

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

**Our Mission**

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

**Our Vision**

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

1. **PROCEDURAL ITEMS**
2. Call to Order and Pledge of Allegiance
3. Fall Commendations
4. Roll Call
5. Truth in Taxation Levy Meeting 3
6. **REPORTS**
  - a. Board Members Committee Reports
  - b. Student Council Report
  - c. Superintendent Report
7. **APPROVE AGENDA**
8. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 38
9. **CONSENT AGENDA**

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

  - a. Personnel 41
  - b. Bills 42
  - c. Treasurer's Report 52
  - d. Wire Transfers 53
  - e. Gifts 54
  - f. Fundraisers 58
  - g. Resolution Establishing Combined Polling Places 59
10. **WORK SESSION**
  - a. \$4.5 Million Presale Bond Report 61
11. **ACTION**

- a. 2018 Levy Pay 2019 69  
*I move to accept the 2018 Levy Pay 2019 Resolution as presented.*
- b. Second Reading of Policies 71  
*I move to accept the second reading of policies as presented.*

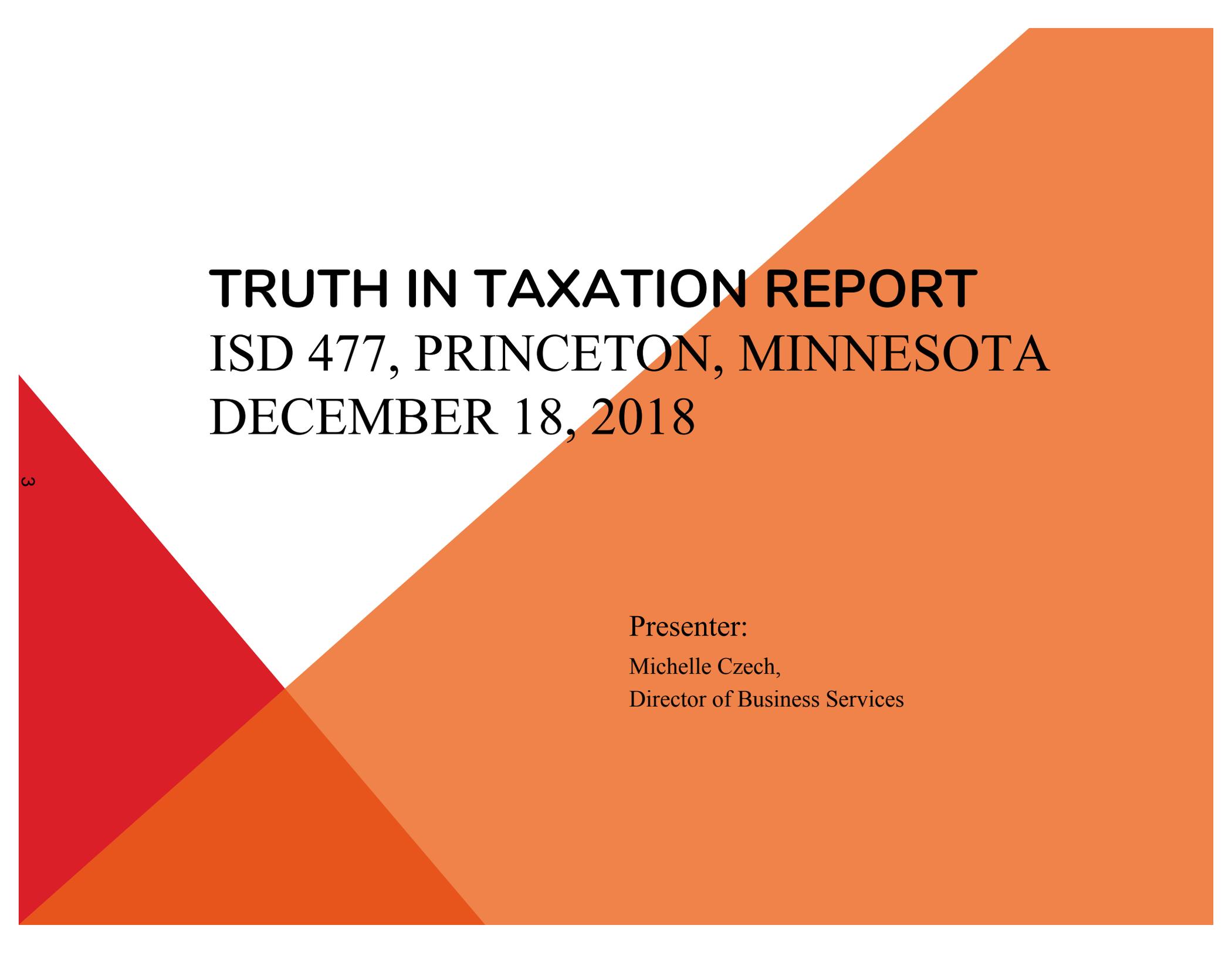
**12. ADDITIONS TO AGENDA**

**13. FUTURE MEETING(s) INFORMATION**

- Executive Planning- Dec 26, 4:15pm
- Finance Committee- Jan 2, 4:30pm
- Organizational Meeting- Jan 2, 6:00pm
- Regular Board Meeting- Jan 2, 6:15pm

**14. ADJOURN**

**15. INFORMATION**



**TRUTH IN TAXATION REPORT**  
ISD 477, PRINCETON, MINNESOTA  
DECEMBER 18, 2018

Presenter:  
Michelle Czech,  
Director of Business Services

# TRUTH IN TAXATION LAW

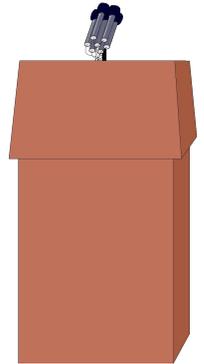
Minnesota's Truth in Taxation Law requires that cities, counties and school districts follow certain steps before adopting a tax levy for the following year. One important part of that law requires a mailed notice to each property owner in the county, which describes the tax levies proposed by the city, county and school district and what percent increase (decrease) a levy would mean in dollars.



# REQUIREMENTS OF TRUTH IN TAXATION MEETING

**Public Meeting must include:**

- ❖ Current year budget
- ❖ Proposed property tax levy
- ❖ Public must be given time to comment

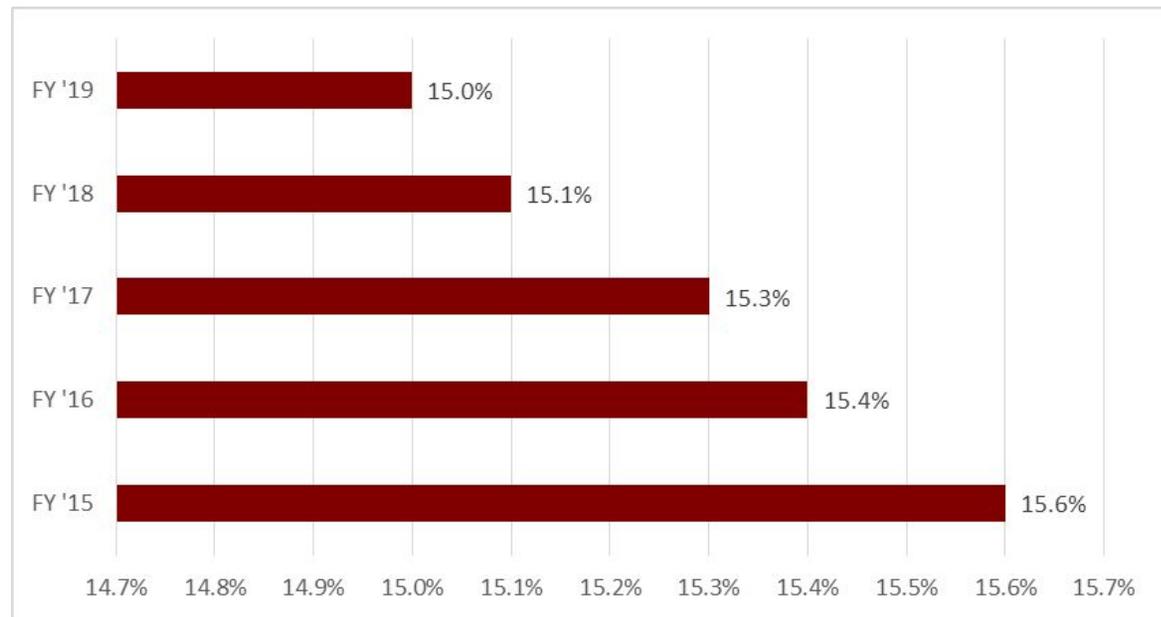


## Taxes Decline as Percent of Statewide Personal Income

- Total Revenue by Minnesota's state and local governments as percentage of total personal income of MN residents.
- Current trends predicted to decline in FY '18 & FY '19

# Minnesota's Price of Government

## State and Local Revenues as % of MN Personal Income



*(Data source, MN Department of Management and Budget, 2016)*

# WHO & WHAT IMPACTS STATE LEVIES

- ❖ State Legislature
- ❖ Governor's Administration
- ❖ School Board's



# SCHOOL DISTRICT FUNDS

- ❖ General Fund
- ❖ Food Service Fund
- ❖ Community Education Fund
- ❖ Building Fund
- ❖ Debt Service Fund



# BUDGET 2018-2019 ADOPTED JUNE 2018

	2019 Estimated Revenues	2019 Estimated Expenditures	Estimated Variance	2018 Fund Balance
GENERAL FUND	\$ 36,253,250	\$ 37,692,993	\$ (1,439,743)	\$ 10,919,778
FOOD SERVICE	\$ 1,756,000	\$ 1,871,600	\$ (115,600)	\$ 481,297
COMMUNITY EDUCATION	\$ 1,508,166	\$ 1,511,904	\$ (3,738)	\$ 326,576
BUILDING FUND	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE	\$ 3,739,735	\$ 3,680,350	\$ 59,385	\$ 754,075
<b>TOTAL</b>	<b>\$ 43,257,151</b>	<b>\$ 44,756,847</b>		



**A LOOK  
at the  
BUDGET**

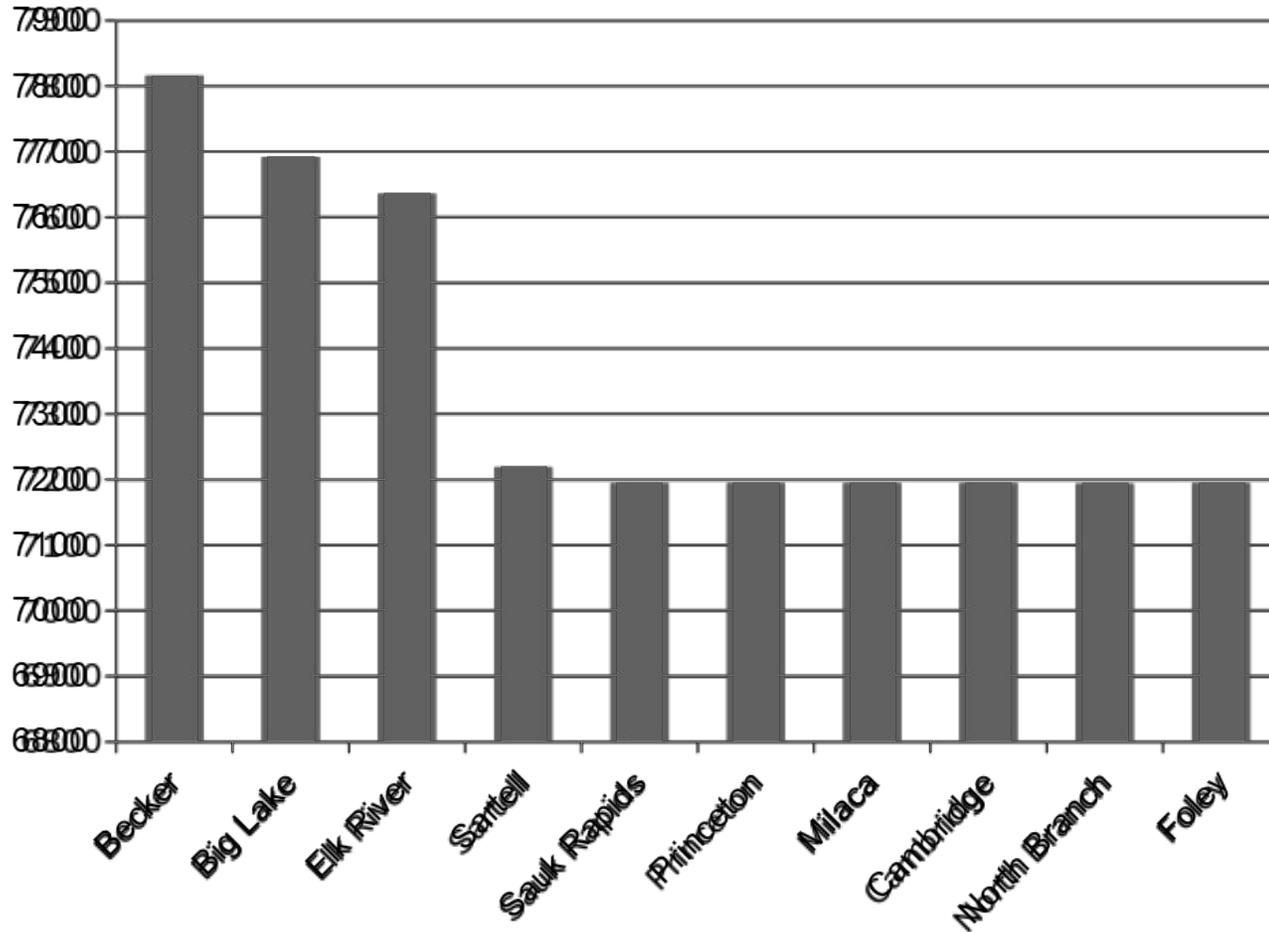


# GENERAL FUND REVENUES

- ❖ Based on student enrollment
- ❖ Local operating levies
- ❖ Special Education
- ❖ Federal Grants
- ❖ State Programs
- ❖ Participant Fees



