

Princeton Public Schools - ISD 477
Tuesday, February 21, 2017 at 7:00 PM
Regular School Board Meeting
District Office Board Room located at City Hall (Please use City Hall Entrance)

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. Citizen Comments
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. Wire Transfers 20
 - d. Treasurer's Report 21
 - e. Gift/Donation 22
9. **INFORMATION**
 - a. Update on Goal III: Implement Innovative Programming-presented by Eric Dohrmann 25
 - b. Superintendent Strategic Plan Update-Presented by Julia Espe 29
10. **ACTION**

11. High School Schedule-	32
<i>I move to accept the high school six period day schedule as presented with the understanding that slight changes may occur.</i>	
12. 2017-2018 Parameters	
a. State Increase	38
<i>I move to accept the state increase at _____.</i>	
b. Class Size	39
<i>I move to approve the recommended class size ranges.</i>	
c. Enrollment	40
<i>I move to add (0,10,20) students to next year enrollment.</i>	
13. 2016-2017 Revised Budget	42
<i>I move to accept the revised budget as presented.</i>	
14. Second Reading of Policies-# 498, 299, 607, 609, 610, 611, 614, 615, 619, 624	
<i>I move to accept the second reading of the policies as presented.</i>	
a. 498-Substitute (Casual and Long-Term), Homebound Teachers, and Classified Staff Employment-Wages and Benefits	52
b. 299-School Board Member Compensation and Expenses	57
c. 607-Organization of Grade Levels	59
d. 609-Religion	61
e. 611-Home Schooling	64
f. 614-School District Testing Plan and Procedure	68
g. 615-Basic Standards and Graduation Required Testing, Accommodations, Modifications, and exemptions for IEP, Section 504 Accommodation, and LEP Students	87
h. 619-Staff Development for Standards	89
i. 624-Online Learning Options	92
15. ADDITIONS TO AGENDA	
16. FUTURE MEETINGS	
Finance Meeting-Tuesday, March 7-5:00	
17. ADJOURN	
18. CONSENT AGENDA	
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Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **7th day of February, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: None

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, and Director of Teaching and Learning Julie Williams.

Student Council Representative: Lacey Broding

Citizen Comments: None

REPORTS

Board committee meeting(s) and School Events each Board member attended.

Eric Minks
Deb Ulm
Chad Young

Finance, Teaching and Learning
Agenda Planning, Finance, Project Oversight Committee
Deep Portage, Career and College Ready, STEM, Teaching
Negotiations, Project Oversight Committee

Eric Strandberg
Sue VanHooser
Howard Vaillancourt
Craig Johnson

Finance
Community Education Advisory
Teaching and Learning, Community Education Advisory
Teaching and Learning

Student Council Report: Snow Days was a success.

Superintendent Report: Julia Espe told the board about our new banner for the District Center entrance. She went to the American Indian Family meeting at our new Student Services building. At the meeting, they passed the American Indian resolution, and shared that they sold 100 packs of rice for a fundraiser to purchase American Indian drums for the students. Stacie Vos and Julia Espe have been meeting with the principals to discuss the teacher-student contact minutes at the schools. They had the last POC meeting last Thursday.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Chad Young and seconded by Sue VanHooser, *to approve the January 17th, Regular Board meeting minutes as presented.* Motion passed unanimously.

CONSENT AGENDA

Motion made by Eric Minks, seconded by Howard Vaillancourt *to approve the consent agenda as presented.* Personnel, Gifts, Construction Change Orders, open enrollment. Motion passed unanimously.

INFORMATION

High School Schedule- Barb Muckenhirn presented information regarding the 6 period by 3 trimester student schedule. It would increase the teacher to student minutes by 25 minutes and give students more options.

2016-2017 Revised Budget- Michelle Czech reviewed the 2016-2017 revised budget. She went over the planned spend -down in the restricted accounts.

2017-2018 Parameters- Michelle Czech reviewed the 2017-2018 parameters and discussed the state increases, class size, and projected enrollment. This information is located on Boardbook.

Goal 1 Progress- Julie Williams presented to the board on the strategic plan Goal 1: Personalized Instruction for Every Student. The presentation included standards and learning progressions, how these goals are used in the classrooms. The presentation is located on boardbook.

Website Improvement- Julia Espe presented on the improvements that are needed on our website. CEL proposed a website makeover. This information can be located on board book. Eric Minks made a motion to approve the start up costs and the project management costs. It was seconded by Craig Johnson. Upon roll call the following voted for: Sue VanHooser, Eric Minks, Deb Ulm, Chad Young, Craig Johnson, Eric Strandberg. Abstained: Howard Vaillancourt. Motion passed 6:1

First Reading of Policies- #498, 299, 607, 609, 610, 611, 614, 615, 619, 624.

Julia Espe went over the policies significant changes including the substitute policy, the field trip policy and School Board member compensation.

ACTION ITEMS

.5 Paraprofessional Position for Student Services- Michelle Czech brought the proposal for a .5 paraprofessional position for the Student Services program. Motion made by Eric Minks and seconded by Craig Johnson *to approve the .5 paraprofessional position for student services.* Upon roll call: Howard

*Vaillancourt, Craig Johnson, Eric Strandberg, Chad Young, Deb Ulm, Eric Mlnks and Sue VanHooser.
Motion passed unanimously.*

Future Meetings: Activities Meeting- February 15 at 4:00
 Officer's Workshop-February 11
 SEE-February 17th 9:00
 Policy Meeting-February 21, 5:00

Additions to the agenda: None

ADJOURN - Motion to adjourn the meeting made by Eric Minks, seconded by Craig Johnson. Meeting was adjourned at 8:45 p.m.

Chair Deb Ulm

Clerk Eric Minks

Recorder-Kari Plafcan

02.21.2017

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Clemmons, Sara	Change in assignment	HS-P.E Teacher-Taking an additional hour	PEA	N/A	3.29.17-5.31.17	
Dettmer, Lee	New Hire	HS Varsity Assistant Softball Coach		Mary Patnode	3.13.17-6.9.17	\$3,652.00
Miller, Shannon	New Hire	9th gr. Softball coach		Hannah Oliverius	3.13.17-6.9.17	\$2,630.00
Monson, Casie	New Hire	MS-Musical Director		Deon Haider	2.7.17	\$1,503.00
Porttiin, Annie	Resignation	9th Gr. Volleyball		N/A	2.8.17	
Sikkink, Jill	LOA	4th gr. Teacher	PEA	N/A	3.7.17 (out 16-20 weeks)	
Storbakken, Kristy	LOA	HS-Ag Teacher	PEA	N/A	2017-2018	
Thiel, Joe	Extra Duty	HS-Video Scoreboard Operator/Advisor		N/A	10.11.16	\$3,758.00

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

Fund Description		Total
01	General Fund	\$16,362.09
06	Construction	\$154,318.21
Report Total		\$170,680.30

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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	70376	164616	Check	1	15128		GENERAL OFFICE PRODUCTS COMI	Yes	No	No	USD	02/21/2017	16,362.09
			70372	164617	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	02/21/2017	8,947.97
			70371	164618	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	02/21/2017	1,291.22
			70375	164619	Check	1	15090		MAD DOG INTERIORS	Yes	No	No	USD	02/21/2017	17,199.00
			70374	164620	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	02/21/2017	5,940.00
			70378	164621	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	02/21/2017	47,097.83
			70379	164622	Check	1	6500		WEST BRANCH CONSTRUCTION C	Yes	No	No	USD	02/21/2017	40,459.83
			70373	164623	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	02/21/2017	11,188.61
			70377	164624	Check	1	15181		WOODSIDE INDUSTRIES, INC.	Yes	No	No	USD	02/21/2017	22,193.75
Bank Total: 001														\$170,680.30	
Report Total:														\$170,680.30	

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

Fund	Description	Total
01	General Fund	\$1,399,831.09
02	Food Service	\$140,197.25
04	Community Service	\$56,822.43
06	Construction	\$123,012.15
10	Student Activities	\$38,228.75
Report Total		\$1,758,091.67

