018	369.91
		76981	169867	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	08/17/2018	252.99
		76984	169868	Check	1	12028		DECKER EQUIPMENT	Yes	Yes	No	USD	08/17/2018	522.86
		76996	169869	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	Yes	No	USD	08/17/2018	2,110.58
		76992	169870	Check	1	16100		HEPPNER PAULA	Yes	Yes	No	USD	08/17/2018	116.87
		76997	169871	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	Yes	No	USD	08/17/2018	251.14
		76987	169872	Check	1	13448		I.S.D. #622	Yes	Yes	No	USD	08/17/2018	5,581.52
		77001	169873	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	Yes	No	USD	08/17/2018	160.00
		76998	169874	Check	1	4048		M.A.S.S.P.	Yes	Yes	No	USD	08/17/2018	870.00
		76985	169875	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	08/17/2018	823.76
		76983	169876	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	08/17/2018	70.00
		76995	169877	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	Yes	No	USD	08/17/2018	150.00
		76991	169878	Check	1	15899		OGDEN NEWSPAPERS OF MINNESCA	Yes	Yes	No	USD	08/17/2018	3,589.45
		76993	169879	Check	1	16101		PEDERSON MIKE	Yes	No	No	USD	08/17/2018	11.75
		76994	169880	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	08/17/2018	64.01
		76990	169881	Check	1	15840		POSTMASTER - MADELIA MN	Yes	Yes	No	USD	08/17/2018	1,572.67
		77002	169882	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	08/17/2018	68.85
		76999	169883	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	08/17/2018	261.97
		77000	169884	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	08/17/2018	2,000.00
		76982	169885	Check	1	10923	1	ROCHESTER 100 INC	Yes	Yes	No	USD	08/17/2018	735.00
		76988	169886	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	08/17/2018	320.16
		77046	169887	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	08/24/2018	9,495.62
		77010	169888	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	08/24/2018	962.64
		77026	169889	Check	1	15750		BLUE WATER PLUMBING	Yes	Yes	No	USD	08/24/2018	676.50
		77006	169890	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	Yes	No	USD	08/24/2018	9.65
		77027	169891	Check	1	1876		COMPANION	Yes	Yes	No	USD	08/24/2018	3,294.00
		77005	169892	Check	1	10069		DALCO	Yes	Yes	No	USD	08/24/2018	3,992.73
		77012	169893	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	08/24/2018	396.48
		77019	169894	Check	1	13913		ECOLAB FOOD SAFETY SPECIALTIE	Yes	Yes	No	USD	08/24/2018	86.13
		77013	169895	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	Yes	No	USD	08/24/2018	4,086.46
		77029	169896	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	08/24/2018	23.00
		77030	169897	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	08/24/2018	323.00
		77031	169898	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	Yes	No	USD	08/24/2018	505.13
		77044	169899	Check	1	6645		GRAINGER	Yes	Yes	No	USD	08/24/2018	1,955.12
		77024	169900	Check	1	15470	2	GREENWOOD CORY	Yes	No	No	USD	08/24/2018	650.00
		77009	169901	Check	1	11238		ICS CONSULTING, INC	Yes	Yes	No	USD	08/24/2018	4,000.00
		77014	169902	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	Yes	No	USD	08/24/2018	134.68
		77023	169903	Check	1	15090		MAD DOG INTERIORS	Yes	Yes	No	USD	08/24/2018	8,884.00
		77032	169904	Check	1	4087		MCDOWALL COMPANY	Yes	Yes	No	USD	08/24/2018	937.00
		77007	169905	Check	1	10452	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	Yes	No	USD	08/24/2018	299.15

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	77021	169906	Check	1	14862	1	MERIDIAN CONSULTING GROUP, LLC	Yes	Yes	No	USD	08/24/2018	3,975.00
		77047	169907	Check	1	8388	1	METRO SALES INC	Yes	Yes	No	USD	08/24/2018	1,495.00
		77015	169908	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	08/24/2018	225.11
		77011	169909	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	08/24/2018	3,231.66
		77028	169910	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	Yes	No	USD	08/24/2018	100.00
		77016	169911	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	08/24/2018	19,266.00
		77033	169912	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	08/24/2018	153.64
		77034	169913	Check	1	5038	2	PITNEY BOWES	Yes	Yes	No	USD	08/24/2018	881.97
		77035	169914	Check	1	5127		PRINCETON ELECTRIC	Yes	Yes	No	USD	08/24/2018	2,557.29
		77036	169915	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	08/24/2018	1,200.00
		77037	169916	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	08/24/2018	247.11
		77038	169917	Check	1	5254		REALLY GOOD STUFF	Yes	Yes	No	USD	08/24/2018	76.97
		77045	169918	Check	1	7632		REIMER SCOTT	Yes	Yes	No	USD	08/24/2018	795.00
		77039	169919	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	08/24/2018	1,307.74
		77008	169920	Check	1	10923	1	ROCHESTER 100 INC	Yes	Yes	No	USD	08/24/2018	125.00
		77040	169921	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	Yes	No	USD	08/24/2018	186.78
		77041	169922	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	Yes	No	USD	08/24/2018	4,042.55
		77042	169923	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	Yes	No	USD	08/24/2018	249.48
		77043	169924	Check	1	5642		SENTRY SYSTEMS INC.	Yes	Yes	No	USD	08/24/2018	699.90
		77048	169925	Check	1	9494	1	SNA	Yes	Yes	No	USD	08/24/2018	13.00
		77025	169926	Check	1	15494		ST. CLOUD REFRIGERATION, INC.	Yes	Yes	No	USD	08/24/2018	25,000.00
		77017	169927	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	Yes	No	USD	08/24/2018	1,910.00
		77022	169928	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	08/24/2018	190.24
		77020	169929	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	Yes	No	USD	08/24/2018	2,422.75
		77018	169930	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	Yes	No	USD	08/24/2018	355.15
		77050	169931	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	08/28/2018	8,037.98
		77049	169932	Check	1	14756		SOURCEWELL	Yes	Yes	No	USD	08/28/2018	262,388.45
		77055	169933	Check	1	1301	2	BARNES & NOBLE	Yes	No	No	USD	08/30/2018	764.40
		77056	169934	Check	1	15252		BROOKE DONNER	Yes	No	No	USD	08/30/2018	35.00
		77061	169935	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	08/30/2018	16,882.97
		77057	169936	Check	1	15280		ERICKSON TED	Yes	No	No	USD	08/30/2018	73.00
		77062	169937	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	08/30/2018	24.08
		77053	169938	Check	1	12624		HOFSTEDT JASON	Yes	No	No	USD	08/30/2018	50.00
		77065	169940	Check	1	4331		M.A.S.P.	Yes	No	No	USD	08/30/2018	870.00
		77064	169941	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	08/30/2018	160.00
		77054	169942	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	08/30/2018	164.17
		77052	169943	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	08/30/2018	30.00
		77066	169944	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	08/30/2018	182.18
		77067	169945	Check	1	4584	2	NCPEERS MINNESOTA	Yes	No	No	USD	08/30/2018	64.00
		77059	169947	Check	1	15727		POWER RANDALL	Yes	No	No	USD	08/30/2018	73.00
		77058	169948	Check	1	15726		POWER TRACY	Yes	No	No	USD	08/30/2018	73.00

**Princeton Public Schools #477
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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	77060	169950	Check	1	16103	TOWBERMAN JEFF	Yes	No	USD	08/30/2018	50.00
		77077	169951	Check	1	15244	AUL	Yes	No	USD	08/31/2018	21,684.72
		77078	169952	Check	1	3177	HORACE MANN LIFE INS. CO.	Yes	No	USD	08/31/2018	94.06
		77079	169953	Check	1	4936	PEA DJES ACCT.	Yes	No	USD	08/31/2018	139.26
		77080	169954	Check	1	5121	PRINCETON CUSTODIANS	Yes	No	USD	08/31/2018	96.00
		77081	169955	Check	1	5126	PRINCETON PARAPROFESSIONALS	Yes	No	USD	08/31/2018	2.00
		77086	169956	Check	1	1259	AUDIO COMMUNICATIONS	Yes	No	USD	08/31/2018	1,050.20
		77100	169957	Check	1	4290	CENTERPOINT ENERGY	Yes	No	USD	08/31/2018	843.07
		77096	169958	Check	1	1996	CTAM	Yes	No	USD	08/31/2018	110.00
		77084	169959	Check	1	11656	DEAN FOODS NORTH CENTRAL	Yes	No	USD	08/31/2018	196.42
		77094	169960	Check	1	16098	DH DISTRIBUTION	Yes	No	USD	08/31/2018	130.00
		77097	169961	Check	1	2270	ECM PUBLISHERS INC.	Yes	No	USD	08/31/2018	48.30
		77107	169962	Check	1	7122	EDSTROM FRED	Yes	No	USD	08/31/2018	83.00
		77093	169963	Check	1	15603	EMERGENCY OUTFITTERS, INC.	Yes	No	USD	08/31/2018	444.00
		77090	169964	Check	1	13835	HAMDORF RAY	Yes	No	USD	08/31/2018	83.00
		77098	169965	Check	1	3140	HOFMAN OIL CO. INC.	Yes	No	USD	08/31/2018	810.28
		77091	169966	Check	1	14341	HOLM BRIAN	Yes	No	USD	08/31/2018	58.00
		77099	169967	Check	1	4028	MARV'S TRUE VALUE	Yes	No	USD	08/31/2018	1,635.08
		77082	169968	Check	1	10480	MASMS	Yes	No	USD	08/31/2018	125.00
		77108	169969	Check	1	9106	MILLE LACS CTY HISTORICAL SCTY	Yes	No	USD	08/31/2018	1,940.00
		77083	169970	Check	1	11477	MINUTEMAN PRESS	Yes	No	USD	08/31/2018	30.00
		77101	169971	Check	1	4707	NORCOSTCO INC.	Yes	No	USD	08/31/2018	346.42
		77095	169972	Check	1	16105	PADDOCK ANNA	Yes	No	USD	08/31/2018	26.55
		77088	169973	Check	1	13355	PALMER BUS SERVICE, INC.	Yes	No	USD	08/31/2018	3,150.44
		77102	169974	Check	1	5038	PITNEY BOWES	Yes	No	USD	08/31/2018	209.92
		77085	169975	Check	1	12269	PRINCETON FOOTBALL BOOSTER C	Yes	No	USD	08/31/2018	458.30
		77103	169976	Check	1	5167	PRO-ED, INC.	Yes	No	USD	08/31/2018	156.20
		77092	169977	Check	1	14420	ROBOTICS EDUCATION & COMPETIT	Yes	No	USD	08/31/2018	266.72
		77104	169978	Check	1	5642	SENTRY SYSTEMS INC.	Yes	No	USD	08/31/2018	135.00
		77105	169979	Check	1	5702	SILVER BELL TROPHIES & AWARDS	Yes	No	USD	08/31/2018	745.40
		77109	169980	Check	1	9244	SUPER DUJER PUBLICATIONS	Yes	No	USD	08/31/2018	83.92
		77106	169981	Check	1	6015	SUPREME SCHOOL SUPPLY CO.	Yes	No	USD	08/31/2018	266.05
		77089	169982	Check	1	13389	THE MCDOWELL AGENCY, INC.	Yes	No	USD	08/31/2018	79.40
		77087	169983	Check	1	13021	WHITCOMB GAIL	Yes	No	USD	08/31/2018	900.00
		77113	169985	Check	1	4349	MN DEPARTMENT OF HEALTH	Yes	No	USD	09/05/2018	95.00
		77115	169986	Check	1	11427	AT&T MOBILITY	Yes	No	USD	09/10/2018	161.60
		77114	169987	Check	1	10364	BORDER STATES ELECTRIC SUPPLY	Yes	No	USD	09/10/2018	541.23
		77122	169988	Check	1	13865	CHECINSKI GEORGE	Yes	No	USD	09/10/2018	73.00
		77134	169989	Check	1	16113	EAST CENTRAL REGIONAL LIBRARY	Yes	No	USD	09/10/2018	172.80
		77117	169990	Check	1	11991	EMC INSURANCE COMPANIES	Yes	No	USD	09/10/2018	708.70
		77135	169991	Check	1	2494	FARBER SOUND, LLC	Yes	No	USD	09/10/2018	6,471.00

