

Princeton Public Schools - ISD 477
Tuesday, October 16, 2018 at 6:00 PM
Work Session
District Center 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. Bills 6
- c. Treasurer's Report 15
- d. Wire Transfers 16
- e. Gifts 17

7. WORK SESSION

- a. Primary School Update 20
- b. Intermediate School Update 36
- c. Sick Leave MOU 44
- d. Concession Stands 49
- e. Process for \$4.5 Bond 51
- f. Enrollment Update 52
- g. Levy Update 53

h. Long Range Planning for Facilities

8. ACTION

a. Sick Leave MOU 54

I move to accept the amended Sick Leave Memorandum of Understanding as presented.

b. Second Reading of Policies 59

I move to accept the second reading of policies as presented.

c. Resolution of Intent to Issue Facilities Maintenance Bonds 71

I move to accept the Resolution of Intent to Issue Facilities Maintenance Bonds as presented.

9. ADDITIONS TO AGENDA

10. FUTURE MEETING(S) INFORMATION

Public Engagement Committee- Nov 12, 4:00pm

Executive Planning- Nov 14, 4:15pm

Policy Committee- Nov 20, 4:30pm

Regular Board Meeting- Nov 20, 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 **2nd day of October, at 6:0 p.m.** in the District Center Board Room.

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

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

Citizen Comments: None

REPORTS

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

Howard Vaillancourt	Community Education Advisory Committee; Hall of Fame Committee
Eric Strandberg	Executive Planning; Long Range Planning
Craig Johnson	None
Eric Minks	Executive Planning; Long Range Planning; Finance Committee
Deb Ulm	Long Range Planning; Finance Committee
Sue VanHooser	SEE General Meeting
Chad Young	Finance Committee

Student Council Report: Coronation & homecoming week at High School.

Superintendent Report: Big focus on communications right now with Coffee & Conversation, column in the Union Times, weekly Newsletter. Working with marketing firm to establish campaign to tell positive stories about our district.

APPROVE AGENDA

Motion made by HV, seconded by ES **to approve the agenda as presented.** Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by SV seconded by HV, **to approve the September 18, regular meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by DU, seconded by CY, **to approve the consent agenda as presented.** Personnel, Gifts, Grants, Fundraisers, At-Will Contracts, Title I Program Change, and High School counselor request. Motion passed unanimously.

INFORMATION

First Reading of Policies- Changes to policies 427, 605, 627, 610, and 704 were presented with minimal changes.

ACTION

Long Term Facilities Maintenance \$4.5 M Bond Project

Motion to direct administration to move forward with planning documents related to the \$4.5M Long Term Facilities Maintenance list was made by CY, seconded by DU. Motion passed 6:1.

Craig Abstained

Discussion: Are these projects firmly in place? Michelle Czech: These are priority projects and the planning process for bidding needs to begin soon. The need for individual projects are open to discussion as needed.

ADDITIONS TO AGENDA- None.

FUTURE MEETINGS INFORMATION

ADJOURN

Motion to adjourn the meeting was made by Howard Vaillancourt and seconded by Eric Minks. The meeting was adjourned at 6:22 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

10.16.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Englund	Emily	PS / FC	.5 SPED Para / .5 ECSE	Paras	Shelley Atwood	10.1.18	\$16.33 / hr
New Hire	Jenson	Hannah	HS	Fall Musical Asst Director	Activities	Shania Halgrimson	9.10.18	\$1,412.00
New Hire	Jones	Lora jean	HS	Fall Musical Asst Director	Activities	Shania Halgrimson	9.10.18	\$3,490.00
New Hire	Hoffman-Anderson	Beth	PS	SPED Para / .08 Gen Ed Playground Duty	Paras	Michele Buisman	10.9.18	\$16.33 / hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Neubauer	Jordan	MS	Asst Boys Basketball Coach	Activities		9.24.18	
Resignation	Cichy	Karen	HS	SPED Para	Paras		10.26.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Groshong	Amanda	IS Tiger Club	Tiger Club Site Lead	Community Ed		10.2.18 - 10.8.18	
LOA	Tigue	Michele	PS	SPED Teacher	PEA		10.1.18 - 10.26.18	
Intermittent LOA	Anderson	Amy	PS	1st Grade Teacher	PEA		9.23.18 - 5.30.19	
LOA	Fay	Ryan	FC/CE	CE Recreation / Enrichment Coordinator	Community Ed		11.5.18 - 11.29.18	
Intermittent LOA	Flier	Dawn	PS	Media & Tech Asst	Paras		8.18 - 5.30.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Scheiber	Suzette	PS	.08 Gen Ed Playground Duty	Paras		10.4.18	
Change in Assignment	Johnson	DeDe	IS	Remove Playground Duty	Paras		10.1.18	
Change in Assignment	Euteneuer	Stacie	HS	1.0 FTE + .07 Spanish (overload)	PEA	Dayna Hillcrest	12.3.18 - 3.5.19	\$5,350.52
Change in Assignment	Karasch	Stacie	HS	1.0 FTE + .07 Spanish (overload)	PEA	Dayna Hillcrest	12.3.18 - 3.5.19	\$5,067.16
Change in Assignment	Johnstone	Lori	HS	1.0 FTE + .07 Online (overload)	PEA	Dayna Hillcrest	12.3.18 - 3.5.19	\$5,350.52
Change in Assignment	Lehmann	Katie	HS	1.0 FTE + .07 Online (overload)	PEA	Dayna Hillcrest	12.3.18 - 3.5.19	\$4,879.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Allen	Amy	PS / IS	Title I Family Engagement & SEL Coordinator	Title 1		10.8.18	\$23,355.32

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

Fund Description	Total
01 General Fund	\$1,195,848.07
02 Food Service	\$88,717.84
04 Community Service	\$35,118.94
10 Student Activities	\$22,396.50
Report Total	\$1,342,081.35

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	77279	170093	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	09/13/2018	400.00
		77284	170094	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	09/14/2018	4,291.91
		77288	170095	Check	1	12259		ANDERSON BARB	Yes	No	No	USD	09/14/2018	73.00
		77316	170096	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	Yes	No	USD	09/14/2018	455.00
		77300	170097	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	Yes	No	USD	09/14/2018	932.28
		77299	170098	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	Yes	No	USD	09/14/2018	145.60
		77322	170099	Check	1	16118		BOOTH LAW GROUP, LLC	Yes	Yes	No	USD	09/14/2018	470.00
		77307	170100	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	09/14/2018	1,694.00
		77283	170101	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	09/14/2018	247.82
		77301	170102	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	09/14/2018	64.19
		77302	170103	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	09/14/2018	113.21
		77308	170104	Check	1	14859		DAMMER TROY	Yes	No	No	USD	09/14/2018	121.00
		77286	170105	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	09/14/2018	1,127.92
		77323	170106	Check	1	2169		DISCOUNT SCHOOL SUPPLY	Yes	Yes	No	USD	09/14/2018	1,093.40
		77315	170107	Check	1	15711		DUCKLOW DUSTIN	Yes	Yes	No	USD	09/14/2018	83.00
		77325	170108	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	09/14/2018	96.60
		77324	170109	Check	1	2269		ECMECC	Yes	Yes	No	USD	09/14/2018	275.00
		77290	170110	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	Yes	No	USD	09/14/2018	85.54
		77326	170111	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	09/14/2018	23.00
		77333	170112	Check	1	7122		EDSTROM FRED	Yes	Yes	No	USD	09/14/2018	83.00
		77338	170113	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	09/14/2018	332.77
		77313	170114	Check	1	15302		EICHACKER ERIC	Yes	Yes	No	USD	09/14/2018	50.00
		77310	170115	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	09/14/2018	240.80
		77339	170116	Check	1	9155	1	ERICKSON GREGORY A.	Yes	Yes	No	USD	09/14/2018	684.00
		77312	170117	Check	1	15280		ERICKSON TED	Yes	Yes	No	USD	09/14/2018	121.00
		77340	170118	Check	1	9210		FUERSTENBERG ALAN	Yes	Yes	No	USD	09/14/2018	125.00
		77321	170119	Check	1	16116		GOODNER JULIE	Yes	Yes	No	USD	09/14/2018	100.00
		77297	170120	Check	1	13889		HALL JOHN	Yes	No	No	USD	09/14/2018	73.00
		77337	170121	Check	1	8452		HENRY EMBROIDERY & SCREEN PR	Yes	Yes	No	USD	09/14/2018	208.50
		77303	170122	Check	1	14341		HOLM BRIAN	Yes	Yes	No	USD	09/14/2018	121.00
		77304	170123	Check	1	14402	1	HUDL	Yes	Yes	No	USD	09/14/2018	3,175.00
		77319	170124	Check	1	16102		IOGRAPHER	Yes	Yes	No	USD	09/14/2018	223.15
		77305	170125	Check	1	14422		JOHNSON RANDY	Yes	Yes	No	USD	09/14/2018	80.00
		77296	170126	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	Yes	No	USD	09/14/2018	126.90
		77327	170127	Check	1	4331		M.A.S.P.	Yes	Yes	No	USD	09/14/2018	40.00
		77285	170128	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	09/14/2018	496.25
		77336	170129	Check	1	8294		MISSISSIPPI 8 CONFERENCE	Yes	Yes	No	USD	09/14/2018	6,500.00
		77293	170130	Check	1	13313		NAME	Yes	No	No	USD	09/14/2018	137.00
		77306	170131	Check	1	14817		NORTH AMERICAN ADVENTURE	Yes	Yes	No	USD	09/14/2018	83.20
		77335	170132	Check	1	7479		OSTROOT RICHARD	Yes	Yes	No	USD	09/14/2018	150.00
		77281	170133	Check	1	10232		PLOEGER CORY	Yes	Yes	No	USD	09/14/2018	80.00