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0477		001	69859	164232	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	01/20/2017	264,983.50
			69862	164233	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	01/13/2017	3,900.02
			69895	164234	Check	1	8007		ANDOVER HIGH SCHOOL	Yes	Yes	No	USD	01/13/2017	225.00
			69877	164235	Check	1	15056		BARKER CURTIS	Yes	Yes	No	USD	01/13/2017	113.00
			69878	164236	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	Yes	No	USD	01/13/2017	230.00
			69879	164237	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	Yes	No	USD	01/13/2017	180.00
			69861	164238	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	01/13/2017	1,557.27
			69880	164239	Check	1	1692		CASEY'S	Yes	Yes	No	USD	01/13/2017	127.94
			69894	164240	Check	1	8001		CHILDERS DAVE	Yes	Yes	No	USD	01/13/2017	74.00
			69874	164241	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	01/13/2017	96.15
			69866	164242	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	01/13/2017	2,025.59
			69892	164243	Check	1	7913		DOVENMUEHLER DALE	Yes	Yes	No	USD	01/13/2017	113.00
			69881	164244	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	01/13/2017	946.80
			69882	164245	Check	1	2361		ELK RIVER HIGH SCHOOL	Yes	Yes	No	USD	01/13/2017	260.00
			69883	164246	Check	1	2361		ELK RIVER HIGH SCHOOL	Yes	Yes	No	USD	01/13/2017	50.00
			69884	164247	Check	1	2361		ELK RIVER HIGH SCHOOL	Yes	Yes	No	USD	01/13/2017	250.00
			69890	164248	Check	1	7010		FIRST ANNE	Yes	No	No	USD	01/13/2017	132.00
			69885	164249	Check	1	2574		FOLEY HIGH SCHOOL	Yes	Yes	No	USD	01/13/2017	85.00
			69893	164250	Check	1	7925		GROSSINGER JANE	Yes	Yes	No	USD	01/13/2017	132.00
			69871	164251	Check	1	13894	1	JA BIZTOWN	Yes	Yes	No	USD	01/13/2017	858.00
			69896	164252	Check	1	8650		KOPETKA FRANK	Yes	Yes	No	USD	01/13/2017	113.00
			69886	164253	Check	1	3774		LEE'S PRO SHOP	Yes	Yes	No	USD	01/13/2017	9.75
			69860	164254	Check	1	10532		MCGRAW CHAD	Yes	Yes	No	USD	01/13/2017	145.00
			69863	164255	Check	1	10824		MEDICS TRAINING INCORPORATED	Yes	Yes	No	USD	01/13/2017	57.00
			69869	164256	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	01/13/2017	151.82
			69873	164257	Check	1	14007		MIKKELSON STEVE	Yes	Yes	No	USD	01/13/2017	137.00
			69865	164258	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	01/13/2017	527.50
			69887	164259	Check	1	4628		NELSON NURSERY	Yes	Yes	No	USD	01/13/2017	3,285.00
			69897	164260	Check	1	8655		OEFFLING SCOTT	Yes	Yes	No	USD	01/13/2017	137.00
			69867	164261	Check	1	11906		PERHAM HIGH SCHOOL	Yes	No	No	USD	01/13/2017	200.00
			69876	164262	Check	1	14950		SPRUNK ENTERTAINMENT SERVICE	Yes	Yes	No	USD	01/13/2017	250.00
			69888	164263	Check	1	5617	9	ST CLOUD STATE UNIVERSITY	Yes	Yes	No	USD	01/13/2017	100.00
			69868	164264	Check	1	12639		ST CROIX FALLS HS	Yes	Yes	No	USD	01/13/2017	175.00
			69889	164265	Check	1	5926		ST. FRANCIS HIGH SCHOOL	Yes	Yes	No	USD	01/13/2017	75.00
			69872	164266	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	01/13/2017	320.16
			69891	164267	Check	1	7175		WAHMAN JILL	Yes	Yes	No	USD	01/13/2017	132.00
			69870	164268	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	01/13/2017	1,179.63
			69875	164269	Check	1	14500		WOW FACTOR SPORTS	Yes	Yes	No	USD	01/13/2017	100.00
			69864	164270	Check	1	11367		ZIESKA VICKI	Yes	No	No	USD	01/13/2017	132.00
			69988	164271	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	01/20/2017	7,986.07
			69956	164272	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	01/20/2017	736.35

Princeton Public Schools #477

Check Register by Bank and Check Number

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0477	001	69955	164273	Check	1	11357		AUSTINSON JOHN	Yes	No	No	USD	01/20/2017	113.00
		69974	164274	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	01/20/2017	65.00
		69973	164275	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	Yes	No	USD	01/20/2017	659.05
		69990	164276	Check	1	8001		CHILDERS DAVE	Yes	Yes	No	USD	01/20/2017	148.00
		69961	164277	Check	1	13055		CRIMSON CHEERLEADING	Yes	Yes	No	USD	01/20/2017	220.00
		69958	164278	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	01/20/2017	1,428.04
		69991	164279	Check	1	8120		DNR DIVISION OF ENFORCEMENT	Yes	Yes	No	USD	01/20/2017	65.00
		69975	164280	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	01/20/2017	5,880.89
		69976	164281	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	01/20/2017	21.00
		69962	164282	Check	1	13058		FRIEDRICHS MATT	Yes	Yes	No	USD	01/20/2017	116.00
		69953	164283	Check	1	10908	1	G & K SERVICES	Yes	Yes	No	USD	01/20/2017	414.72
		69969	164284	Check	1	15436		HANSON CORY	Yes	Yes	No	USD	01/20/2017	137.00
		69966	164285	Check	1	13998		HEWITT DANIEL	Yes	Yes	No	USD	01/20/2017	137.00
		69971	164286	Check	1	15438		HICKS WILLIAM	Yes	No	No	USD	01/20/2017	113.00
		69959	164287	Check	1	12624		HOFSTEDT JASON	Yes	Yes	No	USD	01/20/2017	113.00
		69977	164288	Check	1	3239		I.S.D. #051	Yes	Yes	No	USD	01/20/2017	40.00
		69968	164289	Check	1	15415		INDEPENDENT EMERGENCY SERVIK	Yes	Yes	No	USD	01/20/2017	324.60
		69952	164290	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	Yes	No	USD	01/20/2017	416.67
		69965	164291	Check	1	13894	1	JA BIZTOWN	Yes	Yes	No	USD	01/20/2017	803.00
		69989	164292	Check	1	7933		JESSEN CHRIS	Yes	Yes	No	USD	01/20/2017	42.00
		69963	164293	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	Yes	No	USD	01/20/2017	385.60
		69992	164294	Check	1	8633		KOESTER BARBARA L	Yes	Yes	No	USD	01/20/2017	80.00
		69987	164295	Check	1	7053		LODGE MARK	Yes	Yes	No	USD	01/20/2017	137.00
		69979	164296	Check	1	4326	1	M.M.E.A.	Yes	Yes	No	USD	01/20/2017	30.00
		69978	164297	Check	1	4121	2	MEEKER-WRIGHT SPECIAL ED COOI	Yes	Yes	No	USD	01/20/2017	75.00
		69957	164298	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	01/20/2017	17.72
		69980	164299	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	01/20/2017	576.00
		69954	164300	Check	1	11257		MORAN KRIS	Yes	Yes	No	USD	01/20/2017	41.00
		69970	164301	Check	1	15437		MUGFORD JOHN	Yes	Yes	No	USD	01/20/2017	113.00
		69986	164302	Check	1	6992		OFTEDAL DICK	Yes	Yes	No	USD	01/20/2017	116.00
		69967	164303	Check	1	14104		OLSON JARED	Yes	Yes	No	USD	01/20/2017	41.00
		69981	164304	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	01/20/2017	1,938.41
		69972	164305	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	01/20/2017	25.32
		69982	164306	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	01/20/2017	44.93
		69984	164307	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	01/20/2017	2,000.00
		69983	164308	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	01/20/2017	1,668.00
		69950	164309	Check	1	10093		RICE JOHN	Yes	Yes	No	USD	01/20/2017	137.00
		69993	164310	Check	1	8752		SLADEK DAVID	Yes	Yes	No	USD	01/20/2017	113.00
		69960	164311	Check	1	13026		SMITH DIANE	Yes	No	No	USD	01/20/2017	116.00
		69994	164312	Check	1	9494	1	SNA	Yes	Yes	No	USD	01/20/2017	50.00
		69964	164313	Check	1	13821		SYSCO WESTERN MINNESOTA	Yes	Yes	No	USD	01/20/2017	104.92

