

**REGULAR SCHOOL BOARD MEETING  
7:00 PM  
TUESDAY, MAY 28, 2013  
DISTRICT OFFICE BOARD ROOM**

**OUR VISION  
*NO BOUNDARIES TO LEARNING***

**OUR MISSION  
*TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR  
PROGRAMS***

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**BOARD MEETING AGENDA**

**PROCEDURAL ITEMS**

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

**STUDENT COMMENDATIONS - State Speech Qualifiers and Track & Field  
(Presenter: Chair Ulm)**

Kenny Cowles, Matt Kreft, Brian Kunz, Alicia Aho, Gino Fraboni, Jadyn Bonasera, Taylor Laabs  
and Katie Bialka

**REPORTS**

1. Committee Reports
2. Student Council Report
3. Superintendent Report

**APPROVE AGENDA**

**DISCUSS AND APPROVE PREVIOUS MEETING MINUTES**

4

**DISCUSSION ITEMS**

1. Financial Calendar for 2013-14 (Presenter: Michelle Czech)	12
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### **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.*

1. Gifts	14
2. Field Trip	15
3. Personnel	17
4. Non Resident Agreements	18
5. Bills	19
6. Wire Transfers	28
7. Cash Flow Report	29

### **ACTION ITEMS**

High School Principal Contract <i>Motion to approve the Principal's contract as presented.</i>	30
Elevator Project (Presenter: Michelle Czech) We are asking the Board to approve necessary repairs to the District Office Elevator. <i>Motion to approve the call for bids for the elevator project.</i>	31
Call for Milk bids (Presenter: Michelle Czech) <i>Motion to approve the call for milk bids as presented.</i>	35
School Handbooks (Presenter: Principals) <i>Motion to approve school handbook(s) as presented.</i>	41
Superintendent Contract (Presenter: Chair Ulm) <i>Motion to approve the Superintendent's contract as presented.</i>	64

Policy Second Reading - #498 Substitute (Casual and Long-Term) Homebound Teachers, and Classified Staff Employment. 70

*Motion to approve policy #498 Substitute Pay as it is presented.*

Joint Powers Agreement for Rum River Special Education Cooperative (Presenter: Superintendent) 72  
*Motion to approve the Joint Powers Agreement for Rum River Special Education Cooperative as presented.*

**SET COMMITTEE MEETING DATES** 82

**COMMITTEE MEETINGS - DATES TO BE SET**

**ADDITIONS TO THE AGENDA**

**ADJOURN for Board of Education Workshop**  
Time: Approx. 7:30 p. m.

## PROCEDURAL ITEMS

### Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 14th day of May 2013, at 6:30 p.m. in the District Office Board Room.

Roll Call

Members present: Eric Minks (arrived at 7:00p.m.),  
Chuck Nagle, Deb Ulm, Howard Vaillancourt,  
Jeremy Miller, Craig Johnson, Chad Young

Others present: Superintendent Julia Espe,  
Director of Business Services Michelle Czech

Absent: Student Council Representative Casey Mordal

Citizen Comments

None

## PRINCIPAL COMMENDATION

The board recognized Middle School Principal Voce with a commendation for receiving an award for Principal of the Year from Central Division MASSP.

## PRESENTATION OF STUDENT ARTWORK

**Early Childhood:** Luella Hazlett, Brianna Pariseau, and Claire Troha

**North:** (3rd gr) Justin Youngberg (4th gr) Morgan Sivigny (5th gr) Mackenzie Kantor

**South:** (2nd gr) J.J. Runde and Winnie Sjoquist

**Middle School:** (7th Graders): Julia Anderson, Shelby Bassamore, Ashton Cunningham, and Alexander Kruschek

**High School:** (10th gr.) Lindsey York, and (12th gr.) Cody Black

Motion was made by Howard Vaillancourt, seconded by Craig Johnson at 7:00 p.m. in Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), to close the meeting for preliminary consideration of allegations against an employee of the District.

Chair Ulm re-opened the Regular board session at 7:30 p.m. for regular Board business.

## REPORTS

### Committee Reports:

Howard Vaillancourt: Attended the Acceptable Use in-service workshop, the School Board Scholar Banquet, and the Core Meeting at South Elementary.

Craig Johnson: Attended the School Board Scholar Board Banquet, and several Band Concerts.

Chad Young: Attended the Oakland School Board meeting, and the School Board Scholar banquet.

Deb Ulm: Attended the Q-Comp phone conference, a meeting with Superintendent Espe to plan the board meeting agenda, the Acceptable Use in-service workshop, and the Finance committee meeting.

Chuck Nagle: Attended the School Board Scholar Banquet, a North Elementary Track & Field event, the PHS Track Conference, the Finance Committee meeting, and the Acceptable Use in-service workshop.

Eric Minks: The Security Committee meeting, the Oakland Board meeting, and the Finance Committee meeting.

Jeremy Miller: Attended the School Board Scholar Banquet, the Wellness, Finance, Security, and Facility Ad-Hoc Committee meetings.

**Student Council Report** None reported

**Superintendent Report** Attended the School Board Scholar Banquet, and the North Elementary Track and Field day. Superintendent comment on how well the PHS Prom went, that the North Elementary Carnival on Friday, May 17<sup>th</sup>, and that the first interviews for a new High School Principal went well; over 80 applications were received and of those seven were interviewed.

Board members Eric Minks, Craig Johnson, Chair Deb Ulm, Superintendent Espe, Richard Kiely, and Human Resource Director Brenda Alexander will interview finalists on May 20, 2013, at 5:00p.m in the District Office Board Room.

**APPROVE AGENDA**

Motion by Howard Vaillancourt, seconded by Craig Johnson to approve the agenda as it is shown. Motion carried unanimously.

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES**

Motion by Craig Johnson, seconded by Howard Vaillancourt to approve the April 23, 2013 Regular School Board meeting minutes, and the Board of Education Workshop Minutes. By roll call the following were in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller, and the following voted against the same: Chuck Nagle. The motion passed 6-1.

**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.*

Motion was made by Chad Young, seconded by Eric Minks, to approve the consent agenda items: Gifts, Non Resident Student Agreements, and Personnel items. Motion passed unanimously.

**DISCUSSION**

**Summer Program**

Dr. Espe distributed a schedule of summer programming.

**Safe Routes to School Grant Update**

The Collaborative Grant between the District, City, and County has been approved for the infrastructure in the amount of \$300,000.

**Policy First Reading #498 Substitute Pay**

- Use of AESOP
- Increase casual substitutes pay to \$115 per day; \$125 for ISD. 477 retirees

Discussion with the policy:

We are doing this to be competitive with neighboring districts.

Are there any ways we can eliminate half day substitutes? Superintendent Espe will review the schools use of half day substitutes.

**ACTION ITEMS**

Motion by Howard Vaillancourt, seconded by Jeremy Miller to approve the proposed bus schedule for 2013-2014 school year; as amended. Motion passed unanimously.

**MN State High School League**

Motion by Craig Johnson, and seconded by Chad Young, **to approve the resolution for our membership with the Minnesota State High School League**. By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Deb Ulm, Howard Vaillancourt, and Chad Young. Motion passed unanimously.

**Budget Adjustments**

Motion by Craig Johnson, and seconded by Eric Miller, **to accept the budget recommendations** for the General Fund, Food Service Fund, and the Community Education Fund as structured. By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt, Chad Young, and those who voted against the same: Chuck Nagle. Motion passed 6-1.

**Capital Budget**

Motion by Jeremy Miller, and seconded by Howard Vaillancourt, **to approve the capital plan** as presented. By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt, Chad Young, and those who voted against the same: Chuck Nagle. Motion passed 6-1.

**Policies** - Second Readings for Board Approval. Motion by Craig Johnson, seconded by Chad Young **to approve policies** #299 School Board Member Compensation, #706 Gifts, and #707 Transportation of Public School Students. Motion passed unanimously.

**Employment offer for a Grade 5 Special Education Teacher at North Elementary**

Motion by Howard Vaillancourt, second by Craig Johnson **to approve the employment offer of a Grade 5 Special Education teacher at North Elementary**. By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Deb Ulm, Howard Vaillancourt, and Chad Young. Motion passed unanimously.

MEETING DATES FOR SCHOOL BOARD and SCHOOL BOARD COMMITTEE MEETINGS – on file in the Superintendent’s office at the District Office Building.

**Next Meetings:**

Negotiations/Certified - (Meets once a month) \*Craig, Jeremy, and Deb

May 20, 2013 time: approx. 8:00 p.m. Purpose: To negotiate the Superintendent contract.

June 4, 2013 time: 5:00 p.m. Purpose: Initial meeting with the teachers IF a notification of intent to meet from the Teachers is presented to the committee.

Negotiations/Classified Dates and times will be set upon notification of request to meet from the classified bargaining unit is presented to the committee.

**ADDITIONS TO AGENDA - None**

The Regular Board meeting was **adjourned** at 9:03 p.m.

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Deb Ulm, Chair

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Chad Young, Clerk

Recorder: Bridget Sorensen

**Call to order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 14th day of May 2013, at 6:30 p.m. in the District Office Board Room.

**Members present:** Eric Minks (arrived at 7:00p.m.), Chuck Nagle, Deb Ulm, Howard Vaillancourt, Jeremy Miller, Craig Johnson, Chad Young

**Others present:** Superintendent Julia Espe, Director of Business Services Michelle Czech

**Members Absent:** Student Council Representative Casey Mordal

**Citizen Comments:** None

**PRINCIPAL COMMENDATION**

The board recognized Middle School Principal Voce with a commendation for receiving an award for Principal of the Year from Central Division MASSP.

**PRESENTATION OF STUDENT ARTWORK**

Early Childhood: Luella Hazlett, Brianna Pariseau, and Claire Troha

North: (3rd gr) Justin Youngberg (4th gr) Morgan Sivigny (5th gr) Mackenzie Kantor

South: (2nd gr) J.J. Runde and Winnie Sjoquist

Middle School: (7th Graders): Julia Anderson, Shelby Bassamore, Ashton Cunningham, and Alexander Kruschek

High School: (10th gr.) Lindsey York and (12th gr.) Cody Black

A motion was made by Howard Vaillancourt, seconded by Craig Johnson at 7:00 p.m. in Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), **to close the meeting for preliminary consideration of allegations against an employee of the District.**

Chair Ulm re-opened the Regular board session at 7:30 p.m. for regular Board business.

**COMMITTEE REPORTS and the SUPERINTENDENT REPORT** were provided.

**APPROVE AGENDA** Motion by Howard Vaillancourt, seconded by Craig Johnson to approve the **agenda as it is shown. Motion carried unanimously.**

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** Motion by Craig Johnson, seconded by Howard Vaillancourt **to approve the April 23, 2013 Regular School Board meeting minutes, and the Board of Education Workshop Minutes.** By roll call the following were in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Jeremy Miller, and the following voted against the same: Chuck Nagle. The motion passed 6-1.

**CONSENT AGENDA** Motion was made by Chad Young, seconded by Eric Minks, to **approve the consent agenda items:** Gifts, Non Resident Student Agreements, and Personnel items. Motion passed unanimously.

**DISCUSSIONS:** Summer Program, Safe Routes to School received the Grant, Policy First Reading #498 Substitute Pay -Increase casual substitutes pay to \$115 per day; \$125 for ISD. 477 retires.

**ACTION ITEMS**

Motion by Howard Vaillancourt, seconded by Jeremy Miller to **approve the proposed bus schedule for 2013-2014 school year;** omitting the last line. Motion passed unanimously.

Motion by Craig Johnson, and seconded by Chad Young, to **approve the resolution for our membership with the Minnesota State High School League.** By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Deb Ulm, Howard Vaillancourt, and Chad Young. Motion passed unanimously.

Motion by Craig Johnson, and seconded by Eric Miller, to **accept the budget recommendations** for the General Fund, Food Service Fund, and the Community Education Fund as structured. By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt, Chad Young, and those who voted against the same: Chuck Nagle. Motion passed 6-1.

Motion by Jeremy Miller, and seconded by Howard Vaillancourt, to **approve the capital plan** as presented. By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt, Chad Young, and those who voted against the same: Chuck Nagle. Motion passed 6-1.

Motion by Craig Johnson, seconded by Chad Young to **approve policies** #299 School Board Member Compensation, #706 Gifts, and #707 Transportation of Public School Students. Motion passed unanimously.

Motion by Howard Vaillancourt, second by Craig Johnson to **approve the employment offer** of a Grade 5 Special Education teacher at North Elementary. By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Deb Ulm, Howard Vaillancourt, and Chad Young. Motion passed unanimously.

**Next Board Committee Meetings:** Negotiations/Certified - May 20, 2013 time: approx. 8:00 p.m. Purpose: To negotiate the Superintendent's contract; June 4, 2013 Time: 5:00 p.m. Purpose: Initial meeting with the teachers IF a notice of intent to meet from Teachers is presented to the committee. Negotiations/Classified: Dates and times will be set upon a request to meet notification from the classified bargaining unit.

**ADDITIONS TO AGENDA** - None

The Regular Board meeting was adjourned at 9:03 p.m.

The full minutes of the meeting are located in the Superintendent's Office at the District Office Building, 706 1<sup>st</sup> St, Princeton, or on the District Website at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us)

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Deb Ulm, Chair

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Chad Young, Clerk

Recorder: Bridget Sorensen

The Closed School Board Session of the School Board of District #477 was called to order by Chair Deb Ulm on the 14th day of May, 2013, at 7:00 p.m. in the District Office Board Room.

Members present: Jeremy Miller, Eric Minks, Chuck Nagle,  
Deb Ulm, Howard Vaillancourt, Chad Young

Others present: Superintendent Julia Espe,  
Director of Human Resources Brenda Alexander

Members absent: None

At the May 14, 2013 School Board Meeting the Princeton School Board voted not to renew the Head Varsity Wrestling Coach Contract for the 2013-2014 school year. The reason for the non-renewal is that the Board wants the program to move in a different direction and believes it would be in the best interest of the program to hire a different coach.

By roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Jeremy Miller, Chuck Nagle, and the following abstained: Eric Minks. The vote was passed 6-1.

The meeting was **adjourned** at 7:25 p.m.

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Deb Ulm, Chair

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Chad Young, Clerk

The Closed School Board Session of the School Board of District #477 was called to order by Chair Deb Ulm on the 14th day of May, 2013, at 7:00 p.m. in the District Office Board Room.

Members present: Jeremy Miller, Eric Minks, Chuck Nagle,  
Deb Ulm, Howard Vaillancourt, Chad Young

Others present: Superintendent Julia Espe,  
Director of Human Resources Brenda Alexander

Members absent: None

At the May 14, 2013 School Board Meeting the Princeton School Board voted not to renew the Head Varsity Wrestling Coach Contract for the 2013-2014 school year. The reason for the non-renewal is that the Board wants the program to move in a different direction and believes it would be in the best interest of the program to hire a different coach.

By roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Jeremy Miller, Chuck Nagle, and the following abstained: Eric Minks. The vote was passed 6-1.

The meeting was **adjourned** at 7:25 p.m.

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Deb Ulm, Chair

---

Chad Young, Clerk

## Preliminary 2014 Financial Calendar

July	<ol style="list-style-type: none"> <li>1. Close prior year (<b>Business Office</b>).</li> <li>2. Preliminary levy information entered (<b>Business Office</b>).</li> <li>3. Determine if we are going out for a bond or operating referendum.</li> <li>4. Orders for 2013-14 all buildings.</li> </ol>
August	<ol style="list-style-type: none"> <li>1. Continue to close prior year (<b>Business Office</b>).</li> <li>2. On-Site Audit. Free and Reduced lunch application kick off (<b>Administrative Team</b>).</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Preliminary Levy reviewed (<b>Finance</b>).</li> <li>2. Preliminary Levy reviewed &amp; approved at 2<sup>nd</sup> <b>Board meeting</b> in September. Free &amp; Reduced Lunch Application-Finals (<b>Administrative Team</b>).</li> </ol>
October	<ol style="list-style-type: none"> <li>1. Enrollment trend projected (<b>Administrative Team</b>).</li> <li>2. Accept Audit at 2<sup>nd</sup> <b>Board meeting</b> (tentative schedule).</li> <li>3. Review prior capital priorities – submit additions to list (<b>Administrative Team</b>).</li> </ol>
November	<ol style="list-style-type: none"> <li>1. Work on program initiatives &amp; priorities for the District (<b>Administrative Team</b>).</li> <li>2. <b>Business Office</b> - Work with individual Administrators on: <ul style="list-style-type: none"> <li>■ Top initiatives</li> <li>■ Cost out programs</li> </ul> </li> <li>3. Capital priorities (<b>Administrative Team</b>).</li> <li>4. Capital priorities to (<b>Finance</b>).</li> <li>5. <b>Board Elections</b></li> </ol>
December	<ol style="list-style-type: none"> <li>1. <b>Board Workshop</b> <ul style="list-style-type: none"> <li>■ Present top initiative (if supported move forward with developing initiative in the budget plan)</li> </ul> </li> <li>2. Truth In Taxation Hearing.</li> <li>3. <b>Approve</b> Final Levy at December <b>Board meeting</b></li> <li>4. Start <u>revising current budget</u> (<b>Business Office</b>). Capital priorities to the <b>Board</b>.</li> </ol>

## Preliminary 2014 Financial Calendar

January	<ol style="list-style-type: none"> <li>1 Reorganization of Board</li> <li>2 Enrollment trends (<b>Administrative Team</b>)</li> <li>3 Review Ratios: (<b>Business Office &amp; HR</b>). <ul style="list-style-type: none"> <li>▪ Class Size</li> <li>▪ Staffing</li> </ul> </li> <li>4. Finish revising current budget (<b>Business Office</b>).</li> </ol>
February	<ol style="list-style-type: none"> <li>1 <u>Review revised budget</u> (<b>Finance Committee</b>).</li> <li>2 Framework: <u>Enrollment, Legislative, Fund Balance</u> (<b>Finance Committee</b>).</li> <li>3 Revised budget adopted by the <b>Board 1<sup>st</sup> meeting in February</b>.</li> <li>4 Framework adopted by the <b>Board in the 1<sup>st</sup> meeting in February</b>.</li> <li>5 <u>Review revised budget</u>.</li> <li>6 Review Ratio's: Class size &amp; Staffing (<b>Administrative Team</b>).</li> </ol>
March	<ol style="list-style-type: none"> <li>1 Review Ratios: <u>Class size &amp; Staffing</u> (<b>Finance Committee</b>).</li> <li>2 Present Ratios: <u>Class size &amp; Staffing</u> to the <b>Board</b>.</li> <li>3 Meet with each <b>Administrator</b> to discuss their unique situations &amp; concerns for their building: <u>Class size ratios &amp; Staffing needs</u>.</li> </ol>
Apr	<ol style="list-style-type: none"> <li>1 Prepare budget document based on framework (<b>Business Office</b>). <ul style="list-style-type: none"> <li>▪ Class Size</li> <li>▪ Staffing</li> <li>▪ Enrollment Guidelines</li> </ul> </li> <li>1 <u>Review budget</u> document based on same framework (<b>Finance Committee</b>).</li> <li>2 <u>Present budget</u> document to the <b>Board</b>.</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Prepare staff paperwork related to: <u>layoffs, hires</u>, etc (<b>HR</b>).</li> <li>2. Prepare next school year budget (<b>Business Office</b>).</li> <li>3. Review <u>Community Education &amp; Food Service Budget</u> (<b>Finance</b>).</li> <li>4. Home School Welcome to Princeton Schools Opportunities. (Administrative Team)</li> <li>5. <u>Fees</u> for all areas reviewed: <u>Activities, Food Service, CE, Classroom, etc..</u></li> <li>6. Payroll Fees no covered in contract.</li> <li>7. Prepare Health &amp; Safety preliminary 3 yr. budget (<b>Finance, Bldg &amp; Grounds</b>)</li> </ol>
June	<ol style="list-style-type: none"> <li>1. <u>Review Fee Schedules</u> (<b>Finance</b>).</li> <li>2. <b>Board</b> adopts Budget for next school year.</li> <li>3. Staff adjustments completed (<b>HR</b>).</li> <li>4. Finance Review Health &amp; Safety.</li> </ol>