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	77133	169992	Check	1	16112		FATH LAKESHIA	Yes	No	No	USD	09/10/2018	19.95
		77116	169993	Check	1	11480		FISHING POND	Yes	No	No	USD	09/10/2018	198.64
		77123	169994	Check	1	13889		HALL JOHN	Yes	No	No	USD	09/10/2018	73.00
		77130	169995	Check	1	16108		HYDE CHRISTOPHER	Yes	No	No	USD	09/10/2018	80.00
		77128	169996	Check	1	15415		INDEPENDENT EMERGENCY SERVIC	Yes	No	No	USD	09/10/2018	75.39
		77132	169997	Check	1	16111		JACK MCCLARD & ASSOCIATES, INC	Yes	No	No	USD	09/10/2018	213.45
		77131	169998	Check	1	16109		LANDRY STEPHEN	Yes	No	No	USD	09/10/2018	58.00
		77124	169999	Check	1	14398		MANDILE RICHARD	Yes	No	No	USD	09/10/2018	73.00
		77136	170000	Check	1	4039		MASE	Yes	No	No	USD	09/10/2018	580.00
		77137	170001	Check	1	4136		MENARDS	Yes	No	No	USD	09/10/2018	68.95
		77118	170002	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	09/10/2018	1,468.60
		77138	170003	Check	1	5173	2	PROGRESS PUBLICATIONS	Yes	No	No	USD	09/10/2018	44.00
		77140	170004	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	09/10/2018	2,000.00
		77121	170005	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC I	Yes	No	No	USD	09/10/2018	540.00
		77139	170006	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	09/10/2018	500.00
		77142	170007	Check	1	9494	1	SNA	Yes	No	No	USD	09/10/2018	100.00
		77127	170008	Check	1	15235	1	SNA SPORTS GROUP	Yes	No	No	USD	09/10/2018	35.00
		77120	170009	Check	1	13261	2	SOCIAL THINKING	Yes	No	No	USD	09/10/2018	196.00
		77129	170010	Check	1	16022	1	THEATRICAL RIGHTS WORLDS	Yes	No	No	USD	09/10/2018	300.00
		77125	170011	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	09/10/2018	341.54
		77126	170012	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	09/10/2018	1,075.00
		77119	170013	Check	1	13040		UTSCH ADAM	Yes	No	No	USD	09/10/2018	80.00
		77141	170014	Check	1	7450		WAHNSCHAFFE DALE	Yes	No	No	USD	09/10/2018	80.00
		77155	170015	Check	1	1257		ATTAINMENT COMPANY INC.	Yes	No	No	USD	09/18/2018	492.45
		77156	170016	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	09/18/2018	1,084.00
		77173	170017	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	09/18/2018	84.00
		77217	170018	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	09/18/2018	622.87
		77182	170019	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	09/18/2018	2,295.00
		77188	170020	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/18/2018	155.55
		77187	170021	Check	1	1761		CHIP'S A.C. REFRIG & APPLI	Yes	No	No	USD	09/18/2018	4,885.00
		77181	170022	Check	1	15724		CLIMATE MAKERS INC	Yes	No	No	USD	09/18/2018	2,199.81
		77144	170023	Check	1	10069		DALCO	Yes	No	No	USD	09/18/2018	7,158.71
		77154	170024	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	09/18/2018	1,376.23
		77189	170025	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	09/18/2018	448.54
		77184	170026	Check	1	15976		ECO SHRED MN, INC.	Yes	No	No	USD	09/18/2018	141.00
		77158	170027	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	09/18/2018	779.76
		77190	170028	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	09/18/2018	765.00
		77191	170029	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	09/18/2018	944.26
		77159	170030	Check	1	12716		ENABLING DEVICES	Yes	No	No	USD	09/18/2018	154.85
		77157	170031	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	09/18/2018	123.22
		77171	170032	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	09/18/2018	1,569.51

Princeton Public Schools #477
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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	77170	170033	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	09/18/2018	85.16
		77161	170034	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	09/18/2018	193.46
		77192	170035	Check	1	2775		GOPHER	Yes	No	No	USD	09/18/2018	1,175.46
		77193	170036	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	09/18/2018	21.60
		77213	170037	Check	1	6645		GRAINGER	Yes	No	No	USD	09/18/2018	532.28
		77216	170038	Check	1	8854		GRAMMOND JAY	Yes	No	No	USD	09/18/2018	90.00
		77169	170039	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	09/18/2018	1,835.00
		77194	170040	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	09/18/2018	2,126.15
		77175	170041	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	09/18/2018	490.03
		77195	170042	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	09/18/2018	6,743.05
		77152	170043	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	09/18/2018	1,924.69
		77150	170044	Check	1	10909	2	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	09/18/2018	27,887.71
		77147	170045	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	09/18/2018	416.57
		77176	170046	Check	1	14797		JOHNSTONE SUPPLY	Yes	No	No	USD	09/18/2018	5,851.45
		77163	170047	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	09/18/2018	178.80
		77196	170048	Check	1	3701		LAKESHORE	Yes	No	No	USD	09/18/2018	670.45
		77160	170049	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	09/18/2018	13,504.32
		77220	170050	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	09/18/2018	150.00
		77148	170051	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	09/18/2018	268.00
		77215	170052	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	09/18/2018	3,719.80
		77197	170053	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	09/18/2018	3,100.33
		77153	170054	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/18/2018	7,418.42
		77214	170055	Check	1	6877		MOORE MEDICAL CORP	Yes	No	No	USD	09/18/2018	1,176.50
		77198	170056	Check	1	4586	3	NCS PEARSON INC	Yes	No	No	USD	09/18/2018	985.22
		77199	170057	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	09/18/2018	256.00
		77149	170058	Check	1	10444	1	OLSEN FIRE PROTECTION INC	Yes	No	No	USD	09/18/2018	1,145.00
		77200	170059	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	09/18/2018	341.84
		77202	170060	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	09/18/2018	92,343.81
		77203	170061	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/18/2018	46.80
		77204	170062	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	09/18/2018	58.36
		77183	170063	Check	1	15880		ROAD CASES USA, INC.	Yes	No	No	USD	09/18/2018	798.00
		77174	170064	Check	1	14420		ROBOTICS EDUCATION & COMPETI	Yes	No	No	USD	09/18/2018	1,000.00
		77151	170065	Check	1	10923	1	ROCHESTER 100 INC	Yes	No	No	USD	09/18/2018	1,102.50
		77165	170066	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	09/18/2018	18,167.02
		77219	170067	Check	1	9776		SAFEWAY CONSTRUCTION, INC	Yes	No	No	USD	09/18/2018	3,500.00
		77180	170068	Check	1	15643		SCHOOL MATE	Yes	No	No	USD	09/18/2018	860.00
		77162	170069	Check	1	13375	1	SCHOOL OUTFITTERS	Yes	No	No	USD	09/18/2018	1,391.52
		77205	170070	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	09/18/2018	53.32
		77186	170071	Check	1	16110		SCOPETEKK, INC.	Yes	No	No	USD	09/18/2018	500.00
		77206	170072	Check	1	5668		SHERBURNE COUNTY TREASURER	Yes	No	No	USD	09/18/2018	679.03
		77207	170073	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	09/18/2018	20.00

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0477	001	77177	170074	Check	1	14950		SPRUNK ENTERTAINMENT SERVICE	Yes	No	No	USD	09/18/2018	425.00
		77179	170075	Check	1	15494		ST. CLOUD REFRIGERATION, INC.	Yes	No	No	USD	09/18/2018	10,800.00
		77164	170076	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	09/18/2018	1,335.00
		77218	170077	Check	1	9244		SUPER DUJER PUBLICATIONS	Yes	No	No	USD	09/18/2018	219.96
		77167	170078	Check	1	13814		SUPERIOR STRIPING, INC.	Yes	No	No	USD	09/18/2018	5,443.00
		77145	170079	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	09/18/2018	549.00
		77166	170080	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	09/18/2018	61.49
		77143	170081	Check	1	10054		THE LIBRARY STORE	Yes	No	No	USD	09/18/2018	278.85
		77208	170082	Check	1	6149		TIEMENS TOM	Yes	No	No	USD	09/18/2018	170.00
		77146	170083	Check	1	10215	1	TOBII DYNAVOX LLC	Yes	No	No	USD	09/18/2018	4,835.70
		77209	170084	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	09/18/2018	2,052.30
		77185	170085	Check	1	16107		TYPINGCLUB	Yes	No	No	USD	09/18/2018	744.95
		77178	170086	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/18/2018	2,808.47
		77201	170087	Check	1	5156		UNION TIMES	Yes	No	No	USD	09/18/2018	84.00
		77172	170088	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	09/18/2018	20,927.67
		77210	170089	Check	1	6318		US SCHOOL SUPPLY INC	Yes	No	No	USD	09/18/2018	131.40
		77211	170090	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	09/18/2018	273.00
		77212	170091	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	09/18/2018	1,252.08
		77168	170092	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	09/18/2018	129.15

Bank Total: 001
\$755,167.44

Report Total:
\$755,167.44

Princeton Public Schools - ISD #477

Wire Transfer Report

September 18, 2018

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
8/15/2018	\$ 524,096.10	ACH File Transfer
8/15/2018	\$ 170,911.81	Federal Tax Wire Transfer
8/15/2018	\$ 28,873.69	State Tax Wire Transfer
8/15/2018	\$ 12,629.99	Select Account HSA
8/15/2018	\$ 93,233.01	TRA File Transfer
8/15/2018	\$ 21,274.42	PERA File Transfer
8/15/2018	\$ 241.50	MN Child Support File Transfer
8/15/2018	\$ 35,595.48	TSA File Transfer
8/31/2018	\$ 531,247.19	ACH File Transfer
8/31/2018	\$ 171,112.49	Federal Tax Wire Transfer
8/31/2018	\$ 28,919.66	State Tax Wire Transfer
8/31/2018	\$ 12,769.58	Select Account H S A
8/31/2018	\$ 96,653.05	TRA File Transfer
8/31/2018	\$ 20,493.71	PERA File Transfer
8/31/2018	\$ 241.50	MN Child Support File Transfer
8/31/2018	\$ 35,924.35	TSA File Transfer
9/5/2018	\$ 15,677.72	BMO Harris Bank - (Pcards)
9/5/2018	\$ 82.00	MN Revenue - (Sales tax)
8/2/2018	\$ 2,107.23	Further
8/9/2018	\$ 1,315.25	Further
8/16/2018	\$ 2,511.45	Further
8/20/2018	\$ 378.50	Further
8/23/2018	\$ 278.83	Further
8/30/2018	\$ 2,104.81	Further
TOTAL	\$ 1,808,673.32	