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Check Register by Bank and Check Number

Batch	Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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			69985	164315	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	01/20/2017	180.00
			69996	164316	Check	1	4348		MN DEPT OF EDUCATION	Yes	Yes	No	USD	01/20/2017	80.00
			69995	164317	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	01/20/2017	15,256.84
			69998	164318	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	01/23/2017	14,064.45
			69999	164319	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	01/23/2017	7,711.06
			70000	164320	Check	1	5146		PRINCETON POST OFFICE	Yes	Yes	No	USD	01/24/2017	111.78
			70005	164321	Check	1	1072		AIM ELECTRONICS INC.	Yes	Yes	No	USD	01/27/2017	1,561.56
			70063	164322	Check	1	8362		APPLE STORE - INTERNET	Yes	Yes	No	USD	01/27/2017	379.00
			70016	164323	Check	1	14019	1	ART TO REMEMBER	Yes	Yes	No	USD	01/27/2017	1,408.50
			70034	164324	Check	1	15444		AST SPORTS, INC.	Yes	Yes	No	USD	01/27/2017	1,112.90
			70004	164325	Check	1	10707		BURT ROBERT	Yes	Yes	No	USD	01/27/2017	113.00
			70027	164326	Check	1	15411		CARTRIDGE WORLD OF ST. CLOUD,	Yes	Yes	No	USD	01/27/2017	1,101.96
			70015	164327	Check	1	13599		DARRYL WALETZKO LLC	Yes	Yes	No	USD	01/27/2017	6,665.00
			70007	164328	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	01/27/2017	4,557.72
			70002	164329	Check	1	10038		DePATTO ALAN	Yes	No	No	USD	01/27/2017	145.00
			70033	164330	Check	1	15443		DEPATTO DONOVAN	Yes	Yes	No	USD	01/27/2017	80.00
			70060	164331	Check	1	7144		DEYAK BRIAN	Yes	Yes	No	USD	01/27/2017	74.00
			70039	164332	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	Yes	No	USD	01/27/2017	226.70
			70040	164333	Check	1	2361		ELK RIVER HIGH SCHOOL	Yes	Yes	No	USD	01/27/2017	50.00
			70008	164334	Check	1	11991		EMC INSURANCE COMPANIES	Yes	Yes	No	USD	01/27/2017	122,858.27
			70024	164335	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	01/27/2017	1,820.70
			70064	164336	Check	1	9088		FASTSIGNS	Yes	Yes	No	USD	01/27/2017	301.19
			70026	164337	Check	1	15394		FLOCABULARY	Yes	No	No	USD	01/27/2017	96.00
			70041	164338	Check	1	2582		FORTNER DON H	Yes	No	No	USD	01/27/2017	250.00
			70035	164339	Check	1	15445		FREESE DIANE	Yes	Yes	No	USD	01/27/2017	20.00
			70010	164340	Check	1	13058		FRIEDRICHS MATT	Yes	Yes	No	USD	01/27/2017	137.00
			70042	164341	Check	1	2775		GOPHER	Yes	Yes	No	USD	01/27/2017	359.00
			70043	164342	Check	1	2837		GREEN MILL	Yes	Yes	No	USD	01/27/2017	751.53
			70037	164343	Check	1	15447		HANDSHOE JENNIFER	Yes	Yes	No	USD	01/27/2017	10.00
			70044	164344	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	01/27/2017	328.00
			70045	164345	Check	1	2987		HARSHMAN GAYLE	Yes	Yes	No	USD	01/27/2017	52.70
			70028	164346	Check	1	15418		HENRY KYLE	Yes	No	No	USD	01/27/2017	80.00
			70046	164347	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	01/27/2017	512.81
			70047	164348	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	Yes	No	USD	01/27/2017	85.00
			70061	164349	Check	1	7693		JOHNSON ERIC	Yes	Yes	No	USD	01/27/2017	80.00
			70014	164350	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	Yes	No	USD	01/27/2017	178.38
			70003	164351	Check	1	10673	1	KITTELSON MARKETING	Yes	Yes	No	USD	01/27/2017	1,195.20
			70048	164352	Check	1	3623		KOEHLER & DRAMM INC.	Yes	Yes	No	USD	01/27/2017	671.22
			70031	164353	Check	1	15441		LAIRD CRAIG	Yes	Yes	No	USD	01/27/2017	113.00
			70059	164354	Check	1	6998		LEVIN AARON	Yes	No	No	USD	01/27/2017	74.00

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0477	001	70022	164355	Check	1	15000		LEY ZACH	Yes	Yes	No	USD	01/27/2017	137.00
		70049	164356	Check	1	3848		LINDELL MICHELLE	Yes	Yes	No	USD	01/27/2017	100.00
		70066	164357	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	Yes	No	USD	01/27/2017	1,520.00
		70050	164358	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	01/27/2017	1,877.85
		70021	164359	Check	1	14991		MEED TREVOR	Yes	Yes	No	USD	01/27/2017	137.00
		70051	164360	Check	1	4136		MENARDS	Yes	Yes	No	USD	01/27/2017	285.89
		70065	164361	Check	1	9667	2	MID AMERICA SOLUTIONS, INC	Yes	Yes	No	USD	01/27/2017	30.00
		70009	164362	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	01/27/2017	503.68
		70052	164363	Check	1	4292		MINNTEX	Yes	Yes	No	USD	01/27/2017	3,717.42
		70006	164364	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	01/27/2017	128.75
		70062	164365	Check	1	8294		MISSISSIPPI 8 CONFERENCE	Yes	No	No	USD	01/27/2017	1,818.00
		70038	164367	Check	1	15448		MORRIS BRENDA	Yes	Yes	No	USD	01/27/2017	20.00
		70018	164368	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	01/27/2017	6,250.00
		70011	164369	Check	1	13069	1	NORTHERN SALT INC	Yes	Yes	No	USD	01/27/2017	437.50
		70012	164370	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	01/27/2017	58,039.02
		70032	164371	Check	1	15442		PETERSON RYAN D	Yes	Yes	No	USD	01/27/2017	80.00
		70054	164372	Check	1	5055		PLYMOUTH PLAYHOUSE	Yes	Yes	No	USD	01/27/2017	890.00
		70055	164373	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	01/27/2017	108.28
		70056	164374	Check	1	5254		REALLY GOOD STUFF	Yes	Yes	No	USD	01/27/2017	323.75
		70030	164375	Check	1	15440		SCHUMER PAT	Yes	No	No	USD	01/27/2017	113.00
		70017	164376	Check	1	14366		SHRED RIGHT	Yes	Yes	No	USD	01/27/2017	20.25
		70023	164377	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	Yes	No	USD	01/27/2017	637.50
		70020	164378	Check	1	14961		ST. PETER PUBLIC SCHOOLS	Yes	Yes	No	USD	01/27/2017	2,006.28
		70013	164379	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	01/27/2017	437.15
		70057	164380	Check	1	6109		THERAPY SHOPPE	Yes	Yes	No	USD	01/27/2017	70.98
		70058	164381	Check	1	6142		TIERNEY BROS.	Yes	Yes	No	USD	01/27/2017	325.50
		70019	164382	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	01/27/2017	190.24
		70025	164383	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	Yes	No	USD	01/27/2017	319.00
		70036	164384	Check	1	15446		WALKER MAXWELL	Yes	Yes	No	USD	01/27/2017	50.00
		70029	164385	Check	1	15426		WOODWARD YOUTH CORPORATION	Yes	Yes	No	USD	01/27/2017	1,285.20
		70067	164386	Check	1	4349	3	MN DEPARTMENT OF HEALTH	Yes	Yes	No	USD	01/27/2017	305.00
		70068	164387	Check	1	4349	4	MN DEPARTMENT OF HEALTH	Yes	Yes	No	USD	01/27/2017	100.00
		70069	164388	Check	1	11601		EBERT CONSTRUCTION	Yes	Yes	No	USD	01/27/2017	545.00
		70070	164389	Check	1	7661	3	INNOVATIVE MODULAR SOLUTIONS	Yes	Yes	No	USD	01/27/2017	122,467.15
		70083	164390	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	01/31/2017	903.18
		70080	164391	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	Yes	No	USD	01/31/2017	67.14
		70081	164392	Check	1	4332		MN BENEFIT ASSN	Yes	Yes	No	USD	01/31/2017	119.43
		70082	164393	Check	1	4584	2	NCPERS MINNESOTA	Yes	Yes	No	USD	01/31/2017	64.00
		70084	164394	Check	1	4936		PEA DUES ACCT.	Yes	Yes	No	USD	01/31/2017	19,704.06
		70085	164395	Check	1	5121		PRINCETON CUSTODIANS	Yes	Yes	No	USD	01/31/2017	1,303.06
		70086	164396	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	Yes	No	USD	01/31/2017	3,075.97