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	77343	170134	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	09/14/2018	72.00
			77294	170135	Check	1	13353		RAY DARREN	Yes	No	No	USD	09/14/2018	73.00
			77331	170136	Check	1	6822		REETZ DOUG	Yes	No	No	USD	09/14/2018	80.00
			77287	170137	Check	1	11863		RISLUND RITA	Yes	Yes	No	USD	09/14/2018	37.85
			77291	170138	Check	1	12866		RITCHIE MIKE	Yes	Yes	No	USD	09/14/2018	85.00
			77318	170139	Check	1	16027		SCHMIDT RICHARD	Yes	Yes	No	USD	09/14/2018	125.00
			77334	170140	Check	1	7420		SCHNEIDER PAT	Yes	Yes	No	USD	09/14/2018	125.00
			77309	170141	Check	1	14889		SMITH BENJAMIN	Yes	Yes	No	USD	09/14/2018	121.00
			77295	170142	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	09/14/2018	149.55
			77282	170143	Check	1	10439		THREE RIVERS YOUTH FOOTBALL L	Yes	Yes	No	USD	09/14/2018	3,255.00
			77328	170144	Check	1	6149		TIEMENS TOM	Yes	Yes	No	USD	09/14/2018	270.00
			77320	170145	Check	1	16103		TOWBERMAN JEFF	Yes	Yes	No	USD	09/14/2018	73.00
			77332	170146	Check	1	6855		TREWICK JIM	Yes	Yes	No	USD	09/14/2018	125.00
			77317	170147	Check	1	15938	1	TRIMARK	Yes	Yes	No	USD	09/14/2018	726.55
			77311	170148	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	Yes	No	USD	09/14/2018	3,508.61
			77341	170149	Check	1	9278		UNIVERSITY OF OREGON	Yes	Yes	No	USD	09/14/2018	350.00
			77342	170150	Check	1	9278		UNIVERSITY OF OREGON	Yes	Yes	No	USD	09/14/2018	460.00
∞			77289	170151	Check	1	12264		VAN LUYK LEONARD	Yes	No	No	USD	09/14/2018	121.00
			77298	170152	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	09/14/2018	320.16
			77314	170153	Check	1	15672		VKIDZ HOLDINGS, INC.	Yes	Yes	No	USD	09/14/2018	1,884.45
			77292	170154	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	09/14/2018	827.00
			77330	170155	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	Yes	No	USD	09/14/2018	532.45
			77329	170156	Check	1	6461		WATSON CO. INC.	Yes	Yes	No	USD	09/14/2018	275.06
			77344	170157	Check	1	14756		SOURCEWELL	Yes	Yes	No	USD	09/17/2018	253,850.09
			77345	170158	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	09/19/2018	22,141.66
			77346	170159	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	09/21/2018	1,355.76
			77374	170160	Check	1	16123		ANDERSON CORY	Yes	No	No	USD	09/21/2018	120.00
			77363	170161	Check	1	15131		ARTMANN DANIELLE	Yes	No	No	USD	09/21/2018	7.00
			77385	170162	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	09/21/2018	73.47
			77357	170163	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	Yes	No	USD	09/21/2018	139.56
			77359	170164	Check	1	14370		BIASCO TYE	Yes	No	No	USD	09/21/2018	73.00
			77402	170165	Check	1	8691		BISSONETTE ROBERT	Yes	Yes	No	USD	09/21/2018	89.00
			77376	170166	Check	1	16125		BOOHER KORIE	Yes	No	No	USD	09/21/2018	50.00
			77407	170167	Check	1	9785	2	BREAKDOWN SPORTS USA	Yes	Yes	No	USD	09/21/2018	450.00
			77378	170168	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	09/21/2018	2,184.39
			77372	170169	Check	1	16121		CHAMBERLIN JOSEPH C	Yes	No	No	USD	09/21/2018	89.00
			77356	170170	Check	1	13865		CHECINSKI GEORGE	Yes	Yes	No	USD	09/21/2018	73.00
			77399	170171	Check	1	7705		CHEELEY PETE	Yes	Yes	No	USD	09/21/2018	120.00
			77367	170172	Check	1	15711		DUCKLOW DUSTIN	Yes	Yes	No	USD	09/21/2018	111.00
			77380	170173	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	09/21/2018	19,550.00
			77381	170174	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	Yes	No	USD	09/21/2018	760.32

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	77364	170175	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	09/21/2018	240.80
			77352	170176	Check	1	13229	3	FAIRVIEW HEALTH SERVICES	Yes	Yes	No	USD	09/21/2018	20.01
			77398	170177	Check	1	7142		FREESE DALE	Yes	Yes	No	USD	09/21/2018	120.00
			77351	170178	Check	1	13030		GIFTS & GADGETS GALORE	Yes	Yes	No	USD	09/21/2018	421.94
			77371	170179	Check	1	16114		GPS:45:93	Yes	No	No	USD	09/21/2018	400.00
			77373	170180	Check	1	16122		HANSON CHRISTOPHER	Yes	Yes	No	USD	09/21/2018	89.00
			77406	170181	Check	1	9523		HILGER MERRY	Yes	Yes	No	USD	09/21/2018	73.00
			77350	170182	Check	1	12624		HOFSTEDT JASON	Yes	Yes	No	USD	09/21/2018	111.00
			77382	170183	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	Yes	No	USD	09/21/2018	322.36
			77365	170184	Check	1	15213		INVENTABLES, INC.	Yes	Yes	No	USD	09/21/2018	91.43
			77400	170185	Check	1	8436		JOHNSON ROBERT N	Yes	No	No	USD	09/21/2018	85.00
			77358	170186	Check	1	14360		KIMINSKI NICHOLAS	Yes	No	No	USD	09/21/2018	89.00
			77401	170187	Check	1	8633		KOESTER BARBARA L	Yes	Yes	No	USD	09/21/2018	85.00
			77383	170188	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	09/21/2018	95.00
			77403	170189	Check	1	8698		MINN SPRA	Yes	No	No	USD	09/21/2018	95.00
			77362	170190	Check	1	15072		MINNESOTA ADVOCATES FOR IMME	Yes	No	No	USD	09/21/2018	55.00
			77404	170191	Check	1	9130	2	MINNESOTA WEARABLES	Yes	Yes	No	USD	09/21/2018	6,780.00
			77347	170192	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	09/21/2018	582.29
			77384	170193	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	Yes	No	USD	09/21/2018	35.00
			77379	170194	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	Yes	No	USD	09/21/2018	200.00
			77368	170195	Check	1	15748		MOELLER JAMES P.	Yes	Yes	No	USD	09/21/2018	125.00
			77375	170196	Check	1	16124		MUSICA PROPRIA, INC.	Yes	No	No	USD	09/21/2018	133.50
			77386	170197	Check	1	4556		NATIONAL GEOGRAPHIC BEE	Yes	No	No	USD	09/21/2018	120.00
			77369	170198	Check	1	15899		OGDEN NEWSPAPERS OF MINNESC	Yes	Yes	No	USD	09/21/2018	6,494.30
			77354	170199	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	09/21/2018	7,833.00
			77387	170200	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	09/21/2018	362.62
			77355	170201	Check	1	13833		PETERSEN JAMES	Yes	Yes	No	USD	09/21/2018	73.00
			77388	170202	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	09/21/2018	329.25
			77389	170203	Check	1	5149		PRINCETON RENTAL INC.	Yes	Yes	No	USD	09/21/2018	50.00
			77390	170204	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/21/2018	464.11
			77353	170205	Check	1	13353		RAY DARREN	Yes	No	No	USD	09/21/2018	73.00
			77391	170206	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	09/21/2018	20.00
			77392	170207	Check	1	5547	7	S.N.D.M.	Yes	No	No	USD	09/21/2018	100.00
			77405	170208	Check	1	9181		SCHOENFELDER RON	Yes	Yes	No	USD	09/21/2018	125.00
			77349	170209	Check	1	12555		SCHWICHTENBERG HEIDI	Yes	No	No	USD	09/21/2018	70.00
			77377	170210	Check	1	16127		SEPS, PSC	Yes	Yes	No	USD	09/21/2018	1,500.00
			77393	170211	Check	1	5872		STAGES THEATRE CO	Yes	Yes	No	USD	09/21/2018	1,627.00
			77394	170212	Check	1	6031	1	SYLVA CORPORATION INC	Yes	Yes	No	USD	09/21/2018	2,250.00
			77360	170213	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	09/21/2018	5,341.90
			77361	170214	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	09/21/2018	190.24
			77366	170215	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/21/2018	112.73

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0477	001	77395	170216	Check	1	6290	5	UNITED RENTALS (NORTH AMERICA	Yes	Yes	No	USD	09/21/2018	1,614.43
		77348	170217	Check	1	12264		VAN LUYK LEONARD	Yes	No	No	USD	09/21/2018	131.00
		77396	170218	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	Yes	No	USD	09/21/2018	2,772.90
		77370	170219	Check	1	16106		WINONA STATE UNIVERSITY	Yes	No	No	USD	09/21/2018	500.00
		77397	170220	Check	1	6732		WRIGHT BRAD	Yes	Yes	No	USD	09/21/2018	89.00
		77411	170222	Check	1	12269	3	PRINCETON FOOTBALL BOOSTER C	Yes	No	No	USD	09/21/2018	458.30
		77412	170223	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	09/24/2018	8,401.97
		77413	170224	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	09/24/2018	200.00
		77421	170225	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	09/28/2018	237.34
		77425	170226	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	09/28/2018	467.73
		77426	170227	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	09/28/2018	18.74
		77422	170228	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	09/28/2018	173.48
		77423	170229	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	09/28/2018	182.18
		77424	170230	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	09/28/2018	64.00
		77427	170231	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	09/28/2018	9,653.17
		77428	170232	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	09/28/2018	1,446.44
		77429	170233	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	09/28/2018	1,279.99
		77430	170234	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	09/28/2018	465.27
		77454	170235	Check	1	15250		AMITY INSTITUTE	Yes	No	No	USD	09/28/2018	10,200.00
		77473	170236	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	09/28/2018	162.30
		77458	170237	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	09/28/2018	1,365.00
		77448	170238	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	09/28/2018	694.46
		77431	170239	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	09/28/2018	552.54
		77464	170240	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/28/2018	1,195.29
		77485	170241	Check	1	7705		CHEELEY PETE	Yes	No	No	USD	09/28/2018	120.00
		77452	170242	Check	1	14859		DAMMER TROY	Yes	No	No	USD	09/28/2018	111.00
		77437	170243	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	09/28/2018	1,958.42
		77461	170244	Check	1	16130		DEGERSTROM SEAN	Yes	No	No	USD	09/28/2018	120.00
		77466	170245	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	09/28/2018	636.75
		77465	170246	Check	1	2269		ECMECC	Yes	No	No	USD	09/28/2018	7,743.14
		77440	170247	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	09/28/2018	479.29
		77482	170248	Check	1	7122		EDSTROM FRED	Yes	No	No	USD	09/28/2018	111.00
		77467	170249	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	09/28/2018	402.50
		77455	170250	Check	1	15628		ELNESS TIFFANY	Yes	No	No	USD	09/28/2018	35.00
		77433	170251	Check	1	10894		FAIRWAY SHORES GOLF	Yes	No	No	USD	09/28/2018	650.00
		77449	170252	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	09/28/2018	468.61
		77459	170253	Check	1	16114		GPS:45:93	Yes	No	No	USD	09/28/2018	400.00
		77457	170254	Check	1	15860		HARVARD ASSOCIATES, INC.	Yes	No	No	USD	09/28/2018	8,148.69
		77468	170255	Check	1	3058	3	HEINEMANN	Yes	No	No	USD	09/28/2018	231.00
		77469	170256	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	09/28/2018	847.97
		77462	170257	Check	1	16131		JOHNSON TERESA	Yes	No	No	USD	09/28/2018	125.00