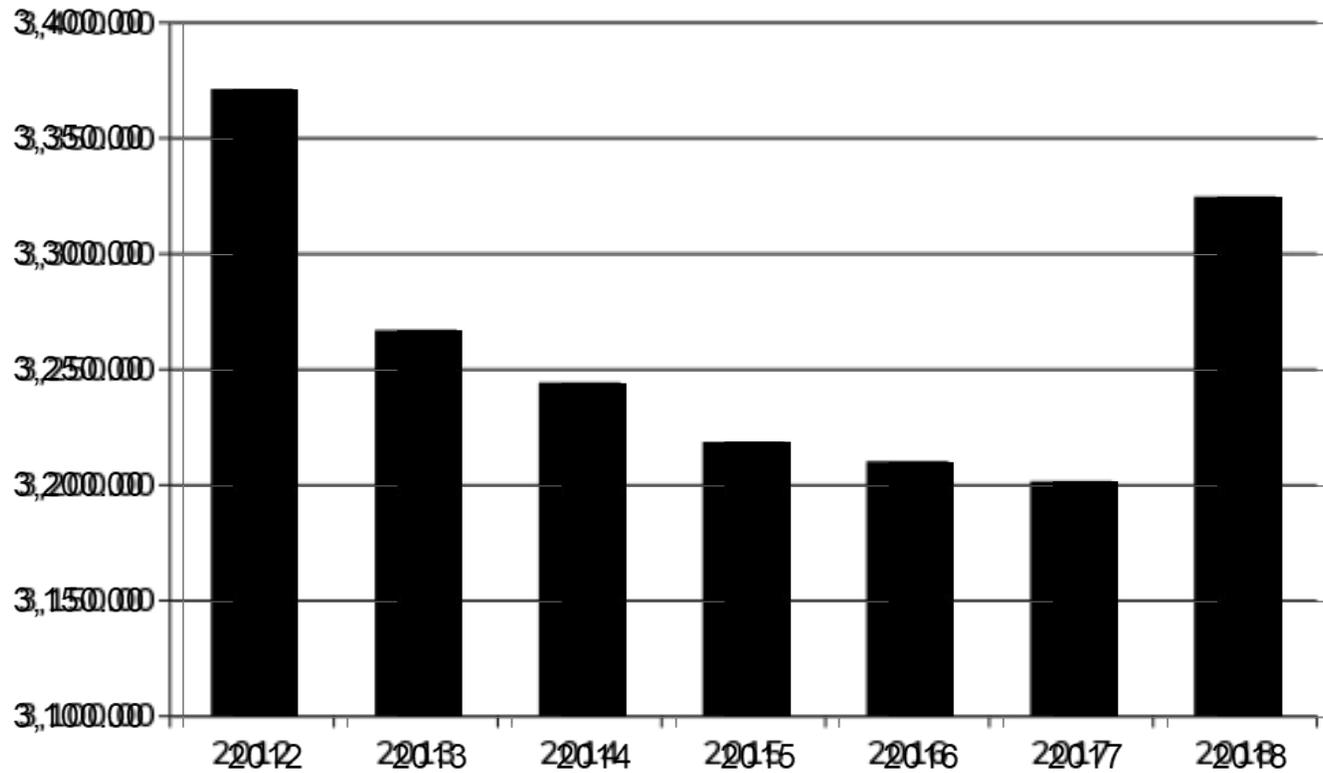
# REVENUE DISPARITIES



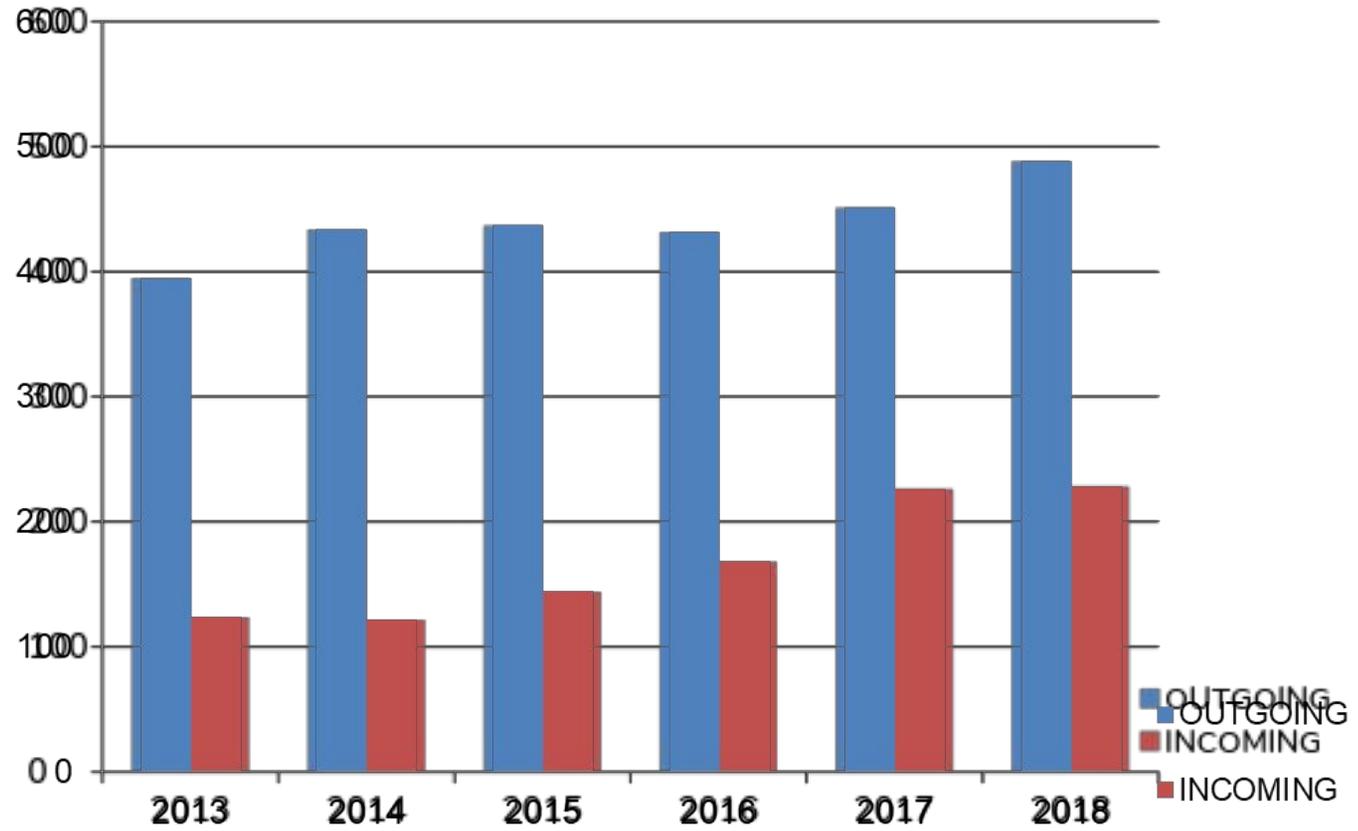
11

- 331 Districts
- 218 Rate Categories
- \$6,625 Smallest Rate Category
- \$10,632 Largest Rate Category
- We fall in the 23rd Rate Category
- 47 District's are in the Rate Category of 7,195

# END OF YEAR ADJUSTED AVERAGE DAILY MEMBERSHIP



# OPEN ENROLLMENT



# COMMUNITY EDUCATION

- ❖ Based on the adult population in the District.
- ❖ Early Childhood is based on the number of children under 5 years of age.
- ❖ Participation fees
- ❖ Grants



# FOOD SERVICE

- ❖ Based on Federal Grant of free/reduced lunch
- ❖ Based on student participation
- ❖ Receive State Aid
- ❖ The district does not levy dollars for this fund



# OTHER DISTRICT FUNDS

## ❖ BUILDING FUND

Currently not in use.

## ❖ DEBT SERVICE FUND

Districts Bond Payments



# SCHOOL DISTRICT LEVY

2017 Payable 2018

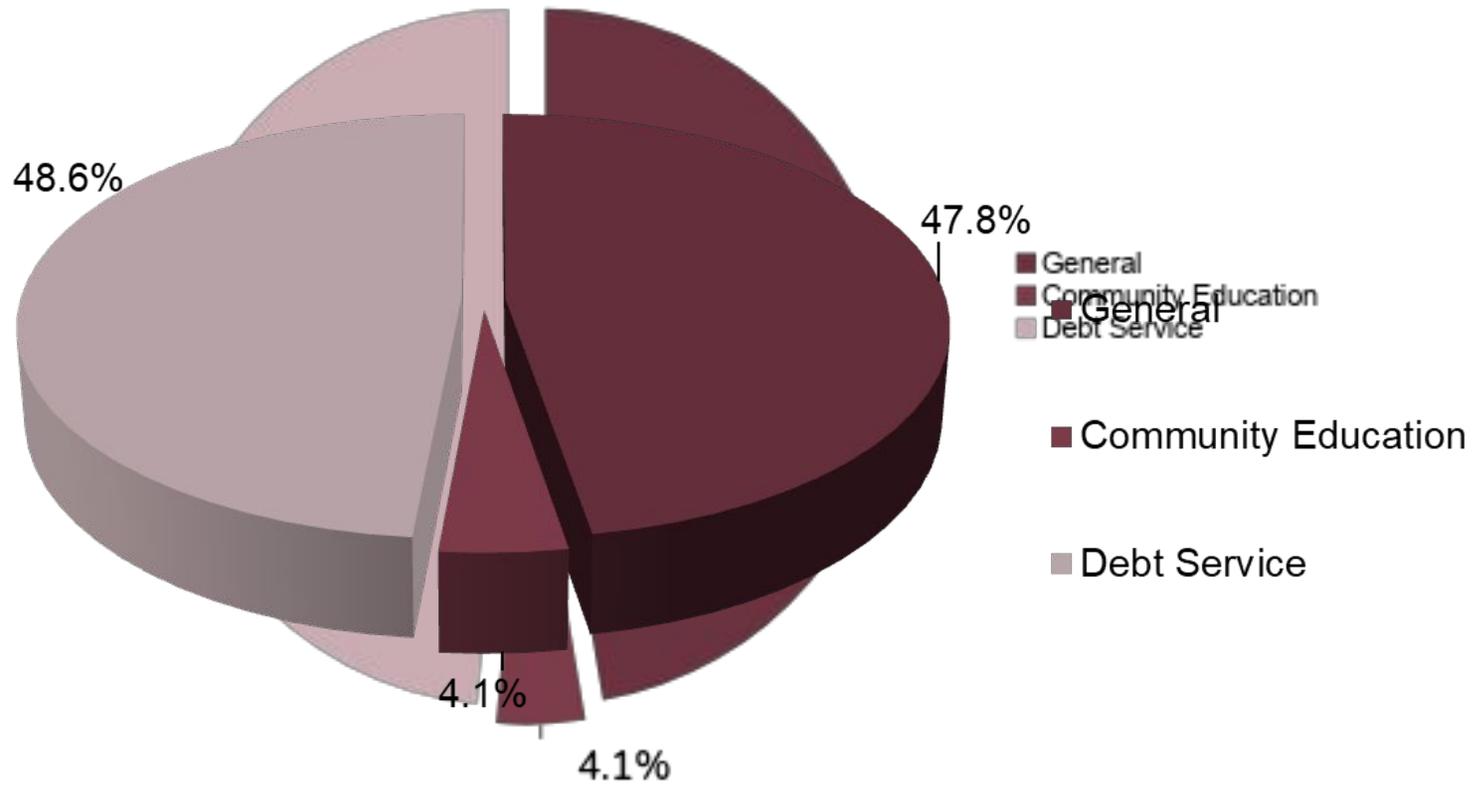
2018-2019 School Year



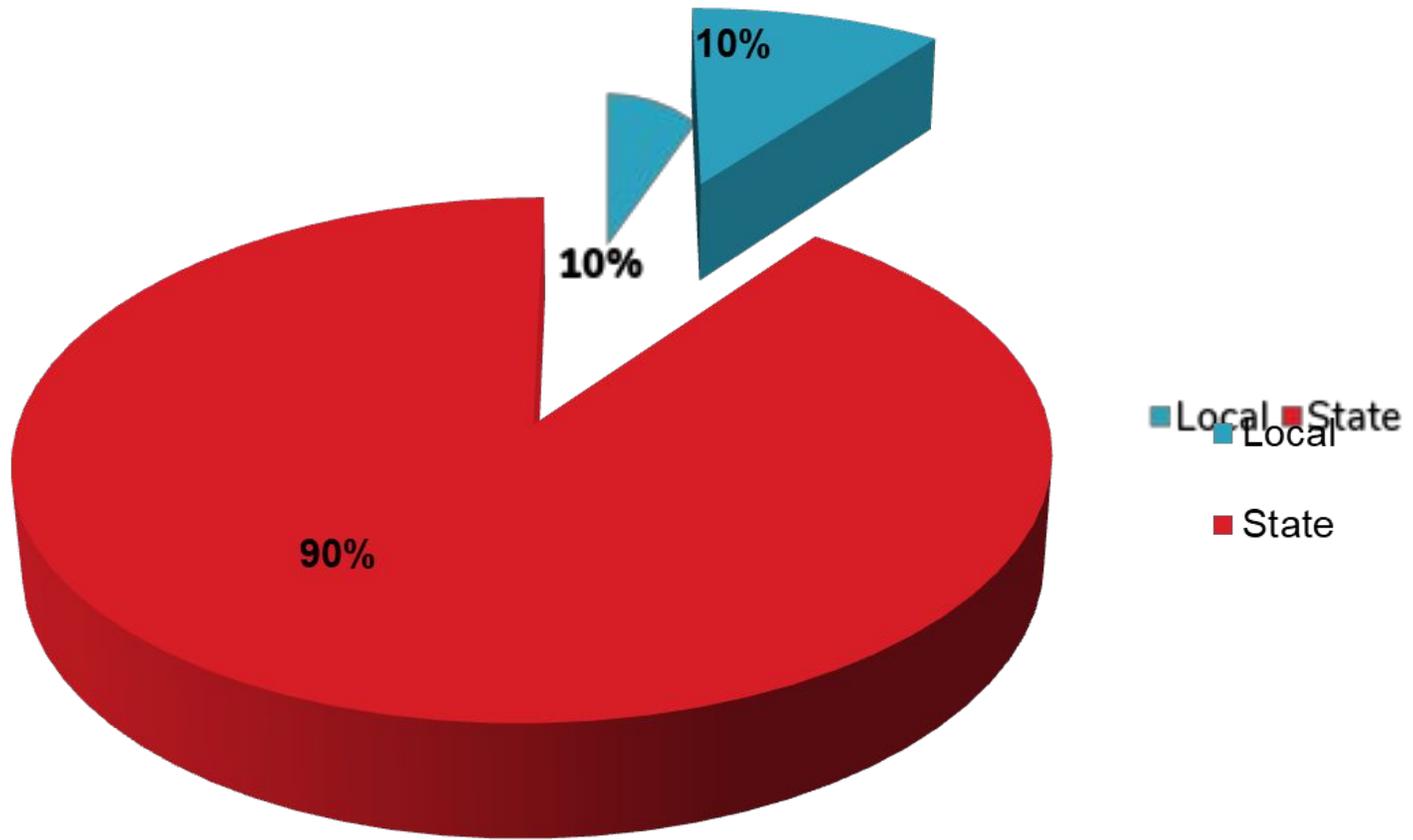
**PLEASE SEE SEPARATE SHEET  
REGARDING THE DETAIL OF THE 2018  
PAY 2019 LEVY.**