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		70079	164398	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	Yes	No	USD	01/31/2017	379.10
		70131	164399	Check	1	15462		ABRAHAMSON TOM	Yes	No	No	USD	02/03/2017	113.00
		70120	164400	Check	1	14941		ADKINS DAWN	Yes	Yes	No	USD	02/03/2017	50.00
		70104	164401	Check	1	11947		ANDERSON DAWN	Yes	Yes	No	USD	02/03/2017	132.00
		70105	164402	Check	1	1218		AQUA LOGIC	Yes	Yes	No	USD	02/03/2017	140.00
		70106	164403	Check	1	12437		AUEL DONALD	Yes	No	No	USD	02/03/2017	40.00
		70154	164404	Check	1	7007		BECKER CHAR	Yes	No	No	USD	02/03/2017	132.00
		70133	164405	Check	1	15464		BERCKEMEYER JACK CHARLES	Yes	Yes	No	USD	02/03/2017	50.00
		70114	164406	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	Yes	No	USD	02/03/2017	1,365.89
		70098	164407	Check	1	11277		BEYER ADAM	Yes	Yes	No	USD	02/03/2017	116.00
		70135	164408	Check	1	15466		BILDEN JANET	Yes	Yes	No	USD	02/03/2017	40.00
		70156	164409	Check	1	8001		CHILDERS DAVE	Yes	Yes	No	USD	02/03/2017	137.00
		70139	164410	Check	1	1770		CHISAGO LAKES HIGH SCHOOL	Yes	No	No	USD	02/03/2017	288.00
		70140	164411	Check	1	1826		CLIMB THEATRE, INC.	Yes	Yes	No	USD	02/03/2017	707.00
		70099	164412	Check	1	11360		DAHL ANTHONY	Yes	Yes	No	USD	02/03/2017	113.00
		70113	164413	Check	1	13599		DARRYL WALETZKO LLC	Yes	Yes	No	USD	02/03/2017	9,292.00
		70102	164414	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	02/03/2017	2,563.12
		70141	164415	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	02/03/2017	182.00
		70136	164416	Check	1	15467		FLORIDA INDIAN RIVER GROVES, IN	Yes	Yes	No	USD	02/03/2017	775.00
		70117	164417	Check	1	14566		FRIESE CHRIS	Yes	Yes	No	USD	02/03/2017	113.00
		70138	164418	Check	1	15469		HANSON LAURANA	Yes	Yes	No	USD	02/03/2017	37.00
		70103	164419	Check	1	11881		HOLMBERG MARLEN	Yes	Yes	No	USD	02/03/2017	40.00
		70142	164420	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	Yes	No	USD	02/03/2017	912.07
		70143	164421	Check	1	3271		I.S.D. #728	Yes	No	No	USD	02/03/2017	602.64
		70144	164422	Check	1	3273		I.S.D. #742	Yes	Yes	No	USD	02/03/2017	6,118.25
		70145	164423	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	Yes	No	USD	02/03/2017	13,287.76
		70107	164424	Check	1	12554		JOHNSON KEITH	Yes	Yes	No	USD	02/03/2017	113.00
		70155	164425	Check	1	7095		KNUTSEN ERIC	Yes	Yes	No	USD	02/03/2017	74.00
		70159	164426	Check	1	8650		KOPETKA FRANK	Yes	Yes	No	USD	02/03/2017	113.00
		70157	164427	Check	1	8027		KRITZ KEVIN	Yes	Yes	No	USD	02/03/2017	137.00
		70134	164428	Check	1	15465		KRUSCHEK EMILY	Yes	Yes	No	USD	02/03/2017	40.00
		70128	164429	Check	1	15459		LALLAS CHARLIE	Yes	Yes	No	USD	02/03/2017	113.00
		70160	164430	Check	1	8685		MAKOWSKE STEVE S	Yes	No	No	USD	02/03/2017	113.00
		70121	164431	Check	1	14991		MEED TREVOR	Yes	Yes	No	USD	02/03/2017	116.00
		70146	164432	Check	1	4136		MENARDS	Yes	Yes	No	USD	02/03/2017	173.24
		70132	164433	Check	1	15463		MERSHON ANN MARIE	Yes	Yes	No	USD	02/03/2017	516.43
		70094	164434	Check	1	10040		MICHAUD DAWN	Yes	No	No	USD	02/03/2017	132.00
		70109	164435	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	02/03/2017	236.58
		70161	164436	Check	1	9130	2	MINNESOTA WEARABLES	Yes	Yes	No	USD	02/03/2017	1,344.00
		70101	164437	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	02/03/2017	19.56