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	77432	170258	Check	1	10526		KNIFE RIVER CORPORATION	Yes	No	No	USD	09/28/2018	11,838.32
		77487	170259	Check	1	8633		KOESTER BARBARA L	Yes	No	No	USD	09/28/2018	85.00
		77471	170260	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	09/28/2018	890.00
		77470	170261	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	09/28/2018	3,176.92
		77486	170262	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	09/28/2018	2,455.82
		77442	170263	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	09/28/2018	311.24
		77435	170264	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/28/2018	308.69
		77472	170265	Check	1	4536		NARDINI FIRE EQUIPMENT CO	Yes	No	No	USD	09/28/2018	347.90
		77483	170266	Check	1	7149		OLMSCHIED BRIAN D	Yes	No	No	USD	09/28/2018	89.00
		77444	170267	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	09/28/2018	652.50
		77463	170268	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	09/28/2018	586.45
		77474	170269	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	09/28/2018	27.00
		77475	170270	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	09/28/2018	1,792.00
		77476	170271	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	09/28/2018	300.00
		77438	170272	Check	1	11673		PRINCETON SPLASH PARK	Yes	No	No	USD	09/28/2018	330.00
		77441	170273	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	09/28/2018	279.00
		77477	170274	Check	1	5273	2	REGION 4 FFA	Yes	No	No	USD	09/28/2018	3,430.00
		77478	170275	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	09/28/2018	80.00
		77439	170276	Check	1	12091	1	RYDIN DECAL	Yes	No	No	USD	09/28/2018	413.25
		77434	170277	Check	1	11372		SCHERBER DREW	Yes	No	No	USD	09/28/2018	125.00
		77456	170278	Check	1	15715		SEELBACH LANCE	Yes	No	No	USD	09/28/2018	111.00
		77436	170279	Check	1	11628		SFM	Yes	No	No	USD	09/28/2018	8,395.00
		77481	170280	Check	1	6854		SIMONES MIKE	Yes	No	No	USD	09/28/2018	89.00
		77451	170281	Check	1	14852		SKYWARD USERS OF MN	Yes	No	No	USD	09/28/2018	200.00
		77460	170282	Check	1	16129		SLIMMER STEVEN	Yes	No	No	USD	09/28/2018	120.00
		77479	170283	Check	1	5874		STAR TRIBUNE	Yes	No	No	USD	09/28/2018	391.20
		77450	170284	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	09/28/2018	11,875.14
		77445	170285	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	09/28/2018	831.20
		77453	170286	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/28/2018	736.00
		77446	170287	Check	1	13648	1	UNIVERSITY OF ST. THOMAS	Yes	No	No	USD	09/28/2018	300.00
		77443	170288	Check	1	13040		UTSCH ADAM	Yes	No	No	USD	09/28/2018	89.00
		77480	170289	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	09/28/2018	545.75
		77484	170290	Check	1	7450		WAHNSCHAFFE DALE	Yes	No	No	USD	09/28/2018	89.00
		77447	170291	Check	1	13856		WAKEMAN JOHN	Yes	No	No	USD	09/28/2018	89.00
		77488	170292	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	10/02/2018	200.00
		77491	170293	Check	1	13894	1	JA BIZTOWN	Yes	No	No	USD	10/03/2018	913.00
		77500	170294	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD	10/05/2018	192.00
		77505	170295	Check	1	12259		ANDERSON BARB	Yes	No	No	USD	10/05/2018	73.00
		77501	170296	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	10/05/2018	148.73
		77533	170297	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	10/05/2018	174.20
		77523	170298	Check	1	16136		BOLDUC HALLE	Yes	No	No	USD	10/05/2018	100.00

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Check Register by Bank and Check Number

Batch Co	Bank	Pyamt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	77493	170299	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	10/05/2018	337.50
		77499	170300	Check	1	11344	4	CHANNING BETE CO.	Yes	No	No	USD	10/05/2018	53.15
		77512	170301	Check	1	13865		CHECINSKI GEORGE	Yes	No	No	USD	10/05/2018	73.00
		77541	170302	Check	1	8686		CICHY KAREN	Yes	No	No	USD	10/05/2018	44.65
		77527	170303	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	10/05/2018	415.25
		77525	170304	Check	1	16138		CLIC SCHOOLS LLC	Yes	No	No	USD	10/05/2018	400.00
		77528	170305	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD	10/05/2018	1,960.56
		77519	170306	Check	1	15504		DAHL DENIS	Yes	No	No	USD	10/05/2018	45.00
		77503	170307	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	10/05/2018	2,050.62
		77510	170308	Check	1	13456		DEFREITAS BRENDA	Yes	No	No	USD	10/05/2018	183.80
		77521	170309	Check	1	16134		DOSE BENJAMIN	Yes	No	No	USD	10/05/2018	90.00
		77529	170310	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	10/05/2018	244.00
		77530	170311	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	10/05/2018	4,101.32
		77518	170312	Check	1	15302		EICHACKER ERIC	Yes	No	No	USD	10/05/2018	131.00
		77538	170313	Check	1	7072	1	ESTR PUBLICATIONS	Yes	No	No	USD	10/05/2018	214.00
		77509	170314	Check	1	13229		FAIRVIEW	Yes	No	No	USD	10/05/2018	142.50
		77507	170315	Check	1	12468		FEIGUM DAN	Yes	No	No	USD	10/05/2018	90.00
		77522	170316	Check	1	16135		FEIGUM ERIC	Yes	No	No	USD	10/05/2018	45.00
		77542	170317	Check	1	9420		GUIDARELLI JOE	Yes	No	No	USD	10/05/2018	135.00
		77517	170318	Check	1	14895		GUSTAFSON ZACHARY	Yes	No	No	USD	10/05/2018	180.00
		77520	170319	Check	1	15579		HANSEN DARREN	Yes	No	No	USD	10/05/2018	45.00
		77524	170320	Check	1	16137		HEBZYNSKI JENNIFER	Yes	No	No	USD	10/05/2018	11.20
		77497	170321	Check	1	11150		HENKEMEYER DICK	Yes	No	No	USD	10/05/2018	80.00
		77504	170322	Check	1	11796		HENNINGTON ART	Yes	No	No	USD	10/05/2018	45.00
		77506	170323	Check	1	12308		HIESTAND DEB	Yes	No	No	USD	10/05/2018	73.00
		77508	170324	Check	1	12624		HOFSTEDT JASON	Yes	No	No	USD	10/05/2018	73.00
		77496	170325	Check	1	10909	2	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	10/05/2018	687.24
		77514	170326	Check	1	14738		JAMIESON ROBERT	Yes	No	No	USD	10/05/2018	135.00
		77495	170327	Check	1	10744	2	LEARNING A - Z	Yes	No	No	USD	10/05/2018	3,698.12
		77531	170328	Check	1	4073		MBCA CLINIC	Yes	No	No	USD	10/05/2018	220.00
		77494	170329	Check	1	10532		MCGRAW CHAD	Yes	No	No	USD	10/05/2018	80.00
		77532	170330	Check	1	4093		MCGRAW-HILL COMPANIES	Yes	No	No	USD	10/05/2018	710.04
		77539	170331	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	10/05/2018	32.62
		77515	170332	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	10/05/2018	2,550.00
		77498	170333	Check	1	11250		MESTA	Yes	No	No	USD	10/05/2018	260.00
		77502	170334	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	10/05/2018	168.15
		77516	170335	Check	1	14885		MN SHAPE	Yes	No	No	USD	10/05/2018	250.00
		77511	170336	Check	1	13833		PETERSEN JAMES	Yes	No	No	USD	10/05/2018	111.00
		77526	170337	Check	1	16139		PICTURE-TILES, LLC	Yes	No	No	USD	10/05/2018	192.00
		77492	170338	Check	1	10232		PLOEGER CORY	Yes	No	No	USD	10/05/2018	80.00
		77534	170339	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	10/05/2018	706.67

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Check Register by Bank and Check Number

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0477	001	77535	170340	Check	1	5350	1	ROBERT BROOKE & ASSOCIATES	Yes	No	No	USD	10/05/2018	153.59
		77536	170341	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	10/05/2018	2,057.38
		77513	170342	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	10/05/2018	13,689.00
		77537	170343	Check	1	6237		TROBEC'S BUS SERVICE INC.	Yes	No	No	USD	10/05/2018	938.25
		77540	170344	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	10/05/2018	635.47
		77543	170345	Check	1	14756		SOURCEWELL	Yes	No	No	USD	10/08/2018	279,764.64
		77546	170346	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	10/16/2018	409.30
		77581	170347	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	10/16/2018	25,445.10
		77574	170348	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	10/16/2018	1,116.63
		77566	170349	Check	1	15724		CLIMATE MAKERS INC	Yes	No	No	USD	10/16/2018	732.29
		77554	170350	Check	1	14091		CUSTOM INK, LLC	Yes	No	No	USD	10/16/2018	269.00
		77545	170351	Check	1	10069		DALCO	Yes	No	No	USD	10/16/2018	1,995.50
		77575	170352	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	10/16/2018	88.55
		77562	170353	Check	1	15318		EKON-O-PAC	Yes	No	No	USD	10/16/2018	350.50
		77553	170354	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	10/16/2018	425.14
		77576	170355	Check	1	2775		GOPHER	Yes	No	No	USD	10/16/2018	496.62
		77598	170356	Check	1	6645		GRAINGER	Yes	No	No	USD	10/16/2018	1,303.40
		77577	170357	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	10/16/2018	1,441.89
		77600	170358	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	10/16/2018	503.11
		77572	170359	Check	1	16093		HEARTLAND GLASS	Yes	No	No	USD	10/16/2018	9,067.00
		77557	170360	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	10/16/2018	4,315.49
		77578	170361	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	10/16/2018	11,107.47
		77548	170362	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	10/16/2018	3,225.00
		77567	170363	Check	1	15753		ICS FACILITY SERVICES, LLC	Yes	No	No	USD	10/16/2018	107,680.00
		77573	170364	Check	1	16120		INCLUSIVE TLC	Yes	No	No	USD	10/16/2018	250.00
		77579	170365	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	10/16/2018	273.28
		77563	170366	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	10/16/2018	38.50
		77570	170367	Check	1	16086		KIEFER AQUATICS	Yes	No	No	USD	10/16/2018	567.00
		77580	170368	Check	1	3701		LAKESHORE	Yes	No	No	USD	10/16/2018	69.32
		77582	170369	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	10/16/2018	3,750.00
		77601	170370	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	10/16/2018	2,229.36
		77547	170371	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	10/16/2018	299.15
		77602	170372	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	10/16/2018	1,561.94
		77583	170373	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	10/16/2018	64.90
		77549	170374	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	10/16/2018	329.33
		77584	170375	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	10/16/2018	530.40
		77571	170376	Check	1	16088		MONARCH WATCH	Yes	No	No	USD	10/16/2018	276.00
		77599	170377	Check	1	6877		MOORE MEDICAL CORP	Yes	No	No	USD	10/16/2018	200.00
		77569	170378	Check	1	16049		NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD	10/16/2018	15.22
		77585	170379	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	10/16/2018	3,030.11
		77559	170380	Check	1	14959		NUTRISLICE, INC.	Yes	No	No	USD	10/16/2018	3,744.00