# HOW YOUR SCHOOL TAXES ARE SPENT



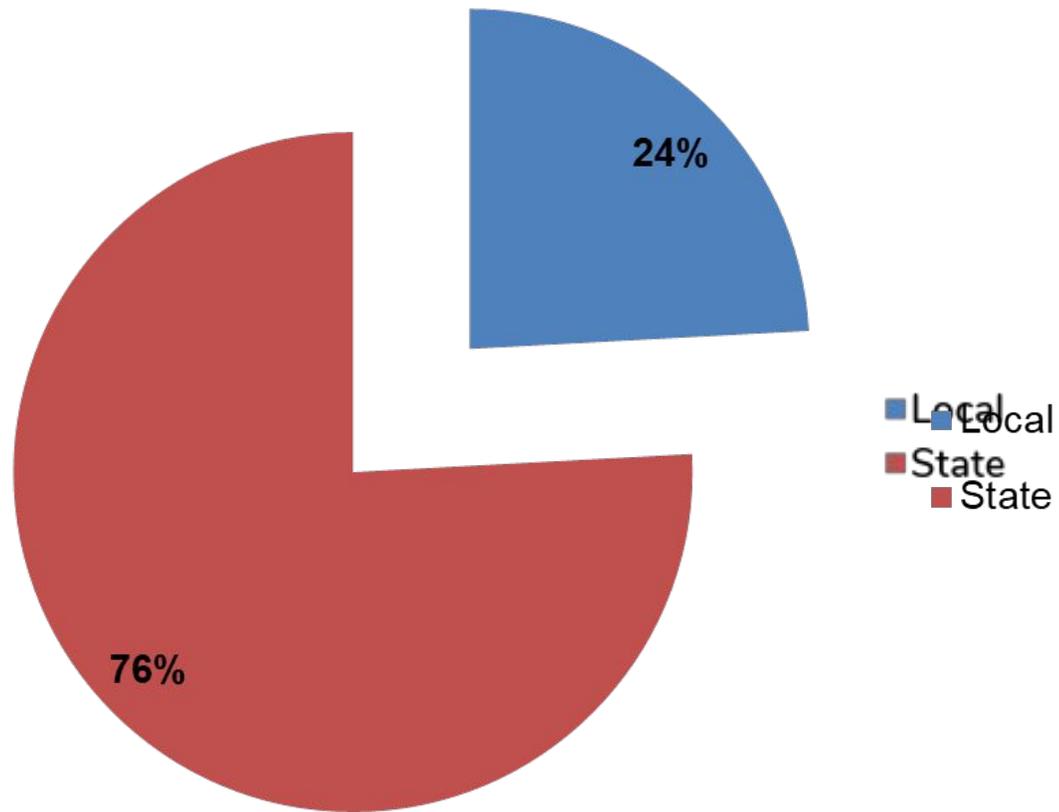
# GENERAL FUND PROPERTY TAX SUPPORTED



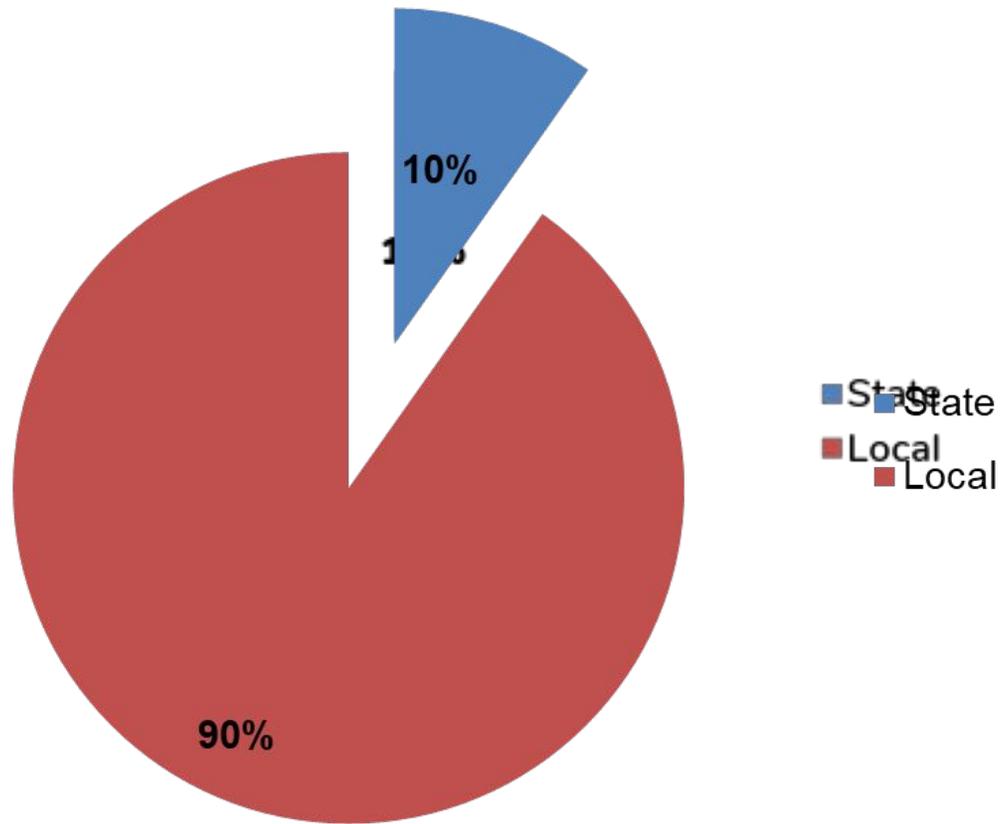
20



# COMMUNITY EDUCATION PROPERTY TAX SUPPORTED



# DEBT SERVICE FUND PROPERTY TAX SUPPORTED



# PROPOSED LEVY INCREASE

**\$465,323.49**

or

**6.57%**



# REASONS FOR CHANGE

## ◆ General Education Fund

- Increase in enrollment affects formula for most categories in the general education levy.

## ◆ Debt Service Fund

- Formula requires us to levy 5% more than bond Payment.
- When fund balance gets to large the state decreases that amount needed.



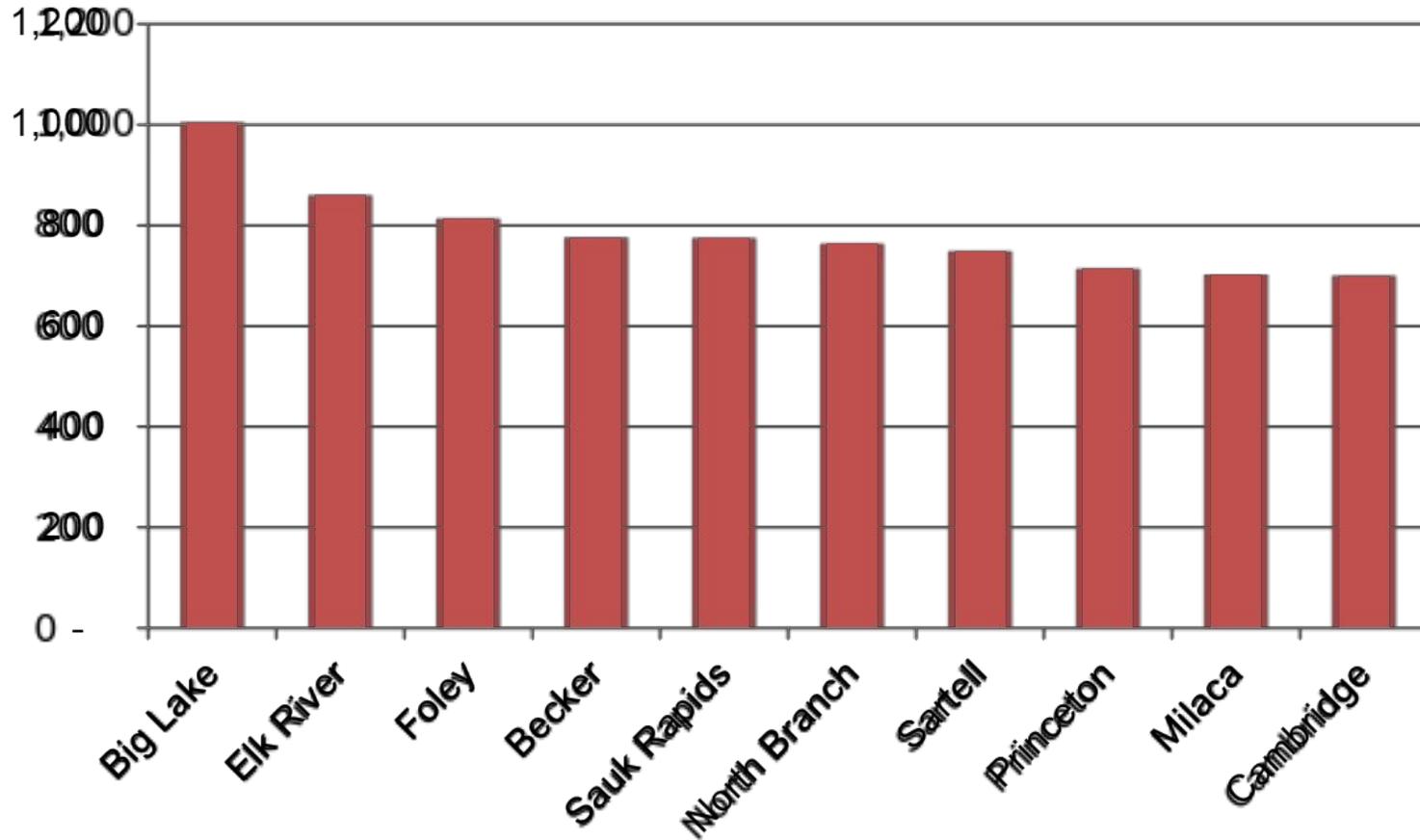
# LEGISLATIVE CHANGES

◆ No changes for the current levy cycle.



# LEVY COMPARISON

## \$150,000 RESIDENTIAL HOMESTEAD



# IMPACT OF LEVY FOR PRINCETON RESIDENTS

Pay 2018 impact on \$150,000 home: \$722

Pay 2019 impact on \$150,000 home: \$714



# CAUSES OF PROPERTY TAX +/-

- ❖ Changes in market values and statewide trending in different directions
- ❖ Changes in class rates/history
- ❖ Changes in state legislation
- ❖ Voter approved Referendums



# CHANGES IN MARKET VALUE

**Market Values are final**

◆ **Discussed at:**

- Local Board Review in the spring
- County Board of Equalization

◆ **Final Taxable Market Value**

- May reflect a reduction (homestead exclusion)
- May exclude improvements to property



# DON'T FORGET PROPERTY TAX PROGRAMS

## State of MN tax refund programs.

- ❖ These programs may reduce the net tax burden for local taxpayers, but only if you take time to complete and send in the forms.
- ❖ For help with the forms and instructions:
  - Consult your tax professional.
  - [www.taxes.state.mn.us](http://www.taxes.state.mn.us)



# PROPERTY TAX PROGRAMS

## MN Property Tax Refund (Circuit Breaker)

- ❖ Has existed since 1970's.
- ❖ Available to all owners of homestead property
- ❖ Annual income must be approx. \$105,500 or less (income limit is higher if you have dependents).
- ❖ Refund is a sliding scale, based on total property taxes and income.
- ❖ Maximum refund is \$2,657.
- ❖ Especially helpful to those with lower incomes.
- ❖ Fill out state tax form M-1PR.



# PROPERTY TAX PROGRAMS

## Special Property Tax Refund

- ❖ Available for all homestead properties with a gross tax increase of at least 12% and \$100 over the prior year.
- ❖ Refund is 60% of the amount by which the tax increase exceeds the greater of 12% or \$100, up to a maximum of \$1,000.
- ❖ No income limits.
- ❖ Fill out state tax form M-1PR.



# PROPERTY TAX PROGRAMS

## Senior Citizen Property Tax Deferral

- ❖ Allows people age 65 and older with household income of \$60,000 or less to defer a portion of property taxes on their home.
- ❖ Limits maximum amount of property tax paid to 3% of household income.
- ❖ Additional taxes are deferred, not forgiven.
- ❖ Provides predictability; amount of tax you pay will not change for as long as you participate in the program.
- ❖ Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies.



# PROPERTY TAX PROGRAMS

## School Building Bond Agricultural Credit

- ❖ Effective for property taxes payable in 2018.
- ❖ Provides agricultural property owners 40% credit of taxes attributable to school district debt service only for all agricultural property, excluding house, garage, and one acre.
- ❖ Ongoing credit, automatically deducted from property taxes owed.
- ❖ Credit paid by State, does not shift levy to other types of properties.
- ❖ Applicable to existing and new debt.



# PROPERTY TAX PROGRAMS

## Commercial/Industrial Statewide Property Tax Credit

- ❖ Businesses pay a statewide property tax.
- ❖ Tax levy inflated annually and paid directly to the state.
- ❖ 2017 legislature exempted first \$100,000 of Commercial/Industrial value from the tax and eliminated inflationary increase.
- ❖ <sup>35</sup> Businesses with valuation over \$100,000 will see an annual reduction of approximately \$687 starting with taxes payable 2018.
- ❖ Under \$100,000 tax relief is proportional.



# ISD 477 RESOLUTION

**Whereas,** Pursuant to Minnesota Statutes the School Board of Independent School District No. 477, Princeton, Minnesota, is authorized to make the following tax limitation levies for general purposes:

General Fund           \$ 3,575,434.93

Community Ed         \$ 310,275.11

Debt Service           \$ 3,666,925.81

**Total Certified       \$ 7,552,635.85**

**Now Therefore,** be it resolved by the School Board of Independent School District No. 477, Minnesota, that the levy to be levied in 2018 to be collected in 2019 is set at **\$7,552,635.85**. The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.