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0477		001	70096	164438	Check	1	10715	3	MN TRUE TEAM TRACK AND FIELD	Yes	Yes	No	USD	02/03/2017	160.00
			70137	164439	Check	1	15468		MOOSE MARY	Yes	Yes	No	USD	02/03/2017	200.00
			70097	164440	Check	1	10761		MULHERON AMBER	Yes	No	No	USD	02/03/2017	132.00
			70147	164441	Check	1	4517		MUSIC THEATRE INTERNATIONAL	Yes	Yes	No	USD	02/03/2017	685.00
			70122	164442	Check	1	15049		NELSON MARTY	Yes	Yes	No	USD	02/03/2017	113.00
			70124	164443	Check	1	15387	1	NORMANDALE COMMUNITY COLLEGE	Yes	Yes	No	USD	02/03/2017	48.00
			70115	164444	Check	1	14104		OLSON JARED	Yes	Yes	No	USD	02/03/2017	116.00
			70148	164445	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	02/03/2017	455.00
			70129	164446	Check	1	15461		READING & MATH, INC.	Yes	Yes	No	USD	02/03/2017	2,000.00
			70130	164447	Check	1	15461		READING & MATH, INC.	Yes	Yes	No	USD	02/03/2017	1,800.00
			70116	164448	Check	1	14515		REASONER MICHAEL	Yes	Yes	No	USD	02/03/2017	116.00
			70108	164449	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	02/03/2017	330.00
			70095	164450	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF MICHIGAN	Yes	Yes	No	USD	02/03/2017	66.00
			70126	164451	Check	1	15457		ROCK KEITH	Yes	Yes	No	USD	02/03/2017	113.00
			70149	164452	Check	1	5472	4	SAM'S CLUB	Yes	Yes	No	USD	02/03/2017	509.92
			70150	164453	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	Yes	No	USD	02/03/2017	111.90
			70151	164454	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	02/03/2017	32.00
			70110	164455	Check	1	13026		SMITH DIANE	Yes	No	No	USD	02/03/2017	116.00
			70163	164456	Check	1	9494	1	SNA	Yes	Yes	No	USD	02/03/2017	50.00
			70112	164457	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	Yes	No	USD	02/03/2017	233.75
			70162	164458	Check	1	9486		TERNES KELLY	Yes	Yes	No	USD	02/03/2017	113.00
			70158	164459	Check	1	8616		THOMAS BOB	Yes	Yes	No	USD	02/03/2017	113.00
			70123	164460	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	Yes	No	USD	02/03/2017	215.82
			70119	164461	Check	1	14857		VAWSER ROBERT	Yes	Yes	No	USD	02/03/2017	113.00
			70152	164462	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	02/03/2017	1,430.25
			70118	164463	Check	1	14705		VITAL WORKLIFE	Yes	Yes	No	USD	02/03/2017	6,102.00
			70111	164464	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	02/03/2017	901.87
			70153	164465	Check	1	6461		WATSON CO. INC.	Yes	Yes	No	USD	02/03/2017	219.18
			70127	164466	Check	1	15458		WINDSPERGER AFTON	Yes	No	No	USD	02/03/2017	132.00
			70125	164467	Check	1	15426		WOODWARD YOUTH CORPORATION	Yes	Yes	No	USD	02/03/2017	1,837.08
			70100	164468	Check	1	11367		ZIESKA VICKI	Yes	No	No	USD	02/03/2017	132.00
			70164	164469	Check	1	15470	1	GREENWOOD CORY	Yes	Yes	No	USD	02/06/2017	500.00
			70167	164470	Check	1	15470	1	GREENWOOD CORY	Yes	Yes	No	USD	02/07/2017	967.99
			70217	164471	Check	1	1208		APOLLO HIGH SCHOOL #742	Yes	No	No	USD	02/10/2017	50.00
			70222	164472	Check	1	7758		CHISHOLM INN & SUITES	Yes	No	No	USD	02/10/2017	1,219.66
			70219	164473	Check	1	4517		MUSIC THEATRE INTERNATIONAL	Yes	Yes	No	USD	02/10/2017	972.00
			70220	164474	Check	1	4687		NORTH BRANCH PUBLIC SCHOOL	Yes	No	No	USD	02/10/2017	50.00
			70218	164475	Check	1	15480		PEARSON FRANKIE	Yes	Yes	No	USD	02/10/2017	100.00
			70221	164476	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	02/10/2017	10.00
			70231	164477	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	Yes	No	USD	02/13/2017	3,852.04
			70225	164478	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	02/13/2017	3,821.97

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0477		001	70262	164479	Check	1	9261	1	ALBANY SPEECH TEAM	Yes	No	No	USD	02/13/2017	222.00
			70236	164480	Check	1	14605		ANDERSON CATHY	Yes	No	No	USD	02/13/2017	85.00
			70227	164481	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	02/13/2017	166.86
			70234	164482	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	02/13/2017	528.25
			70250	164483	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	02/13/2017	1,100.91
			70253	164484	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	02/13/2017	20,207.85
			70249	164485	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	02/13/2017	402.18
			70223	164486	Check	1	10069		DALCO	Yes	Yes	No	USD	02/13/2017	502.53
			70228	164487	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	02/13/2017	2,578.38
			70260	164488	Check	1	7144		DEYAK BRIAN	Yes	No	No	USD	02/13/2017	74.00
			70251	164489	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	02/13/2017	198.96
			70248	164490	Check	1	15484		FERNANDEZ-STERNQUIST JAMI	Yes	No	No	USD	02/13/2017	50.00
			70240	164491	Check	1	15471		FRIEDRICHS STEVE	Yes	No	No	USD	02/13/2017	145.00
			70226	164492	Check	1	10908	1	G & K SERVICES	Yes	No	No	USD	02/13/2017	374.45
			70224	164493	Check	1	10198		GEARMAN MIKE	Yes	No	No	USD	02/13/2017	113.00
			70252	164494	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	02/13/2017	1,117.66
			70246	164495	Check	1	15482		HANNES BRITNEY	Yes	Yes	No	USD	02/13/2017	10.00
			70261	164496	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	02/13/2017	184.84
			70242	164497	Check	1	15475		HOERNING CODY	Yes	No	No	USD	02/13/2017	113.00
			70241	164498	Check	1	15474		HOFFMAN RYAN	Yes	Yes	No	USD	02/13/2017	137.00
			70233	164499	Check	1	13996		KOONTZ BRANDON	Yes	Yes	No	USD	02/13/2017	137.00
			70247	164500	Check	1	15483		LARSON LOIS	Yes	No	No	USD	02/13/2017	10.00
			70245	164501	Check	1	15479		LITFIN NICK	Yes	No	No	USD	02/13/2017	113.00
			70244	164502	Check	1	15478		LITFIN TIM	Yes	No	No	USD	02/13/2017	113.00
			70237	164503	Check	1	14991		MEED TREVOR	Yes	No	No	USD	02/13/2017	137.00
			70229	164504	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	02/13/2017	78.62
			70232	164505	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	02/13/2017	17.91
			70239	164506	Check	1	15393		OKAN KELLY	Yes	No	No	USD	02/13/2017	32.40
			70230	164507	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	02/13/2017	17,765.59
			70243	164508	Check	1	15476		PETERS BRIAN	Yes	No	No	USD	02/13/2017	113.00
			70254	164509	Check	1	5040		PIZZA BARN	Yes	No	No	USD	02/13/2017	553.71
			70255	164510	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	02/13/2017	230.00
			70257	164511	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	02/13/2017	2,000.00
			70256	164512	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	02/13/2017	78.00
			70235	164513	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	02/13/2017	35.25
			70238	164514	Check	1	15099		STEFFENSEN CATHY	Yes	No	No	USD	02/13/2017	32.20
			70258	164515	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	02/13/2017	216.00
			70259	164516	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	02/13/2017	199.20
			70271	164517	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	02/15/2017	251,374.00
			70272	164518	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	02/15/2017	14,261.95
			70306	164519	Check	1	14005	1	AGC NETWORKS INC	Yes	No	No	USD	02/21/2017	4,699.43

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	70367	164520	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	02/21/2017	2,830.00
			70283	164521	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	02/21/2017	1,725.00
			70326	164522	Check	1	15435		AUTISM-PRODUCTS.COM	Yes	No	No	USD	02/21/2017	287.95
			70288	164523	Check	1	1301	2	BARNES & NOBLE	Yes	No	No	USD	02/21/2017	152.87
			70292	164524	Check	1	1321		BAUDVILLE	Yes	No	No	USD	02/21/2017	595.34
			70296	164525	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	02/21/2017	900.00
			70307	164526	Check	1	14021		BEYOND SPORT MARTIALARTS & FI	Yes	No	No	USD	02/21/2017	207.20
			70277	164527	Check	1	10865	1	BFG SUPPLY COMPANY	Yes	No	No	USD	02/21/2017	719.43
			70312	164528	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	02/21/2017	145.74
			70369	164529	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	02/21/2017	124.39
			70315	164530	Check	1	1460		BMI EDUCATIONAL SERVICES	Yes	No	No	USD	02/21/2017	609.59
			70275	164531	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	02/21/2017	181.36
			70330	164532	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	02/21/2017	4,142.26
			70323	164533	Check	1	15417		CARL'S PLACE	Yes	No	No	USD	02/21/2017	229.95
			70285	164534	Check	1	12622		CARTRIDGE WORLD MN, INC.	Yes	No	No	USD	02/21/2017	796.92
			70350	164535	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	02/21/2017	4,275.80
			70320	164536	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	02/21/2017	6,550.35
			70327	164537	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	02/21/2017	659.46
			70328	164538	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	02/21/2017	745.82
			70329	164539	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	02/21/2017	105,055.00
			70331	164540	Check	1	1958		CRAGUN'S CONFERENCE CENTER	Yes	No	No	USD	02/21/2017	970.00
			70332	164541	Check	1	1990		CRYSTAL CABINET WORKS INC	Yes	No	No	USD	02/21/2017	6,195.50
			70274	164542	Check	1	10069		DALCO	Yes	No	No	USD	02/21/2017	10,181.36
			70324	164543	Check	1	15424		DALLAS MIDWEST	Yes	No	No	USD	02/21/2017	369.64
			70333	164544	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	02/21/2017	57.44
			70335	164545	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	02/21/2017	1,800.00
			70336	164546	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	02/21/2017	38.00
			70340	164547	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	02/21/2017	210.97
			70286	164548	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	02/21/2017	1,302.03
			70370	164549	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	02/21/2017	325.61
			70337	164550	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	02/21/2017	3,603.57
			70338	164551	Check	1	2336		EHLERS AND ASSOCIATES INC	Yes	No	No	USD	02/21/2017	3,300.00
			70339	164552	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	02/21/2017	226.15
			70284	164553	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	02/21/2017	903.39
			70300	164554	Check	1	13816	1	ESPECIAL NEEDS	Yes	No	No	USD	02/21/2017	28.85
			70363	164555	Check	1	7072	1	ESTR PUBLICATIONS	Yes	No	No	USD	02/21/2017	235.00
			70310	164556	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	02/21/2017	1,339.35
			70308	164557	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	02/21/2017	435.74
			70341	164558	Check	1	2770	2	GOODIN COMPANY	Yes	No	No	USD	02/21/2017	287.78
			70342	164559	Check	1	2775		GOPHER	Yes	No	No	USD	02/21/2017	70.14
			70343	164560	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	02/21/2017	101.35