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0477	001	77550	170381	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	10/16/2018	156,807.00
		77565	170382	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	10/16/2018	1,244.93
		77586	170383	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	10/16/2018	655.54
		77587	170384	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	10/16/2018	96,675.75
		77588	170385	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	10/16/2018	911.58
		77590	170386	Check	1	5256	3	READ NATURALLY	Yes	No	No	USD	10/16/2018	2,470.00
		77589	170387	Check	1	5254	2	REALLY GOOD STUFF	Yes	No	No	USD	10/16/2018	75.98
		77591	170388	Check	1	5297		RENAISSANCE LEARNING INC	Yes	No	No	USD	10/16/2018	1,400.00
		77564	170389	Check	1	15403	1	RENNEBERG HARDWOODS	Yes	No	No	USD	10/16/2018	2,803.74
		77592	170390	Check	1	5350	1	ROBERT BROOKE & ASSOCIATES	Yes	No	No	USD	10/16/2018	585.26
		77556	170391	Check	1	14420		ROBOTICS EDUCATION & COMPETITION	Yes	No	No	USD	10/16/2018	300.00
		77551	170392	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALL	Yes	No	No	USD	10/16/2018	3,857.37
		77593	170393	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	10/16/2018	373.47
		77552	170394	Check	1	13872		SEPTIC CHECK	Yes	No	No	USD	10/16/2018	550.00
		77560	170395	Check	1	15235	1	SNA SPORTS GROUP	Yes	No	No	USD	10/16/2018	35.00
		77558	170396	Check	1	14750	1	SUBURBAN ELEVATOR OF MINNESOTA	Yes	No	No	USD	10/16/2018	238.50
		77594	170397	Check	1	6031	1	SYLVA CORPORATION INC	Yes	No	No	USD	10/16/2018	209.65
		77595	170398	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	10/16/2018	4,579.66
		77596	170399	Check	1	6142	2	TIERNEY BROS.	Yes	No	No	USD	10/16/2018	130.20
		77597	170400	Check	1	6223	3	TREETOP PUBLISHING	Yes	No	No	USD	10/16/2018	534.99
		77568	170401	Check	1	15938	1	TRIMARK	Yes	No	No	USD	10/16/2018	1,274.84
		77603	170402	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	10/16/2018	21.80
		77555	170403	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	10/16/2018	65,323.97
		77561	170404	Check	1	15293		VISUAL EDGE INC.	Yes	No	No	USD	10/16/2018	102.24

Bank Total: 001

\$1,342,081.35

Report Total:

\$1,342,081.35

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR SEPTEMBER 2018**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,778,311.39	3,084,016.30	2,684,850.96	(4,773.72)	13,177,476.73
02 Food Service	444,598.65	133,915.81	86,861.28	3,682.24	491,653.18
04 Community Service	438,439.61	88,149.01	125,018.92	(4,624.28)	401,569.70
06 Building Fund	0.00	0.00	0.00	0.00	0.00
07 Debt Service	1,855,547.38	103,546.78	0.00	0.00	1,959,094.16
10 Activities	115,385.40	17,201.53	22,876.45	(653.22)	109,710.48
TOTAL	15,632,282.43	3,426,829.43	2,919,607.61		16,139,504.25

Bank Accounts

AP/PR Account (Bremer)	468,593.45
MSDLAF+	4,389,864.99
Investments (Fd01)	<u>11,555,405.54</u>
	16,413,863.98
O/S Accts Pay Checks	(142,267.31)
O/S Payroll Checks	(19,641.60)
O/S Wires	(115,490.06)
NSF Checks	<u>3,039.24</u>
TOTAL	16,139,504.25

Princeton Public Schools - ISD #477

Wire Transfer Report

October 16, 2018

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
9/14/2018	\$ 551,849.65	ACH File Transfer
9/14/2018	\$ 181,850.81	Federal Tax Wire Transfer
9/14/2018	\$ 31,558.04	State Tax Wire Transfer
9/14/2018	\$ 12,533.49	Select Account HSA
9/14/2018	\$ 23,174.02	MSRS
9/14/2018	\$ 99,149.48	TRA File Transfer
9/14/2018	\$ 23,774.59	PERA File Transfer
9/14/2018	\$ 241.50	MN Child Support File Transfer
9/14/2018	\$ 52,340.92	TSA File Transfer
9/28/2018	\$ 644,276.74	ACH File Transfer
9/28/2018	\$ 211,810.13	Federal Tax Wire Transfer
9/28/2018	\$ 35,525.96	State Tax Wire Transfer
9/28/2018	\$ 16,910.51	Select Account H S A
9/28/2018	\$ 103,400.69	TRA File Transfer
9/28/2018	\$ 37,120.75	PERA File Transfer
9/28/2018	\$ 241.50	MN Child Support File Transfer
9/28/2018	\$ 61,742.39	TSA File Transfer
10/5/2018	\$ 19,539.59	BMO Harris Bank - (Pcards)
10/2/2018	\$ 963.00	MN Revenue - (Sales tax)
9/6/2018	\$ 1,327.91	Further
9/13/2018	\$ 361.16	Further
9/20/2018	\$ 6,707.62	Further
9/20/2018	\$ 411.00	Further
9/27/2018	\$ 1,069.70	Further
	\$	
TOTAL	\$ 2,117,881.15	



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: Walmart (Princeton)

Description of gift: Various school supplies valued over \$7000.

Pre-Condition, Condition, or Limitation on use: For student + staff use. Not for resale.

How this gift specifically relates to the program or school: Ensures students have basic supplies to be successful at school.

This gift meets all requirements of Policy 706 Indy Malm
Staff Name

Accepted Not Accepted J. Sen Date: 10/10/18
Principal or Director

Accepted Not Accepted [Signature] Date: 10/10/18
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 18, 2016

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Mattson Construction

Description of gift: \$1,000

Pre-Condition, Condition, or Limitation on use:
Robotics team sponsorship

How this gift specifically relates to the program or school:
robotics equipment

This gift meets all requirements of Policy 706
 Accepted Not Accepted Brenda Baird Staff Name
[Signature] Date: 10/4/18
Principal or Director

Accepted Not Accepted [Signature] Date: 10/10/18
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: Courtney Bauer

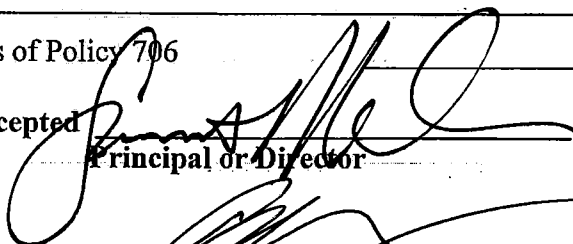
Description of gift: cash donation to Nardine & Clyne's classroom to purchase books for children through Scholastic Book Club.

Pre-Condition, Condition, or Limitation on use: Scholastic Book orders only

How this gift specifically relates to the program or school: The teachers will be able to order a book for every student in their classroom who might not be able to afford a book due to hardships at home.

