

Princeton Public Schools - ISD 477  
Tuesday, April 16, 2019 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. Roll Call

**4. WINTER COMMENDATIONS**

**5. REPORTS**

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

**6. APPROVE AGENDA**

**7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3

**8. 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 6
- b. Bills 7
- c. Treasurer's Report 15
- d. Wire Transfers 16
- e. Gifts 17

**9. ACTION**

- a. Pool Restoration Bid 23  
*I move to accept Horizon Commercial Pool Supply's bid for the High School Pool Restoration as presented.*
- b. Second Reading of Policies 34  
*I move to accept the second reading of policies as presented.*

<b>10. WORK SESSION</b>	
a. Hiring Process Update	76
b. Take the #PrincetonTigerPledge	80
c. Snow Relief Bill	
d. Unassigned Budget Adjustments	81
e. Restricted Budgets	82
f. Assigned Budgets	85
g. Food Service Meal Rates	89
<b>11. ADDITIONS TO AGENDA</b>	
<b>12. FUTURE MEETING(s) INFORMATION</b>	
Long Range Planning- Apr 29, 4:00pm	
Executive Planning- May 1, 4:15pm	
Public Engagement- May 6, 4:00pm	
Finance Committee- May 7, 4:30pm	
Regular Board Meeting- May 7, 6:00pm	
School Board Scholar Banquet- May 8, 6:30pm	
<b>13. ADJOURN</b>	

### Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Board Chair Eric Minks on the **2nd day of April, at 6:00 p.m.** in the District Center Board Room.

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

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

Citizen Comments: None

### REPORTS

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

Howard Vaillancourt	Long Range Planning Committee
Eric Strandberg	Long Range Planning Committee
Jim Tomsy	None
Eric Minks	Finance Committee
Deb Ulm	Long Range Planning Committee, Finance Committee
Chad Young	Executive Planning; Finance Committee
Sue VanHooser	Meeting with Commissioner

Superintendent Report: We are working on promoting the positive stories within our district using social media and other communication channels. Princeton Tiger Pledge campaign launched today. Will be discussing Pre-K and Kindergarten marketing this fall. Long Range Planning will meet soon to review status of building needs. Discussing the future of Spanish Immersion program. Community Visioning sessions coming up to plan for high school redesign. Coffee & Conversation coming up April 4th.

### APPROVE AGENDA

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

### DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Deb Ulm seconded by Howard Vaillancourt, **to approve the March 19th work session minutes.** Motion passed unanimously.

## CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Eric Strandberg, **to approve the consent agenda as presented.** Personnel, grants, and fundraisers. Motion passed unanimously.

## INFORMATION

**First Reading of Policies-** Changes to policies 403, 404, 405, 407, 408, 409, 412, 412.1, 419, 421, 613, 620, and 626.

Discussion: Relevant staff have been included in suggesting policy changes.

## ACTION

### Capital Parameters

Motion to authorize administration for the next six years to plan Capital expenditures above current year revenue of up to \$200,000, leaving an estimated fund balance after six years of \$950,000 was made by Jim Tomsy, seconded by Chad Young. Upon roll call the following voted in favor: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, Jim Tomsy, Eric Strandberg, and Howard Vaillancourt. Motion passed unanimously.

### 2019-20 Budget Parameters/Projections

Motion to authorize administration to decrease the 2019-20 preliminary unassigned budget projections by approx \$700,000 was made by Chad Young, seconded by Deb Ulm. Upon roll call the following voted in favor: Howard Vaillancourt, Eric Strandberg, Jim Tomsy, Eric Minks, Deb Ulm, Chad Young, and Sue Vanhooser. Motion passed unanimously.

Discussion: Motion will be authorizing administration to make the adjustments, but not approving any particular line items of the budget.

### School Board Financial Directive

Motion to accept the School Board Financial Directive resolution as presented was made by Jim Tomsy, seconded by Chad Young. Motion passed unanimously.

### Milk Bid

Motion to accept to accept Dean's bid for milk as proposed was made by Chad Young, seconded by Howard Vaillancourt. Upon roll call the following voted in favor: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, Jim Tomsy, Eric Strandberg, and

Howard Vaillancourt. Motion passed unanimously.

**Resolution for Non-Renewals**

Motion to accept the resolution for non-renewals as presented was made by Deb Ulm, seconded by Eric Strandberg. Motion passed unanimously.

**ADDITIONS TO AGENDA-** None

**FUTURE MEETINGS**

- Coffee & Conversation- Apr 4, 8am
- Executive Planning- Apr 10, 4:15pm
- Long Range Planning- Apr 15, 4:00pm
- Wellness Committee- Apr 16, 3:30pm
- Policy Committee- Apr 16, 5:00pm
- Board Work Session- Apr 16, 6:00pm

**ADJOURN**

Motion to adjourn the meeting was made by Chad Young and seconded by Eric Minks. The meeting was adjourned at 6:16 p.m.

\_\_\_\_\_  
Chair Eric Minks

\_\_\_\_\_  
Clerk Sue VanHooser

Recorder- Emily McKinnon

4.16.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Modrow	Roxanne	FC	Tiger Club Lead	CE	Amanda Harren	4.8.19	\$16.33 / hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Thomson	Abby	HS	Jr Varsity Volleyball	Activities		3.25.19	
Resignation	Hamlin	Dave	HS	Asst Football Coach	Activities		4.4.19	
Resignation	Freeh	Bob	HS	Asst Football Coach	Activities		3.26.19	
Resignation	Forgey	Miranda	HS	Science Teacher	PEA		5.31.19	
Resignation	Thompson	Erin	HS	Fall Musical Artistic Director	Activities		4.2.19	
Resignation	Wilson	Rebecca	IS	Title Para	Paras		4.2.19	
Retiring	Peterson	Michelle	FC	ECSE Teacher	PEA		6.27.19	
Retiring	Scott	Pam	HS	SPED Para	Paras		5.31.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Siewert	Ellen	HS	.13 HS German Teacher	PEA		8.26.19	
Change in Assignment	McMahon	Padraic	HS	1.0 English Teacher	PEA	Anna Jennrich	8.19.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Hanson	Carol	HS	Paraprofessional	Paras		4.8.19-5.3.19	
LOA	Hatch	Megan	PS	SPED Teacher	PEA		4.2.19-5.31-19	
LOA	Kielty	Richard	SS	Teacher	PEA		4.1.19-4.29-19	
Intermittent LOA	Pidde	Tracy	IS	3rd Grad Teacher	PEA		3.13.19-3.31.20	
Intermittent LOA	Kiloran	Cathy	PS	2nd Grade Teacher	PEA		3.27.19-3.27.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Frederiksen	Christian	MS	Middle School Golf Coach	Activities	Olivia McGathey	4.1.19	\$2,017.00

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$780,207.75
02 Food Service	\$60,716.24
04 Community Service	\$13,470.40
06 Construction	\$18,621.34
10 Student Activities	\$70,464.79
<b>Report Total</b>	<b>\$943,480.52</b>

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	79483	172064	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	Yes	No	USD	03/15/2019	21.50
			79484	172065	Check	1	14890		RIVERVIEW LAW OFFICE, PLLC	Yes	Yes	No	USD	03/15/2019	219.07
			79486	172066	Check	1	1102		ALL STAR TROPHY & AWARDS	Yes	Yes	No	USD	03/15/2019	1,132.50
			79522	172067	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	03/15/2019	4,669.67
			79525	172068	Check	1	9351		ANNANDALE HIGH SCHOOL	Yes	Yes	No	USD	03/15/2019	50.00
			79499	172069	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	Yes	No	USD	03/15/2019	770.00
			79485	172070	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	03/15/2019	1,387.54
			79489	172071	Check	1	12622		CARTRIDGE WORLD MN, INC.	Yes	Yes	No	USD	03/15/2019	114.99
			79526	172072	Check	1	9662		DAHLEN SUZETTE	Yes	Yes	No	USD	03/15/2019	60.60
			79488	172073	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	03/15/2019	2,660.95
			79500	172074	Check	1	15976		ECO SHRED MN, INC.	Yes	Yes	No	USD	03/15/2019	81.00
			79507	172075	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	03/15/2019	1,761.60
			79493	172076	Check	1	14049		FUN EXPRESS, LLC	Yes	Yes	No	USD	03/15/2019	202.22
			79520	172077	Check	1	6645		GRAINGER	Yes	Yes	No	USD	03/15/2019	353.06
			79497	172078	Check	1	14860		MINNESOTA CAREER INFORMATION	Yes	Yes	No	USD	03/15/2019	300.00
			79494	172079	Check	1	14190		MINNESOTA YOUTH READING AWAR	Yes	No	No	USD	03/15/2019	15.00
			79487	172080	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	03/15/2019	1,702.86
00			79508	172081	Check	1	4346	1	MN DEPT OF NATURAL RESOURCES	Yes	Yes	No	USD	03/15/2019	1,250.00
			79503	172082	Check	1	16226		MN PREMIER PUBLICATIONS, INC.	Yes	Yes	No	USD	03/15/2019	13.00
			79504	172083	Check	1	16261	2	MOORE MEDICAL LLC	Yes	Yes	No	USD	03/15/2019	1,082.29
			79502	172084	Check	1	16156		MTCA - MN TENNIS COACHES ASSN.	Yes	Yes	No	USD	03/15/2019	150.00
			79509	172085	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	Yes	No	USD	03/15/2019	218.18
			79501	172086	Check	1	16026		PARK RAPIDS AREA SCHOOLS	Yes	No	No	USD	03/15/2019	130.00
			79498	172087	Check	1	15566		PC PARTS PLUS, LLC	Yes	Yes	No	USD	03/15/2019	116.98
			79510	172088	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	03/15/2019	28.00
			79511	172089	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	03/15/2019	208.70
			79521	172090	Check	1	6822		REETZ DOUG	Yes	Yes	No	USD	03/15/2019	550.00
			79523	172091	Check	1	8562	1	REGION 7AA	Yes	Yes	No	USD	03/15/2019	2,848.00
			79524	172092	Check	1	8562	1	REGION 7AA	Yes	Yes	No	USD	03/15/2019	3,002.00
			79496	172093	Check	1	14715		rSCHOOLTODAY	Yes	No	No	USD	03/15/2019	590.00
			79512	172094	Check	1	5506	2	SAUK RAPIDS - RICE HIGH SCHOOL	Yes	No	No	USD	03/15/2019	240.50
			79506	172095	Check	1	16300		SCHULTZ, DIANE	Yes	Yes	No	USD	03/15/2019	10.00
			79514	172096	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	03/15/2019	61.25
			79513	172097	Check	1	5617	5	ST CLOUD STATE UNIVERSITY	Yes	Yes	No	USD	03/15/2019	108.00
			79515	172098	Check	1	5872		STAGES THEATRE CO	Yes	Yes	No	USD	03/15/2019	1,906.00
			79505	172099	Check	1	16270		STRAWSONE, LLC	Yes	Yes	No	USD	03/15/2019	450.00
			79495	172100	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	03/15/2019	17,849.67
			79490	172101	Check	1	13158	1	THE SCOPE SHOPPE INC	Yes	No	No	USD	03/15/2019	2,272.00
			79516	172102	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	Yes	No	USD	03/15/2019	25.29
			79517	172103	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	03/15/2019	714.00
			79491	172104	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	03/15/2019	904.09