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	70362	164561	Check	1	6645		GRAINGER	Yes	No	No	USD	02/21/2017	2,313.84
		70303	164562	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	02/21/2017	1,048.99
		70344	164563	Check	1	2853		GRIMES	Yes	No	No	USD	02/21/2017	276.86
		70279	164564	Check	1	11273		HAAN CRAFTS	Yes	No	No	USD	02/21/2017	433.15
		70365	164565	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	02/21/2017	312.70
		70314	164566	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	02/21/2017	559.80
		70322	164567	Check	1	15415		INDEPENDENT EMERGENCY SERVIC	Yes	No	No	USD	02/21/2017	35.08
		70278	164568	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	02/21/2017	2,290.43
		70345	164569	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	02/21/2017	612.00
		70346	164570	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	02/21/2017	599.00
		70347	164571	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	02/21/2017	523.51
		70302	164572	Check	1	13828		JUMPN GYMNASTICS	Yes	No	No	USD	02/21/2017	15,173.80
		70321	164573	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	02/21/2017	44,916.00
		70297	164574	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	02/21/2017	73.50
		70348	164575	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	02/21/2017	1,750.09
		70349	164576	Check	1	3700		LAKES COUNTRY SERVICE COOP	Yes	No	No	USD	02/21/2017	165.00
		70289	164577	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	02/21/2017	22,500.00
		70287	164578	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	02/21/2017	461.00
		70317	164579	Check	1	14835		MAX INTERACTIVE INC.	Yes	No	No	USD	02/21/2017	275.00
		70276	164580	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	02/21/2017	306.27
		70318	164581	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	02/21/2017	2,591.89
		70368	164582	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	02/21/2017	777.00
		70280	164583	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	02/21/2017	621.26
		70334	164584	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	02/21/2017	100.00
		70351	164585	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	02/21/2017	298.78
		70352	164586	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	02/21/2017	68.29
		70293	164587	Check	1	13252	1	OLYMPIC COMMUNICATIONS, INC.	Yes	No	No	USD	02/21/2017	665.00
		70294	164588	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	02/21/2017	162,439.83
		70353	164589	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	02/21/2017	121.53
		70316	164590	Check	1	14818	2	PKS-PROFESSIONAL KARATE STUDI	Yes	No	No	USD	02/21/2017	57.60
		70281	164591	Check	1	11658		POLAR	Yes	No	No	USD	02/21/2017	350.00
		70354	164592	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	02/21/2017	2,725.00
		70355	164593	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	02/21/2017	60,999.61
		70356	164594	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	02/21/2017	2,597.44
		70304	164595	Check	1	13870		R&D SALES, INC.	Yes	No	No	USD	02/21/2017	46.00
		70357	164596	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	02/21/2017	51.92
		70291	164597	Check	1	13129		RT RIEBE & ASSOCIATES	Yes	No	No	USD	02/21/2017	297.50
		70299	164598	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	02/21/2017	4,395.32
		70366	164599	Check	1	8024	2	SCHOOL FINANCES	Yes	No	No	USD	02/21/2017	400.00
		70358	164600	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	02/21/2017	911.53
		70325	164601	Check	1	15429		SCHWAB-VOLLHABER-LUBRATT, INC	Yes	No	No	USD	02/21/2017	114.88

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	70305	164602	Check	1	13872		SEPTIC CHECK	Yes	No	No	USD	02/21/2017	306.25
		70309	164603	Check	1	14062		STEEL SALES CORP.	Yes	No	No	USD	02/21/2017	2,516.05
		70298	164604	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	02/21/2017	1,190.00
		70290	164605	Check	1	13064		SUPER TEACHER WORKSHEETS	Yes	No	No	USD	02/21/2017	300.00
		70301	164606	Check	1	13821		SYSCO WESTERN MINNESOTA	Yes	No	No	USD	02/21/2017	722.60
		70313	164607	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	02/21/2017	33,414.12
		70359	164608	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	02/21/2017	178.00
		70295	164609	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	02/21/2017	179.40
		70282	164610	Check	1	12320		THE METRO GROUP, INC	Yes	No	No	USD	02/21/2017	4,635.96
		70360	164611	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	02/21/2017	2,915.86
		70364	164612	Check	1	7277		TWIN CITY SUPPLY	Yes	No	No	USD	02/21/2017	1,833.49
		70319	164613	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	02/21/2017	190.24
		70311	164614	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	02/21/2017	91,613.86
		70361	164615	Check	1	6342	1	VAN DYKE SUPPLY COMPANY	Yes	No	No	USD	02/21/2017	542.91
Bank Total: 001													\$1,758,091.67	
Report Total:													\$1,758,091.67	

Princeton Public Schools - ISD #477

Wire Transfer Report

February 21, 2017

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
1/13/2017	\$ 513,197.61	ACH File Transfer
1/13/2017	\$ 187,886.02	Federal Tax Wire Transfer
1/13/2017	\$ 29,236.26	State Tax Wire Transfer
1/13/2017	\$ 11,513.11	Select Account HSA
1/13/2017	\$ 349.91	MN Revenue
1/13/2017	\$ 88,759.98	TRA File Transfer
1/13/2017	\$ 28,852.33	PERA File Transfer
1/13/2017	\$ 436.00	MN Child Support File Transfer
1/13/2017	\$ 55,558.24	TSA File Transfer
1/13/2017	\$ 25,750.00	MSRS
1/31/2017	\$ 566,791.86	ACH File Transfer
1/31/2017	\$ 205,838.96	Federal Tax Wire Transfer
1/31/2017	\$ 32,015.22	State Tax Wire Transfer
1/31/2017	\$ 10,563.11	Select Account H S A
1/31/2017	\$ 333.51	MN Revenue
1/31/2017	\$ 92,671.28	TRA File Transfer
1/31/2017	\$ 35,184.29	PERA File Transfer
1/31/2017	\$ 436.00	MN Child Support File Transfer
1/31/2017	\$ 39,738.64	TSA File Transfer
2/3/2017	\$ 18,868.08	BMO Harris Bank - (Pcards)
2/2/2017	\$ 1,075.00	MN Revenue - (Sales tax)
1/5/2017	\$ 1,913.02	SelectAccount
1/12/2017	\$ 8,240.47	SelectAccount
1/19/2017	\$ 5,998.87	SelectAccount
1/26/2017	\$ 900.95	SelectAccount
	\$	
TOTAL	\$ 1,962,108.72	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR JANUARY 2017**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	10,169,087.14	2,613,905.47	3,066,807.18	(5,481.64)	9,716,185.43
02 Food Service	406,185.11	156,579.61	145,831.49	1,156.95	416,933.23
04 Community Service	400,545.89	144,885.34	120,379.07	(119.58)	425,052.16
06 Building Fund	1,233,387.32	770.00	740,602.59	0.00	493,554.73
07 Debt Service	3,082,745.87	294,636.14	2,793,020.63	1,198.73	584,361.38
10 Activities	167,473.19	44,338.37	24,734.41	(418.15)	187,077.15
TOTAL	15,459,424.52	3,255,114.93	6,891,375.37		11,823,164.08