Gifts to Princeton Schools

(May 28, 2013)

Item #	School/Program	Amount/Other	Donor	Purpose
1	South Elementary/Activity Fund	\$125.00 & \$125.00 Two different transactions	Wells Fargo Foundation	To provide opportunities for students with financial barriers.
2	South Elementary	set of 25 chairs	donorschoose.org	1st grade classroom
3				
4				



**Princeton High School Band**  
**Band Tour - Spring 2015**  
*Proposed Itinerary*

Day One: Monday

Depart PHS by Coach Bus any time after 12:01 am  
Travel to Madison, Wisconsin  
**Clinic and Performance** en route at UW-Madison  
Travel to Nashville, TN

Day Two: Tuesday

Arrive in Nashville, TN  
Tour Ryman Auditorium and the Grand Ole Opry  
Tour RCA Studios  
Group Meal at Wildhorse Saloon  
**Perform** at Opryland  
**Attend Performance** at Ryman Auditorium

Day Three: Wednesday

Travel to Atlanta, GA  
**Masterclass & Performance** at University en route  
Tour Centennial Olympic Park  
Tour CNN Studios  
Group Meal downtown Atlanta  
**Attend a musical performance** (Atlanta Symphony or similar)

Day Four: Thursday

Travel to Savannah, GA  
**Perform** near Fort Pulaski national monument  
Beach time at oceanfront  
Group meal at oceanfront  
**Attend a performance** (Broadway Show or similar)

Day Five: Friday

Travel to Knoxville, TN  
Visit Great Smoky Mountain National Park en route  
Depart by coach bus for PHS

Day Six: Saturday

Travel Day  
Possible **performance or masterclass** in Chicago-area (time/weather sensitive)  
Arrive at PHS at approximately 9:00 pm

**DATES WILL COINCIDE WITH SPRING BREAK AND/OR EASTER WEEK**

	A	B	C	D	E	F	G
1	<b>May 28, 2013</b>						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Anderson, Angela	New Hire	LA/Reading Teacher (6th Gr.) - MS	PEA	Cheryl Olson	2013-14 school year (8/28/13)	\$34,981 (BA, step 2)
4	Beck, Sara	New Hire	SPED (LD) Teacher - HS	PEA	Heather Brand	2013-14 school year (8/28/13)	\$47,194 (MA, step 6)
5	Borich, Melissa	Non-Renewal	G&T Teacher .75 FTE	PEA	N/A	6/7/2013	N/A
6	Brand, Heather	Assignment Change from HS to SE	SPED Teacher - SE	PEA	Sherry Lundell	2013-14 school year (8/28/13)	N/A
7	Deziel, Jennifer	Assignment Change from 1st Gr. To 2nd Gr.	2nd Gr. Teacher - SE	PEA	N/A - additional section added	2013-14 school year (8/28/13)	N/A
8	Disselbrett, Beverly	Retirement	Food Service - Server	FSV	N/A	6/7/2013	N/A
9	Espe, Julia	Board Approval on 2013-2016 Superintendent Contract	Superintendent	ADM	N/A	7/1/2013	\$139,320 for 2013-14, \$141,379 for 2014-15 and \$144,207 for 2015-156
10	Evans, Linda	Board Approval on 2012-2014 Assignment Notice	Performing Arts Center Manager	Non-Affiliated	N/A	2012-13 and 2013-2014	\$22,252.50 for 2012-13 \$22,475.03 for 2013-14
11	Morgan, Jessica	Resignation	Math Teacher - HS	PEA	N/A	6/7/2013	N/A
12	Muckenhirn, Barbara	New Hire	Principal - HS	ADM	Peter Olson	7/1/2013	\$102,066.45 (step 1)
13	Myers, Eric	Resignation	SPED Paraprofessional - HS	ESA	N/A	6/6/2013	N/A
14	Scherer, Bradley	Resignation	Business, SS and Tech Teacher - HS	PEA	N/A	6/7/2013	N/A
15	Stencel, Carrie	Assignment Change from 4th Gr. To 5th Gr.	5th Gr. Teacher - NE	PEA	Brenda Baird	2013-14 school year (8/28/13)	N/A
16	Wolf, Tiffany	Non-Renewal	ELL Teacher .5 FTE	PEA	N/A	6/7/2013	N/A
17							
18							

**Non Resident students and Resident Students Open Enrolled In or Out  
as of May 28, 2013**

OE In/Out	Effective	Resident Dist.	Serving Dist.	Gr.	Reason
IN	5/13/13	Big Lake	Princeton	7	Placed in Foster care in Princeton

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	54160	151503	Check	1	1308		BARTHEL LYNELL	Yes	No	No	USD	04/18/2013	60.00
			54166	151504	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	04/18/2013	106.45
			54171	151505	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	Yes	No	USD	04/18/2013	716.00
			54158	151506	Check	1	11928		HORAK DEANNA	Yes	Yes	No	USD	04/18/2013	25.00
			54163	151507	Check	1	13567		KOPPENDRAYER SANDRA	Yes	No	No	USD	04/18/2013	6.00
			54161	151508	Check	1	13227		KRUSE JANICE	Yes	Yes	No	USD	04/18/2013	6.00
			54167	151509	Check	1	3957		MADDEN'S ON GULL LAKE	Yes	Yes	No	USD	04/18/2013	385.92
			54168	151510	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	04/18/2013	365.00
			54172	151511	Check	1	9243	2	OREILLY AUTOMOTIVE INC	Yes	Yes	No	USD	04/18/2013	243.01
			54162	151512	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	04/18/2013	64,459.05
			54170	151513	Check	1	8693		POTVIN SUSAN	Yes	Yes	No	USD	04/18/2013	50.00
			54157	151514	Check	1	10862		PUTNAM MAUREEN	Yes	Yes	No	USD	04/18/2013	120.00
			54164	151515	Check	1	13653		SANFORD DARREN	Yes	No	No	USD	04/18/2013	6.00
			54159	151516	Check	1	12060		SKEIM MICHELE JO	Yes	No	No	USD	04/18/2013	120.00
			54165	151517	Check	1	2125	2	STATE FIRE MARSHAL DIVISION	Yes	Yes	No	USD	04/18/2013	7,495.88
			54169	151518	Check	1	6331		VALLEYFAIR	Yes	Yes	No	USD	04/18/2013	658.75
			54173	151519	Check	1	5254		REALLY GOOD STUFF	Yes	Yes	No	USD	04/23/2013	831.77
			54195	151521	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	04/24/2013	840.73
			54196	151522	Check	1	8007		ANDOVER HIGH SCHOOL	Yes	No	No	USD	04/24/2013	125.00
			54189	151523	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	04/24/2013	460.39
			54194	151524	Check	1	7342		BIG LAKE HIGH SCHOOL	Yes	No	No	USD	04/24/2013	125.00
			54184	151525	Check	1	1836	8	C.M.A.S.S.P.	Yes	No	No	USD	04/24/2013	60.00
			54187	151527	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	04/24/2013	22,117.89
			54185	151528	Check	1	2501		FEDERATED CO-OPS INC	Yes	Yes	No	USD	04/24/2013	20.00
			54197	151529	Check	1	9775		GABLE CONSTRUCTION	Yes	Yes	No	USD	04/24/2013	2,405.90
			54186	151530	Check	1	3327		INSTITUTE FOR EDUCATIONAL DEV.	Yes	No	No	USD	04/24/2013	219.00
			54175	151531	Check	1	10246	1	LD PRODUCTS / 4 INKJETS.COM	Yes	No	No	USD	04/24/2013	881.81
			54180	151532	Check	1	13684		MARANATHA CHRISTIAN ACADEMY	Yes	No	No	USD	04/24/2013	125.00
			54188	151533	Check	1	4358	2	MN F.F.A.	Yes	No	No	USD	04/24/2013	99.00
			54178	151534	Check	1	12688		PRIEVE TRACY	Yes	No	No	USD	04/24/2013	100.00
			54190	151535	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	04/24/2013	54,884.42
			54191	151536	Check	1	5224	1	RADISSON HOTEL	Yes	Yes	No	USD	04/24/2013	1,255.44
			54176	151537	Check	1	11212		RADKE SHELLY	Yes	No	No	USD	04/24/2013	950.00
			54179	151538	Check	1	13678		RAMCO	Yes	No	No	USD	04/24/2013	72.00
			54192	151539	Check	1	5273	1	REGION 4 FFA	Yes	No	No	USD	04/24/2013	27.00
			54193	151540	Check	1	6054	3	TARGET BANK	Yes	Yes	No	USD	04/24/2013	78.20
			54182	151541	Check	1	13686		THE SKATIN PLACE	Yes	No	No	USD	04/24/2013	555.00
			54181	151542	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	04/24/2013	842.00
			54177	151543	Check	1	11966		ZIMMERMAN HIGH SCHOOL	Yes	No	No	USD	04/24/2013	180.00
			54198	151544	Check	1	2948	2	HAMLIN TRACK & FIELD	Yes	No	No	USD	04/25/2013	40.00
			54199	151545	Check	1	13689		IN THE HEART OF THE BEAST THEA	Yes	Yes	No	USD	04/26/2013	402.50

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			54214	151547	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	04/30/2013	568.62
			54219	151548	Check	1	9068		EDUCATORS BENEFIT CONSULTAN	Yes	No	No	USD	04/30/2013	7,536.40
			54209	151549	Check	1	11048		HEALTH PARTNERS	Yes	No	No	USD	04/30/2013	7,844.40
			54211	151550	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	04/30/2013	67.14
			54210	151551	Check	1	11788		MADISON NATIONAL LIFE	Yes	No	No	USD	04/30/2013	7,482.55
			54212	151552	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	04/30/2013	119.43
			54213	151553	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	04/30/2013	128.00
			54215	151554	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	04/30/2013	16,527.22
			54216	151555	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	04/30/2013	1,170.96
			54217	151556	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	04/30/2013	2,783.55
			54218	151557	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	04/30/2013	642.15
			54220	151558	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	05/01/2013	47.14
			54227	151559	Check	1	13692		BERG JULIE A.	Yes	No	No	USD	05/02/2013	40.00
			54232	151560	Check	1	1836	8	C.M.A.S.S.P.	Yes	No	No	USD	05/02/2013	30.00
			54229	151561	Check	1	13694		DOCKTER-GUST JAYNELL	Yes	No	No	USD	05/02/2013	40.00
			54223	151562	Check	1	11267		HERMAN TRENT	Yes	No	No	USD	05/02/2013	225.00
			54221	151563	Check	1	10339		HOFFER MARK	Yes	No	No	USD	05/02/2013	40.00
			54236	151564	Check	1	6729		JAACKS DEAN	Yes	No	No	USD	05/02/2013	150.00
			54233	151565	Check	1	3574		KIELTY RICHARD	Yes	No	No	USD	05/02/2013	100.00
			54240	151566	Check	1	7428		LAWRENCE TOM	Yes	No	No	USD	05/02/2013	150.00
			54241	151567	Check	1	7448		LEHNER PAT	Yes	No	No	USD	05/02/2013	150.00
			54234	151568	Check	1	4362		MN HISTORICAL SOCIETY	Yes	No	No	USD	05/02/2013	1,770.00
			54239	151569	Check	1	7408		MURPHY DAVE	Yes	No	No	USD	05/02/2013	150.00
			54230	151570	Check	1	13699		NIERENGARTEN SANDY	Yes	No	No	USD	05/02/2013	100.00
			54224	151571	Check	1	11482		OFFICE FURNITURE SOLUTIONS	Yes	No	No	USD	05/02/2013	6,943.72
			54226	151572	Check	1	13691		OLSON NANCY	Yes	No	No	USD	05/02/2013	40.00
			54225	151573	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/02/2013	69,686.59
			54238	151574	Check	1	7407		PRATT TIM	Yes	No	No	USD	05/02/2013	150.00
			54235	151575	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	05/02/2013	2,000.00
			54244	151576	Check	1	8935		SCHURER CHRIS	Yes	No	No	USD	05/02/2013	150.00
			54222	151577	Check	1	10946		SIEDSCHLAG MIKE	Yes	No	No	USD	05/02/2013	40.00
			54245	151578	Check	1	9494	1	SNA	Yes	No	No	USD	05/02/2013	44.75
			54243	151579	Check	1	7954		SONSTEBY MARCUS	Yes	No	No	USD	05/02/2013	40.00
			54228	151580	Check	1	13693		STOCKHAM MICHELE	Yes	No	No	USD	05/02/2013	40.00
			54242	151581	Check	1	7898		SYNRE VOICE TECHNOLOGIES	Yes	No	No	USD	05/02/2013	1,050.00
			54231	151582	Check	1	13700		THE CENTER FOR AAC AND AUTISM	Yes	No	No	USD	05/02/2013	79.00
			54237	151583	Check	1	6745		THELEN JAMES	Yes	No	No	USD	05/02/2013	150.00
			54246	151584	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	05/02/2013	150.00
			54247	151585	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	No	No	USD	05/03/2013	10,505.00
			54248	151586	Check	1	9985		WILDLIFE SCIENCE CENTER	Yes	No	No	USD	05/07/2013	360.00

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0477		001	54249	151587	Check	1	12252		HEGGIES PIZZA	Yes	No	No	USD	05/08/2013	3,397.66
			54251	151588	Check	1	10795		ACE SOLID WASTE, INC	Yes	No	No	USD	05/09/2013	2,381.77
			54269	151589	Check	1	13708		ALDERMAN JACKIE	Yes	No	No	USD	05/09/2013	30.00
			54262	151590	Check	1	13701		ANIMAL HUMANE SOCIETY	Yes	No	No	USD	05/09/2013	42.00
			54254	151591	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	05/09/2013	310.57
			54265	151592	Check	1	13704		AUEL RYAN	Yes	No	No	USD	05/09/2013	120.00
			54287	151593	Check	1	9857		BATHKE ROBERT	Yes	No	No	USD	05/09/2013	53.00
			54284	151594	Check	1	7650		BAYERL BARRY	Yes	No	No	USD	05/09/2013	75.00
			54252	151595	Check	1	10915		BERGGREN VICTOR	Yes	No	No	USD	05/09/2013	160.00
			54266	151596	Check	1	13705		BOOTH VENTURES, LLC	Yes	No	No	USD	05/09/2013	300.00
			54271	151597	Check	1	1636		CAMBRIDGE HIGH SCHOOL	Yes	No	No	USD	05/09/2013	120.00
			54272	151598	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	05/09/2013	21.00
			54267	151599	Check	1	13706		ERICKSON SHARON MAE	Yes	No	No	USD	05/09/2013	53.00
			54286	151600	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	No	No	USD	05/09/2013	85.00
			54263	151601	Check	1	13702		FRUCCI ROCCO	Yes	No	No	USD	05/09/2013	75.00
			54260	151602	Check	1	13173		GAGSTETTER MARK	Yes	No	No	USD	05/09/2013	300.00
			54278	151603	Check	1	7253		GUNDERSON DAVID	Yes	No	No	USD	05/09/2013	140.00
			54250	151604	Check	1	10339		HOFFER MARK	Yes	No	No	USD	05/09/2013	120.00
			54273	151605	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	05/09/2013	687.62
			54256	151606	Check	1	11620		HOUSE SUSAN	Yes	No	No	USD	05/09/2013	36.00
			54257	151607	Check	1	12190		KEENER AUDRA	Yes	No	No	USD	05/09/2013	40.00
			54270	151608	Check	1	13709		KELSEY CHERI	Yes	No	No	USD	05/09/2013	31.00
			54279	151609	Check	1	7363		KLEIS JEROME G	Yes	No	No	USD	05/09/2013	140.00
			54282	151610	Check	1	7428		LAWRENCE TOM	Yes	No	No	USD	05/09/2013	125.00
			54268	151611	Check	1	13707		LEGWOLD ELAINE	Yes	No	No	USD	05/09/2013	53.00
			54258	151612	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	05/09/2013	503.65
			54274	151613	Check	1	4362		MN HISTORICAL SOCIETY	Yes	No	No	USD	05/09/2013	560.00
			54281	151614	Check	1	7408		MURPHY DAVE	Yes	No	No	USD	05/09/2013	140.00
			54280	151615	Check	1	7377		NATHE RJ DICK	Yes	No	No	USD	05/09/2013	75.00
			54255	151616	Check	1	11515		NICKELODEON UNIVERSE	Yes	No	No	USD	05/09/2013	645.00
			54264	151617	Check	1	13703		PELOWSKI ANDREA	Yes	No	No	USD	05/09/2013	40.00
			54275	151619	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	05/09/2013	545.60
			54276	151620	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	05/09/2013	1,813.79
			54253	151621	Check	1	10946		SIEDSCHLAG MIKE	Yes	No	No	USD	05/09/2013	80.00
			54285	151622	Check	1	7954		SONSTEBY MARCUS	Yes	No	No	USD	05/09/2013	120.00
			54277	151623	Check	1	6331		VALLEYFAIR	Yes	No	No	USD	05/09/2013	5,312.50
			54283	151624	Check	1	7476		VANDENHEUVEL RYAN	Yes	No	No	USD	05/09/2013	70.00
			54261	151625	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	05/09/2013	1,246.76
			54297	151626	Check	1	9068		EDUCATORS BENEFIT CONSULTAN	Yes	No	No	USD	05/15/2013	7,566.40
			54359	151627	Check	1	13710		AMUNDSON BRET	Yes	No	No	USD	05/15/2013	250.00
			54350	151628	Check	1	10584		CARD SERVICES	Yes	No	No	USD	05/15/2013	1,691.65