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	79518	172105	Check	1	6461		WATSON CO. INC.	Yes	Yes	No	USD	03/15/2019	227.10
			79492	172105	Check	1	13740	1	WERNER ELECTRIC SUPPLY	Yes	Yes	No	USD	03/15/2019	69.09
			79519	172107	Check	1	6537		WHOLESALE TOOL CO INC	Yes	Yes	No	USD	03/15/2019	149.63
			79537	172108	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	03/18/2019	22,397.70
			79538	172109	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	03/20/2019	440.11
			79539	172110	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	Yes	No	USD	03/20/2019	673.79
			79542	172111	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	03/21/2019	8,177.77
			79554	172112	Check	1	15698	1	ACCO BRANDS USA, LLC	Yes	Yes	No	USD	03/22/2019	264.96
			79544	172113	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	03/22/2019	1,672.60
			79567	172114	Check	1	2816		ANDERSON GREG	Yes	Yes	No	USD	03/22/2019	734.04
			79562	172115	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	03/22/2019	426.61
			79557	172116	Check	1	16080		CAPTURE VIDEO LLC	Yes	Yes	No	USD	03/22/2019	6,925.00
			79561	172117	Check	1	16309		DEHN, KAY	Yes	Yes	No	USD	03/22/2019	125.00
			79564	172118	Check	1	2265		ECKROTH MUSIC CO.	Yes	Yes	No	USD	03/22/2019	41.13
			79565	172119	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	03/22/2019	212.00
			79555	172120	Check	1	15976		ECO SHRED MN, INC.	Yes	No	No	USD	03/22/2019	81.00
			79566	172121	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	03/22/2019	23.00
			79553	172122	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	03/22/2019	240.80
			79550	172123	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	Yes	No	USD	03/22/2019	1,286.90
			79574	172124	Check	1	6645		GRAINGER	Yes	Yes	No	USD	03/22/2019	32.48
			79568	172125	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	03/22/2019	1,215.37
			79556	172126	Check	1	16065		I.S.D. #473	Yes	No	No	USD	03/22/2019	1,578.94
			79558	172127	Check	1	16198		INTEGRATED FOOD SERVICE	Yes	Yes	No	USD	03/22/2019	774.78
			79569	172128	Check	1	3701		LAKESHORE LEARNING MATERIALS	Yes	Yes	No	USD	03/22/2019	57.75
			79570	172129	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	03/22/2019	1,282.30
			79547	172130	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	03/22/2019	225.87
			79545	172131	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	03/22/2019	318.15
			79563	172132	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	Yes	No	USD	03/22/2019	100.00
			79577	172133	Check	1	9608		O'NEILL MARY KAY	Yes	No	No	USD	03/22/2019	500.00
			79548	172134	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	03/22/2019	19,626.58
			79571	172135	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	03/22/2019	1,610.60
			79572	172136	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	03/22/2019	425.62
			79573	172137	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	03/22/2019	2,000.00
			79559	172138	Check	1	16205		SELIN JILL	Yes	No	No	USD	03/22/2019	100.00
			79576	172139	Check	1	9494	1	SNA	Yes	Yes	No	USD	03/22/2019	13.00
			79546	172140	Check	1	12610		STEWART BENJAMIN	Yes	No	No	USD	03/22/2019	340.00
			79551	172141	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	03/22/2019	12,787.83
			79575	172142	Check	1	8283		THREE RIVERS PARK DISTRICT	Yes	No	No	USD	03/22/2019	79.50
			79560	172143	Check	1	16303		TIMBER LAKE HOTEL	Yes	Yes	No	USD	03/22/2019	123.32
			79552	172144	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	03/22/2019	190.24
			79549	172145	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	03/22/2019	320.16

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## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	79587	172146	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	03/29/2019	87.86
		79592	172147	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	03/29/2019	872.28
		79589	172148	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	03/29/2019	120.54
		79590	172149	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	03/29/2019	182.18
		79591	172150	Check	1	4584	4	NCPERS GROUP LIFE INS.	Yes	No	No	USD	03/29/2019	64.00
		79593	172151	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	03/29/2019	19,553.16
		79594	172152	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	03/29/2019	1,531.36
		79595	172153	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	03/29/2019	2,780.45
		79596	172155	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	03/29/2019	830.05
		79609	172156	Check	1	14605		ANDERSON CATHY	Yes	No	No	USD	03/29/2019	180.00
		79618	172157	Check	1	16297		ANDERSON HEATHER	Yes	No	No	USD	03/29/2019	90.00
		79614	172158	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	03/29/2019	630.00
		79616	172159	Check	1	16277		BEACON ATHLETICS	Yes	No	No	USD	03/29/2019	3,822.95
		79605	172160	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	03/29/2019	758.40
		79606	172161	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	03/29/2019	160.26
		79626	172162	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	03/29/2019	314.00
		79625	172163	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	03/29/2019	222.00
		79630	172164	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	03/29/2019	25,900.13
		79603	172165	Check	1	13412		CRAWFORD'S EQUIPMENT	Yes	No	No	USD	03/29/2019	715.14
		79607	172166	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	03/29/2019	10.25
		79627	172167	Check	1	2012	4	CURRICULUM ASSOCIATES, LLC	Yes	No	No	USD	03/29/2019	131.04
		79597	172168	Check	1	10069		DALCO	Yes	No	No	USD	03/29/2019	2,936.40
		79601	172169	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	03/29/2019	2,191.34
		79638	172170	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	No	No	USD	03/29/2019	90.00
		79623	172171	Check	1	16314		FORST BRIDGET	Yes	No	No	USD	03/29/2019	90.00
		79611	172172	Check	1	14703		GLAUVITZ SAMANTHA	Yes	No	No	USD	03/29/2019	90.00
		79628	172173	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	No	No	USD	03/29/2019	341.25
		79621	172174	Check	1	16310		I.S.D. #271 BLOOMINGTON PUBLIC S	Yes	No	No	USD	03/29/2019	5,600.00
		79598	172175	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	03/29/2019	598.42
		79622	172176	Check	1	16313		KRIZ MARK	Yes	No	No	USD	03/29/2019	90.00
		79637	172177	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD	03/29/2019	180.00
		79629	172178	Check	1	4136		MENARDS	Yes	No	No	USD	03/29/2019	124.84
		79612	172179	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	03/29/2019	1,350.00
		79602	172180	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	03/29/2019	164.69
		79600	172181	Check	1	11580		MINNESOTA STATE U., MANKATO	Yes	No	No	USD	03/29/2019	250.00
		79599	172182	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	03/29/2019	92.21
		79631	172183	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	03/29/2019	30.00
		79632	172184	Check	1	4539	2	N.A.S.S.P.	Yes	No	No	USD	03/29/2019	480.00
		79613	172185	Check	1	15539		PARK HIGH SCHOOL SPEECH TEAM	Yes	No	No	USD	03/29/2019	266.00
		79617	172186	Check	1	16289		PCS EDVENTURES	Yes	No	No	USD	03/29/2019	6,675.24
		79633	172187	Check	1	5301	1	RESOURCES FOR EDUCATORS	Yes	No	No	USD	03/29/2019	249.00

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	79834	172188	Check	1	5604		SCIENCE MUSEUM OF MINNESOTA	Yes	No	No	USD	03/29/2019	2,988.00
			79810	172189	Check	1	14699		STUCKEY CHARLES III	Yes	No	No	USD	03/29/2019	90.00
			79808	172190	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	03/29/2019	20,298.45
			79819	172191	Check	1	16306		THIESFELD, CRYSTAL	Yes	No	No	USD	03/29/2019	86.60
			79835	172192	Check	1	6149		TIEMENS TOM	Yes	No	No	USD	03/29/2019	125.00
			79624	172193	Check	1	16315		TRANDEM KIERA	Yes	No	No	USD	03/29/2019	90.00
			79836	172194	Check	1	6312	3	US GAMES	Yes	No	No	USD	03/29/2019	1,135.96
			79815	172195	Check	1	16214		USA AQUATICS	Yes	No	No	USD	03/29/2019	10,534.40
			79804	172196	Check	1	13740	1	WERNER ELECTRIC SUPPLY	Yes	No	No	USD	03/29/2019	100.05
			79820	172197	Check	1	16307		YAEGER, AYSHIA	Yes	No	No	USD	03/29/2019	400.00
			79841	172198	Check	1	15098	1	USA HIGH SCHOOL CLAY TARGET LE	Yes	No	No	USD	04/03/2019	1,715.00
			79880	172199	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	04/05/2019	2,408.28
			79852	172200	Check	1	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	No	USD	04/05/2019	1,850.00
			79849	172201	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	04/05/2019	1,250.00
			79864	172202	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	04/05/2019	180.00
			79863	172203	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	04/05/2019	8,086.94
			79848	172204	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	04/05/2019	1,831.81
			79865	172205	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	04/05/2019	135.00
			79878	172206	Check	1	6645		GRAINGER	Yes	No	No	USD	04/05/2019	74.05
			79866	172207	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	04/05/2019	1,047.44
			79856	172208	Check	1	15910		JACK AND JIM'S, INC.	Yes	No	No	USD	04/05/2019	532.88
			79860	172209	Check	1	16319		KENYON, RANA	Yes	No	No	USD	04/05/2019	10.00
			79851	172210	Check	1	13025	1	MACMH-MN ASSOC. CHILDREN'S ME	Yes	No	No	USD	04/05/2019	359.00
			79844	172211	Check	1	10488		MAGAZINES.COM	Yes	No	No	USD	04/05/2019	416.36
			79881	172212	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	04/05/2019	1,575.28
			79847	172213	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	04/05/2019	2,806.40
			79850	172214	Check	1	13025		MN ASSOC. CHILDREN'S MENTAL HE	Yes	No	No	USD	04/05/2019	340.00
			79867	172215	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	04/05/2019	455.00
			79868	172216	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	04/05/2019	1,540.00
			79869	172217	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	04/05/2019	1,782.00
			79858	172218	Check	1	16261	2	MOORE MEDICAL LLC	Yes	No	No	USD	04/05/2019	70.40
			79870	172219	Check	1	4443		MORA HIGH SCHOOL	Yes	No	No	USD	04/05/2019	150.00
			79871	172220	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	04/05/2019	22.00
			79853	172221	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	04/05/2019	97,188.48
			79862	172222	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	04/05/2019	138.36
			79855	172223	Check	1	15840		POSTMASTER - MADELIA MN	Yes	No	No	USD	04/05/2019	1,581.89
			79872	172224	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	04/05/2019	55.79
			79843	172225	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF M	Yes	No	No	USD	04/05/2019	3,350.00
			79873	172226	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	04/05/2019	440.00
			79859	172227	Check	1	16317		RITZ PHOTO BOOTH	Yes	No	No	USD	04/05/2019	200.00
			79874	172228	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	04/05/2019	519.98

