

Princeton Public Schools - ISD 477
Tuesday, October 15, 2019 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. Roll Call

4. REPORTS

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

5. APPROVE AGENDA

6. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

7. 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 7
- b. Bills 8
- c. Treasurer's Report 14
- d. Wire Transfers 15
- e. Gifts, Fundraisers, Field Trips, Grants 16

8. ACTION

- a. Second Reading of Policies
I move to accept the second reading of policies as presented.
 - 701 - Establishment and Adoption of School District Budget 17
 - 701.1 - Purchasing and Procurement Policy 20
 - 702 - Accounting 22

703 - Annual Audit	24
704 - Dev & Mntc of an Inventory of Fixed Assets & a Fixed Asset Accounting System	26
705 - Investments	29
706 - Acceptance of Gifts	40
712 - Video Surveillance Other Than on Buses	43
903 - Visitors to School District Buildings and Sites	45
b. MSHSL Girls Hockey Co-Op Application <i>I move to accept the MSHSL Girls Hockey Co-Op Application as presented.</i>	48
9. WORK SESSION	
a. High School Update (Student Learning, Climate/Culture, MTSS)	54
b. High School Redesign Update	82
c. Primary School Update	83
d. Intermediate School Update	99
e. Climate and Culture Updates	
f. Long Range Planning Update	
g. Health Insurance Bids	119
h. Enrollment	121
10. ADDITIONS TO AGENDA	
a. Oakland Purchase Agreement	122
11. FUTURE MEETING(S) INFORMATION	
Finance Meeting - November 6, 4:30 pm	
Board Meeting - November 6, 6:00 pm	
12. ADJOURN	
13. INFORMATION	
14. INFORMATION	
15. WORK SESSION	

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 **1st day of October, at 6:00 p.m.** in the District Center Board Room.

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

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, and Director of Human Resources Jason Senne.

Citizen Comments: None

REPORTS

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

Howard Vaillancourt	Community Education Advisory Committee; Long Range Planning Community Meeting
Eric Strandberg	Long Range Planning Community Meeting
Jim Tomsy	None
Eric Minks	Agenda Planning; Finance Committee Meeting
Deb Ulm	Long Range Planning Community Meeting; Wellness Committee; Finance Committee Meeting
Chad Young	Agenda Planning Meeting
Sue VanHooser	SEE General Meeting; RRSEC Governing Board Meeting

Student Council Report: Homecoming candidates were announced and dress up days were planned. Homecoming is next week.

Discussion: Princeton Hall of Fame ceremony will take place during homecoming.

Superintendent Report: SEE provided data stating voters in the state of Minnesota consider educational issues as high priority. Attended Long Range Planning Community Meeting and invitations will go out soon from Wold. Joined Fairview Medical Advisory Board to create partnerships with the school district. Oct 2 is Walk to School Day.

APPROVE AGENDA

Motion made by Eric Strandberg, seconded by Howard Vaillancourt **to approve the**

agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Deb Ulm seconded by Jim Tomksy, **to approve the September 17th work session minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Deb Ulm, **to approve the consent agenda as presented.** Personnel, bills, grants, gifts and fundraisers. Motion passed unanimously.

INFORMATION

1st Reading of Policies- Changes to policies 701, 701.1, 702, 703, 704, 705, 706, 712 and 903 were presented.

ADDITIONS TO AGENDA- None

FUTURE MEETING

Public Engagement Committee Meeting - October 7th 4:30 pm
Policy Committee Meeting - October 15th 5:00 pm
Work Session Board Meeting - October 15th 6:00 pm

MOTION TO CLOSE BOARD MEETING TO DISCUSS OAK LAND PROPERTY, NEGOTIATIONS STRATEGY, AND SUPERINTENDENT EVALUATION

Motion to close board meeting pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b) was made by Chad Young, seconded by Eric Strandberg. Motion passed unanimously.

The meeting was called back into order by Chair Eric Minks at 7:16 pm.

PARAPROFESSIONAL CONTRACT

A motion was made by Jim Tomsky and seconded by Howard Vaillancourt to approve the tentative paraprofessional contract. Upon roll call the following voted in favor of: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, Jim Tomsky, and Howard Vaillancourt. Eric Strandberg abstained. Motion passed 6 to 0.

ADJOURN

Motion to adjourn the meeting was made by Sue VanHooser and seconded by Jim Tomsky. The meeting was adjourned at 7:18 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

The Closed School Board of District #477 was called to order by Chair Eric Minks on the **1st day of October, at 6:12 p.m.** in the District Office Board Room.

Closed meeting minutes: Oak Land Property, negotiations strategy, and superintendent evaluation was discussed.

Motion made by Jim Tomsy and seconded by Deb Ulm to adjourn the meeting and go into and open meeting at 7:15 p.m. Motion passed unanimously.

Chair Eric Minks

Clerk Sue Van Hooser

Recorder - Emily McKinnon

10.15.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Neske	Katelin	PS	Tlger Club Assistant	Community Ed		9.25.19	\$9.86 / hr
New Hire	Fountain	Ashely	PS / FC	Tiger Club Para	Community Ed		10.4.19	\$16.14 / hr
New Hire	Hilstrom	Ammy	FC	Preschool Tiger Club Asst	Community Ed		10.4.19	\$10.00 / hr
New Hire	Fox	Brittany	PS	Tiger Club Para	Community Ed		10.4.19	\$16.14 / hr
New Hire	Brant	Ashley	HS	High School Counselor	PEA	Allen Balsley	10.21.19	\$47,800.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Wentworth	Taylor	HS	Spring Play Director	Activities		10.1.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Maltz	Denise	PS	Food Service	Food Service		9.25.19-12.25.19	
LOA	Johnson	Lisa	IS	Teacher	PEA		10.1.19-11.13.19	
LOA	Jennings	Susan	MS	Teacher	PEA		9.3.19-9.3.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Stay	Dale	HS	Asst Football Coach (Float)	Activities		8.12.19-11.29.19	\$3,713.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Torregrosa	Cecilia	PS	PK-2 Span Immers PLC			9.27.19	\$150.00
Extra Duty	James	Jesse	HS	JV Girls Basketball Coach	Activities	Pedro Valdevieso	11.4.19	\$3,710.00
Extra Duty	Doyle	Jenna	HS	Asst Girls Basketball Coach	Activities	Pedro Valdevieso	11.4.19	\$3,300.00
Extra Duty	Scepurek	Danette	PS	Before School Supervisor	Paras		9.3.19	\$17.32 / hr
Extra Duty	Bergmann	Colleen	PS	Before School Supervisor	Paras		9.3.19	\$17.72 / hr
Extra Duty	Uittenbogaard	Kathryn	HS	Head Softball Coach	Activities	Mandee Allen	3.9.20	\$4,126.00
Extra Duty	Totzke	Breanna	MS	Speech Coach	Activities	Anna Jenrich	11.4.19-4.16.20	\$2,063.00
Extra Duty	Danielson	Jennifer	IS	IS Targeted Services Coord.	PEA	Laura Skluzacek	10.14.19	\$32.00 / hr
Extra Duty	Stencel	Carrie	IS	IS Targeted Services Coord.	PEA	Laura Skluzacek	10.14.19	\$32.00 / hr

Princeton Public Schools #477
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$368,174.58
02	Food Service	\$53,104.70
04	Community Service	\$4,466.42
06	Construction	\$249,224.85
10	Student Activities	\$22,586.54
Report Total		\$697,557.09

Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81459	173827	Check	1	15244	1	AUL	Yes	No	No	USD	09/30/2019	270.00
			81463	173828	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	09/30/2019	498.72
			81464	173829	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	09/30/2019	18.74
			81460	173830	Check	1	3177	1	HORACE MANN LIFE INS. CO.	Yes	No	No	USD	09/30/2019	120.54
			81461	173831	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	09/30/2019	177.84
			81462	173832	Check	1	4584	4	NCPERS GROUP LIFE INS.	Yes	No	No	USD	09/30/2019	64.00
			81465	173833	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	09/30/2019	1,518.88
			81466	173834	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	09/30/2019	1,246.17
			81467	173835	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	09/30/2019	466.55
			81495	173836	Check	1	16448		AANERUD LAURA	Yes	No	No	USD	09/27/2019	30.00
			81522	173837	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	09/27/2019	5,049.55
			81473	173838	Check	1	12256		ANDERSON VIVA M.	Yes	No	No	USD	09/27/2019	175.00
			81499	173839	Check	1	16453		ASBDA	Yes	No	No	USD	09/27/2019	85.00
			81474	173840	Check	1	1243	1	ASCD	Yes	No	No	USD	09/27/2019	239.00
			81521	173841	Check	1	7328		AUTO BODY TECHNICIANS	Yes	No	No	USD	09/27/2019	59.98
			81511	173842	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	09/27/2019	145.97
			81490	173843	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	09/27/2019	630.00
			81491	173844	Check	1	1596		BUREAU OF EDUCATION & RESEAR	Yes	No	No	USD	09/27/2019	279.00
			81482	173845	Check	1	13865		CHECINSKI GEORGE	Yes	No	No	USD	09/27/2019	85.00
			81502	173846	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	09/27/2019	138.07
			81471	173847	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	09/27/2019	3,664.45
			81493	173848	Check	1	16130		DEGERSTROM SEAN	Yes	No	No	USD	09/27/2019	81.00
			81489	173849	Check	1	15711		DUCKLOW DUSTIN	Yes	No	No	USD	09/27/2019	125.00
			81503	173850	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	09/27/2019	135.00
			81524	173851	Check	1	9155	1	ERICKSON GREGORY A.	Yes	No	No	USD	09/27/2019	1,006.50
			81469	173852	Check	1	11445		FIELD ENVIRONMENTAL CONSULTIN	Yes	No	No	USD	09/27/2019	562.50
			81497	173853	Check	1	16450		FLUCK LONNIE	Yes	No	No	USD	09/27/2019	125.00
			81492	173854	Check	1	16035		GAVIC MARK	Yes	No	No	USD	09/27/2019	91.00
			81525	173855	Check	1	9420		GUIDARELLI JOE	Yes	No	No	USD	09/27/2019	180.00
			81504	173856	Check	1	2891		GUTHRIE THEATER GROUP SALES	Yes	No	No	USD	09/27/2019	1,570.00
			81505	173857	Check	1	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	09/27/2019	1,125.00
			81487	173858	Check	1	15509		HAAG KURT	Yes	No	No	USD	09/27/2019	85.00
			81472	173859	Check	1	11796		HENNINGTON ART	Yes	No	No	USD	09/27/2019	90.00
			81501	173860	Check	1	16456		HOLM JACOB	Yes	No	No	USD	09/27/2019	150.00
			81520	173861	Check	1	7011		HOMMERDING DICK	Yes	No	No	USD	09/27/2019	125.00
			81496	173862	Check	1	16449		KLUEMPKE KIRK	Yes	No	No	USD	09/27/2019	264.00
			81488	173863	Check	1	15642		LARSON ENGINEERING, INC.	Yes	No	No	USD	09/27/2019	1,000.00
			81506	173864	Check	1	3941	3	M.A.A.S.F.E.P.	Yes	No	No	USD	09/27/2019	1,200.00
			81507	173865	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	09/27/2019	1,740.30
			81468	173866	Check	1	10532		MCGRAW CHAD	Yes	No	No	USD	09/27/2019	81.00
			81508	173867	Check	1	4136		MENARDS	Yes	No	No	USD	09/27/2019	622.99

Princeton Public Schools #477

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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			81470	173869	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/27/2019	35.00
			81509	173870	Check	1	4481		MnSTA	Yes	No	No	USD	09/27/2019	750.00
			81510	173871	Check	1	4481		MnSTA	Yes	No	No	USD	09/27/2019	1,450.00
			81477	173872	Check	1	13313		NAfME	Yes	No	No	USD	09/27/2019	140.00
			81498	173873	Check	1	16451		NAGEL KEITH	Yes	No	No	USD	09/27/2019	85.00
			81479	173874	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	09/27/2019	6,880.76
			81512	173875	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	09/27/2019	657.72
			81513	173876	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	09/27/2019	209.92
			81514	173877	Check	1	5040		PIZZA BARN	Yes	No	No	USD	09/27/2019	311.00
			81515	173878	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	09/27/2019	785.00
			81516	173879	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/27/2019	153.82
			81478	173880	Check	1	13353		RAY DARREN	Yes	No	No	USD	09/27/2019	225.00
			81517	173881	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	09/27/2019	192.00
			81480	173882	Check	1	13858		SCHMELING KEVIN	Yes	No	No	USD	09/27/2019	91.00
			81481	173883	Check	1	13860		SIMMONS STAN	Yes	No	No	USD	09/27/2019	91.00
			81523	173884	Check	1	8064		SIPE GARY	Yes	No	No	USD	09/27/2019	91.00
			81494	173885	Check	1	16447		SOURCEWELL TECHNOLOGY	Yes	No	No	USD	09/27/2019	2,793.00
			81476	173886	Check	1	13220	1	STANLEY ACCESS TECHNOLOGIES	Yes	No	No	USD	09/27/2019	216.00
			81483	173887	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	09/27/2019	11,052.31
			81486	173888	Check	1	15268		TREICHEL TYLER	Yes	No	No	USD	09/27/2019	81.00
			81519	173889	Check	1	6855		TREWICK JIM	Yes	No	No	USD	09/27/2019	125.00
			81484	173890	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	09/27/2019	190.24
			81485	173891	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/27/2019	636.00
			81518	173892	Check	1	6500		WEST BRANCH CONSTRUCTION CO	Yes	No	No	USD	09/27/2019	1,450.00
			81500	173893	Check	1	16455		ZELENAK MARK	Yes	No	No	USD	09/27/2019	91.00
			81526	173894	Check	1	5547	8	S.N.D.M.	Yes	No	No	USD	09/27/2019	100.00
			81528	173895	Check	1	9579		ARROWWOOD RESORT & CONF CTI	Yes	No	No	USD	09/27/2019	234.38
			81527	173896	Check	1	14852		SKYWARD USERS OF MN	Yes	No	No	USD	09/27/2019	210.00
			81529	173897	Check	1	2891		GUTHRIE THEATER GROUP SALES	Yes	No	No	USD	10/02/2019	1,500.00
			81537	173898	Check	1	12256		ANDERSON VIVA M.	Yes	No	No	USD	10/04/2019	123.00
			81571	173899	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	10/04/2019	12.98
			81549	173900	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	10/04/2019	630.00
			81541	173901	Check	1	1346		BECKER HIGH SCHOOL	Yes	No	No	USD	10/04/2019	150.00
			81543	173902	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	10/04/2019	1,694.39
			81548	173903	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	10/04/2019	290.00
			81547	173904	Check	1	1572		BUFFALO HIGH SCHOOL	Yes	No	No	USD	10/04/2019	50.00
			81553	173905	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	10/04/2019	190.00
			81538	173906	Check	1	12260		COLEMAN PAULA	Yes	No	No	USD	10/04/2019	123.00
			81560	173907	Check	1	16463		COOPER STEVE	Yes	No	No	USD	10/04/2019	75.00
			81534	173908	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	10/04/2019	2,666.47

Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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			81552	173910	Check	1	16130		DEGERSTROM SEAN	Yes	No	No	USD	10/04/2019	81.00
			81578	173911	Check	1	8487		DIETL RON	Yes	No	No	USD	10/04/2019	81.00
			81559	173912	Check	1	16462		FARBO SUSAN	Yes	No	No	USD	10/04/2019	248.00
			81563	173913	Check	1	2574		FOLEY HIGH SCHOOL	Yes	No	No	USD	10/04/2019	100.00
			81580	173914	Check	1	9210		FUERSTENBERG ALAN	Yes	No	No	USD	10/04/2019	125.00
			81564	173915	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	10/04/2019	853.81
			81565	173916	Check	1	3267		I.S.D. #625	Yes	No	No	USD	10/04/2019	169.68
			81566	173917	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	10/04/2019	1,264.13
			81577	173918	Check	1	8436		JOHNSON ROBERT N	Yes	No	No	USD	10/04/2019	85.00
			81546	173919	Check	1	15279		KELLY JASON	Yes	No	No	USD	10/04/2019	81.00
			81550	173920	Check	1	15925		KOLKIND CALLIE	Yes	No	No	USD	10/04/2019	10.00
			81567	173921	Check	1	4062		MAWSECO #938	Yes	No	No	USD	10/04/2019	664.02
			81568	173922	Check	1	4073		MBCA CLINIC	Yes	No	No	USD	10/04/2019	220.00
			81539	173923	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	10/04/2019	329.37
			81569	173924	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	10/04/2019	3,011.17
			81533	173925	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	10/04/2019	168.15
			81581	173926	Check	1	9643		MONTICELLO HIGH SCHOOL	Yes	No	No	USD	10/04/2019	150.00
			81570	173927	Check	1	4443		MORA HIGH SCHOOL	Yes	No	No	USD	10/04/2019	125.00
			81551	173928	Check	1	16049		NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD	10/04/2019	15.98
			81554	173929	Check	1	16457		PATE MARVIN	Yes	No	No	USD	10/04/2019	90.00
			81562	173930	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	10/04/2019	231.50
			81572	173931	Check	1	5040		PIZZA BARN	Yes	No	No	USD	10/04/2019	119.88
			81545	173932	Check	1	14818	2	PKS-PROFESSIONAL KARATE STUDI	Yes	No	No	USD	10/04/2019	57.60
			81532	173933	Check	1	10232		PLOEGER CORY	Yes	No	No	USD	10/04/2019	81.00
			81535	173934	Check	1	11798		POHLMEIER LUKAS	Yes	No	No	USD	10/04/2019	81.00
			81558	173935	Check	1	16461		RAISANEN GLEN	Yes	No	No	USD	10/04/2019	75.00
			81540	173936	Check	1	13353		RAY DARREN	Yes	No	No	USD	10/04/2019	75.00
			81556	173937	Check	1	16459		REDEPENNING JORDAN	Yes	No	No	USD	10/04/2019	360.00
			81573	173938	Check	1	5273	2	REGION 4 FFA	Yes	No	No	USD	10/04/2019	4,095.00
			81555	173939	Check	1	16458		ROBIDEAU BRIAN	Yes	No	No	USD	10/04/2019	180.00
			81574	173940	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	10/04/2019	2,253.59
			81579	173941	Check	1	8923		SCHIFFLER PAUL	Yes	No	No	USD	10/04/2019	125.00
			81542	173942	Check	1	13473		SCHWAN CUP HS	Yes	No	No	USD	10/04/2019	800.00
			81575	173943	Check	1	5668		SHERBURNE COUNTY TREASURER	Yes	No	No	USD	10/04/2019	651.19
			81561	173944	Check	1	16465		SUE'S BUS SERVICE, INC.	Yes	No	No	USD	10/04/2019	937.84
			81544	173945	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	10/04/2019	13,049.77
			81582	173946	Check	1	9888		TRIPP GARY	Yes	No	No	USD	10/04/2019	81.00
			81576	173947	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	10/04/2019	780.00
			81557	173948	Check	1	16460		WEILER ROB	Yes	No	No	USD	10/04/2019	180.00
			81583	173949	Check	1	6294	4	UNITED STATES TREASURY	Yes	No	No	USD	10/08/2019	415.96

Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81590	173950	Check	1	1256		A - Z RESTAURANT EQUIPMENT	Yes	No	No	USD	10/15/2019	134.00
			81593	173951	Check	1	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	No	USD	10/15/2019	2,590.00
			81591	173952	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	10/15/2019	117.60
			81638	173953	Check	1	3561		BERGAN KDV	Yes	No	No	USD	10/15/2019	12,000.00
			81653	173954	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	10/15/2019	109.08
			81614	173955	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	10/15/2019	95.00
			81586	173956	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	10/15/2019	502.70
			81607	173957	Check	1	14819	2	BSN SPORTS	Yes	No	No	USD	10/15/2019	1,269.58
			81616	173958	Check	1	16209		BULBS.COM	Yes	No	No	USD	10/15/2019	1,102.77
			81624	173959	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	10/15/2019	750.00
			81612	173960	Check	1	15699	1	CULINEX	Yes	No	No	USD	10/15/2019	503.57
			81601	173961	Check	1	14091		CUSTOM INK, LLC	Yes	No	No	USD	10/15/2019	959.55
			81615	173962	Check	1	16186		D & S BANNER SIGNS	Yes	No	No	USD	10/15/2019	95.75
			81584	173963	Check	1	10069		DALCO	Yes	No	No	USD	10/15/2019	1,887.75
			81626	173964	Check	1	2269		ECMECC	Yes	No	No	USD	10/15/2019	425.00
			81654	173965	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	10/15/2019	340.42
			81627	173966	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	10/15/2019	949.00
			81610	173967	Check	1	15318		EKON-O-PAC	Yes	No	No	USD	10/15/2019	18.50
			81628	173968	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	10/15/2019	321.48
			81600	173969	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	10/15/2019	554.45
			81620	173970	Check	1	16333	1	GO MINI MSP	Yes	No	No	USD	10/15/2019	82.00
			81630	173971	Check	1	2774		GOODHEART-WILLCOX CO. INC.	Yes	No	No	USD	10/15/2019	307.62
			81629	173972	Check	1	2770	2	GOODIN COMPANY	Yes	No	No	USD	10/15/2019	63.04
			81631	173973	Check	1	2775		GOPHER	Yes	No	No	USD	10/15/2019	1,962.96
			81632	173974	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	10/15/2019	18.90
			81648	173975	Check	1	6645		GRAINGER	Yes	No	No	USD	10/15/2019	1,124.35
			81599	173976	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	10/15/2019	525.00
			81633	173977	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	10/15/2019	3,139.80
			81649	173978	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	10/15/2019	138.00
			81592	173979	Check	1	12967		HILDI INC.	Yes	No	No	USD	10/15/2019	575.00
			81634	173980	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	No	No	USD	10/15/2019	1,008.94
			81605	173981	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	10/15/2019	128,763.95
			81635	173982	Check	1	3271		I.S.D. #728	Yes	No	No	USD	10/15/2019	1,843.50
			81636	173983	Check	1	3273		I.S.D. #742	Yes	No	No	USD	10/15/2019	2,493.66
			81588	173984	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	10/15/2019	779.12
			81637	173985	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	10/15/2019	220.00
			81603	173986	Check	1	14382		KELVIN TECHNOLOGY	Yes	No	No	USD	10/15/2019	279.65
			81606	173987	Check	1	14702		LIFETRACK SERVICES, INC.	Yes	No	No	USD	10/15/2019	3,360.00
			81655	173988	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	10/15/2019	550.00
			81650	173989	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	10/15/2019	50.11
			81587	173990	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	10/15/2019	338.48

Princeton Public Schools #477 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	81651	173991	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	10/15/2019	1,701.75
			81652	173992	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	10/15/2019	607.00
			81589	173993	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	10/15/2019	62.07
			81639	173994	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	10/15/2019	397.30
			81608	173995	Check	1	14959		NUTRISLICE, INC.	Yes	No	No	USD	10/15/2019	3,744.00
			81594	173996	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	10/15/2019	160,029.08
			81611	173997	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	10/15/2019	899.75
			81609	173998	Check	1	15221	1	PEARSON	Yes	No	No	USD	10/15/2019	268.48
			81618	173999	Check	1	16263		PENNIES TO DOLLARS, LLC	Yes	No	No	USD	10/15/2019	2,160.00
			81640	174000	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	10/15/2019	240.00
			81641	174001	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	10/15/2019	73,118.18
			81642	174002	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	10/15/2019	403.38
			81643	174003	Check	1	5254	3	REALLY GOOD STUFF, LLC	Yes	No	No	USD	10/15/2019	49.42
			81604	174004	Check	1	14420		ROBOTICS EDUCATION & COMPETITI	Yes	No	No	USD	10/15/2019	1,600.00
			81596	174005	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	10/15/2019	19,676.00
			81644	174006	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	No	No	USD	10/15/2019	4,088.21
			81645	174007	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	10/15/2019	122.89
			81623	174008	Check	1	16472		SENTRA-SOTA SHEET METAL, INC.	Yes	No	No	USD	10/15/2019	112,507.45
			81621	174009	Check	1	16375		STATE CHEMICAL SOLUTIONS	Yes	No	No	USD	10/15/2019	154.19
			81585	174010	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	10/15/2019	899.99
			81597	174011	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	10/15/2019	24.97
			81646	174012	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	10/15/2019	506.68
			81625	174013	Check	1	1840	1	TEN SEGMA	Yes	No	No	USD	10/15/2019	116.00
			81595	174014	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	10/15/2019	20.00
			81647	174015	Check	1	6142	2	TIERNEY BROS.	Yes	No	No	USD	10/15/2019	223.20
			81619	174016	Check	1	16299		TRUSTED EMPLOYEES	Yes	No	No	USD	10/15/2019	20.00
			81602	174017	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	10/15/2019	36,564.45
			81617	174018	Check	1	16214		USA AQUATICS	Yes	No	No	USD	10/15/2019	4,830.33
			81613	174019	Check	1	15749		USAQUATICS, INC	Yes	No	No	USD	10/15/2019	2,659.70
			81622	174020	Check	1	16415		WIESER EDUCATIONAL	Yes	No	No	USD	10/15/2019	235.20
			81598	174021	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	10/15/2019	2,123.12
Bank Total: 001														\$697,557.09	
Report Total:														\$697,557.09	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR SEPTEMBER 2019**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,386,708.81	3,143,651.86	3,458,698.19	(6,275.06)	13,071,662.48
02 Food Service	549,002.04	125,080.74	65,764.24	6,449.33	608,318.54
04 Community Service	415,434.82	111,571.05	147,051.31	(5,245.88)	379,954.56
06 Building	3,216,827.34	4,893.46	858,839.19	0.00	2,362,881.61
07 Debt Service	2,211,737.35	146,975.59	0.00	0.00	2,358,712.94
10 Activities	142,755.22	17,459.02	12,347.82	(785.42)	147,866.42
TOTAL	19,922,465.58	3,549,631.72	4,542,700.75		18,929,396.55

Bank Accounts

AP/PR Account (Bremer)	875,269.80
MSDLAF+	4,928,571.38
Investments (Fd01)	11,257,400.06
Facility Bond (Fd06)	<u>2,362,881.61</u>
	19,424,122.85
O/S Accts Pay Checks	(67,512.02)
O/S Payroll Checks	(13,355.93)
O/S Wires	(414,918.60)
NSF Checks	<u>1,060.25</u>
TOTAL	18,929,396.55

Princeton Public Schools - ISD #477

Wire Transfer Report

October 15, 2019

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
9/13/2019	\$ 560,116.77	ACH File Transfer
9/13/2019	\$ 183,502.56	Federal Tax Wire Transfer
9/13/2019	\$ 31,207.67	State Tax Wire Transfer
9/13/2019	\$ 16,917.72	Select Account HSA
9/13/2019	\$ 393.30	MN Revenue
9/13/2019	\$ 101,181.08	TRA File Transfer
9/13/2019	\$ 25,595.50	PERA File Transfer
9/13/2019	\$ 255.50	MN Child Support File Transfer
9/13/2019	\$ 51,930.14	TSA File Transfer
9/13/2019	\$ 48,261.85	MSRS Severance
9/30/2019	\$ 674,214.76	ACH File Transfer
9/30/2019	\$ 215,580.13	Federal Tax Wire Transfer
9/30/2019	\$ 32,981.14	State Tax Wire Transfer
9/30/2019	\$ 19,218.74	Select Account H S A
9/30/2019	\$ 769.82	MN Revenue
9/30/2019	\$ 111,347.25	TRA File Transfer
9/30/2019	\$ 36,837.04	PERA File Transfer
9/30/2019	\$ 255.50	MN Child Support File Transfer
9/30/2019	\$ 57,278.44	TSA File Transfer
10/4/2019	\$ 19,358.16	BMO Harris Bank - (Pcards)
10/2/2019	\$ 1,198.00	MN Revenue - (Sales tax)
9/5/2019	\$ 1,971.52	Further
9/12/2019	\$ 1,849.18	Further
9/19/2019	\$ 3,414.08	Further
9/20/2019	\$ 706.75	Further
9/26/2019	\$ 107.02	Further
	\$	
TOTAL	\$ 2,196,449.62	

10.15.19

Type	Date	Donor Name	School	Reason	Gift / Amount
Gift	10.9.19	Wiha Tools	MS & HS	Allow students tools to build robots	14 Robotics Tool Kits
Gift	10.3.19	Baseball Booster Club	HS	Pitching Practice	2 Portable Indoor Mounds
Gift	10.10.19	Thrivent Action Teams	PS	Author visit	\$250 Visa gift card
Gift	10.10.19	Crystal Cabinets	Grades 3-12	Donation for robotics program	\$250.00
Gift	10.10.19	Mattson Construction	Grades 3-12	Donation for robotics program	\$500.00
Gift	10.10.19	Absolute Auto Care	Grades 3-12	Donation for robotics program	\$150.00
Gift	10.10.19	Candy & Luke Byman	Grades 3-12	Donation for robotics program	\$100.00

Type	Date Submitted	Fundraiser Proposed By	Purpose	Supplier	Approx Funds
Fundraiser	10.3.19	Shop with Scrip	MS	Erin Frank	\$4000-5000

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

Type	Date Submitted	Grant Name	School	Applicant	Approx Funds
Grant	10.11.19	MN Dept of Natural Resources	IS	Becky Pollard	\$4,100.00

PRINCETON PUBLIC SCHOOLS
POLICY 701 - ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. These budgets, reports of revenue, expenditures, and fund balances must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.
- G. The school district must also include the budget information specified in Paragraph III.D. above in the materials provided as part of its truth-in-taxation hearing.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~

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

Adopted: July 22, 2008
Revised: February 16, 2016
Reviewed: October 18, 2016
Revised: October 15, 2019

PRINCETON PUBLIC SCHOOLS
701.1 - PURCHASING AND PROCUREMENT POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF PURCHASING AND PROCUREMENT PROCEDURE(S)

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

IV. PURCHASING AND PROCUREMENT PROCEDURE GUIDELINES

- A. All purchases of goods, services and equipment for which the District will be responsible for payment must be made on a district purchase order form, properly approved and executed.
- B. No employee of the school system may obligate the Board for any purchase without having gone through the regular, approved procedures. Such procedures include the use of purchase orders.
- C. Whenever practical, all goods used by the District should be standardized. This provides for purchasing in greater volume; reduces and restricts indiscriminate ordering; effects increased economy in all phases of procurement, including ordering, purchasing delivering, and final distribution.
- D. All Buildings shall promote standardization of supplies and equipment to all personnel, and it shall be the responsibility of all employees of the District to accept and encourage standardization of supplies and

equipment, if practical and applicable within an employee's area of responsibility.

- E. Purchases shall be from local vendors if price is equivalent or lower than outside vendors taking transportation costs and timelines of availability into consideration.

Cross References: Princeton Public Schools Policy 412 - Expense Reimbursement
Princeton Public Schools Policy 701 - Est. & Adoption of School District Budget
Princeton Public Schools Policy 702 - Accounting
Purchasing, Procurement & Reimbursement Procedure
Quote Procedures for Purchasing and Procurement
Quote Purchasing Form

Adopted: February 16, 2016

Reviewed: October 18, 2016

Reviewed: October 15, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 702-ACCOUNTING**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF BOOKS AND ACCOUNTS

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

IV. PERMANENT FUND TRANSFERS

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

V. REPORTING

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

Legal References: Minn. Stat. § 123B.75 (Revenue) Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)
Minn. Stat. § 123B.09 (School Board Powers)

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

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

Adopted: December 17, 2002
Revised: April 19, 2016
Revised: October 18, 2016
Reviewed: October 15, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 703 - ANNUAL AUDIT**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

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

Office of the State Auditor.

- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

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

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

Adopted: December 17, 2002
Revised: April 19, 2016
Revised: October 18, 2016
Reviewed: October 15, 2019

**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 \$5,000 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
Revised: October 16, 2018
Reviewed: October 15, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 705-INVESTMENTS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

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

IV. AUTHORITY; OBJECTIVES

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

in Section IX of this Investment Policy.

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Princeton Public Schools will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b) Interest Rate Risk. Princeton Public Schools will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section IX).

2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be

held until maturity with the following exceptions:

- a) A security with declining credit may be sold early to minimize loss of principal.
 - b) A security swap would improve the quality, yield, or target duration in the portfolio.
 - c) Liquidity needs of the portfolio require that the security be sold.
4. Maintaining the Public's Trust. The investment officer(s) shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board, or the School Board Treasurer.

V. DELEGATION OF AUTHORITY

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

VI. STANDARD OF CONDUCT

- A. The standard of conduct regarding school district investments to be applied by the investment officer(s) shall be the "prudent person standard." Under this standard, the investment officer(s) shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer(s), acting in accordance with this policy and exercising due

diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

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

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, [356A.06](#) as these sections may be amended from time to time, or any other law governing the investment of school district funds.

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

- A. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
- B. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank;
- C. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the ~~\$100,000~~ \$250,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- D. Collateralized repurchase agreements, which conform to the requirements stated in 118A.05, sub.2 of the statutes;
- E. Commercial paper meeting the following requirements:
 - 1. The corporation must be organized in the United States or be a Canadian subsidiary.
 - 2. The corporation's assets must exceed \$500,000,000.
 - 3. The obligations at the time of purchase must be rated at the highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelps, Moody's and Fitch Investors Service).
 - 4. The obligations cannot have a maturity longer than 270 days.
 - 5. The school district's goal shall be not more than ~~50%~~ 5% of the total investment fund can be invested in commercial paper at any time.
The District will invest only in commercial paper if it is in a pooled format.
 - 6. The total investment in any one corporation should not exceed 10% of the corporation's outstanding obligations.
 - 7. The total investment in any one corporation cannot be more than \$10 million.
- F. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
- G. Investment products that are considered as derivatives are specifically

excluded from approved investments.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 1. ~~The investment officer(s) shall prepare and recommend to the Superintendent annually for presentation to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.~~
 2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.
 3. Maximum Maturities. To the extent possible, Princeton Public Schools shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Princeton Public Schools will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. ~~Princeton Public Schools shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.~~

Reserve funds and other funds with longer-term investment

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

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank

authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage, as follows:

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

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

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

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

Subd. 4. Assignment. Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of the collateral shall be payable to the financial institution, its assigns, or both.

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

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

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

C. Repurchase agreements shall be secured by the physical delivery or

transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

- D. Collateralization. Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit (see GFOA Recommended Practices in Appendix).

XIV. REPORTING REQUIREMENTS

- A. ~~The Investment Officers shall submit to the Finance Committee and the Superintendent an annual investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.~~
- B. If necessary, the investment officer(s) shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

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

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

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

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

Adopted: April 25, 2006
Revised: March 25, 2008
Revised: October 26, 2010
Reviewed: April 19, 2016
Reviewed: October 18, 2016
Reviewed: October 15, 2019

PRINCETON PUBLIC SCHOOLS POLICY 706-ACCEPTANCE OF GIFTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ACCEPTANCE OF GIFTS GENERALLY

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

IV. GIFTS OF REAL OR PERSONAL PROPERTY

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

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

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

VI. GUIDELINES

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

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

Cross References: Form 706

Adopted: September 25, 1984
Revised: May 14, 2002
Revised: September 14, 2004
Revised: October 27, 2009
Revised: May 14, 2013
Reviewed: October 18, 2016
Reviewed: October 15, 2019



PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: _____

Description of gift:

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

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

This gift meets all requirements of Policy 706 _____

Staff Name

Accepted Not Accepted _____ Date: _____

Principal or Director

Accepted Not Accepted _____ Date: _____

Superintendent

Accepted Not Accepted _____ Date: _____

School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Reviewed: October 15, 2019

PRINCETON PUBLIC SCHOOLS

POLICY 712-VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement

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

B. Use of Video Recordings

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

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

C. Security and Maintenance

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

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

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

Adopted: August 9, 2011
Revised: October 18, 2016
Reviewed: October 15, 2019

PRINCETON PUBLIC SCHOOLS
903 - VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration is responsible for visitor and post-secondary enrollment options student procedures and requirements.

- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)

Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Adopted August 10, 2010
Reviewed: June 25, 2103
Revised: May 17, 2016
Reviewed: August 18, 2016
Revised: April 3, 2018
Reviewed: October 15, 2019

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Hockey beginning with the 2019 - 2020 school year. (activity/ies) (if applicable, indicate boys'/girls')

List **ALL** schools included in the cooperative sponsorship. *Attach another sheet if necessary.*

	School	Enrollment (10-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Princeton	687	Princeton	7AA	7AA
High School #2:	Becker	690	Becker	8AA	7AA
High School #3:	Big Lake	666	Big Lake	7AA	7AA
High School #4:	Spectrum	290	Elk River	5A	5A

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

1. Do any of the above schools belong to a conference in this activity?
 Yes -- This application must include a review and comments from the conference(s) of which the schools are members.
 No

2. Do any of the above schools currently have a cooperative agreement in this activity?
 Yes -- An application for dissolution must be submitted for the existing agreement.
 No

3. Describe the conditions which have prompted your request to co-sponsor this activity (see model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not have sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	0	4	5	6	6	6
High School #2	0	0	0	0	1	0
High School #3	0	1	0	2	0	1
High School #4	0(2)	1	0	0	0	0

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs):

Princeton - Becker - Biglake - Spectrum Tigers

6. Host School (school that will receive revenue share check): Princeton

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

_____ Approved _____ Not Approved

Signature: _____
 MSHSL Executive Director

Date: _____

1 interest
 Our co-op is trying to grow to compete in 7AA.

COOPERATIVE SPONSORSHIP OF ACTIVITIES

(11/4/82 - Revised 4/1989; 4/1999)

A HISTORY AND A MODEL RESOLUTION FOR SCHOOL BOARDS

There has been a great interest expressed in the concept of two or more schools sharing teams in athletic and fine arts activities. Districts faced with declining enrollments or tightening budgets have seen this as a tool which, in many instances, could allow them to continue to provide opportunities in many diverse areas to as great a number of students as possible.

In 1980, in response to this interest and perceived need, the Minnesota State High School League amended its General Rules to allow the governing boards of member schools to apply to the MSHSL Board of Directors for approval to provide combined high school programs.

The resolution and agreement which follow have been developed by the staffs and legal counsel of the respective organizations. The Board of Directors of the MSBA and of the MSHSL have approved the documents and submit them as a recommendation for your consideration. Both organizations recognize that many items must be negotiated before the agreement is complete. It is suggested that the format and content of this model agreement be closely followed to provide maximum protection to each party. There is still room, however, to tailor it to the individual needs and desires of the participating schools.

In addition, the following should be noted in regard to the model agreement:

1. The model agreement is drafted to cover cooperative sponsorship of teams from only two schools. League rules allow cooperative sponsorship by two or more member schools. The model will need to be revised if more than two schools are to be included.
2. The model is drafted as an agreement between the school boards of two independent school districts. Since cooperation is allowed between MSHSL member schools, it is possible that two high schools in one school district or a school district and a non-public school, a home school or a charter school would wish to sponsor a combined program. The model will need to be revised slightly in those instances.
3. The cooperative sponsorship must be for a minimum of two years and shall be continuous following the first two years unless an application for dissolution is submitted to the Board of Directors.
4. A separate joint agreement should be prepared and adopted for each activity which is to be cooperatively sponsored. Each agreement should show cost allocations for that activity.
5. The boards must make determinations and specify in the agreement items such as the allocation of various costs and revenues between the parties; who will be the employer of the various combined program personnel; the duration of the agreement; and the proper levels of insurance coverage.
6. If any one of the cooperating schools is a Class "AA" school, the cooperatively sponsored team will be in Class "AA." If two or more Class "A" schools are included in the cooperative sponsorship and the total enrollment of the combined schools would exceed 500 students, the cooperative sponsorship will be classified as Class "AA."
7. The agreement only covers MSHSL-sponsored high school activities. If elementary or junior high school or other non-sponsored activities are to be covered, a joint powers agreement should be utilized. That joint powers agreement could, however, incorporate many of the concepts and features in this proposed agreement.
8. The proposed liability insurance coverages listed are the minimum amounts required by statute. Higher levels of coverage are recommended.

If you have any questions, we would suggest that you contact the office of the Minnesota State High School League (763-560-2262) or the Minnesota School Boards Association (507-934-2450 or 612-333-8577 Metro or 1-800-324-4459 MN Only).