Bank Accounts

AP/PR Account (Bremer)	921,378.80
MSDLAF+	2,818,494.22
Investments (Fd01)	8,018,036.14
Investments (Fd06)	<u>550,108.49</u>
	12,308,017.65
O/S Accts Pay Checks	(395,847.06)
O/S Payroll Checks	(9,630.53)
O/S Wires	(83,086.48)
NSF Checks	<u>3,710.50</u>
TOTAL	11,823,164.08

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: Donation of \$250.00, Check #4541

Pre-Condition, Condition, or Limitation on use:

Check #4541 for sixth grade
keep postage trip.

How this gift specifically relates to the program or school: Allows sixth
grade students who otherwise would not be
able to attend, go along on the trip. Financial
difficulties can prevent some students from
attending.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Date: 1/31/17
Principal or Director

Accepted Not Accepted Julia Espe Date: 2.14.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: May 14, 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: Thrift with a Twist

Description of gift: Donation of \$135.00, Check # 4875

Pre-Condition, Condition, or Limitation on use:

Check # 4875 for sixth grade Keep Postage trip.

How this gift specifically relates to the program or school: allows sixth grade students who otherwise would not be able to attend, go along on the trip. Financial difficulties prevent some students from attending.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Date: 1/31/17
Principal or Director

Accepted Not Accepted Julia Espe Date: 2.14.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: May 14, 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: Deer Hunters Association

Description of gift: Donation of \$500.00, Check #3230

Pre-Condition, Condition, or Limitation on use:

Check # 3230 for sixth grade deep package trip.

How this gift specifically relates to the program or school: allows sixth grade students who otherwise would not be able to attend, go along on the trip. Financial difficulties prevent some students from attending.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Date: 4/31/17
Principal or Director

Accepted Not Accepted Julia Espe Date: 2.14.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval Revised: May 14, 2013

Program Initiatives Update

Strategic Plan Goal 3
February 21, 2017

Program Initiatives

- All Day Everyday Kindergarten
- Princeton Online Academy
- Area Learning Center
- Care & Treatment Facility
- Spanish Immersion
- Tigers in Training
- Gifted & Talented Program
- One-to-One Technology
- STEAM (science, technology, engineering, arts, math)

All Day Everyday Kindergarten

- State funded All Day-Everyday Kindergarten in 2014
- Initiated in Princeton in 2013
- Currently have 11 sections serving 218 kindergarten students.
- Enrollment for 2017-18 is now open

Spanish Immersion

- Year 2 of implementation
- Instruction available in grades PreK through grade 1.
- 91 students are enrolled.
- Grade 2 will be added in 2017-18

Tigers in Training

- Year 2 of Implementation
- Review of Actions Implemented in 2016-17
 - Drama Camp play invite on July 22, 2016
 - Variety of Tiger items and letter sent to age group birth - 4 (December 2016)
 - Sent postcard invite and passed out pom poms at August 16th football game
 - Early Childhood Fair invite for April 29, 2017
- Plan for 2017-18
 - Will continue to support 3 events
 - Will identify Tiger items for distribution

Gifted & Talented Program

- Year 2 of Implementation
- Review of Actions Implemented in 2016-17
 - Steering Committee formed (parents, staff, and students) to develop a district-wide focus based on current student needs
 - CogAT Screener administered to all 3rd-8th graders, to establish a baseline
 - Four staff members sent to MN Edc of Gifted/Talented conference
 - Site Based Support
 - Princeton Family Center - Professional development on higher level questioning
 - Princeton Primary - Purchased/created several resources for classroom teachers, professional development on characteristics of giftedness and classroom activities
 - Princeton Intermediate - Genius Hour unit brought to each classroom, planning and supporting the Total School Cluster Grouping model for placement
 - Princeton Middle - Organized Science Rocks/YAYA student conferences, planning for accelerated math courses, support for students advancing to History Day regionals
 - Princeton High - Updating and clarifying accelerated courses in Grades 9/10

Gifted & Talented Program

- Plan for 2017-18
 - Continue Steering Committee meetings
 - Develop an understanding of the role of acceleration for advanced students
 - CogAT testing for new third grade class
 - Support staff development in Knowledge Utilization strategies
 - Site-Based Support
 - Princeton Family Center - Continue work with staff on options for adv. students
 - Princeton Primary - Continue purchasing/creating leveled reading resources for primary school teachers. Increase the use of volunteers for student support.
 - Princeton Intermediate - Provide direct support for teachers with clusters of the most advanced students including curricular resources, planning time, training in instructional strategies.
 - Princeton Middle - Provide time and resource support to ensure success of the new accelerated mathematics courses. Monitor growth.
 - Princeton High - Work with key staff members to ensure rigor of accel./AP/CIS courses

One-to-One Technology

- Intermediate School
 - **Grade:** 3
 - **Parent meeting:** November 10
 - **Status:** Students using technology during school day in class starting 2016-17 school year.
- Middle School
 - **Grades:** 6, 7
 - **Parent meetings:** October 13, 18
 - **Status:** Students bringing devices home starting January 4, 2017.
- High School
 - **Grade:** 9
 - **Parent meeting:** October 26
 - **Status:** Students bringing devices home starting December 7, 2016.
- [Eric's January Report](#)
- [Links to Building Specific Topics](#)

STEAM

- Year 2 of Implementation
- Review of actions implemented in 2016-17
 - STEAM coursework continues to be developed in grades 6-8
 - STEM coursework in grade 8
 - Robotics is available in grades 3-12.
- Plan for 2017-18
 - Integrate Engineering Process school wide
 - Create opportunities in multiple subject areas
 - Give all students problem based learning challenges
 - Enhance critical thinking skills for all students

Department of Student Services

- We have moved to our new location.
- Transportation, food services, custodial support, and technology support have been coordinated
- Adult Basic Education has initiated services at our site twice each week.
- Related service providers have begun using our site for individual services
 - Mental Health Services
 - Central MN Jobs and Training
 - Housing Support
 - Probation
 - Social Work
- Facilities are being rented for community programs
- Grand Opening is scheduled for March 28th

Department of Student Services -Educational Options

- Year Two of Service
- Current Enrollment:
 - 22 Students
- 2015-16 Enrollment
 - 22 Students at year end
- Changes in Year 2
 - Guidance Counselor support is available to students, staff, and families.
 - Regular visits are provided by our Cultural Liaison
 - Materials and Activities have been added to increase College and Career Readiness
 - Provided by Guidance Counselor
 - Field trips have been added to building media centers to provide exposure to school expectations and access to reading materials

Department of Student Services -Princeton Online Academy

- Year Two of Service
- Current Enrollment as of 2/14/17:
 - Full-Time: 54 Students
 - Supplemental: 105 Students
- 2015-16 Enrollment-End of Year
 - Full-Time: 71 Students
 - Supplemental: 98 Students
- Changes in Year 2
 - We have added a second teacher
 - Guidance Counselor support is available to students, staff, and families.
 - Materials and Activities have been added to increase College and Career Readiness
 - FAST testing has been added in grades 3-8
- Registration for 17-18 will begin in March for full-time students
- We are aligning our instruction with MN Academic Standards

Department of Student Services -Princeton Area Learning Center

- Year One of Service
- Current Enrollment: 21 Students
- Focus is college and career readiness
 - Academic Progress toward Graduation
 - Social Emotional Health
 - Physical Health
 - Employability skills
- Meetings are being held with seniors to finalize plans for graduation and support future planning
- Service learning opportunities and post-secondary visits are being coordinated for trimester 3

Goal 3-Action Steps in 2017-18

- Analysis of existing programs
 - Review effectiveness of existing programs
 - Identify successful programs
 - Determine supports needed to maintain success
 - Identify gaps in our current instruction
 - Determine most appropriate means of targeted intervention
 - Identify supports needed to initiate new programs

Goals Update February 21, 2017

Dear Princeton Community,

Since it is midyear, this is a good time to give you an update on our Strategic Plan goals. As you may recall, here are our goals for the next 5 to 7 years:

- Provide personalized instruction for every student.
- Prepare 21st century students to be career and college ready.
- Implement innovative programming.
- Guarantee creative and relevant digital learning.
- Improve communication and engagement with staff, parents, business and community partners in order to maximize student success.