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			54356	151630	Check	1	12297		EHRlichman CRAIG	Yes	No	No	USD	05/15/2013	140.00
			54355	151631	Check	1	12252		HEGGIES PIZZA	Yes	No	No	USD	05/15/2013	4,873.39
			54367	151632	Check	1	6820		HENDRICKSON GRAHAM	Yes	No	No	USD	05/15/2013	75.00
			54352	151633	Check	1	11267		HERMAN TRENT	Yes	No	No	USD	05/15/2013	75.00
			54366	151634	Check	1	6751		HRUBY JIM	Yes	No	No	USD	05/15/2013	140.00
			54371	151635	Check	1	8210		KELLER TOM	Yes	No	No	USD	05/15/2013	140.00
			54362	151636	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	05/15/2013	260.00
			54363	151637	Check	1	4232		MILACA HIGH SCHOOL- ISD #912	Yes	No	No	USD	05/15/2013	85.00
			54361	151638	Check	1	13728		NORMAN DICK	Yes	No	No	USD	05/15/2013	210.00
			54368	151639	Check	1	6856		NORMAN TODD	Yes	No	No	USD	05/15/2013	210.00
			54354	151640	Check	1	11798		POHLMEIER LUKAS	Yes	No	No	USD	05/15/2013	140.00
			54364	151641	Check	1	5118		PRINCETON CHAMBER OF COMMEF	Yes	No	No	USD	05/15/2013	40.00
			54351	151642	Check	1	10862		PUTNAM MAUREEN	Yes	No	No	USD	05/15/2013	400.00
			54369	151643	Check	1	6858		RADEMACHER MIKE	Yes	No	No	USD	05/15/2013	100.00
			54365	151644	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	05/15/2013	243.42
			54357	151645	Check	1	12747		SHOPKO	Yes	No	No	USD	05/15/2013	536.69
			54360	151646	Check	1	13727		SIEFERT TODD	Yes	No	No	USD	05/15/2013	100.00
			54358	151647	Check	1	13686		THE SKATIN PLACE	Yes	No	No	USD	05/15/2013	560.00
			54370	151648	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/15/2013	470.00
			54372	151649	Check	1	13159		PORTER GARY	Yes	No	No	USD	05/16/2013	215.00
			54373	151650	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	No	No	USD	05/21/2013	227,666.50
			54374	151651	Check	1	8292		GRAND NATIONAL GOLF COURSE	Yes	No	No	USD	05/21/2013	75.00
			54376	151652	Check	1	1023		ACADEMIC COMMUNICATION ASSOI	Yes	No	No	USD	05/28/2013	105.60
			54418	151653	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	05/28/2013	4,900.38
			54389	151654	Check	1	11511	1	ACME TOOLS	Yes	No	No	USD	05/28/2013	733.11
			54384	151655	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD	05/28/2013	594.00
			54383	151656	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	05/28/2013	1,353.17
			54393	151657	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	05/28/2013	32,729.51
			54533	151658	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	05/28/2013	12,531.00
			54394	151659	Check	1	1218		AQUA LOGIC	Yes	No	No	USD	05/28/2013	562.14
			54408	151660	Check	1	13199		ASPEX SOLUTIONS	Yes	No	No	USD	05/28/2013	306.00
			54485	151661	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	05/28/2013	482.58
			54402	151662	Check	1	1285		BADGE-A-MINIT	Yes	No	No	USD	05/28/2013	785.80
			54434	151663	Check	1	13697		BAKING YOU HAPPY	Yes	No	No	USD	05/28/2013	76.00
			54534	151664	Check	1	8410	1	BATTERIES PLUS	Yes	No	No	USD	05/28/2013	93.98
			54440	151665	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	05/28/2013	936.00
			54547	151666	Check	1	9622	1	BIO-RAD LABORATORIES	Yes	No	No	USD	05/28/2013	443.50
			54433	151667	Check	1	13696		BJORKLUND COMPENSATION CONS	Yes	No	No	USD	05/28/2013	5,300.00
			54441	151668	Check	1	1505		BRANSON ELECTRONICS	Yes	No	No	USD	05/28/2013	379.00
			54446	151669	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	05/28/2013	13,143.63

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			54398	151671	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	05/28/2013	993.90
			54382	151672	Check	1	11138		CDI COMPUTER DEALERS INC	Yes	No	No	USD	05/28/2013	1,080.00
			54476	151673	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	05/28/2013	14,593.43
			54443	151674	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	05/28/2013	1,859.57
			54532	151675	Check	1	8069	1	CHEMSEARCH	Yes	No	No	USD	05/28/2013	338.96
			54444	151676	Check	1	1761		CHIP'S A.C. REFRIG & APPLI	Yes	No	No	USD	05/28/2013	333.99
			54445	151677	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	05/28/2013	180.00
			54530	151678	Check	1	7473	1	CLARK ENGINEERING	Yes	No	No	USD	05/28/2013	887.00
			54403	151679	Check	1	12899		CLASSROOM SUPPLY MART	Yes	No	No	USD	05/28/2013	145.36
			54447	151680	Check	1	1876		COMPANION	Yes	No	No	USD	05/28/2013	1,305.00
			54448	151681	Check	1	2012		CURRICULUM ASSOCIATES	Yes	No	No	USD	05/28/2013	379.68
			54449	151682	Check	1	2025		CYNMAR CORPORATION	Yes	No	No	USD	05/28/2013	613.77
			54453	151683	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD	05/28/2013	1,723.30
			54375	151684	Check	1	10069		DALCO	Yes	No	No	USD	05/28/2013	10,067.82
			54423	151685	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	05/28/2013	4,117.50
			54450	151686	Check	1	2109	3	DELTA EDUCATION INC.	Yes	No	No	USD	05/28/2013	74.85
			54452	151687	Check	1	2116		DEMCO INC	Yes	No	No	USD	05/28/2013	408.06
			54451	151688	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	05/28/2013	259.55
			54420	151689	Check	1	13516		DESTINY PARTS	Yes	No	No	USD	05/28/2013	177.40
			54410	151690	Check	1	13253		DHARMA TRADING CO.	Yes	No	No	USD	05/28/2013	84.69
			54404	151691	Check	1	13015		DOHRMANN ERIN	Yes	No	No	USD	05/28/2013	62.55
			54395	151692	Check	1	12583		EARTH DAY SHIRTS	Yes	No	No	USD	05/28/2013	243.25
			54454	151693	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	05/28/2013	63.79
			54455	151694	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	05/28/2013	4,770.22
			54464	151695	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS S	Yes	No	No	USD	05/28/2013	570.26
			54399	151696	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	05/28/2013	54.34
			54456	151697	Check	1	2307		EDUCATIONAL INNOVATIONS	Yes	No	No	USD	05/28/2013	149.05
			54542	151698	Check	1	9068		EDUCATORS BENEFIT CONSULTAN	Yes	No	No	USD	05/28/2013	623.40
			54457	151699	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	05/28/2013	280.00
			54458	151700	Check	1	2336		EHLERS AND ASSOCIATES INC	Yes	No	No	USD	05/28/2013	2,500.00
			54379	151701	Check	1	10569	1	ELK RIVER SYSTEMS, INC.	Yes	No	No	USD	05/28/2013	155.32
			54397	151702	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	05/28/2013	130.75
			54528	151703	Check	1	7072	1	ESTR PUBLICATIONS	Yes	No	No	USD	05/28/2013	67.00
			54387	151704	Check	1	11480		FISHING POND	Yes	No	No	USD	05/28/2013	49.00
			54459	151705	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	05/28/2013	408.38
			54435	151706	Check	1	13698		FLINT TONER.COM	Yes	No	No	USD	05/28/2013	146.00
			54460	151707	Check	1	2571		FOLLETT EDUCATIONAL SERVICE	Yes	No	No	USD	05/28/2013	640.34
			54461	151708	Check	1	2576		FOLLETT LIBRARY RESOURCES	Yes	No	No	USD	05/28/2013	3,447.32
			54462	151709	Check	1	2590		FORESTRY SUPPLIERS INC.	Yes	No	No	USD	05/28/2013	186.37
			54463	151710	Check	1	2625		FREY SCIENTIFIC	Yes	No	No	USD	05/28/2013	198.80

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	54543	151711	Check	1	9214		FUTURE HORIZONS, INC	Yes	No	No	USD	05/28/2013	72.75
			54396	151712	Check	1	12618	1	GERMAN BOOK CENTER, N.A., INC.	Yes	No	No	USD	05/28/2013	132.27
			54529	151713	Check	1	7184	4	GLOBAL EQUIPMENT COMPANY	Yes	No	No	USD	05/28/2013	538.77
			54425	151714	Check	1	13649		GOLF TEAM PRODUCTS	Yes	No	No	USD	05/28/2013	304.50
			54465	151715	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	05/28/2013	4.35
			54526	151716	Check	1	6645		GRAINGER	Yes	No	No	USD	05/28/2013	2,933.44
			54546	151717	Check	1	9555	1	GRAY BAR ELECTRIC	Yes	No	No	USD	05/28/2013	562.21
			54466	151718	Check	1	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	05/28/2013	1,425.00
			54467	151719	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	05/28/2013	1,591.73
			54412	151720	Check	1	13331		HASTINGS CO-OP CREAMERY	Yes	No	No	USD	05/28/2013	12,155.40
			54468	151721	Check	1	3121		HI-TECH REFRIGERATION	Yes	No	No	USD	05/28/2013	279.75
			54409	151722	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	05/28/2013	1,650.00
			54391	151723	Check	1	11928		HORAK DEANNA	Yes	No	No	USD	05/28/2013	211.67
			54469	151724	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	05/28/2013	405.85
			54381	151725	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	05/28/2013	44,360.00
			54470	151726	Check	1	3295		IKI INC	Yes	No	No	USD	05/28/2013	264.00
			54380	151727	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	05/28/2013	135.91
			54377	151728	Check	1	10237		INTEGRATED SYSTEMS CORPORAT	Yes	No	No	USD	05/28/2013	416.67
			54471	151729	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	05/28/2013	300.00
			54416	151730	Check	1	13392		JIM'S CELL PHONE & IPOD REPAIR	Yes	No	No	USD	05/28/2013	94.95
			54421	151731	Check	1	13551	1	KENDELL DOOR & HARDWARE	Yes	No	No	USD	05/28/2013	41.59
			54472	151732	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	05/28/2013	497.03
			54424	151733	Check	1	13600		KREATIVE SYSTEMS	Yes	No	No	USD	05/28/2013	678.40
			54473	151734	Check	1	3665		KRUSE SALES & SERVICE	Yes	No	No	USD	05/28/2013	69.95
			54474	151735	Check	1	3701		LAKESHORE	Yes	No	No	USD	05/28/2013	84.72
			54431	151736	Check	1	13687		LEAH KUYPERS	Yes	No	No	USD	05/28/2013	45.18
			54552	151737	Check	1	9997	1	LIBRARIANS' BOOK EXPRESS	Yes	No	No	USD	05/28/2013	553.63
			54545	151738	Check	1	9435	2	LIDS TEAM SPORTS	Yes	No	No	USD	05/28/2013	7,239.88
			54432	151739	Check	1	13688	1	LIGHTING HOUSE USA, INC	Yes	No	No	USD	05/28/2013	1,296.00
			54400	151740	Check	1	12647		LOFFLER	Yes	No	No	USD	05/28/2013	188.00
			54405	151741	Check	1	13041		LUEDKE GINA	Yes	No	No	USD	05/28/2013	249.75
			54475	151742	Check	1	3934		LYNCH MIKE	Yes	No	No	USD	05/28/2013	300.00
			54482	151743	Check	1	4467		M.S.B.A.	Yes	No	No	USD	05/28/2013	125.00
			54538	151744	Check	1	8560		MARI, INC	Yes	No	No	USD	05/28/2013	20.98
			54477	151745	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	05/28/2013	938.77
			54537	151746	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	05/28/2013	30.00
			54478	151747	Check	1	4222		MILACA BUILDING CENTER	Yes	No	No	USD	05/28/2013	973.33
			54479	151748	Check	1	4241		MILLE LACS COUNTY FSWD	Yes	No	No	USD	05/28/2013	18,741.78
			54426	151749	Check	1	13661		MINCO TECHNOLOGY CENTER	Yes	No	No	USD	05/28/2013	409.95
			54378	151750	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	No	No	USD	05/28/2013	328.64
			54427	151751	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	05/28/2013	3,345.01

## Princeton Public Schools #477

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0477		001	54386	151752	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	05/28/2013	230.43
			54480	151753	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	05/28/2013	27.43
			54437	151754	Check	1	13733		MN CONWAY FIRE & SAFETY	Yes	No	No	USD	05/28/2013	500.00
			54481	151755	Check	1	4349	2	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	05/28/2013	45.00
			54527	151756	Check	1	6877		MOORE MEDICAL CORP	Yes	No	No	USD	05/28/2013	3,269.50
			54544	151757	Check	1	9429		N.J.P.A.	Yes	No	No	USD	05/28/2013	160.00
			54483	151758	Check	1	4535		NAPA OF PRINCETON	Yes	No	No	USD	05/28/2013	6.47
			54484	151759	Check	1	4537		NASCO	Yes	No	No	USD	05/28/2013	821.10
			54486	151760	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	05/28/2013	288.67
			54551	151761	Check	1	9892	1	NCS PEARSON, INC.	Yes	No	No	USD	05/28/2013	139.40
			54548	151762	Check	1	9633		NITZ HEATHER	Yes	No	No	USD	05/28/2013	321.32
			54413	151763	Check	1	13342		NORMAN MARCY	Yes	No	No	USD	05/28/2013	2,982.00
			54487	151764	Check	1	4731		NORTH SECOND STREET STEEL	Yes	No	No	USD	05/28/2013	1,136.30
			54488	151765	Check	1	4761		OAK GALLERY	Yes	No	No	USD	05/28/2013	180.29
			54489	151766	Check	1	4767		OAK LAND VOCATIONAL CENTER	Yes	No	No	USD	05/28/2013	33,711.60
			54490	151767	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	05/28/2013	142.50
			54491	151768	Check	1	4824		OPTIONS INC	Yes	No	No	USD	05/28/2013	773.60
			54492	151769	Check	1	4827	3	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	05/28/2013	778.15
			54493	151770	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	05/28/2013	1,509.60
			54392	151771	Check	1	12116		PEAP - AWARDS PROGRAM	Yes	No	No	USD	05/28/2013	164.00
			54494	151772	Check	1	4938	3	PEARSON EDUCATION	Yes	No	No	USD	05/28/2013	412.34
			54495	151773	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	05/28/2013	290.00
			54496	151774	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/28/2013	209.63
			54550	151775	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	05/28/2013	68.85
			54497	151776	Check	1	5098	2	PRESTWICK HOUSE	Yes	No	No	USD	05/28/2013	530.00
			54500	151777	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	No	No	USD	05/28/2013	299.71
			54498	151778	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	05/28/2013	2,319.07
			54499	151779	Check	1	5129		PRINCETON FLORAL & GIFT	Yes	No	No	USD	05/28/2013	10.00
			54502	151780	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	05/28/2013	57,512.86
			54501	151781	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	05/28/2013	13.20
			54414	151782	Check	1	13358		QUIKSHIP CALIFORNIA INC.	Yes	No	No	USD	05/28/2013	61.87
			54503	151783	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/28/2013	467.56
			54385	151784	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	No	No	USD	05/28/2013	1,552.50
			54504	151785	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	05/28/2013	294.37
			54401	151786	Check	1	12648	1	REBYL SPORTS, INC.	Yes	No	No	USD	05/28/2013	5,032.50
			54439	151787	Check	1	13735		REITECH CORPORATION	Yes	No	No	USD	05/28/2013	53.90
			54505	151788	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	05/28/2013	1,606.00
			54506	151789	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	05/28/2013	195.00
			54507	151790	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	No	No	USD	05/28/2013	339.35
			54419	151791	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	No	No	USD	05/28/2013	80.00
			54406	151792	Check	1	13148		RJ FRAMING & GUNS	Yes	No	No	USD	05/28/2013	143.64

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## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	54430	151793	Check	1	13683		ROBOTSHOP, INC.	Yes	No	No	USD	05/28/2013	800.83
			54422	151794	Check	1	13559		RUPP, ANDERSON, SQUIRES & WAL	Yes	No	No	USD	05/28/2013	1,189.00
			54508	151795	Check	1	5455		SADDLEBACK EDUCATIONAL INC	Yes	No	No	USD	05/28/2013	111.44
			54411	151796	Check	1	13311		SANDSTROM'S	Yes	No	No	USD	05/28/2013	311.74
			54509	151797	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	05/28/2013	459.02
			54510	151798	Check	1	5553	5	SCHOLASTIC INC	Yes	No	No	USD	05/28/2013	2,026.54
			54531	151799	Check	1	8024		SCHOOL FINANCES	Yes	No	No	USD	05/28/2013	964.44
			54512	151800	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	05/28/2013	5,053.38
			54511	151801	Check	1	5586	2	SCHOOL-TECH INC	Yes	No	No	USD	05/28/2013	83.29
			54541	151802	Check	1	8903		SCHROER BOLT	Yes	No	No	USD	05/28/2013	20.85
			54549	151803	Check	1	9813		SCIENCE EXPLORERS	Yes	No	No	USD	05/28/2013	310.00
			54513	151804	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	05/28/2013	705.90
			54514	151805	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	05/28/2013	1,980.80
			54407	151806	Check	1	13149	1	SUPPLIES OUTLET.COM	Yes	No	No	USD	05/28/2013	1,275.30
			54539	151807	Check	1	8795		TAG UP	Yes	No	No	USD	05/28/2013	75.10
			54540	151808	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	05/28/2013	84.90
			54515	151809	Check	1	6072	1	TEACHER'S DISCOVERY	Yes	No	No	USD	05/28/2013	407.33
			54516	151810	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	05/28/2013	1,108.33
			54415	151811	Check	1	13389		THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	05/28/2013	163.95
			54428	151812	Check	1	13674		THE PRINT AND WEB SHOP	Yes	No	No	USD	05/28/2013	225.00
			54438	151813	Check	1	13734		THOMPSON MITZI	Yes	No	No	USD	05/28/2013	160.66
			54517	151814	Check	1	6143		TIEGS CINDY	Yes	No	No	USD	05/28/2013	284.25
			54388	151815	Check	1	11488		TRANSCEND UNITED TECHNOLOGIE	Yes	No	No	USD	05/28/2013	214.00
			54535	151816	Check	1	8412	1	TREND	Yes	No	No	USD	05/28/2013	35.44
			54518	151817	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	05/28/2013	923.52
			54519	151818	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	05/28/2013	1,752.42
			54536	151819	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	05/28/2013	39.01
			54520	151820	Check	1	6310		US FOODSERVICE	Yes	No	No	USD	05/28/2013	26,200.86
			54521	151821	Check	1	6312	3	US GAMES	Yes	No	No	USD	05/28/2013	938.60
			54522	151822	Check	1	6318		US SCHOOL SUPPLY INC	Yes	No	No	USD	05/28/2013	48.85
			54429	151823	Check	1	13677		USA BUTTONS	Yes	No	No	USD	05/28/2013	514.00
			54523	151824	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	05/28/2013	15.70
			54524	151825	Check	1	6537		WHOLESALE TOOL CO INC	Yes	No	No	USD	05/28/2013	373.23
			54525	151826	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	05/28/2013	253.26
			54417	151827	Check	1	13398		WWW.INSECTLORE.COM	Yes	No	No	USD	05/28/2013	256.17
			54436	151828	Check	1	13732	1	XDD MN, LLC	Yes	No	No	USD	05/28/2013	649.88
			54390	151829	Check	1	11610	1	YOUTH SERVICES INT'L	Yes	No	No	USD	05/28/2013	3,870.00