2018 LEVY PAY 2019			
	Final	Proposed	
	School Year	School Year	
GENERAL EDUCATION LEVY	2018-2019	2019-2020	
LOCAL OPT. ALLOW/REFEREND(424)	\$1,472,844.05	\$1,673,429.40	
EQUITY LEVY	\$389,145.60	\$472,318.33	
TRANSITION LEVY	\$14,930.59	\$16,962.03	
OPERATING CAPITAL	\$132,950.89	\$164,371.93	
ALTERNATIVE TEACHER COMP(Qcomp)	\$236,934.03	\$265,805.49	
SAFE SCHOOLS	\$124,883.64	\$132,867.72	
CAREER & TECHNICAL	\$70,644.34	\$64,289.69	
LONG TERM FACILITY MAINTENANCE	\$701,435.36	\$547,795.79	
LEASE LEVY	\$403,543.27	\$390,606.82	
REEMPLOYMENT LEVY	\$29,283.11	\$29,107.20	
FACILITY ADJUSTMENT	-\$191,100.00	-\$187,635.00	
ABATEMENT ADJUSTMENT	\$73.54	\$5,515.53	
<b>TOTAL GENERAL EDUCATION LEVY</b>	<b>\$3,385,568.42</b>	<b>\$3,575,434.93</b>	
<b>COMMUNITY EDUCATION LEVY</b>	<b>2018-2019</b>	<b>2019-2020</b>	
STANDARD COMMUNITY ED	\$150,825.43	\$153,576.95	
EARLY CHILDHOOD	\$50,015.70	\$55,150.25	
HOME VISITING	\$1,134.91	\$1,192.10	
SCHOOL AGE CARE (disabled)	\$158,193.00	\$100,000.00	
ADJUSTMENTS	\$7.95	\$355.81	
<b>TOTAL COMMUNITY EDUCATION LEVY</b>	<b>\$360,176.99</b>	<b>\$310,275.11</b>	
	<b>2018-2019</b>	<b>2019-2020</b>	
<b>GENERAL DEBT</b>	<b>\$3,341,566.95</b>	<b>\$3,666,925.81</b>	
<b>TOTAL DEBT LEVY</b>	<b>\$3,341,566.95</b>	<b>\$3,666,925.81</b>	
<b>TOTAL LEVY</b>	<b>\$7,087,312.36</b>	<b>\$7,552,635.85</b>	
		\$465,323.49	6.57%

**Call to Order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Eric Minks on the **20th day of November, at 6:00 p.m.** in the District Center Board Room.

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

Members Absent: Craig Johnson.

Others present: Superintendent Ben Barton, Director of Human Resources Jason Senne, Director of Business Services Michelle Czech, Director of Community Education Gwen Anderson, Director of Student Services Erin Dohrmann, Student Council Representative, Ellie Pomerleau.

**REPORTS**

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

Deb Ulm	Wellness Committee, Finance Committee, Election Canvassing
Chad Young	Public Engagement, Election Canvassing, Finance Committee
Eric Minks	Finance Committee
Sue VanHooser	SEE Regional Meeting, RRSEC Meeting, High School Musical, Election Canvassing, SEE Legislative Meeting, SEE General Meeting
Eric Strandberg	Executive Planning; Long Range Planning, Public Engagement, Election Canvassing, Intermediate Family Night.
Howard Vaillancourt	Election Canvassing
Student Council Report:	Student council just completed fall food drive, and had their first Superintendent Student Advisory meeting.
Superintendent Report:	Superintendent met with student focus group around the topic of marketing the district. Introduced organizational chart to board, which will be presented to staff during staff development assembly. Thank you to board for their support of everything they do for our students and the community.

### **APPROVE AGENDA**

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

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

Motion made by Howard Vaillancourt, seconded Deb Ulm, **to approve the October 16th regular meeting minutes.** Motion passed unanimously.

### **CONSENT AGENDA**

Motion made by Sue VanHooser, seconded by Howard Vaillancourt **to approve the consent agenda as presented.** Personnel, Bills, Wire Transfers, Treasurer's Report, Gifts, Event Workers, Field Trips, Interagency Family Facilitator Services Agreement, Fundraisers. Motion passed unanimously.

### **WORK SESSION**

The board started their Work Session at 6:012 p.m. The topics for discussion were:

- Student Services Update
- Family Center Update
- Audit Presentation
- Health Insurance Update
- Call for Bids for LTFM Projects
- Sherburne County Request for Easement for Walking Trail
- First Reading of Policies

### **ACTION**

#### **Acceptance of Audit**

Motion to accept the 2017-18 audit that was prepared by Bergen KDV was made by Sue VanHooser and seconded by Howard Vaillancourt. Motion passed unanimously.

#### **Health Insurance Update**

Motion to give administration the authority to add a \$1,700 HSA plan in addition to the current plans that are offered was made by Eric Strandberg and seconded by Deb Ulm. Motion passed unanimously.

#### **Sherburne County Request for Easement for Walking Trail**

Motion to approve the Temporary Construction Easements for the Walking Trail as presented was made by Eric Strandberg and seconded by Chad Young. Motion passed unanimously.

#### **Call for Bids for LTFM Projects**

Motion to call for bid on the Long Term Facilities Maintenance Projects was made by Eric Strandberg and seconded by Howard Vaillancourt. Motion passed unanimously.

#### **Second Reading of Policies**

Motion to accept the second reading of policies was made by Chad Young and seconded by Howard Vaillancourt. Motion passed unanimously.

**ADDITIONS TO AGENDA**

None.

**FUTURE MEETINGS INFORMATION**

Executive Planning- Dec 12, 4:15pm  
Finance Committee- Dec 18, 4:30pm  
Regular Board Meeting- Dec 18, 6:00pm

**CLOSE BOARD MEETING**

Motion to close the board meeting for discussion of Oak Land Property pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b) was made by Sue VanHooser and seconded by Eric Strandberg. Motion passed unanimously.

**OPEN BOARD MEETING**

Motion to reopen board meeting was made by Deb Ulm and seconded by Howard Vaillancourt. Motion passed unanimously.

**ADJOURN**

The work session was adjourned at 7:10 p.m.

---

Chair Eric Minks

---

Clerk Sue VanHooser

Recorder- Emily McKinnon

12.18.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Zvanovec	Alyssa	PS	SPED Para	Paras	Karen Cichy	12.4.18	\$16.33 / hr
New Hire	Picotte	Stacy	PS	Tiger Club Assistant	Paras		11.19.18	\$9.65 / hr
New Hire	Gustin	Mary	PS	Playground Supervisor	Paras		12.10.18	\$15.44 / hr
New Hire	Nelson	Kristi	PS	Playground Supervisor	Paras		12.4.18	\$15.44 / hr
New Hire	Matthewmann	Mindy	MS	Para	Paras	Anita Schneider	12.6.18	\$15.44 / hr
New Hire	Willis	Patricia	PS	Playground Supervisor	Paras		12.10.18	\$15.44 / hr
New Hire	Roubinek	Noelle	DC	.5 EL Teacher	PEA	Alyssa Meyerdirk	12.7.18	\$133.30 / day

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Ulm	Krystal	HS	SPED Teacher	PEA		12.4.18 - 1.10.19	
LOA	Maltz	Denise	PS	Food Service	Food Service		11.29.18 - 5.30.18	
Intermittent LOA	Johnson	Emilee	Intermediate	SPED Para	Paras		11.15.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	McCullum	Nichole	MS	Night Lead Custodian	Custodians	Kevin Bakker	12.17.18	\$21.88 / hr
Change in Assignment	Brykovsky	Janet	PS	Full Time Helper	Food Service	Denise Maltz	12.10.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Strandberg	Eric	HS	9th Gr Boys Basketball Coach	Activities	Jordan Neubauer	3.25.19	\$3,228.00

41

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$782,598.73
02 Food Service	\$113,551.64
04 Community Service	\$7,135.03
10 Student Activities	\$15,434.45
<b>Report Total</b>	<b>\$918,719.85</b>

**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	78100	170803	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	11/15/2018	20,177.50
			78103	170804	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	11/16/2018	4,379.20
			78104	170805	Check	1	1102		ALL STAR TROPHY & AWARDS	Yes	Yes	No	USD	11/16/2018	62.00
			78108	170806	Check	1	11590	1	APPERSON	Yes	Yes	No	USD	11/16/2018	85.84
			78151	170807	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	11/16/2018	145.13
			78130	170808	Check	1	16158		B & F FASTENER SUPPLY	Yes	Yes	No	USD	11/16/2018	215.88
			78114	170809	Check	1	1276	1	B & H PHOTO-VIDEO	Yes	Yes	No	USD	11/16/2018	222.16
			78128	170810	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	Yes	No	USD	11/16/2018	700.00
			78175	170811	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	11/16/2018	243.99
			78136	170812	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	11/16/2018	619.74
			78111	170813	Check	1	12434	2	C.M.S.C.A.	Yes	No	No	USD	11/16/2018	100.00
			78134	170814	Check	1	1697		CASEY'S GENERAL STORE	Yes	Yes	No	USD	11/16/2018	59.94
			78124	170815	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	Yes	No	USD	11/16/2018	9,205.00
			78149	170816	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	11/16/2018	44.01
			78135	170817	Check	1	1720		CENTRAL MN FOSTER GRANDPAREI	Yes	Yes	No	USD	11/16/2018	570.00
			78131	170818	Check	1	16184		CREATIVE SOLUTIONS, LLC	Yes	Yes	No	USD	11/16/2018	158.27
			78101	170819	Check	1	10069		DALCO	Yes	Yes	No	USD	11/16/2018	2,282.96
			78109	170820	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	11/16/2018	2,313.68
			78137	170821	Check	1	2115	1	DEMCO INC	Yes	Yes	No	USD	11/16/2018	239.99
			78138	170822	Check	1	2265		ECKROTH MUSIC CO.	Yes	Yes	No	USD	11/16/2018	28.70
			78139	170823	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	11/16/2018	282.83
			78140	170824	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	11/16/2018	2,304.17
			78141	170825	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	Yes	No	USD	11/16/2018	635.80
			78110	170826	Check	1	11991		EMC INSURANCE COMPANIES	Yes	No	No	USD	11/16/2018	118.00
			78117	170827	Check	1	13698		FLINT TONER.COM	Yes	Yes	No	USD	11/16/2018	267.00
			78129	170828	Check	1	16119		FULL COMPASS SYSTEMS LTC	Yes	Yes	No	USD	11/16/2018	783.76
			78171	170829	Check	1	6645		GRAINGER	Yes	Yes	No	USD	11/16/2018	833.25
			78176	170830	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	Yes	No	USD	11/16/2018	165.00
			78142	170831	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	Yes	No	USD	11/16/2018	1,093.66
			78132	170832	Check	1	16187		I.S.D. #423	Yes	Yes	No	USD	11/16/2018	2,554.14
			78105	170833	Check	1	11134		I.S.D. #6079	Yes	Yes	No	USD	11/16/2018	49.99
			78143	170834	Check	1	3269		I.S.D. #709	Yes	Yes	No	USD	11/16/2018	1,200.00
			78144	170835	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	Yes	No	USD	11/16/2018	847.23
			78120	170836	Check	1	14382		KELVIN TECHNOLOGY	Yes	Yes	No	USD	11/16/2018	886.05
			78173	170837	Check	1	7690	2	M.A.S.P.A./STATE NEGOTIATORS	Yes	No	No	USD	11/16/2018	550.00
			78145	170838	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	11/16/2018	375.00
			78122	170839	Check	1	15044		MACGILL	Yes	Yes	No	USD	11/16/2018	89.15
			78146	170840	Check	1	4222		MILACA BUILDING CENTER	Yes	Yes	No	USD	11/16/2018	1,145.65
			78147	170841	Check	1	4273		MINNESOTA CLAY CO.	Yes	Yes	No	USD	11/16/2018	660.60
			78107	170842	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	11/16/2018	692.60
			78148	170843	Check	1	4282		MINVALCO INC.	Yes	Yes	No	USD	11/16/2018	341.60

43

**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	78150	170844	Check	1	4358	5	MN F.F.A. STATE ASSOCIATION	Yes	No	No	USD	11/16/2018	396.00
			78152	170845	Check	1	4555	1	NATIONAL FFA ORGANIZATION	Yes	Yes	No	USD	11/16/2018	469.00
			78153	170846	Check	1	4707		NORCOSTCO INC.	Yes	Yes	No	USD	11/16/2018	25.76
			78126	170847	Check	1	15566		PC PARTS PLUS, LLC	Yes	Yes	No	USD	11/16/2018	849.80
			78133	170848	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	11/16/2018	100.19
			78154	170849	Check	1	5040		PIZZA BARN	Yes	No	No	USD	11/16/2018	422.36
			78174	170850	Check	1	7733		PLAYSCRIPTS, INC	Yes	Yes	No	USD	11/16/2018	265.27
			78125	170851	Check	1	15384	1	PNC EQUIPMENT FINANCE, LLC	Yes	Yes	No	USD	11/16/2018	40,949.22
			78177	170852	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	11/16/2018	68.85
			78155	170853	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	Yes	No	USD	11/16/2018	27.00
			78156	170854	Check	1	5127		PRINCETON ELECTRIC	Yes	Yes	No	USD	11/16/2018	295.69
			78172	170855	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	Yes	No	USD	11/16/2018	79.99
			78157	170856	Check	1	5175		PROFESSIONAL TURF & RENOVATIC	Yes	No	No	USD	11/16/2018	13,650.00
			78158	170857	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	11/16/2018	617.25
			78159	170858	Check	1	5256	3	READ NATURALLY	Yes	Yes	No	USD	11/16/2018	156.78
			78113	170859	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	11/16/2018	14.25
			78102	170860	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF M	Yes	Yes	No	USD	11/16/2018	120.00
			78160	170861	Check	1	5273	2	REGION 4 FFA	Yes	No	No	USD	11/16/2018	98.00
			78161	170862	Check	1	5273	4	REGION 4 FFA	Yes	No	No	USD	11/16/2018	155.00
			78162	170863	Check	1	5273	4	REGION 4 FFA	Yes	No	No	USD	11/16/2018	185.00
			78163	170864	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	11/16/2018	450.00
			78164	170865	Check	1	5523	1	SCHOLASTIC BOOK CLUBS INC	Yes	Yes	No	USD	11/16/2018	1,701.91
			78165	170866	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	Yes	No	USD	11/16/2018	82.39
			78166	170867	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	Yes	No	USD	11/16/2018	74.81
			78167	170868	Check	1	5604		SCIENCE MUSEUM OF MINNESOTA	Yes	Yes	No	USD	11/16/2018	84.00
			78112	170869	Check	1	12635	1	SHI INTERNATIONAL CORP.	Yes	Yes	No	USD	11/16/2018	11,088.00
			78127	170870	Check	1	15641	1	SIGNART CO. INC.	Yes	Yes	No	USD	11/16/2018	2,602.08
			78116	170871	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	Yes	No	USD	11/16/2018	1,811.00
			78108	170872	Check	1	11232		TAMARACK LAKE PHEASANTS	Yes	Yes	No	USD	11/16/2018	85.00
			78121	170873	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	11/16/2018	17,832.68
			78118	170874	Check	1	14018		TEAMWORKS INTERNATIONAL INC.	Yes	No	No	USD	11/16/2018	2,091.75
			78168	170875	Check	1	6149		TIEMENS TOM	Yes	Yes	No	USD	11/16/2018	95.00
			78115	170876	Check	1	12980	1	TIES	Yes	Yes	No	USD	11/16/2018	4,668.50
			78123	170877	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	Yes	No	USD	11/16/2018	900.00
			78119	170878	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	Yes	No	USD	11/16/2018	28,845.00
			78169	170879	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	11/16/2018	141.00
			78170	170880	Check	1	6508	1	WESTERN PSYCHOLOGICAL SERV	Yes	Yes	No	USD	11/16/2018	235.40
			78178	170881	Check	1	14344	2	THE SUPERINTENDENCY INSTITUTE	Yes	No	No	USD	11/19/2018	225.00
			78179	170882	Check	1	16190		ST. CROIX VALLEY ALC	Yes	No	No	USD	11/19/2018	76.00
			78180	170883	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	11/20/2018	200.76
			78181	170884	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	11/20/2018	28.23