Refer to Bylaw 403.00 Cooperative Sponsorship of MSHSL Activities

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING COOPERATIVE SPONSORSHIP AGREEMENT

WHEREAS, a proposed Agreement has been negotiated and drafted regarding the cooperative sponsorship of a joint high school Hockey, Girls program.

WHEREAS, a copy of the proposed draft is attached and incorporated by reference.

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

1. That the attached Cooperative Sponsorship Agreement be and hereby is approved;
2. That the Chairman and Clerk are hereby authorized to execute the attached Cooperative Sponsorship Agreement and to make the required application to the Board of Directors of the Minnesota State High School League; and
- *3. That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board or School Board of the cooperating school or school district.

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.

*Note: not necessary if combined program involving two high schools in the same school district.

AGREEMENT FOR COOPERATIVE SPONSORSHIP OF

Hockey, Girls

(Activity)

This Agreement is made between the School Boards of Independent School District No. 477 + 727 Big Lake Princeton Public School Minnesota and Independent School District No. 726 + 4166 Spectrum Becker, Minnesota. The parties agree as follows:

1. Joint Application. The above-named governing boards shall jointly make an application to the Minnesota State High School League (MSHSL) Board of Directors not later than the first day of practice for that sport season to be considered for that sport season for approval for cooperative sponsorship of a joint high school Hockey, girls activity program, hereinafter "combined program", for students attending Princeton High School and Becker, Big Lake and Spectrum Charter High School for school years 2019 - 2021.

2. Purpose. The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

- A. Provide an opportunity for kids to play hockey.
- B. Attempt to increase the number of players in this program to support Full JV and Varsity Teams.
- C. Compete at the AA Level in post season tournament.

D.

Etc.

3. Agreement to Cooperate. If the joint application is approved by the MSHSL Board of Directors, the above-named governing boards agree that they will cooperatively sponsor any such combined program which may be offered in any school years specified; provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.

4. Terms and Conditions of Cooperative Sponsorship. Any combined program shall be cooperatively sponsored upon the following terms and conditions:

A. Team Name. The team shall be known as the Tigers with Independent School District No. 477 serving as host school district. (The official school identification in tournament programs and press releases for cooperatively sponsored teams will be listed as indicated on the cooperative sponsorship resolutions submitted by the schools. Following the team name, and set off by parentheses, will be the names of the member schools involved in such cooperative sponsorships; i.e., "Brainerd Warriors" (Brainerd/Pillager); "Winona Winhawks" (Winona/Winona Cotter, etc.)

B. Contracts. Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals or with other schools or school districts shall be made by the governing board of Independent School District No. 477 after consultation with the governing board of the cooperating school district.

C. Allocation of Costs. All costs of the combined program shall be allocated between the parties in the manner indicated below for each expenditure category listed:

- (1) Expenses for transportation, including daily transportation of participants to and from practice sessions and contests. (Specify method of allocation.) Participants provide their own transportation to the rink.
- (2) Expenses for transportation to "away matches." (Specify method of allocation.) Host school
- (3) Expenses for spectator buses. (Specify method of allocation.) participant/spectator pays fee
- (4) Expenses for facilities, lights, heating, showers, towels, laundry, etc. of the host school, including maintenance of practice and competitive facilities. (Specify method of allocation.) Host school Lease w/arena
- (5) Expenses for banquets and awards. (Specify method of allocation.) Booster club and host school
- (6) Expenses for scouting, coaches meetings, and workshops. (Specify method of allocation.) Host school
- (7) Expenses for payment of referees and other personnel necessary to stage the event. (Specify method of allocation.) Host school
- (8) Expenses for purchasing of supplies and equipment. (Specify method of allocation.) Host school
- (9) Expenses for salary and fringe benefit costs for coaches and other activity personnel. (Specify method of allocation.) Host school
- (10) Other expenses. (Specify expense item and allocation.) Host school /Booster club

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between the cooperating parties.

D. Allocation of Gate Receipts. Funds from gate receipts shall be divided by the parties after payment of referees and other personnel in the following manner. (Specify method of allocation.) Arena keeps all gate receipts per Lease.

In the event the gate receipts are insufficient to make the payments, the parties shall make up the difference in the following manner. (Specify method of allocation.) N/A

E. Concessions. The provision of concessions at home matches shall be the responsibility of the home location school and concession revenues shall not be covered by the provisions of this agreement unless the parties specifically agree to the contrary herein.

F. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

G. Employment of Personnel.

- (1) The head coach of the combined program shall be employed by the school board of Independent School District No. 477.

(2) Other joint program personnel, if any, shall be employed as follows:

Position Employer

- a. *Staff hiring supervision conducted by Princeton High School Activities Director/Assistant Principal.*
- b.
- c.
- etc.

(3) Recommendations for employment of personnel by each board shall be in accordance with that board's policies.

(4) Coaches and other personnel employed by a school district shall meet applicable state licensure requirements, if any. Coaches and other personnel employed by a non-public school shall meet the requirements prescribed by the non-public school's governing board and accrediting organization.

(5) In the event a licensed head coach is required for an activity and is not available, this agreement shall be terminated, unless the parties have secured a waiver of this regulation from the State Department of Education.

H. Control and Supervision of Programs and Participants. The control and supervision of a combined program and of the behavior of student participants which relates to their participation in the program shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. Interdistrict Advisory Board. An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.

6. Resolution of Disputes. Any disputes relating to this agreement or items in this agreement requiring clarification will be investigated by the school superintendents from each school and they will present their findings and recommendations to their respective boards.

7. Term: Dissolution. The term of this agreement shall be for school years 19-20 and 20-21. The agreement shall be continuous following the first two-year agreement unless an application for dissolution is submitted. Requests to dissolve cooperative sponsorships of activities must be submitted to the MSHSL anytime prior to the first day of practice for that sport season to be considered for the following year. If the early dissolution of the agreement is not approved, the combined program must be offered cooperatively or not at all during the remaining term of the agreement.

8. Liability; Insurance. Nothing contained in this agreement shall relieve any party to this agreement from liability for its negligence or that of its officers, agents and employees. Each party shall carry liability insurance in the amount of \$_____ (not less than a minimum of \$100,000, as required by law, but a larger amount is suggested) for any claimant and \$_____ (not less than a minimum of \$300,000, as required by law, but a larger amount is suggested) for any number of claims arising out of a single occurrence. The policy shall name the officers, agents and employees of the other party as named insureds. Each party shall provide the other party with a certificate evidencing such insurance coverage.

IN WITNESS WHEREOF, the Parties, by their respective officers on the dates indicated, have executed said agreement.

INDEPENDENT SCHOOL DISTRICT No. _____

_____, Minnesota

By Chairman:

By Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT No. _____

_____, Minnesota

By Chairman:

By Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT No. _____

_____, Minnesota

By Chairman:

By Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT No. _____

_____, Minnesota

By Chairman:

By Clerk:

Date:

This agreement form was prepared and approved by the Minnesota School Boards Association and the Minnesota State High School League. (1982)

Rev. 2/18/99

[Application for Cooperative Sponsorship and Application for Dissolution of Cooperative Sponsorship](#)



PRINCETON

HIGH SCHOOL

2018 - 2019 School Board Update

September 2019



Additional Links

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

Highlights of 18-19

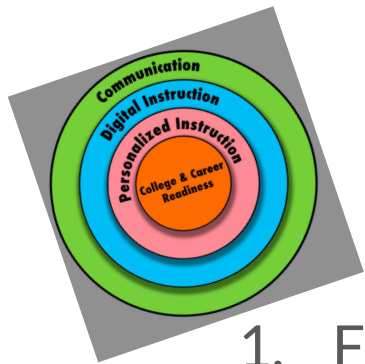
- Student Council Theme: UNITY
- Positive Coaching Alliance Yr 2
- Princeton 5 in-depth implementation
- Continue Instructional Rounds
- Coffee Cart **Star of Innovation Award**
- Positive Tee Tuesday Starts
- Alignment of Site Leadership to District Teams
- State Tournament Boys Basketball
- State Adapted Bowling Champion
- Arts and Athletics Achievements



Positive Tee Tuesday!



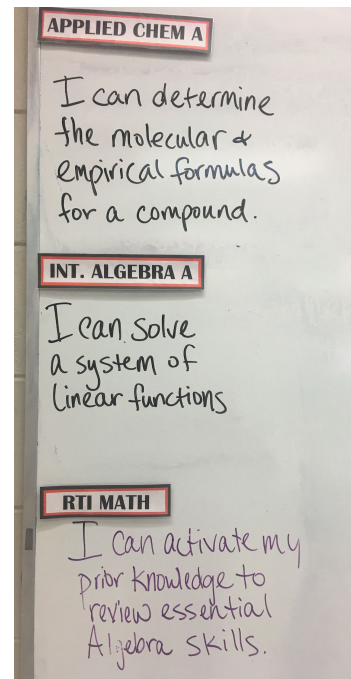
1,336 CIS & AP enrollments
Redesign Team Begins Phase 1



Building Leadership Team

1. Flexible Learning Day Format
2. Curriculum Alignment
3. Expand Princeton 5
4. Refocus on PBIS
5. Focus on Success Criteria
6. Coaching for Implementation
7. Admin focus on PLC

57



Princeton 5

- 2017-18
 - Created in conjunction with community business partners
 - Communication begun
- 2018-19
 - Professional Development conducted
 - Communication continues
- 2019-20
 - Continue Professional Development (with C&C Team)
 - Evidence of embedding into instruction

PRINCETON EMPLOYERS VALUE:

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



2018-2019

PLC Goals

10 for 10



English

PLC Goal: Utilizing student evidence in conjunction with DuFour's questions, 80% of students in each of our majority course (subject to teacher) will reach a level three or higher on a targeted learning progression (Analyzing Ideas and Themes) by April 15, 2019.

69
The goal was met!

PLC Members: Thor, Steven, Larissa, Padraic, Anna, Jade

MATH

PLC Goal: The percentage of all students enrolled in grade 11 at Princeton High School who earn an achievement level of Meets the Standards or Exceeds the Standards in math on all state accountability tests (MCA, MTAS) will increase from 56.5% in 2018 to 59.5% in 2019.

YES, OUR GOAL WAS MET!!!

(60.5% PROFICIENT)

PLC Members: Alison Rose, Andrea Levering, Jodi Clark, Christian Frederiksen, Alyssa Solberg, Alex Murkve, Miranda Forgey, Becca Fuller, Kassidy Cook

Strategies: We examined students' past MCA data, and developed a motivational plan for each student based on individualized growth goals.

Guidance

- **Goal:** Reduce the number of F's by 20% from midterm to final grade in trimesters 1 and 2 of the 2018-2019 school year in the required math courses for grades 9-11 by identifying students who do not receive tiered support and provide interventions to those identified students.
- **Goal Met:** Yes
- **Data:**
 - Trimester 1 - increase grades from failures by 25% through MTSS supports
 - Trimester 2 - increase grades from failures by 48% through MTSS supports

Members:

Tricia Ford
Allen Balsley
Jeff Schultz
Sarah Durch

(pictured left to right)





Social Studies



PLC goal: Eighty percent of students will determine the central ideas of a primary or secondary source or provide an accurate summary that makes clear the relationships among the key details and ideas by April 15, 2019. This will be determined through successful completion of reading primary document/s and determining the main idea in the reading selection.

Goal Met: Yes



Olivia McGathey



Nathan Daubner



Britney Muus



Scott Walquist



Scott Moehlmann



Heather Sorenson



Derek Hasselberg

Science

PLC Goal: Utilizing student evidence in conjunction with DuFour's questions, 71% (an increase of 3% from last year results of 68%) on [learning progression](#) targets relating to the Practice of Science as measured by critical thinking/reasoning assessments (including lab reports, unit tests, and projects to build skills and deeper thinking) by the end of trimester 1 and 2.

Yes, our goal was met!

CTE

PLC Goal: Utilizing student evidence in conjunction with DuFour's questions, 80% of students in teacher selected courses will reach a level 3 or higher on targeted learning progressions by the end of each trimester 1 & 2.

WE MET OUR GOAL!!!

65

PLC Members:

Jessica Lupkes, Leif Storbakken, Tara Kude, Ashley Magnuson, Charissa Larson and Darrien Meixell (Brett Gertken)

World Language

PLC Goal: Utilizing student evidence in conjunction with DuFour's questions, 80% of students in a selected course will reach a level of three or higher on targeted learning progression(s) by the end of each trimester 1 and 2.

The classes and learning progressions for each PLC member are different and will be detailed and attached in their individual SLG goals.

88

Our goal was met.

Members: Stacie Karasch, Stacie Euteneuer, Ellen Siewert

PE/Health

Our PLC group goal was based on students overall personal fitness and wellness. By April, 26th 2019 the majority of our students will reach proficiency in their overall personal fitness (PE) and wellness (health) through each individual teacher's learning progressions.

- *Clemons Goal: Ninety percent of 9th grade students (9th grade PE) will achieve proficiency on target heart rate (be 70-90% of THR 75% of their assigned time), consistent across all students, each trimester by April 26th, 2019*
- Was the goal met? yes
- PLC: Erik Jacobs, Sara Clemons
- <https://docs.google.com/document/d/1a8m060gzEhf9xOZ7LinVwjApwVlowb9qFjKD-Qa15Bc/edit?usp=sharing>

Year Average: 93.87825694%

Strategies: Pre-teaching pacing and heart rate impact with an heart rate investigation lab, projecting heart rate in current time, students achieved a badge for every 5-10 minutes in their THR zone, reteaching as needed etc.

Art/Music PLC

PLC Goal: Ninety percent of students will achieve proficiency on one preselected learning progression, consistent across all students, each trimester by April 15, 2019.

- Goal Met: Yes
- Members: Jim Baxter, Susan Enright, Lori Johnstone, Charlie Moe



Special Education

PLC GOAL: *Eighty percent of students will demonstrate individualized growth, showing 1 step of improvement on 1 learning progression by April 1 of 2019.*

69

Our goal was met.

Members: Tracy Richardson, Dillon Naumann, Abby Thomson, Sara Beck, Brett Triplett, Amy Smith, Tim Brannick





Student Enrollment

Oct. 1, 2017	June 1, 2018	Attendance Rate
1043	994	93.04
Oct. 1, 2018	June 1, 2019	Attendance Rate

Graduation Rate

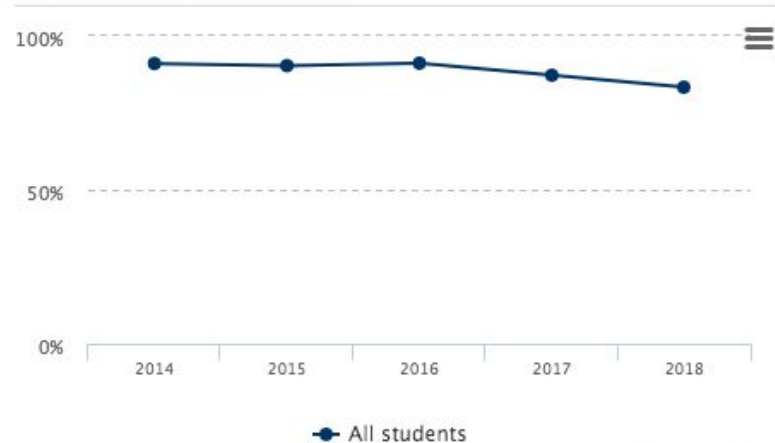
Focus on improving Special Education Graduation Rate

Began work with MDE support team

GOAL

GRAD RATE - 66.86% to at least 67% of special education students graduating in 4 years.

Graduation rate over time



Demographic	Year	Graduated count	Graduated %
All students	2014	222	91.0%
All students	2015	224	90.3%
All students	2016	224	91.1%
All students	2017	197	87.2%
All students	2018	194	83.3%

Graduation 2019

- # participating in grad ceremony -
- # earning diploma at graduation -
- # earning diploma over the summer -
- # early graduates -
- # in class of 2019 -