This gift meets all requirements of Policy 706

Accepted Not Accepted

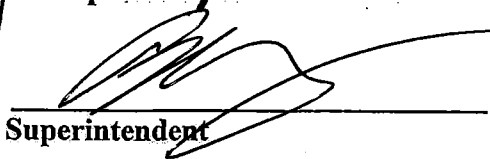


Principal or Director

Staff Name

Date: 9/27/18

Accepted Not Accepted



Superintendent

Date: 10/3/18

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



20



PRINCETON

PRIMARY SCHOOL

October 16, 2018



Connections

Citizenship

Collaborative
Leadership

Excellence

Integrity

Respect

Learning

Innovation

#477chat

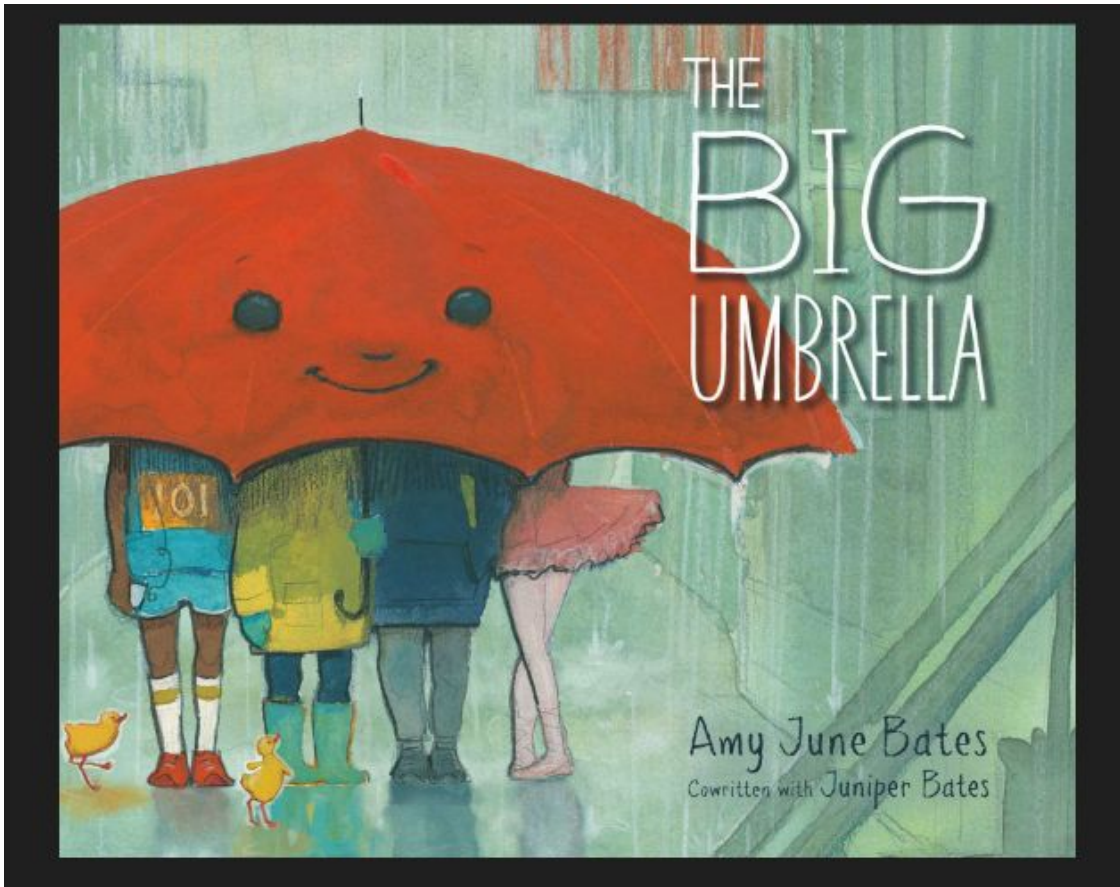
2018-2019 Goal Areas

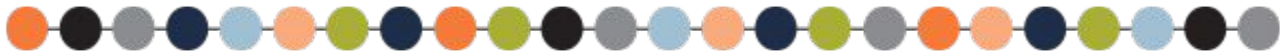
MTSS (Multi-Tiered System of Support)

- Student achievement
- Conditions for Learning
 - PBIS/Tiger Pride
 - SEL

**HAVE
FUN!**







Primary School & Strategic Plan



Personalized
Instruction



Digital
Learning

24



Career & College Ready

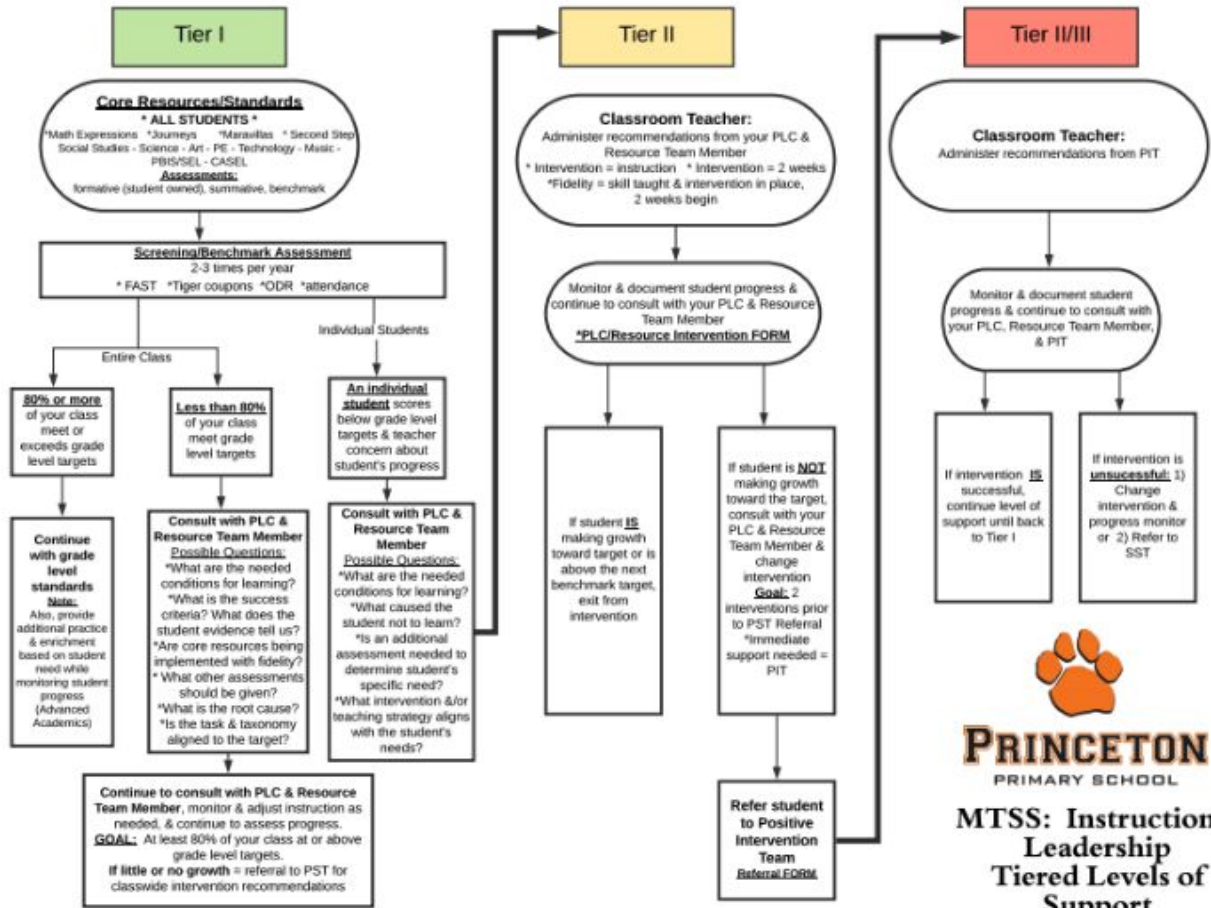


Communication

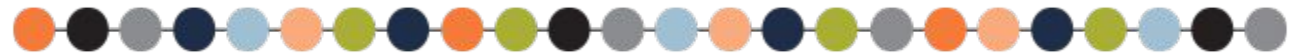


Innovative
Programming





MTSS: Instructional Leadership Tiered Levels of Support



Student Achievement: Action Steps

- ★ Structure & Schedules
 - PLC prep & Tech/Media
- ★ MTSS Framework
- ★ Fall testing & next steps
- ★ Instructional Leadership Team



Instructional Leadership Team



- ❑ Collaborative and continuous professional learning to build internal capacity for instructional leadership
- ❑ Collect, share, and (carefully) analyze data to celebrate success, determine next steps, and monitor progress
- ❑ Maintain a positive, growth mindset
- ❑ Student focus: Where are our students currently in their cognitive complexity? Student-centered classrooms.

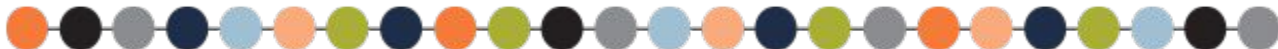
More Steps

- ❑ Student learning walks
- ❑ Coaching for Implementation Days
- ❑ Trainings & Support : Target, Task, Taxonomy



Positive Intervention Team

- ★ Interventions
 - Academic
 - Behaviors/SEL
- ★ Collaboration
 - District
 - School



Conditions for Learning: PBIS Action Steps

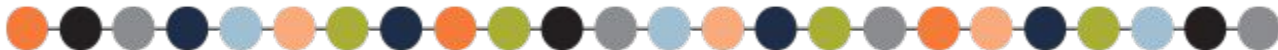
Tiger Pride: Tier 1

- ★ Expectations = videos, visits, & more!
- ★ PBIS 101
 - Infuse SEL
- ★ Relationships

Data = Guide



School Year	Total ODR (Office Discipline Referrals) (SEPTEMBER DATA YRS PAST)
2018-19 (September only)	50
2017-2018	972 (97 -September numbers)
2016-2017	706 (52)
2015-2016	671 (31)
2014-2015	892 (123)





2018-2019 Goal Setting

Reading:

The percentage of all students in grades K-2 at Princeton Primary who are at Low Risk on the earlyReading English Composite (Grades K-1) and Low Risk/College Pathway on the English RCBM (grade 2) in Reading will increase from 49.44% in Spring 2018 to 51.44% in Spring 2019.

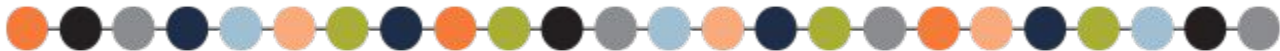
Math:

The percentage of all students in grades K-2 at Princeton Primary who are at Low Risk on the earlyMath Composite (Grades K-1) and Low Risk/College Pathway on the aMath (grade 2) in Math will increase from 61.76% in Spring 2018 to 63.76% in Spring 2019.

Behavior: TBD

Action Planning: ILT, data coaches, site team







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PRINCETON

INTERMEDIATE SCHOOL

2018 School Board Update

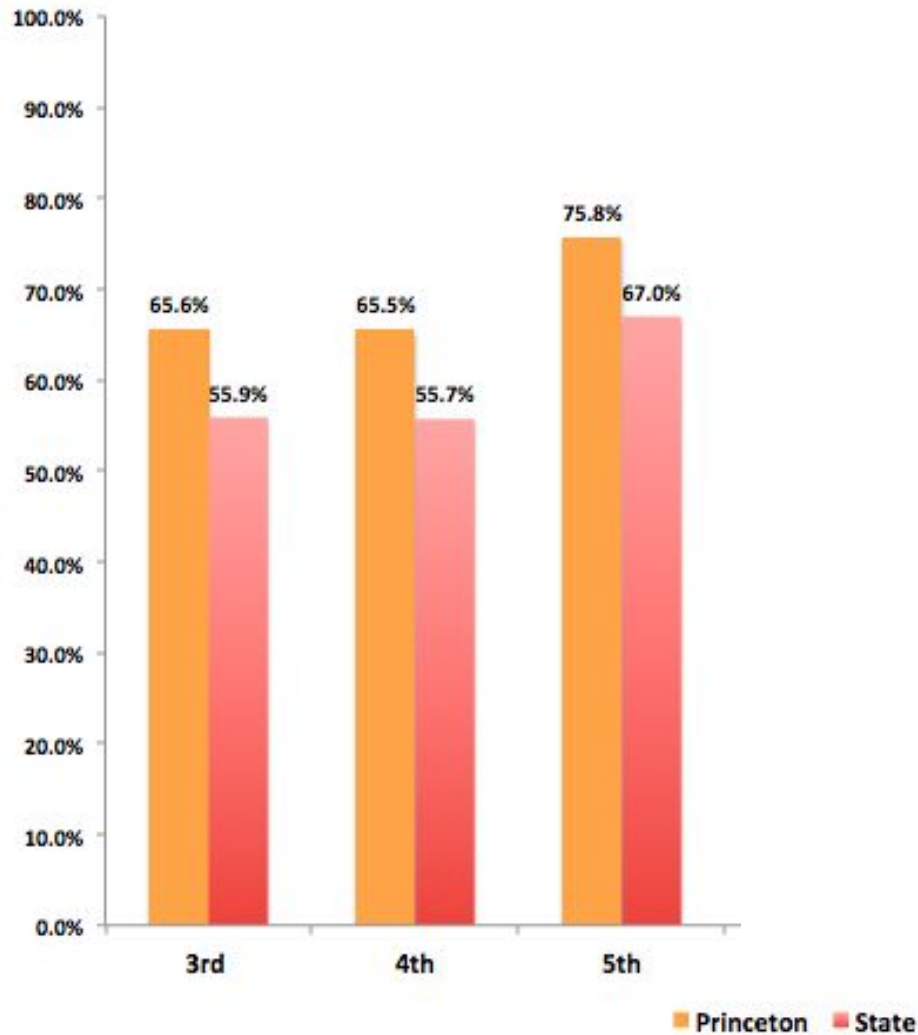


Intermediate School Update

1. MCA Data
2. Tiger Pride
3. Improving Communication

Reading by Grade

38



Math by Grade

39





Tiger Pride

- Monthly Student Advisory
- Positive Behavioral Interventions and Supports - Tiger Pride foundation
- Social and Emotional Learning - [Weekly Links](#)
- Digital Citizenship
- Creating Leaders in Intentional Culture