44

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	78182	170885	Check	1	15231		GOLDENEYE FRAMING	Yes	No	No	USD	11/20/2018	344.13
			78189	170886	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	11/21/2018	1,506.81
			78221	170887	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	11/21/2018	252.39
			78201	170888	Check	1	1438		BIO CORPORATION	Yes	Yes	No	USD	11/21/2018	1,074.30
			78206	170889	Check	1	15750		BLUE WATER PLUMBING	Yes	Yes	No	USD	11/21/2018	195.00
			78192	170890	Check	1	12434		C.M.S.C.A.	Yes	No	No	USD	11/21/2018	50.00
			78199	170891	Check	1	13773		COIL'S FLAGS & FLAGPOLES	Yes	Yes	No	USD	11/21/2018	47.34
			78185	170892	Check	1	10069		DALCO	Yes	Yes	No	USD	11/21/2018	67.58
			78191	170893	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	11/21/2018	2,087.15
			78216	170894	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	11/21/2018	23.00
			78217	170895	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	Yes	No	USD	11/21/2018	549.58
			78229	170896	Check	1	6645		GRAINGER	Yes	Yes	No	USD	11/21/2018	145.52
			78214	170897	Check	1	16196		GRUBER AARON JAMES	Yes	No	No	USD	11/21/2018	200.00
			78207	170898	Check	1	15780		HALLAM MICHELLE	Yes	Yes	No	USD	11/21/2018	50.00
			78203	170899	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	Yes	No	USD	11/21/2018	518.08
			78196	170900	Check	1	13350		J & A GLASS & MIRROR INC.	Yes	No	No	USD	11/21/2018	425.00
			78218	170901	Check	1	3623		KOEHLER & DRAMM INC.	Yes	Yes	No	USD	11/21/2018	63.68
			78194	170902	Check	1	12919		LINDBERG DEBORAH	Yes	No	No	USD	11/21/2018	80.00
			78193	170903	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	Yes	No	USD	11/21/2018	2,878.80
			78211	170904	Check	1	16193		MARVETS CARISA	Yes	Yes	No	USD	11/21/2018	80.00
			78186	170905	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	Yes	No	USD	11/21/2018	293.15
			78219	170906	Check	1	4136		MENARDS	Yes	No	No	USD	11/21/2018	295.70
			78195	170907	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	11/21/2018	226.35
			78190	170908	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	11/21/2018	60.00
			78220	170909	Check	1	4491		MULTIPLE CONCEPTS INTERIOR	Yes	Yes	No	USD	11/21/2018	80.00
			78197	170910	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	11/21/2018	30.00
			78215	170911	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	11/21/2018	90.00
			78222	170912	Check	1	5038	1	PITNEY BOWES	Yes	Yes	No	USD	11/21/2018	881.97
			78188	170913	Check	1	10862		PUTNAM MAUREEN	Yes	Yes	No	USD	11/21/2018	700.00
			78224	170914	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	11/21/2018	73.79
			78213	170915	Check	1	16195		RANNOU MATTHEW	Yes	No	No	USD	11/21/2018	50.00
			78208	170916	Check	1	15833		REKSTAD JONAH	Yes	Yes	No	USD	11/21/2018	126.00
			78187	170917	Check	1	10671		SANDBOX LEARNING CO.	Yes	Yes	No	USD	11/21/2018	215.76
			78225	170918	Check	1	5494	3	SARGENT-WELCH	Yes	Yes	No	USD	11/21/2018	208.64
			78226	170919	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	Yes	No	USD	11/21/2018	250.54
			78230	170920	Check	1	7830		SCHROEDER-DAVIS STEPHEN	Yes	Yes	No	USD	11/21/2018	1,000.00
			78231	170921	Check	1	9925		SHAFFER BOBBIE	Yes	Yes	No	USD	11/21/2018	50.00
			78227	170922	Check	1	5868		STATE SUPPLY COMPANY	Yes	Yes	No	USD	11/21/2018	94.18
			78202	170923	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	11/21/2018	12,317.37
			78205	170924	Check	1	15077		THE 2 SISTERS / THE DAILY	Yes	No	No	USD	11/21/2018	2,610.00
			78198	170925	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	11/21/2018	982.95

45

### 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	78204	170926	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	11/21/2018	190.24
			78223	170927	Check	1	5156		UNION TIMES	Yes	Yes	No	USD	11/21/2018	42.00
			78209	170928	Check	1	16191		VANDEPUTTE BEN	Yes	Yes	No	USD	11/21/2018	126.00
			78200	170929	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	11/21/2018	320.16
			78228	170930	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	Yes	No	USD	11/21/2018	6,043.95
			78210	170931	Check	1	16192		WEBER BRADLEY	Yes	Yes	No	USD	11/21/2018	126.00
			78212	170932	Check	1	16194		WINKOWSKI AMY	Yes	Yes	No	USD	11/21/2018	50.00
			78232	170933	Check	1	13870		R&D SALES, INC.	Yes	No	No	USD	11/27/2018	520.00
			78233	170934	Check	1	15814		BUFFALO COMMUNITY MIDDLE SCH	Yes	No	No	USD	11/28/2018	25.00
			78247	170935	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	11/30/2018	935.46
			78244	170936	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	11/30/2018	120.54
			78242	170937	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	11/30/2018	287.76
			78245	170938	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	11/30/2018	182.18
			78243	170939	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	11/30/2018	8,280.51
			78246	170940	Check	1	4584	3	NCPERS GROUP LIFE INS.	Yes	No	No	USD	11/30/2018	64.00
			78248	170941	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	11/30/2018	19,493.58
			78249	170942	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	11/30/2018	1,385.58
			78250	170943	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	11/30/2018	2,743.89
			78251	170944	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	11/30/2018	955.47
			78252	170945	Check	1	3239	2	I.S.D. #051	Yes	No	No	USD	11/30/2018	50.00
			78279	170946	Check	1	16197		ALL IN THE COUCH, LLC	Yes	No	No	USD	11/30/2018	700.00
			78257	170947	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD	11/30/2018	308.00
			78260	170948	Check	1	1243	1	ASCD	Yes	No	No	USD	11/30/2018	977.00
			78269	170949	Check	1	14021		BEYOND SPORT MARTIALARTS & FI	Yes	No	No	USD	11/30/2018	244.80
			78289	170950	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	11/30/2018	871.70
			78293	170951	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	11/30/2018	10,644.97
			78255	170952	Check	1	11074	2	COMPUTER EXPLORERS	Yes	No	No	USD	11/30/2018	396.00
			78268	170953	Check	1	13412		CRAWFORD'S EQUIPMENT	Yes	No	No	USD	11/30/2018	1,072.39
			78253	170954	Check	1	10069		DALCO	Yes	No	No	USD	11/30/2018	3,497.40
			78259	170955	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	11/30/2018	2,987.24
			78271	170956	Check	1	14071		DEHNICKE ADAM	Yes	No	No	USD	11/30/2018	114.00
			78282	170957	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	11/30/2018	82.40
			78262	170958	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	11/30/2018	747.75
			78283	170959	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	11/30/2018	2,015.50
			78276	170960	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	11/30/2018	240.80
			78270	170961	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	11/30/2018	46.78
			78297	170962	Check	1	6645		GRAINGER	Yes	No	No	USD	11/30/2018	428.27
			78284	170963	Check	1	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	11/30/2018	1,431.60
			78299	170964	Check	1	7617		HERFF JONES, INC	Yes	No	No	USD	11/30/2018	505.87
			78277	170965	Check	1	15218		HERRICK CHARLENE	Yes	No	No	USD	11/30/2018	150.00
			78285	170966	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	No	No	USD	11/30/2018	45.01

46

**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	78286	170967	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	11/30/2018	690.19
			78265	170968	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	11/30/2018	715.00
			78281	170969	Check	1	16199		IAG FACILITY SERVICES, LLC	Yes	No	No	USD	11/30/2018	18,850.00
			78256	170970	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	11/30/2018	2,225.12
			78303	170971	Check	1	9379		IMAGE MARKET	Yes	No	No	USD	11/30/2018	307.85
			78280	170972	Check	1	16198		INTEGRATED FOOD SERVICE	Yes	No	No	USD	11/30/2018	1,774.20
			78287	170973	Check	1	3534		K-BOB CAFE	Yes	No	No	USD	11/30/2018	76.88
			78288	170974	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	11/30/2018	101.80
			78298	170975	Check	1	7064		LARKIN PETER J.	Yes	No	No	USD	11/30/2018	114.00
			78254	170976	Check	1	11061		LYNCH MIKE	Yes	No	No	USD	11/30/2018	300.00
			78291	170977	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	11/30/2018	395.00
			78290	170978	Check	1	4030		MASA	Yes	No	No	USD	11/30/2018	299.00
			78302	170979	Check	1	9166	1	MCKENZIE	Yes	No	No	USD	11/30/2018	188.39
			78300	170980	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	11/30/2018	33.78
			78274	170981	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	11/30/2018	2,400.00
			78301	170982	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	11/30/2018	3,503.73
			78264	170983	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	11/30/2018	164.71
			78292	170984	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	11/30/2018	2,526.48
			78258	170985	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	11/30/2018	40.61
			78263	170986	Check	1	12723		MUD HOLE CUSTOM TACKLE INC.	Yes	No	No	USD	11/30/2018	495.76
			78266	170987	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	11/30/2018	79,001.00
			78296	170988	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	11/30/2018	2,000.00
			78272	170989	Check	1	14420		ROBOTICS EDUCATION & COMPETITION	Yes	No	No	USD	11/30/2018	795.00
			78275	170990	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD	11/30/2018	660.00
			78294	170991	Check	1	5873	4	STAR TRIBUNE	Yes	No	No	USD	11/30/2018	111.80
			78273	170992	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	11/30/2018	20,878.48
			78267	170993	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	11/30/2018	188.95
			78295	170994	Check	1	6216		TREND ENTERPRISES INC.	Yes	No	No	USD	11/30/2018	81.56
			78278	170995	Check	1	15491		VIDEO SERVICES, INC. - VSI	Yes	No	No	USD	11/30/2018	225.00
			78261	170996	Check	1	12558		WINTER PATRICK	Yes	No	No	USD	11/30/2018	114.00
			78306	170997	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	12/07/2018	4,238.40
			78340	170998	Check	1	16202		ANDERSON DAKOTAH	Yes	No	No	USD	12/07/2018	149.00
			78309	170999	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	12/07/2018	148.88
			78317	171000	Check	1	1321		BAUDVILLE	Yes	No	No	USD	12/07/2018	67.40
			78321	171001	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	12/07/2018	588.52
			78307	171002	Check	1	11277		BEYER ADAM	Yes	No	No	USD	12/07/2018	126.00
			78342	171003	Check	1	16204		BRAEGELMANN JAKE	Yes	No	No	USD	12/07/2018	148.00
			78358	171004	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	12/07/2018	1,307.55
			78349	171005	Check	1	1720		CENTRAL MN FOSTER GRANDPARENT	Yes	No	No	USD	12/07/2018	285.00
			78330	171006	Check	1	15699	1	CULINEX	Yes	No	No	USD	12/07/2018	407.99
			78322	171007	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	12/07/2018	131.20

47

**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	78329	171008	Check	1	15504		DAHL DENIS	Yes	No	No	USD	12/07/2018	114.00
			78350	171009	Check	1	2146		DICK BLICK	Yes	No	No	USD	12/07/2018	83.70
			78351	171010	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	12/07/2018	259.32
			78352	171011	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	12/07/2018	3,396.67
			78353	171012	Check	1	2494	1	FARBER SOUND, LLC	Yes	No	No	USD	12/07/2018	6,424.41
			78354	171013	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	12/07/2018	875.25
			78345	171014	Check	1	16207		FINSTROM JOSEPH	Yes	No	No	USD	12/07/2018	600.00
			78348	171015	Check	1	16211		FLATEN LANE	Yes	No	No	USD	12/07/2018	600.00
			78327	171016	Check	1	15180		FLOORS BY BECKERS	Yes	No	No	USD	12/07/2018	7,600.00
			78337	171017	Check	1	16119		FULL COMPASS SYSTEMS LTC	Yes	No	No	USD	12/07/2018	703.89
			78355	171018	Check	1	2775		GOPHER	Yes	No	No	USD	12/07/2018	1,021.09
			78370	171019	Check	1	6645		GRAINGER	Yes	No	No	USD	12/07/2018	88.22
			78314	171020	Check	1	12624		HOFSTEDT JASON	Yes	No	No	USD	12/07/2018	114.00
			78356	171021	Check	1	3233	5	I.S.D. #011	Yes	No	No	USD	12/07/2018	150.00
			78357	171022	Check	1	3282	2	I.S.D. #882	Yes	No	No	USD	12/07/2018	25.00
			78328	171023	Check	1	15415		INDEPENDENT EMERGENCY SERVI	Yes	No	No	USD	12/07/2018	75.39
			78339	171024	Check	1	16201		KNUTSON LISA	Yes	No	No	USD	12/07/2018	126.00
			78374	171025	Check	1	8650		KOPETKA FRANK	Yes	No	No	USD	12/07/2018	114.00
			78347	171026	Check	1	16210		LHB, INC.	Yes	No	No	USD	12/07/2018	1,928.50
			78319	171027	Check	1	14006		LINQUIST BRANDON	Yes	No	No	USD	12/07/2018	82.00
			78315	171028	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	12/07/2018	219.55
			78360	171029	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	12/07/2018	1,070.00
			78361	171030	Check	1	4090		M.C.E.A.	Yes	No	No	USD	12/07/2018	768.00
			78359	171031	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	12/07/2018	1,698.64
			78371	171032	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	12/07/2018	27.62
			78325	171033	Check	1	14991		MEED TREVOR	Yes	No	No	USD	12/07/2018	126.00
			78344	171034	Check	1	16206		MEYER MELINDA	Yes	No	No	USD	12/07/2018	500.00
			78316	171035	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	12/07/2018	1,554.04
			78310	171036	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	12/07/2018	293.30
			78362	171037	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	12/07/2018	2,296.00
			78338	171038	Check	1	16183		MUSIC CONNECTION	Yes	No	No	USD	12/07/2018	592.00
			78320	171039	Check	1	14055		NELSON PAUL	Yes	No	No	USD	12/07/2018	149.00
			78375	171040	Check	1	8655		OEFFLING SCOTT	Yes	No	No	USD	12/07/2018	148.00
			78326	171041	Check	1	15148		OFFISOURCE, INC	Yes	No	No	USD	12/07/2018	164.00
			78312	171042	Check	1	12462		OLSON TERENCE ALAN	Yes	No	No	USD	12/07/2018	126.00
			78333	171043	Check	1	15837		PAGLIANO ALEX	Yes	No	No	USD	12/07/2018	114.00
			78318	171044	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	12/07/2018	15,400.58
			78363	171045	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	12/07/2018	2,636.62
			78311	171046	Check	1	11987		PERRY DWAIN	Yes	No	No	USD	12/07/2018	114.00
			78364	171047	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	12/07/2018	334.16
			78365	171048	Check	1	5254	2	REALLY GOOD STUFF	Yes	No	No	USD	12/07/2018	123.93