Includes students returning for Onward program -



2019 MCA Reading

Goal:
62% in 2018 to
65.3 % in 2019

Actual: 61 %

**GOAL NOT
MET**

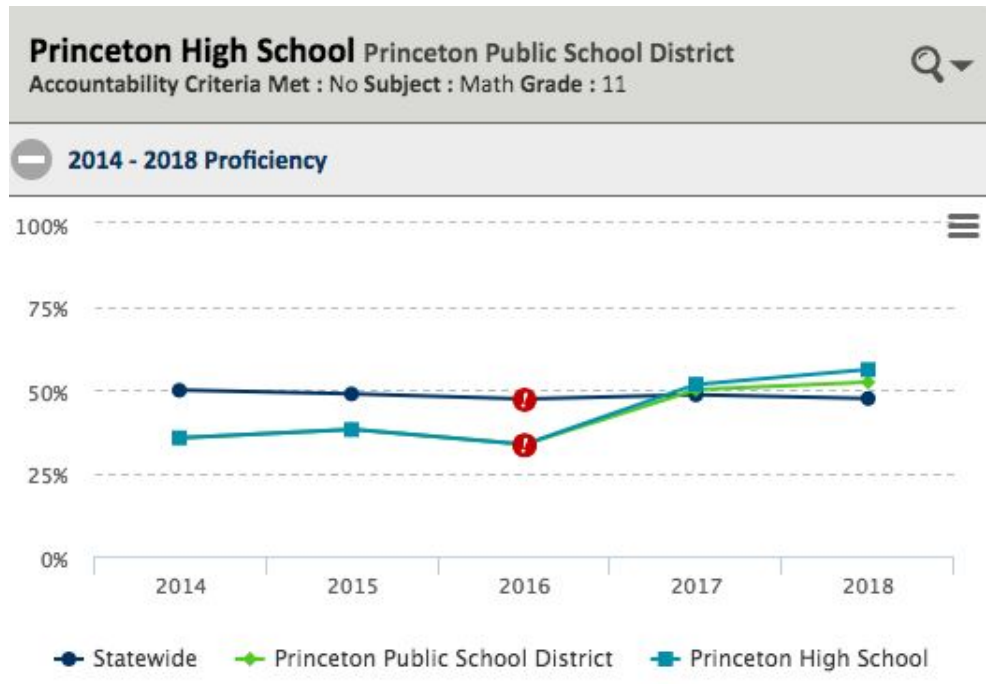


2018 MCA Math

Goal:
52.0% in 2017
 to
55.0% in 2018

Actual: 56.5%

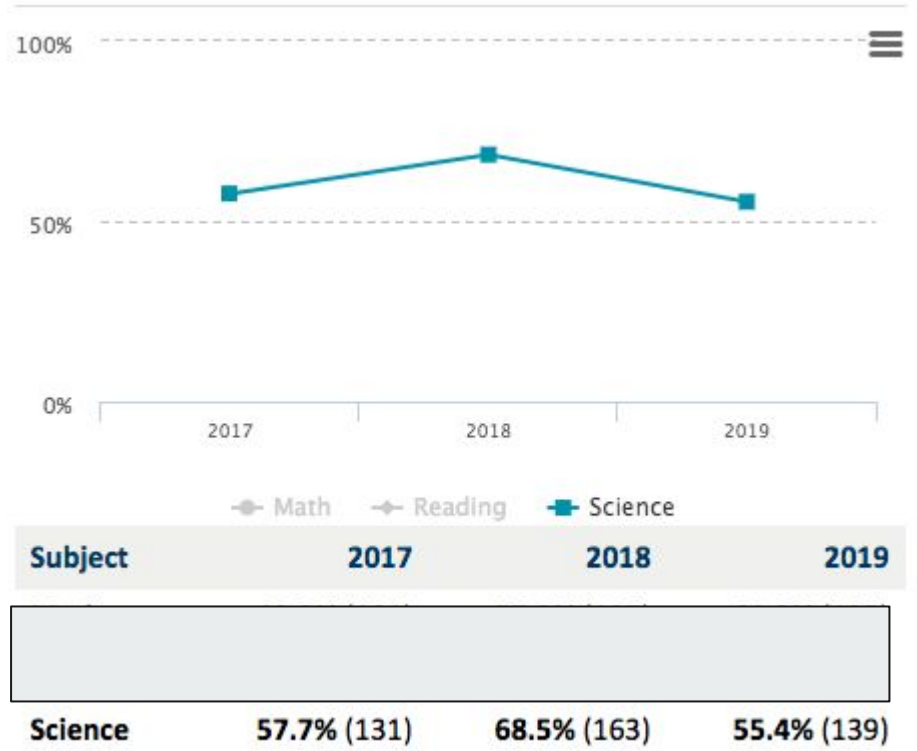
GOAL MET



2019 MCA Science

68.5% in 2018
55.4 % in 2019

**GOAL
WILL BE
SET For
19-20**

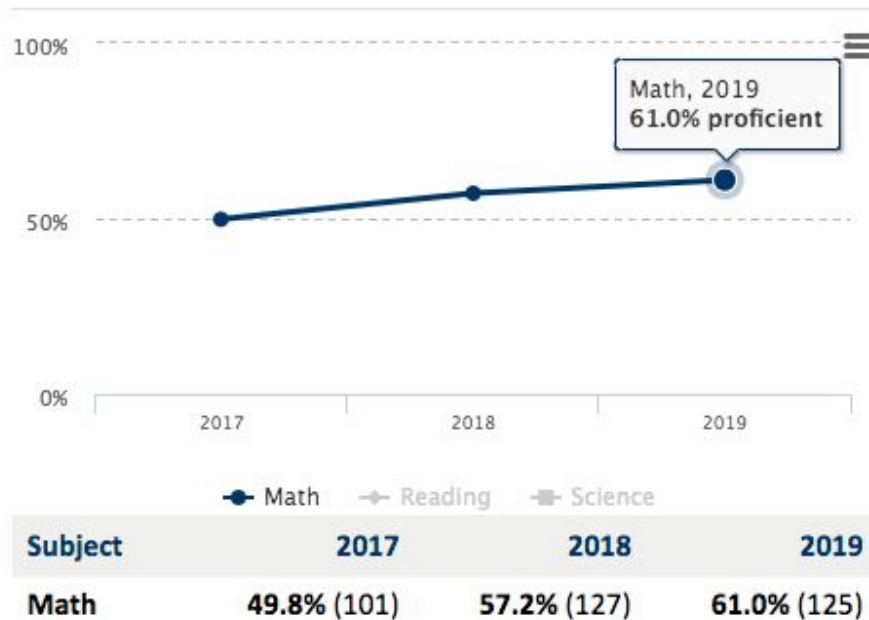


2019 MCA Math

Goal:
55% in 2018 to
50.5% in 2019

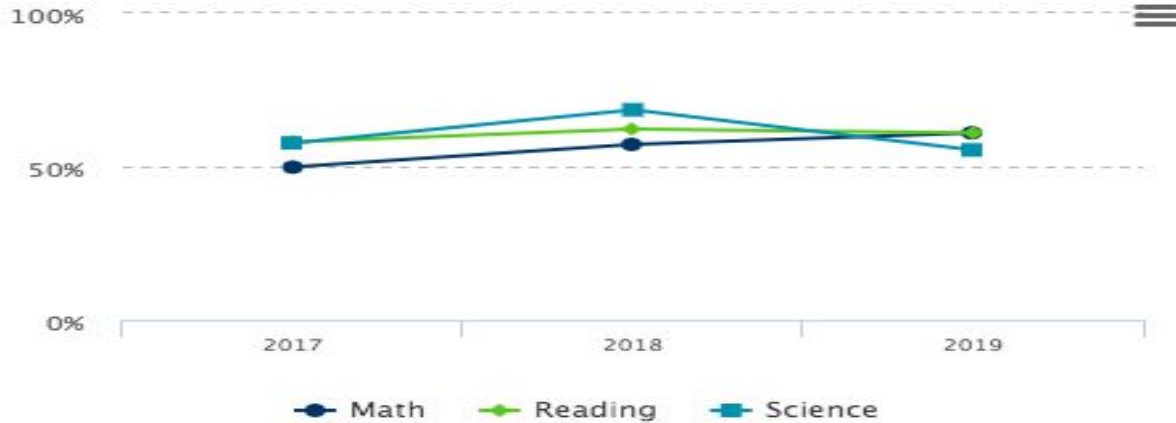
Actual: 61%

GOAL MET



All MCA Trends - 3 year

The number of students meeting standards in math, reading, and science over time



Subject	2017	2018	2019
Math	49.8% (101)	57.2% (127)	61.0% (125)
Reading	58.0% (141)	62.2% (148)	61.0% (147)
Science	57.7% (131)	68.5% (163)	55.4% (139)

Average ACT Scores for 11th grade students:

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

Year	Number of Students	Percent Who Met Benchmarks				
	Tested District	English District	Mathematics District	Reading District	Science District	Met All Four District
2014-2015	0
2015-2016	230	57	33	38	34	16
2016-2017	234	50	32	39	41	21
2017-2018	243	55	43	36	31	19
2018-2019	246	52	43	40	31	22

Table 1.2. Five Year Trends—Average ACT Scores

Year	Number of Students	Average ACT Scores				
	Tested District	English District	Mathematics District	Reading District	Science District	Composite District
2014-2015	0
2015-2016	230	18.9	19.5	19.8	20.3	19.8
2016-2017	234	18.1	19.8	20.6	20.7	19.9
2017-2018	243	18.8	20.3	19.4	20.1	19.8
2018-2019	246	18.4	20.5	20.5	20.3	20.0

Student Programming - PBIS and Safety

- Mock Crash
- Class Meetings
- Samuel Timms
- Student Cabinet
- Veteran's Day
- Just Desserts



2019-2020 TAKE ACTION

- Redesign Phase 2
- Student Voice Grows
- New Continuous Improvement Teams
 - MTSS
 - Student Learning
 - Climate & Culture
- Year 3 Positive Coaching Alliance
- PBIS cohort starts



Joe Clemonson - volunteer

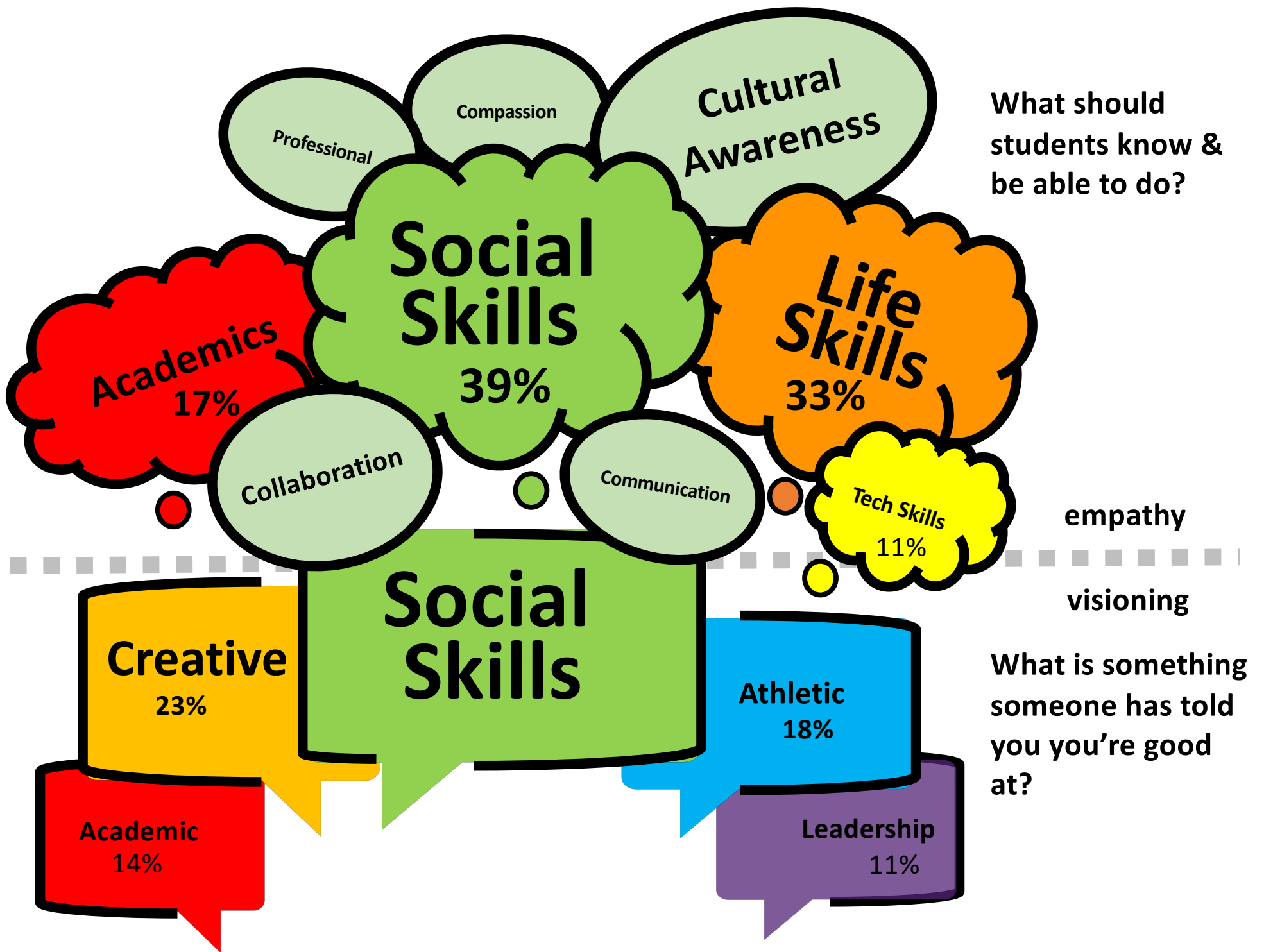


Dominic & Beth - Student Leaders

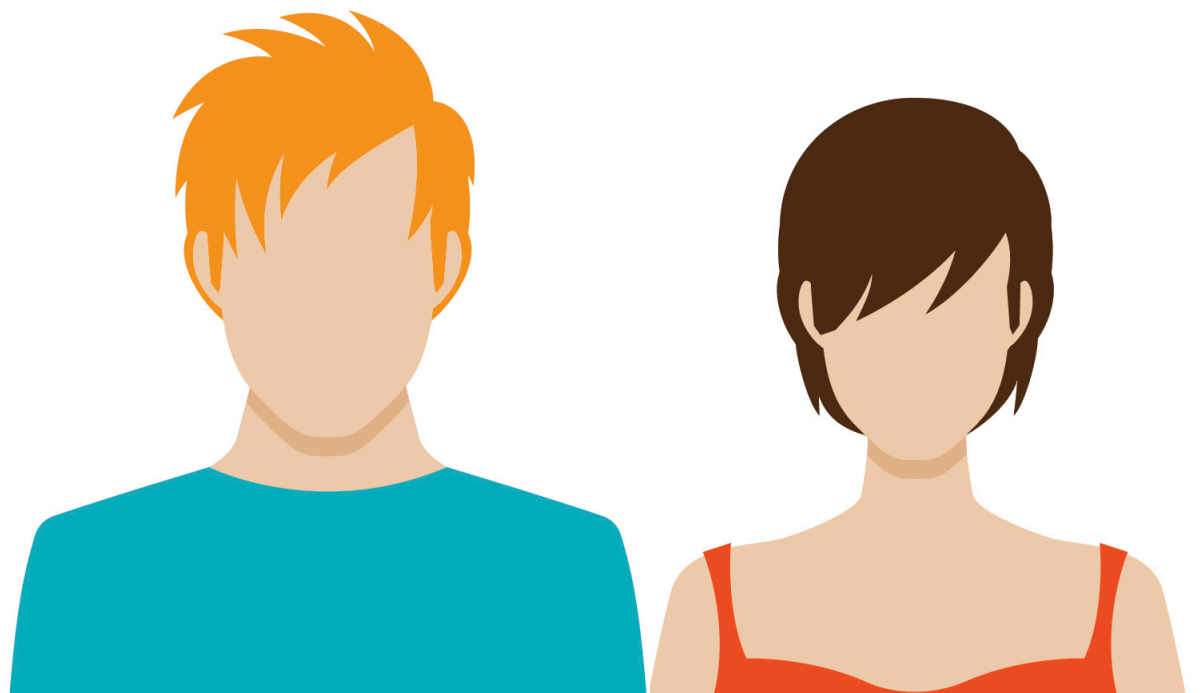
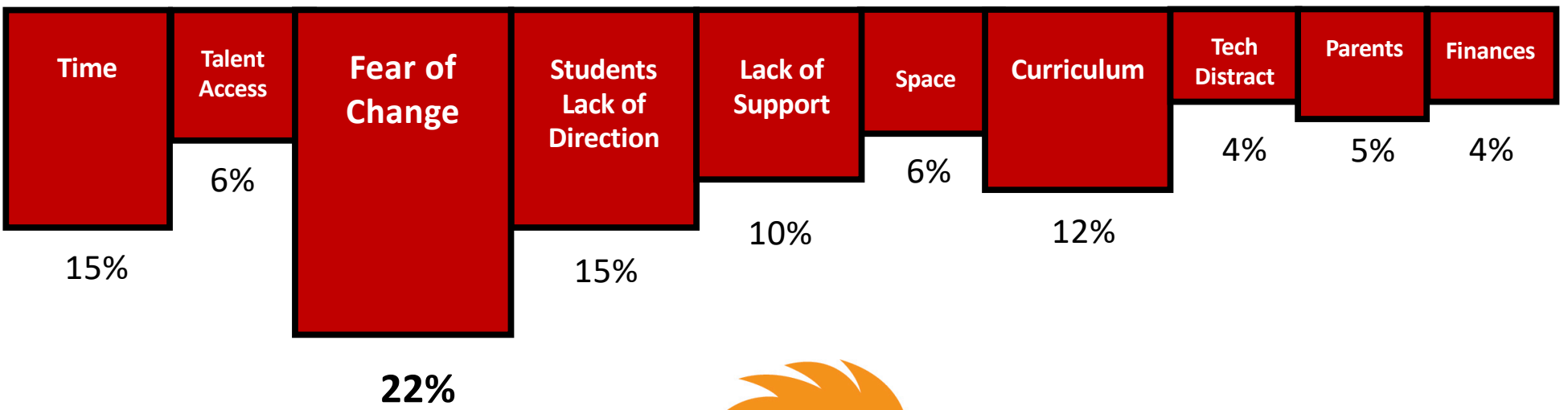
TIGER PRIDE IN ACTION



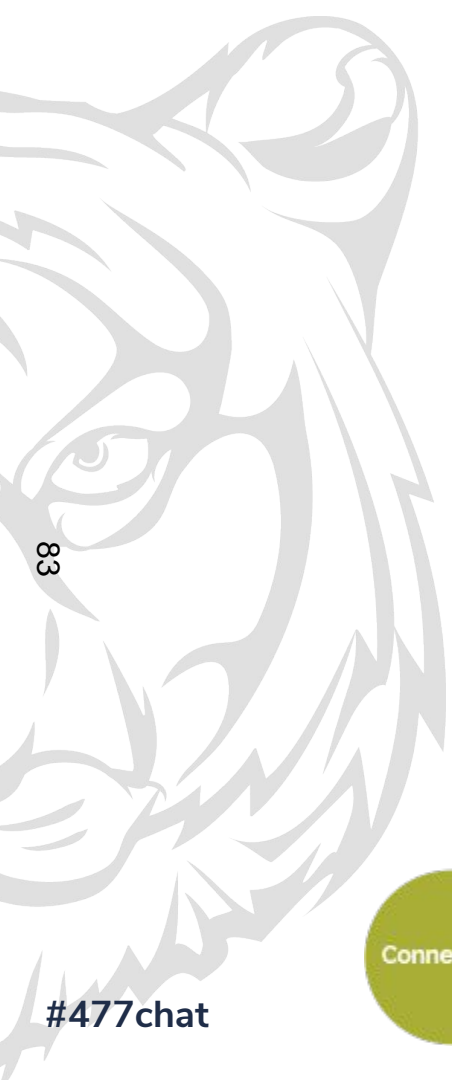
Phase I: Empathy & Community Visioning



What are the barriers to students becoming what we need them to become?



Princeton High School



83



PRINCETON

PRIMARY SCHOOL

October 15, 2019



Connections

Citizenship

Collaborative
Leadership

Excellence

Integrity

Respect

Learning

Innovation

#477chat

PS Vision Statement & Collective Commitments

Primary School Vision Statement:

We foster a love for learning where students succeed in all areas of development.

Collective Commitments:

- ❖ We believe in creating a safe and positive learning environment.
- ❖ We believe in educating the whole child.
- ❖ We believe in positive relationships with students and one another.
- ❖ We believe all students can learn.
- ❖ We believe in creating a love for learning.
- ❖ We believe we are one team working toward our vision.

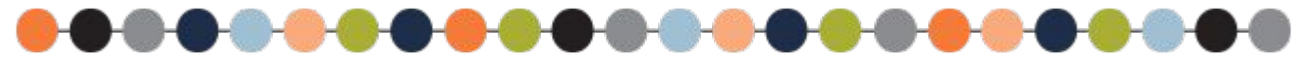




PRINCETON

PRIMARY SCHOOL

**WE FOSTER A LOVE FOR LEARNING
WHERE STUDENTS SUCCEED IN ALL AREAS OF DEVELOPMENT.**



The Results are In!!!! - Family Survey

- ★ 97% of families would recommend the PS to another family !!!!!
- ★ 90% agree “School helps my child meet their academic and social needs.”
- ★ 89% agree “School communicates effectively.”
- ★ 93% agree “School recognizes and acknowledges accomplishments of students.”
- ★ 92% agree “School focuses on improving student learning.”
- ★ 94% agree “I feel my child is safe at this school.”
- ★ 95% agree “I feel welcomed and respected at this school.”

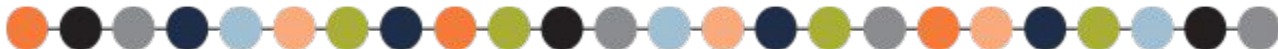


The Results are In!!!! - Staff Survey

Survey results

- 98% agree “As a school we recognize and acknowledge positive student behavior.”
- 95% agree “As a school we recognize and acknowledge the positive work of staff.”
- 99% agree “Our school goals help increase social and emotional learning.”
- 99% agree “Our school provides opportunities for students to receive support through an MTSS framework.”
- 93% agree “Our school has effective communication internally.”
- 80% agree “Behavior referrals are entered and addressed in a timely and positive manner.”

- 100% agree on the following:
 - Our school goals help increase student achievement.
 - School administration supports staff with being successful in their job.
 - I feel welcomed and respected at this school.
 - My school has high academic standards.