## Princeton Public Schools #477

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	79675	172229	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	04/05/2019	425.00
			79654	172230	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	04/05/2019	21,771.23
			79676	172231	Check	1	6149		TIEMENS TOM	Yes	No	No	USD	04/05/2019	105.00
			79657	172232	Check	1	16214		USA AQUATICS	Yes	No	No	USD	04/05/2019	16,762.50
			79677	172233	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	04/05/2019	294.25
			79661	172234	Check	1	16320		WHITTLEF, JENNY	Yes	No	No	USD	04/05/2019	8.00
			79645	172235	Check	1	10660		WILD MOUNTAIN	Yes	No	No	USD	04/05/2019	2,544.00
			79679	172236	Check	1	6663	2	YOUTH FRONTIERS INC	Yes	No	No	USD	04/05/2019	750.00
			79646	172237	Check	1	10939		ZIMMERMAN BOWL	Yes	No	No	USD	04/05/2019	96.00
			79682	172238	Check	1	4469	10	M.S.C.A.	Yes	No	No	USD	04/08/2019	220.00
			79706	172239	Check	1	15053		ADAPTIVE TECH SOLUTIONS	Yes	No	No	USD	04/16/2019	94.73
			79707	172240	Check	1	15074		AIR CLEAN SYSTEMS	Yes	No	No	USD	04/16/2019	1,497.00
			79686	172241	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD	04/16/2019	91.00
			79689	172242	Check	1	1168		ANDERSON'S	Yes	No	No	USD	04/16/2019	4,111.68
			79696	172243	Check	1	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	No	USD	04/16/2019	3,330.00
			79748	172244	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	04/16/2019	228.02
			79764	172245	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	04/16/2019	890.34
			79715	172246	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	04/16/2019	550.00
			79716	172247	Check	1	16209		BULBS.COM	Yes	No	No	USD	04/16/2019	387.41
			79721	172248	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	04/16/2019	884.30
			79688	172249	Check	1	11547		CARLETON COLLEGE	Yes	No	No	USD	04/16/2019	2,400.00
			79718	172250	Check	1	1657	3	CAROLINA BIOLOGICAL SUPPLY	Yes	No	No	USD	04/16/2019	148.66
			79719	172251	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	04/16/2019	757.54
			79720	172252	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	04/16/2019	432.00
			79761	172253	Check	1	7321		COMMITTEE FOR CHILDREN	Yes	No	No	USD	04/16/2019	3,013.00
			79713	172254	Check	1	15699	1	CULINEX	Yes	No	No	USD	04/16/2019	31.88
			79703	172255	Check	1	14091		CUSTOM INK, LLC	Yes	No	No	USD	04/16/2019	474.98
			79683	172256	Check	1	10069		DALCO	Yes	No	No	USD	04/16/2019	6,655.85
			79700	172257	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	04/16/2019	4,925.00
			79690	172258	Check	1	12028		DECKER EQUIPMENT	Yes	No	No	USD	04/16/2019	126.96
			79722	172259	Check	1	2085		DEEP PORTAGE CONSERVATION	Yes	No	No	USD	04/16/2019	24,948.00
			79723	172260	Check	1	2113		DELEGARD TOOL CO.	Yes	No	No	USD	04/16/2019	323.45
			79724	172261	Check	1	2116		DEMCO INC	Yes	No	No	USD	04/16/2019	59.13
			79725	172262	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	04/16/2019	76.00
			79726	172263	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	04/16/2019	975.87
			79692	172264	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	04/16/2019	663.07
			79765	172265	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	04/16/2019	340.42
			79709	172266	Check	1	15318		EKON-O-PAC	Yes	No	No	USD	04/16/2019	459.40
			79727	172267	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	04/16/2019	24.00
			79728	172268	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	04/16/2019	479.66
			79704	172269	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	04/16/2019	1,009.29

**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	79702	172270	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	04/16/2019	582.48
			79729	172271	Check	1	2770	2	GOODIN COMPANY	Yes	No	No	USD	04/16/2019	112.52
			79730	172272	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	04/16/2019	4.05
			79760	172273	Check	1	6645		GRAINGER	Yes	No	No	USD	04/16/2019	2,994.98
			79701	172274	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	04/16/2019	1,575.00
			79731	172275	Check	1	2853		GRIMES HORTICULTURE	Yes	No	No	USD	04/16/2019	685.61
			79732	172276	Check	1	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	04/16/2019	1,250.00
			79733	172277	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	04/16/2019	2,284.74
			79734	172278	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	04/16/2019	5.93
			79766	172279	Check	1	9379		IMAGE MARKET	Yes	No	No	USD	04/16/2019	35.90
			79735	172280	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	04/16/2019	17.20
			79736	172281	Check	1	3701		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	04/16/2019	497.26
			79695	172282	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	04/16/2019	6,900.00
			79767	172283	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	04/16/2019	600.00
			79685	172284	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	04/16/2019	293.15
			79737	172285	Check	1	4136		MENARDS	Yes	No	No	USD	04/16/2019	85.48
			79762	172286	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	04/16/2019	1,349.38
			79738	172287	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	3,011.17
			79739	172288	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	6.00
			79740	172289	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	6.00
			79741	172290	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	6.00
			79742	172291	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	6.00
			79743	172292	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	6.00
			79744	172293	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	6.00
			79745	172294	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	6.00
			79746	172295	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	04/16/2019	6.00
			79687	172296	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	04/16/2019	418.10
			79747	172297	Check	1	4511		MUSIC IN MOTION	Yes	No	No	USD	04/16/2019	235.07
			79698	172298	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	04/16/2019	315,561.50
			79712	172299	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	04/16/2019	854.80
			79749	172300	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	04/16/2019	9.00
			79750	172301	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	04/16/2019	888.43
			79751	172302	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	04/16/2019	54,624.91
			79752	172303	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	04/16/2019	221.19
			79753	172304	Check	1	5254	2	REALLY GOOD STUFF	Yes	No	No	USD	04/16/2019	212.84
			79710	172305	Check	1	15403	1	RENNEBERG HARDWOODS	Yes	No	No	USD	04/16/2019	2,541.02
			79754	172306	Check	1	5331	1	RIFTON EQUIPMENT	Yes	No	No	USD	04/16/2019	210.00
			79693	172307	Check	1	12808		RPM ATHLETICS LLC	Yes	No	No	USD	04/16/2019	705.20
			79755	172308	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	04/16/2019	1,113.35
			79708	172309	Check	1	15168	1	SCHOOL TECHNOLOGY ASSOCIATE:	Yes	No	No	USD	04/16/2019	129.00
			79756	172310	Check	1	5668		SHERBURNE COUNTY TREASURER	Yes	No	No	USD	04/16/2019	651.18

**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	79714	172311	Check	1	15713	1	ST. CLOUD CARTRIDGES	Yes	No	No	USD	04/16/2019	503.94
		79711	172312	Check	1	15494		ST. CLOUD REFRIGERATION, INC.	Yes	No	No	USD	04/16/2019	337.50
		79684	172313	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	04/16/2019	1,679.96
		79699	172314	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	04/16/2019	128.95
		79697	172315	Check	1	13218		THERAPRO, INC.	Yes	No	No	USD	04/16/2019	25.06
		79717	172316	Check	1	16306		THIESFELD, CRYSTAL	Yes	No	No	USD	04/16/2019	46.00
		79691	172317	Check	1	12413	1	THOMAS TOOL AND SUPPLY INC.	Yes	No	No	USD	04/16/2019	69.92
		79757	172318	Check	1	6202		TRANS-MISSISSIPPI BIOLOGICAL	Yes	No	No	USD	04/16/2019	575.00
		79758	172319	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	04/16/2019	670.14
		79763	172320	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	04/16/2019	354.02
		79705	172321	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	04/16/2019	41,020.30
		79759	172322	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	04/16/2019	689.20
		79694	172323	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	04/16/2019	6,400.00
Bank Total: 001													\$943,480.52	
Report Total:													\$943,480.52	

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

<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>	11,348,045.66	3,648,957.87	3,077,749.51	(2,908.53)	11,919,254.02
<b>02 Food Service</b>	521,651.81	167,726.45	159,478.52	1,793.23	529,899.74
<b>04 Community Service</b>	482,981.67	143,262.57	128,780.83	(2,911.90)	497,463.41
<b>06 Building</b>	4,455,365.22	7,283.43	94,290.75	0.00	4,368,357.90
<b>07 Debt Service</b>	823,263.21	4,133.53	0.00	0.00	827,396.74
<b>10 Activities</b>	179,857.95	21,590.00	27,658.01	(956.94)	173,789.94
<b>TOTAL</b>	17,811,165.52	3,992,953.85	3,487,957.62		18,316,161.75

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>428,863.78</b>
<b>MSDLAF+</b>	<b>5,167,010.61</b>
<b>Investments (Fd01)</b>	<b>8,958,414.26</b>
<b>Facility Bond (Fd06)</b>	<b><u>4,378,892.30</u></b>
	<b>18,933,180.95</b>
<b>O/S Accts Pay Checks</b>	<b>(215,266.15)</b>
<b>O/S Payroll Checks</b>	<b>(12,232.74)</b>
<b>O/S Wires</b>	<b>(391,919.30)</b>
<b>NSF Checks</b>	<b><u>2,398.99</u></b>
<b>TOTAL</b>	<b>18,316,161.75</b>