Princeton Public Schools - ISD #477

Wire Transfer Report

September 18, 2018

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
8/15/2018	\$ 524,096.10	ACH File Transfer
8/15/2018	\$ 170,911.81	Federal Tax Wire Transfer
8/15/2018	\$ 28,873.69	State Tax Wire Transfer
8/15/2018	\$ 12,629.99	Select Account HSA
8/15/2018	\$ 93,233.01	TRA File Transfer
8/15/2018	\$ 21,274.42	PERA File Transfer
8/15/2018	\$ 241.50	MN Child Support File Transfer
8/15/2018	\$ 35,595.48	TSA File Transfer
8/31/2018	\$ 531,247.19	ACH File Transfer
8/31/2018	\$ 171,112.49	Federal Tax Wire Transfer
8/31/2018	\$ 28,919.66	State Tax Wire Transfer
8/31/2018	\$ 12,769.58	Select Account H S A
8/31/2018	\$ 96,653.05	TRA File Transfer
8/31/2018	\$ 20,493.71	PERA File Transfer
8/31/2018	\$ 241.50	MN Child Support File Transfer
8/31/2018	\$ 35,924.35	TSA File Transfer
9/5/2018	\$ 15,677.72	BMO Harris Bank - (Pcards)
9/5/2018	\$ 82.00	MN Revenue - (Sales tax)
8/2/2018	\$ 2,107.23	Further
8/9/2018	\$ 1,315.25	Further
8/16/2018	\$ 2,511.45	Further
8/20/2018	\$ 378.50	Further
8/23/2018	\$ 278.83	Further
8/30/2018	\$ 2,104.81	Further
TOTAL	\$ 1,808,673.32	



PRINCETON

MIDDLE SCHOOL

2018 School Board Update

Princeton Paradigm Implemented



CORE INSTRUCTION

- Standards/Units of Standards
- Learning Goals
- Learning Progressions
- Taxonomy
- Success Criteria (Desired Student Evidence)
- Task/Activity (Formative Assessment)
- Actual Student Evidence
- Adaptations

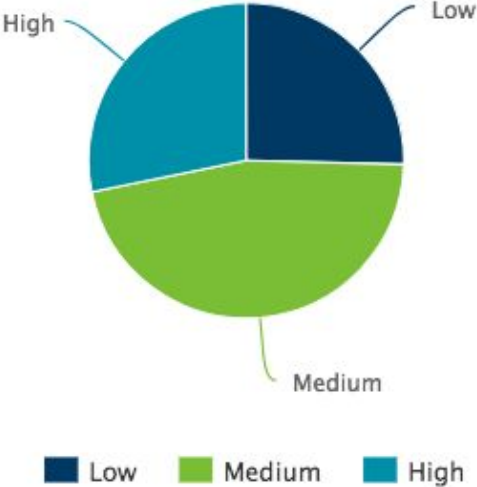
CULTURE (PRINCETON PARADIGM)

- Live at Analysis
- Activate Students as Owners of their learning
- Activate Students as Learning Resources for one another
- Normalize Mistake Making as essential to learning (productive struggle)
- Tiger Pride: Infuse Social and Emotional Learning (SEL) as skills for quality of life

Core Values



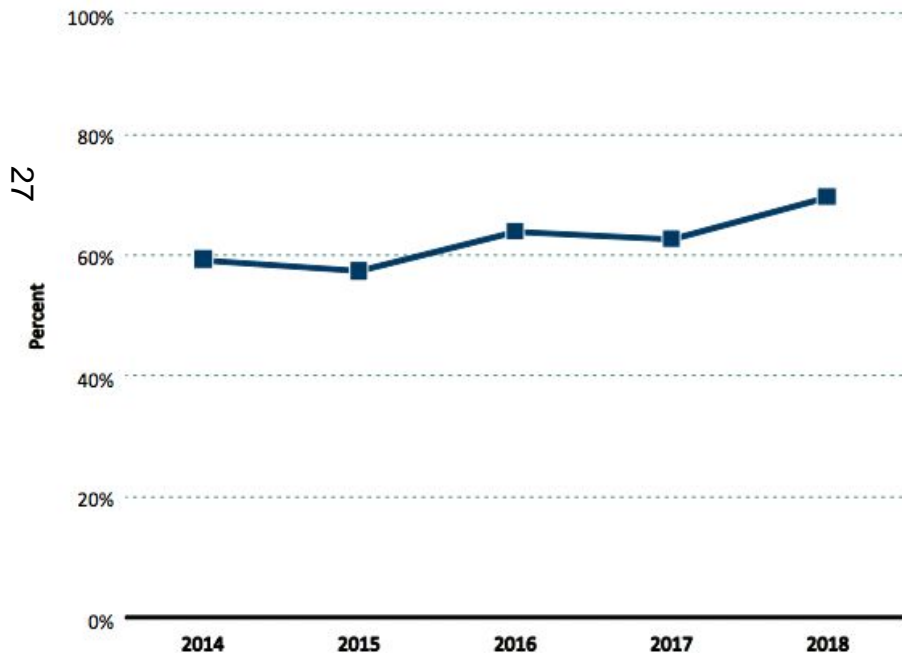
2018 School Data - MCA Student Growth



Growth Level	Count	Percent
Low	176	25.4%
Medium	321	46.4%
High	195	28.2%

MCA Trends - Reading

School Reading Proficiency Trends for All Accountability Tests
Princeton Public School District Princeton Middle School
All Grades
Enrolled October 1



Proficiency Percents

	2014	2015	2016	2017	2018
Reading	59.3%	57.4%	64.0%	62.7%	69.7%

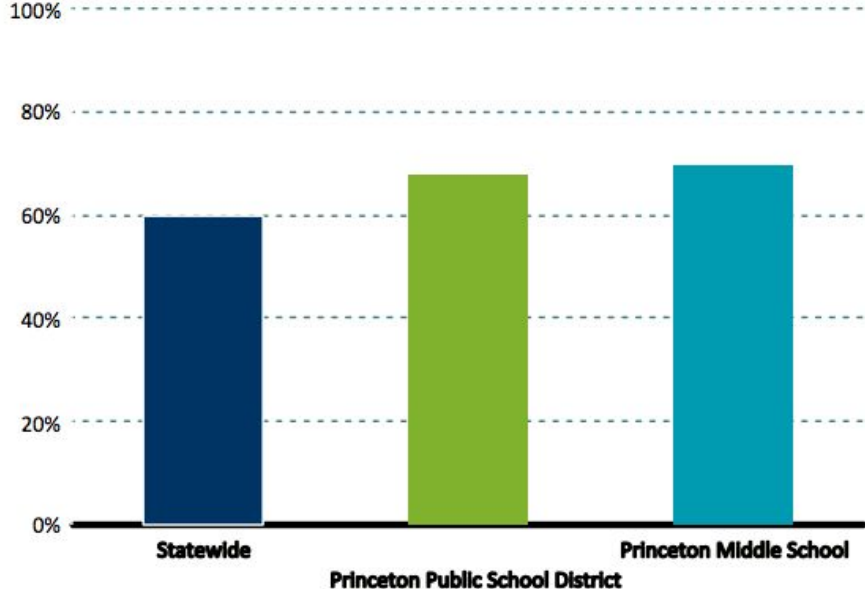
Proficiency Counts

	2014	2015	2016	2017	2018
Reading	459	446	462	441	503

2018 School Data - MCA Reading



Summary Proficiency 2018 Reading MCA-III Grade All Grades

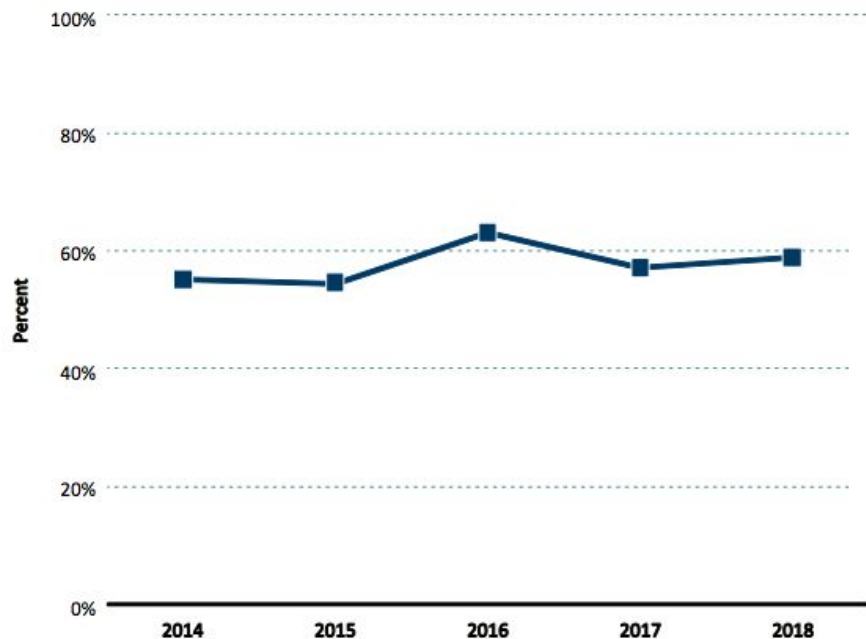


Organization	Percent Proficient	Number Tested
Statewide	59.8%	448,963
Princeton Public School District	67.9%	1,758
Princeton Middle School	69.6%	741

MCA Trends - Math

School Math Proficiency Trends for All Accountability Tests
Princeton Public School District Princeton Middle School
All Grades
Enrolled October 1

29



Proficiency Percents

	2014	2015	2016	2017	2018
Math	55.2%	54.6%	63.1%	57.2%	58.9%

Proficiency Counts

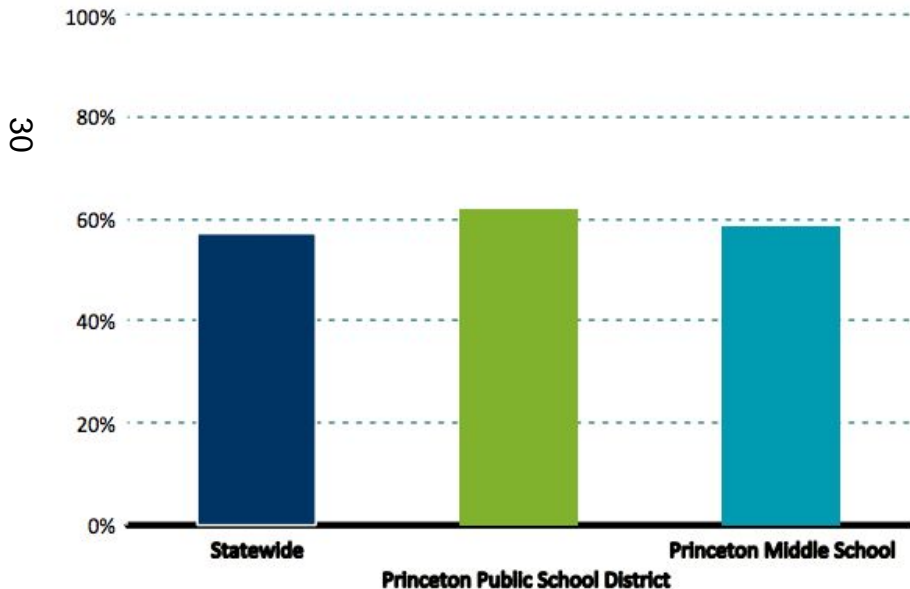
	2014	2015	2016	2017	2018
Math	427	423	455	399	422