TOGETHER

WE'RE BETTER



Improving Communications

- Weekly Staff Updates
- Weekly Family Update
- Parent Newsletters
- Friday Folders
- Parent Advisory Group



Questions/ Comments?

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between Independent School District No. 477, Princeton Public Schools (“District”) and Princeton Education Association (“Union”).

WHEREAS, the District and the Union are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for teachers who are employed by the District; and

WHEREAS, the District and the Union want to establish an emergency sick leave pool for full-time teachers who are employed by the District;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA and other valuable consideration, the sufficiency of which is acknowledged, the District and the Union agree as follows:

1. **Creation of Emergency Sick Leave Pool (“ESLP”).** The District and Union hereby create an ESLP for full-time teachers who are experiencing a “medical emergency.” The ESLP is not a sick leave benefit that is provided by the District. It is a benefit that is provided by coworkers through the voluntary donation of sick leave.
2. **Definition of Medical Emergency.** For purposes of this MOA, a “medical emergency” means a medical condition that will require the teacher to be absent for more than ten consecutive duty days and will result in a substantial loss of income to the teacher because the teacher has exhausted all other forms of paid leave. The medical condition must be recognized by the mainstream medical community. A qualified medical doctor must have diagnosed the teacher with the medical condition. The ESLP may not be used to care for a family member’s medical condition.
3. **Donation of Sick Leave.** The ESLP will be established by voluntary donations from members of the teachers’ bargaining unit. All teachers who wish to participate in the ESLP will initially be assessed one (1) day of sick leave per school year. Donations must be completed on the ESLP donation form during the donation window. All donations are confidential and nonrefundable. Once a teacher donates a day of sick leave to the ESLP, the teacher cannot rescind or retract the donated sick leave for any reason. Additionally, employees are not to be compensated or receive gifts for donating sick leave. If at any point the pool is not self-sustainable, the District and Union may mutually agree to provide members of the the bargaining unit an opportunity to donate an additional day of accumulated sick leave. The District has no obligation to grant leave from the ESLP if all donated days have been exhausted. The pool will carry over from year to year. Those who do not participate in donation are not eligible to receive ESLP days. Donating sick days into the ESLP will be available October 1, 2018 through October 16, 2018 for the 2018-2019 school year.

4. **Eligibility for ESLP.** Current full-time K-12 teachers who are experiencing a medical emergency are eligible to receive up to thirty (30) days of paid sick leave from the ESLP during any school year and a maximum of forty-five (45) days during their career with the District. For purposes of this MOA, a "full-time" teacher is a teacher who is regularly scheduled to work more than 37.5 hours per week. To obtain such leave from the ESLP, an eligible teacher must have donated one (1) sick day in the current year and submit the following: (1) a written application to receive paid leave from the ESLP; and (2) a medical certification from the teacher's treating physician. The District may require additional information, as it deems necessary, to determine whether the teacher has a legitimate medical emergency. Teachers may not begin to draw paid sick leave from the ESLP unless and until the District approves the written application. The District's decision to grant or deny leave from the ESLP is not subject to the grievance process. Those who do not participate in donation are not eligible to receive ESLP days.
5. **Loss of Eligibility for ESLP.** Teachers will immediately become ineligible to receive paid sick leave from the ESLP if they become eligible to receive benefits from another source, such as long-term disability insurance or workers' compensation.
6. **Tax Consequences.** While the parties have endeavored to create a tax advantaged medical emergency pool, neither the District nor any person affiliated with the District, including any School Board member, official, employee, agent, insurer, attorney, or representative, has made any statement or representation to the Union or to any member of the bargaining unit regarding the tax consequences of this MOA. Likewise, neither the Union nor any person affiliated with the Union, including any official, employee, agent, attorney, or representative of the Union has made any statement or representation to the District or to any member of the bargaining unit regarding the tax consequences of this MOA.
7. **Governing Committee.** A committee will be established to act as the governing body for the administration of the ESLP bank. The committee will consist of two (2) members from the PEA named by the PEA and the Director of Human Resources.
8. **Procedures for use of ESLP.**
 - a. Employees on leave of absence are not eligible for use of ESLP.
 - b. An employee may only draw from the ESLP for their own illness/accident.
 - c. An employee accessing the ESLP must submit an application for acceptance to the district committee which explains their need for use of the ESLP. The request should be accompanied by a physician's certification of illness as proof of need and anticipated duration (if possible). Applications can be obtained from the PEA or Director of Human Resources and must be submitted to the Director of Human Resources.
 - d. The ESLP governing committee shall make its decision upon each request within ten (10) business days of the receipt of the request.
 - e. In all cases, unless stated to the contrary, decisions of the Committee shall be made by simple majority.

- f. In all cases application for use of ESLP must be made prior to the exhaustion of the applicant's sick leave. Otherwise, benefits for ESLP shall commence on the date the Committee grants approval of the application.
 - g. At the start of the school year, each employee must renew their donation to continue to be eligible for the ESLP.
 - h. Decisions made by the Committee are not grievable by the employee.
9. **Sick Leave HRA.** Donation of sick leave time to the ESLP will not impact an employee's eligibility for the Sick Leave HRA as stated in Article XIII, subd 9.
 10. **No Precedent or Practice.** Nothing in this MOA may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. No party may submit this MOA in any proceeding as evidence of a precedent or practice.
 11. **Term of MOA.** This MOA is separate from, and not part of, the CBA. This MOA will automatically expire, without further action of the parties, on June 30, 2019, unless the parties affirmatively act to enter into a new MOA.
 12. **Entire MOA.** This MOA constitutes the entire agreement between the Union and the District relating to the ESLP. No party has relied upon any statements or promises that are not set forth in this MOA. This MOA controls to the extent that it conflicts with the CBA. No changes to this MOA are valid unless they are in writing and signed by the parties.

PRINCETON EDUCATION ASSOCIATION

INDEPENDENT SCHOOL DISTRICT
NO. 477

Cynthia Klumpke 9-26-18
PEA Co-President Date

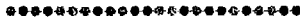
School Board Chair Date

Mary Bab 9-26-18
PEA Co-President Date

School Board Clerk Date



PRINCETON
PUBLIC SCHOOLS



September 2018

To: PEA (Princeton Education Association) Teachers
From: Jason Senne, Director of Human Resources

Re: Emergency Sick Leave Pool (ESLP) MOU & Donation form

Princeton Public Schools has entered into a MOU (Memorandum of Understanding) with the PEA (Princeton Education Association) for an ESLP (emergency sick leave pool). The purpose is to assist our teachers when a teacher has a medical emergency, all sick leave has been used, and to help bridge the gap before long term disability eligibility. An employee may only draw from the ESLP for their own illness/accident.

According to the MOU between Princeton Schools and the PEA:

"The ESLP will be established by voluntary donations from members of the teachers' bargaining unit. All teachers who wish to participate in the ESLP will initially be assessed one (1) day of sick leave per school year. Donations must be completed on the ESLP donation form during the donation window. All donations are confidential and nonrefundable. Once a teacher donates a day of sick leave to the ESLP, the teacher cannot rescind or retract the donated sick leave for any reason. Additionally, employees are not to be compensated or receive gifts for donating sick leave. If at any point the pool is not self-sustainable, the District and Union may mutually agree to provide members of the the bargaining unit an opportunity to donate an additional day of accumulated sick leave. The District has no obligation to grant leave from the ESLP if all donated days have been exhausted. The pool will carry over from year to year. Those who do not participate in donation are not eligible to receive ESLP days."

If you would like to donate one (1) day out of your sick leave for this purpose, please fill out the form below. Donating sick days into the ESLP will be available October 1, 2018 through October 16, 2018 for the 2018-2019 school year.

Sick Leave Donation Section

Teacher Name: _____

Date: _____

I voluntarily donate one (1) sick day for the 2018-2019 school year.

* I have read and agree to the terms outlined in the attached MOU.

Teacher Signature





Date

Director of Human Resources

Date

Core Values



 706 1st Street,
Princeton, MN 55371
 763-389-2422
 763-389-9142
 iscd477.org



PRINCETON PUBLIC SCHOOLS



September 2018

To: PEA (Princeton Education Association) Teachers
From: Jason Senne, Director of Human Resources

Re: Emergency Sick Leave Pool (ESLP) MOU & ESLP Application

Princeton Public Schools has entered into a MOU (Memorandum of Understanding) with the PEA (Princeton Education Association) for an emergency sick leave pool. The purpose is to assist our teachers when there is a medical emergency and all sick leave has been exhausted. An employee may only draw from the ESLP for their own illness/accident.

According to the MOU between Princeton Schools and the PEA:
Teachers who are experiencing a medical emergency are eligible to receive up to thirty (30) days of paid sick leave from the ESLP during any school year and a maximum of forty-five (45) days during their career with the District. To obtain such leave, an eligible teacher must have donated one (1) sick day in the current year and submit the following: (1) a written application to receive paid leave from the ESLP (see below); and (2) a medical certification from the teacher's treating physician. The District may require additional information, as it deems necessary, to determine whether the teacher has a legitimate medical emergency.