# Princeton Public Schools - ISD #477

## Wire Transfer Report

April 16, 2019

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
3/15/2019	\$ 585,182.78	ACH File Transfer
3/15/2019	\$ 192,130.25	Federal Tax Wire Transfer
3/15/2019	\$ 31,620.59	State Tax Wire Transfer
3/15/2019	\$ 20,593.79	Select Account HSA
3/15/2019	\$ 569.99	MN Revenue
3/15/2019	\$ 99,689.00	TRA File Transfer
3/15/2019	\$ 32,572.17	PERA File Transfer
3/15/2019	\$ 241.50	MN Child Support File Transfer
3/15/2019	\$ 40,020.22	TSA File Transfer
3/29/2019	\$ 599,493.91	ACH File Transfer
3/29/2019	\$ 196,359.44	Federal Tax Wire Transfer
3/29/2019	\$ 32,968.48	State Tax Wire Transfer
3/29/2019	\$ 20,733.79	Select Account H S A
3/29/2019	\$ 975.73	MN Revenue
3/29/2019	\$ 99,460.12	TRA File Transfer
3/29/2019	\$ 37,152.47	PERA File Transfer
3/29/2019	\$ 241.50	MN Child Support File Transfer
3/29/2019	\$ 39,872.04	TSA File Transfer
4/5/2019	\$ 24,898.31	BMO Harris Bank - (Pcards)
4/3/2019	\$ 436.00	MN Revenue - (Sales tax)
3/7/2019	\$ 4,343.87	Further
3/14/2019	\$ 2,133.12	Further
3/20/2019	\$ 350.75	Further
3/21/2019	\$ 1,677.24	Further
3/28/2019	\$ 8,047.27	Further
<b>TOTAL</b>	<b>\$ 2,071,764.33</b>	



**PRINCETON**  
DISTRICT CENTER

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: Bremer Bank

Description of gift: Bremer Bank Staff have donated a \$152 scholarship to be used toward driver training expenses

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

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

The scholarship will be awarded to a student who is unable to pay the associated fee.

This gift meets all requirements of Policy 706 Erin Dohrmann

Accepted  Not Accepted [Signature] Staff Name \_\_\_\_\_ Date: 4/4/19  
Principal or Director

Accepted  Not Accepted [Signature] Date: 4/10/19  
Superintendent

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

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

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

Revised: October 18, 2016

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Princeton Used Clothing Center

Description of gift: \$400

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: To defray the costs of hosting our Unified/Adapted Track meet

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Date: 4/5/19  
Principal or Director Sara Clemons Staff Name

Accepted  Not Accepted [Signature] Date: 4/10/19  
Superintendent

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

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

Routing: Principal or Director (thank you note attached)  waiting for P.C. to put in card. 4/10/19 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: Mills Lacs County Fair

Description of gift: Booth @ Fair

Pre-Condition, Condition, or Limitation on use: For the Promotion of Princeton Robotics

How this gift specifically relates to the program or school: Promotion of the talents, abilities, innovation and skills of Princeton's talented Robotics teams.

This gift meets all requirements of Policy 706 Carla M K Vito  
Staff Name

Accepted  Not Accepted Carla M K Vito Date: 4/4/19  
Principal or Director

Accepted  Not Accepted \_\_\_\_\_ Date: 4/10/19  
Superintendent

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

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

Routing:

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



PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Sharon Osborn

Description of gift: \$94 check

Pre-Condition, Condition, or Limitation on use: to use in  
Carmen Climent's classroom

How this gift specifically relates to the program or school: This will help  
out Carmen Climent to use on classroom  
activities.

This gift meets all requirements of Policy 706 \_\_\_\_\_

Accepted  Not Accepted \_\_\_\_\_ Date: 3/22/19  
Staff Name \_\_\_\_\_  
Principal or Director

Accepted  Not Accepted \_\_\_\_\_ Date: 3/15/19  
Superintendent

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

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

Routing:

Principal or Director (thank you note attached)  → Teacher gave it to her  
in person ☺

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016

# PRINCETON PUBLIC SCHOOLS ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Princeton Youth Basketball Association (PYBA)

Description of gift: Money for fuel for boys state basketball tournament. \$500

Pre-Condition, Condition, or Limitation on use: Used for fuel for the team.

How this gift specifically relates to the program or school: Kids are on their own for fuel so this helps cover individual expenses

This gift meets all requirements of Policy 706  
 Accepted  Not Accepted Brett Cloutier  
Principal or Director Staff Name Date: 3/26/19

Accepted  Not Accepted \_\_\_\_\_  
Superintendent Date: 4/1/19

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

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

Routing:  
Principal or Director (thank you note attached)  Team 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: Federated Co-operative

Description of gift: Money for food for boys state basketball tournament, \$200

Pre-Condition, Condition, or Limitation on use: Used for food for the team.

How this gift specifically relates to the program or school: Kids are on their own for food so this helps cover individual expenses.

This gift meets all requirements of Policy 706

Accepted  Not Accepted Bratt Cloutier Staff Name  
[Signature] Date: 3/26/19  
Principal or Director

Accepted  Not Accepted [Signature] Date: 4/15/19  
Superintendent

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

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

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

Board Approval

Revised: October 29, 2013

**ics** | CONSULTING, INC

April 5, 2019

Ms. Michelle Czech  
Independent School District #477  
706 First Street  
Princeton, MN 55371

Re: Princeton High School Pool Renovation, Princeton Public School District – ISD 477

Dear Ms. Czech:

At 2:00 p.m. on Tuesday, April 2<sup>nd</sup> we received one (1) bid for the above-referenced project. A copy of the bid tabulation is enclosed for your review. We solicited 7 other bidders but all had already contracted work during the scheduled time period and declined to bid for that reason.

ICS Consulting, Inc. has reviewed the bids received for the above-referenced project. We have contacted the apparent low bidder, Horizon Commercial Pool Supply, and have confirmed that their bid is valid. Our itemized recommendation is as follows:

**Base Bid**

Horizon Commercial Pool Supply – Total Base Bid Amount:	<u>\$ 551,000.00</u>
Unit Price – SF Ft of Pool Tile Repair/Replacement (Add)	\$ 40.00

**TOTAL CONTRACT: \$ 551,000.00**

We recommend that the District enter into a contract with Horizon Commercial Pool Supply of Arden Hills, Minnesota for the total bid amount of Five Hundred Fifty One Thousand and No/Cents (\$551,000.00).

Upon Board action, we will draft a contract reflecting this amount to the Contractor.

Enclosed are copies of the official bid tabulation, bid forms, bid securities, Horizon Commercial Pool Supply's proposed first tier subcontractor list. Please contact us at 763-354-2670 should you have any questions regarding our recommendation.

Regards,



Dan Thiele  
Program Manager

DT/KS

Enclosures

c: file

BID TABULATIONS

Tuesday, April 2nd at 2:00 p.m.

Single Prime

**Princeton High School Pool Renovation**

OWNER: Princeton Public School District  
 OWNER'S REPRESENTATIVE: ICS Consulting, Inc.  
 ARCHITECT/ENGINEER: USAquatics, Inc.



**PRINCETON**  
 PUBLIC SCHOOLS

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Horizon Commercial Pool Supply 4444 Round Lake Rd W Arden Hills, MN 55112				
BID SECURITY	X				
ADDENDA REC'D.	N/A				
MN RESPONSIBLE CONTRACTOR	X				
BASE BID	\$551,000.00				
<b>UNIT PRICES</b>					
SF Ft of Pool Tile Repair/Replacement	Add \$40.00 SF				

SECTION 00 20 00  
BID FORM

PROPOSAL BID FORM

BID TO: Princeton Public School District – ISD 477  
706 First Street  
Princeton, MN 55371

BID FROM: Horizon Commercial Pool Supply  
4444 Round Lake Rd W  
Arden Hills, MN 55112

In accordance with the Advertisement for Bids and the proposed construction documents prepared by USAquatics Inc company relating to the construction of the Pool Renovation Project at Princeton High School, the undersigned, having visited the site of proposed construction and having become thoroughly familiar with local conditions affecting the cost and performance of the work and with all requirements of the Contract Documents and related Addenda, hereby proposes and agrees to provide all labor, materials and equipment required to construct and complete the Work in accordance with the Contract Documents and Addenda for the following amounts:

**Base Bid Amount: High School  
Pool Renovation**

\$ five hundred fifty one thousand zero cents \$ 551,000

**Addenda:** Receipt of the following Addenda to the Contract Documents and their costs being incorporated into the Bid is acknowledged (provide Addenda numbers below):

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_ Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_ Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

**Unit Price – SF Ft of Pool Tile Repair/Replacement**

(Add, Deduct, No Change) \$ forty dollars and zero cents \$ 40<sup>00</sup>/<sub>100</sub>

**Responsible Contractor:** By Submitting a bid for the above named project, per Minnesota State Statute Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED, the undersigned is confirming that

the Contractor meets the Minimum criteria defining a Responsible Contractor as listed in Minnesota State Statute Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED. Subdivision 3. Minimum criteria.

**Bid Acceptance:** If written notice of the acceptance of this Bid is received by the undersigned within 60 days after date set for opening of this Bid, or at any other time thereafter before Bid is withdrawn, the undersigned agrees to enter into and execute a Contract with the Owner in accordance with this Bid as accepted and in a form acceptable to Owner, and to furnish and deliver to Owner the Performance Bond, Labor and Material Payment Bond, and proof of insurance coverage, all within 10 days after notice of acceptance of this Bid.

Street Address: 4444 Round Lake Rd W

City: Arden Hills State: MN Zip: 55112

Phone Number: 651-917-3025 Fax Number: \_\_\_\_\_

Name (typed or printed): Russ Lane

Signature: 

Title: Project Manager

Date: 4-2-19

END OF SECTION 00 20 00

# AIA<sup>®</sup> Document A310<sup>™</sup> – 2010

## **Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*  
 Horizon Chemical Co., Inc. dba  
 4444 Round Lake Road W  
 Arden Hills, MN 55112

**SURETY:**

*(Name, legal status and principal place of business)*  
 Western National Mutual Insurance Company  
 PO Box 1463  
 Minneapolis, MN 55440

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*  
 Princeton Public Schools  
 706 First Street  
 Princeton, MN 55371

**BOND AMOUNT:** Five Percent of Amount Bid (5%)

**PROJECT:**

*(Name, location or address, and Project number, if any)*  
 Princeton Public Schools, Princeton High School Pool Restoration

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 28th day of February, 2019

Horizon Chemical Co., Inc. dba Horizon Commercial  
 \_\_\_\_\_  
 (Principal) (Seal)

\_\_\_\_\_  
 (Witness)

\_\_\_\_\_  
 (Title),

Western National Mutual Insurance Company  
 \_\_\_\_\_  
 (Surety) (Seal)

\_\_\_\_\_  
 (Witness)

\_\_\_\_\_  
 (Title) Nicole M. Coty Attorney-in-fact

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

Init.