2018 School Data - MCA Math



Summary Proficiency

2018 Math MCA-III Grade All Grades

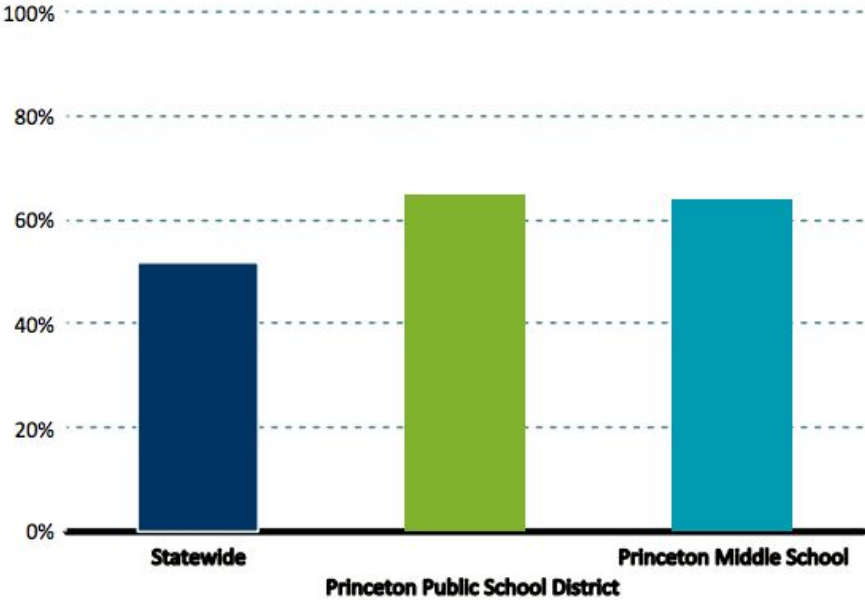


Organization	Percent Proficient	Number Tested
Statewide	57.0%	445,169
Princeton Public School District	62.1%	1,742
Princeton Middle School	58.7%	734

2018 School Data - MCA Science

Summary Proficiency 2018 Science MCA-III Grade All Grades

31



Organization	Percent Proficient	Number Tested
Statewide	51.7%	187,212
Princeton Public School District	64.7%	739
Princeton Middle School	63.7%	223

Special Education - Reading

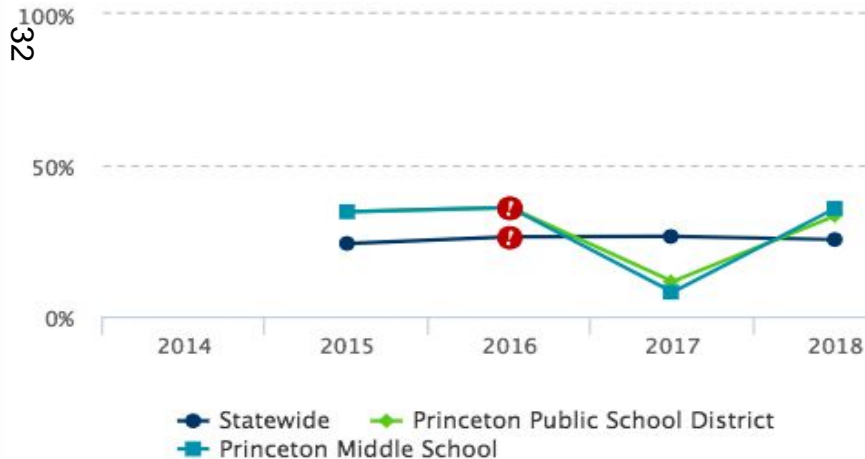
Princeton Middle School

Princeton Public School District

Subject : Reading Grade : 8 Demographics: Special Education



2014 - 2018 Proficiency



Princeton Middle School

Year	Percent Proficient	Number Proficient	Number Tested
2014	N/A	N/A	N/A
2015	34.6%	9	26
2016	36.0%	9	25
2017	8.0%	2	25
2018	35.7%	5	14

Some ways we met this goal:

- Changes to Honor Code Coupons
- Attempted to promote more around character of the month
- Updated Prize Cart

PBIS Goal 1

To increase the amount of Honor Code coupons handed out by staff and used by students.

	2016-17	2017-18
Grade 6	1,623	10,206
Grade 7	1,086	6,464
Grade 8	895	4,613

PBIS Goal 2

To maintain current PBIS initiatives with implementing proactive pieces to student management by evidence of no more than 600 office discipline referrals for the 2017-18 school year.



Number of Incidents total 2017-18	445
Number of Students with Incidents 2017-18	151

Implementing District Strategic Plan and Goals



STRATEGIC PLAN GOALS 2016-2017

PERSONALIZED INSTRUCTION **COLLEGE AND CAREER READY** **INNOVATIVE PROGRAMMING** **DIGITAL LEARNING** **COMMUNICATION**

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

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

Core Values

Connections Citizenship Collaborative Leadership Excellence Innovation Integrity Learning Respect

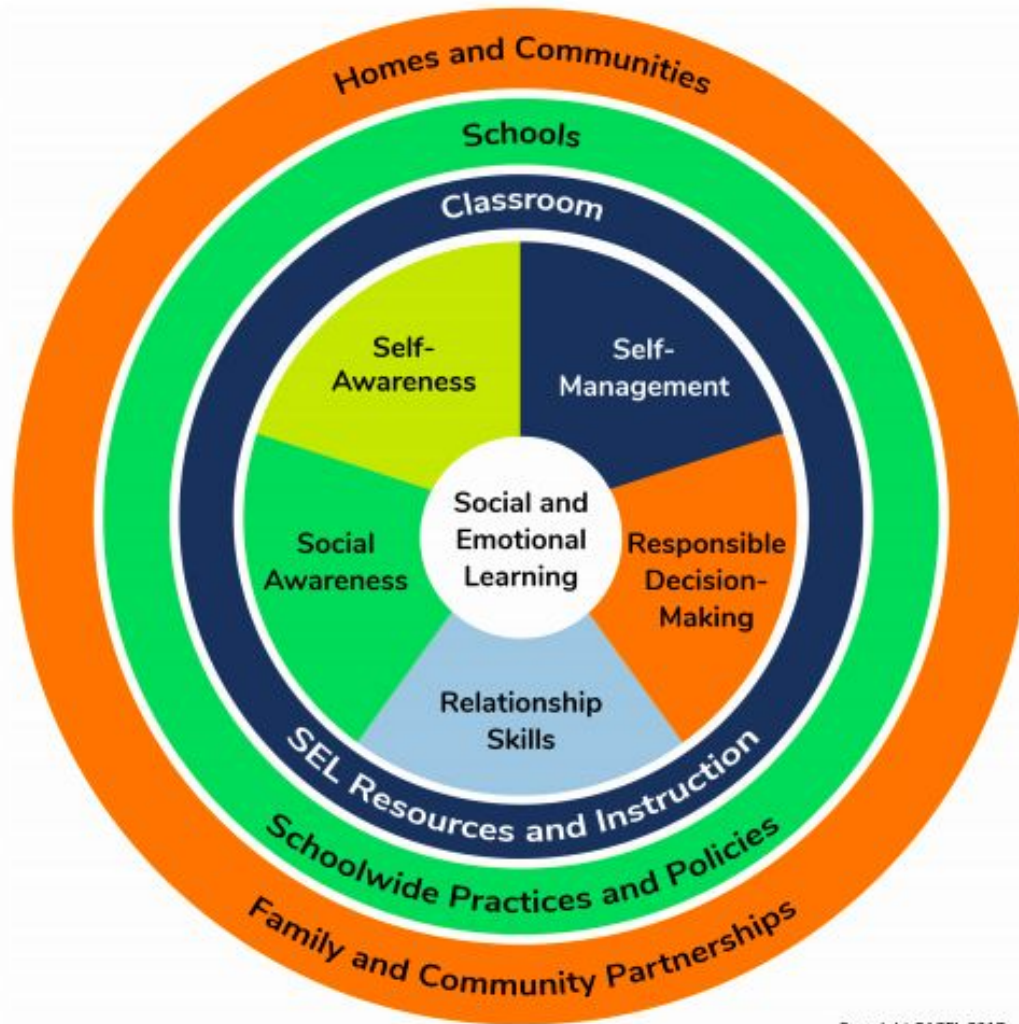
Goal 1: Personalized instruction

- Multi-tiered System of Supports (Tiger Tune Up)
- History Day
- 1:1 Technology
- Social Emotional Learning - Embedded in Advisory



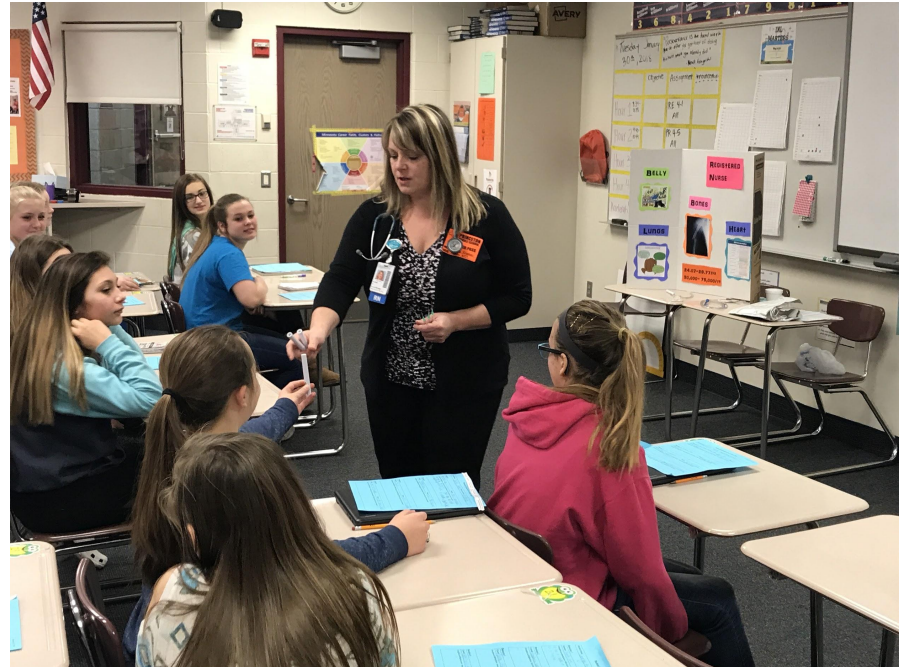
Social Emotional Learning

MS Advisory Program



Goal #2: College & Career Ready

- Ramp Up to Readiness
- MS Career Day
- STEAM Programming
- Citizenship
- Character Education