Bank Total: 001

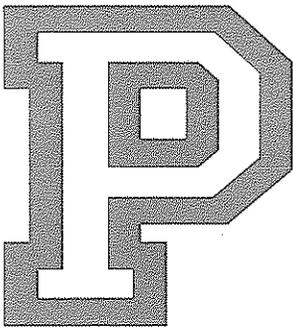
\$979,898.27

Report Total:

\$979,898.27

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$815,792.12
02	Food Service	\$93,976.86
04	Community Service	\$13,121.94
10	Student Activities	\$57,007.35
<b>Report Total</b>		<b>\$979,898.27</b>



**PRINCETON PUBLIC SCHOOLS - DISTRICT #477**

706 -1<sup>st</sup> Street • Princeton, MN 55371

Phone (763) 389-2422 • Fax (763) 389-9142

*Dr. Julia Espe, Superintendent (763) 389-6190*

*Michelle Czech, Director of Business Services (763) 389-6183*

*Brenda Alexander, Director of Human Resources (763) 389-6181*

*Melinda Jezierski, Director of Teaching & Learning (763) 389-7278*

**Wire transfers:**

May 28, 2013

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
4/15/2013	\$ 10,415.78	Minnesota UI Fund
4/30/2013	\$ 492,029.47	ACH File Transfer
4/30/2013	\$ 166,883.53	Federal Tax Wire Transfer
4/30/2013	\$ 26,794.24	State Tax Wire Transfer
4/30/2013	\$ 5,989.97	Select Account H S A
4/30/2013	\$ 540.00	MN Revenue
4/30/2013	\$ 67,111.44	TRA File Transfer
4/30/2013	\$ 30,169.16	PERA File Transfer
4/30/2013	\$ 378.50	MN Child Support File Transfer
4/30/2013	\$ 31,006.37	TSA File Transfer
5/3/2013	\$ 7,776.15	BMO Harris Bank - (Pcards)
5/10/2013	\$ 540.00	MN Revenue - (Sales tax)
5/15/2013	\$ 482,081.70	ACH File Transfer
5/15/2013	\$ 163,474.23	Federal Tax Wire Transfer
5/15/2013	\$ 26,268.73	State Tax Wire Transfer
5/15/2013	\$ 5,589.97	Select Account H S A
5/15/2013	\$ 522.00	MN Revenue
5/15/2013	\$ 66,536.00	TRA File Transfer
5/15/2013	\$ 26,536.70	PERA File Transfer
5/15/2013	\$ 378.50	MN Child Support File Transfer
5/15/2013	\$ 24,009.13	TSA File Transfer
<b>TOTAL</b>	<b>\$ 1,635,031.57</b>	

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR APRIL 2013**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	12,800,489.29	2,976,093.04	2,204,853.81	(2,264.47)	13,571,728.52
<b>02 Food Service</b>	438,707.73	126,023.35	88,554.60	1,203.84	476,176.48
<b>04 Community Service</b>	284,533.67	70,106.91	82,266.21	(854.82)	272,374.37
<b>06 Building Fund</b>	48,184.02	0.00	0.00	0.00	48,184.02
<b>07 Debt Service</b>	403,362.35	3,220.86	0.00	12.70	406,583.21
<b>10 Activities</b>	173,955.51	54,430.67	44,958.03	(376.37)	183,428.15
<b>TOTAL</b>	<b>14,149,232.57</b>	<b>3,229,874.83</b>	<b>2,420,632.65</b>		<b>14,958,474.75</b>

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>411,431.28</b>
<b>MSDLAF+</b>	<b>4,498,139.70</b>
<b>Investments (Fd01)</b>	<b><u>10,224,947.06</u></b>
	<b>15,134,518.04</b>
<b>O/S Accts Pay Checks</b>	<b>(108,039.60)</b>
<b>O/S Payroll Checks</b>	<b>(4,652.11)</b>
<b>O/S Wires</b>	<b>(64,709.08)</b>
<b>NSF Checks</b>	<b><u>1,357.50</u></b>
<b>TOTAL</b>	<b>14,958,474.75</b>

**PRINCIPAL CONTRACT FOR MINNESOTA  
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 477 of the State of Minnesota, Princeton, Minnesota, enters into this agreement, pursuant to M.S. 122A.40 as amended, with Barbara Muckenhirn, a legally qualified and licensed principal who agrees to work in the public schools of said district as High School Principal for the school year 2013-14.

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said principal shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to work for the school district as assigned in such grades or subjects for which the principal has the necessary license.
2. **Duration:** This contract is subject to the provisions of M.S.122A.40 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of principals. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the principal or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. **Duty Year:** The principal's duty year and vacation days shall be as adopted by the school board, and the principal agrees to work on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the principal agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services:** The school board or its designated representative may assign the principal to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board or its designated representative may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the principal's Continuing Contract rights unless the words "continuing contract" are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. **Special Provision:** (Insert here any other contractual provisions).

**(230 Day Contract)**

**\*\*\* Employment contingent upon receipt of appropriate licensure and successful background check \*\*\***

In addition, said principal agrees to perform the following additional services for the additional salary indicated.

**Additional Service**

**Additional Compensation**

- |    |  |    |
|----|--|----|
| 1. |  | \$ |
|----|--|----|
7. **In Consideration** thereof, the school board agrees to pay said principal the following annual salary:

<b>\$102,066.45</b>	For basic services	<b>Step 1</b>
	For additional services as set forth in paragraph 6	
<b>\$102,066.45</b>	<b>Total salary</b> , exclusive of fringe benefits	

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have subscribed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**Principal** \_\_\_\_\_

IN WITNESS THEREOF we have subscribed our signatures this **28th** day of **May**, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 477**

**Chairman** \_\_\_\_\_

**Clerk** \_\_\_\_\_

WHITE--Board's Copy  
GREEN--Principal's Copy

**\*Salary/lane/step/exp. will be modified to reflect school bd/PAT master agreement when negotiations completed**



621 Lilac Drive North  
Minneapolis, MN 55422  
Phone: (763) 545-9196  
Fax: (763) 541-0056  
www.clark-eng.com

## PRINCETON DISTRICT OFFICE – ELEVATOR MODERNIZATION

### Project Overview and Budget

May 23, 2013

Based on our meetings and discussions with Michelle Czech and Keith Barlage of Princeton Public Schools and Kathy Markwell, President, Elevator Advisory Group, we assume the following for the upcoming proposed elevator modernization project:

The existing basement traction elevator in the Princeton Public Schools District Office is reaching the end of its useful life and is **NOT** in compliance with current code requirements in the State of Minnesota. In order to ensure no interruption in service, this elevator will need to be in compliance by January 2015.

There are TWO options available to ensure compliance:

1. Modernization of the Basement Traction, or
2. Replace the existing Basement Traction with a new Hydraulic Elevator (hole-less application).

We feel that the most cost effective approach would be to upgrade the existing basement traction configuration; although a complete replacement can certainly be considered through an “Alternate” bidding option.

Modernization of the existing elevator requires replacement of the following parts and components (as a minimum): Machine, Control Unit, Fixtures – Car / Hall, Car Operating Panel, Doors and Door Equipment. New cab interiors can be specified and pricing requested through an “Alternate” if the Owner wishes to upgrade the aesthetic appearance of the modernized elevator.

Any related work required to support the modernization of the elevator; including general construction, electrical and mechanical disciplines will be included in the project specifications. Together with EAG, Clark Engineering will provide a turn-key and all encompassing elevator upgrade keeping the project on schedule and within budget for the District.

A complete modernization of the existing elevator can be accomplished with a probable estimate of construction cost of \$175,000 - \$195,000. Please contact me with any questions regarding this project.

Sincerely,

**Clark Engineering Corporation**

Vladimir Scheglowski, P.E.  
Principal

Minneapolis  
Minnesota

Aberdeen  
South Dakota

Brookings  
South Dakota

Sioux Falls  
South Dakota

Watertown  
South Dakota

*An Equal Opportunity Employer*



Structural Condition Study for  
1690 University Avenue Parking Ramp  
Saint Paul, Minnesota  
Proposal No. P13S1194

# PRINCETON PUBLIC SCHOOLS

706 1<sup>st</sup> St.  
Princeton, MN 55371

## CALL FOR BIDS

### Princeton District Office – Elevator Modernization

#### BRIEF PROJECT DESCRIPTION

The existing basement traction elevator in the Princeton Public Schools District Office is reaching the end of its useful life and is **NOT** in compliance with current code requirements in the State of Minnesota. In order to ensure no interruption in service, this elevator will need to be in compliance by January 2015.

Modernization of the existing elevator requires replacement of the following parts and components (as a minimum): Machine, Control Unit, Fixtures – Car / Hall, Car Operating Panel, Doors and Door Equipment, and new cab interiors (optional).

#### RECEIPT OF BIDS

Time and Date: **Wednesday, June 19, 2013, 2:00 PM**

Location: PRINCETON PUBLIC SCHOOLS  
706 1<sup>st</sup> St.  
Princeton, MN 55371

Attention: Michelle Czech, Director of Business Services

Bids shall be upon form provided in the Bidding Documents. Envelopes containing bids must be sealed and marked “2013 Princeton District Office – Elevator Modernization”, with the name and address of the bidder, and the date and hour of the opening. The complete form shall be without alterations, additions, or erasures. All bids shall be on a lump sum basis.

Sealed bids will be opened and read publicly. Faxed Bids will **NOT** be accepted.

#### BID INFORMATION

Bid Security: 5% of Base Bid Amount

Type Security Allowed: AIA Bid Bond, Bid Bond, Certified Check, Cashier’s Check

#### BONDS

Type: Performance Labor & Materials Payment Bond  
Amount: 100% of Contract  
When Required: Not as condition of award but is required Condition of Contract.

#### COMPLETION TIME

Final Completion: All construction must be complete and ready for owner use by September 17, 2013. All required work hours, material and equipment necessary to turn project over as such a date must be included in bid.

**BIDDING DOCUMENTS AVAILABLE TO BIDDERS ON Wednesday, June 12, 2013.**

**DIRECT PLAN REQUESTS TO:**

Bidding Documents are available for a fee via digital download at [QuestCDN.com](http://QuestCDN.com). Contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, downloading, and working with this digital project information. Paper copies of Bidding Documents can be ordered by contacting Northstar Imaging Services, Inc., 651-686-0477, for a non-refundable fee plus shipping and handling.

Direct communications regarding this Project to the Project Manager, Vlad Scheglowksi, Clark Engineering Corporation, telephone 763.545.9196; [vscheglowksi@clark-eng.com](mailto:vscheglowksi@clark-eng.com).

**EXAMINATION OF THE BIDDING DOCUMENTS**

Drawings, Project Manual, and other Contract Documents may be examined at the following locations:

Princeton Public Schools (District Office)  
706 1<sup>st</sup> Street  
Princeton, MN 55371

Clark Engineering Corporation  
621 Lilac Drive North  
Minneapolis, Minnesota 55422

**PRE-BID WALKTHROUGH FOR ALL BIDDERS WILL BE HELD ON:**

**Wednesday, June 12, 2:00 PM**  
Princeton District Office  
706 1<sup>st</sup> Street  
Princeton, MN 55371

**AWARD OF CONTRACT**

Basis for Award: Low responsible bid. The School Board of Princeton Public Schools, Princeton, Minnesota reserves the right to accept any bid or reject any or all bids and to waive any informality or any irregularities in bidding.

Time Limit: Bids shall be effective for 60 days after date of bid opening.

CHAD YOUNG  
BOARD CLERK

**INDEPENDENT SCHOOL DISTRICT NO. 477**

**PRINCETON, MINNESOTA 55371**

**INVITATION FOR BIDS FOR SCHOOL MILK AND RELATED PRODUCTS**

1. Notice is hereby given, that Independent School District No. 477, Princeton, Minnesota, will receive sealed bids for SCHOOL MILK AND RELATED PRODUCTS requirements of the district for the period from September 1, 2013 to August 31, 2014, according to the specifications and conditions which may be obtained from the office of the Director of Business Services, Independent School District No. 477, 706 First Street, Princeton, Minnesota, 55371. Bids shall be submitted in form and manner contained in the specifications and the conditions, which are adopted by reference, in this invitation for bids.

2. Sealed bids must be received in an envelope marked "Milk Bid" in the office of the Director of Business Services, 706 First Street, Princeton, Minnesota, 55371, no later than Thursday, July 11, 2013, at 1:00 p.m., at which time the bids will be opened for tabulation and distribution to the school board and interested parties. No changes can be made in any bid except in the manner provided by law, and no bid may be withdrawn for 30 days without consent of the school board.

3. On Tuesday, July 16, 2013 at 7:00 p.m., the school board will meet to evaluate the bids and act thereon. The school district reserves the right to accept, reject, or waive any informality of any bid and to make an award for SCHOOL MILK AND RELATED PRODUCTS which is deemed most favorable and advantageous to the school district. If further information is desired, interested persons should contact Michelle Czech at phone number: (763) 389-6183.

Dated this 28<sup>th</sup> day of May, 2013.

INDEPENDENT SCHOOL DISTRICT NO. 477  
PRINCETON, MINNESOTA

ENCLOSURE: Bid forms and  
Bid Envelope

---

Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 477**

**PRINCETON, MINNESOTA 55371**

**SPECIFICATIONS AND CONDITIONS FOR SCHOOL MILK**

**AND RELATED PRODUCTS REQUIREMENTS**

**FOR PERIOD SEPTEMBER 1, 2012 TO AUGUST 31, 2013**

**SECTION I. GENERAL CONDITIONS**

**A. Invitation:** The invitation to receive bids which is attached hereto, and everything contained therein is adopted by reference and made a part of these specifications and conditions.

**B. Subject: Duration:** The bid is requested for the milk and related products requirements of the district for the period from SEPTEMBER 1, 2013 to AUGUST 31, 2014.

**C. General Criteria for Awards:** After taking into consideration conformity with the specifications, terms of delivery and other conditions imposed in the call for bids, an award shall be made to the lowest responsible bidder.

**D. Form of Bids:** The bid must be submitted on the form prescribed by the district, a sample of which is contained in these specifications, and copies of which are available from the school district from the following office: Business Office, 706 1<sup>st</sup> Street, Princeton, Minnesota 55371.

**E. Presentation of Bids:** A bid to be considered must be signed and be presented on the prescribed form in a special envelope on or before the time and at the place mentioned in the invitation for bids. The outside of the envelope shall contain the name of the bidder, the date of the presentation, the subject of the bid and an indication that the bid is enclosed.

**F. Qualifications:** The district reserves the right to refuse to consider the bid of a bidder who is not known to be reliable, skilled and regularly engaged in providing the service and goods for which bids were invited.

In addition, the district may require of any bidder, evidence satisfactory to the district of the bidder's financial responsibility, and ability to efficiently, economically and satisfactorily perform the services and deliver the goods required by the district.

The district may consider the foregoing factors in determining the lowest responsible bidder.

- G. Rejection of Bids:** In addition to grounds for rejection stated elsewhere in law or in these specifications and conditions, the district may reject a bid if:
- (1) The person bidding fails to provide reasonable evidence reasonably requested pursuant to F., above
  - (2) The person bidding misstates or conceals any material fact in the bid, or
  - (3) The bid is conditional. A bid properly made subject to an escalator clause shall not be deemed conditional.
- H. Alterations and Erasures:** A bid containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bidder shall be rejected unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
- I. Identical Low Bids:** In the case of identical low bids from two or more bidders, the board may at its discretion utilize negotiated procurement methods with the tied low people bidding for that particular transaction, so long as the price paid does not exceed the low tied bid.
- J. Single Bid:** In the case where only a single bid is received, the board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not exceed the original bid.
- K. Readvertisement:** If no satisfactory bid is received, the district may readvertise.
- L. Withdrawal and Award Deadlines:** No bidder may withdraw his bid within 30 days after the date of opening of bids. The district may elect to take up to 30 days to decide which bidder is to receive the award.
- M. Bid and Award Options:** Any bidder may bid either the milk alone, or other related products alone, or for both. The district may make a separate award for the milk alone, and for the related products alone, or may make a single award for the milk and related products.
- N. Collusion:** Collusion between bidders is cause for rejection of all bids of the people bidding thus involved.
- O. Guarantee:** The successful bidder shall agree to unconditionally guarantee all goods supplied against inferiority as to specifications and conditions. Any items which are rejected by the district because of damage or defect shall be removed and replaced without cost to the district.
- P. Delivery:** Costs of delivery shall be included in the bid price.
- Q. Non-Waiver of Specifications and Conditions:** Failure or neglect of the district to require compliance with any term, condition or specification of the bid shall not be deemed a waiver of the same.

## SECTION II. GENERAL SPECIFICATIONS - MILK

A. All bids are to include delivery to the buildings listed:

Princeton High School  
807 South 8<sup>th</sup> Avenue  
Princeton, Minnesota 55371

Princeton Middle School  
1100 4<sup>th</sup> Avenue North  
Princeton, Minnesota 55371

South Elementary School  
805 South 8<sup>th</sup> Avenue  
Princeton, Minnesota 55371

North Elementary School  
1202 North 7<sup>th</sup> Avenue  
Princeton, Minnesota 55371

B. Only fresh first quality milk shall be supplied under this bid.

C. The milk is to be pasteurized, homogenized, have a butterfat content, which is within federal and state standards, be adequately refrigerated, and in all other respects, meet high standards of quality.

D. No case deposit required.

E. 50 carton case required. (Case can be no larger)

F. Milk delivery twice a week for all schools.

G. Single Access Milk Coolers required at the following locations:

- South Elementary 2 Single Access Milk Coolers Required
- North Elementary 2 Single Access Milk Coolers Required
- High School 2 Single Access Milk Coolers Required

The estimates on the bid form are based upon experience and no representation as to quantity shall be construed therefrom. No guarantee of minimum quantity is either made or implied. The school district shall neither be compelled to order any quantity of any item nor limited in the total quantity ordered on any item

SEPTEMBER 1, 2013 – AUGUST 31, 2014

**MILK BID FORM**

TO: DIRECTOR OF BUSINESS SERVICES  
INDEPENDENT SCHOOL DISTRICT #477  
706 FIRST STREET  
PRINCETON, MINNESOTA 55371

We, the undersigned bidder, propose and, if acceptable, agree to furnish the dairy products as per bid specifications, for the next year at the prices submitted below:

<b><u>EST. AMOUNT</u></b>	<b><u>PRODUCT</u></b>	<b><u>ESCALATION BID</u></b>	<b><u>FIRM BID</u></b>
300,000	½ Pint Low Fat White	\$_____ each	\$_____
100,000	½ Pint Skim White	\$_____ each	\$_____
50,000	½ Pint Skim Chocolate (18 grams of sugar per serving)	\$_____ each	\$_____
	½ Pint Lactose Reduced	\$_____ each	\$_____

**BASIS OF ESCALATION BID**

The escalator bid is based on the Federal Order Price of Class I raw milk for the month of **April, 2013**, which is \$\_\_\_\_\_ per 100 pounds plus the Co-op Premium Price of \$\_\_\_\_\_. Whenever the price of raw milk increases or decreases a full 10 cents per cwt., the cost will be adjusted upward or downward \$.0005 per ½ pint and\$.0086 per gallon of dispenser milk.

**BASIS OF FIRM BID**

It is understood that if the bidder provides a bid for a firm price only, that price shall apply without regard to fluctuations in the market.