48

### 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	78308	171049	Check	1	11400		RUSTAD CHRIS	Yes	No	No	USD	12/07/2018	126.00
			78366	171050	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	12/07/2018	179.72
			78367	171051	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	12/07/2018	150.62
			78335	171052	Check	1	15903		SCHARDIN ANTHONY	Yes	No	No	USD	12/07/2018	114.00
			78343	171053	Check	1	16205		SELIN JILL	Yes	No	No	USD	12/07/2018	700.00
			78368	171054	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	12/07/2018	699.90
			78332	171055	Check	1	15779		SHIMEK AMANDA	Yes	No	No	USD	12/07/2018	24.60
			78331	171056	Check	1	15713	1	ST. CLOUD CARTRIDGES	Yes	No	No	USD	12/07/2018	884.93
			78305	171057	Check	1	10060		STEPHENS MATTHEW	Yes	No	No	USD	12/07/2018	80.00
			78336	171058	Check	1	16084		TECHNO KIDS	Yes	No	No	USD	12/07/2018	80.00
			78341	171059	Check	1	16203		THIELMAN KENNETH	Yes	No	No	USD	12/07/2018	126.00
			78373	171060	Check	1	8616		THOMAS BOB	Yes	No	No	USD	12/07/2018	114.00
			78324	171061	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	12/07/2018	1,075.00
			78323	171062	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	12/07/2018	23,974.92
			78369	171063	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	12/07/2018	321.50
			78334	171064	Check	1	15902		VOSS BRANDON	Yes	No	No	USD	12/07/2018	114.00
			78372	171065	Check	1	8197		WILSON ROGER	Yes	No	No	USD	12/07/2018	85.00
			78313	171066	Check	1	12558		WINTER PATRICK	Yes	No	No	USD	12/07/2018	114.00
			78346	171067	Check	1	16208		WOLFF CYRUS	Yes	No	No	USD	12/07/2018	600.00
			78421	171068	Check	1	15890	1	ART OF PROBLEM SOLVING	Yes	No	No	USD	12/18/2018	1,340.67
			78392	171069	Check	1	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	No	USD	12/18/2018	6,770.00
			78393	171070	Check	1	13116		AUDIO ENHANCEMENT	Yes	No	No	USD	12/18/2018	13.00
			78439	171071	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	12/18/2018	104.01
			78390	171072	Check	1	1301	2	BARNES & NOBLE	Yes	No	No	USD	12/18/2018	2,337.66
			78436	171073	Check	1	3561		BERGAN KDV	Yes	No	No	USD	12/18/2018	2,600.00
			78408	171074	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	12/18/2018	129.37
			78420	171075	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	12/18/2018	2,539.00
			78380	171076	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	12/18/2018	859.00
			78425	171077	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	12/18/2018	24.00
			78388	171078	Check	1	12622		CARTRIDGE WORLD MN, INC.	Yes	No	No	USD	12/18/2018	1,014.92
			78438	171079	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	12/18/2018	4,072.81
			78413	171080	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	12/18/2018	9,205.00
			78424	171081	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	12/18/2018	396.00
			78419	171082	Check	1	15724		CLIMATE MAKERS INC	Yes	No	No	USD	12/18/2018	4,580.54
			78397	171083	Check	1	13412		CRAWFORD'S EQUIPMENT	Yes	No	No	USD	12/18/2018	604.90
			78417	171084	Check	1	15699	1	CULINEX	Yes	No	No	USD	12/18/2018	445.50
			78406	171085	Check	1	14091		CUSTOM INK, LLC	Yes	No	No	USD	12/18/2018	447.60
			78378	171086	Check	1	10069		DALCO	Yes	No	No	USD	12/18/2018	5,485.62
			78401	171087	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	12/18/2018	2,150.00
			78387	171088	Check	1	12028		DECKER EQUIPMENT	Yes	No	No	USD	12/18/2018	339.05
			78426	171089	Check	1	2113		DELEGARD TOOL CO.	Yes	No	No	USD	12/18/2018	148.69

49

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

Batch	Co	Bank	Pyemt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	78427	171090	Check	1	2116		DEMCO INC	Yes	No	No	USD	12/18/2018	58.82
			78428	171091	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	12/18/2018	197.22
			78423	171092	Check	1	15976		ECO SHRED MN, INC.	Yes	No	No	USD	12/18/2018	111.00
			78389	171093	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	12/18/2018	1,192.88
			78452	171094	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	12/18/2018	332.77
			78429	171095	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	12/18/2018	7,490.00
			78430	171096	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	12/18/2018	482.11
			78405	171097	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	12/18/2018	321.83
			78431	171098	Check	1	2770	2	GOODIN COMPANY	Yes	No	No	USD	12/18/2018	78.01
			78432	171099	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	12/18/2018	1.35
			78422	171100	Check	1	15939		GOPHERMODS, LLC	Yes	No	No	USD	12/18/2018	80.00
			78449	171101	Check	1	6645		GRAINGER	Yes	No	No	USD	12/18/2018	2,794.55
			78403	171102	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	12/18/2018	635.00
			78433	171103	Check	1	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	12/18/2018	820.00
			78434	171104	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	12/18/2018	915.65
			78450	171105	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	12/18/2018	410.02
			78411	171106	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	12/18/2018	483.84
			78382	171107	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	12/18/2018	3,149.00
			78456	171108	Check	1	9932		J.P. COOKE COMPANY	Yes	No	No	USD	12/18/2018	45.95
			78435	171109	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	12/18/2018	335.99
			78398	171110	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	12/18/2018	178.80
			78409	171111	Check	1	14382		KELVIN TECHNOLOGY	Yes	No	No	USD	12/18/2018	783.38
			78437	171112	Check	1	3613	2	KNOW BUDDY RESOURCES	Yes	No	No	USD	12/18/2018	665.30
			78391	171113	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	12/18/2018	11,164.28
			78381	171114	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	12/18/2018	293.15
			78412	171115	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	12/18/2018	2,400.00
			78384	171116	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	12/18/2018	543.90
			78455	171117	Check	1	9892	1	NCS PEARSON, INC.	Yes	No	No	USD	12/18/2018	142.00
			78440	171118	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	12/18/2018	3,195.05
			78441	171119	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	12/18/2018	309.17
			78394	171120	Check	1	13257		NORTHERN SPEECH SERVICES	Yes	No	No	USD	12/18/2018	513.00
			78395	171121	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	12/18/2018	115,724.00
			78416	171122	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	12/18/2018	539.85
			78386	171123	Check	1	11658		POLAR ELECTRO, INC.	Yes	No	No	USD	12/18/2018	349.80
			78443	171124	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	12/18/2018	62,485.15
			78442	171125	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	12/18/2018	295.00
			78444	171126	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	12/18/2018	731.63
			78454	171127	Check	1	9505		RAYMOND GEDDES & COMPANY	Yes	No	No	USD	12/18/2018	16.95
			78414	171128	Check	1	15461		READING & MATH, INC.	Yes	No	No	USD	12/18/2018	3,800.00
			78418	171129	Check	1	15717		RM COTTON CO.	Yes	No	No	USD	12/18/2018	87.00
			78410	171130	Check	1	14420		ROBOTICS EDUCATION & COMPETI	Yes	No	No	USD	12/18/2018	450.00

50

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pyemt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	78400	171131	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	12/18/2018	1,078.78
			78451	171132	Check	1	8024	2	SCHOOL FINANCES	Yes	No	No	USD	12/18/2018	125.00
			78445	171133	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	12/18/2018	236.99
			78385	171134	Check	1	11628		SFM	Yes	No	No	USD	12/18/2018	86,904.00
			78446	171135	Check	1	5868		STATE SUPPLY COMPANY	Yes	No	No	USD	12/18/2018	261.90
			78399	171136	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	12/18/2018	313.75
			78453	171137	Check	1	9244		SUPER DUPER PUBLICATIONS	Yes	No	No	USD	12/18/2018	104.65
			78379	171138	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	12/18/2018	656.99
			78402	171139	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	12/18/2018	46.48
			78404	171140	Check	1	14018		TEAMWORKS INTERNATIONAL INC.	Yes	No	No	USD	12/18/2018	682.23
			78396	171141	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	12/18/2018	289.10
			78447	171142	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	12/18/2018	526.82
			78448	171143	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	12/18/2018	1,414.91
			78383	171144	Check	1	11229	1	ULINE	Yes	No	No	USD	12/18/2018	74.57
			78407	171145	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	12/18/2018	35,637.69
			78415	171146	Check	1	15491		VIDEO SERVICES, INC. - VSI	Yes	No	No	USD	12/18/2018	180.00
Bank Total: 001														\$918,719.85	
Report Total:														\$918,719.85	

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

<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>	12,832,726.20	2,189,575.50	3,357,209.57	(1,838.53)	11,665,092.13
<b>02 Food Service</b>	512,464.90	193,114.65	192,038.59	172.67	513,540.96
<b>04 Community Service</b>	495,625.26	108,133.96	130,359.49	(1,027.63)	473,399.73
<b>07 Debt Service</b>	2,467,424.81	509,635.39	0.00	0.00	2,977,060.20
<b>10 Activities</b>	150,565.43	39,833.38	27,587.37	(3,827.35)	162,811.44
<b>TOTAL</b>	16,458,806.60	3,040,292.88	3,707,195.02		15,791,904.46

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>621,664.00</b>
<b>MSDLAF+</b>	<b>3,595,754.30</b>
<b>Investments (Fd01)</b>	<b><u>11,924,676.78</u></b>
	<b>16,142,095.08</b>
<b>O/S Accts Pay Checks</b>	<b>(236,336.21)</b>
<b>O/S Payroll Checks</b>	<b>(15,683.94)</b>
<b>O/S Wires</b>	<b>(101,312.47)</b>
<b>NSF Checks</b>	<b><u>3,142.00</u></b>
<b>TOTAL</b>	<b>15,791,904.46</b>

# Princeton Public Schools - ISD #477

## Wire Transfer Report

December 18, 2018

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
11/15/2018	\$ 622,616.29	ACH File Transfer
11/15/2018	\$ 206,175.36	Federal Tax Wire Transfer
11/15/2018	\$ 35,092.35	State Tax Wire Transfer
11/15/2018	\$ 14,144.70	Select Account HSA
11/15/2018	\$ 99,443.08	TRA File Transfer
11/15/2018	\$ 38,926.59	PERA File Transfer
11/15/2018	\$ 241.50	MN Child Support File Transfer
11/15/2018	\$ 52,971.09	TSA File Transfer
11/30/2018	\$ 631,567.90	ACH File Transfer
11/30/2018	\$ 207,437.52	Federal Tax Wire Transfer
11/30/2018	\$ 35,150.09	State Tax Wire Transfer
11/30/2018	\$ 14,344.70	Select Account H S A
11/30/2018	\$ 98,384.27	TRA File Transfer
11/30/2018	\$ 41,589.61	PERA File Transfer
11/30/2018	\$ 241.50	MN Child Support File Transfer
11/30/2018	\$ 50,536.05	TSA File Transfer
12/5/2018	\$ 13,237.29	BMO Harris Bank - (Pcards)
12/6/2018	\$ 210.00	MN Revenue - (Sales tax)
11/1/2018	\$ 1,147.84	Further
11/8/2018	\$ 3,336.81	Further
11/15/2018	\$ 282.43	Further
11/20/2018	\$ 391.40	Further
11/22/2018	\$ 4,862.06	Further
11/29/2018	\$ 1,040.13	Further
<b>TOTAL</b>	<b>\$ 2,173,370.56</b>	



PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Sharon Osborn

Description of gift:

~~\$ 75.00 Tiger Club~~

\$100 Strawberry Preschool Class

~~① 7500 Tiger Club/Lounge~~

Pre-Condition, Condition, or Limitation on use: \_\_\_\_\_

How this gift specifically relates to the program or school: \_\_\_\_\_

Money will be used for preschool & childcare program

This gift meets all requirements of Policy 706 Kelly Breault

Staff Name

Accepted  Not Accepted

[Signature]  
Principal or Director

Date: 11.19.18

Accepted  Not Accepted

[Signature]  
Superintendent

Date: 11/21

Accepted  Not Accepted

School Board Chairperson

Date: \_\_\_\_\_

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016

\* Sent Thankyou card already

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Princeton Back Court Club

Description of gift: 9th grade game jerseys for boys basketball

Pre-Condition, Condition, or Limitation on use:

New

How this gift specifically relates to the program or school: The 9th grade team was in need for new jerseys as their's had been used for many years.

This gift meets all requirements of Policy 706

Accepted  Not Accepted

Brett Clontier  
Staff Name  
Dave Paulo  
Principal or Director  
Date: 11/16/18

Accepted  Not Accepted

[Signature]  
Superintendent  
Date: 12/3/18

Accepted  Not Accepted

\_\_\_\_\_  
School Board Chairperson  
Date: \_\_\_\_\_

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Coach sent.

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Princeton Jayces

Description of gift: \$1500 sponsorship for VEX IQ Robotics

Pre-Condition, Condition, or Limitation on use:  
use for VEX IQ equipment, etc.

How this gift specifically relates to the program or school: VEX IQ

This gift meets all requirements of Policy 706  
 Accepted  Not Accepted Brenda Baird  
Principal or Director Staff Name Date: 11/26/18

Accepted  Not Accepted [Signature]  
Superintendent Date: 12/13

Accepted  Not Accepted \_\_\_\_\_  
School Board Chairperson Date: \_\_\_\_\_

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:  
Principal or Director (thank you note attached)  Copy to Building

Business Services

Board Approval

Revised: October 29, 2013



PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: American Legion Auxiliary

Description of gift: School Supplies

Notebooks, Folders, Glue Sticks, Penn Pencils

Pre-Condition, Condition, or Limitation on use: \_\_\_\_\_

How this gift specifically relates to the program or school: \_\_\_\_\_

School Supplies For Students & Staff

This gift meets all requirements of Policy 706 Keely Breed  
Staff Name

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Director

Accepted  Not Accepted [Signature] Date: 11/21  
Superintendent

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Chairperson

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016

FUNDRAISING APPROVAL FORM

Date of fundraiser: 11/26-12/14		Projected profit: \$2,000	Amount earned:
Group or organization proposing the fundraiser: France / Germany & Alps Trip.		Item(s) being sold: Popcorn	
Company/organization supplying items to be sold: Double Good			
The money raised will be used for: 2020 Trip To help students offset some Trip fees			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	X	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	X	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 12/13/18	Teacher/Sponsor Signature: 		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.			
		APPROVED	NOT APPROVED
Date: 11-27-18	Administrator Signature: 		
Date: 12/13/18	Superintendent Signature: 		
Date:	School Board Chair Signature:		

RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: ISD 477

Baldwin Town Hall  
30239 128th St  
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No.477 located in Baldwin Township; Sherburne County Minnesota

Combined Polling Place: ISD 477

Blue Hill Town Hall  
15341 321st Ave  
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No.477 located in Blue Hill Township and Santiago Township; Sherburne County, Minnesota

Combined Polling Place: ISD 477

Greenbush Town Hall  
5445 120th Avenue  
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No. 477 located in Bogus Brook Township, Greenbush Township, Milo Township and Princeton Township in Mille Lacs County; and Glendorado Township in Benton County, Minnesota.