Continuous Improvement Plan



SL

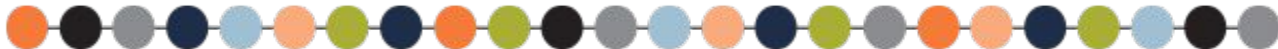
(Multi-tiered
of Support)

CA

tions



88



SLT: Review & Next Steps



2018-2019

- Team formed in fall
- Classroom collaboration (Student Learning Walks)
- ELA Block structure
- PRESS Classwide (Tier 1) interventions
- Math Expressions

89

2019- 2020

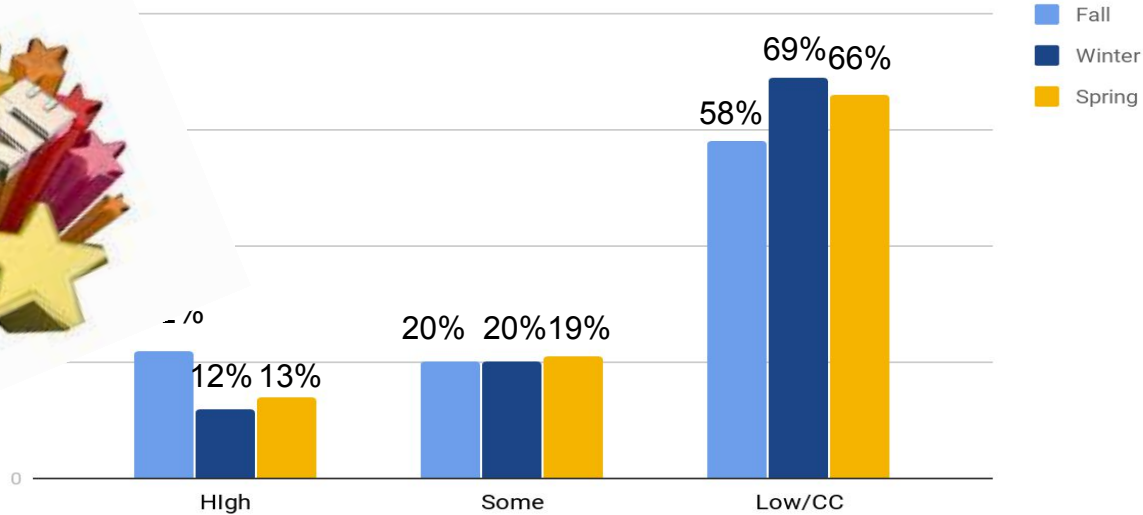
- Continue with PRESS
- ELA block
- ELA essential standards
- Report cards



Our 2018 -19 Math Goal

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.**

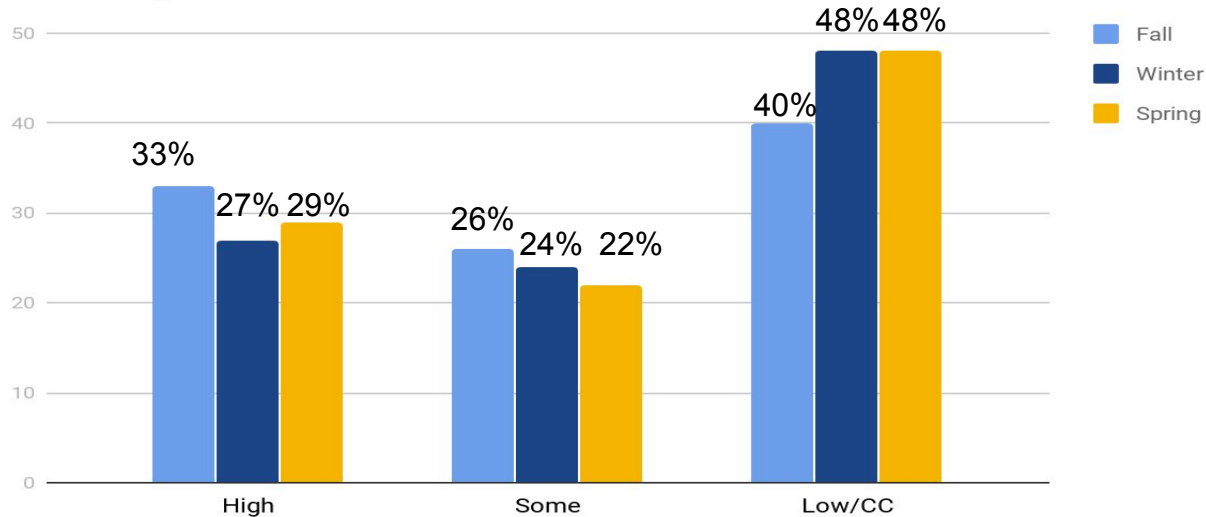
Points Scored



Our Reading Goal

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.**

Percentage of Students At Each Level



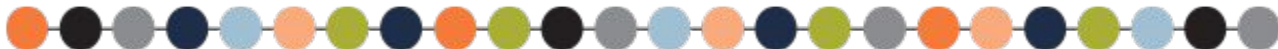
2019-2020 SLT (Student Learning Team)



GOALS:

The percent of students in grades K-2 meeting or exceeding typical growth on FAST aMath will increase from 64.52% in 2019 to 66.52% in 2020.

The percent of students in grades K-2 Non-Immersion classes meeting or exceeding typical growth on FAST aReading will increase from 57.4% in 2019 to 59.4% in 2020.



2019-2020 C/C (Climate/Culture) Team



Goal: Achieve overall 80% on SAS survey in Spring 2020.

2018- 43% SW implementation

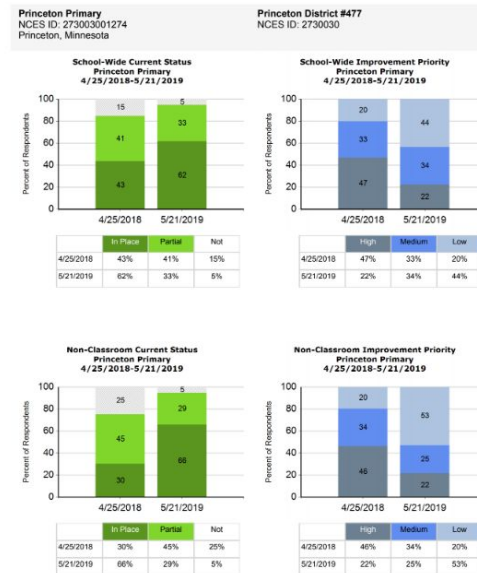
2019- 62% SW implementation

❖ 19% increase in one year!

Tier 1 TFI is our guide!

❖ Next step: Student management

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2019-2020 C/C (Climate/Culture) Team



Students & Staff
taking the pledge!



2019-2020 MTSS

(Multi-tiered Systems of Support)



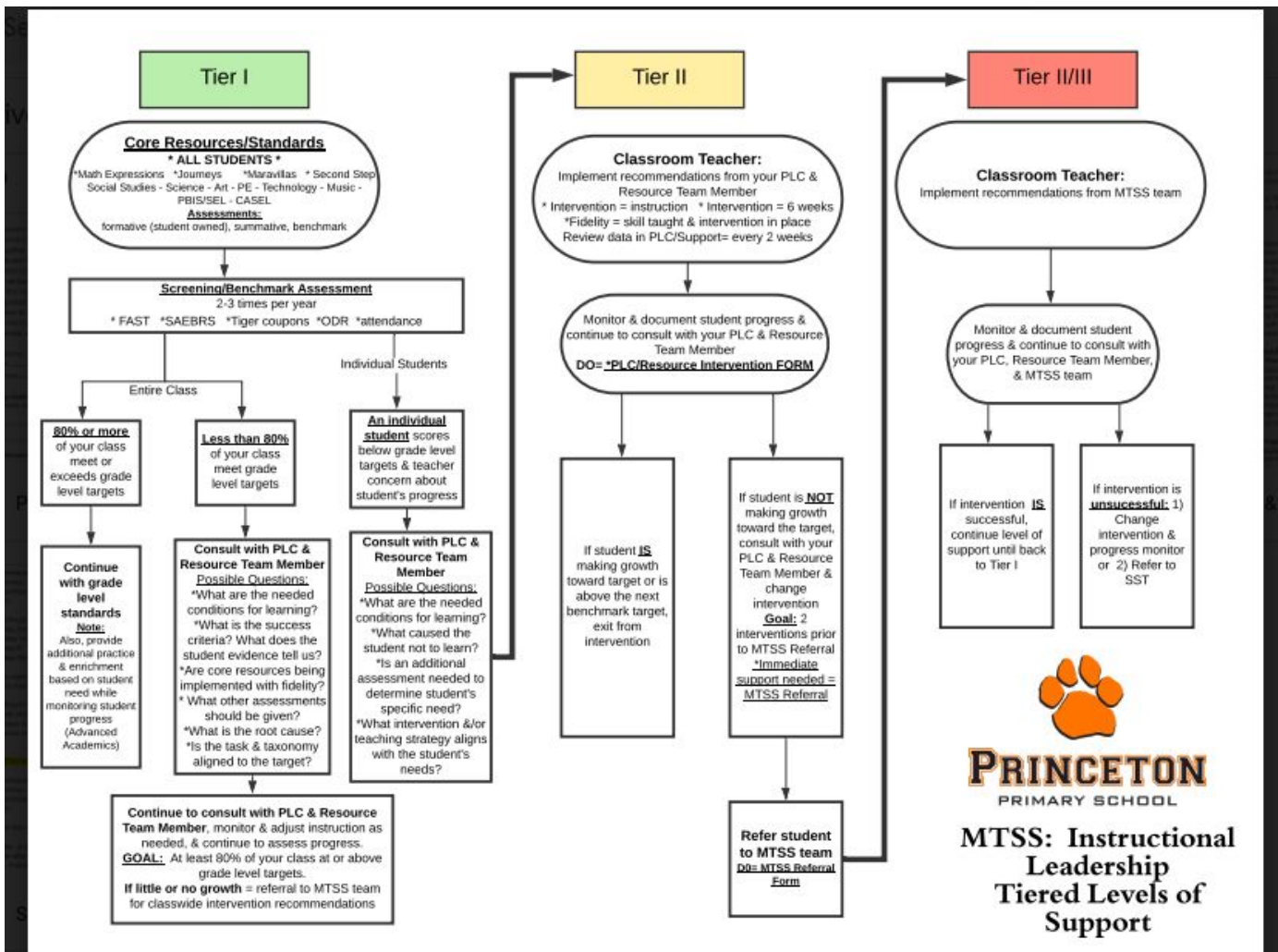
Goal: Implement varied interventions to help 80% of students in classroom meet or exceed target.

95



- 1) Teach replacement behaviors/academic goals
- 2) Data collection
- 3) Recognition and reinforcement





Wild About Kindergarten !



Collaboration!

12 + touch points with families !

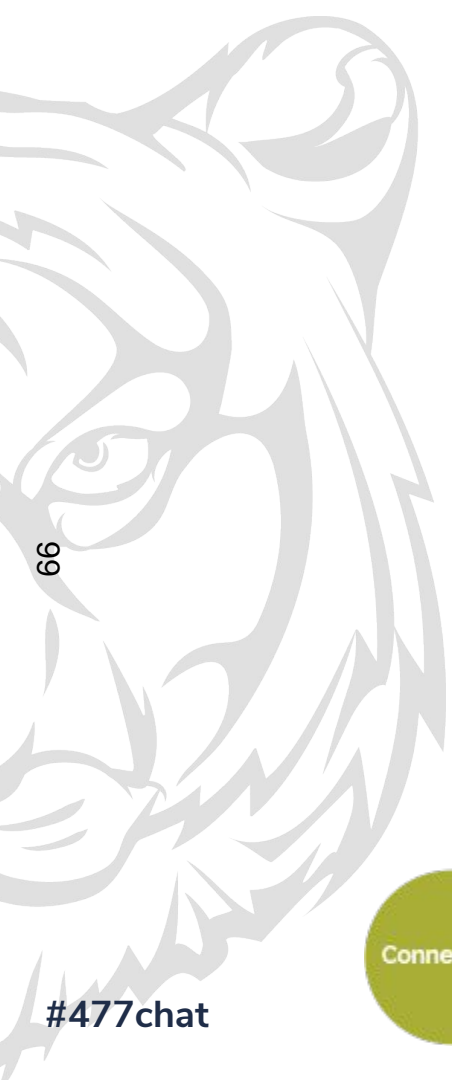
Videos, brochures, & postcards !

Timeline !

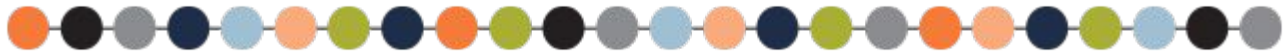
Enrollment video !







66



PRINCETON

INTERMEDIATE SCHOOL

October 15, 2019



Connections

Citizenship

Collaborative
Leadership

Excellence

Integrity

Respect

Learning

Innovation

#477chat

Implementing District Continuous Improvement Plan



Mission

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



PRINCETON
PUBLIC SCHOOLS

2019-2020 Continuous Improvement Plan



Vision

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

Our Why

We are currently working out our School-wide why.



Student Survey Results

- ★ 98% - I know my school rules and expectations
- ★ 96% - Overall, our school helps students be successful in school academically and socially.
- ★ 93% - Our school staff recognizes academic/learning success and growth.
- ★ 93% - Teachers have clear expectations for student behavior?
- ★ 91% - I feel welcomed and respected at my school by staff.
- ★ 91% - There are opportunities for me to ask and receive help and support in my classes.
- ★ 89% - I feel safe at my school.
- ★ 88% - School staff recognize and acknowledge positive student behavior.
- ★ 88% - If I have problems in school I know where to get help.



Family Survey Results

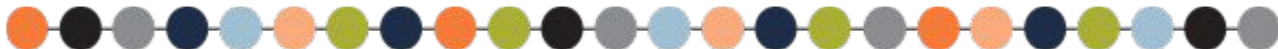
- ★ 97.2% - I feel my child is safe at this school.
- ★ 95.8% - The staff shows respect for students.
- ★ 95.1% - School staff is accessible.
- ★ 93.1% - I feel welcomed and respected at this school.
- 103★ 93.0% - The school recognizes and acknowledges accomplishments of students.
- ★ 93.0% - The school has high academic standards for my child.
- ★ 91.7% - The school focuses on improving student learning.
- ★ 90.2% - The school communicates effectively.



Staff Survey Results

Survey results

- 100.0% - As a school we recognize and acknowledge positive student behavior
- 98.3% - Behavior referrals are addressed in a timely and positive manner.
- 98.3% - My school has high academic standards.
- 98.3%- Our school goals help increase student achievement.
- 96.6% - I feel welcomed and respected at this school.
- 93.1% - Our school provides opportunities for students to receive support through an MTSS framework.
- 91.4% - There is an atmosphere of trust and mutual respect in our school.
- 91.4% - As a school we recognize and acknowledge the positive work of staff
- 91.4% - Expectations are communicated clearly for me.
- 89.7% - I feel a valued member of this school team.
- 89.7% - School administration (principal and dean) supports staff with being successful in their job.

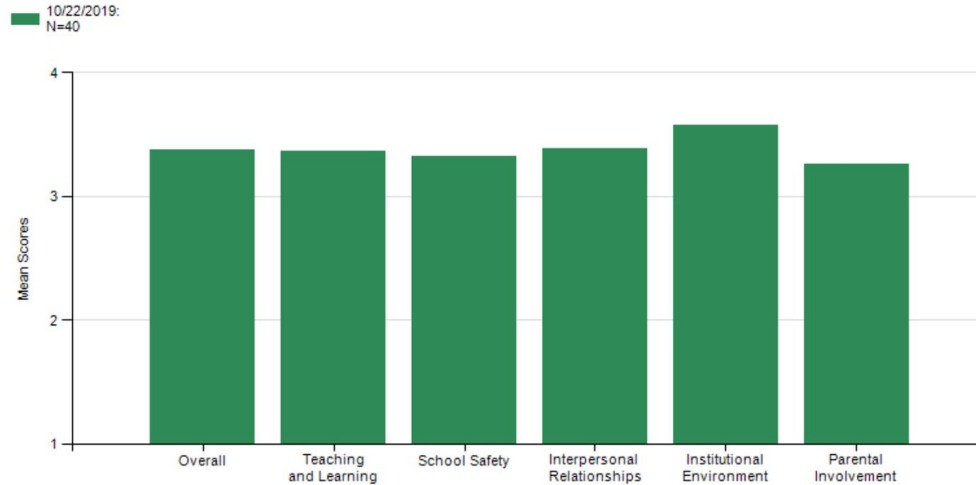


Climate Surveys - Fall 2019

Survey results

Family

School Climate Survey: Families
-- Mean Scores By Subscale --
School Years: 2019 - 2019



N=Number of respondents

Survey Date	Number of Respondents	Overall	Teaching and Learning	School Safety	Interpersonal Relationships	Institutional Environment	Parental Involvement
10/22/2019	N=40	3.38	3.37	3.32	3.39	3.58	3.26

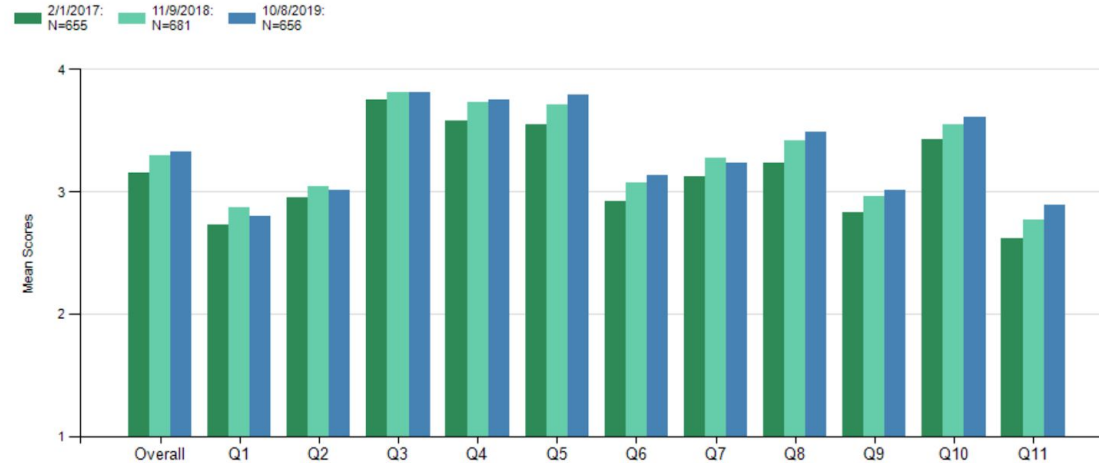


Climate Surveys - Fall 2019

Survey results

Student

School Climate Survey: Elementary
 -- Scores By Items--
 Princeton Intermediate: 2016 - 2019



N=Number of respondents

Survey Date	Number of Respondents	Overall	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11
2/1/2017	N=655	3.16	2.73	2.95	3.75	3.58	3.55	2.92	3.12	3.24	2.83	3.42	2.62
11/9/2018	N=681	3.29	2.87	3.04	3.81	3.73	3.72	3.07	3.27	3.42	2.96	3.55	2.77
10/8/2019	N=656	3.32	2.8	3.01	3.81	3.75	3.79	3.14	3.24	3.49	3.01	3.61	2.89



Climate Surveys - Fall 2019

Survey results

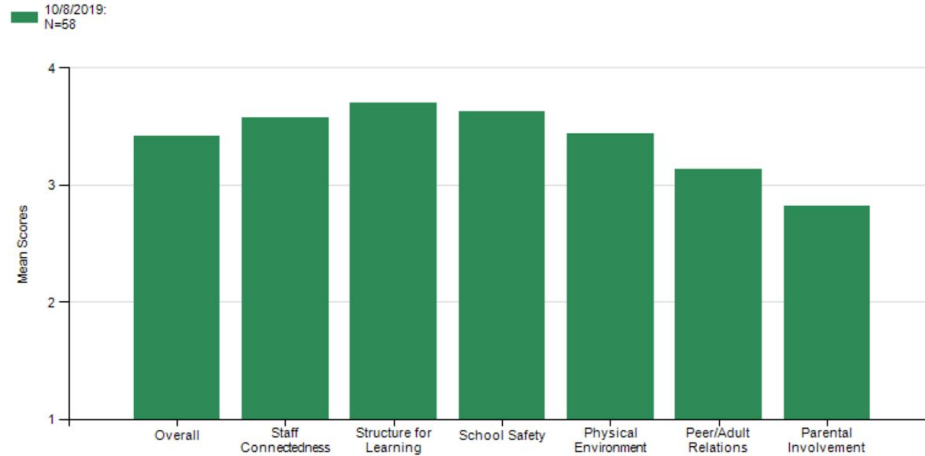
Staff

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Princeton Intermediate

Princeton, Minnesota

School Climate Survey: School Personnel
 - Mean Scores By Subscale -
 Princeton Intermediate: 2019 - 2019



N=Number of respondents

Survey Date	Number of Respondents	Overall	Staff Connectedness	Structure for Learning	School Safety	Physical Environment	Peer/Adult Relations	Parental Involvement
10/8/2019	N=58	3.42	3.57	3.7	3.63	3.44	3.13	2.82



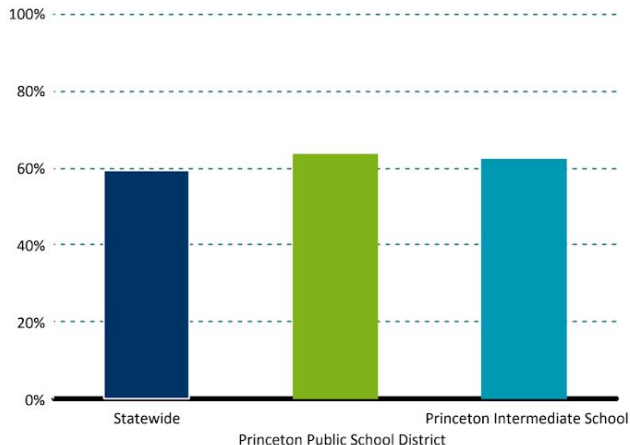
2018 -19 Met Reading and Math Goals

- Nationally, about 49% of students meet the 50th percentile Student Growth Percentile (SGP). In our first year of using the STAR assessment, our goal is that 50 percent of all our students will meet the 50th percentile SGP in math.