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER



## PRINCETON MIDDLE SCHOOL

1100 4th Avenue North, Princeton, MN 55371

Phone 763-389-6704 Fax 763-389-6737

Daniel Voce, Principal 763-389-6750

Sarah Marxhausen, Assistant Principal 763-389-6751

Bobbi Benner, Counselor 763-389-6753

Joan Bullivant, Counselor 763-389-6739

---

May 21, 2013

Re: Middle School Handbook Changes

Dear Dr. Espe and School Board Members.

Below are the recommended changes for the 2013-2014 middle school handbook. These changes are based on a variety of reasons: correcting misinformation, aligning current practices and policies, and recommendations from those in Food Service, Health Services, transportation, and building principal/assistant principal.

### Pg. 2/Daily Schedule Section

Adjust to print the following times due to earlier start and end time:

<b>8:00 - 8:05</b>	Students remain in the cafeteria area until released.
<b>8:20 - 8:40</b>	T/A
<b>8:45 - 3:10</b>	Core classes and specialists
<b>11:26 - 1:10</b>	Student lunch periods
<b>3:20</b>	Busses depart

### Pg. 3/Failure is Not an Option Section

Take out:

~~Students choosing to not make up missing and late work to receive passing grades will be placed in "Overtime." This is a strongly encouraged {32-hour} after school program that consists of work completion along with study and organizational skills. Students choosing to complete previous trimester work during "Overtime" would be given a passing grade. Students failing to attend "Overtime" may be retained at their current grade level.~~

Replace with:

Students who are not making adequate in their academic classes may be referred to the "Homework Overtime" program by their teaching team. Students in the program will work with a team teacher mentor to assist and check student progress. Every 2 weeks student grades will be reviewed and students who have shown progress will be exited out of the "Homework Overtime" program. **Students failing to attend "Homework Overtime" or not making adequate progress may be enrolled in summer school or retained at their current grade level.**

### Pg. 5 /Theft section

Add the following bold words:

The school is not responsible for lost or stolen money **and/or property** on school grounds or at school activities.

### Pg. 6/Vision section

Change the bold words- currently: Behavior Support System- stated incorrectly, change to Behavioral Intervention and Supports.

Staff will encourage positive “Tiger Pride” student behaviors and will use Positive **Behavioral Interventions and Supports** (PBIS).

Pg. 7/Out of school suspension section

Add the following bold words:

Some possible examples include but are not limited to: fighting, harassment, vandalism, **weapon violation**, stealing, threats made toward students and/or staff members, smoking, truancy, chemical possession and/or use, insubordination, or other inappropriate acts.

Pg. 7/Expulsion section

Take out the whole section. Reasoning: expulsion is later explained in the handbook.

**Expulsion**

~~Students expelled are provided an education. Depending on the situation a student may receive homebound instruction or attend the alternative learning center. Note: Homebound instruction is not punitive. It is by statute an alternative to in-school seat time. Grades for homebound instruction are the responsibility of the certified teacher(s) who provide the direct instruction. Classroom teachers who provide the work may assist in grading. Full credit will be given for work completed~~

PG. 8/ Cell Phones, Other Personal Communication Devices, and Music Devices section

Add the following bold words:

Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, **audiotaping**, or taking pictures, without others’ permission is prohibited. School authorities reserve the right to review the picture, **audio**, and video content of any cell phone brought on school property.

Pg. 8/Inappropriate Postings section:

Add the following bold words:

In addition, anyone who photographs, records (including but not limited to video and audio taping), in possession of, and/or transmits information on another student **or staff member** will be subject to discipline as this is unacceptable and is in violation of student conduct expectations.

Pg. 9/Activity Night Expectations

Add the following:

10. Electronic devices are not allowed.

Pg.10/Medications section

Add the following:

5. If your child needs medication on the bus, give the medication and instructions directly to the bus company staff.

Pg. 11- Add following section:

Checklist for parents/guardians who have a student with a health concern:

- Make your child’s health concern known to the district school nurse or health office.
- Bring current, signed health care provider orders and medication that will be taken at school.
- Together with the district school nurse, develop an individual health plan.
- Provide permission for the district school nurse to communicate with child’s health care provider.

- Provide parent/guardian and emergency contact information. Update the school with any changes as needed.

Pg. 11/Illness section

Add the following bold statement:

**Note: It is expected that all students go through the health office if they need to go home due to illness. Parent/guardian contacts are made through the health office.**

Add the following:

Other

1. Review hygiene tips to prevent the spread of infections.
2. Establish a bedtime and wake-up time to ensure adequate and consistent sleep.

Pg. 11- Take out the following:

**~~Latex Aware Schools~~**

~~Due to an increasing incidence of latex (rubber) allergies, non-latex balloons and gloves will be used during the school day and for school events in ALL District #477 buildings. Latex items are a major concern because they allow latex particles to be dispersed into the air for breathing. Mylar, vinyl, and other non-latex products are a safe alternative. Other allergies: Be aware many people have food allergies (especially to peanuts and nuts) and scents (avoid using products with strong scents).~~

Replace with:

**Allergy Aware Schools**

If your child has an allergy, contact the health office or district nurse. Submit an allergy action plan, medication administration form, and emergency medication to the health office. School health staff will review the health information submitted by the parents and physicians. Submit emergency medication to the bus company if needed. Known latex products are not allowed in classrooms. Peanuts and other nut products are allowed in the classroom unless there is a student in the classroom with known peanut or other nut allergies. Our kitchen does serve nuts; however, there is a peanut free table available in the lunchroom.

Pg.11/Immunization section

Add the following bold words:

**Make sure immunizations are up to date;** notifications will be made if the student's immunizations are not up to date. **Please call the health office with any questions.**

Pg. 11/Lunchroom section

Take out the following:

**~~Lunch Service~~**

~~The middle school has a computerized lunch accounting system. Students will generate an account by paying a specific dollar amount (ex. \$10.00). They will need to have money in their account before going through the lunch line. **Please pay in the cafeteria before school starts** or on the district website. If their balance is below zero, students will be given a verbal reminder, followed by a written note. The cost of each lunch will be deducted as they pass through the lunch line each day. **Checks should be made out to Princeton Public Schools. Please place your son or daughter's lunch number on the check.** Your lunch money can be brought to the cafeteria in the morning before TA. If you continue to forget your money, you will not be allowed to eat the regular lunch. However, you will be offered a peanut butter or cheese sandwich.~~

Replace with:

**Lunch Account Payments:**

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. Deposits must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 8:00-8:20 AM.

**Lunch Account Policy:**

Accounts that have a negative balance of -\$5.00 or more will not be allowed to charge on that account. Students should memorize their account number and keep it confidential. All account balances must be positive by **May 15<sup>th</sup>** in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

**Lunch Account Balances:**

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. The minimum on-line payment is \$25.00. If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

**Free or Reduced Lunches:**

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. Forms must be filled out each year. Forms are handed out on Orientation night or when a new student registers. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced not does negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

**Prices (subject to change):**

Lunch	\$1.95	Reduced Lunch	\$.00
Breakfast	\$1.25	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.35	Adult Lunch	\$3.25

**Student Lunch Menus:**

Menus are published in the Princeton Union-Eagle newspaper and on the Princeton Public School website [www.princeton.k12.mn.us/](http://www.princeton.k12.mn.us/)

**Student Cold Lunch's:**

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. Students or parents may not call in orders to have meals delivered to school.

**Breakfast Program:**

School breakfast is offered every school day from 8:00-8:20. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

**After School Snack Shop Program:**

Students can purchase snacks or meals needed to get them through their after school activities. All they need to do is come to the lunch room before going to practices or events. Students must have a positive lunch account balance to purchase items on their lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements! Remember to plan accordingly and deposit additional money in your child's lunch account if needed.

**Expected Behavior:**

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

Pg. 13/Question and Answer section

Add the following bold statement:

**Visitors need to check out with the front office.**

Thank you for taking the time to review these recommendations. Please feel free to contact me at 763-389-6751 or [sarah.marxhausen@isd477.org](mailto:sarah.marxhausen@isd477.org), if there are any questions or concerns.

Respectfully Submitted,

Sarah A. Marxhausen  
Middle School Assistant Principal/Activities Director

**WELCOME MIDDLE SCHOOL STUDENTS**

Dear Students and Parents:

Welcome to the Princeton Middle School education team! As your child’s primary teacher, you are very important to the success of his/her educational experience. Because we share a common goal of quality education, it is important that we support one another’s efforts to meet that expectation. We truly see you as a partner with us and encourage your involvement, communication, and presence at Princeton Middle School. We understand that your child means the world to you. We want you to know that we will provide a safe, positive, and challenging learning environment for all.

This handbook has been developed for the purpose of interpreting our school to its students, parents and other friends. Both students and parents should become familiar with the policies, procedures and activities associated with Princeton Middle School.

In the middle years the application of skills takes on much more importance as it relates to school, home and community. Children are finding their strengths and needs and the interest in learning takes on new dimensions. Children often become involved in new areas of interest. Encouragement at home and from staff at school will go a long way toward stimulating and maintaining that interest.

We want all students to be happy at school and to learn all that they possibly can. Student success is very important. To make sure students are successful we have a program called Tiger Pride Expectations:

**I WILL RESPECT.....MYSELF.....OTHERS.....PROPERTY.....COMMUNITY**

Tiger Pride addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process.

We are looking forward to another exciting year, filled with many new opportunities and challenges promoting learning and growth. Let’s work together to make this school year an enjoyable and rewarding experience for everyone.

Sincerely,  
Daniel Voce  
Dan Voce, Principal

Sarah Marxhausen  
Sarah Marxhausen, Assistant Principal



## **PRINCETON MIDDLE SCHOOL**

### **District Mission Statement**

To develop the potential in each person through academic and co-curricular excellence.

### **District Vision**

No boundaries to learning.

### **Middle School Philosophy**

The administration, faculty and staff expect:

1. We expect you to manage yourself by solving your own problems with staff guidance.
2. We expect you to always do your best, be on time, and be prepared to learn.
3. We expect you to take responsibility for choices you make.
4. We expect you to treat others with kindness and respect.
5. We expect you to take care of our property and equipment.

### **Middle School Administration**

Dan Voce-Principal	389-6750	Joan Bullivant-Counselor	389-6739
Sarah Marxhausen-Assistant Principal	389-6751	Bobbi Benner-Counselor	389-6753

### **School Contacts**

To e-mail a staff member use the following format: first name.last name@isd477.org

Example: Dan Voce.....dan.voce@isd477.org

Princeton School District #477 web site.....www.princeton.k12.mn.us

Middle School Office/Attendance (during or after school).....763-389-6704

Health Office: Amy Oliver.....763-389-6723

### **Daily Schedule**

**8:00 A.M.** Students and parents may make arrangements to conference with teachers during this time or during the teacher's planning time during the school day or after school. Students arriving before 8:00 A.M. must remain in the cafeteria until supervision arrives.

The schedule is adjusted by staff and varies by grade level:

**8:00 - 8:05** Students remain in the cafeteria area until released.

**8:20 - 8:40** T/A

**8:45 - 3:10** Core classes and specialists

**11:26 - 1:10** Student lunch periods

**3:20** Busses depart. **For the safety of students, after 3:25 all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.**

## **Academic Information**

Teachers will give more detailed specifics about behavior and academic expectations in their classrooms.

## **HOMEWORK**

Current research shows that completing homework has immediate and long-term effects on achievement and learning. In fact, a student of middle school age that completes his/her homework will outperform students who do not. Therefore, with best practice research and middle school developmental stages in mind, students may have homework in the evening. The amount of effort a student puts forth in class may determine whether they have more or less homework.

## **PRINCETON MIDDLE SCHOOL LATE WORK POLICY**

At Princeton Middle School we expect all students to complete their work on time. Excused Absences will have two days for every day they are absent to make up assignments that they missed. Teachers may have additional expectations for late work.

## **STUDENT PLANNER**

Students will receive an academic planner at the start of the school year. **Students are expected to have their planner with them in all classes and in the halls except when going to lunch.** The planners will be used to record classroom agendas and homework and will act as a pass for any travel within the building. The planner should be shared daily with parents. A student traveling without their planner may be escorted back to their classroom for proper permission. Passes can be reduced if they are misused. **Replacement cost for a lost or damaged planner is \$5.00 and may be purchased in the office.**

## **MATERIALS NEEDED**

\*Student Planner      \*Notebook for each subject      \*Folders for each subject      \*Pencils/Blue or black pens

## **Student Evaluation**

### **Grading System and Report Cards**

The evaluation of student achievement is one of the important functions of each teacher. Report cards are issued at midterm and at the end of each trimester. The accepted marking system is as follows:

A - Excellent      B - Good      C - Average      D - Poor      N - Not Acceptable      I - Incomplete

### **Friday Folders**

In addition to report cards, parents will receive progress reports and missing assignment reports. Parents will receive these reports on student progress in the Friday Folder each week. Students are expected to bring home this folder, have their parent(s) sign it, and bring it back the following school day. If you do not receive a report, please contact your student's TA teacher. In addition, parents are encouraged to view their students' grades online through the Skyward Program. Passwords for this program can be accessed through the office and/or through your student's TA teacher.

### **Failure is not an Option**

Students with unacceptable grades at the end of each trimester will receive an "I" signifying the student's grade is "Incomplete." Students will be given a **two-week** window in which to complete any missing or late assignments. Students may need to re-do certain assignments to improve their scores. Students meeting the course requirements within the two-week window will receive partial credit and a passing grade. If students have two or more N's at the completion of the two-week window, they will automatically be placed in the after school "Overtime" program. Students receiving two or more N's at the end of the third trimester may be enrolled in the summer overtime program.

Students who are not making adequate in their academic classes may be referred to the "Homework Overtime" program by their teaching team. Students in the program will work with a team teacher mentor to assist and check student progress. Every 2 weeks student grades will be reviewed and students who have shown progress will be exited out of the "Homework Overtime" program. **Students failing to attend "Homework Overtime" or not making adequate progress may be enrolled in summer school or retained at their current grade level.**

### **Parent Teacher Conferences**

Conferences bring student, advisor, and parent(s) together. This conference provides an important communication link between parents and the school. The conference will last 15-20 minutes where students and parents will share the report card and work samples. Parents are always welcome to conference with teachers on any school day. To meet with a teacher in addition to scheduled conference nights, please contact your student's teacher(s).

## School Closings

Information about school closings, delays, or early releases may be obtained by viewing the school district's website or by the following media outlets: WCCO (4), KSTP (5), KMSP FOX (9), KARE (11), UPN 29 (29), WCCO 830 AM, WQPM 1300 AM, KBEK 95.5 FM. In addition, the school district utilizes an Instant Alert system to notify parents, guardians, and staff of school delays and closings.

## Princeton Middle School Academic Assistance Policy

Purpose: In order to encourage students to become lifelong learners, Princeton Middle School has established the following Academic Assistance policy. The goal of this policy is to ensure that all students are successful in developing management skills necessary for academic achievement.

### Teacher Responsibilities

- Teachers present outcomes, timelines and expectations for student success on an ongoing basis.
- Teachers will define academic expectations and communicate to students/parents when they are not being met.
- Teachers/Team will refer students who are in need of academic assistance through the defined action plan.
- Teachers/Team will work with referred students and parents to fulfill academic requirements in a timely manner.
- Teachers teach students.

### Student Responsibilities

- Students will follow teacher expectations.
- Students will meet outcomes according to timelines given by the teacher.
- Students will be responsible for their learning by seeking clarification and assistance from teachers.
- Students will take home the Friday Folder information for parents to review and sign. The Friday Folder will be returned the next school day.
- Students learn required information.

### Parent Responsibilities

- Parents will review the contents of the Friday Folder and sign it on a weekly basis.
- Parents will provide a time and place at home for students to complete schoolwork.
- Parents will partner with teachers to ensure academic success for the student.
- Parents will assist their students in fulfilling academic requirements in a timely manner.

### Action Plan:

- Teachers will identify students who are in need of Academic Assistance when key outcomes are not met.
- Students may be removed from all extra-curricular activities until satisfactory progress is made as determined by the teacher and/or administration.
- Students are expected to attend "Overtime" (extended school day) until satisfactory progress has been made.
- Failure to meet academic outcomes by the end of the year will result in attendance in summer school programs.
- **Failure to meet academic outcomes by the end of summer will result in temporary retention until all outcomes are met. "Failure is not an Option"**

## Attendance

Research has shown there is a direct link between attendance in school and academic success. Additionally, building a lifelong attitude that attendance is important will lead to success on the job! Parents are requested to notify the attendance office by telephone (389-6704) each day of the students' absence or bring a parent note upon returning to school (if a parent does not call the school, a representative of the school will call home to verify absence). Any unverified absence is an unexcused absence. The authority to decide whether an absence is excused or unexcused rests with the administration.

### Excused and Unexcused Absences

Excused absences are those requested by the parent and approved by the school. Examples may include: Illness of student (doctor verification may be requested), illness or death in the family, required court appearance, dental, medical, or counseling appointments, official school field trips, co-curricular activities, and other reasons upon approval of administrator.

School Response to excused absence concerns:

- 7 or more absences may result in a parent contact (doctor note may be required)
- Further absence(s) may be considered unexcused
- 10 or more absences may result in a referral to a county agency and/or parent meeting
- 15 or more absences may result in a referral to a county agency and possible court action

Unexcused absences may include but are not limited to: missed bus/bus suspension or loss of service, oversleeping, weather, late to school, work, babysitting, needed at home, and/or student not immunized. In addition, telephone/written verification not received in the middle school office within 2 days upon returning school, excessive absences without appropriate doctor's note or when prior approval has not been obtained through the office. Any portion of the day or part of a class may be counted as an unexcused absence.

School Response to unexcused absence concerns:

- 3 and 5 absences may result in a parent contact/meeting and/or referral to a county agency
- 7 absences is considered habitually truant and may result in referral to county services (state law) and possible court action
- Students who have unexcused absence(s) may be required to make up the unexcused time before, during, or after school hours. Note: this may require parents/guardians to provide transportation.

### **Tuancy**

According to Minnesota Law/Statute 260A.02 Subd. 3, a pupil is considered a continuing truant if absent on three (3) or more class periods on three (3) or more days without a valid excuse. According to Minnesota Law/Statute 260C.007 Subd. 19, a pupil is considered a habitual truant if absent on seven (7) or more class periods on seven (7) or more days without a valid excuse. The school must notify county and will notify parents.

### **Tardiness**

Students late to school should report to the office to receive a pass. Students late to class are expected to have a pass. Any staff can ask to see a student's pass if in the hall during class time. Teachers will record unexcused tardiness, which may result in a teacher detention. Chronic tardiness may result in parent contact and referral to an administrator. **Three unexcused tardies can result in one unexcused absence.** Each morning administration will "sweep" the hallways. Students in the hall without a pass will report to the media center and educated on the importance of being on time. The students may receive consequences for tardiness.

### **Pre-Arranged Absences**

Students should present written parental request to the middle school office for any prearranged absences. Students will be given a form for teachers to sign and record homework assigned for the time missed.

### **Make-Up Work**

When students return to school they are responsible to get their make-up work and will receive full credit for work missed when completed upon the teacher's deadline. Unexcused absences will have grade adjustments determined by the team of teachers.