After returning the needed items, the district committee will make a decision to determine if the ESLP may be used for the medical emergency. The committee will consist of two (2) members from the PEA and Director of Human Resources.

ESLP Application

Teacher Name: _____ Date: _____
Number of requested days from ESLP (teacher): _____

* I have read and agree to the terms outlined in the attached MOU.

Teacher Signature Date

Number of approved days from ESLP (District): _____

PEA Representative Date

PEA Representative Date

Director of Human Resources Date

Core Values



708 1st Street,
Princeton, MN 55371
763-389-2422
763-389-9142
lsd477.org



PRINCETON

PUBLIC SCHOOLS



Minnesota Department of Health reviewed Princeton Public Schools concessions on August 24th 2018. We were informed that we could not operate the indoor concession stand as is and that our licensing was not correct. At a minimum we are required to have a hard plumbed hand washing sink. They also have concerns about appropriate cleaning of utensils and equipment. They also require the person responsible for the concessions to be ServSafe trained.

In order to operate this fall we have done the following items:

1. Tied indoor concession stand to our main High School kitchen license.
2. Rented a handwashing sink.
3. Opened our main kitchen to wash utensil and equipment appropriately.
4. Sent staff to be ServSafe trained on September 26th.
5. Applied for a limited event concession license for our outdoor concessions.
6. Put procedures in place for renting outdoor concessions, to verify appropriate licensing.

Long Term Solutions:

Outdoor Concession Stand: Can operate with a limited license for up to 10 events each year. At this time we do not need to do anything to operate the outdoor concession stand.

Indoor Concession Stand Options:

- Leave as is: Keep the indoor concession stand tied to our High School Kitchen License. This will not meet the minimum of a hand sink and would require us to serve all prepackaged food.
- Renovate existing location estimated roughly at \$113,000. The issue is the access to the appropriate water line and the ability to vent correctly.
- Renovate new AD Office to become the concession stand and move the AD office back to old location. Water is easily accessible and enough space is in there to include both a hand washing sink and a three compartment sink. Located close to both gyms. Estimated: \$57,500.
- Renovate Old AD Office (currently Conference Room). Water is easily accessible and there is enough space in there to include both a hand washing sink and a three compartment sink. This is a little further away. Estimated: \$53,900.

Core Values



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

Princeton Schools ISD 477
Process & Potential Timeline for Issuance of Facilities Maintenance Bonds

Action	Scheduled Completion
District determine the scope and estimated cost of project	Spring 2018
Ehlers prepares estimates for bond size and payment schedule	Spring 2018
District/Ehlers update MDE Long-Term Facilities Maintenance Ten-Year Revenue Projection and Expenditure spreadsheets	May 2018
School Board approves ten-year plan documents; District submits documents to MDE, including request for approval to issue Facilities Maintenance Bonds	June 2018
Finance Committee discussion of process and timing	October 2, 2018
School Board adopts Resolution of Intent to issue Facilities Maintenance Bonds (including notice required to be published in newspaper)	October 16, 2018
District provides the notice to newspaper for publication (notice includes the intended projects to be financed with Facilities Maintenance Bonds, the amount of the bond issue, and the total district outstanding debt). Notice must be published at least 20 days prior to the earliest of: solicitation of bids, issuance of bonds, or final levy certification (scheduled for December 18 th).	October 17, 2018
Ehlers prepares Presale Report and presents to School Board	December 18, 2018
Ehlers coordinates the bond sale/issuance process, including preparing, publishing and distributing Preliminary Official Statement with Terms of Proposal, and soliciting proposals for purchase of the bonds	December 2018/January 2019
Ehlers sends District "General Certificate" to complete, providing information needed for bond sale documents	Week of December 18, 2018
Ehlers provides district with draft of Preliminary Official Statement (offering statement for bonds) for review	Week of January 7, 2018
Preliminary Official Statement is published on Ehlers website and sent to board members	Week of January 14, 2018
Conference call with rating agency	Week of January 21, 2019
Ehlers receives and evaluates bid(s)/proposals for the bonds; School Board adopts resolution awarding the sale of bonds	February 5, 2019
Ehlers facilitates bond closing and transfer of bond proceeds to District	February 21, 2019



2018 / 2019 DISTRICT ENROLLMENT TRACKING

		9.12.18		10/1/2018	11/1/18								Average
		Budget	Opening	End of September	End of October	End of November	End of December	End of January	End of February	End of March	End of April	End of May	Enrollment
Primary K-2	K	230	241	241									
	1st	263	254	256									
	2nd	236	232	232									
	Sub Total	729	727	729	0	0	0	0	0	0	0	0	729
Intermediate 3-5	3rd	233	230	229									
	4th	271	262	260									
	5th	242	250	249									
	Sub Total	746	742	738	0	0	0	0	0	0	0	0	738
Middle 6-8	6th	278	280	280									
	7th	273	272	271									
	8th	262	260	258									
	Sub Total	813	812	809	0	0	0	0	0	0	0	0	809
9-12 Programing	9th	234	248	249									
	10th	277	277	275									
	11th	233	267	257									
	12th	215	309	292									
	Sub Total	959	1101	1073	0	0	0	0	0	0	0	0	1,073
K-12 Total		3247		3349	0	0	0	0	0	0	0	0	3349

2018 LEVY PAY 2019

	Final School Year 2018-2019	Proposed School Year 2019-2020
GENERAL EDUCATION LEVY		
LOCAL OPT. ALLOW/REFEREND(424)	\$1,472,844.05	\$1,673,429.40
EQUITY LEVY	\$389,145.60	\$472,318.33
TRANSITION LEVY	\$14,930.59	\$16,962.03
OPERATING CAPITAL	\$132,950.89	\$164,371.93
ALTERNATIVE TEACHER COMP(Qcomp)	\$236,934.03	\$265,805.49
SAFE SCHOOLS	\$124,883.64	\$132,867.72
CAREER & TECHNICAL	\$70,644.34	\$64,289.69
LONG TERM FACILITY MAINTENANCE	\$701,435.36	\$547,795.79
LEASE LEVY	\$403,543.27	\$390,606.82
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	\$3,575,434.93
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	\$1,192.10
SCHOOL AGE CARE (disabled)	\$158,193.00	\$100,000.00
ADJUSTMENTS	\$7.95	\$355.81
TOTAL COMMUNITY EDUCATION LEVY	\$360,176.99	\$310,275.11
	2018-2019	2019-2020
GENERAL DEBT	\$3,341,566.95	\$3,666,925.81
TOTAL DEBT LEVY	\$3,341,566.95	\$3,666,925.81
TOTAL LEVY	\$7,087,312.36	\$7,552,635.85

\$465,323.49

6.57%

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between Independent School District No. 477, Princeton Public Schools (“District”) and Princeton Education Association (“Union”).

WHEREAS, the District and the Union are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for teachers who are employed by the District; and

WHEREAS, the District and the Union want to establish an emergency sick leave pool for full-time teachers who are employed by the District;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA and other valuable consideration, the sufficiency of which is acknowledged, the District and the Union agree as follows:

1. **Creation of Emergency Sick Leave Pool (“ESLP”).** The District and Union hereby create an ESLP for full-time teachers who are experiencing a “medical emergency.” The ESLP is not a sick leave benefit that is provided by the District. It is a benefit that is provided by coworkers through the voluntary donation of sick leave.
2. **Definition of Medical Emergency.** For purposes of this MOA, a “medical emergency” means a medical condition that will require the teacher to be absent for more than ten consecutive duty days and will result in a substantial loss of income to the teacher because the teacher has exhausted all other forms of paid leave. The medical condition must be recognized by the mainstream medical community. A qualified medical doctor must have diagnosed the teacher with the medical condition. The ESLP may not be used to care for a family member’s medical condition.
3. **Donation of Sick Leave.** The ESLP will be established by voluntary donations from members of the teachers’ bargaining unit. All teachers who wish to participate in the ESLP will initially be assessed one (1) day of sick leave per school year. Donations must be completed on the ESLP donation form during the donation window. All donations are confidential and nonrefundable. Once a teacher donates a day of sick leave to the ESLP, the teacher cannot rescind or retract the donated sick leave for any reason. Additionally, employees are not to be compensated or receive gifts for donating sick leave. If at any point the pool is not self-sustainable, the District and Union may mutually agree to provide members of the the bargaining unit an opportunity to donate an additional day of accumulated sick leave. The District has no obligation to grant leave from the ESLP if all donated days have been exhausted. The pool will carry over from year to year. Those who do not participate in donation are not eligible to receive ESLP days. Donating sick days into the ESLP will be available October 1, 2018 through October 16, 2018 for the 2018-2019 school year.

4. **Eligibility for ESLP.** Current full-time K-12 teachers who are experiencing a medical emergency are eligible to receive up to thirty (30) days of paid sick leave from the ESLP during any school year and a maximum of forty-five (45) days during their career with the District. For purposes of this MOA, a "full-time" teacher is a teacher who is regularly scheduled to work more than 37.5 hours per week. To obtain such leave from the ESLP, an eligible teacher must have donated one (1) sick day in the current year and submit the following: (1) a written application to receive paid leave from the ESLP; and (2) a medical certification from the teacher's treating physician. The District may require additional information, as it deems necessary, to determine whether the teacher has a legitimate medical emergency. Teachers may not begin to draw paid sick leave from the ESLP unless and until the District approves the written application. The District's decision to grant or deny leave from the ESLP is not subject to the grievance process. Those who do not participate in donation are not eligible to receive ESLP days.
5. **Loss of Eligibility for ESLP.** Teachers will immediately become ineligible to receive paid sick leave from the ESLP if they become eligible to receive benefits from another source, such as long-term disability insurance or workers' compensation.
6. **Tax Consequences.** While the parties have endeavored to create a tax advantaged medical emergency pool, neither the District nor any person affiliated with the District, including any School Board member, official, employee, agent, insurer, attorney, or representative, has made any statement or representation to the Union or to any member of the bargaining unit regarding the tax consequences of this MOA. Likewise, neither the Union nor any person affiliated with the Union, including any official, employee, agent, attorney, or representative of the Union has made any statement or representation to the District or to any member of the bargaining unit regarding the tax consequences of this MOA.
7. **Governing Committee.** A committee will be established to act as the governing body for the administration of the ESLP bank. The committee will consist of two (2) members from the PEA named by the PEA and the Director of Human Resources.
8. **Procedures for use of ESLP.**
 - a. Employees on leave of absence are not eligible for use of ESLP.
 - b. An employee may only draw from the ESLP for their own illness/accident.
 - c. An employee accessing the ESLP must submit an application for acceptance to the district committee which explains their need for use of the ESLP. The request should be accompanied by a physician's certification of illness as proof of need and anticipated duration (if possible). Applications can be obtained from the PEA or Director of Human Resources and must be submitted to the Director of Human Resources.
 - d. The ESLP governing committee shall make its decision upon each request within ten (10) business days of the receipt of the request.
 - e. In all cases, unless stated to the contrary, decisions of the Committee shall be made by simple majority.