STAR Reading Growth	Met 50 SGP	Total Students	% Meeting SGP
Grade 3	152	220	69.09%
Grade 4	147	245	60.00%
Grade 5	98	228	42.98%
Total	397	693	57.29%
STAR Math Growth	Met 50 SGP	Total Students	% Meeting SGP
Grade 3	133	220	60.45%
Grade 4	144	237	60.76%
Grade 5	135	235	57.45%
Total	412	692	59.54%

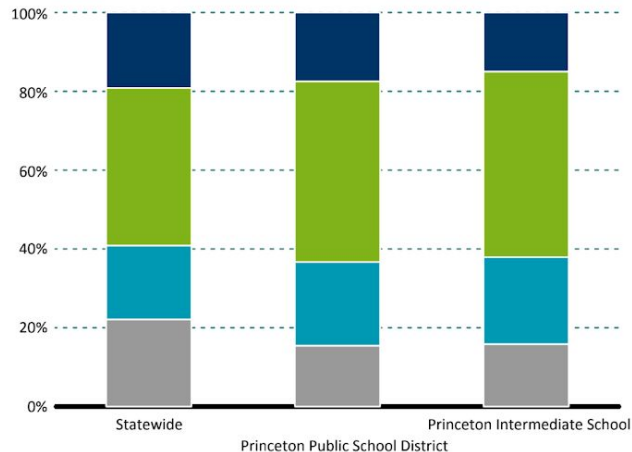
2019 Reading MCA

Summary Proficiency



Organization	Percent Proficient	Number Tested
Statewide	59.2%	455,077
Princeton Public School District	63.5%	1,763
Princeton Intermediate School	62.2%	722

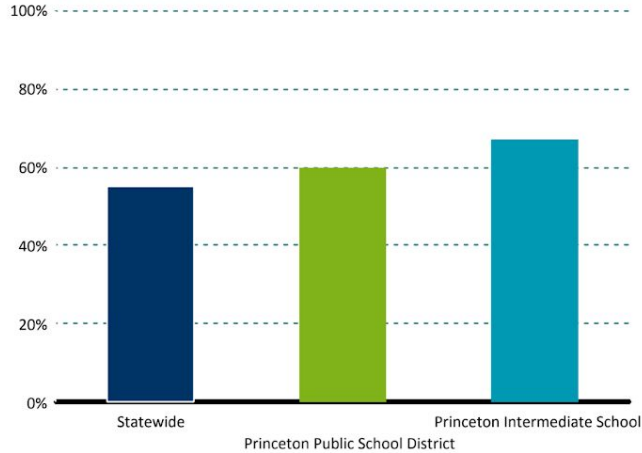
Student Achievement Level



Measure	Exceeds	Meets	Partially Meets	Does Not Meet
Statewide				
Count	87,487	181,971	86,073	99,546
Percent	19.2%	40.0%	18.9%	21.9%
Princeton Public School District				
Count	310	809	373	271
Percent	17.6%	45.9%	21.2%	15.4%
Princeton Intermediate School				
Count	107	342	158	115
Percent	14.8%	47.4%	21.9%	15.9%

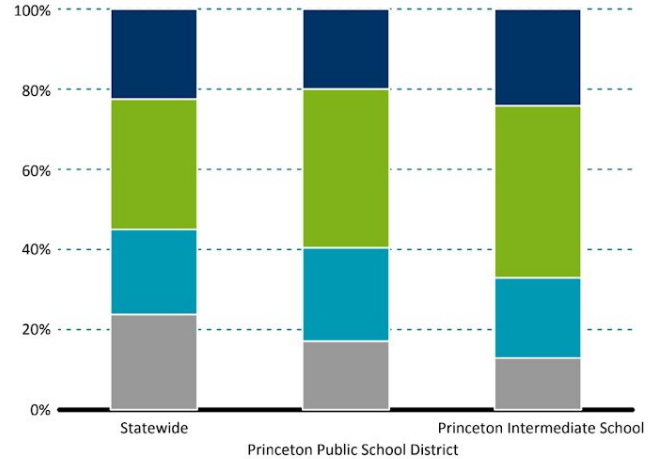
2019 Math MCA

Summary Proficiency



Organization	Percent Proficient	Number Tested
Statewide	55.0%	448,859
Princeton Public School District	59.8%	1,733
Princeton Intermediate School	67.0%	718

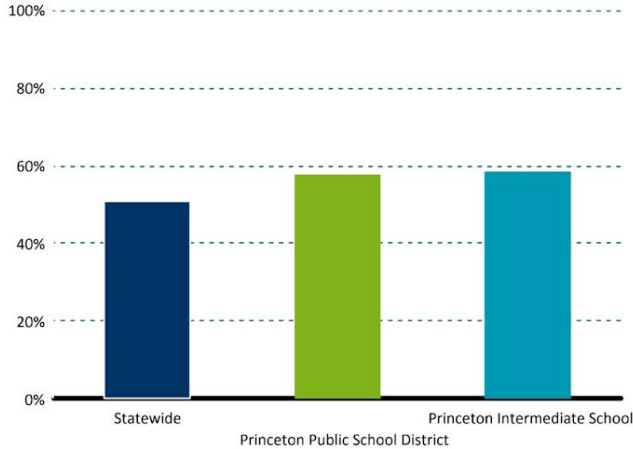
Student Achievement Level



Measure	Exceeds	Meets	Partially Meets	Does Not Meet
Statewide				
Count	100,930	146,073	96,162	105,694
Percent	22.5%	32.5%	21.4%	23.5%
Princeton Public School District				
Count	347	689	401	296
Percent	20.0%	39.8%	23.1%	17.1%
Princeton Intermediate School				
Count	173	308	145	92
Percent	24.1%	42.9%	20.2%	12.8%

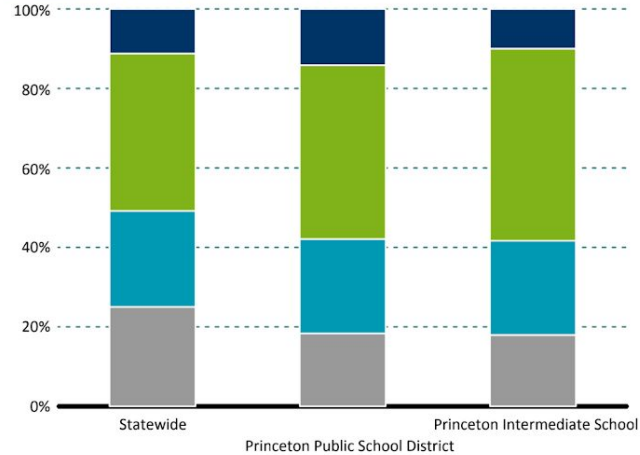
2019 Science MCA

Summary Proficiency



Organization	Percent Proficient	Number Tested
Statewide	50.7%	189,542
Princeton Public School District	57.8%	770
Princeton Intermediate School	58.4%	245

Student Achievement Level



Measure	Exceeds	Meets	Partially Meets	Does Not Meet
Statewide				
Count	21,469	74,695	45,993	47,385
Percent	11.3%	39.4%	24.3%	25.0%
Princeton Public School District				
Count	108	337	184	141
Percent	14.0%	43.8%	23.9%	18.3%
Princeton Intermediate School				
Count	24	119	58	44
Percent	9.8%	48.6%	23.7%	18.0%

2019-2020 SLT (Student Learning Team)



GOALS:

Intermediate School Goals for math and reading: The percentage of all students enrolled by Oct. 1, in grades 3-5 at Princeton Intermediate School reaching the 50th percentile will be 59 percent or greater in reading and 61 percent or greater in math.



2019-2020 Tiger Pride / Climate and Culture



Goal: The Intermediate School will cultivate a positive, respectful, and supportive environment focused on building strong relationships, social and emotional learning, and teamwork.

This will be measured by having a Tiered Fidelity Inventory score at or above 90% (total scale), a Self-Assessment Survey score of 80% or above, reviewing Climate Surveys for [families](#), [students](#), [staff](#), and the end of the year district surveys.



2019-2020 MTSS (Multi-tiered Systems of Support)



Goal: Implement varied interventions to help 80% of students in classroom meet or exceed target.

1. Review the purpose, roles and responsibilities, and referral process with staff. As a support team, follow the process and checklist for each student.
2. Implement interventions with integrity and help hold each other accountable while supporting teachers with the interventions.
3. As a team, stay solution-focused by making data-driven decisions while staying focused on our group's purpose. Gather accurate data, get students involved & tracking progress.
4. Respect and appreciate each other's viewpoints and perspectives.
5. Overall goal is to provide students and staff the support they need to be successful.







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Connections

Citizenship

Collaborative
Leadership

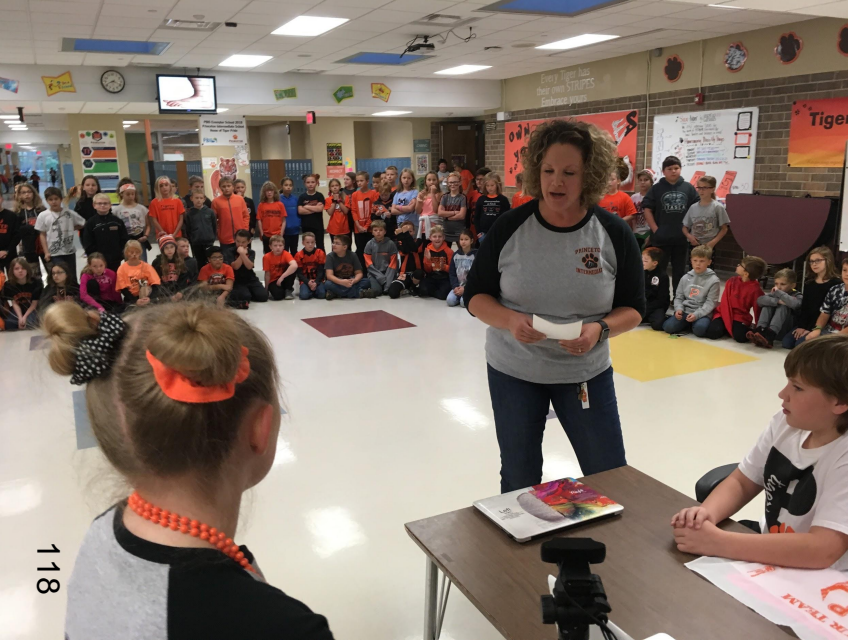
Excellence

Integrity

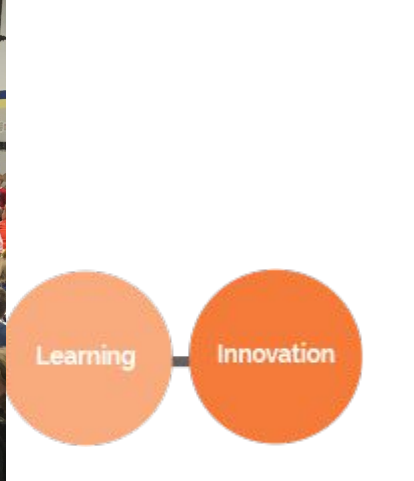
Respect

Learning

Innovation



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HEALTH INSURANCE BID TAB						
	CURRENT RATES	2020 PROPOSED RATES	2020 PROPOSED RATES	2020 PROPOSED RATES	2020 PROPOSED RATES	2020 PROPOSED RATES
	HEALTH PARTNERS-SW	HEALTH PARTNERS-SW	BLUE CROSS-RTS	BLUE CROSS-DIRECT	HEALTH PARTNERS-DIRECT	PEIP
200 Deductible Plan						Advantage Plan
Single	\$772.32	\$846.50	\$873.50	\$807.53	\$820.18	\$742.80
EE+Children	\$1,271.55	\$1,388.76	\$1,438.50	\$1,158.17	\$1,137.72	\$1,122.64
Family	\$1,948.00	\$2,132.30	\$2,203.50	\$2,030.65	\$2,075.96	\$1,860.58
\$1000 Deductible Plan						Advantage Plan
Single	\$643.43	\$709.72	\$728.00	\$702.20	\$701.88	\$742.80
EE+Children	\$1,056.30	\$1,160.36	\$1,195.00	\$1,007.10	\$973.62	\$1,122.64
Family	\$1,620.30	\$1,785.94	\$1,833.50	\$1,765.77	\$1,776.53	\$1,860.58
\$1700 HSA Plan						Value Plan
Single	\$584.07	\$642.72	\$660.50	\$681.93	\$701.37	\$667.94
EE+Children	\$837.68	\$916.46	\$947.50	\$978.03	\$972.91	\$1,009.46
Family	\$1,468.72	\$1,614.55	\$1,661.50	\$1,714.79	\$1,775.23	\$1,671.92
\$3375 HSA Plan						HSA Plan
Single	\$515.59	\$555.69	\$578.50	\$585.78	\$617.35	\$510.16
EE+Children	\$740.06	\$793.19	\$830.00	\$840.13	\$856.37	\$769.92
Family	\$1,307.82	\$1,407.94	\$1,468.00	\$1,473.02	\$1,562.59	\$1,273.76
		9% Rate Cap 2nd Year				
Note: Peip has a significant change in aggregate value of the plans.						

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SOURCEWELL

Financial Summary

- 9.42% increase for January, 2020
- Rate Cap of 9% in January, 2021
- Revenue from premium for 2019 is \$3,573,402
- Increase in 2020 to \$3,910,112
 - Increase of \$336,709
- If Princeton ISD continues participation requirements (underwriting requirements) Sourcwell agrees to a renewal cap of 9%
 - If the cap is met in 2020: \$1M increase over 2 years
 - Worst case scenario is a \$700k increase over 2020 rates in 2021



2019 / 2020 DISTRICT ENROLLMENT TRACKING

			10/1/2019	11/1/19									
			9/18/19	End of	End of	End of	End of	End of	End of	End of	End of	End of	Average
		Budget	Opening	September	October	November	December	January	February	March	April	May	Enrollment
Primary K-2	K	220	193	195									
	1st	245	227	223									
	2nd	265	260	261									
	Sub Total	730	680	679	0	0	0	0	0	0	0	0	679
Intermediate 3-5	3rd	241	240	237									
	4th	232	235	236									
	5th	267	253	254									
	Sub Total	740	728	727	0	0	0	0	0	0	0	0	727
Middle 6-8	6th	254	248	249									
	7th	282	271	273									
	8th	264	262	260									
	Sub Total	800	781	782	0	0	0	0	0	0	0	0	782
9-12 Programing	9th	260	273	274									
	10th	247	237	240									
	11th	264	274	273									
	12th	259	283	294									
	Sub Total	1030	1067	1081	0	0	0	0	0	0	0	0	1,081
K-12 Total		3300	3256	3269	0	0	0	0	0	0	0	0	3269



AMENDMENT TO PURCHASE AGREEMENT

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1. Date 10/04/19

2. Page _____ of _____ pages

3. The undersigned parties to a Purchase Agreement, dated 10/02/19, pertaining to

4. the purchase and sale of the Property at 22970 Butterfield Drive NW

5. Saint Francis MN 55070

6. hereby mutually agree to amend said Purchase Agreement as follows:

7. **Per Line #310 on Purchase Agreement shall be extended to October 25th to allow Board Approvals.**

8. **This Purchase Agreement is Contingent Upon School Board approvals of Cambridge, Princeton and Saint Francis School District.**

- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.

30. All other terms and conditions of the Purchase Agreement to remain the same.

31.  10/04/2019
(Seller) Saint Francis School Superintendent (Date)
Beth Giese

 _____
(Buyer) 10/4/2019 1:02:10 PM CDT (Date)

32. _____
(Seller) (Date) (Buyer) (Date)

33. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**
34. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**



COMMERCIAL PURCHASE AGREEMENT

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1. Page 1 Date October 2 2019

2. BUYER(S) is/are: Homepride Inc. Or assigned entity, (Check one.)

3. [] individual(s); OR [X] a business entity organized under the laws of the State of Minnesota.

4. SELLER(S) is/are: , (Check one.)

5. [] individual(s); OR [X] a business entity organized under the laws of the State of .

6. Buyer's earnest money in the amount of .

7. Five Thousand Dollars

8. (\$ 5,000.00) shall be delivered no later than two (2) Business Days after

9. Final Acceptance Date of this Purchase Agreement to be deposited in the trust account of: (Check one.)

10. [] listing broker; or

11. [X] Title company, (Trustee)

12. within three (3) Business Days of receipt of the earnest money or Final Acceptance Date of this Purchase Agreement, whichever is later.

14. Said earnest money is part payment for the purchase of property at .

15. 22970 Butterfield Drive NW located in the

16. City/Township of Saint Francis, County of Anoka,

17. State of Minnesota, Zip Code 55070, PID # (s) 323424340064

19. and legally described as follows LOTS 6 THRU 11 INCL BLK 3 VILLAGE OF ST FRANCIS; SUBJ TO EASE OF REC

21. (collectively the "Property")

22. together with the personal property as described in the attached Addendum to Commercial Purchase Agreement: Personal Property, if any, all of which property the undersigned has this day sold to Buyer for the sum of:

24. Three Hundred Thousand

26. (\$ 300,000.00) Dollars ("Purchase Price"), which Buyer agrees to pay in the following manner:

27. 1. CASH of 100 percent (%) of the sale price, or more in Buyer's sole discretion, which includes the earnest money; PLUS

29. 2. FINANCING of percent (%) of the sale price. Buyer shall, at Buyer's sole expense, apply for any financing as required by this Purchase Agreement.

31. Such financing shall be: (Check one.) [] a first mortgage; [] a contract for deed; or [] a first mortgage with subordinate financing, as described in the attached Addendum to Commercial Purchase Agreement:

33. [] Conventional/SBA/Other [] Contract for Deed. (Check one.)

34. DUE DILIGENCE: This Purchase Agreement [X] IS [] IS NOT subject to a due diligence contingency. (If answer is IS, (Check one.)

35. see attached Addendum to Commercial Purchase Agreement: Due Diligence.)

36. CLOSING: The date of closing shall be January 15th 2020 .

COMMERCIAL PURCHASE AGREEMENT

37. Page 2 Date October 2 2019

38. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

39. **DEED/MARKETABLE TITLE:** Subject to performance by Buyer, Seller agrees to execute and deliver a: *(Check one.)*

40. **WARRANTY DEED** **LIMITED WARRANTY DEED** **CONTRACT FOR DEED**

41. **OTHER:** _____ **DEED** conveying marketable title, subject to:

- 42. (a) building and zoning laws, ordinances, and state and federal regulations;
- 43. (b) restrictions relating to use or improvement of the Property without effective forfeiture provisions;
- 44. (c) reservation of any mineral rights by the State of Minnesota or other government entity;
- 45. (d) utility and drainage easements which do not interfere with existing improvements; and
- 46. (e) others (must be specified in writing): _____

47. _____

48. **TENANTS/LEASES:** Property **IS** **IS NOT** subject to rights of tenants (if answer is **IS**, see attached *Addendum* -----*(Check one.)*-----

49. *to Commercial Purchase Agreement: Due Diligence).*

50. Seller shall not execute leases from the Date of this Purchase Agreement to the date of closing, the term of which lease
 51. extends beyond the date of closing, without the prior written consent of Buyer. Buyer's consent or denial shall be
 52. provided to Seller within _____ days of Seller's written request. Said consent
 53. shall not be unreasonably withheld.

54. **REAL ESTATE TAXES:** Real estate taxes due and payable in the year of closing shall be prorated between Seller and
 55. Buyer on a calendar year basis to the actual date of closing unless otherwise provided in this Purchase Agreement.
 56. Real estate taxes, including penalties, interest, and any associated fees, payable in the years prior to closing shall be
 57. paid by Seller. Real estate taxes payable in the years subsequent to closing shall be paid by Buyer.

58. **SPECIAL ASSESSMENTS:**

59. **BUYER AND SELLER SHALL PRORATE AS OF THE DATE OF CLOSING** **SELLER SHALL PAY** -----*(Check one.)*-----

60. on the date of closing all installments of special assessments certified for payment with the real estate taxes due and
 61. payable in the year of closing.

62. **BUYER SHALL ASSUME** **SELLER SHALL PAY ON DATE OF CLOSING** all other special assessments -----*(Check one.)*-----

63. levied as of the Date of this Purchase Agreement.