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CORPORATE ACKNOWLEDGMENT

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, before me personally appeared, \_\_\_\_\_ to me, who being duly sworn, did depose and say: that s/he resides in \_\_\_\_\_ that s/he is the \_\_\_\_\_ of the Horizon Chemical Co., Inc. dba Horizon Commercial the corporation described in and which executed the foregoing instrument; that s/he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation; and that s/he signed her/his name thereto by like order.

(SEAL)

\_\_\_\_\_  
Notary Public

ACKNOWLEDGMENT OF CORPORATE SURETY

STATE OF MINNESOTA  
COUNTY OF Dakota

On the 28th day of February, 2019 before me personally appeared, Nicole M. Coty to me known, who being duly sworn, did say: that s/he resides in Minnesota that s/he is the aforesaid officer or attorney in fact of Western National Mutual Insurance Company a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation; and that said instrument as signed and sealed on behalf of said corporation by the aforesaid officer, by authority of its board of directors; and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.

(SEAL)

Patricia M. Rowan  
Notary Public



**POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That Western National Mutual Insurance Company, a Minnesota mutual insurance company, does make, constitute and appoint: Nicole M. Coty, Patricia M. Rowan, Christa Sullivan

Bearence Management Group (#9813)

Its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required) bond, undertakings recognizances or other written obligations in the nature thereof, **(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, hazardous waste remediation bonds or black lung bonds)**, as follows:

All written instruments in an amount not to exceed an aggregate of Seven Million Dollars (\$7,000,000) for any single obligation, regardless of the number of instruments issued for the obligation.

and to bind Western National Mutual Insurance Company thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting held on September 28, 2010. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of Western National Mutual Insurance Company on September 28, 2010:

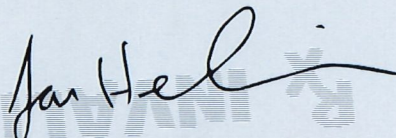
RESOLVED that the president, any vice president, or assistant vice president in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

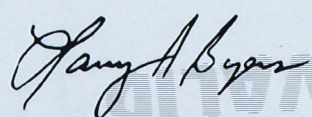
- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the Company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, Western National Mutual Insurance Company has caused these presents to be signed by its proper officer and its corporate seal to be affixed this 16th day of December, 2015.

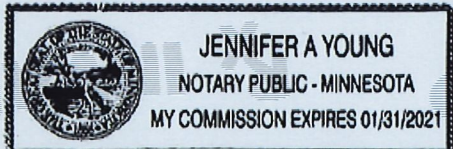
  
\_\_\_\_\_  
Jon R. Hebeisen, Secretary

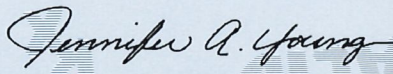


  
\_\_\_\_\_  
Larry A. Byers, Sr. Vice President

STATE OF MINNESOTA, COUNTY OF DAKOTA

On this 16th day of December, 2015, personally came before me, Jon R. Hebeisen and Larry A. Byers and to me known to be the individuals and officers of the Western National Mutual Insurance Company who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally dispose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.

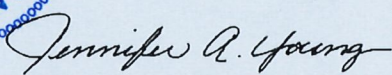


  
\_\_\_\_\_  
Jennifer A. Young, Notary Public  
My commission expires January 31, 2021

CERTIFICATE

I, the undersigned, assistant secretary of the Western National Mutual Insurance Company, a Minnesota corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked, and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



  
\_\_\_\_\_  
Jennifer A. Young, Assistant Secretary

Signed and sealed at the City of Edina, MN this 28<sup>th</sup> day of February, 2019



**ATTACHMENT A**

**FIRST-TIER SUBCONTRACTORS LIST**

**SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT**

**PROJECT TITLE: Princeton Pool Renovation**

**Minn. Stat. §16C.285, Subd. 5:** A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to the execution of a construction contract with each subcontractor.

<b>First-Tier Subcontractor Names (Legal name of company as registered with the Secretary of State)</b>	<b>Name of city where company home office is located</b>
Maverick Cutting and Breaking	Minneapolis
Professional Tile and Coping, LLC	Prior Lake

SECTION 00 41 15

MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of Horizon Commercial Pool Supply (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

1. The contractor:
  - i. Is in compliance with workers' compensation and unemployment insurance requirements;
  - ii. Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
  - iii. Has a valid federal tax identification number or a valid Social Security number if an individual; and
  - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;
  
2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
  - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
  - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final;
  - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
  - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
  - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
  - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;
  
4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;
  
5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;
  
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

7. All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses 1 to 6.

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

CONTRACTOR OR SUBCONTRACTOR

~~\_\_\_\_\_~~

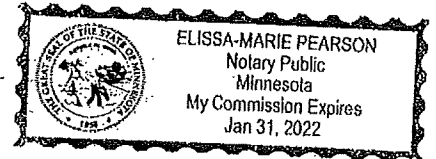
By: Sara Gillet

Its: President

STATE OF MN )  
 )SS.  
COUNTY OF Ramsey )

Sworn to and subscribed to before me this 4 day of 4, 2019.

Notary Public, Ramsey County, State of Minnesota  
My Commission Expires: 11/31/22



Elissa Pearson

END OF SECTION 00 41 15

Responsible Contractor Compliance

1. By signing this bid form, I am an Owner or Officer of the firm name listed on the bid form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

DATE April 3, 2019

FIRM NAME Horizon Commercial Pool Supply

OFFICIAL ADDRESS 4444 Round Lake Rd West  
Arden Hills, MN 55112

TELEPHONE NUMBER ( 651 ) 917-3075

FAX NUMBER ( 651 ) 917-3087

BY [Signature]

TITLE (Owner or Officer) President

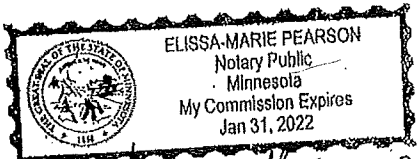
STATE OF MN)

COUNTY OF Ramsey)SS.

Sworn to and subscribed to before me this 4 day of 4, 2019.

Notary Public, Elissa Pearson Ramsey County, State of Minnesota

My Commission Expires: 1/31/22



[Signature]

#### 4.2.19 First Reading of Policy Summary of Changes

- 403 - Discipline, Suspension and Dismissal of School District Employees
  - No changes
- 404 - Criminal Background Check
  - No changes
- 405 - Veteran's Preference
  - No changes
- 407 - Employee Right to Know-Exposure to Hazardous Substances
  - Corrected typo
- 408 - Subpoena of a School District Employee
  - No changes
- 409 - Employee Publications, Instructional Materials, Inventions and Creations
  - No changes
- 412 - Expense Reimbursement
  - Changed in-state meal reimbursement amount
- 412.1 - Employee Travel and Related Expenses
  - Recommend to remove this policy as it is very similar to 412
- 419 - Tobacco-Free Environment
  - Changed 'Indian' to 'American Indian'
- 421 - Gifts to Employees and School Board Members
  - No changes
- 613 - Graduation Requirements
  - MSBA revisions
  - Revisions presented by Barb Muckenhirn
- 620 - Credit for Learning
  - MSBA model policy with revisions suggested by Barb Muckenhirn
  - Policy to replace 626
- 626 - Credit for Learning
  - Recommend to remove this policy

**PRINCETON PUBLIC SCHOOLS  
POLICY 403-DISCIPLINE, SUSPENSION AND DISMISSAL  
OF SCHOOL DISTRICT EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

**II. GENERAL STATEMENT OF POLICY**

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

**III. DISCIPLINE**

A. Violation of School Laws and Rules.

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance.

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of

substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

#### **IV. FORMS OF DISCIPLINE**

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. Probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay;  
and
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

#### **V. PROCEDURES FOR ADMINISTERING POLICY**

A. In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

**Legal References:** Minn. Stat. § 122A.40 (Teachers – Employment; contracts; termination)  
Minn. Stat. § 122A.41 (Teacher tenure)  
Minn. Stat. § 122A.58 (Coaches)  
Minn. Stat. § 122A.44 (Contracting with teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; contracts for services)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 197.46 et seq. (Veterans Preference Act)

**Cross References:** MSBA Service Manual, Chapter 3, Employees

Adopted: October 28, 2003

Reviewed: May 5, 2015

Reviewed: April 16, 2017

Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 404 - CRIMINAL BACKGROUND CHECKS**

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the School District in order to promote the physical, social, and psychological well being of its students, employees and the public. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The School District shall require that applications for School District positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide services to students of the School District, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the School District.
- B. The School District specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the School District shall in no way limit the School District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, and volunteers, service providers, independent contractors, and student employees.

D. The School District, at its discretion, may charge a fee to the applicant.

### **III. CONDITIONAL OFFER OF EMPLOYMENT**

A. An offer of employment to a final candidate shall be conditioned upon a determination by the School Board that a candidate's criminal history does not preclude the candidate from employment with the School District.

B. Determination of satisfactory employment status will be determined by the administration and a recommendation will be made to the School Board.

C. Final employment will be approved by the School Board.

### **IV. ADMINISTRATION OF THE PROGRAM**

A. Criminal background checks will be administered by the Human Resource Department.

B. Criminal background checks will be conducted by a vendor approved by the School District and/or the Federal Bureau of Investigation (FBI).

C. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.

D. The school district may apply these procedures to other volunteers, independent contractors, or student employees.

E. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretions in requiring a background check. The school district may include this notice in its students handbook, a school policy guide, or other similar communication.

F. Frequency-Every three years.

### **V. LIMITATION OF THE POLICY**

A. Adherence to this policy shall not limit the School Board's right to require and obtain additional information or to use other procedures in lieu of

criminal background checks to obtain information relating to criminal activities of final candidates.

**Legal References:** Minn. Stat 123B.03 (Background Checks)  
Minn. Stat 299C.60 to 299C.64 (Minnesota Child Protection  
Background Check)  
Minn. Stat 364 (Criminal Offenders Rehabilitation Act)

Revised: October 21, 2014

Revised: October 3, 2017

Reviewed: March 19, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 405-VETERAN'S PREFERENCE**

**I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district's policy is to comply with the VPA regarding veterans preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
  - 1. A credit of ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
  - E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veterans preference.
  - F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points, including teaching positions, whenever possible. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
  - G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
  - H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
    1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
    2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
  - I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)

Minn. Stat. § 197.455 (Veteran's Preference Applied)  
Minn. Stat. § 197.46 (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** Princeton Policy 401 (Equal Employment Opportunity)

Adopted: May 13, 2003  
Revised: November 23, 2010  
Revised: January 14, 2014  
Reviewed: May 5, 2015  
Revised: September 19, 2017  
Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 407-EMPLOYEE RIGHT TO KNOW-EXPOSURE TO HAZARDOUS**  
**SUBSTANCES**

**I. PURPOSE**

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or bloodborne pathogen.