### **Leaving School During The Day**

Students should provide a parent note or phone call at the start of the day to leave during school hours. Students can be picked up from the following: parent(s), legal guardian(s), emergency contact(s), or a written permission from parent/guardian stating whom will pick up their son/daughter. The failure to properly check out of school will be recorded as an unexcused absence.

### **Criminal History Background Checks**

The school district has adopted a background check policy (Employment Background Checks, policy #404), the purpose of which is to maintain a safe and healthy environment for its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to: all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history backgrounds for other volunteers, independent contractors, and student employees.

## **Safe School Zone**

Minnesota Statute 152.021 - 152.023 and 609.66 has declared the area surrounding schools as a drug free and weapon free zone. This zone begins at the boundaries of the school property and extends 300 feet from that point, or one city block, whichever is greater. The court toward adults may administer tougher penalties and juveniles caught possessing or selling illegal drugs, or possessing a dangerous weapon within a school zone.

## **Physical Education Dress Code**

Students will need to purchase a Phy-Ed uniform (t-shirt and shorts) to wear for their physical education class. The cost of the pair will be \$15 and can be purchased in the office. Tennis shoes and socks are required. Students are expected to wear the uniform on a daily basis. If they forget their uniform they will be required to participate, but they may lose partial credit for the day. If they damage or lose their shirt or shorts, they will need to purchase a second pair. Financial assistance will be available for those who qualify, contact the office if you think you may qualify.

## **Care of Property**

### **Vandalism/Property Damage**

The Princeton community and schools are fortunate to have a state of the art middle school facility. It is the responsibility of everyone to respect school property and property belonging to someone else. If you see someone damaging or vandalizing, please report this to a staff member. Students involved in vandalism will be expected to reimburse the district for any damages in addition to further consequences to be determined by school administrators.

### **Theft**

Please report to a staff member or office personnel any time you have witnessed or been victimized by someone. Remember to lock your school and gym locker when not in use and do not share the combination with others. Leave valuables at home. Students are discouraged from bringing more money than what they need to spend at school each day. The school is not responsible for lost or stolen money and/or property on school grounds or at school activities. Administration will determine consequences for theft while following the school district's policy (Student Discipline, policy #506). This may include but is not limited to: parent contact, in-school suspension, out-of-school suspension, restitution, and/or notifying the police resource officer.

### **Food**

Students should only consume food/drink in the cafeteria or in a classroom when approved by a staff member. Open beverage containers in the hallway areas are prohibited and may be confiscated by staff. Due to the high caffeine content in energy drinks and soda pop, as well as the effects they have on adolescents, they are prohibited at school. Only water in clear containers is allowed. Colored liquids and colored and/or opaque containers are not allowed. Teacher and/or staff member discretion will be given in regards to the clear water bottles being allowed in the individual classrooms. Please note that there are drinking fountains in each wing and throughout the school available for students.

### **Lockers**

All students will be assigned an individual locker. **You should use only the locker assigned to you!** For your protection, it is necessary that you do not reveal your combination to any other person! Once assigned a locker, this is your locker throughout the school year; locker changes need to be pre-approved through the front office. Each student will have one locker, sharing of lockers or moving lockers is prohibited. Valuables should never be left in your locker even though you have it locked. If you must bring money or valuables to school, check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. **The lockers are school property and the law permits the inspection and/or search of student lockers at any time.** Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may for any reason conduct an inspection of the contents of lockers at any time, without notice, without student consent, and without a search warrant.

### **Public Displays of Affection**

The school is not an appropriate place to openly display affection. Students need to use good judgment regarding this and are asked to refrain from such inappropriate displays inside our building or on school property. If such behavior occurs, the following may take place: warning, parent contact and/or further disciplinary action.

## **Discipline**

### **Vision**

Princeton Middle School's vision is to extend the education process from the classroom into an innovative and clearly

defined discipline system. This is essential to stop ongoing behavioral problems, to evaluate students on their behaviors, and educate on the impact they have on their performance in the classroom and throughout their lives. Staff will encourage positive “Tiger Pride” student behaviors and will use Positive Behavioral Interventions and Supports (PBIS).

### **Mission**

Educate students to take accountability for their actions and develop a plan to make better choices in the future. To understand that they have an opportunity to be successful within the educational setting and to appropriately resolve any social conflict they encounter. To realize they independently have the opportunity to make decisions that will enable them to be successful.

### **Student Conduct and Expectations**

Students are responsible for their own actions and behaviors. Students are expected to demonstrate respect and responsibility by following school rules. The administration of Princeton Middle School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are not acceptable. Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated.

Students who violate this code of conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution. Administration may use consequences as deemed necessary for altercations, incidents, and behaviors not specifically mentioned in the handbook. Students must cooperate in all disciplinary investigations and procedures. Non-cooperation in investigations will subject student(s) to discipline.

### **Planning Room**

The planning room is where students will be initially placed following removal from class or other disciplinary incident(s). Students sent to the planning room should report to the office until they can meet with the planning room supervisor. Students have the opportunity to reflect on the situation, and speak with a staff member to create a plan to make a better choice in the future. Depending upon the incident, an effort will be made to contact the parent either by a staff member, teacher, and/or student. Frequent or more severe behavior will be referred to the assistant principal.

### **Teacher Detention**

Teacher detention is assigned and supervised by individual teachers. Students are required to attend at the assigned time (this may include before, during, and/or after school) and are responsible for transportation home. Students may also be assigned lunch detention and are required to serve their detention during their lunch period, which may include a nutritious bag lunch.

### **Student Responsibilities during Detention**

1. Students are to be in detention on days assigned unless they are excused in advance by administration.
2. Students are expected to be on time.
3. Students sign in and are seated where staff determines.
4. ANY electronic device, talking, or non-verbal communication, eating, drinking, or sleeping is not allowed.
5. Students are expected to do homework until the detention monitor releases them.
6. Refusal to make up a detention may result in further consequence determined by an administrator.

### **Lunch Detention (through the office)**

Students may be assigned a lunch detention through the office. Students are expected to report directly to the assigned lunch detention area. A nutritious bag lunch, instead of a hot lunch, will be provided to the students. The students are expected to be on time, sign in, stay seated where staff determines, not participate in talking and/or other distracting behaviors, and demonstrate respect toward the monitor and other students in the area. Failure to comply with these expectations may result in additional lunch detentions and/or more severe consequences.

### **In-School Suspension (ISS)**

In-school suspension is held during the school day in the office. A more serious alternative may be assigned by administration when deemed necessary.

1. Students will complete provided materials and assignments.
2. ANY electronic device, talking, non-verbal communication, and/or sleeping is not allowed.
3. Lunch will be eaten in the office. A nutritious bag lunch will be provided.
4. Failure to comply with ISS rules may result in additional ISS time, OSS, and/or administrative meeting.
5. Students placed in ISS may not participate in after-school activities.

## **Out-of-School Suspension (OSS)**

Out-of-school suspension will be used at the discretion of the administration, under the guidelines of The Pupil Fair Dismissal Act. Some possible examples include but are not limited to: fighting, harassment, vandalism, weapon violation, stealing, threats made toward students and/or staff members, smoking, truancy, chemical possession and/or use, insubordination, or other inappropriate acts. Student schoolwork assigned during a suspension period must be completed. A parent conference will be required upon the student returning to school.

## **Profanity/Offensive Language**

Profanity is any use of language that may be offensive to others and will not be tolerated in the school, on school property, or at school functions. Depending upon the severity of the language and/or the context of how it was used, consequences may include but are not limited to: parent contact, detention, in-school suspension, out-of-school suspension; at the discretion of the administration.

## **School Disruption**

Any student who disturbs or interrupts the peace and good order of the school or school sponsored activities whether on or off the school campus, will be subject to disciplinary action, which may include filing a police report. Any dangerous threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable.

## **Insubordination**

A student is insubordinate when a staff member makes a reasonable request to a student and the student refuses to cooperate. Depending upon the severity of insubordination, consequences may include but are not limited to: parent contact, detention, in-school suspension, out-of-school suspension; at the discretion of administration.

## **Student Dress Code**

The responsibility for the appearance of the student rests with the student and parents themselves. They have the right to choose proper student dress providing that the attire is not destructive to school property, complies with the health code of the State of Minnesota, and does not interfere with the educational process or school policy. Certain apparel is not appropriate for school, based upon the guidelines of health, safety, and its potential for disruption:

1. Shoes must be worn at all times.
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains, or low riding pants (**pants need to be worn on hips and/or at waist level, no underwear being shown**) may not be worn to school. **Students may monitor the length of their shorts or skirt. When standing, if they place their arms straight down at their side, they should touch the material of their shorts or skirt. If they touch skin they're too short and they cannot be worn. When monitoring length, the garment should rest freely. Straps need to be the width of at least two fingers.**
3. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate and/or inferred messages may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).
4. No items such as hats, scarves on heads, bandanas, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.
5. The school has the right to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific areas.
6. When an infraction of the dress code occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing (including belts and/or ties for low riding pants), and/or parent contact. If the violation cannot be remedied at school, the student may be sent home to change into appropriate clothing. Continuous inappropriate dress may result in further consequences.

## **Cell Phones, Other Personal Communication Devices, and Music Devices**

The use of cell phones and other electronic devices at school creates a disruption to the learning environment and may jeopardize student safety during potential emergency situations. The use of cell phones and/or other personal communication and music devices during the school day is strictly prohibited. Students who bring these devices to school must turn them off and keep them stored in their locker, including during activity nights. The use of cell phones and other electronic devices in locker room facilities and/or bathrooms is strictly prohibited at all times (including before, during, and after school). Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited.

Students videotaping, audiotaping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone brought on school property.

If a violation occurs, staff will bring the electronic device to the office to be recorded and safely stored. Disciplinary action may include: confiscation, conference with administration, parent contact, loss of privilege, and/or suspension. 1<sup>st</sup> offense: student may pick up the device in the office at the end of the day, 2<sup>nd</sup> offense: parent/guardian picks up the device, 3<sup>rd</sup> offense: student may lose the privilege to have electronic devices at Princeton Middle School. \*Note: Consequences may be more severe depending upon the infraction with the electronic device. Any exception to this policy for emergency purposes must have prior approval by the principal or assistant principal.

### **Inappropriate Postings**

Taking, posting, sending and/or receiving sexually explicit photos that are retrievable within a school facility or grounds, is strictly prohibited and there is a possibility of severe consequences; this may be deemed as sexual harassment. In addition, anyone who photographs, records (including but not limited to video and audio taping), in possession of, and/or transmits information on another student or staff member will be subject to discipline as this is unacceptable and is in violation of student conduct expectations. Consequences include but are not limited to: loss of privilege, parent contact, suspension or expulsion, and/or notifying law enforcement officials. Exceptions to these expectations need prior approval through administration.

### **Harmful or Nuisance Items**

This includes all electronic devices including beepers, pagers, MP-3 players, CD players, cameras, laser pens, roller blades, skateboards, hacky sacks, expensive jewelry or personal items, large sums of money or any item deemed disruptive by school staff. Unauthorized use of nuisance items will result in the item being confiscated and may require a parent meeting with administration to have the item returned. Repetitive violations may result in the item being confiscated until the end of the school year. The school district will not be held responsible for items lost or stolen on school property.

### **Bikes, Skateboards, Rollerblades, and Other Wheeled Items**

Bikes and skateboards may be used for transportation to and from school, but they may not be used on school property. Skateboarding on school property is prohibited. For the safety of all students, staff, parents and visitors, students may not use wheeled devices past the bike rack. Skateboards, rollerblades, and other wheeled devices may not be used during school hours and must be stored in the office or in student lockers. **First offense: Student will be warned. Second Offense: Parents may be notified and they may have to pick up the item. Third Offense: Loss of privilege for the remainder of the school year.**

### **Academics and Participation in Activities**

Participating in extra-curricular activities is a **privilege** not a **right**. Princeton Middle School follows District #477 policies and MSHSL academic and behavior By-Laws. All 7<sup>th</sup> & 8<sup>th</sup> grade students participating in athletics and/or fine art activities are expected to be passing all of their classes. Grade checks will take place at the beginning of each season and/or as needed. Students not achieving a 2.0 GPA and/or if they have one or more "N's" will be placed on academic probation. During this time, students will have two weeks to remain eligible by attaining a 2.0 GPA and/or receiving zero "N's." Students can participate in practices and events as usual, unless individual coaches have additional expectations/requirements. If after the two-week probation period, students remain academically ineligible, they will be placed on academic suspension and unable to participate until academically successful as approved through the Activities Office. If a 2.0 and/or zero "N's" is not attained after two weeks of academic suspension, the student is removed from the roster. Fall participants will be placed on academic probation if a 2.0 GPA is not attained during the 3<sup>rd</sup> trimester of the previous year. The administration may review individual cases and has discretion regarding waiving eligibility requirements.

Note: Individual Coaches/Advisors have the ability to raise the academic standard for their participants as long as the expectation is made clear to the participants at the beginning of the season.

### **Conduct at Extra-Curricular Events**

The purposes for extracurricular events are for entertainment, social interaction, and the development of school pride. Students that attend extra-curricular activities are expected to be respectful and follow school rules of conduct for extra-curricular activities. Violators will be subject to removal from the activity and the school, and will face disciplinary action in accordance with established school system policies and procedures.

### **Activity Night Expectations**

1. Appropriate school behavior is expected from all students at all times.

2. When a student leaves, he/she may not return.
3. Pop, juice, and food items may be consumed in designated areas only, not in the gym.
4. Dress must be acceptable school attire. Hats are not allowed.
5. Students violating school rules may be asked to leave school grounds.
6. Activities are open only to Princeton Middle School students.
7. Any student sent to the ISS room, suspended or truant prior to the activity may not be allowed to participate.
8. Students may be denied the privilege of attending activities due to previous behavior disruptions. Any student who displays a behavior disruption at a dance/activity night may be excluded from the next two activity nights.
9. Inappropriate public displays of affection are not allowed.
10. Electronic devices are not allowed.

### **School Field Trips**

School-sponsored field trips are a privilege to attend, not a right. Students may be held back from trips due to inappropriate behavior. Field trips are considered part of the school day to which school policies and procedures apply.

### **Harassment**

Harassment/discrimination is a violation of state law and policies of District #477. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence through personal or electronic contact. All persons associated with the school including but not limited to the administration, staff, and students shall conduct themselves in a way to provide an atmosphere free from racial, religious or sexual harassment, discrimination or assault in written, verbal, electronic, or physical form. If you are a victim of harassment or witness harassment, you should report it to a staff member immediately. Students may be required to participate in training designed to increase sensitivity to the issue of harassment and/or may face dismissal/suspension or other disciplinary action per school board policy. For more information, please see District Policy #413 on Harassment on the District #477 Website.

### **Bullying**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. Princeton middle school takes several steps to educate students on bullying, one of which is the Olweus Bullying Prevention Program. This is an evidence-based, highly accredited, nation-wide program supported by the Hazelden Foundation. This program defines bullying as: "bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." Cyber bullying is defined as: "an aggressive, intentional act carried out by an individual or group, using electronic forms of contact, repeatedly and over time against a victim who cannot easily defend him or herself." The purpose of the bullying policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior, either by physical, verbal or electronic means. Report any incidents of bullying to your teacher, guidance counselor, the planning room, a trusting adult, or an administrator. For more information, please see District Policy #514 on Bullying on the District #477 Website.

### **Hazing**

The school district maintains a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the school district human rights officer (389-6181) or to the superintendent (389-6190). For more information, please see District Policy #526 on Hazing on the District #477 Website. A complete copy of this school district policy is available upon request.

### **Fighting/Physical Assault**

Fighting is when two or more individuals attempt to and/or intentionally cause physical harm to each other. Fighting may include verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students involved may be suspended from school up to ten (10) days in/out-of-school suspension as determined by administration. **If a student violently directs an attack on another person: The student may be initially suspended for ten (10) days, and may be recommended to the Superintendent and School Board for expulsion.**

### **Weapons/Firearms**

If a student has knowledge of a weapon or other illegal substance in the school or on school property, **THE STUDENT SHALL CONTACT AN ADMINISTRATOR IMMEDIATELY.** A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. **Students found in violation are subject to: Possible ten (10) day suspension, pending expulsion from school.** For more information, see District Policy #501 on School Weapons on the District #477 Website.

### **Technology / Internet Use**

The use of the school district system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the incident and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. For more information see District Policy #524 on Internet Acceptable Use on the District #477 Website.

## **Health Services**

The District School Nurse and Health Services Assistant welcome any communication or questions related to student health. A student’s health information (for example; communicable disease, serious illness or injury or a unique health condition) should be communicated to the school health office, thus enabling them to assist you with proper health care. For the safety of students while riding the bus, health information will be shared with the bus company.

Phone: Health Services: Amy Oliver.....763-389-6723  
District School Nurse Dawn Sievert Rolf.....763-389-6195

### **Health Services Website**

Contains information about immunizations, illness, medication, diseases, and downloadable forms. Website: [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) Click on district office, departments, health.

### **Use of Health Services**

A student may utilize the health service office for a medical problem, injury, or for information or referral for a specific health problem. Except in emergency situations, students requesting permission to use the health services office are required to receive a pass from the teacher and will be signed in by the Health Service Assistant. In emergency situations (sudden illness or injury in school or on school grounds) the student should report immediately to the health services office or the supervisor on duty. Students may not leave the building to receive medical care without permission or verification by parent and school personnel.

### **Emergency Form**

An emergency form will be mailed or sent home with the student. **The emergency form needs to be updated and a parent/guardian signature is required each year for emergency treatment.** Please return the form as soon as possible to assist health services in caring for the student. It is extremely important to update any medical information, phone and address changes, and alternate emergency contact persons any time during the school year as they may occur.

### **Medications**

Students are not allowed to carry their own medication during school hours except in special medical circumstances. In such cases, parent/guardian and medical caregiver signatures are required. The parents/guardians of student requesting medications to be administered by Health Service personnel during school hours are required to provide:

1. A written order for the medication from the physician or medical caregiver or all prescription medications given for any length of time and for any over-the-counter medication given longer than two weeks.
2. A signed parental release. (Forms provided by the school)
3. The medication supplied in the **original labeled bottle** in which it was purchased. **NO** baggies or other containers will be accepted. You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home.
4. To assure safety, parents should **bring** medication to the school health office. If you are unable to bring the medication in person, it is necessary to **call** the health office with the following information: Parent/guardian name, parent/guardian phone or contact number, student name, name of medication/day and amount of medication being sent to school. Health office phone: 763-389-6723. Messages may be left 24 hours/day.
5. If your child needs medication on the bus, give the medication and instructions directly to the bus company staff.

Checklist for parents/guardians who have a student with a health concern:

- Make your child's health concern known to the district school nurse or health office.
- Bring current, signed health care provider orders and medication that will be taken at school.
- Together with the district school nurse, develop an individual health plan.
- Provide permission for the district school nurse to communicate with child's health care provider.
- Provide parent/guardian and emergency contact information. Update the school with any changes as needed.