Goal #3 - Implement Innovative Curriculum

- Advanced Mathematics
- STEAM & STEM
- 1:1 Technology
- Robotics
- Tiger Tune Up



Goal #4 - Digital Learning

- 1:1 Chromebooks
- Digital Citizenship
- Technology Boot Camp
- 3D Printing



Goal #5 - Improve communications

- Staff Weekly Update
- Social Media & School Webpage
- Parent Newsletters
- Thursday Folders
- Thursday progress emails



Character Ed., PBIS & Anti Bullying

- Advisory
- PBIS & SEL
- Community Service
- Digital Citizenship



Extra-Curricular Activities

- Athletics
- Fine Arts
- Activities





Additional Links

- [Princeton Middle Video - 2017-18](#)
- [Princeton MS Twitter Page](#)
- [Ramp Up to Readiness Video](#)



P **PRINCETON**

HIGH SCHOOL

2017 - 2018 School Board Update

September 2018

Highlights of 17-18

Student Council Theme: KINDNESS

New Schedule/ Lunch/Advisory

Increased POA enrollment

Additional AP options - 5 AP Scholars

Positive Coaching Alliance Yr 1

Princeton 5

Reading Strategy Implementation

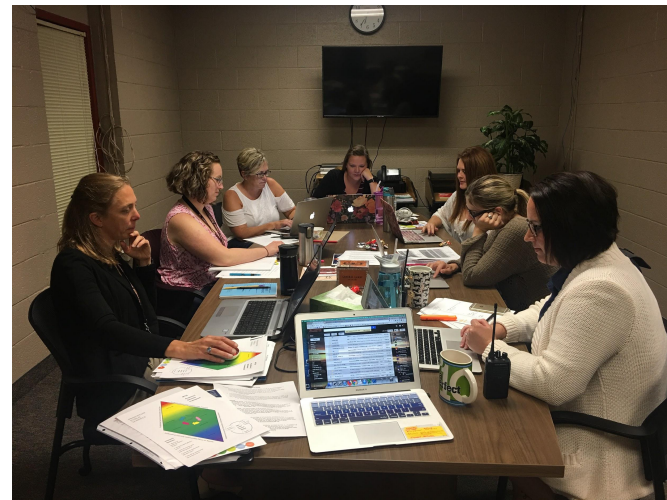
Continue Instructional Rounds

Security Protocols - Lockdown Video



Building Leadership Team

1. Consistent Teacher Coaching
Aligned with
2. Success Criteria
3. Social Emotional Learning
4. Revise Data Coaching/PLC plan for
18-19
5. Reading Strategy Implementation
6. Princeton 5



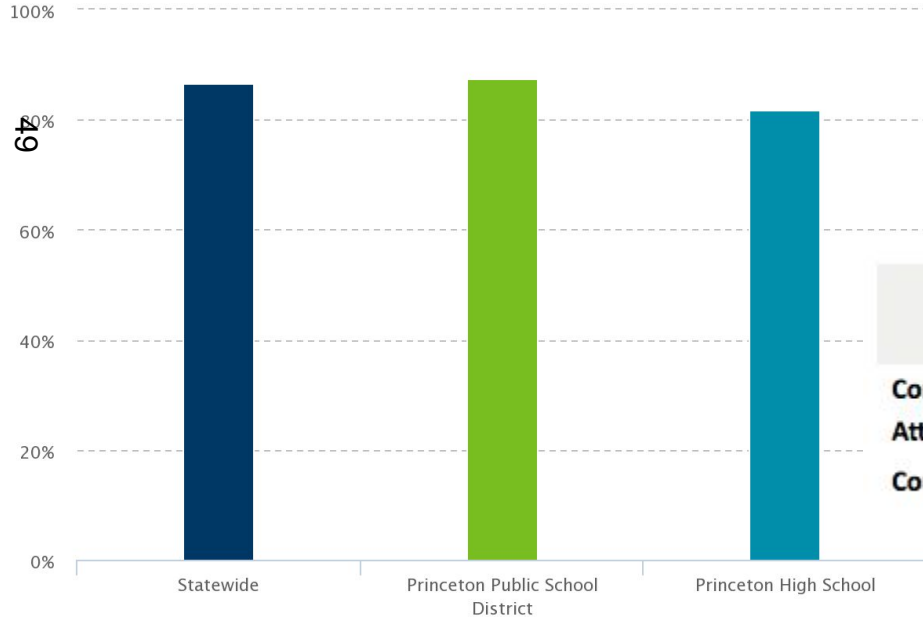


Student Enrollment

Oct. 1, 2017	June 1, 2018	Attendance Rate
1043	994	93.04



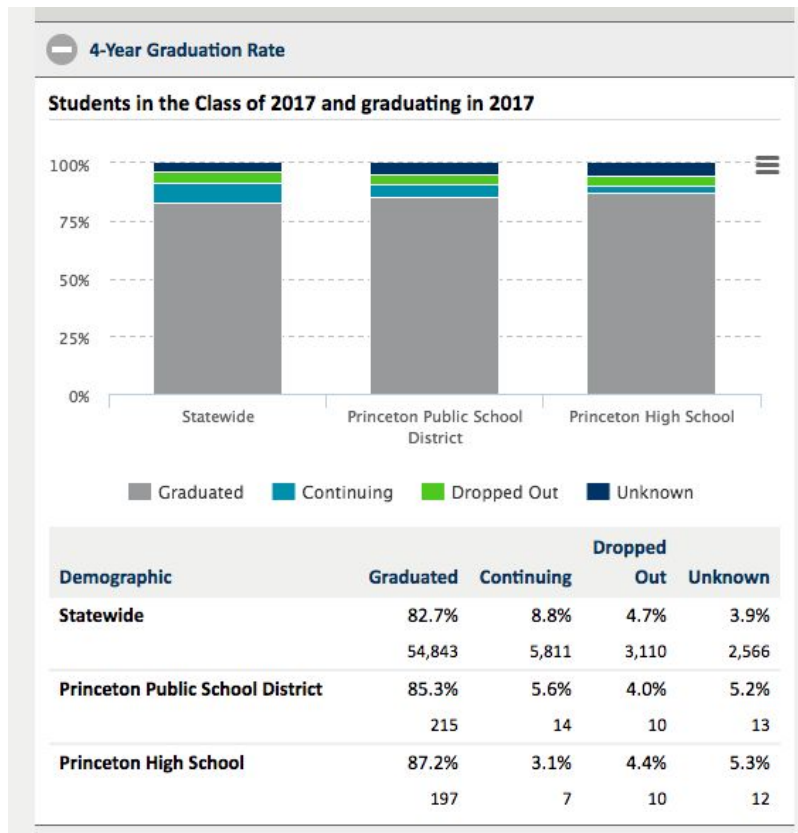
Consistent Attendance Focus



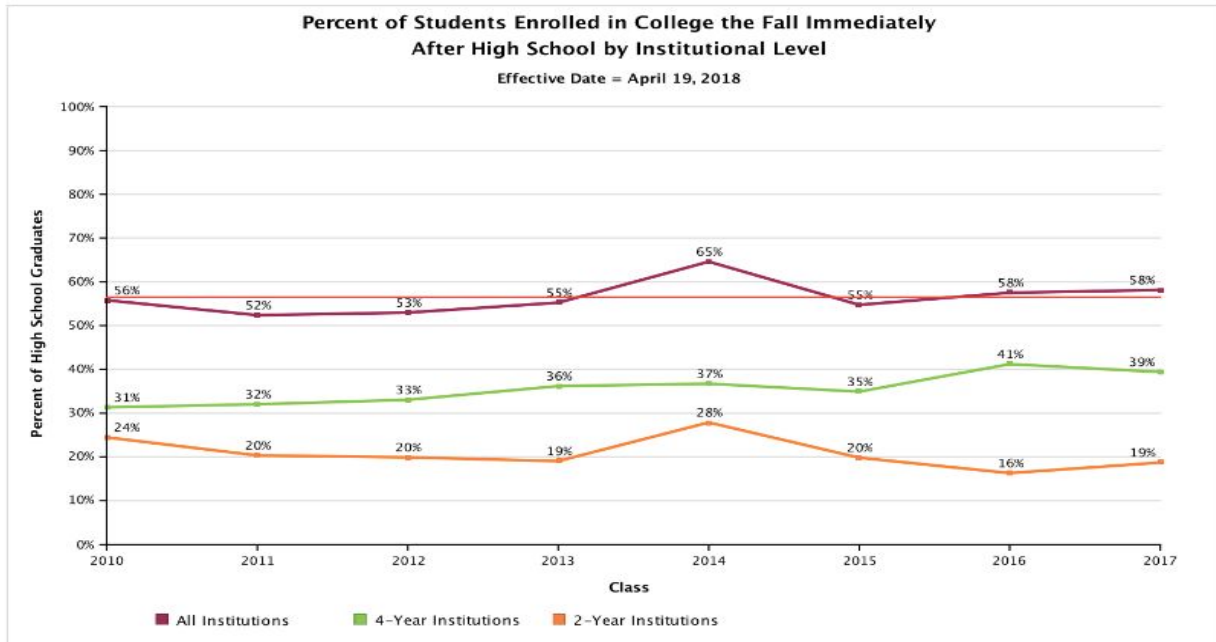
	Statewide	Princeton Public School District	Princeton High School
Consistent Attendance	86.5%	87.5%	81.7%
Count	771,369	2,966	990



Graduation Rate



College Going Activity



Graduation 2018

participating in grad ceremony - 226

earning diploma at graduation - 233

earning diploma over the summer - 6

early graduates - 25

in class of 2018 - 257

Includes students returning for Onward program - 9



Princeton 5

October Career Crawl Resulted in 5 most common skills Princeton employers are looking for in students.

Teachers incorporating these into lessons.