**III. DEFINITIONS**

- A. “Commissioner” meant the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in the area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. Is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  - 2. Is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. Is determined by the commissioner as part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for the agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
  - E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
  - F. "Blood borne pathogens" means a pathogenic microorganisms that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### **IV. TARGET JOB CATEGORIES**

Annual training will be provided to all full-and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

#### **V. TRAINING SCHEDULE**

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rules Ch. 5205 (Safety and Health Standards)  
Minn. Rules Ch. 5206 (Employee Right To Know Standards)  
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

**Cross References:** Princeton Public Schools Policy 420 - Students and Employees  
with Sexually Transmitted Infections and Diseases and Certain  
Other Communicable Diseases and Infectious Conditions  
Princeton Public Schools Policy 807 - Health and Safety Policy

Adopted: December 17, 2003  
Revised: August 10, 2010  
Revised: January 14, 2014  
Reviewed: April 16, 2017  
Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 408-SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE**

**I. PURPOSE**

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

**II. GENERAL STATEMENT OF POLICY**

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

**III. DATA CLASSIFICATION**

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

**Cross References:** MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access To Data)

Adopted: May 13, 2003  
Revised: August 26, 2008  
Reviewed: May 2015  
Revised: April 16, 2017  
Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 409-EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS,  
INVENTIONS, AND CREATIONS**

**I. PURPOSE**

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

**II. GENERAL STATEMENT OF POLICY**

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for five years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

**III. NOTICE OF POLICY**

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

**Legal References:** Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)  
17 U.S.C. § 101 et seq. (Copyrights)

Adopted: May 13, 2003  
Revised: August 10, 2010  
Reviewed: May 19, 2015  
Reviewed: April 16, 2017  
Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 412-EXPENSE REIMBURSEMENT**

**I. PURPOSE**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

**II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

**III. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized and follow all district procedures regarding reimbursement.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Travel that is permitted by administration must fit the mission, vision and goals of the district.
- D. Reimbursement for meals per person (including tax and tip) is as follows:

	In State	Out of State
Breakfast	\$13.00	\$15.00
Lunch	\$16.00	\$20.00
Dinner	\$23.00	\$30.00

The district will not reimburse the cost of alcoholic beverages.

#### IV. AIRLINE TRAVEL CREDIT

A. Employees utilizing school district funds to pay for airline travel are required to ensure that the credits or other benefits issued by the airline accrue to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel travel expenses will not be made until such documentation is provided.
3. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposed will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposed, prior to reimbursement for such travel, to the extent permitted and/or feasible.

#### V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent/designee shall also develop procedures and guideline to address methods and times for submission of requests for reimbursement.

**Legal References:** Minnesota Statute 15.435, Airline Travel Credit  
Minnesota Statute 471.665, Mileage allowance

**Cross References:** Princeton Public Schools Policy #214: Out-of-State Travel by School Board Members  
Princeton Public Schools Policy #412: Expense Reimbursement

Implementation Date: May 1, 2008

Adopted: April 28, 2009

Revised: November 12, 2013

Revised: May 19, 2015

Revised: May 16, 2017  
Revised: April 16, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 419-TOBACCO-FREE ENVIRONMENT**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow

promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an American Indian adult lights tobacco on school district property as a part of a traditional American Indian spiritual or cultural ceremony. An American Indian is a person who is a member of an American Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco

cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

## V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Princeton Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: June 8, 2004  
Revised: August 26, 2008  
Revised: October 27, 2009  
Revised: December 21, 2010  
Revised: June 28, 2011  
Revised: January 14, 2014  
Revised: May 19, 2015  
Reviewed: April 16, 2017  
Revised: April 16, 2019

**PUBLIC SCHOOLS**  
**POLICY 421-GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

### III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

### IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

### V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

**Legal References:** Minn. Stat. § 10A.07 (Conflicts of Interest)  
Minn. Stat. § 10A.071 (Prohibition of Gifts)  
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)  
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

**Cross References:** MSBA Model Policy 209 (Code of Ethics)  
MSBA Model Policy 210 (Conflict of Interest - School Board Members)  
MSBA Model Policy 306 (Administrator Code of Ethics)

Adopted: May 13, 2003  
Revised: August 4, 2015  
Reviewed: April 16, 2017  
Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 613 - GRADUATION REQUIREMENTS**

**I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from Princeton Public Schools.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district that all students must follow state statutes and state requirements. Students must complete other district requirements as established by the school board in order to graduate.

**III. DEFINITIONS**

- A. "Credit" is equivalent to a student's successful completion of an academic unit of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "MDE" means the Minnesota Department of Education.
- C. "504 Plan" or "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program," or "IEP," means a written statement developed for a student eligible by law for special education and services.
- E. "English Learner" or "EL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

**IV. TEST ADMINISTRATOR**

District Director of Teaching and Learning or other appointed administrator shall be named the school district test administrator. Said person shall be in charge of all test procedures.

**V. GRADUATION REQUIREMENTS**

- A. All students must complete all preparatory content standards as per state and district requirements.

B. All students must successfully complete the required graduation standards. In addition,

1. Students must complete the required number of high school credits and required courses in grades 9-12 as outlined in the Princeton High School Registration Guide. Specific course requirements and prerequisites are identified in the Princeton High School Registration Guide. Table 1 indicates the number of credits required for specific graduating classes. Table 2 indicates additional requirements.

**Table 1**

<b>Class of 2023 &amp; Beyond</b>	<b>Class of 2022</b>	<b>Class of 2021</b>	<b>Class of 2020</b>
Required Credits: 9 English 7 Social Studies 9 Mathematics 7 Science 2 Physical Ed 1 Health 1 College & Career 2 Arts* <u>38 Required Credits</u> <u>27 Elective Credits</u> <b>65 Total Credits</b>	Required Credits: 9 English 7 Social Studies 9 Mathematics 7 Science 2 Physical Ed 1 Health 1 College & Career 2 Arts* <u>38 Required Credits</u> <u>27 Elective Credits</u> <b>65 Total Credits</b>	Required Credits: 9 English 7 Social Studies 9 Mathematics 7 Science 2 Physical Ed 1 Health 1 College & Career 2 Arts* <u>38 Required Credits</u> <u>27 Elective Credits</u> <b>65 Total Credits</b>	Required Credits: 8 English 7 Social Studies 6 Mathematics 6 Science 2 Physical Ed 1 Health 1 College & Career 2 Arts* <u>33 Required Credits</u> <u>27 Elective Credits</u> <b>60 Total Credits</b>

**Table 2**

**Number of Credits Required for Graduation by Academic Department**

**Specific course requirements listed in Registration Guide**

**This table reflects requirements for Class of 2021 & beyond.**

**^Indicates clarification for Class of 2019 & 2020.**

<b><u>Academic Department</u></b>	<b><u>Credit Requirements</u></b>	<b><u>State Requirement Clarification</u></b>
		<b>Students beginning 8th grade in the 2012-2013 school year and later must successfully complete courses to satisfy all academic standards in each content area as well as the courses specified below:</b>

English/ Language Arts	9 ^8	Courses sufficient to satisfy the academic standards and required courses as listed in Registration Guide.
Math	9 ^6	Courses sufficient to satisfy the academic standards and required courses as listed in the Registration Guide, including completion of Advanced Algebra or its equivalent.
Social Studies	7	Courses sufficient to satisfy the academic standards and required courses as listed in the Registration Guide, encompassing at least United States history, geography, government and citizenship, world history, and economics.
Science	6 ^7	Courses sufficient to satisfy the academic standards and required courses as listed in the Registration Guide, including at least two credits in biology; and two credits in chemistry and/or physics.
Health	1	Courses sufficient to satisfy the academic standards and required courses as listed in Registration Guide.
Physical Education	2	Courses sufficient to satisfy the academic standards and required courses as listed in Registration Guide.
College & Career Exploration	1	The one-credit course, College & Career Exploration, is required.
Arts	2	Courses sufficient to satisfy the academic standards. Courses that fulfill the Arts standard requirement are listed in the Registration Handbook.
Career & College Readiness (Identified on transcript as Meet/ Incomplete)		Participation in district-approved nationally normed college entrance exam in grade 11 or 12. Completion of required advisory curriculum milestones for Personal Learning Plans
Elective Credits	27	Students may choose from a variety of courses to earn additional 27 credits.

Or

2. Have met the requirements of an IEP or 504 Plan.

C. Elective standards in health and physical education, vocational and technical education, and world languages are developed locally and placed in courses. The following Minnesota Academic Standards, in accordance with the standards developed by the MDE, have been placed within the above courses and selected electives. The most recent standard versions are placed within curriculum according to the district review process. Specific course requirements are designed to meet the Minnesota Academic Standards and subject to change.

1. Minnesota Academic Standards, Language Arts K-12;

2. Minnesota Academic Standards, Mathematics K-12;

3. Minnesota Academic Standards, Science K-12;

4. Minnesota Academic Standards, Social Studies K-12; and

5. Minnesota Academic Standards with Local Adaptations, K-12 Arts

## VI. VIII. GRADUATION ASSESSMENT REQUIREMENTS.

A. For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. an opportunity encouragement to participate on a nationally normed college entrance exam in grade 11 or grade 12;

2. achievement and career and college readiness tests in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible

targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:

- a) monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and
- b) based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
- c) consistent with this paragraph and Minn. Stat. § 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- d) Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- e) Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- f) Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to

participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

- g) A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## VII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. All applicable state and district graduation test requirements and Career & College Readiness Requirements must be met.
- C. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and recommend or not recommend early graduation to the principal.

## VIII. NOTICE

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)  
Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)  
Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)  
20 U.S.C. § 6301, et seq. (No Child Left Behind Act)

**Cross References:** Princeton Public Schools Policy 104 (School District Mission Statement)  
Princeton Public Schools Policy 601 (School District Curriculum and Instruction Goals)  
Princeton Public Schools Policy 614 (School District Testing Plan and Procedure)  
Princeton Public Schools Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)  
Princeton Public Schools Policy 616 (School District System Accountability)

Adopted: April 23, 1996

Revised: July 21, 1998

Revised: October 25, 2005

Revised: April 24, 2007

Revised: April 22, 2008

Revised: August 25, 2009

Revised: August 27, 2013

Reviewed: October 20, 2015

Revised: February 21, 2017

Revised: April 16, 2019

## **PRINCETON PUBLIC SCHOOLS POLICY 620 - CREDIT FOR LEARNING**

### **I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.

The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

### **III. DEFINITIONS**

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. "Commissioner" means the Commissioner of MDE.
- D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central

Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Princeton Online Academy” or “POA” is the name of the online program provided through ISD477.
- J. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.
- K. “College in the Schools” or “CIS” is a course for high school students, taken at the high school but run by the providing post-secondary institution that allows students to earn college credit while at the high school. These courses are considered “Concurrent Enrollment” courses.
- L. “Advanced Placement” or “AP” is a course created by the College Board which offers college-level curricula and examinations to high school students.