Combined Polling Place: ISD 477

Wyanett Town Hall  
32884 Nacre Street  
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No. 477 located in Dalbo Township and Wyanett Township; Isanti County, Minnesota

Combined Polling Place: ISD 477

Princeton Depot/Museum  
101 S. 10th Street  
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No. 477 located in the City of Princeton, Mille Lacs County; and the City of Princeton, Sherburne County, Minnesota

Combined Polling Place: ISD 477

Spencer Brook Town Hall  
6978 305th Avenue N.W  
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No. 477 located in Spencer Brook Township; Isanti County, Minnesota

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.
5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.



December 18, 2018

## Pre-Sale Report for

Independent School District No. 477  
(Princeton), Minnesota

\$4,305,000 General Obligation Facilities Maintenance  
Bonds, Series 2019A



**Prepared by:**

Jodie Zesbaugh, CIPMA  
Senior Municipal Advisor

Shelby McQuay,  
Municipal Advisor



## Executive Summary of Proposed Debt

Proposed Issue:	<p>\$4,305,000 General Obligation Facilities Maintenance Bonds, Series 2019A</p> <p>The Board authorized the issuance of up to \$4,500,000 in bonds. This is our current estimate of the of the bond amount necessary based on the project costs to be funded and the expected premium pricing structure explained on page 2.</p>
Purposes:	<p>The proposed issue will finance deferred maintenance projects included in the district's ten year facilities maintenance plan, as approved by the Commissioner of Education.</p>
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Section 123B.595 and Chapter 475. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged. Debt service will be paid from property tax levies and state aid received as part of the Long Term Facilities Maintenance program.</p>
Term/Call Feature:	<p>The Bonds are being issued for a term of 7 years, 11 months. Principal on the Bonds will be due on February 1 in the years 2020 through 2027. Interest is payable every six months beginning August 1, 2019.</p> <p>The Bonds are being offered without option of prior redemption.</p>
Bank Qualification:	<p>Because the District is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the District will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
State Credit Enhancement:	<p>By resolution, the District covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.</p> <p>To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.</p>
Rating:	<p>Under current bond ratings, the state credit enhancement would bring a Moody's "Aa2" rating. The District's most recent bond issues were rated by Moody's Investors Service. The current ratings on those bonds are "Aa3". The District will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District's bond rating in the event that the bond rating of the insurer is higher than that of the District.</p>



<p><b>Basis for Recommendation:</b></p>	<p>Based on your objectives and characteristics of various municipal financing options, we are recommending the issuance of General Obligation Facilities Maintenance Bonds as a suitable option to finance the planned projects.</p> <ul style="list-style-type: none"> <li>• General Obligation Bonds will result in lower interest rates than some other financing options.</li> <li>• The District will qualify for Long-Term Facilities Maintenance Aid to finance a portion of the payments on the Bonds.</li> <li>• The District will be able to finance payments on the Bonds from their annual Long-Term Facilities Maintenance Revenue, without requiring an additional tax levy.</li> </ul>
<p><b>Method of Sale/Placement:</b></p>	<p>We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.</p>
<p><b>Premium Pricing:</b></p>	<p>In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the District.</p> <p>In the attached estimates, we have assumed a par amount of \$4,305,000 with an estimated net premium (the reoffering premium less the underwriter’s discount) of approximately \$197,098. Any net premium received may be used to reduce the principal amount of the Bonds, increase the net proceeds for the project, or to fund a portion of the interest on the Bonds.</p> <p>On the day of sale, we will adjust the amount of the Certificates and the use of funds as needed to ensure that the results of the Certificates will comply with the District’s objectives for available funds for construction and total principal and interest payments for each fiscal year.</p>
<p><b>Review of Existing Debt:</b></p>	<p>We have reviewed all outstanding indebtedness for the District and find that there are no refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the District’s outstanding debt and will alert you to any future refunding opportunities.</p>



Continuing Disclosure:	The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	Because the Bonds are tax-exempt obligations, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Counsel:</b> Knutson, Flynn &amp; Deans, P.A.</p> <p><b>Paying Agent:</b> Bond Trust Services Corporation</p> <p><b>Rating Agency:</b> Moody's Investors Service</p>



## Proposed Debt Issuance Schedule

Resolution of Intent to Issue Bonds Adopted by School Board:	October 18, 2018
Pre-Sale Review by School Board:	December 18, 2018
Distribute Official Statement:	Week of January 21, 2019
Conference with Rating Agency:	Week of January 21, 2019
Ehlers Receives and Evaluates Proposals for Purchase of Bonds:	February 5, 2019
School Board Meeting to Award Sale of the Bonds:	February 5, 2019
Estimated Closing Date:	February 28, 2019

### Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

Estimated Long Term Facilities Maintenance Revenue Schedule with Proposed Debt Service and Levies

### Ehlers Contacts

Municipal Advisors:	Jodie Zesbaugh	(651) 697-8526
	Shelby McQuay	(651) 697-8548
Disclosure Coordinator:	Jen Chapman	(651) 697-8566
Financial Analyst:	Brian Shannon	(651) 697-8515

The Preliminary Official Statement for this financing will be sent to the School Board at their home or email address for review prior to the sale date.



**PRESALE ESTIMATES**

**Princeton School District ISD No. 477**

**December 11, 2018**

Estimated Sources and Uses of Funds  
Proposed 2019A Facilities Maintenance Bonds

	<b>FM Bonds/ Deferred Maintenance</b>
<b>Authorized Bond Amount</b>	<b>\$4,500,000</b>
<b>Estimated Bond Amount</b>	<b>\$4,305,000</b>
<b>Number of Years</b>	<b>8</b>
<b>Dated/Closing Date</b>	<b>2/28/2019</b>
<b>Sources of Funds</b>	
Par Amount	\$4,305,000
Reoffering Premium *	\$240,148
Investment Earnings **	17,567
<u>Total Sources</u>	<u>\$4,562,715</u>
<b>Uses of Funds</b>	
Allowance for Discount Bidding #	\$43,050
Legal and Fiscal Costs ##	45,875
Rounding/Deposit to Debt Service Fund	2,098
<u>Net Available for Project Costs</u>	<u>4,471,692</u>
Total Uses	\$4,562,715
<b>Deposit to Construction Fund</b>	<b>\$4,454,125</b>

\* The underwriter of the bonds may pay a premium to purchase the bonds. The amount will be determined based on the competitive bidding process. If any net premium is received, it will either be used to pay a portion of the first year's interest or will be deposited in the construction fund.

\*\* Estimated investment earnings are based on an average interest rate of 1.0% and an average life of 5 months.

# The allowance for discount bidding is an estimate of the compensation taken by the underwriter who provides the lowest true interest cost as part of the competitive bidding process and purchases the bonds. Ehlers provides independent municipal advisory services as part of the bond sale process and is not an underwriting firm.

## Includes estimated fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

# I.S.D. No. 477 (Princeton), MN

\$4,305,000 G.O. Facilities Maintenance Bonds, Series 2019A

Dated: February 28, 2019

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/28/2019	-	-	-	-	-
08/01/2019	-	-	73,121.25	73,121.25	-
02/01/2020	465,000.00	4.000%	86,025.00	551,025.00	624,146.25
08/01/2020	-	-	76,725.00	76,725.00	-
02/01/2021	470,000.00	4.000%	76,725.00	546,725.00	623,450.00
08/01/2021	-	-	67,325.00	67,325.00	-
02/01/2022	485,000.00	4.000%	67,325.00	552,325.00	619,650.00
08/01/2022	-	-	57,625.00	57,625.00	-
02/01/2023	535,000.00	3.000%	57,625.00	592,625.00	650,250.00
08/01/2023	-	-	49,600.00	49,600.00	-
02/01/2024	550,000.00	5.000%	49,600.00	599,600.00	649,200.00
08/01/2024	-	-	35,850.00	35,850.00	-
02/01/2025	575,000.00	5.000%	35,850.00	610,850.00	646,700.00
08/01/2025	-	-	21,475.00	21,475.00	-
02/01/2026	605,000.00	3.000%	21,475.00	626,475.00	647,950.00
08/01/2026	-	-	12,400.00	12,400.00	-
02/01/2027	620,000.00	4.000%	12,400.00	632,400.00	644,800.00
<b>Total</b>	<b>\$4,305,000.00</b>	<b>-</b>	<b>\$801,146.25</b>	<b>\$5,106,146.25</b>	<b>-</b>

## Yield Statistics

Bond Year Dollars	\$20,072.13
Average Life	4.663 Years
Average Coupon	3.9913375%
Net Interest Cost (NIC)	3.0093879%
True Interest Cost (TIC)	2.9198667%
Bond Yield for Arbitrage Purposes	2.6939756%
All Inclusive Cost (AIC)	3.1639556%

## IRS Form 8038

Net Interest Cost	2.6259450%
Weighted Average Maturity	4.700 Years

**PRESALE ESTIMATES**

**Princeton School District No. 477**  
**Estimates of LTFM Revenue and Bond Payments**

**\$4,305,000 Facilities Maintenance Bond Issue**  
**8 Years; Payments Limited to**  
**\$662,000 Per Year**

Principal Amount:	Proposed Bond Issue \$4,305,000
Dated Date:	2/28/2019
Avg. Interest Rate:	2.92%

December 11, 2018

Levy Pay. Year	Fiscal Year	Adjusted Pupil Units	Building Age	Revenue/Pupil	Est. Total LTFM Revenue	Gen Fund State Aid	Gen Fund Tax Levy	Potential New Bonds				Remaining General Fund Revenue
								Principal	Interest	Est. Debt Excess <sup>2</sup>	Net Revenue	
2017	2018	3,412	28.05	234.02	798,383	135,102	663,280	-	-	-	-	798,383
2018	2019	3,405	28.48	309.21	1,052,989	322,199	730,789	-	-	-	-	1,052,989
2019	2020	3,627	30.20	327.89	1,189,373	335,852	853,521	465,000	159,146	-	655,354	534,019
2020	2021	3,627	31.20	338.74	1,228,756	355,717	873,039	470,000	153,450	-	654,623	574,133
2021	2022	3,627	32.20	349.60	1,268,139	370,644	897,495	485,000	134,650	-	650,633	617,507
2022	2023	3,627	33.20	360.46	1,307,522	368,092	939,430	535,000	115,250	(26,025)	656,737	650,785
2023	2024	3,627	34.20	371.31	1,346,905	371,358	975,547	550,000	99,200	(26,269)	655,391	691,515
2024	2025	3,627	35.20	380.00	1,378,412	777,383	601,029	575,000	71,700	(26,216)	652,819	725,593
2025	2026	3,627	36.20	380.00	1,378,412	786,265	592,147	605,000	42,950	(26,113)	654,235	724,177
2026	2027	3,627	37.20	380.00	1,378,412	786,265	592,147	620,000	24,800	(26,169)	650,871	727,541
2027	2028	3,627	38.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2028	2029	3,627	39.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2029	2030	3,627	40.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2030	2031	3,627	41.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2031	2032	3,627	42.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2032	2033	3,627	43.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2033	2034	3,627	44.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2034	2035	3,627	45.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2035	2036	3,627	46.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
2036	2037	3,627	47.20	380.00	1,378,412	786,265	592,147	-	-	-	-	1,378,412
<b>Totals</b>					<b>30,348,226</b>	<b>14,888,264</b>	<b>15,459,961</b>	<b>4,305,000</b>	<b>801,146</b>	<b>(130,793)</b>	<b>5,230,661</b>	<b>25,117,565</b>

1 Initial debt service levies are set at 105 percent of the principal and interest payments during the next fiscal year.  
 2 Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.

2018 LEVY PAY 2019			
	Final	Proposed	
	School Year	School Year	
GENERAL EDUCATION LEVY	2018-2019	2019-2020	
LOCAL OPT. ALLOW/REFEREND(424)	\$1,472,844.05	\$1,673,429.40	
EQUITY LEVY	\$389,145.60	\$472,318.33	
TRANSITION LEVY	\$14,930.59	\$16,962.03	
OPERATING CAPITAL	\$132,950.89	\$164,371.93	
ALTERNATIVE TEACHER COMP(Qcomp)	\$236,934.03	\$265,805.49	
SAFE SCHOOLS	\$124,883.64	\$132,867.72	
CAREER & TECHNICAL	\$70,644.34	\$64,289.69	
LONG TERM FACILITY MAINTENANCE	\$701,435.36	\$547,795.79	
LEASE LEVY	\$403,543.27	\$390,606.82	
REEMPLOYMENT LEVY	\$29,283.11	\$29,107.20	
FACILITY ADJUSTMENT	-\$191,100.00	-\$187,635.00	
ABATEMENT ADJUSTMENT	\$73.54	\$5,515.53	
<b>TOTAL GENERAL EDUCATION LEVY</b>	<b>\$3,385,568.42</b>	<b>\$3,575,434.93</b>	
<b>COMMUNITY EDUCATION LEVY</b>	<b>2018-2019</b>	<b>2019-2020</b>	
STANDARD COMMUNITY ED	\$150,825.43	\$153,576.95	
EARLY CHILDHOOD	\$50,015.70	\$55,150.25	
HOME VISITING	\$1,134.91	\$1,192.10	
SCHOOL AGE CARE (disabled)	\$158,193.00	\$100,000.00	
ADJUSTMENTS	\$7.95	\$355.81	
<b>TOTAL COMMUNITY EDUCATION LEVY</b>	<b>\$360,176.99</b>	<b>\$310,275.11</b>	
	<b>2018-2019</b>	<b>2019-2020</b>	
<b>GENERAL DEBT</b>	<b>\$3,341,566.95</b>	<b>\$3,666,925.81</b>	
<b>TOTAL DEBT LEVY</b>	<b>\$3,341,566.95</b>	<b>\$3,666,925.81</b>	
<b>TOTAL LEVY</b>	<b>\$7,087,312.36</b>	<b>\$7,552,635.85</b>	
		\$465,323.49	6.57%

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

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

<b>Preliminary Proposed Amounts</b>	
<b>General Fund</b>	\$3,575,434.93
<b>Community Ed</b>	\$310,275.11
<b>Debt Service</b>	\$3,666,925.81
<b>Total Preliminary Proposed</b>	<b>\$7,552,635.85</b>

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

No. 477, Minnesota, that the levy to be levied in 2018 to be collected in 2019 is set at the \$7,552,635.85. The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne, and Benton Counties.