### Illness

If a student becomes ill during school and is unable to return to class, the Health Assistant will contact the parent or guardian at home or at work to inform them of the illness and to request that the student be picked up from school. If the parent cannot be reached, those persons designated by the parent/guardian on the emergency sheet will be notified. Note: It is expected that all students go through the health office if they need to go home due to illness. Parent/guardian contacts are made through the health office. Students will be sent home from school or should stay home if any of the following criteria is present:

1. Fever of 100 degrees or more.
2. Vomiting or diarrhea.
3. Red eyes/eyelids with pus type drainage.
4. Rash that may spread or may be disease related.
5. Live head lice or any increasing quantity of nits

Before returning to school:

1. Students must be fever free for 24 hours.
2. No vomiting or diarrhea for 24 hours.
3. If the student has a rash of unknown origin (that may be disease related) a note from the health care provider that they may return to school is required
4. For any activity restrictions (in class or Physical Education) or special accommodations (water bottle, snacks, etc.) a note from the health care provider is required.

Other

1. Review hygiene tips to prevent the spread of infections.
2. Establish a bedtime and wake-up time to ensure adequate and consistent sleep.

### Accidents

Parent/guardian or alternate emergency contacts will be notified in case of serious accident or injury. If we are unable to notify parent/guardian or contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to the Fairview Northland Regional Hospital by ambulance. Please update all changes in home and work phone numbers as they may occur so contacts can be made if necessary.

### Physical Education Participation Policy

Physical activity is important to the growth and development of our students. Our physical education program provides a variety of activities for all students including students who may have a recent injury, chronic illness, or handicap.

To ensure each student remains physically active, certain guidelines will be enforced:

A student may be excused from participating in physical education for the following: illness or injury.

To be excused from participating, an acceptable written request must be received.

Acceptable written requests for being excused are:

- From a parent (for two days only) or from the health assistant (for two days only)
- From an examining physician. This must be specific to the time frame and activities to be excluded.

- IT IS THE STUDENT'S AND PARENT'S RESPONSIBILITY TO OBTAIN A PHYSICIAN'S EXCUSE.
- A student receiving a physician's excuse must also present a physician's permission to resume activities.

**Allergy Aware Schools**

If your child has an allergy, contact the health office or district nurse. Submit an allergy action plan, medication administration form, and emergency medication to the health office. School health staff will review the health information submitted by the parents and physicians. Submit emergency medication to the bus company if needed. Known latex products are not allowed in classrooms. Peanuts and other nut products are allowed in the classroom unless there is a student in the classroom with known peanut or other nut allergies. Our kitchen does serve nuts; however, there is a peanut free table available in the lunchroom.

**Immunizations**

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend school unless they have a legal or medical exemption. Make sure immunizations are up to date; notifications will be made if the student's immunizations are not up to date. Please call the health office with any questions.

**Screenings**

Vision, hearing, and scoliosis screenings are done at particular grade levels. If there is a concern at any time, please notify the health office so a screening may be scheduled. Please contact your medical caregiver for detailed testing.

**Lunch Service**

**Lunch Account Payments:**

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. Deposits must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 8:00-8:20 AM.

**Lunch Account Policy:**

Accounts that have a negative balance of -\$5.00 or more will not be allowed to charge on that account. Students should memorize their account number and keep it confidential. All account balances must be positive by **May 15<sup>th</sup>** in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

**Lunch Account Balances:**

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. The minimum on-line payment is \$25.00. If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

**Free or Reduced Lunches:**

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. Forms must be filled out each year. Forms are handed out on Orientation night or when a new student registers. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced not does negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

**Prices (subject to change):**

Lunch	\$1.95	Reduced Lunch	\$ .00
Breakfast	\$1.25	Reduced Breakfast	\$ .00
Extra Lunch Milk – Everyone	\$ .35	Adult Lunch	\$3.25

**Student Lunch Menus:**

Menus are published in the Princeton Union-Eagle newspaper and on the Princeton Public School website [www.princeton.k12.mn.us/](http://www.princeton.k12.mn.us/)

### **Student Cold Lunch's:**

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. Students or parents may not call in orders to have meals delivered to school.

### **Breakfast Program:**

School breakfast is offered every school day from 8:00-8:20. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

### **After School Snack Shop Program:**

Students can purchase snacks or meals needed to get them through their after school activities. All they need to do is come to the lunch room before going to practices or events. Students must have a positive lunch account balance to purchase items on their lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements! Remember to plan accordingly and deposit additional money in your child's lunch account if needed.

### **Expected Behavior:**

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

## **GUIDANCE/COUNSELING**

The middle school counseling program uses a developmental guidance approach. Its purpose is to help all learners grow emotionally, socially, and intellectually. This may be accomplished in several ways, such as:

1. Helping students feel comfortable in the middle school setting.
2. Offering guidance program activities, which are primarily preventative in nature.
3. Assuring that guidance program curriculum and activities are available to all students.
4. Additional services and duties provided by the counselor include:
  - Assistance with short and long range planning
  - Teacher consultation
  - Referrals
  - Academic monitoring of student progress
  - Counseling (individual and/or group)
  - Parent consultation
  - Providing information
  - Cumulative record maintenance

*Students interested in meeting with a counselor should make an appointment in the middle school office. The releasing teacher must sign your planner.*

## **Bus Transportation**

Riding the bus is a privilege given to students, not a right. All school rules and transportation rules are in effect while a student is riding the bus or at the bus stop. Students that ride the school bus before or after school are not permitted to leave the school grounds for any reason after arriving or before departing on the school bus. Specific bus and bus stop rules are listed below. Consequences for not following the rules range from a warning to having transportation privileges taken away.

### **Bus Behavior - Guidelines and Consequences**

Class I Offenses: Spitting, excessive noise, horseplay, distracting behavior, eating or drinking, littering, leaving seat or standing without permission, use of liquid containers, profanity, verbal abuse, harassment, obscene gestures, possession of unacceptable material, false identification of oneself, refusal to identify oneself, riding unassigned bus, using unassigned bus stop, opening window past safety line, disobedient to driver or monitor, cell phone use (including videos and photos), other offenses as reported by driver to principal.

Class II Offenses: Hanging out of windows, throwing/shooting of any object, bullying or physical aggression, profanity/threats directed at driver or bus monitor, possession of tobacco or any controlled substance, vandalism to bus (restitution will be made), holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement, lighting of matches or lighters or any flammable object or substance, unauthorized entering or leaving bus through emergency exit or tampering with bus equipment, possession or threat of weapons/explosives/flammables, possession or use of laser pens or pointers, other offenses as reported by the driver to principal. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II, 1<sup>st</sup> offense. If a student receives a bus suspension and/or loss of service, the student has lost all bus

privileges, including but not limited to activity, shuttle, and field trip bus privileges. Students are required to attend school if there is a bus suspension or loss of service.

Consequences: (Bus Driver has the authority to assign seats at any time)

<b>Class I</b>	<b>1<sup>st</sup> Offense:</b> Warning or 1-5 day bus suspension
	<b>2<sup>nd</sup> Offense:</b> 1 – 10 day bus suspension
	<b>3<sup>rd</sup> Offense:</b> 5-10 day suspension, possible loss of bus service, parent/principal meeting (optional)
	<b>4<sup>th</sup> Offense:</b> Loss of bus service
<b>Class II</b>	<b>1<sup>st</sup> Offense:</b> 5 day bus suspension
	<b>2<sup>nd</sup> Offense:</b> 10 day bus suspension
	<b>3<sup>rd</sup> Offense:</b> 10 day bus suspension, possible loss of bus service, parent/principal meeting (optional)
	<b>4<sup>th</sup> Offense:</b> Loss of bus service

## **FREQUENTLY ASKED QUESTIONS:**

### **How does a student get a message from a parent?**

*Parents may call the student message line at 763-389-6757 to leave a message for their child.*

### **How do I use a telephone?**

*Office telephones may only be used for an emergency with the permission of office staff.*

### **What if I lost or found an item?**

*If you find or lose an article of clothing, please check the lost and found bin located in the cafeteria or in the office.*

### **Where should visitors go when they come to the Middle School?**

*Any person other than Princeton Middle School students, staff, or Board of Education personnel are regarded as visitors and must report to the office for a name badge and to sign in before going anywhere in the building. This badge is to be worn at all times so it is visible to others. Visitors need to check out with the front office. Visitors during the school day who do not receive proper authorization to be in the building will be considered trespassing. The administration reserves the right to deny visitors access to the school during school hours. Because it's a disruption to the learning process, we do not allow student visitors.*

### **What if I arrive to school after class starts?**

*Go to the office and obtain a pass to class. A call from a parent is necessary.*

### **What if I get injured or sick during school?**

*Have your planner signed by your teacher and go directly to the health office. Students are never to leave school without notifying the office.*

**If you move to a different address during the school year or your parent(s)/guardian(s) change jobs, and telephone numbers, what should you do?** *Report this information to the office secretary.*

### **How would I find out if school will be closed due to inclement weather?**

*Listen to WCCO Radio, watch channel 4,5,9,11, check the school website, or call the school.*

### **Can I stay after school?**

*Any student staying after school must be under the supervision of a teacher/coach and should not be on school grounds after 3:25 pm. Arrange for a ride with a parent/guardian.*

**Who do I tell if I want to report a theft or act of vandalism?** *Notify the office.*

### **Who do I contact if I want to make a suggestion about improving your school?**

*Contact your Student Council representative, a counselor, or an administrator.*

**What if I don't know my bus route?** *Contact the bus company.*

### **What if my locker doesn't work or I forget my combination?**

*Ask any teacher for help. Go to your next class and explain the situation. Go to the office when the teacher says you can.*

**What if I lose my schedule?** *Go to the office.*

### **Can I carry my backpack during the school day?**

*You may not carry your backpack during the school day. You may carry a backpack to and from the bus. Your locker is conveniently located by your math, science, language arts, and social studies classes.*

### **When can I go to the bathroom?**

*You may use the passes in your planner with teacher permission or use the time between classes.*

## **DISTRICT POLICIES**

### **Prohibition of Weapons**

It is the policy of Independent School District No. 477 that the safety and well-being of each student/staff member is of paramount concern. **No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy.** "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis. Policy 501 can be found in its entirety on the district website.

## **SUSPENSION AND EXPULSION**

### **SUSPENSION**

1. **Definition:** "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a re-admission plan. The re-admission plan shall include where appropriate, a provision for alternative programs to be implemented upon re-admission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules such as fighting, sexual harassment, classroom disruption, failure to do detention, vandalism, stealing, forgery, smoking, truancy, insubordination, etc. Suspension from school may be for a period up to and including ten days and will be imposed by the principal or assistant principal. Students who are suspended out of school must remain off the school grounds during the entire time of suspension. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for re-admission, and a copy of the Minnesota Fair Dismissal Act.

### **EXPULSION**

1. **Definition:** "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed one calendar year.

2. **Grounds:** A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.

3. **Length of Expulsion:** When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District's discretion.

4. **Permanent Record:** The length and date of the expulsion will become part of the student's permanent record. If a student withdraws or transfers after expulsion proceedings for a weapon violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

Note: For more information regarding District #477 policy for student discipline please see District Policy #506 on the District #477 Website.

## **STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES**

It is the policy of Independent School District No. 477 to create a positive, healthful learning environment for all students. The district believes that student use of chemicals-- tobacco, alcohol and other drugs -- leads to an unproductive and unhealthy environment. Therefore, the following consequences will be assessed to students for violations that occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (e.g., field trips, athletic events, etc.). The consequences described in each section of the policy are defined as minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy shall be subject to the following:

### **Chemical Use and Abuse**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental wellbeing of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for the society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. The use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Free Workplace/Drug-Free School.

### **Definitions**

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially inappropriate behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "School Location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### **Reports of Chemical Use and Abuse**

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location.
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the students until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
  - a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
  - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, they will select an appropriate course of action, which may include referral to a school

- counselor; referral to a treatment program; referral for screening; assessment; and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Act, Minn. Stat. 121A.40-121A.56, and proposed for expulsion.
  4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

### **Consequences**

The following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (i.e. field trips, athletic events, etc.). The consequences described in this policy are defined as recommended minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy may be subject to the following:

**Violation:** Use/Possession of smoking materials, tobacco products, alcohol and other mood-altering substances, and/or any look alike substances.

**Action:** Notification of parents; notification of police; K-5 up to a five day in/out of school suspension; grades 6-12 a five day in/out of school suspension; referral to the building pre-assessment team; consideration of expulsion.

**Violation:** Distribution, sale or purchase of tobacco products, smoking materials, alcohol, other mood-altering substances, and/or drug paraphernalia, and/or any look alike substance.

**Action:** Notification of parents; notification of police; referral to building pre-assessment team; a 10 day suspension from school; recommendation to the school board for expulsion from school for one calendar year.

Note: For more information regarding District #477 policy for controlled substances please see District Policy #417 on the District #477 Website.

## SUPERINTENDENT'S EMPLOYMENT CONTRACT

Pursuant to Minnesota Statutes section 123B.143 (2013), the School Board of Independent School District No. 477, Princeton ("District" or "School Board") enters into this employment contract ("Contract") with Julia Espe ("Superintendent"). In consideration of the mutual promises contained in this Contract and for other valuable consideration, the sufficiency of which is acknowledged, the District and the Superintendent agree as follows:

### ARTICLE I DURATION AND TERMINATION

**Section 1: Duration.** This Contract is for a term of three (3) years beginning on July 1, 2013, and ending on June 30, 2016. This Contract will remain in full force and effect unless it is modified by mutual written consent of the School Board and the Superintendent, or unless the Board discharges the Superintendent in accordance with this Contract.

**Section 2: Expiration.** This Contract will automatically expire on June 30, 2016. When this Contract expires, neither party will have any further claim against the other, and the District's employment of the Superintendent will automatically end, unless the District and the Superintendent enter into a subsequent employment contract in accordance with Minnesota Statutes section 123B.143. At the Superintendent's written request, the School Board will evaluate the Superintendent's performance between three to six months before the expiration of this Contract.

**Section 3: Termination During the Term.** During the term of this Contract, the District may immediately discharge the Superintendent and thereby terminate this Contract based on any of the grounds stated in Minnesota Statutes section 122A.40, subdivisions 9 or 13. If the School Board votes to discharge the Superintendent from employment during the term of this Contract, the Board must give the Superintendent written notice of the grounds for discharge. The Superintendent is entitled to a hearing before an arbitrator to challenge whether the asserted grounds for discharge exist. To exercise this right, the Superintendent or the Superintendent's representative must mail or hand-deliver a written request for arbitration to the School Board Chair within ten (10) calendar days after receiving written notice of the grounds for discharge. If the Superintendent or a representative makes a timely request for a hearing, the parties may attempt to mutually agree on an arbitrator. If the parties cannot mutually agree on an arbitrator within five calendar days, the District will petition the Minnesota Bureau of Mediation Services ("BMS") for a list of five arbitrators. Within ten calendar days after receiving the list, the parties (or their representatives) will select an arbitrator from the list by using an alternating striking process. The arbitrator must conduct a hearing and issue a written decision within sixty (60) calendar days after being selected by the parties, unless the parties agree to extend the timeline. The arbitrator's decision will be final and binding upon the parties, subject to judicial review of arbitration decisions as provided by law. If the Superintendent or the Superintendent's representative fails to mail or hand-deliver a written request for arbitration to the School Board Chair within ten calendar days, the Superintendent will be deemed to have acquiesced to the discharge, and the Superintendent will have no further right to challenge the discharge or to bring a claim against the District.

**Section 4: Mutual Consent.** This Contract may be terminated at any time by the mutual consent of the School Board and the Superintendent.

**Section 5: Superintendent's Option.** The Superintendent may terminate this Contract at any time by providing written notice to the School Board one hundred fifty (150) calendar days in advance of the date of termination. If the Superintendent terminates this Contract with less than one hundred fifty calendar days notice, the Superintendent must pay the District liquidated damages in the amount of seven thousand five hundred dollars (\$7,500).

**Section 6: Limited Application of Minnesota Statutes Section 122A.40.** Except as explicitly stated in this Contract, the provisions of Minnesota Statutes section 122A.40 do not apply to the District's employment of the Superintendent or to this Contract. The Superintendent does not have any continuing contract rights under Minnesota Statutes section 122A.40. By operation of law, Minnesota Statutes section 122A.40, subdivisions 3 and 19 apply to the Superintendent's employment with the District. In addition, the parties mutually agree that Minnesota Statutes section 122A.40, subdivision 12, relating to suspension and leave of absence for health reasons, will apply to the Superintendent's employment with the District.

## **ARTICLE II RESPONSIBILITIES**

**Section 1: Licensure.** Throughout the term of this Contract, the Superintendent must hold a valid and appropriate license to work as a superintendent in the State of Minnesota. The Superintendent must provide a copy of her superintendent's license to the District's Director of Human Resources before July 1 of each year this Contract is in effect.

**Section 2: Compliance with Laws and Policies.** The Superintendent must comply with all applicable federal and state laws. The Superintendent must comply with all rules, regulations, and policies of the School Board and the State of Minnesota, including those rules, regulations, and policies that currently exist and any that are established or amended during the term of this Contract.

**Section 3: Assigned Duties.** The Superintendent must faithfully perform all services that the School Board prescribes or assigns to the Superintendent, regardless of whether those services are specifically described in this Contract or in a general job description. At any time during the term of this Contract, the School Board may place the Superintendent on paid administrative leave. Regular and prompt attendance is an essential function of the Superintendent's job.

**Section 4: Basic Duties.** The Superintendent will have charge of the administration of the schools under the direction of the School Board. Toward that end, the Superintendent will perform the following functions: serve as the chief executive officer of the School District; direct and assign teachers and other District employees, under the Superintendent's supervision; organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, but subject to the approval of the School Board; select all personnel subject to the approval of the School Board; recommend policies, regulations, rules and procedures that are necessary for the District; visit and supervise the schools in the District; report and make recommendations about the condition of the schools in the District when advisable or at the Board's request; to the extent required by law, annually evaluate each school principal assigned responsibility for supervising a school building in the District; superintend school grading practices and examinations for promotions; make reports that are required by the Commissioner of the Minnesota Department of Education; and perform all duties incident to the office of the

Superintendent. The Superintendent will serve as an ex-officio member of the School Board and all School Board committees, and will provide administrative recommendations on each item of business considered by each of these groups.

### **ARTICLE III COMPENSATION**

**Section 1: Basic Salary.** The District will pay the Superintendent a gross annual salary of one hundred thirty-nine thousand three hundred twenty dollars and zero cents (\$139,320.00) for the 2013-2014 school year; one hundred forty-one thousand three hundred seventy-nine dollars and zero cents (\$141,379.00) for the 2014-2015 school year; and one hundred forty-four thousand two hundred seven dollars and zero cents (\$144,207.00) for the 2015-2016 school year. During each school year covered by this Contract, the District will pay the Superintendent her gross annual salary in equal installments, less applicable withholdings and deductions, based on the District's regular payroll schedule for administrators in the District.

**Section 2: Health Savings Account.** At the end of each school year covered by this Contract, the District will make a payment in the amount of three thousand dollars and zero cents (\$3,000.00) to the Superintendent's health savings account.