#### **IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS**

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
  - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- B. Transfer of Academic Requirements from Other Schools
  - 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or

nonpublic school evidencing the course taken and the grade and credit awarded.

- a) When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b) In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
  - c) If no comparable course is offered by the school district for which high school graduation credit would be provided, elective credit will be provided to the student..
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a) Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b) Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c) In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

- d) If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e) Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

**V. POST-SECONDARY ENROLLMENT CREDIT**

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
  - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
  - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
  - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.

6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

## **VI. CREDIT FROM ONLINE LEARNING COURSES**

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

## **VII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the

student's transcript as an elective course credit applied toward graduation requirements.

- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

## **VIII. WEIGHTED GRADES**

Grade Point Average (GPA) is based on a 4.0 scale. Points awarded for regular courses are as follows: 'A' (4 points); 'B' (3 points); 'C' (2 points); 'D' (1 point); 'F' (0 points). Points awarded for weighted courses are as follows: 'A' (5 points); 'B' (4 points); 'C' (3 points); 'D' (1 point); 'F' (0 points).

- A. The school district offers weighted grades for courses provided that are identified as more rigorous or academically challenging and are limited to the following:
  - 1. All Advanced Placement (AP) courses offered by the school district.
  - 2. All College in the Schools (CIS) courses offered by the school district.
  - 3. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

## **IX. PROCESS FOR AWARDING CREDIT**

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.

- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
 Minn. Stat. § 120B.021 (Required Academic Standards)  
 Minn. Stat. § 120B.11 (School District Process)  
 Minn. Stat. § 120B.14 (Advanced Academic Credit)  
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
 Minn. Stat. § 123B.445 (Nonpublic Education Council)  
 Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
 Minn. Stat. § 124D.095 (Online Learning Option)  
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
 Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
 Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

**Cross References:** Princeton Public Schools Policy 104 (School District Mission Statement)  
 Princeton Public Schools Policy 601 (School District Curriculum and Instruction Goals)  
 Princeton Public Schools Policy 613 (Graduation Requirements)

Princeton Public Schools Policy 614 (School District Testing Plan and Procedure)

Princeton Public Schools Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Princeton Public Schools Policy 616 (School District System Accountability)

Princeton Public Schools Policy 618 (Assessment of Student Achievement)

Princeton Public Schools Policy 624 (Online Learning Options)

Adopted: April 16, 2019



# PRINCETON

PUBLIC SCHOOLS



## ISD #477 Posting, Selection and Interviewing Process - [Share Folder](#)

### Step 1: Post Position

- Request position posting through Laserfiche to Director of Human Resources
  - Must include resignation information if applicable
  - [Laserfische](#) form
- Position will be posted through Applitrak by Human Resources
  - Posting must be up for a minimum of 5 days

### Step 2: Utilize criteria and review applications

- Candidate Selection Team
  - Recommended team members: Building Administration, Director of Human Resources, additional building and/or district Directors/Administration
- Utilize the criteria categories to review candidates from Applitrak
  - Review each candidate based on identified criteria, need to include Veteran's preference and document (examples available)
  - [Princeton Screening Tool](#)
- Based on criteria, identify candidates to interview
  - Send criteria form to Director of Human Resources

### Step 3: Create Interview Questions & Set-up interviews -

- Hiring Manager (first position listed on interview team)
  - Review Job Description = resource for developing questions
  - Create and/or select interview questions
    - Create an interview guide with at least two questions from each category
      - [Interview Guide](#) 2019
    - Select questions from Question Bank
      - Secondary [2019](#)
      - [Elementary 2019](#)
      - [Coaching Interview Questions](#)
      - [Special Education Q's.](#)
- Hiring Manager and Secretary
  - Will compile questions and interview guides
  - Print interview guides
  - Print interview team sign-off

- Schedule Interviews (TBD)

**Step 4: Assemble Interview Team - [Sample Interview Team and Schedule MS](#)**

- Identify Interview team members
  - Paraprofessionals
    - Building Administrator
    - A building special education teacher
    - Invite a representative from the unit
    - Invite Director of Student Services
  - Custodians
    - Director of Buildings & Grounds
    - Director of Human Resources or Director of Business Services
    - Invite a representative from the unit
    - Invite Building Administrator
  - Food Service
    - Director of Food Service
    - Director of Human Resources or Director of Business Services
    - Invite a representative from the unit
    - Invite Building Administrator
  - Secretarial
    - Building Administrator
    - Director of Human Resources or Director of Business & Finance
    - Invite a teacher from the building
    - Invite a representative from the unit
  - Teaching Positions
    - Building Administrator
    - At least two representatives from the grade level/department area
    - Invite Director of Student Services
      - Mandatory for Special Education positions
    - Invite the Director of Teaching and Learning
    - Invite the Director of Human Resources
  - Coaching
    - High School Head (Sport or Activity)
      - High School Athletic Director
      - A varsity level coaching representative
      - Building representative (teacher or admin)
      - Invite Two athlete or activity participants
      - Invite Parent of participant (prefer 9th or 10th grade participant)
      - Invite High School Activities Secretary
      - Invite Director of Human Resources
    - High School Assistant
      - High School Athletic Director
      - The activity/sport Head Coach
      - Invite Building Administrator

- Invite Director of Human Resources
  - Middle School Coach
    - Middle School Athletic Director
    - A coaching representative (typically the specific area varsity coach)
    - Invite Building representative (teacher or admin)
    - Invite Middle School Activity Secretary
- Coordinator/Dean/Asst Principal positions
  - Building Administrator
  - Teacher from the building
  - Secretary from the building
  - Invite Director of Human Resources
- Administration/Director level positions
  - Director of Human Resources
  - Director of Business & Finance
  - Director of Teaching & Learning
  - Director of Student Services
  - At least two building administrators
  - At least two teacher representatives from the building/department area
  - A representative from the secretary unit
  - Invite at least two parents
  - Invite representatives from students for Middle School and High School
  - Invite Superintendent

### Step 5: Interview and Reference Check Round 1

- Review interview expectations for confidentiality and process for determining top candidates
  - Process: Rate each question, compile data and document (same as Step 2), select top candidates based on data for Offer or Round 2 interview
  - [Scoring Rubric](#)
  - Use Scoring Rubric to rank candidates
    - [Interview Candidate Ranking](#)
- Interview team signs guidelines and agreement - [Sample Guidelines and Agreement](#)
- Administration/Director of Human Resources = Reference checks for selected candidate(s)
  - Complete reference check form
  - [Reference Check](#)
- Interview packets and all documents **are returned** to Director of Human Resources to be stored

### Step 6: Interview Round 2 (if needed)

- Teaching positions: Director of Human Resources and Building Administration
- Administration/Director level positions: Director of Human Resources and Building administration
- Review district goals, strategic plan, expectations, job description
- Develop interview questions and follow same expectations and process from Round 1
- Select top candidate

### **Step 7: Interview with Superintendent (if needed)**

- Administration/Director level positions: Top selected candidate interviews with Superintendent

### **Step 8: Offer Position and Onboarding**

- Administrator offers position and notifies Director of Human Resources of acceptance
- Candidate completes background check
- Director of Human Resources places candidate on the consent agent for School Board approval
  - Approval triggers technology to prepare computer and create an email account
- Administrator continues to contact candidate bi-weekly until start of school year
- Director of Human Resources contacts candidate to schedule orientation meeting
  - New Teachers Week in August
  - Individual meetings during the school year
  - Orientation information provided
    - AESOP ID
    - Timeclock Plus ID
    - Employee Self Serve ID
    - Payroll Packet
      - Staff ID

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# PLEDGE

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Own your stripes, strengths and needs

## STRIPES



Every Tiger has their own stripes. Embrace yours.

## STRENGTHS



Our strengths get better when we come together.

## NEEDS



Respect each others' needs. It's the key to our success.

Make the **#TIGERPLEDGE**

**ADJUSTMENT BUDGET PLANNING 2019-2020**

<b>OPTION 3</b>		<b>OTHER ADJUSTMENTS</b>	
\$193,085.00	Retirees/leaves not Replaced (2)	Add 2.5 FTE Special Education	\$212,000.00
\$87,902.00	Replace Retirees or LT Leaves (6)		
\$75,000.00	Software Expenses moved to Capital	Revenue Increase 1 year later	\$100,000.00
\$50,000.00	Yearly Staff Development	Revenue program change at Accurate	\$41,000.00
\$80,000.00	Staff Development 1 Time Cost Shift	Reduction of 2 Para's	\$42,000.00
\$35,000.00	Assigned Fd Bal Shift from Technology	Payment back from Rum River 1/2	\$100,000.00
\$44,000.00	Reduce 1 Bus Route	<b>Possible Total Offsets</b>	<b>-\$71,000.00</b>
\$33,662.00	Plan for Custodial Charge in CE		
\$100,000.00	Payment back from Rum River 1/2	We would need to cash flow for a year	
-\$22,510.00	Add Operations Secretary-PT to B&G		
<b>\$25,000.00</b>	<b>Other Reductions (?)</b>		
<b>\$701,139.00</b>	<b>Total</b>		

<b>2019-2020 STAFF DEVELOPMENT</b>		
<b>2018 ACTUAL FUND BALANCE</b>	<b>\$263,097.60</b>	
<b>2019 ESTIMATED FUND BALANCE</b>	<b>\$214,475.00</b>	
<b>2020 ESTIMATED REVENUE</b>	<b>\$450,525.00</b>	
<b>2020 ESTIMATED EXPENSES</b>		
Data Analysis, Technology, and Literacy Coaching	\$266,433.00	
Back to School Professional Development	\$18,450.00	
Software and Dues	\$8,235.00	
Licensed Staff Professional Development	\$68,300.00	
Non-Licensed Professional Development	\$21,000.00	
Additional Opportunies for all Staff	\$10,000.00	
Building Allocations	\$43,800.00	
Supplies for all District Professional Development	\$2,000.00	
Partial District Staff Development Day	\$50,000.00	
District Staff Development Day-only if needed		\$80,000.00
<b>Total</b>	<b>\$488,218.00</b>	
<b>2020 ESTIMATED FUND BALANCE</b>	<b>\$176,782.00</b>	
After year end close reallocation or additions may occur for revised budget.		