PRINCETON EMPLOYERS VALUE:

- COMMUNICATION & COLLABORATION
- TEAMWORK
- SELF-MANAGEMENT
- CRITICAL THINKING
- ACCOUNTABILITY



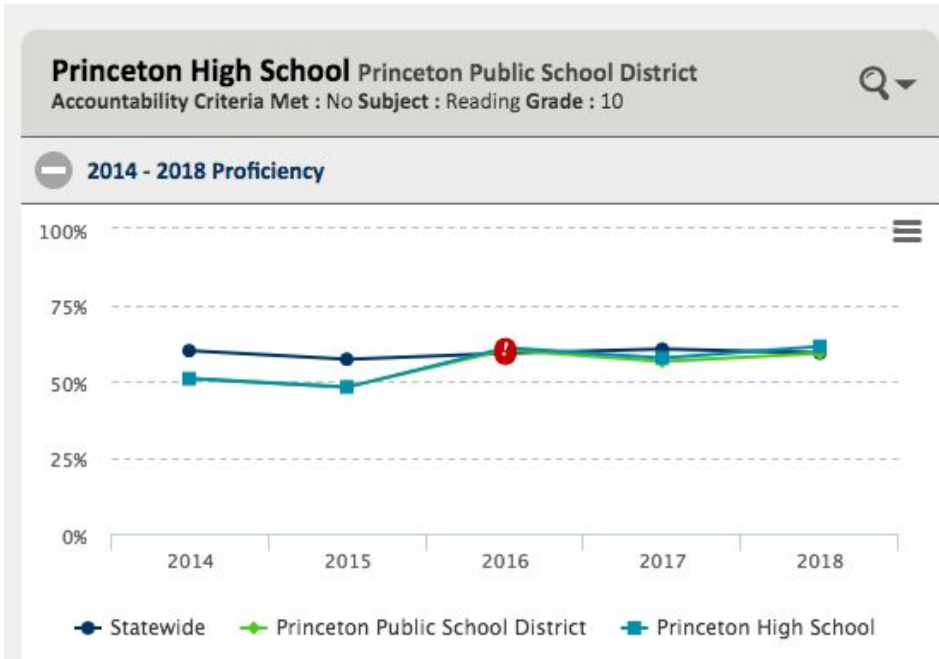
2018 MCA Reading

Goal:
58.0% in 2017
to
62.0% in 2018

Actual: 62.3%

GOAL MET

54

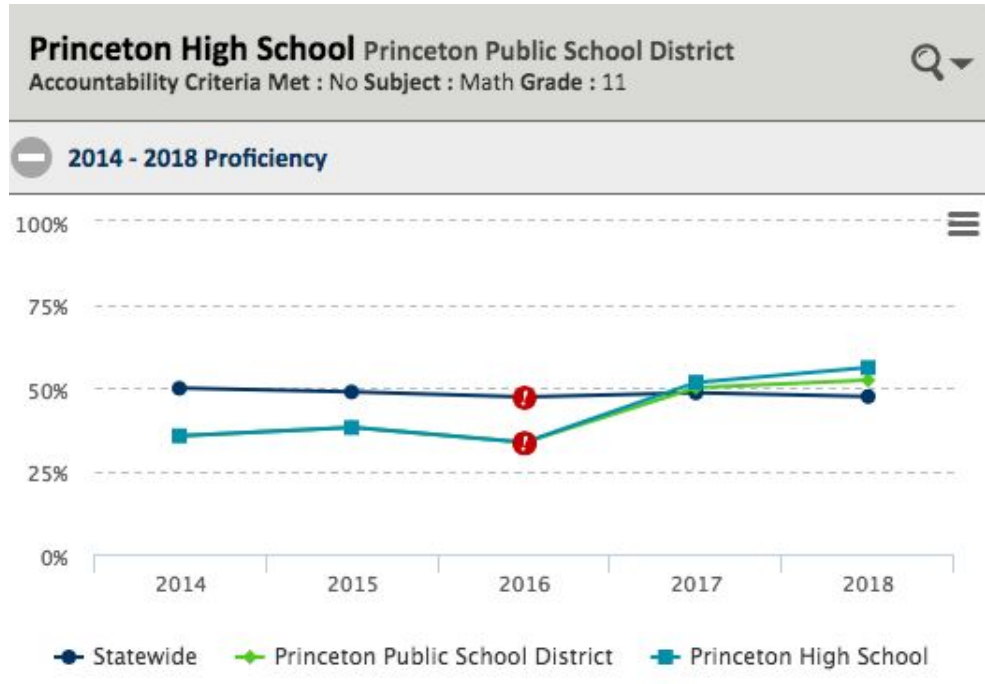


2018 MCA Math

Goal:
52.0% in 2017
to
55.0% in 2018

Actual: 56.5%

GOAL MET

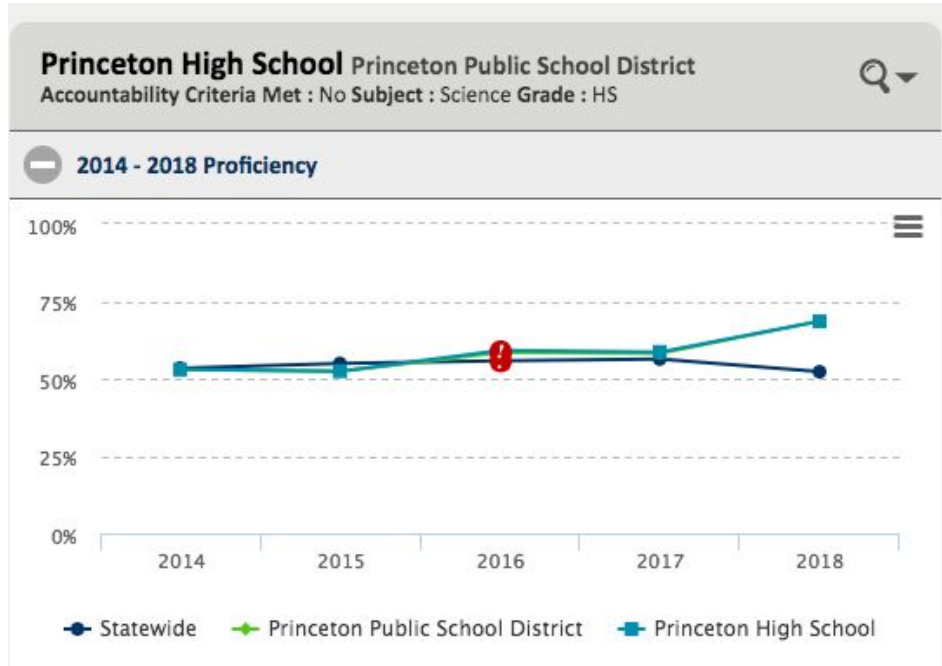


2018 MCA Science

Not a Goal

**58.6% in 2017
to
68.5% in 2018**

+16.5% > MN



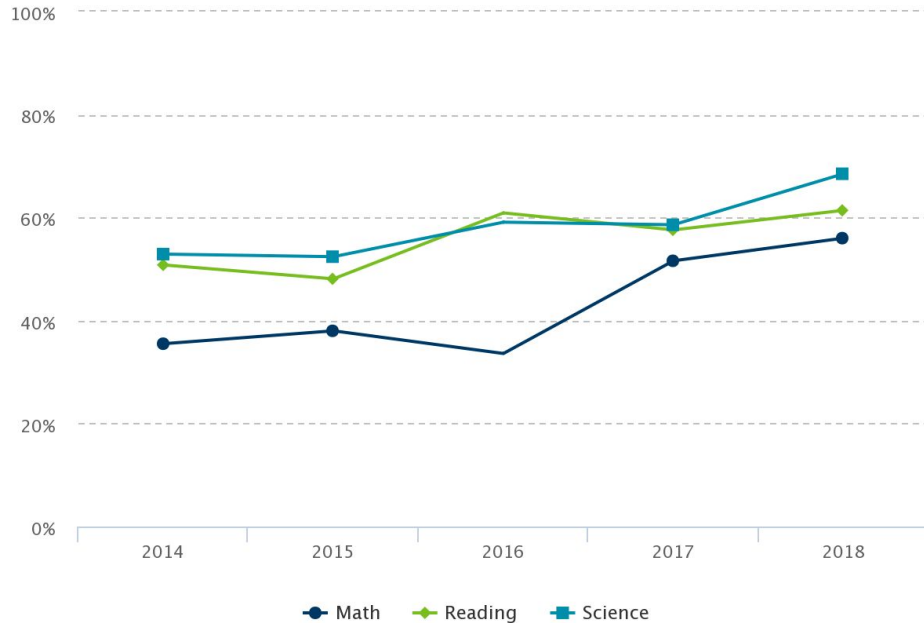
MCA Trends - Math - Reading - Science

5 Yr Trend

Science
+15.6%

Reading
+10.6%

Math
+20.5%



Average ACT Scores for 11th grade students:

Table 1.1. Five Year Trends—Percent of Students Who Met College Readiness Benchmarks

Year	Number of Students	Percent Who Met Benchmarks				
	Tested District	English District	Mathematics District	Reading District	Science District	Met All Four District
2013-2014	0	-	-	-	-	-
2014-2015	0	-	-	-	-	-
2015-2016	230	57	33	38	34	16
2016-2017	234	50	32	39	41	21
2017-2018	243	55	43	36	31	19

Table 1.2. Five Year Trends—Average ACT Scores

Year	Number of Students	Average ACT Scores				
	Tested District	English District	Mathematics District	Reading District	Science District	Composite District
2013-2014	0	-	-	-	-	-
2014-2015	0	-	-	-	-	-
2015-2016	230	18.9	19.5	19.8	20.3	19.8
2016-2017	234	18.1	19.8	20.6	20.7	19.9
2017-2018	243	18.8	20.3	19.4	20.1	19.8



Advanced Placement Results 2018

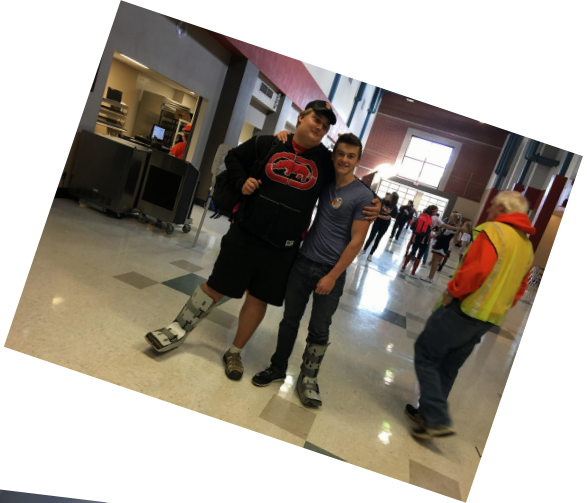
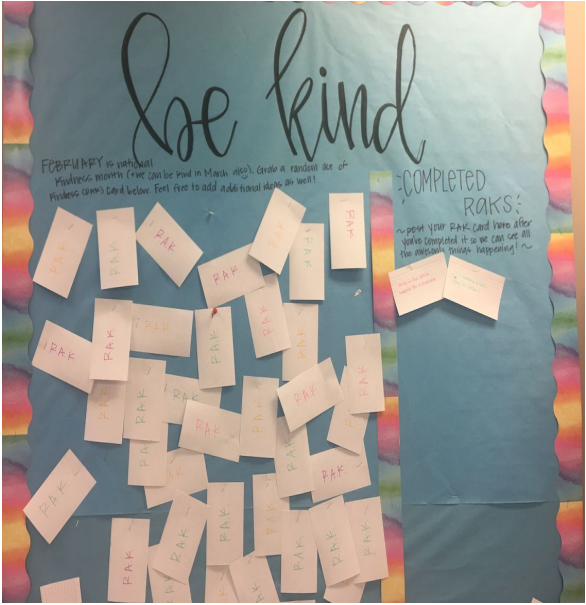
Test	PHS % Passing (2017)	National % Passing (2017)
AP US History	65.8 (51.85)	51.7 (51.4)
AP Human Geography	81.25 (yr 1)	54.3
AP English Literature	37.5 (yr 1)	47.4
AP Physics 1	38.8 (72.73)	39.7 (41.1)
Ap Microeconomics	43.7 (81.2)	67.4 (68.3)
AP Calculus	72.9 (69.44)	57.5 (57.7)



Activities Highlights 55% of students involved

- Added Unified Club
- Added Activities Twitter
- Sponsorship nights video board
- Increased student score techs
- Improved softball facility