### **ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE**

**Section 1: Basic Work Year.** The position of superintendent has exempt status under the Fair Labor Standards Act. The Superintendent's duty year is twelve months in length and runs from July 1 through June 30 of each school year covered by this Contract. The Superintendent's duty year consists of 260 duty days, less paid time off, paid holidays. The Superintendent must perform services on those legal holidays on which the School Board is authorized to conduct school, if the School Board so determines. The Superintendent must be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

**Section 2: Paid Time Off.** The Superintendent will accrue three days of paid time off ("PTO") on the fifteenth day of each month that she performs services during the term of this Contract. The Superintendent may accumulate up to 108 days of PTO during the term of this Contract. However, upon termination of her employment for any reason, including the expiration or nonrenewal of this Contract, the Superintendent will not receive payment for any accumulated days of PTO. The Superintendent must complete the appropriate documentation for each day of PTO she uses and must obtain prior approval from the School Board Chair before taking more than ten (10) consecutive days of PTO, unless the PTO is being utilized for a leave taken pursuant to the Family Medical Leave Act ("FMLA"). The Superintendent may annually elect to have the District contribute to her Health Savings Account or to a post-retirement health care savings account the value of up to ten days of accumulated PTO. The value of one day of PTO equals the Superintendent's gross annual salary at the time of the contribution divided by 260.

**Section 3: Paid Holidays.** The Superintendent is entitled to eleven (11) paid holidays each Contract year. Unless otherwise designated by the School Board, the paid holidays will be:

Independence Day	New Year's Day
Labor Day	Duty Day before or after New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day
Day after Thanksgiving	Good Friday
Day before Christmas	Memorial Day
Christmas Day	

**ARTICLE V  
INSURANCE**

**Section 1: Health and Hospitalization.** The District will select and offer at least one group health and hospitalization insurance plan to the Superintendent. The District will pay the full amount of the monthly premium regardless of whether the Superintendent elects single or family coverage.

**Section 2: Dental.** The District will select and offer at least one dental plan. The District will pay the full amount of the monthly premium for dental insurance regardless of whether the Superintendent elects single or family coverage.

**Section 3: Life Insurance.** The District will select and offer a group term life insurance policy with a maximum death benefit that is at least twice the Superintendent's salary for the 2013-2014 school year. This paragraph will not apply unless the Superintendent qualifies for and enrolls in the plan that is offered by the District. During the term of this Agreement, the District will pay the full amount of the monthly premium for the policy offered by the District. The life insurance policy will be payable to the Superintendent's named beneficiary.

**Section 4: Long Term Disability Insurance.** The District will pay the full amount of the monthly premium for a long-term disability ("LTD") insurance plan selected by the District for the Superintendent. The plan will provide a benefit of two-thirds (2/3) of the Superintendent's gross monthly salary with a waiting period of not more than ninety (90) calendar days. The District will select the LTD insurance carrier and the plan.

**Section 5: Claims Against the District.** The District is not promising or guaranteeing that any particular claim will be paid or covered by insurance. The District's only obligation is to select an insurance plan and make the premium contributions that are stated in this Contract. The eligibility and coverage of the Superintendent and any dependents will be governed entirely by the terms of the applicable insurance policy. No claim may be made against the District as a result of the denial of a claim or the denial of any insurance benefits if the District has purchased the policies and paid the premiums described in this Article. Subject to any applicable requirements of federal or state law, the District's obligation to make any contribution toward the cost of any insurance premium described in this Article will cease immediately upon the expiration of this Contract or in the event that the Superintendent's employment ends for any reason.

**ARTICLE VI  
PROFESSIONAL GROWTH AND REIMBURSEMENT**

**Section 1: Professional Growth Conferences and Meetings.** The School Board recognizes the importance of having the Superintendent attend and participate in conferences and meetings for professional growth. Accordingly, the Superintendent is encouraged and expected to attend

appropriate professional meetings at the local, state, and national level. The District will pay, or reimburse the Superintendent for, all valid, reasonable, and necessary expenses associated with the Superintendent's travel to and attendance at such conferences and meetings whenever her attendance is required or permitted by the School Board or the School Board Chair. The Superintendent must periodically report to the School Board about the meetings and conferences she has attended. To receive reimbursement for expenses, the Superintendent must file itemized expense statements in compliance with School Board policy and law. Notwithstanding any other provision in this Contract, the Board in its sole discretion may limit the number and type of conferences and meets the Superintendent may attend at District expense.

**Section 2: Dues.** The District will pay the Superintendent's professional dues to the American Association of School Administrators, the Minnesota Association of School Administrators, and one additional organization of the Superintendent's choice. The District will also pay the dues for the Superintendent to be a member of civic organizations and service organizations that are mutually agreed upon by the Superintendent and the School Board Chair.

**Section 3: Business Expenses.** The District will reimburse the Superintendent for reasonable and necessary expenses that she incurs in the course of conducting District business. To obtain reimbursement, the Superintendent must file itemized expense statements in compliance with School Board policy and law. The School Board retains the ultimate discretion to approve or deny any expense that was not approved in advance. Accordingly, the Superintendent is encouraged to seek approval for significant expenses in advance of incurring the expense.

**Section 4: Automobile Mileage Reimbursement.** The School Board recognizes that the Superintendent must occasionally travel for District business. Pursuant to Minnesota Statutes section 471.665, subdivision 1, the District will reimburse the Superintendent at the District approved rate per mile for travel outside the District in her personal vehicle. This paragraph does not apply to miles driven to and from work.

## **ARTICLE VII MISCELLANEOUS**

**Section 1: Outside Activities.** Although the Superintendent must devote full time and due diligence to the affairs and the activities of the District, she may also serve as a consultant to other Districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities, if the School Board Chair determines that such activities do not impede the Superintendent's ability to perform her duties as the District's superintendent. The Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

**Section 2: Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with her employment and she is acting within the scope of employment or official duties, the District will defend and indemnify the Superintendent to the extent required by law. Indemnification, as provided in this Section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty. In addition, the District's obligation to defend and indemnify the Superintendent is subject to the limitations stated in Minnesota Statutes Chapter 466 and the case law interpreting that statute.

**Section 3: Jury Duty.** If the Superintendent serves on jury duty during the term of this Contract, she will receive full pay from the District, without deduction from accumulated vacation or sick leave, provided that she submits to the District any compensation received from being called to sit as a juror.

**Section 4: Mandatory Disclosure.** Before entering into this Contract, the Superintendent must disclose, in writing, the existence and terms of any buyout agreement, including amounts and the purpose for the payments, relating to her contract with another school board. For purposes of this Contract, a “buyout agreement” is any agreement under which the Superintendent was employed as a superintendent; left before the term of the contract was over; and received a sum of money, something else of value, or the right to something of value for some purpose other than performing the services of a superintendent. The failure to make such a disclosure will render this Contract void as a matter of law.

**Section 5: Severability.** If a court of law determines that any provision of this Contract is invalid or unenforceable by operation of law, the remainder of the Contract will remain in full force and effect.

**Section 6: Entire Agreement.** This Contract constitutes the entire agreement between the parties relating to the District’s employment of the Superintendent. Neither party has relied upon any statements or promises that are not set forth in this document. This Contract supersedes any and all prior agreements between the parties and any inconsistent provisions in any employee handbook or District policy. The Superintendent understands and agrees that any handbooks, manuals, or policies adopted by the District do not create an express or implied contract between the District and the Superintendent. No waiver or modification of any provision of this Contract will be valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have voluntarily entered into this Contract on the dates shown below. This Contract will not become effective unless and until it is approved by the District’s School Board and signed by both parties.

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Superintendent

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
School Board Chair

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
School Board Clerk

## PRINCETON PUBLIC SCHOOLS

### Substitute (Casual and Long-Term), Homebound Teachers, and Classified Staff Employment

#### LICENSED STAFF

##### Casual Substitutes

~~Each building principal or designee shall be responsible~~ **The expectation is that teachers are responsible to use the substitute software program** for securing the services of substitute teachers. All substitutes employed by the school district are required to have valid **short call or** teaching certificates.

Each sub will work and be paid a **minimum of one-half day** (~~7:45 a.m.—11:30 a.m. or 11:30 a.m.—3:15 p.m.~~). **[Subs are to have the same preparation period as the regular teacher; however, if they are given a class (teaching) assignment during that time they will be paid for it (\$15.00/ class).]** **Recommended to delete**

The rate of pay for casual substitutes is ~~\$100.00~~ **\$115.00** per day; ~~\$115.00—\$125.00~~ per day for District No. 477 retirees.

##### Long-Term Substitutes

**[Substitute teachers who are employed for at least 5, but not more than 30 consecutive days, shall be paid at the casual sub rate for the first 5 days and thereafter on a pro rata system determined by the appropriate base salary per the master agreement.]** **Recommend deleting**

Long-term substitute teachers who are employed in the same teaching position for **more than 30 consecutive working days** in any calendar year shall be paid in accordance with the provisions of the Master Agreement.

##### Homebound Teachers

The selection of homebound teachers shall be the responsibility of the respective building principals.

Salary shall be paid at the rate of ~~\$20.69 per teaching hour~~ **established in negotiations**. There shall be remuneration paid for mileage to and from the student's home.

#### CLASSIFIED STAFF

##### Substitutes

The rate of pay for all **SUBSTITUTES for classified employees** shall be \$.25 less per hour than the lowest starting salary.

##### Part-Time Positions

Employees working in a PART-TIME POSITION with less than the number of hours necessary for consideration in a collective bargaining unit shall be paid **the same rate per hour** as the lowest starting salary within the respective unit. ~~effective beginning February 1, 2002.~~

Adopted: July 27, 1982  
Revised: August 17, 1993  
Revised: August 26, 1997  
Revised: April 27, 1999  
Revised: January 9, 2001  
Revised: February 26, 2002  
Revised: September 13, 2005  
Revised: November 10, 2008  
Reviewed: December 21, 2010  
Revised: April 23, 2013

# **Joint Powers Agreement for Rum River Special Education Cooperative**

This Agreement entered into this first day of July 2013 by and between Independent School Districts:

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

hereinafter referred to as Member Districts witness:

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

1. ESTABLISHMENT OF JOINT POWERS COOPERATIVE. That hereby there is established a Joint Powers Special Education Cooperative to be known as the Rum River Special Education Cooperative as approved by majority vote of each school board of the participating districts.
2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide by cooperative effort, comprehensive education programs as can be efficiently and effectively operated by this group of districts. This Agreement amends and supersedes the previous Agreement between "members" is effective starting July 1, 2013.
3. ACCOMPLISHMENT OF PURPOSE. The purpose of this Agreement shall be the creation of a Joint Powers Governing Board (herein referred to as the "Governing Board") and the Joint Powers Executive Council (herein referred to as the "Executive Council"), who shall, on behalf of the Member Districts, apply for, receive and administer educational funding, including state special education reimbursements and money received through federal and other sources. The Governing Board and Executive Council shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in Paragraph 2. The establishment of the Rum River Special Education Cooperative shall facilitate the delivery of services provided by State and Federal law and regulations, the Commissioner of Education and the Member Districts. The care, management and control of the Rum River Special Education Cooperative shall be vested in the Cooperative's Joint Powers Board.

WHEREAS, methods to accomplish improved educational opportunities for the member districts shall include:

## **ARTICLE I**

### **Governance**

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

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

#### **B. Board Officer Responsibilities**

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

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

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

### C. Governing Board Responsibilities

The responsibilities of the Governing Board shall be to:

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

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

## **ARTICLE II**

### **Administration**

#### **A. Rum River Special Education Cooperative Joint Powers Executive Council**

##### **1. Executive Council Meetings**

The superintendents of the member school districts shall constitute the Executive Board to Rum River Special Education Cooperative.

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

##### **2. Executive Council Responsibilities**

The Executive Council shall:

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

B. Joint Powers Director of Special Education

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

1. Duties

- a. The Director is responsible to recruit, interview and recommend the employment of prospective employees to the Joint Powers Cooperative.
- b. The Director may indicate a recommendation for employment to the candidate, but shall also inform the candidate that an approval of the employment may come only from the Governing Board.

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

### **ARTICLE III**

#### **Finance**

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

Each member district will be responsible for their own costs incurred in due process options, including, but not limited to, complaints, hearings and mediation.

- A. **FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE:** The Joint Powers Cooperative will contract for financial services with a Member District for the management of the fiscal affairs related to the operation of the Cooperative. Contracted services will include:
  - 1. Maintenance of records, disbursement of funds, and acceptance of receipts in accordance with the budget as approved by the Joint Powers Board.
  - 2. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative.

3. Make payments to and require payment from Member Districts as necessary and appropriate under the law and as described by the By-Laws of the Joint Powers Cooperative.
4. Pay all bills, issue all payroll checks and receive all funds and bill Member Districts for the proportionate share of the costs of operations of the Cooperative.
5. Make necessary reports to State and other agencies and file all claims for reimbursement and State and Federal aids for which the Cooperative is entitled.
6. Establish and maintain financial records from which an annual audit report may be derived.
7. If requested, provide an annual audit report to each of the Member Districts.

**B. SEPARATE BENEFITS FOR MEMBER DISTRICTS.**

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

## **ARTICLE IV**

### **Programs and Services**

The Joint Powers Cooperative is vested with providing effective and efficient programs and services for all of its member districts.

- A. Programs for students with disabilities will be coordinated and staff utilized as agreed by Member Districts.
- B. Low incidence services will be coordinated and staff utilized as agreed by Member Districts.
- C. Research, evaluation, planning and program and/or staff development will be carried out as agreed by Member Districts.
- D. Summer Extended School Year (ESY) programs will be carried out as agreed by Member Districts.
- E. Assistive technology for educational programs will be managed and implemented as agreed by Member Districts.
- F. Three separate site educational programs for students with emotional/behavioral disorders will be managed and implemented as agreed by Member Districts.
- G. A separate site program for students with challenging behaviors and communication disorders will be managed and implemented as agreed by Member Districts.

- H. Assistance with improvement initiatives such as Response to Intervention (RtI) and Positive Behavioral Interventions and Supports (PBIS) will be provided as agreed by Member Districts.
- I. Improved learning will be an ongoing goal and function of the Joint Powers Cooperative.
- J. Special Education practices and procedures will be developed and administered in a manner that is in compliance with current law.
- K. Comprehensive planning will be an ongoing function and goal of the Joint Powers Cooperative.
- L. The Joint Powers Cooperative will monitor compliance with State and Federal Laws.

## **ARTICLE V**

### **Membership**

- A. Addition of Member Districts:

Any school district, whether or not an original signatory, may become a member upon application to the Cooperative Joint Powers Board, with majority consent of the current Member Districts and subscription to this Agreement. Such applicants shall also agree to apply to the Cooperative, a prorata cost for the real and personal property owned by the Cooperative. This amount shall be determined by the Cooperative's Joint Powers Board from the records it has maintained. Before any district is accepted to the Rum River Special Education Cooperative, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to the Agreement.
- B. Withdrawal of Member Districts:
  - 1. All members of this Cooperative shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any Member District may withdraw from the Cooperative by giving to the other Member Districts before July 1, written notice of its intention to withdraw. Such withdrawal, however, shall become effective only on June 30 of the following fiscal period. The withdrawing member is encouraged to submit comment as to why they are withdrawing.
  - 2. In the event a Member District consolidates with another Member District and thereby creates another new school district, the new district continues as a member and assumes responsibility for the debt and assets of the 2 consolidated districts.
  - 3. Upon termination of membership in this Agreement, the terminating Member District shall be refunded their proportionate share of current depreciated value of any real or personal property they helped purchase. The amount refunded shall not exceed the proportionate share originally paid by the terminating district for said property.

4. The withdrawal shall affect employment matters of a Member District as described under Minn. Stat. 123A33, as amended, when the withdrawal has occurred in order for the withdrawing district to provide the same educational services or programs by other means.

## **ARTICLE VI**

### **Dissolution of the Joint Powers Cooperative**

#### **A. Dissolution**

1. This Agreement may be terminated by a two-thirds vote of the Cooperative Joint Powers Board. Such determination, however, shall become effective only on June 30 of the following fiscal period in which the vote occurred.
2. Upon termination of the Cooperative, all funds remaining after payment of all outstanding debt and obligations and all property owned by it shall be distributed to Member Districts in the same proportion as those Member Districts contributed to the Cooperative when they joined.

#### **B. Liability Limitations**

In keeping with Minnesota Statutes, and specifically Minn. Stat. 136D.83 as amended, no participating school district shall have individual liability for the debts and obligations of the Joint Powers Board, except as described herein; nor shall any individual serving as a member of the Board have such liability.

## **ARTICLE VII**

### **Review and Amendment**

- A. The Joint Powers Board shall review this Agreement annually. Necessary amendments shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District School Board. No Amendment shall become effective until after it is so approved by all Member District School Boards. Should any provisions be found unlawful, the Agreement shall be amended so that the Agreement is lawful.

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

INDEPENDENT SCHOOL DISTRICT #314  
BRAHAM, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #332  
MORA, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT #911  
CAMBRIDGE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #333  
OGILVIE, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT #473  
ISLE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #477  
PRINCETON, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT #912  
MILACA, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

## 2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME	MEETING	LOCATION
5/14/2013 Tuesday 5:00 p.m.	Finance Committee Meeting (Capital Budget)	Superintendent's Office
5/14/2013 Tuesday 6:30 p.m.	Regular School Board Meeting	District Office Board Room
5/14/2013 Tuesday Approx. 7:10p.m	Closed Board Meeting (Personnel Matter)	TBD
5/14/2013 Tuesday Approx. 8:10p.m	(Re-Open) Regular School Board Meeting	District Office Board Room
5/20/2013 Monday 8:00 a.m.	Activities Committee Meeting	K-Bob Café
5/20/2013 Monday 12:00 p.m.	Community Education Advisory Council Meeting	District Office Board Room
5/20/2013 Monday Time- 5:00 p.m.	2 <sup>nd</sup> Interviews for PHS Principal Position	District Office Board Room
5/20/2031 Monday Time-Approx. 8:00p.m	Negotiations/Certified Negotiating the Superintendent's Contract	Superintendent's Office
5/28/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
5/28/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
5/28/2013 Tuesday Approx.7:40 p.m	Board of Education Workshop	District Office Board Room
6/4/13 Tuesday 12:00p.m.-1:00p.m.	Curriculum Committee Meeting	District Office Technology Conference Room
6/5/2013 Wednesday 7:00 a.m.	Security Committee Meeting	District Office Board Room
6/11/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
6/11/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
6/25/2013 Tuesday 5:30p.m.	Policy Committee Meeting	Superintendent's Office

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DATE/TIME	MEETING	LOCATION
6/25/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
6/25/2013 Tuesday Approx. 7:40 p.m	Board of Education Workshop	District Office Board Room
7/16/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
7/16/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/13/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
8/13/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/27/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
8/27/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/27/2013 Tuesday, Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
9/10/2013 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
9/10/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
9/10/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
9/24/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
9/24/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
9/24/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
10/1/2013 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD

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DATE/TIME	MEETING	LOCATION
10/8/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
10/8/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/22/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
10/22/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/22/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
11/12/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
11/12/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/26/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Meeting
11/26/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/26/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
12/3/14 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
12/17/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
12/17/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
2/4/2014 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
6/3/2014 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD

## 2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

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DATE/TIME

MEETING

LOCATION