2019-2020 CAPITAL		
2019 Estimated Fund Balance		\$2,090,222.00
2019 Estimated Revenue		\$585,000.00
<b>FAMILY CENTER</b>		
<b>PRIMARY</b>		
<b>INTERMEDIATE</b>		
<b>MIDDLE</b>		
<b>HIGH SCHOOL</b>		
<b>TRANSPORTATION</b>		
Van-aging out		\$60,000.00
Bus Cameras		\$5,000.00
<b>BUILDINGS &amp; GROUND</b>		
Bucket Truck		
Other Equipment		\$25,000.00
<b>STUDENT SERVICES BUILDING</b>		
<b>TECHNOLOGY</b>		
DW One to One Student Technology Initiative	\$307,000.00	\$307,000.00
Classroom Hardware	\$67,000.00	\$33,500.00
Copiers-move to operational lease	\$20,000.00	\$25,000.00
Infrastructure	\$35,000.00	\$35,000.00
Staff Devices	\$117,000.00	\$58,500.00
Software		\$75,000.00
(there may be movement among the technology categories based on priority)		
(student technology would be first priority)		
<b>OTHER</b>		
Furniture, Fixtures, and Equipment	\$150,000.00	\$150,000.00
Districtwide Emergency	\$15,000.00	\$11,000.00
<b>Total</b>	<b>\$711,000.00</b>	<b>\$785,000.00</b>
<b>Variance</b>		<b>-\$200,000.00</b>

<b>2020 LONG TERM FACILITY MAINTENANCE</b>	
<b>2019 Estimated Fund Balance</b>	<b>\$761,270.80</b>
<b>Revenue:</b>	<b>\$555,337.00</b>
<b>Total Funds Available</b>	<b>\$1,316,607.80</b>
<b>Expenditures</b>	
<b>Health &amp; Safety Total</b>	\$145,000.00
<b>Primary School</b>	
<b>Intermediate School</b>	
<b>Maintenance Garage Roof</b>	<b>\$5,000.00</b>
<b>Carpet-Media/N. Computer</b>	<b>\$23,000.00</b>
<b>Middle School</b>	
Parking Lot	\$55,000.00
<b>Lighting Classrooms</b>	<b>\$50,000.00</b>
Paint & Accoustical Tiles Gym	\$35,000.00
<b>High School</b>	
<b>Tuck Pointing</b>	<b>\$50,000.00</b>
<b>Carpeting Office Area</b>	<b>\$21,000.00</b>
Resurface Track-summer 2020	
<b>Family Center/District Center</b>	
DC Entrance Sidewalk-summer 2020	
<b>Student Service</b>	
Landscaping	
Paint Outside	
<b>District Wide</b>	
Yearly Maintenance Costs (crs801)	\$75,000.00
<b>Emergency Maintenance (CRS803)</b>	<b>\$100,000.00</b>
<b>Total for 2020</b>	<b>\$559,000.00</b>
<b>VARIANCE</b>	<b>\$757,607.80</b>

<b>2019-2020 ATPPS/QCOMP</b>	
<b>2018 FUND BALANCE</b>	<b>\$226,244.00</b>
<b>2019 ESTIMATED FUND BALANCE</b>	<b>\$228,118.00</b>
<b>ESTIMATED REVENUE</b>	<b>\$887,000.00</b>
<b>ESTIMATED EXPENSES</b>	
INDIVIDUAL PLC, GOALS, PLANS	\$454,000.00
ADMINISTRATION COSTS	\$43,800.00
CAREER LADDER	\$246,400.00
AFT PD CLASSES	\$58,400.00
COP	\$15,000.00
BUILDING GOALS	\$50,800.00
COACH TRAINING	\$0.00
CAREER LADDER	\$3,100.00
SITE PROFESSIONAL DEVELOPMENT	\$32,850.00
<b>TOTAL EXPENSES</b>	<b>\$904,350.00</b>
<b>2020 ESTIMATED VARIANCE</b>	<b>-\$17,350.00</b>
<b>2020 ESTIMATED FUND BALANCE</b>	<b>\$210,768.00</b>

<b>PROGRAM INITIATIVES PROPOSAL</b>	
<b>2018 FUND BALANCE</b>	<b>\$649,982.00</b>
<b>2019 ESTIMATED FUND BALANCE</b>	<b>\$302,982.00</b>
<b>2019-2020 PROPOSED EXPENDITURES</b>	
On-Line Addltional Staffing	\$122,000.00
Spanish Materials	\$30,000.00
Schoology	\$1,000.00
Chromebooks	N/A
Odsseyware	Budgeted in Tech
Device	Budgeted in Tech
Curriculum Development	To be Determined
Trainings	\$1,000.00
<b>TOTAL</b>	<b>\$154,000.00</b>
<b>2020 ESTIMATED FUND BALANCE</b>	<b>\$148,982.00</b>

<b>TECHNOLOGY ASSIGEND</b>	
<b>2018 FUND BALANCE</b>	<b>\$57,595.00</b>
<b>2019 ESTIMATED FUND BALANCE</b>	<b>\$44,595.00</b>
<b>REVENUE</b>	<b>\$17,250.00</b>
<b>BUILDING IMPROVED PROPOSAL</b>	
Student Chromebook Repairs	\$22,500.00
<b>TOTAL</b>	<b>\$22,500.00</b>
<b>2020 ESTIMATED FUND BALANCE</b>	<b>\$39,345.00</b>
Fund Balance move to Unassigned -(if needed)	\$35,000.00
This was the original fund balance in this area.	

<b>BUILDING IMPROVED</b>	
<b>2018 FUND BALANCE</b>	<b>\$280,537.00</b>
<b>2019 ESTIMATED FUND BALANCE</b>	<b>\$149,530.00</b>
<b>BUILDING IMPROVED PROPOSAL</b>	
Spanish Immersion Teacher 1 year	\$72,458.00
Fund Balance move to Program Initiatives	\$52,072.00
Fund Balance move to Unassigned	\$25,000.00
Propose using Capital to pay for Connection to City Water and Sewer if needed	

DISTRICT COMPARISONS						
SCHOOL DISTRICT	SITES	2018-2019 LUNCH	2018-2019 BREAKFAST	2018-2019 MILK	2018-2019 ADULT	2018-2019 2nd LUNCH
<b>BECKER</b>	ELEMENTARY	\$2.55	\$1.60	\$0.40	\$3.90	\$3.90
	MIDDLE	\$2.65	\$1.65	\$0.40	\$3.90	\$3.90
	HIGH SCHOOL	\$2.70	\$1.65	\$0.40	\$3.90	\$3.90
<b>BIG LAKE</b>	ELEMENTARY	\$2.90	\$1.60	\$0.50	\$3.75	\$3.75
	SECONDARY	\$3.00	\$1.60	\$0.50	\$3.75	\$3.75
<b>SARTELL</b>	K-4	\$2.75	\$1.35	\$0.50	\$4.05	N/A
	5-8	\$2.90	\$1.35	\$0.50	\$4.05	N/A
	9-12	\$3.00	\$1.35	\$0.50	\$4.05	N/A
<b>SAUK RAPIDS</b>	ELEMENTARY	\$2.55	FREE	\$0.40	\$3.85	\$2.55
	SECONDARY	\$2.80	FREE	\$0.40	\$3.85	\$2.80
<b>PRINCETON</b>	K-5	\$2.45	\$1.50	\$0.40	\$4.00	\$3.10
	6-12	\$2.55	\$1.50	\$0.40	\$4.00	\$3.10
RECOMMENDING	SITES	2019-2020 LUNCH	2018-2019 BREAKFAST	2018-2019 MILK	2018-2019 ADULT	2018-2019 2nd LUNCH
<b>PRINCETON</b>	K-5	\$2.50 or \$2.55	\$1.50	\$0.40	\$4.00	\$3.15 or \$3.20
<b>PRINCETON</b>	6-12	\$2.60 or \$2.65	\$1.50	\$0.40	\$4.00	\$3.15 or \$3.20
<b>2018-19 REIMBURSEMENTS</b>						
	FEDERAL LUNCH-Paid	\$0.31				
	FEDERAL REDUCED	\$2.60				
	FEDERAL FREE	\$3.00				
	FEDERAL CERTIFIED-ALL	\$0.06				
	STATE LUNCH-Paid	\$0.125				
	STATE REDUCED	\$0.525				
	STATE FREE	\$0.125				
	FEDERAL BREAKFAST-PAID	\$0.31				
	FEDERAL REDUCED	\$1.49				
	FEDERAL FREE	\$1.79				
	STATE BREAKFAST-PAID	\$0.55				
	STATE REDUCED/FREE	\$0.30				
	STATE BREAKFAST-K	\$1.30				
Note: We will continue to offer universal K breakfast.						
Note: We will continue Summer Food Programs for the summer of 2019.						
(We have applied for the High School site)						
Note: If MDE raises adult prices above \$4.00 we are required to increase our rates for adults.						

FOOD SERVICE DECLINING PARTICIPATION					
HIGH SCHOOL LUNCH			PRIMARY SCHOOL BREAKFAST		
2015-2016 AVERAGE	70.16%	2015-2016 AVERAGE	45.78%		
2016-2017 AVERAGE	82.24%	2016-2017 AVERAGE	41.18%		
2017-2018 AVERAGE	72.51%	2017-2018 AVERAGE	44.97%		
2018-2019 AVERAGE	66.58%	2018-2019 AVERAGE	39.54%		
FOOD SERVICE ADJUSTMENTS					
OPTION A		OPTION B		OPTION C	
INCREASE .05	\$13,266.00	INCREASE .10	\$26,533.00	INCREASE .15	\$39,799.50
CHG SECRETARY POSITION	-\$11,324.00	CHG SECRETARY POSITION	-\$11,324.00	CHG SECRETARY POSITION	-\$11,324.00
CHG 6 TO 5.75	\$9,165.00	CHG 6 TO 5.75	\$9,165.00	CHG 6 TO 5.75	\$9,165.00
2.75 POSITION-Decrease	\$9,254.00	2.75 POSITION-Decrease	\$9,254.00	2.75 POSITION-Decrease	\$0.00
FS CAPITAL ADJ	\$20,000.00	FS CAPITAL ADJ	\$10,000.00	FS CAPITAL ADJ	\$10,000.00
<b>Total Adjustments</b>	<b>\$40,361.00</b>	<b>Total Adjustments</b>	<b>\$43,628.00</b>	<b>Total Adjustments</b>	<b>\$47,640.50</b>