- f. In all cases application for use of ESLP must be made prior to the exhaustion of the applicant's sick leave. Otherwise, benefits for ESLP shall commence on the date the Committee grants approval of the application.
 - g. At the start of the school year, each employee must renew their donation to continue to be eligible for the ESLP.
 - h. Decisions made by the Committee are not grievable by the employee.
9. **Sick Leave HRA.** Donation of sick leave time to the ESLP will not impact an employee's eligibility for the Sick Leave HRA as stated in Article XIII, subd 9.
 10. **No Precedent or Practice.** Nothing in this MOA may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. No party may submit this MOA in any proceeding as evidence of a precedent or practice.
 11. **Term of MOA.** This MOA is separate from, and not part of, the CBA. This MOA will automatically expire, without further action of the parties, on June 30, 2019, unless the parties affirmatively act to enter into a new MOA.
 12. **Entire MOA.** This MOA constitutes the entire agreement between the Union and the District relating to the ESLP. No party has relied upon any statements or promises that are not set forth in this MOA. This MOA controls to the extent that it conflicts with the CBA. No changes to this MOA are valid unless they are in writing and signed by the parties.

PRINCETON EDUCATION ASSOCIATION

INDEPENDENT SCHOOL DISTRICT
NO. 477

Cynthia Klumpke 9-26-18
PEA Co-President Date

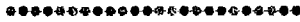
School Board Chair Date

Mary Bab 9-26-18
PEA Co-President Date

School Board Clerk Date



PRINCETON PUBLIC SCHOOLS



September 2018

To: PEA (Princeton Education Association) Teachers
From: Jason Senne, Director of Human Resources

Re: Emergency Sick Leave Pool (ESLP) MOU & Donation form

Princeton Public Schools has entered into a MOU (Memorandum of Understanding) with the PEA (Princeton Education Association) for an ESLP (emergency sick leave pool). The purpose is to assist our teachers when a teacher has a medical emergency, all sick leave has been used, and to help bridge the gap before long term disability eligibility. An employee may only draw from the ESLP for their own illness/accident.

According to the MOU between Princeton Schools and the PEA:

"The ESLP will be established by voluntary donations from members of the teachers' bargaining unit. All teachers who wish to participate in the ESLP will initially be assessed one (1) day of sick leave per school year. Donations must be completed on the ESLP donation form during the donation window. All donations are confidential and nonrefundable. Once a teacher donates a day of sick leave to the ESLP, the teacher cannot rescind or retract the donated sick leave for any reason. Additionally, employees are not to be compensated or receive gifts for donating sick leave. If at any point the pool is not self-sustainable, the District and Union may mutually agree to provide members of the the bargaining unit an opportunity to donate an additional day of accumulated sick leave. The District has no obligation to grant leave from the ESLP if all donated days have been exhausted. The pool will carry over from year to year. Those who do not participate in donation are not eligible to receive ESLP days."

If you would like to donate one (1) day out of your sick leave for this purpose, please fill out the form below. Donating sick days into the ESLP will be available October 1, 2018 through October 16, 2018 for the 2018-2019 school year.

Sick Leave Donation Section

Teacher Name: _____

Date: _____

I voluntarily donate one (1) sick day for the 2018-2019 school year.

* I have read and agree to the terms outlined in the attached MOU.

Teacher Signature





Date

Director of Human Resources

Date

Core Values



 706 1st Street,
Princeton, MN 55371
 763-389-2422
 763-389-9142
 iscd477.org



PRINCETON PUBLIC SCHOOLS



September 2018

To: PEA (Princeton Education Association) Teachers
From: Jason Senne, Director of Human Resources

Re: Emergency Sick Leave Pool (ESLP) MOU & ESLP Application

Princeton Public Schools has entered into a MOU (Memorandum of Understanding) with the PEA (Princeton Education Association) for an emergency sick leave pool. The purpose is to assist our teachers when there is a medical emergency and all sick leave has been exhausted. An employee may only draw from the ESLP for their own illness/accident.

According to the MOU between Princeton Schools and the PEA:

Teachers who are experiencing a medical emergency are eligible to receive up to thirty (30) days of paid sick leave from the ESLP during any school year and a maximum of forty-five (45) days during their career with the District. To obtain such leave, an eligible teacher must have donated one (1) sick day in the current year and submit the following: (1) a written application to receive paid leave from the ESLP (see below); and (2) a medical certification from the teacher's treating physician. The District may require additional information, as it deems necessary, to determine whether the teacher has a legitimate medical emergency.

After returning the needed items, the district committee will make a decision to determine if the ESLP may be used for the medical emergency. The committee will consist of two (2) members from the PEA and Director of Human Resources.

ESLP Application

Teacher Name: _____

Date: _____

Number of requested days from ESLP (teacher): _____

* I have read and agree to the terms outlined in the attached MOU.

Teacher Signature

Date

Number of approved days from ESLP (District): _____

PEA Representative

Date

PEA Representative

Date

Director of Human Resources

Date

Core Values



708 1st Street,
Princeton, MN 55371
763-389-2422
763-389-9142
lsd477.org

PRINCETON PUBLIC SCHOOLS
POLICY 427-WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Caseloads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Adopted: August 4, 2015
Revised: September 6, 2016
Revised: October 16, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY 605 - ALTERNATIVE PROGRAMS**

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational programs to the school board.
- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
 Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
 Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
 Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)

Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and
Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized
Instructional Services)

Cross References:

MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Adopted: October 16, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY 610-FIELD TRIPS**

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

Trips that involve one or more overnights stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. The request procedure will include approval for extended field trips from the principal, activities

director, superintendent and school board. Exemptions to this policy include teams/individuals advancing through MSHSL tournament play or in cases where a group/individual advance as a result of winning an official school activity or competition.

The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 - 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 - 2. An employee must obtain approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre approval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and

circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 123B.49 (Co Curricular and Extracurricular
 Activities; Insurance)
 Minn. Stat § 169.011. Subd. 71(a) (Definition of a School
 Bus)
 Minn. Stat § 169.454 Subd. 13 (Type III Vehicle
 Standards-Exemption)
 Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721,
 327 F.3d 675 (8th Cir. 2003)
 Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School
 District Employees)
 Policy 404 (Employment Background Checks)
 Policy 423 (Employee – Student Relationships)
 Policy 506 (Student Discipline)
 Policy 510 (Activities Program)
 Policy 707 (Transportation of Public School Students)
 Policy 709 (Student Transportation Safety Policy)
 Policy 710 (Extracurricular Transportation)
 [Field Trip Request Form](#)

Adopted: August 23, 1983
Revised: January 12, 1999
Revised: August 9, 2005
Revised: December 8, 2009
Revised: March 11, 2010
Revised: October 26, 2010

Revised: October 25, 2011

Revised: October 21, 2014

Revised: October 20, 2015

Revised: January 17, 2017

Revised: October 16, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY 627-STUDENT FEES**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF STUDENT FEE PROCEDURE(S)

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

IV. STUDENT FEE PROCEDURE GUIDELINE(S)

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

Each building handbook will address the cost of fees regarding the loss, damage, or other misuse of school property.

V. WAIVER

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

Adopted: April 18, 2016

**PRINCETON PUBLIC SCHOOLS
POLICY-704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF
FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

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

IV. CAPITALIZATION

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

V. DEPRECIABLE LIVES

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

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

VI. DEPRECIATION METHOD

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

VII. DONATIONS/GIFTS

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

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

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

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

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

**CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2019A**

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held October 16, 2018, at 6:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO
ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE
BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

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

WITNESS MY HAND officially as such recording officer this 16th day of October, 2018.

School District Clerk

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

HELD: OCTOBER 16, 2018

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 477 (Princeton Public Schools), State of Minnesota, was held on October 16, 2018 at 6:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO
ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE
BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

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

1. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 477 (the "District") to issue its fully registered general obligation facilities maintenance bonds (the "Bonds") pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as amended, to fund the costs of the following projects and related financing costs:

- various deferred maintenance projects included in the District's ten-year facility plan approved by the Commissioner of Education

The Bonds would be issued in the total aggregate principal amount of not to exceed \$4,500,000. The issuance of the Bonds is hereby authorized.

2. The ten-year facility plan approved by the Board is incorporated in this resolution as though fully specified herein. The administration is authorized and directed to

submit to the Commissioner such additional information as may be necessary to secure the approval of the Commissioner for the ten-year facility plan and this bond issuance, as required by Minnesota Statutes, Section 123B.595. The submission of a proposed plan and a request for approval prior to the date of this resolution is ratified and approved in all respects.

3. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

4. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution, but at least twenty (20) days before the earliest of the solicitation of bids, the issuance of bonds or the final certification of levies. Any publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

5. The Board, having been advised by Ehlers & Associates, Inc., its independent municipal advisor, hereby determines that the Bonds shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, as amended.

6. If the issuance of the Bonds is approved, the Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds. The terms and provisions specified in the Official Statement are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, and shall be made available to all prospective purchasers of the Bonds. Ehlers & Associates, Inc., is authorized to prepare an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

7. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar.

The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE FACILITIES MAINTENANCE BONDS
TO FINANCE CERTAIN PROJECTS INCLUDED IN THE DISTRICT'S
TEN-YEAR FACILITY PLAN**

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

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 477, State of Minnesota (the "District"), adopted a resolution (the "Resolution") on October 16, 2018, stating the intention of the School Board to issue general obligation facilities maintenance bonds (the "Bonds") in the total principal amount of not to exceed \$4,500,000 pursuant to Minnesota Statutes, Section 123B.595 and Chapter 475, as amended. The proceeds of the Bonds will be used to fund the costs of the following projects at various District facilities and related financing costs:

- various deferred maintenance projects included in the District's ten-year facility plan approved by the Commissioner of Education

The total amount of District indebtedness as of November 1, 2018, is \$41,660,000. If these proposed Bonds were issued after that date, the total indebtedness of the District at that time would be \$46,160,000.

Dated: October 16, 2018

BY ORDER OF THE SCHOOL BOARD

/s/

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