64. **BUYER SHALL ASSUME** **SELLER SHALL PROVIDE FOR PAYMENT OF** special assessments pending as -----*(Check one.)*-----

65. of the Date of this Purchase Agreement for improvements that have been ordered by any assessing authorities. (Seller's
 66. provision for payment shall be by payment into escrow of up to two (2) times the estimated amount of the assessments
 67. or less, as allowed by Buyer's lender.)

68. Buyer shall pay any unpaid special assessments payable in the year following closing and thereafter, the payment of
 69. which is not otherwise here provided.

70. As of the Date of this Purchase Agreement, Seller represents that Seller **HAS** **HAS NOT** received a notice -----*(Check one.)*-----

71. regarding any new improvement project from any assessing authorities, the costs of which project may be assessed
 72. against the Property. Any such notice received by Seller after the Date of this Purchase Agreement and before
 73. closing shall be provided to Buyer immediately. If such notice is issued after the Date of this Purchase Agreement
 74. and on or before the date of closing, then the parties may agree in writing, on or before the date of closing, to pay,
 75. provide for the payment of, or assume the special assessments. In the absence of such agreement, either party may
 76. declare this Purchase Agreement canceled by written notice to the other party, or licensee representing or assisting the
 77. other party, in which case this Purchase Agreement is canceled. If either party declares this Purchase Agreement
 78. canceled, Buyer and Seller shall immediately sign a written cancellation of Purchase Agreement confirming said
 79. cancellation and directing all earnest money paid here to be refunded to Buyer.

MNC:PA-2 (8/19)

COMMERCIAL PURCHASE AGREEMENT

80. Page 3 Date October 2 2019

81. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

82. **POSSESSION:** Seller shall deliver possession of the Property: *(Check one.)*

83. **IMMEDIATELY AFTER CLOSING;** or

84. **OTHER:** _____

85. Seller agrees to remove ALL DEBRIS AND ALL PERSONAL PROPERTY NOT INCLUDED HERE from the Property
86. by possession date.

87. **PRORATIONS:** All items customarily prorated and adjusted in connection with the closing of the sale of the Property
88. here including but not limited to rents, operating expenses, interest on any debt assumed by Buyer, shall be prorated
89. as of the date of closing. It shall be assumed that Buyer will own the Property for the entire date of the closing.

90. **RISK OF LOSS:** If there is any loss or damage to the Property between the Final Acceptance Date and the date of
91. closing, for any reason, the risk of loss shall be on Seller. If the Property is destroyed or substantially damaged before
92. the closing, this Purchase Agreement shall be canceled, at Buyer's option, if Buyer gives written notice to Seller, or licensee
93. representing or assisting Seller, of such cancellation within thirty (30) days of the damage. Upon said cancellation,
94. Buyer and Seller shall immediately sign a written cancellation of Purchase Agreement confirming said cancellation and
95. directing all earnest money paid here to be refunded to Buyer.

96. **EXAMINATION OF TITLE:** Seller shall, at its expense, within 15 days after Final
97. Acceptance of this Purchase Agreement, furnish to Buyer, or licensee representing or assisting Buyer, a commitment
98. for an owner's policy of title insurance from Land Title, Inc., including levied
(Name of Title Company)

99. and pending special assessments. Buyer shall be allowed ten (10) days ("Objection Period") after receipt of the
100. commitment for title insurance to provide Seller, or licensee representing or assisting Seller, with written objections.
101. Buyer shall be deemed to have waived any title objections not made within the Objection Period provided for immediately
102. above and any matters with respect to which title objection is so waived may be excepted from the warranties in the
103. Deed as specified here to be delivered pursuant to this Agreement.

104. **TITLE CORRECTIONS AND REMEDIES:** Seller shall have thirty (30) days ("Cure Period") from receipt of Buyer's
105. written title objections to cure any title objections but shall not be obligated to do so. Upon receipt of Buyer's title
106. objections, Seller shall, within ten (10) days, notify Buyer, or licensee representing or assisting Buyer, in writing whether
107. or not Seller will endeavor to cure such objections within the Cure Period. Liens or encumbrances for liquidated amounts
108. created by instruments executed by Seller and which can be released by payment proceeds of closing shall not delay
109. the closing.

110. If Seller's notice states that Seller will not endeavor to cure one or more specified objections within the Cure Period,
111. Buyer may, as its sole remedy, within ten (10) days of the sending of such notice by Seller, declare this Purchase
112. Agreement canceled by written notice to Seller, or licensee representing or assisting Seller, in which case this Purchase
113. Agreement is canceled. If Buyer declares this Purchase Agreement canceled, Buyer and Seller shall immediately sign a
114. written cancellation of Purchase Agreement confirming said cancellation and directing all earnest money paid here to
115. be refunded to Buyer. If Buyer does not declare this Purchase Agreement canceled as provided immediately above,
116. Buyer shall be bound to proceed with the closing and to purchase the Property subject to the objections Seller has
117. declined to cure without reduction in the Purchase Price.

118. If Seller's notice states that Seller will endeavor to cure all of the specified objections, or if Seller's notice states that
119. Seller will endeavor to cure some, but not all, of the specified objections and Buyer does not declare this Purchase
120. Agreement canceled as provided above, Seller shall use commercially reasonable efforts to cure the specified objections
121. or those Seller has agreed to endeavor to cure and, pending correction of title, all payment required here and the
122. closing shall be postponed.

123. If Seller, within the Cure Period provided above, corrects the specified objections Seller's notice indicated Seller would
124. endeavor to cure, then upon presentation to Buyer, or licensee representing or assisting Buyer, of documentation
125. establishing that such objections have been cured, the closing shall take place within ten (10) days or on the scheduled
126. closing date, whichever is later.

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COMMERCIAL PURCHASE AGREEMENT

127. Page 4 Date October 2 2019

128. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

129. If Seller, within the Cure Period provided above, does not cure the specified objections which Seller's notice indicated
 130. Seller would endeavor to cure, Buyer may, as its sole remedy, declare this Purchase Agreement canceled by written
 131. notice to Seller, or licensee representing or assisting Seller, given within five (5) days after the end of the Cure Period,
 132. in which case this Purchase Agreement is canceled. Buyer and Seller shall immediately sign a *Cancellation of Purchase*
 133. *Agreement* confirming said cancellation and directing all earnest money paid here to be refunded to Buyer. Neither
 134. party shall be liable for damages here to the other. In the alternative, Buyer may elect to waive such objections by
 135. providing written notice to Seller, or licensee representing or assisting Seller, within such five (5)-day period and accept
 136. title subject to such uncured objections, in which event, Buyer shall be bound to proceed with the closing and to purchase
 137. the Property subject to the objections Seller has not cured without reduction in the Purchase Price. If neither notice is
 138. given by Buyer within such five (5)-day period, Buyer shall be deemed to have elected to waive the objections and to
 139. proceed to closing as provided in the immediately preceding sentence.

140. If title is marketable, or is made marketable as provided here, and Buyer defaults in any of the agreements here,
 141. Seller, in addition to any other right or remedy available to Seller here, at law or in equity may cancel this Purchase
 142. Agreement as provided by either MN Statute 559.21 or MN Statute 559.217, whichever is applicable, and retain all
 143. earnest money paid here as liquidated damages.

144. If title is marketable, or is made marketable as provided here, and Seller defaults in any of the agreements here,
 145. Buyer may, in addition to any other right or remedy available to Buyer here, seek specific performance within six
 146. (6) months after such right of action arises.

147. **REPRESENTATIONS AND WARRANTIES OF SELLER:** The following representations made are to the best
 148. of Seller's knowledge.

149. There is no action, litigation, investigation, condemnation, or other proceeding of any kind pending or threatened against
 150. Seller or any portion of the Property. In the event Seller becomes aware of any such proceeding prior to closing, Seller
 151. will promptly notify Buyer of such proceeding.

152. The Property is in compliance with all applicable provisions of all planning, zoning, and subdivision rules; regulations;
 153. and statutes. Seller has obtained all necessary licenses, permits, and approvals necessary for the ownership and
 154. operation of the Property.

155. Prior to the closing, payment in full will have been made for all labor, materials, machinery, fixtures, or tools furnished
 156. within the 120 days immediately preceding the closing in connection with construction, alteration, or repair of any
 157. structure on, or improvement to, the Property.

158. Seller has not received any notice from any governmental authority as to condemnation proceedings, or violation of
 159. any law, ordinance, regulation, code, or order affecting the Property. If the Property is subject to restrictive covenants,
 160. Seller has not received any notice from any person or authority as to a breach of the covenants. Any such notices
 161. received by Seller shall be provided to Buyer immediately.

162. Seller has not executed any options to purchase, rights of first refusal, or any other agreements giving any person or
 163. other entity the right to purchase or otherwise acquire any interest in the Property, and Seller is unaware of any options
 164. to purchase, rights of first refusal, or other similar rights affecting the Property.

165. The legal description of the real property to be conveyed has been or shall be approved for recording as of the date
 166. of closing.

167. If Seller is an organized entity, Seller represents and warrants to Buyer that Seller is duly organized and is in good
 168. standing under the laws of the State of Minnesota; that Seller is duly qualified to transact business in the State of
 169. Minnesota; that Seller has the requisite organizational power and authority to enter into this Purchase Agreement and
 170. the Seller's closing documents signed by it; such documents have been duly authorized by all necessary action on
 171. the part of Seller and have been duly executed and delivered; that the execution, delivery, and performance by Seller of
 172. such documents do not conflict with or result in a violation of Seller's organizational documents or Bylaws or any judgment,
 173. order, or decree of any court or arbiter to which Seller is a party; and that such documents are valid and binding obligations
 174. of Seller, and are enforceable in accordance with their terms.

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COMMERCIAL PURCHASE AGREEMENT

175. Page 5 Date October 2 2019

176. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

177. Seller will indemnify Buyer, its successors and assigns, against and will hold Buyer, its successors and assigns, harmless from, any expenses or damages, including reasonable attorneys' fees, that Buyer incurs because of the breach of any of the above representations and warranties, whether such breach is discovered before or after the date of closing.

181. See attached *Addendum to Commercial Purchase Agreement: Due Diligence*, if any, for additional representations and warranties.

183. **REPRESENTATIONS AND WARRANTIES OF BUYER:** If Buyer is an organized entity, Buyer represents and warrants to Seller that Buyer is duly organized and is in good standing under the laws of the State of Minnesota; that Buyer is duly qualified to transact business in the State of Minnesota; that Buyer has the requisite organizational power and authority to enter into this Purchase Agreement and the Buyer's closing documents signed by it; such documents have been duly authorized by all necessary action on the part of Buyer and have been duly executed and delivered; that the execution, delivery, and performance by Buyer of such documents do not conflict with or result in a violation of Buyer's organizational documents or Bylaws or any judgment, order, or decree of any court or arbiter to which Buyer is a party; and that such documents are valid and binding obligations of Buyer, and are enforceable in accordance with their terms. Buyer will indemnify Seller, its successors and assigns, against and will hold Seller, its successors and assigns, harmless from, any expenses or damages, including reasonable attorneys' fees, that Seller incurs because of the breach of any of the above representations and warranties, whether such breach is discovered before or after the date of closing.

195. **TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.**

196. **CALCULATION OF DAYS:** Any calculation of days begins on the first day (calendar or Business Days as specified) following the occurrence of the event specified and includes subsequent days (calendar or Business Days as specified) ending at 11:59 P.M. on the last day.

199. **BUSINESS DAYS:** "Business Days" are days which are not Saturdays, Sundays, or state or federal holidays unless stated elsewhere by the parties in writing.

201. **DEFAULT:** If Buyer defaults in any of the agreements here, Seller may cancel this Purchase Agreement, and any payments made here, including earnest money, shall be retained by Seller as liquidated damages and Buyer and Seller shall affirm the same by a written cancellation. In the alternative, Seller may seek all other remedies allowed by law.

204. If Buyer defaults in any of the agreements here, Seller may terminate this Purchase Agreement under the provisions of either MN Statute 559.21 or MN Statute 559.217, whichever is applicable.

206. If this Purchase Agreement is not canceled or terminated as provided here, Buyer or Seller may seek actual damages for breach of this Purchase Agreement or specific performance of this Purchase Agreement; and, as to specific performance, such action must be commenced within six (6) months after such right of action arises.

209. **SUBJECT TO RIGHTS OF TENANTS, IF ANY, BUYER HAS THE RIGHT TO VIEW THE PROPERTY PRIOR TO CLOSING TO ESTABLISH THAT THE PROPERTY IS IN SUBSTANTIALLY THE SAME CONDITION AS OF THE DATE OF THIS PURCHASE AGREEMENT.**

212. **METHAMPHETAMINE PRODUCTION DISCLOSURE:**

213. (A Methamphetamine Production Disclosure is required by MN Statute 152.0275, Subd. 2 (m).)

214. Seller is not aware of any methamphetamine production that has occurred on the Property.

215. Seller is aware that methamphetamine production has occurred on the Property.

216. (See Disclosure Statement: Methamphetamine Production.)

217. **NOTICE REGARDING AIRPORT ZONING REGULATIONS:** The Property may be in or near an airport safety zone with zoning regulations adopted by the governing body that may affect the Property. Such zoning regulations are filed with the county recorder in each county where the zoned area is located. If you would like to determine if such zoning regulations affect the Property, you should contact the county recorder where the zoned area is located.

221. **NOTICE REGARDING PREDATORY OFFENDER INFORMATION:** Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the Property is located or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections web site at www.corr.state.mn.us.

COMMERCIAL PURCHASE AGREEMENT

226. Page 6 Date October 2 2019

227. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

228. **DISCLOSURE NOTICE:** If this Purchase Agreement includes a structure used or intended to be used as residential property as defined under MN Statute 513.52, Buyer acknowledges Buyer has received a *Disclosure Statement: Seller's Property Disclosure Statement* or *Disclosure Statement: Seller's Disclosure Alternatives* form.

231. **(Check appropriate boxes.)**

232. SELLER WARRANTS THAT THE PROPERTY IS EITHER DIRECTLY OR INDIRECTLY CONNECTED TO:

233. **CITY SEWER** **YES** **NO** / **CITY WATER** **YES** **NO**

234. SUBSURFACE SEWAGE TREATMENT SYSTEM

235. SELLER **DOES** **DOES NOT** KNOW OF A SUBSURFACE SEWAGE TREATMENT SYSTEM ON OR SERVING
-----*(Check one.)*-----

236. THE PROPERTY. (If answer is **DOES**, and the system does not require a state permit, see *Disclosure Statement:*

237. *Subsurface Sewage Treatment System.*)

238. PRIVATE WELL

238. SELLER **DOES** **DOES NOT** KNOW OF A WELL ON OR SERVING THE PROPERTY. (If answer is **DOES** and well
-----*(Check one.)*-----

240. is located on the Property, see *Disclosure Statement: Well.*)

241. To the best of Seller's knowledge, the Property **IS** **IS NOT** in a Special Well Construction Area.
-----*(Check one.)*-----

242. THIS PURCHASE AGREEMENT **IS** **IS NOT** SUBJECT TO AN *ADDENDUM TO PURCHASE AGREEMENT:*
-----*(Check one.)*-----

243. *SUBSURFACE SEWAGE TREATMENT SYSTEM AND WELL INSPECTION CONTINGENCY.*

244. (If answer is **IS**, see attached *Addendum.*)

245. **IF A WELL OR SUBSURFACE SEWAGE TREATMENT SYSTEM EXISTS ON THE PROPERTY, BUYER HAS**
246. **RECEIVED A DISCLOSURE STATEMENT: WELL AND/OR A DISCLOSURE STATEMENT: SUBSURFACE SEWAGE**
247. **TREATMENT SYSTEM.**

248. There **IS** **IS NOT** a storage tank located on the Property that is subject to the requirements of MN Statute 116.48.
-----*(Check one.)*-----

249. (If answer is **IS**, see *Commercial Disclosure Statement: Storage Tank(s).*)

250. AGENCY NOTICE

251. Michelle A Anderson is **Seller's Agent** **Buyer's Agent** **Dual Agent** **Facilitator.**
(Licensee) -----*(Check one.)*-----

252. RE/MAX Results
(Real Estate Company Name)

253. Ryan S Hank is **Seller's Agent** **Buyer's Agent** **Dual Agent** **Facilitator.**
(Licensee) -----*(Check one.)*-----

254. Realty Group, Inc.-Coon Rapids
(Real Estate Company Name)

255. **DUAL AGENCY DISCLOSURE:** Dual agency occurs when one broker or salesperson represents both parties to a
256. transaction, or when two salespersons licensed to the same broker each represent a party to the transaction. Dual
257. agency requires the informed consent of all parties, and means that the broker or salesperson owes the same fiduciary
258. duties to both parties to the transaction. This role limits the level of representation the broker and salespersons can
259. provide, and prohibits them from acting exclusively for either party. In dual agency, confidential information about price,
260. terms, and motivation for pursuing a transaction will be kept confidential unless one party instructs the broker or
261. salesperson in writing to disclose specific information about him or her. Other information will be shared. Dual agents
262. may not advocate for one party to the detriment of the other.

COMMERCIAL PURCHASE AGREEMENT

263. Page 7 Date October 2 2019

264. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

265. **CONSENT TO DUAL AGENCY**

266. Broker represents both parties involved in the transaction, which creates a dual agency. This means that Broker and

267. its salespersons owe fiduciary duties to both parties. Because the parties may have conflicting interests, Broker and its

268. salespersons are prohibited from advocating exclusively for either party. Broker cannot act as a dual agent in this

269. transaction without the consent of both parties. Both parties acknowledge that

270. (1) confidential information communicated to Broker which regards price, terms, or motivation to buy, sell, or lease will

271. remain confidential unless the parties instruct Broker in writing to disclose this information. Other information will

272. be shared;

273. (2) Broker and its salespersons will not represent the interest of either party to the detriment of the other; and

274. (3) within the limits of dual agency, Broker and its salesperson will work diligently to facilitate the mechanics of the

275. sale.

276. With the knowledge and understanding of the explanation above, the parties authorize and instruct Broker and its

277. salespersons to act as dual agents in this transaction.

Saint Francis School Superintendent
Beth Giese

278. **SELLER:** _____

BUYER: Homepride Inc. _____

(Business Entity or Individual Name)

(Business Entity or Individual Name)

279. By: Beth Giese
(Seller's Signature)

By: Homepride Inc.
(Buyer's Signature)

280. Beth Giese
(Seller's Printed Name)

(Buyer's Printed Name)

281. Its: _____
(Title)

Its: _____
(Title)

282. 10/04/2019
(Date)

10/02/2019
(Date)

283. **SELLER:** _____
(Business Entity or Individual Name)

BUYER: _____
(Business Entity or Individual Name)

284. By: _____
(Seller's Signature)

By: _____
(Buyer's Signature)

285. _____
(Seller's Printed Name)

(Buyer's Printed Name)

286. Its: _____
(Title)

Its: _____
(Title)

287. _____
(Date)

(Date)

288. **SUCCESSORS AND ASSIGNS:** All provisions of this Purchase Agreement shall be binding on successors and assigns.

289. **CLOSING COSTS:** Buyer or Seller may be required to pay certain closing costs, which may effectively increase the

290. cash outlay at closing or reduce the proceeds from the sale.

291. **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA"):** Section 1445 of the Internal Revenue Code

292. provides that a transferee ("Buyer") of a United States real property interest must be notified in writing and must withhold

293. tax if the transferor ("Seller") is a foreign person and no exceptions from FIRPTA withholding apply. Buyer and Seller

294. agree to comply with FIRPTA requirements under Section 1445 of the Internal Revenue Code.

295. Seller shall represent and warrant, under the penalties of perjury, whether Seller is a "foreign person" (as the same

296. is defined within FIRPTA), prior to closing. Any representations made by Seller with respect to this issue shall survive

297. the closing and delivery of the deed.

298. Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument, affidavit, or statement

299. reasonably necessary to comply with the FIRPTA requirements, including delivery of their respective federal taxpayer

300. identification numbers or Social Security numbers.

COMMERCIAL PURCHASE AGREEMENT

301. Page 8 Date October 2 2019

302. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

303. Due to the complexity and potential risks of failing to comply with FIRPTA, including the Buyer's responsibility for
 304. withholding the applicable tax, Buyer and Seller should **seek appropriate legal and tax advice regarding FIRPTA**
 305. **compliance, as the respective licensees representing or assisting either party will be unable to assure either**
 306. **party whether the transaction is exempt from FIRPTA withholding requirements.**

307. **NOTE:** MN Statute 500.221 establishes certain restrictions on the acquisition of title to agricultural land by aliens and
 308. non-American corporations. Please seek appropriate legal advice if this Purchase Agreement is for the sale
 309. of agricultural land and Buyer is a foreign person.