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 413 - HARASSMENT AND VIOLENCE PROHIBITION**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other School personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to

public assistance, sexual orientation, including gender identity or expression, or disability.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individual's' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

#### D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
  - a) has a physical, sensory, or mental impairment which materially limits one or more major life activities;
  - b) has a record of such an impairment; or
  - c) is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
  - a) their parent or parents or the minor's legal guardian; or
  - b) the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or

femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Gender Identity" means that the personal conception of oneself as a male or female.
8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rental supplements.

#### E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: submission to that conduct or communication is made a
  - a) term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a) unwelcome verbal harassment or abuse;
  - b) unwelcome pressure for sexual activity;
  - c) unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- d) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f) unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

#### F. Sexual Violence; Definition

- a) Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- b) Sexual violence may include, but is not limited to:
  - (1) touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - (2) coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - (3) coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - (4) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the Building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The

investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004  
Revised: November 24, 2009  
Revised: November 8, 2011  
Revised: April 15, 2014  
Revised: October 20, 2015  
Revised: September 6, 2016  
Revised: December 18, 2018

**PRINCETON PUBLIC SCHOOL DISTRICT 477  
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence:

Independent School District No. 477 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate:

race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status  
with regard to public assistance \ sexual orientation \ gender identity \ disability

Name of person(s) you believe harassed or was violent toward you or another person or group.

\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person  
or group: \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present:

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature) (Date)

\_\_\_\_\_  
Received by (Date)

**PRINCETON PUBLIC SCHOOLS  
POLICY 416 - DRUG AND ALCOHOL TESTING**

**I. PURPOSE**

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

**II. GENERAL STATEMENT OF POLICY**

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

### **III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

#### **A. General Statement of Policy**

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, including medical cannabis, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

#### **B. Definitions**

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on:
  - (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing);
  - (b) information provided by a previous employer;
  - (c) a traffic citation;
  - or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to

receive test results and other communications for the school district.

6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver:
  - a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
  - b) fails to remain at the testing site until the testing process is complete;
  - c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
  - d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test;
  - e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
  - f) fails or declines to take an additional test as directed;
  - g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER;
  - h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms);

- i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
  - j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
  - k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or
  - l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
  12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
  13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
  14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.

2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.

The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within our (4) hours after using alcohol.

5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
  6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
  7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled Substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
  8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
  9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.
- F. Other Alcohol-Related Conduct No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.
- G. Prescription Drugs A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the

physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

#### H. Testing Requirements

##### 1. Pre-Employment Testing

- a) A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b) Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c) In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.
- d) The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

##### 2. Post-Accident Testing

- a) As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b) Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.

- c) Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d) A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e) If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f) If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

### 3. Random Testing

- a) The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b) The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c) The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d) Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e) Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a) The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
  - b) The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
  - c) Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
  - d) The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
  - a) A driver or driver applicant may refuse to submit to drug and alcohol testing.
  - b) Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
  - c) A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
  - d) An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
  - e) Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.
- I. Testing Procedures
  1. Drug Testing
    - a) Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

- b) If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c) Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d) If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within seventh-two (72) hours, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether there is

an acceptable medical reason for the positive result. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory.

- e) If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f) The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
  - (1) The donor expressly declines the opportunity to discuss the test results;
  - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
  - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

## 2. Alcohol Testing

- a) The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b) Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c) If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d) If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will

be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.

e) Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
  - a) The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
  - b) The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
  - c) This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be MEDTOX through Fairview Northland Hospital, which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:
  - a) Basic records - 5 years  
 “Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.
  - b) Information obtained from previous employers - 3 years
  - c) Collection records - 2 years
  - d) Negative and cancelled drug tests - 1 year
  - e) Alcohol tests with less than 0.02 concentration - 1 year
  - f) Education and training records - indefinite  
 “Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
2. Referral, Evaluation, and Treatment
  - a) A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available

to the driver or applicant and acceptable to the school district.

- b) If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.
- c) Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d) Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

### 3. Disciplinary Action

- a) Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b) Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c) Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

### P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory

testing, drivers fall within the definition of “other employees” covered by Section IV. of this policy.

#### **IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES**

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

##### A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

###### 1. General Limitations

- a) The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b) The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing on an arbitrary and capricious basis.

###### 2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant’s passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

###### 3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a) is under the influence of drugs or alcohol;
- b) has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c) has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

### C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:

- a) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
  - b) does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
  8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a) If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b) The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c) The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

d) Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a) If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b) An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test

result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable. Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
  - a) The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program,

whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b) The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration

proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

**V. POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 43A (State Personnel Management)  
Minn. Stat. § 152.22 (Medical Cannabis, Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. § 152.32 (Protections for Registry Program Participation)  
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)  
Minn. Stat. § 221.031 (Motor Carrier Rules)  
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)

49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

**Cross-References:** Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Princeton Policy 406 (Public and Private Personnel Data)  
Princeton Policy 417 (Chemical Use and Abuse)  
Princeton Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: March 26, 1991  
Revised: October 25, 2005  
Revised: December 14, 2010  
Revised: May 19, 2015  
Revised: August 16, 2016  
Reviewed: December 18, 2018

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 498 - Substitute (Casual and Long-Term), Homebound Teachers,**  
**and Classified Staff Employment**

**I. PURPOSE**

The purpose of this policy is to ensure school administrators and staff members consistently implement and administer the wage, benefit, license, PELRA and tenure package for short-call and long-call substitute teachers.

**II. GENERAL STATEMENT OF POLICY**

The superintendent or his/her designee shall develop a comprehensive policy to cover issues surrounding the employment of substitute teachers.

**III. DEFINITION AND LICENSURE**

Under the Minnesota Rules, substitute teachers are divided into two classes, long call substitute teachers, and short call substitute teachers. Both classes are required to hold licenses, and are defined by Min.. R. 8700 as follows:

- A. Subpart. 1 Short call substitute teacher. A short call substitute teacher is one who teaches on a day-to-day basis not to exceed 15 consecutive days replacing the same teacher. A short call substitute teacher shall hold a Minnesota license or short call substitute license. These licenses are valid for functioning as a short call substitute teacher at all grade levels in all fields.
- B. Subpart. 2. Long call substitute teacher. A long call substitute teacher is one who replaces the same teacher for 15 or more consecutive days. Long call substitute teachers shall hold an entrance or continuing license for each licensure area taught or a variance must be approved by the Department of Education.

**NOTE: All substitutes must be employed through Teachers on Call in order to be employed in Princeton Public Schools.**

#### **IV. DURATION AND TENURE**

Minn. State.122A.44 addresses substitute teachers in the following manner:

- A. Subd. 1. The board must employ and contract with necessary qualified teachers and discharge the same for cause.
- B. Subd. 2. The board must not hire a substitute teacher except:
  - 1. For a duration of time of less than one school year to replace a regular teacher who is absent; or
  - 2. For a duration of time equal to or greater than one school year to replace a regular teacher on a leave of absence.

If a substitute teacher is hired pursuant to paragraph (a), clause (2), each full school year during which the teacher is employed by a district pursuant to that clause shall be deemed one year of the teacher's probationary period of employment pursuant to either section 122A.40, subd. 5, 122A.41, subd. 2. The teacher shall be eligible for continuing contract status pursuant to section 122A.40, subd.7, or tenure status pursuant to section 122.41, subd 4, after completion of the applicable probationary period.

#### **V. PELRA BARGAINING UNIT STATUS**

PELRA specifically states that the following employees are considered public employee:

- A. "(1) An employee hired by a school district...(i) to replace an absent teacher or faculty member who is a public employee, where the replacement employee is employed more than 30 working days as a replacement for that teacher or faculty member; or (ii) to take a teaching position created due to increased enrollment curriculum expansion, courses which are a part of the curriculum whether offered annually or not, or other appropriate reason." Minn. Stat. 179A.03, Subd. 14.

Even though substitute teachers who are hired for less than one year are not covered by continuing contract rights under Minn. Stat. 122A.44 subd.2, they are covered by PELRA if they satisfy either of the above conditions. All long call, working for more than 15 consecutive days, substitute teachers, who are deemed public employees will be

represented by the teachers bargaining unit because all substitute teachers are required to hold a license.

## VI. WAGE DETERMINATION

- A. Short Call/Casual Substitutes: The daily rate of pay for casual/short call subs is \$125.00 per day; \$135.00 per day for District #477 retirees.
- B. Long Call Substitutes: After 15 days of consecutive work in the same position, the long call substitute teacher is paid BA step A wages retroactive to the first day of consecutive work.
- C. The Superintendent may employ a long call substitute at higher wage rate if the position requires a Master's Degree.

## VII. BENEFIT DETERMINATION

- 1. Short call substitute teachers are not eligible for benefits through Princeton Public Schools.
- 2. Long call substitute teachers are eligible for the following benefits:

- a. Personal Leave:

- Personal leave on a prorated basis, is available for long-call substitute teachers who have a signed contract. Personal leave is prorated based on the FTE as designated in the long call substitute contract. The maximum personal leave accrued is two (2) days per school year if the long call substitute teacher works consistently for one (1) school year. Personal leave is not carried over, or cashed out for long call substitutes.

- b. Sick Leave:

- Sick leave, on a prorated basis, is available for long call substitute teachers who have a signed contract. Sick leave is prorated on the FTE as designated in the long call substitute contract. The maximum sick leave accrued is 13 days per school year if the long call substitute teacher works consistently for one (1) school year. Sick leave is not carried over or cashed out for long call substitutes.

c. Insurance:

Health, Dental, life and disability benefits are available for long call substitute teachers who hold a position and have a signed contract for 90 working days, or more, for at least 30 scheduled hours of work per week in any given school year.

d. Other:

Benefits that are **not** available for long call substitute teachers include: 403b match, funeral, sabbatical, child care and adoption leave.

## VIII. CONTRACT

A Teacher hired as a long call substitute will be put on a long call substitute teacher contract if the start and end date are known.

## IX. CLASSIFIED STAFF

### A. Substitutes:

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

1. Classified staff covering long term absences, more than 30 days, shall be eligible for the following benefits;
  - a) Wage: Long-term substitute classified staff who are employed in the same position for more than 30 consecutive days in any calendar year shall be paid in accordance with provisions of the corresponding Master Agreement.
  - b) Sick Leave: Sick leave, on a prorated basis, is available for long call substitute employees working more than 30 consecutive days. The maximum sick leave accrued is 9 days per school year if the long call substitute teacher works consistently for one (1) school year. Sick leave is not carried over or cashed out for long call substitutes.
  - c) Insurance: Health, dental, life and disability are available for classified long call substitutes who hold a position for 90

working days, or more, for at least 30 scheduled hours of work per week in any given school year.

- d) Other: Benefits that are **not** available for long call substitute teachers include: 403 b match, funeral, sabbatical, child care and adoption leave.

B. Homebound Teachers:

The selection of homebound teachers shall be the responsibility of the respective building principals. Salary shall be paid at the rate established in negotiations. There shall be remuneration paid for mileage to and from the student's home.

*Legal References:* Minn. Stat. § 122A. 44  
Minn Stat. § 8700; 122A.40; 122A.41

Adopted: February 7, 2017  
Revised: December 18, 2018

**PRINCETON PUBLIC SCHOOLS  
POLICY 506-STUDENT DISCIPLINE**

**I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All

teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

**VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or

obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for

use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school District by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not Exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, gender identity, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

43. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school District personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;

- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

**VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability

to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
  1. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.
  2. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
  3. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
  4. Building shall modify these procedures to adjust for age of students.
- D. Responsibility for and Custody of a Student Removed From Class.
  1. Student shall be sent to the office of the respective building.
  2. Students shall walk to the office.

3. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
  4. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
1. The student shall return to class after serving the assigned amount of time.
  2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- F. Procedures for Notification.
1. The student shall return to class after serving the assigned amount of time.
  2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- G. Disabled Students; Special Provisions.
1. In the case of Special Education Students the District shall follow the provisions of the State and Federal Laws in accord with the Individuals with Disabilities Education Act. (IDEA).
  2. If circumstances warrant a Special Education Referral such referral shall be made by the classroom teacher, the building Student Assistance Team or the Parents.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
  2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
  3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
- K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

## IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the

student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days

after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a) strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b) assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c) petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take

effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

#### D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time

and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling factors on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, gender identity, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective

date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

## **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

*Legal References:* Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.27 (School and Community Advisory Team)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. § 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Cross References: Princeton Policy 413 (Harassment and Violence)  
Princeton Policy 501 (School Weapons)  
Princeton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
Princeton Policy 503 (Student Attendance)  
Princeton Policy 505 (Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)  
Princeton Policy 514 (Bullying Prohibition Policy)  
Princeton Policy 524 (Internet Acceptable Use and Safety Policy)  
Princeton Policy 525 (Violence Prevention)  
Princeton Policy 526 (Hazing Prohibition)  
Princeton Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
Princeton Policy 610 (Field Trips)  
Princeton Policy 709 (Student Transportation Safety Policy)

Adopted: May, 18, 1984

Revised: May, 1994

Revised: August 27, 1996

Inserted Revised Appendices: January 11, 2000

Revised: December 17, 2002  
Revised: April 13, 2010  
Revised: May 24, 2011  
Revised: June 12, 2012  
Reviewed: October 8, 2013  
Revised: October 20, 2015  
Revised: August 16, 2016  
Revised: December 18, 2018

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 522 - STUDENT SEX NONDISCRIMINATION**

**I. PURPOSE**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex or gender identity.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex or gender identity.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Human Resource Director at 706 First Street, Princeton, Minnesota 55371 (763-389-6181) as its Title IX Coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

**III. REPORTING GRIEVANCE PROCEDURES**

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official

designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Human Resource Director, at 706 1st St., Princeton, MN 55371, and phone number 763-389-6181, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Human Resource Director Title IX coordinator and human rights officer(s), including office addresses of 706 1st St. Princeton, MN 55371 and telephone number 763-389-6181.

- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **IV. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and document deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

## VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous Basis.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. Ch. 363 (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**Cross References:** Princeton Policy 102 (Equal Educational Opportunity)

Princeton Policy 413 (Harassment and Violence)

Princeton Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: May 11, 2004

Revised: November 24, 2009

Reviewed: March 22, 2011

Reviewed: May 8, 2012

Revised: October 8, 2013

Revised: January 20, 2015

Revised: March 21, 2017

Reviewed: December 18, 2018