Promoting Kindness



Student Council Theme 2018-19: UNITY

2018-2019 Onward and Upward

- UNITY
- HS Redesign
- Support Time
- Princeton 5 Focus
- Social Emotional Learning
- Revised Evaluation Framework
- Positive Coaching Alliance Yr 2





Farewell to Class of 2018

KINDNESS

69

Traditions

Friends

Memories





Additional Links

- Princeton HS Website
 - <http://www.isd477.org/high-school>
- Princeton HS 477 Twitter Page
 - @Princeton HS
- Princeton Activities Twitter Page
 - @PHSTigersMN

2018 LEVY PAY 2019		
	Final	Proposed
	School Year	School Year
GENERAL EDUCATION LEVY	2018-2019	2019-2020
LOCAL OPT. ALLOW/REFEREND(424)	\$1,472,844.05	\$1,674,546.56
EQUITY LEVY	\$389,145.60	\$472,630.65
TRANSITION LEVY	\$14,930.59	\$16,973.36
OPERATING CAPITAL	\$132,950.89	\$164,376.81
ALTERNATIVE TEACHER COMP(Qcomp)	\$236,934.03	\$266,359.69
SAFE SCHOOLS	\$124,883.64	\$127,942.92
CAREER & TECHNICAL	\$70,644.34	\$68,473.88
LONG TERM FACILITY MAINTENANCE	\$701,435.36	\$832,837.12
LEASE LEVY	\$403,543.27	\$303,390.63
REEMPLOYMENT LEVY	\$29,283.11	\$29,107.20
FACILITY ADJUSTMENT	-\$191,100.00	-\$187,635.00
ABATEMENT ADJUSTMENT	\$73.54	\$5,515.53
TOTAL GENERAL EDUCATION LEVY	\$3,385,568.42	\$3,774,519.35
COMMUNITY EDUCATION LEVY	2018-2019	2019-2020
STANDARD COMMUNITY ED	\$150,825.43	\$153,576.95
EARLY CHILDHOOD	\$50,015.70	\$55,150.25
HOME VISITING	\$1,134.91	\$1,238.83
SCHOOL AGE CARE (disabled)	\$158,193.00	\$100,000.00
ADJUSTMENTS	\$7.95	\$355.81
TOTAL COMMUNITY EDUCATION LEVY	\$360,176.99	\$310,321.84
	2018-2019	2019-2020
GENERAL DEBT	\$3,341,566.95	\$3,299,860.61
TOTAL DEBT LEVY	\$3,341,566.95	\$3,299,860.61
TOTAL LEVY	\$7,087,312.36	\$7,384,701.80

Whereas, Pursuant to Minnesota Statutes the School Board of Independent School

District No. 477, Princeton, Minnesota, is authorized to make the following proposed tax limitation levies for general purposes:

Preliminary Proposed Amounts	
General Fund	\$3,774,519.35
Community Ed	\$310,321.84
Debt Service	\$3,299,860.61
Total Preliminary Proposed	\$7,384,701.80

Now Therefore, be it resolved by the School Board of Independent School District

No. 477, Minnesota, that the levy to be levied in 2018 to be collected in 2019 is proposed at the **MAXIMUM** allowed by law. The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.

		LTFM Total	\$9,441,152	
Location	Project	Estimated Cost	Funding Source	Priority
High School	Pool - Required Repairs	\$17,500	LTFM	2018
High School	Freezer Project	\$140,000	LTFM	2018
High School	Clearstory Water Leak	\$65,000	LTFM	2018
Middle School	Clearstory Water Leak	\$65,000	LTFM	2018
Middle School	Lighting Control	\$75,000	LTFM	2018
Intermediate School	Replace CO2 Sensors	\$18,350	LTFM	2018
Intermediate School	Storm Drainage Issue	\$50,000	LTFM	2018
High School	Wrestling mat replacement - Fire Safety	\$22,000	LTFM	2018
Family Center	PA upgrade	\$4,896	LTFM	2018
		LTFM 2018	\$457,746	
Location	Project	Estimated Cost	Funding Source	Priority
High School	Roof Replacement (39,020 SF)	\$702,360	LTFM	1
High School	HS Pool Restoration Project	\$1,884,375	LTFM	1
	Pool Deck Replacement		\$146,875	
	Pool Modifications		\$21,875	
	Pool Pump Upgrades		\$44,375	
	Pool Accessories/Upgrades		\$49,375	
	Pool HVAC		\$1,300,000	
	Pool Mech Room Demo		\$50,625	
	Pool Mech Room Access Modifications		\$150,625	
	Pool Filtration Equipment		\$120,625	
High School	Tennis Courts	\$200,000	LTFM	1
High School	Door Replacement	\$57,500	LTFM	1
Student Services	Paint	\$20,000	LTFM	2
Student Services	Roof - Shingles	\$38,000	LTFM	1
Student Services	Window Replacement	\$35,000	LTFM	1
Family Center	Elevator	\$147,191	LTFM	1
Family Center	Building Automation System upgrade	\$69,986	LTFM	1
Family Center	HVAC Upgrade	\$995,000	LTFM	1
Family Center	Boiler Room Upgrade		\$450,000	
Family Center	Chiller Replacement		\$350,000	
Family Center	Replace 2 AHU's		\$120,000	
Family Center	Upgrade Electrical Panels		\$75,000	
		LTFM Level 1	\$4,149,412	

Location	Project	Estimated Cost	Funding Source	Priority
Intermediate School	HVAC Upgrade	\$635,500	LTFM	2
		Replace Steam Boilers	\$300,000	
		Boiler Piping	\$100,000	
		Fin Tube Radiation	\$150,000	
		Replace HW Pumps	\$50,000	
		Upgrade BAS	\$35,500	
High School	Remodel Chemistry/Science Labs Exhaust/Electrical	\$125,000	Capital/LTFM	2
High School	Parking lot - Chip seal, crack fill, Striping	\$55,000	LTFM	2
High School	Upgrade Security System	\$35,000	LTFM	2
High School	Paint Atrium	\$12,000	LTFM	2
High School	Remodel Shop Area/Abatement	\$250,000	LTFM	2
Middle School	Roofing	\$2,625,000	LTFM	2
Middle School	Condensing unit replacement (4)	\$160,000	LTFM	2
Intermediate School	Maint. Garage Shingle Replacement	\$20,000	LTFM	2
Student Services	Replace 2 condensing units	\$65,000	LTFM	2
Student Services	Landscaping	\$35,000	LTFM	2
Student Services	Replace Walks/Install retaining	\$20,000	LTFM	2
District Center	Entrance/Landscaping	\$87,000	LTFM	2
		LTFM Level 2	\$3,489,000	

Location	Project	Estimated Cost	Funding Source	Priority
High School	UV Disinfection system	\$50,000	LTFM	3
High School	Carpet - 8000 SF	\$32,000	LTFM	3
High School	Paint High School (Less Atrium & Addition)	\$213,150	LTFM	3
High School	Upgrade Track & CC timing system	\$5,000	LTFM	3
High School	Power to ticket booths	\$18,700	LTFM	3
High School	Update BAS	\$48,500	LTFM	3
High School	Folding Gym Wall	\$22,500	LTFM	3
High School	Addt RTU's and ducting for commons area cooling	\$250,000	LTFM	3
High School	Concrete Walks/Drives/Curbs	\$136,000	LTFM	3
High School	Drainage Issue (Lake Debbie)-Watch	\$35,000	LTFM	3
Middle School	Paint Gym	\$16,000	LTFM	3
Middle School	Water Heater Replacement	\$25,000	LTFM	3
Middle School	Bathroom Dividers	\$48,000	LTFM	3
Primary School	Parking lot - Chip seal, crack fill, Striping	\$50,000	LTFM	3
Intermediate School	Carpet Media Center & Comp Lab	\$21,684	LTFM	3
Intermediate School	Replace sports floor in gym	\$30,000	LTFM	3
Intermediate School	Playground Asphalt	\$25,460	LTFM	3
Family Center	Classroom LED Lighting	\$40,000	LTFM	3
Family Center	Final Roof Section (PVC Roof)	\$100,000	LTFM	3
Family Center	Paint	\$85,000	LTFM	3
Building and Grounds (Firehall)	Roof 3600 SF	\$63,000	LTFM	3
Building and Grounds (Firehall)	Garage/Office LED	\$30,000	LTFM	3
		LTFM Level 3	\$1,344,994	



PRINCETON

PUBLIC SCHOOLS



REQUEST TO ADD PROGRAM, POSITION, ACTIVITY TO BUDGET

ADMINISTRATOR REQUESTING & BUILDING:

Barb Muckenhirn, High School

PROGRAM, POSITION, ACTIVITY:

Counseling Position

RATIONALE:

The need for additional counseling support for students continues to be the most critical need at the High School. Currently there are 3 dean positions. Deans report consistently that discipline duties disallow them to address the critical independent academic, social/emotional and career and college guidance that is needed. This change will allow us to streamline duty allocations and responsibility. It also eliminates the conflict counselors/deans encounter by doing both discipline and guidance. This would result in one dean position having duties re-assigned to not include the academic counseling portion and would remove the discipline duties from the 3 counseling positions. All positions would be allocated duties from the Career and Counseling position

EXPENSES ASSOCIATED WITH REQUEST:

- Wages: \$53,715
- Benefits: \$18,824
- Other:
- Supplies:
- Travel:
- Total: \$72,539

REVENUES ASSOCIATED WITH REQUEST:

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

Core Values



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

The High School would not replace the Career and Counseling position which gives us an opportunity to mitigate the cost of the adding the counseling position by approximately \$38,000 leaving approximately \$34,539 or a .5 FTE teacher to be added to the staffing plan.

SUSTAINABILITY PLAN:

This would become part of the staffing plan each year.

**AT WILL CONTRACT REVIEWS
2018-2020
Board Information Item
September 18 , 2018**

We are in process of linking at-will employees to other bargaining unit contracts for benefit consistency.