310. **ACCEPTANCE DEADLINE:** This offer to purchase, unless accepted sooner, shall be withdrawn at 11:59 P.M.,
 311. October 3rd 2019, and in such event all earnest money shall be returned to Buyer.

312. **CONDEMNATION:** If, prior to the closing date, condemnation proceedings are commenced against all or any part
 313. of the Property, Seller or licensee representing or assisting Seller, shall immediately give written notice to Buyer, or
 314. licensee representing or assisting Buyer, of such fact and Buyer may, at Buyer's option (to be exercised within thirty (30)
 315. days after Seller's notice), declare this Purchase Agreement canceled by written notice to Seller or licensee representing
 316. or assisting Seller, in which case this Purchase Agreement is canceled and neither party shall have further obligations
 317. under this Purchase Agreement. In the event Buyer declares the Purchase Agreement canceled, Buyer and Seller
 318. shall immediately sign a written cancellation confirming such cancellation and directing all earnest money paid
 319. here to be refunded to Buyer. If Buyer fails to give such written notice, then Buyer shall be bound to proceed with
 320. closing, subject to any other contingencies to this Purchase Agreement. In such event, there shall be no reduction in
 321. the purchase price, and Seller shall assign to Buyer at the closing date all of Seller's rights, title, and interest in and to
 322. any award made or to be made in the condemnation proceedings. Prior to the closing date, Seller shall not designate
 323. counsel, appear in, or otherwise act with respect to, the condemnation proceedings without Buyer's prior written consent.

324. **MUTUAL INDEMNIFICATION:** Seller and Buyer agree to indemnify each other against, and hold each other harmless
 325. from, all liabilities (including reasonable attorneys' fees in defending against claims) arising out of the ownership,
 326. operation, or maintenance of the Property for their respective periods of ownership. Such rights to indemnification will
 327. not arise to the extent that (a) the party seeking indemnification actually receives insurance proceeds or other cash
 328. payments directly attributable to the liability in question (net of the cost of collection, including reasonable attorneys'
 329. fees); or (b) the claim for indemnification arises out of the act or neglect of the party seeking indemnification. If, and
 330. to the extent that, the indemnified party has insurance coverage, or the right to make claim against any third party for
 331. any amount to be indemnified against, as set forth above, the indemnified party will, upon full performance by the
 332. indemnifying party of its indemnification obligations, assign such rights to the indemnifying party or, if such rights are
 333. not assignable, the indemnified party will diligently pursue such rights by appropriate legal action or proceeding and
 334. assign the recovery and/or right of recovery to the indemnifying party to the extent of the indemnification payable made
 335. by such party.

336. **ENTIRE AGREEMENT:** This Purchase Agreement and any addenda or amendments signed by the parties shall
 337. constitute the entire agreement between Buyer and Seller. Any other written or oral communication between Buyer and
 338. Seller, including, but not limited to, e-mails, text messages, or other electronic communications are not part of this
 339. Purchase Agreement. This Purchase Agreement can be modified or canceled only in writing signed by Buyer and
 340. Seller or by operation of law. All monetary sums are deemed to be United States currency for purposes of this Purchase
 341. Agreement.

342. **ELECTRONIC SIGNATURES:** The parties agree the electronic signature of any party on any document related to this
 343. transaction constitute valid, binding signatures.

344. **FINAL ACCEPTANCE:** To be binding, this Purchase Agreement must be fully executed by both parties and a copy
 345. must be delivered.

346. **SURVIVAL:** All warranties and representations in this Purchase Agreement shall survive the delivery of the deed or
 347. contract for deed and be enforceable after the closing.

348. **DATE OF THIS PURCHASE AGREEMENT:** Date of this Purchase Agreement to be defined as the date on line one
 349. (1) of this Purchase Agreement.

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COMMERCIAL PURCHASE AGREEMENT

350. Page 9 Date October 2 2019

351. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

352. OTHER: _____

353. _____

354. _____

355. **ADDENDA:** Attached addenda are a part of this Purchase Agreement.

356. If checked, this Purchase Agreement is subject to
357. attached **Addendum to Commercial Purchase**
358. **Agreement: Counteroffer.**

359. **FIRPTA:** Seller represents and warrants, under penalty
360. of perjury, that Seller IS IS NOT a foreign person (i.e., a
----- (Check one.) -----

361. non-resident alien individual, foreign corporation, foreign
362. partnership, foreign trust, or foreign estate for purposes
363. of income taxation. (See lines 291-309.) This representation
364. and warranty shall survive the closing of the transaction
365. and the delivery of the deed.

366. **SELLER** Saint Francis School Superintendent
367. Beth Giese
(Business Entity or Individual Name)

368. By: Beth Giese
(Seller's Signature) AM CDT

369. Beth Giese
(Seller's Printed Name)

370. Its: _____
(Title)
10/04/2019

371. _____
(Date)

372. **SELLER**

373. _____
(Business Entity or Individual Name)

374. By: _____
(Seller's Signature)

375. _____
(Seller's Printed Name)

376. Its: _____
(Title)

377. _____
(Date)

BUYER
Homepride Inc.
(Business Entity or Individual Name)

By: Homepride Inc.
(Buyer's Signature) AM CDT

Homepride Inc.
(Buyer's Printed Name)

Its: _____
(Title)
10/02/2019

_____ (Date)

BUYER

_____ (Business Entity or Individual Name)

By: _____ (Buyer's Signature)

_____ (Buyer's Printed Name)

Its: _____ (Title)

_____ (Date)

378. **FINAL ACCEPTANCE DATE:** _____ The Final Acceptance Date
379. is the date on which the fully executed Purchase Agreement is delivered.

380. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**
381. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**

382. **THIS MINNESOTA ASSOCIATION OF REALTORS® COMMERCIAL PURCHASE AGREEMENT IS NOT**
383. **DESIGNED TO BE AND IS NOT WARRANTED TO BE INCLUSIVE OF ALL ISSUES SELLER AND BUYER**
384. **MAY WISH TO ADDRESS, AND EITHER PARTY MAY WISH TO MODIFY THIS PURCHASE AGREEMENT**
385. **TO ADDRESS STATUTORY OR CONTRACTUAL MATTERS NOT CONTAINED IN THIS FORM.**
386. **BOTH PARTIES ARE ADVISED TO SEEK THE ADVICE OF AN ATTORNEY TO ENSURE**
387. **THIS CONTRACT ADEQUATELY ADDRESSES THAT PARTY'S RIGHTS.**

WIRE FRAUD ALERT



Internet fraud — the use of Internet services or software with Internet access to defraud victims — is on the rise in real estate transactions.

THESE SOPHISTICATED CRIMINALS COULD:

- **HACK INTO YOUR E-MAIL ACCOUNT** or the e-mail of others involved in your real estate transaction and may direct you to wire money to the hacker’s account.
- **SEND FRAUDULENT E-MAILS** that appear to be from your real estate licensee, lender, or closing agent.
- **CALL YOU** claiming they have revised wiring instructions.

Buyers/Tenants and Sellers/Owners are advised to:

- (1) Never wire funds without confirming the wiring instructions directly with the intended recipient.
- (2) Verify that the contact information for the wire transfer recipient is legitimate by calling a known phone number for the broker or closing agent. Do not rely on the information given to you in an e-mail communication.
- (3) Never send personal information through unsecured/unencrypted e-mail.

If you suspect wire fraud in your transaction:

- (1) Immediately notify your bank, closing agent, and real estate licensee.
- (2) File a complaint online at the Internet Crime Complaint Center (IC3) at <http://www.ic3.gov>.

The undersigned acknowledge receipt of this wire fraud alert and understand the importance of taking proactive measures to avoid being a victim of wire fraud in a real estate transaction.

Authentisign
Homepride Inc.
 10/02/2019
 (Signature) 10/2/2019 4:30:55 PM CDT (Date)

Authentisign
Beth Giese
 10/04/2019
 (Signature) 10/4/2019 11:33:01 AM CDT (Date)

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**ADDENDUM TO COMMERCIAL
PURCHASE AGREEMENT:
DUE DILIGENCE**

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1. Date October 2nd, 2019

2. Page 1

3. Addendum to Purchase Agreement between parties, dated October 2 2019,

4. pertaining to the purchase and sale of the Property at 22970 Butterfield Drive NW

5. Saint Francis MN 55070.

6. In the event of a conflict between this Addendum and any other provision of the Purchase Agreement the language in
7. this Addendum shall govern.

8. This Purchase Agreement is contingent upon Buyer's reasonable approval of due diligence matters as agreed to in
9. this Addendum.

10. Title and examination and title corrections and remedies are excluded from this Addendum and shall be handled in
11. accordance with terms specified in the Examination of Title and Title Corrections and Remedies section of this Purchase
12. Agreement.

13. Buyer shall satisfy himself/herself/itself with respect to the physical condition of the Property and the feasibility and
14. suitability of the Property for Buyer's intended purpose within the respective time period(s) specified herein. Buyer
15. acknowledges that any information provided by Seller, a third party, or broker representing or assisting Seller regarding
16. dimensions, square footage, or acreage of land or improvements is approximate. Buyer shall verify the accuracy of
17. information to Buyer's satisfaction, at Buyer's sole cost and expense.

18. Buyer may declare this Purchase Agreement canceled by providing written notice to Seller, or licensee representing
19. or assisting Seller, within the respective time period(s) specified herein, in which case this Purchase Agreement is
20. canceled. Buyer and Seller shall immediately sign a written cancellation confirming said cancellation and directing all
21. earnest money paid hereunder to be refunded to Buyer, unless provided otherwise in this Purchase Agreement.

22. Buyer's failure to give written notice of cancellation of this Purchase Agreement, within the respective time period(s)
23. specified herein shall conclusively be deemed Buyer's election to proceed with the transaction without correction of any
24. disapproved items that Seller has not agreed in writing to correct or remedy.

25. **Buyer's Responsibility Regarding Due Diligence:** Buyer shall keep the Property free and clear of all liens, shall
26. indemnify, defend, and hold Seller harmless from all liability, claims, demands, damages, costs or expenses, incurred
27. by Seller by reason of any physical damage to the Property or injury to persons caused by Buyer or its agents or
28. contractors in exercising its rights under this Addendum, and shall return the Property to the same condition it was in
29. prior to Buyer's testing. Buyer shall not disturb any tenants, employees or occupants of the Property.

30. **Seller's Responsibility Regarding Due Diligence:** Seller agrees to allow reasonable access to the Property for
31. performance of any surveys, due diligence or inspections agreed to herein. Seller understands that the inspections
32. may require that all utilities be on and the Seller is responsible for providing same at Seller's expense. If the Property
33. is occupied by someone other than Owner, Owner shall comply with Minnesota law and existing Owner's lease, if any,
34. to provide tenant with proper notice in advance of any Property showing.

35. **A. ENVIRONMENTAL ASSESSMENTS/INSPECTIONS:**

36. (i) **Phase I:** This Purchase Agreement IS IS NOT contingent upon BUYER SELLER
------(Check one.)-----

37. obtaining a Phase I environmental site assessment of the Property at BUYER'S SELLER'S expense
------(Check one.)-----

38. within _____ days of Final Acceptance Date of this Purchase Agreement.

39. Buyer shall provide reasonable approval of the Phase I environmental site assessment within

40. _____ days of either:

41. (a) Final Acceptance Date of this Purchase Agreement if the Phase I environmental site assessment is
42. obligated to be obtained by Buyer; or

43. (b) receipt of the Phase I environmental site assessment if Seller is obligated to obtain.

ADDENDUM TO COMMERCIAL PURCHASE AGREEMENT: DUE DILIGENCE

44. Page 2

45. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

46. (ii) Phase II: This Purchase Agreement [] IS [X] IS NOT contingent upon [] BUYER [] SELLER (Check one.)

47. obtaining a Phase II environmental site assessment of the Property at [] BUYER [] SELLER (Check one.)

48. expense within _____ days of Final Acceptance Date of this Purchase Agreement.

49. Buyer shall provide reasonable approval of the Phase II environmental site assessment within _____ days of either:

50. (a) Final Acceptance Date of this Purchase Agreement if the Phase II environmental site assessment is obligated to be obtained by Buyer; or

51. (b) receipt of the Phase II environmental site assessment if Seller is obligated to obtain.

52. (iii) Other Testing: This Purchase Agreement [] IS [X] IS NOT contingent upon [] BUYER [] SELLER (Check one.)

53. obtaining other Intrusive Testing of the Property at [] BUYER'S [] SELLER'S expense within _____ (Check one.)

54. _____ days of Final Acceptance Date of this Purchase Agreement.

55. Buyer shall provide reasonable approval of the assessment/inspection within _____ days of either:

56. (a) Final Acceptance Date of this Purchase Agreement if the assessment/inspection is obligated to be obtained by Buyer; or

57. (b) receipt of the assessment/inspection if Seller is obligated to obtain.

58. For purposes of this form, "Intrusive Testing" shall mean any testing, inspection(s) or investigation(s) that changes the Property from its original condition or otherwise damages the Property.

59. Buyer [] SHALL [] SHALL NOT be required to provide Seller with a copy of any assessment/inspection (Check one.)

60. reports obtained by Buyer.

61. (iv) Seller's Representations on Environmental Concerns: To the best of Seller's knowledge, there are no hazardous substances or underground storage tanks except herein noted:

62. _____

63. _____

64. _____

65. B. GOVERNMENTAL APPROVAL: The following items, if applicable, shall be completed within _____ days of Final Acceptance Date of this Purchase Agreement.

66. (i) This Purchase Agreement [] IS [X] IS NOT contingent upon Buyer obtaining approval of governing body of development or subdivision plans, as described below, at [] BUYER [] SELLER expense. If IS, Seller shall cooperate with Buyer to obtain such approval. (Check one.)

67. _____

68. (ii) This Purchase Agreement [X] IS [] IS NOT contingent upon Buyer obtaining approval of governing body for rezoning or use permits, as described below, at [X] BUYER [] SELLER expense. If IS, Seller shall cooperate with Buyer to obtain such approval. (Check one.)

69. _____

70. _____

71. _____

**ADDENDUM TO COMMERCIAL
PURCHASE AGREEMENT:
DUE DILIGENCE**

82. Page 3

83. Property located at 22970 Butterfield Drive NW Saint Francis MN 55070

84. **C. OTHER CONTINGENCIES:** This Purchase Agreement is contingent upon Buyer's reasonable approval of the
 85. following items, if checked. Buyer shall approve the items within _____ days of either:
 86. (a) Final Acceptance Date of this Purchase Agreement if Buyer is obligated to obtain the item; or
 87. (b) receipt of the item if Seller is obligated to obtain the item.
 88. *(Select appropriate options i-vi.)*

89. (i) **BUYER** **SELLER** obtaining a certificate of survey of the Property, at **BUYER** **SELLER**
 -----*(Check one.)*-----
 90. expense.

91. (ii) **BUYER** **SELLER** obtaining soil tests which indicate that the Property may be improved without
 -----*(Check one.)*-----
 92. extraordinary building methods or costs, at **BUYER** **SELLER** expense.
 -----*(Check one.)*-----

93. (iii) **BUYER** **SELLER** obtaining copies of all covenants, reservations and restrictions affecting the Property,
 -----*(Check one.)*-----
 94. at **BUYER** **SELLER** expense.
 -----*(Check one.)*-----

95. (iv) **BUYER** **SELLER** obtaining and approving copies of Association documents at **BUYER** **SELLER**
 -----*(Check one.)*-----
 96. expense.

97. (v) Buyer obtaining from Seller copies of all documents in Seller's possession or control relating to the rights
 98. of tenants, including but not limited to, rent rolls, leases, common area maintenance fees, and estoppel
 99. certificates.

100. Seller assigns all right, title, and interest in and to the tenant security deposits and the interest earned, if
 101. any, and credited thereon (collectively, the Security Deposits) for the Property at closing. Seller warrants
 102. that the Security Deposits being assigned are all of the Security Deposits being held for tenants at the
 103. Property. Seller shall, immediately after closing, notify tenant of the Security Deposit transfer and of Buyer's
 104. name and address as required under MN Statute 504B.178, Subd. 5. Buyer agrees to hold and apply all
 105. of the Security Deposits in accordance with the terms of the leases of the Property pursuant to MN Statute
 106. 504B.178 and indemnify and agree to hold and defend Seller, its legal representatives, successors and
 107. assigns harmless from and against any and all claims, actions, suits, proceedings, demands, assessments,
 108. judgments, liabilities and costs including, without limitation, reasonable attorney's fees and expenses of
 109. any kind whatsoever, arising from and after the date of closing asserted by said tenants or any person or
 110. persons claiming under any of them with respect to any of the Security Deposits.

111. (vi) Buyer obtaining from Seller copies of all permits applicable to the Property, operating statements for the
 112. last _____ years, vendor contracts, and any other documents in Seller's possession or
 113. control and relating to the Property.

114. Buyer acknowledges that Seller makes no representations or warranties by providing any documents to
 115. Buyer. Buyer agrees to return all such documents to Seller upon Seller's written request.

**ADDENDUM TO COMMERCIAL
PURCHASE AGREEMENT:
DUE DILIGENCE**

116. Page 4

117. Property located at **22970 Butterfield Drive NW** **Saint Francis** **MN 55070**

118. **D. BUYER INVESTIGATIONS:** This Purchase Agreement **IS** **IS NOT** contingent upon Buyer's investigations
-----*(Check one.)*-----
119. of the Property for Buyer to satisfy himself/herself/itself with respect to the physical condition of the Property and
120. the feasibility and suitability of the Property for Buyer's intended purpose. Any Buyer investigations shall be
121. completed within 20 days of Final Acceptance Date of this Purchase
122. Agreement. All Buyer investigations shall be at Buyer's sole cost and expense.

123. **SELLER**
Saint Francis School Superintendent
124. Beth Giese
(Business Entity or Individual Name)
125. By: *Beth Giese*
(Seller) 10/04/2019 11:32:48 AM CDT
126. Its: _____
(Title)
127. 10/04/2019
(Date)

BUYER
Homepride Inc.
(Business Entity or Individual Name)
125. By: *Homepride Inc.*
(Buyer) 10/02/2019 4:30:57 PM CDT
126. Its: _____
(Title)
127. 10/02/2019
(Date)

128. **SELLER**
129. _____
(Business Entity or Individual Name)
130. By: _____
(Seller)
131. Its: _____
(Title)
132. _____
(Date)

BUYER
129. _____
(Business Entity or Individual Name)
130. By: _____
(Buyer)
131. Its: _____
(Title)
132. _____
(Date)

133. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**
134. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**

MN-ACPA:DD-4 (8/19)



**ADDENDUM TO COMMERCIAL
PURCHASE AGREEMENT:
PERSONAL PROPERTY**

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1. Date October 2nd, 2019

2. Page 1

3. Addendum to Purchase Agreement between parties, dated October 2 2019,

4. pertaining to the purchase and sale of the Property at 22970 Butterfield Drive NW

5. Saint Francis MN 55070.

6. The following personal property shall be included in the sale of the Property:

7. **All personal or misc items located at property on 9/27/19**

- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

16. Seller represents and warrants that Seller has and will have on the closing date good title to all items listed above free and clear of all liens and encumbrances. Seller does not warrant the condition of any of the listed items. Listed items shall transfer to Buyer only upon successful closing of the real property specified herein.

19. **SELLER**
Saint Francis School Superintendent
Beth Giese

BUYER
Homepride Inc.

20. (Business Entity or Individual Name)

(Business Entity or Individual Name)

21. By: Beth Giese
(Seller) 10/04/2019 11:32:52 AM CDT

By: Homepride Inc.
(Buyer) 10/02/2019 4:30:58 PM CDT

22. Its: _____
(Title)

Its: _____
(Title)

23. 10/04/2019
(Date)

10/02/2019
(Date)

24. **SELLER**
25. _____
(Business Entity or Individual Name)

BUYER
25. _____
(Business Entity or Individual Name)

26. By: _____
(Seller)

By: _____
(Buyer)

27. Its: _____
(Title)

Its: _____
(Title)

28. _____
(Date)

(Date)

29. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**
30. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**