EMPLOYEES:

1) District Technician

- a. Current wages- 20.00
- b. 2018-2019 – 3% increase = (.60) \$20.60
- c. 2019-2020 – 3% increase = (.61) \$21.21
- d. Leave language align to Secretary language (No Change to Benefit)
- e. Vacation language changed to Secretary Language
- f. Insurance to Secretary Language added. He will remain on current benefit until benefit equals current \$1011.83/month.
- g. Add Dental Benefit based on Secretary Language (\$13.00 month)
- h. 403b Secretary Language (No Change to Benefit)

2) PAC Coordinator

- a. Current wages – 23.56
- b. 2018-2019- 3% increase = (.70) \$24.26
- c. 2019-2020 –3% increase = (.74) \$25.00
- d. Leave language align to Secretary language (No Change to Benefit)
- e. Insurance to Secretary Language increase of benefit (single coverage from \$6339.36 to \$7542.00 annual)
- f. No change to Dental
- g. Add Secretary 403b Language (\$550)

3) Special Education Nurse

- a. Current wages = \$32.00
- b. 2018-2020 Wages remain the same until catch up of Teacher contract BA step 6
- c. Leave language to Teacher (No Change to Benefit)
- d. Insurance move to Teacher Language increase of benefit (single coverage from \$5718.12 to \$7260 annual)
- e. Add Dental Benefit based on Teacher Language (\$33.00 month)
- f. Add PEA 403b language (\$550)

4) Payroll Specialist

- a. Current wages - \$27.05
- b. 2018-2019 –3% increase = (.81) = \$27.86
- c. 2019-2020 -3% increase = (.84) = \$28.70
- d. Leave language align to Secretary language (No Change to Benefit)

- e. Insurance to Secretary Language increase of benefit (single coverage from \$6776.04 to \$7542.00 annual)
- f. Dental Language to Secretary Language until catch-up to \$23.00/month
- g. 403b Match Language to Secretary (No Change to Benefit)

5) School Readiness Teacher

- a. One year contract to get on PEA cycle
- b. Current Wages \$25.52
- c. 2018-2019 – wage based on School Readiness Guide = \$27.41/Hr
- d. All language changed to PEA language no benefit changes

6) School Readiness Teacher

- a. One year contract to get on PEA cycle
- b. Current Wages \$25.52
- c. 2018-2019 – wage based on School Readiness Guide = \$27.41/Hr
- d. All language changed to PEA language no benefit changes

7) School Readiness Teacher

- a. One year contract to get on PEA cycle
- b. New Hire replacing
- c. 2018-2019 – wage based on School Readiness Guide = \$26.82/Hr
- d. All language changed to PEA language no benefit changes

8) American Indian Liaison

- a. Current Wages \$25.00
- b. 2018-2019- 3% increase = (.75) \$25.75
- c. 2019-2020 –3% increase = (.77) \$26.52
- d. Leave language to Teacher (No Change to Benefit)
- e. Insurance move to Teacher Language increase of benefit (single coverage from \$565 to \$605 per month)
- f. Change Dental Benefit based on Teacher Language from \$23.00 to \$33.00 month
- g. Add PEA 403b language (\$550)

9) Speech Language Pathology Asst.

- a. Current Wages \$25.52
- b. 2018-2019- 3% increase = (.76) \$26.28
- c. Leave language to Teacher (Add of 1 personal day)
- d. Insurance move to Teacher Language increase of benefit (single coverage from \$565 to \$605 per month)
- e. Change Dental Benefit based on Teacher Language from \$23.00 to \$33.00 month
- f. Add PEA 403b language (\$550)

10) Director of Community Education & ECFE

- a. Current Wages \$100,208

- b. 2018-2019- 3% increase = (\$3,006) \$103,214
- c. 2019-2020 – Place on Elementary Principal Contract Step 1 = current \$105884.97 (2.5% increase)
- d. 2020-2021 Move to Step 2 of the Elementary Principal Contract = current \$107,022.35 (1.0% increase)
- e. Leave Language to Principal Contract (No Change to Benefit)
- f. Insurance Language change to Principal Contract increase to benefit (\$1450/month to \$1500/month)
- g. Dental Language to Principal Contract (No Change to Benefit)
- h. 403b Match Language to Principal Contract (No Change to Benefit)

11) Director of Student Services

- a. Current Wages \$98,450 (same the last two years)
- b. 2018-2019- 4.8% increase = (\$4,764) \$103,214
- c. 2019-2020 – Place on Elementary Principal Contract Step 1 = current \$105,884.97 (2.5% increase)
- d. 2020-2021 Move to Step 2 of the Elementary Principal Contract = current \$107,022.35 (1.0% increase)
- e. Leave Language to Principal Contract (No Change to Benefit)
- f. Insurance Language change to Principal Contract increase to benefit (\$1350/month to \$1500/month)
- g. Dental Language to Principal Contract (Change from 38.58/month to 45.00/month)
- h. 403b Match Language to Principal Contract (Change from \$2500 to \$2750)
- i. Duty days changed from 250 with 20 days of vacation to 220 days (Align with other directors)



PRINCETON

PUBLIC SCHOOLS



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

ADMINISTRATOR REQUESTING & BUILDING:

JESSICA TOWN-GUNDERSON, DIRECTOR OF TEACHING AND LEARNING

PROGRAM, POSITION, ACTIVITY:

.5 FTE, Title I Family Engagement and SEL Coordinator Position

RATIONALE:

The role of the Title I Parent and Family Engagement Coordinator is to support Social and Emotional Learning (SEL) and academic achievement of Title I students. Students are those identified through Title I as being at greater risk of academic inequality and are demonstrating an achievement gap compared to the full student population. Family engagement is a high-leverage strategy for improving student learning.

Responsibilities include focusing on the Social and Emotional Learning competencies as identified in academic standards and by CASEL as integral to college and career readiness: self-awareness, self-management, responsible decision-making, relationship skills, and social awareness. The person in this position will activate families to engage in and support student SEL and academic growth through direct communication and on-site events.

EXPENSES ASSOCIATED WITH REQUEST:

- Wages: \$26,858
 - Benefits: \$9,412
 - Other:
- Supplies:
 - Travel:
 - Total: \$36,270

REVENUES ASSOCIATED WITH REQUEST:

- Enrollment:
 - Student Fees:
 - Other:
- Gate Fees:
 - Grants: TITLE I FUNDING

Core Values



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

SUSTAINABILITY PLAN:

Based on Title I Funding. Plan is reviewed each year for sustainability.

Whereas, Pursuant to Minnesota Statutes the School Board of Independent School

District No. 477, Princeton, Minnesota, is authorized to make the following proposed tax limitation levies for general purposes:

Preliminary Proposed Amounts	
General Fund	\$3,774,519.35
Community Ed	\$310,321.84
Debt Service	\$3,299,860.61
Total Preliminary Proposed	\$7,384,701.80

Now Therefore, be it resolved by the School Board of Independent School District

No. 477, Minnesota, that the levy to be levied in 2018 to be collected in 2019 is proposed at the **MAXIMUM** allowed by law. The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.

2018 LEVY PAY 2019		
	Final	Proposed
	School Year	School Year
GENERAL EDUCATION LEVY	2018-2019	2019-2020
LOCAL OPT. ALLOW/REFEREND(424)	\$1,472,844.05	\$1,674,546.56
EQUITY LEVY	\$389,145.60	\$472,630.65
TRANSITION LEVY	\$14,930.59	\$16,973.36
OPERATING CAPITAL	\$132,950.89	\$164,376.81
ALTERNATIVE TEACHER COMP(Qcomp)	\$236,934.03	\$266,359.69
SAFE SCHOOLS	\$124,883.64	\$127,942.92
CAREER & TECHNICAL	\$70,644.34	\$68,473.88
LONG TERM FACILITY MAINTENANCE	\$701,435.36	\$832,837.12
LEASE LEVY	\$403,543.27	\$303,390.63
REEMPLOYMENT LEVY	\$29,283.11	\$29,107.20
FACILITY ADJUSTMENT	-\$191,100.00	-\$187,635.00
ABATEMENT ADJUSTMENT	\$73.54	\$5,515.53
TOTAL GENERAL EDUCATION LEVY	\$3,385,568.42	\$3,774,519.35
COMMUNITY EDUCATION LEVY	2018-2019	2019-2020
STANDARD COMMUNITY ED	\$150,825.43	\$153,576.95
EARLY CHILDHOOD	\$50,015.70	\$55,150.25
HOME VISITING	\$1,134.91	\$1,238.83
SCHOOL AGE CARE (disabled)	\$158,193.00	\$100,000.00
ADJUSTMENTS	\$7.95	\$355.81
TOTAL COMMUNITY EDUCATION LEVY	\$360,176.99	\$310,321.84
	2018-2019	2019-2020
GENERAL DEBT	\$3,341,566.95	\$3,299,860.61
TOTAL DEBT LEVY	\$3,341,566.95	\$3,299,860.61
TOTAL LEVY	\$7,087,312.36	\$7,384,701.80

**Summary of Policy Changes
9.18.18**

402 - Disability Nondiscrimination

Added contact info for Director of Human Resources

406 - Employee Public and Private Personnel Data

MSBA updates

410 - Family and Medical Leave

Corrected formatting and added missing word in section III - H

418 - Drug Free Workplace/Drug Free School

Corrected legal reference 624.701

418 - Form

Reformatted onto district letterhead

**PRINCETON PUBLIC SCHOOLS
POLICY 402-DISABILITY NONDISCRIMINATION**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Human Resource Director in person or by mail at 706 1st Street, Princeton, MN 55371, or by phone at 763-389-6181. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 et seq. (§ 504 of Rehabilitation Act of 1973)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

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

Adopted: May 11, 2004

Revised: May 5, 2015

Revised: September 6, 2016

Revised: September 18, 2018

PRINCETON PUBLIC SCHOOLS
POLICY 406- EMPLOYEE PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

the suggestion except the identity of the employee making the suggestion.

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

IV. PUBLIC PERSONNEL DATA

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

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

B. The following information on applicants for employment is public:

1. veteran status;

2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a) Name;
 - b) city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c) education and training;
 - d) employment history;
 - e) volunteer work;
 - f) awards and honors;
 - g) prior government service;
 - h) any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i) veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a) residential address;

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

V. PRIVATE PERSONNEL DATA

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

reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

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

- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. §122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law

enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or

revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Coordinator as the authority responsible for personnel data.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601. Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

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

Adopted: May 11, 2004
Revised: December 8, 2009
Revised: January 14, 2014
Reviewed: May 5, 2015
Revised: September 6, 2016
Revised: September 18, 2018

PRINCETON PUBLIC SCHOOLS
POLICY 410-FAMILY AND MEDICAL LEAVE

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves and was discharged or released under

conditions other than dishonorable, , at any time during the period of five years preceding the first date the eligible employee takes FMLA leave care for the covered veteran

- C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Right Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not consecutive, employment periods prior to a break in service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.
- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemembers only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military Member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
 9. to address parental care needs.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriages as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered in to or, in the case of marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a) birth of the employee's child and to care for such child;
 - b) placement of an adopted or foster child with the employee;
 - c) to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d) the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e) any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a) injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b) in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the

service member unable to perform the duties of the service member's office grade, rank, or rating: or

(2) a physical or mental condition that substantially impairs the covered veteran has received U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave: or

(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment: or

(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. Above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the

employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal caregiver incapacity due to pregnancy, childbirth, or related health conditions. The

length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 workweeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to

care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester

does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between Employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 et seq. (Armed Forces General Military Law)
29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: June 8, 200
Revised: October 27, 2009
Revised: December 21, 2010
Reviewed: November 8, 2011
Revised: May 19, 2015
Revised: September 6, 2016
Revised: September 18, 2018

PRINCETON PUBLIC SCHOOLS
POLICY 418- DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances medical cannabis and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic Substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, Amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration. 418 418 - 2 E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance, except medical cannabis, and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students.

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or Rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees.

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and

complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds) 41
U.S.C. §§ 701-707 (Drug-Free Workplace Act)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: June 8, 2004
Revised: January 14, 2014
Revised: May 15, 2015
Revised: September 6, 2016
Revised: September 18, 2018



PRINCETON

PUBLIC SCHOOLS



ACKNOWLEDGEMENT DRUG-FREE WORKPLACE / DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace / Drug-Free School Policy of Independent School District No. 477, Princeton, Minnesota.

Date: _____

Signature of Employee / Applicant

Typed or Printed Name

Core Values



 706 1st Street,
Princeton, MN 55371
 763-389-2422
 763-389-9142
 isd477.org