Provide personalized instruction for every student.

Our instructional model uses a framework which helps the teacher and student to know the student's progress towards competency. Professional development has continued this year, to strengthen the framework. Teachers had a deepening day, in which they selected the training that they felt they needed most. There was a technology day, in which teachers learned to use technology strategies to implement the instructional model. On March 14, teachers will work on learning progressions and activities that match learning progressions. Looking ahead, our District Instructional Leadership Team is working on a plan for next year, furthering our work with formative assessment.

Prepare 21st century students to be career and college ready.

There are four strategies for this goal:

- Ramp up to Readiness curriculum, which is being implemented weekly for grades 6 through 12. This curriculum was designed by the University of Minnesota, and it helps students to learn the process of career investigation and post secondary preparation, including certificates, 2 year programs, 4 year colleges and armed services options.
- There is a 3 part series for parents, related to being career and college ready. These are aimed at parents with children in grades 6 through 12. A Central Minnesota data analyst in job opportunities spoke to parents in January. The February focus will be on parent readiness for guiding future careers, and in March, the session will be on local career pathways.
- The Learning and Living Committee is working on bringing posters, sponsored by local businesses, to learn about local career opportunities and career pathways.
- The staff development plan in November 2017 will be to allow teachers to visit businesses and discuss further implementation of career and college ready information in the classrooms.

Implement innovative programming.

The intent of this goal is to nurture the innovative programming that we have already put in place, helping them to become sustainable:

- Spanish Immersion continue to be added and filled, and we will have preK, Kindergarten, 1st and 2nd grades next year. We have been able to retain our own students as well as recruit students in this program.
- This is the second year of Princeton Online Academy. Enrollment is growing, and a second teacher was added to meet the demand.
- The Area Learning Center (ALC) has transitioned back to Princeton. A site for Student Services has been purchased, and the move in is complete. The teacher is working on career placement opportunities, such as volunteer service learning or on the job training, for the students.
- Through a grant, we were able to add a full time guidance counselor for Student Services. Services include assisting with enrollment, credit monitoring, career and college education, personal development, etc. This counselor serves the Area Learning Center, Educational Options (Care and Treatment Program at Accurate Home Care), and Princeton Online Academy.
- STEM (Science, Technology, Engineering and Mathematics) and STEAM (Science, Technology, Engineering, the Arts, and Mathematics) coursework continues to be developed at our 3rd through 8th grade, with robotics in grades 3 through 12, a STEM course in grade 8, and STEAM in grades 6 through 8. In addition, we have developed facilities for a fabrication lab at the high school, with programming beginning in 2017-2018.
- Beginning in the fall of 2017, there will be an analysis of existing programs to identify successful programs, gaps in our current instructional offerings, and necessary revisions and support for existing programs.

Guarantee creative and relevant digital learning.

Here are the actions that have taken place this year:

- This year was the pilot year for a three day course of study for teachers, called Digital Learning Bootcamp. It was designed to help teachers learn the tools they need to begin teaching students in a digitally-enhanced classroom.
- Working with Teaching and Learning, a plan was developed to intentionally integrate digital resources and strategies into the classroom.
- Teacher leaders developed a framework for supporting digital citizenship in all schools during this school year.
- This is the first of a four year rollout for one to one digital learning devices in Princeton. This year's roll out impacts four grade levels: grades 3, 6, 7, and 9. Three more grade levels will be added in the 2017-2018 school year, in grades 4, 8 and 10.

Improve communication and engagement with staff, parents, business and community partners in order to maximize student success.

- We are communicating with “little Tigers” from birth to age 5, by sending letters to parents twice per year.
- We are communicating more with staff, by offering them quick updates right after board meetings.
- I am visiting 200 classrooms during this school year.
- We are inviting staff and student participation to select a tiger logo, and this should be completed soon.
- Our new website will launch on July 31, 2017!!

As you can see, we have been very busy in our district, improving our services for our students. We certainly appreciate the support from our community and parents. Without that support, we would never have been able to progress as far as we have.

Thank you, Princeton Community!

Sincerely,

Julia A. Espe, Superintendent of Princeton Public Schools



To: Dr. Julia Espe, Superintendent
Julie Williams, Director of Teaching and Learning

From: Barb Muckenhirn, HS Principal *BAM*

Date: January 30, 2017

RE: Daily Schedule Findings and Recommendations for Board T & L Committee

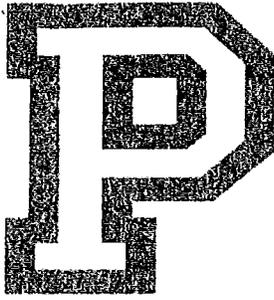
The purpose of this memo is to provide information regarding the request to prepare recommendations for adjustment to the Princeton High School daily schedule for the 2017-2018 school year so students are able to take more classes. Upon review of multiple schedule options, the one that best fulfills the request for more classes for students is a change from a 5 period day on a trimester system (5 X 3) to a six period day on a trimester system (6 X 3).

SUMMARY OF FINDINGS AND RECOMMENDATION

- a. Restructure to a 6 by 3 schedule
- b. Increase the school day by 20 minutes
- c. Restructure the lunch period, eliminating lunch as a class period option (1 lunch instead of 4)

A: Findings for Consideration/Awareness

- 1. Additional opportunities for courses for students
- 2. Opportunity to extend some required courses to meet student needs
- 3. Possible additional homework
- 4. Additional preps/teachers teach more courses
- 5. Longer day for students (bussing adjustments)
- 6. Additional teaching time during duty day for teachers
- 7. Financial adjustments +/- (i.e. para pay, food service, teaching staff % vs %, material needs)
- 8. Opportunity for lunch restructure
 - a. Discontinue Directed Study
 - b. Institute hour time period (approx) for lunch(instead of 4 30-minute lunch periods)
 - c. Students may eat any time during that hour
 - d. Students may eat in the cafeteria or other pre-approved locations
 - e. Teachers have 30 minutes lunch and 30 minutes "office hours" / pre-determined and posted
 - f. **Potential** for other meetings during this time such as:
 - i. PLCs
 - ii. Student support
 - iii. Some student groups
 - iv. Advisory
- 9. Revision of Graduation Requirements to avoid significant early graduation in grade 11
 - a. Requires policy changes -- 613 Graduation Requirements (and other related policies)
 - b. Develop Transition Plan if policy changes
 - i. Class of 2018



PRINCETON HIGH SCHOOL

807 South 8th Avenue

Princeton, MN 55371

763.389.4101 Phone 763.389.5816 Fax

Barb Muckenhirn, Principal 763.389.6011

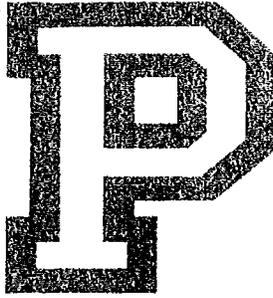
Emorie Colby, Assistant Principal 763.389.6001

Darin Laabs, Activities Director / Asst. Principal 763.389.6002

- ii. Class of 2019
- iii. Class of 2020
- iv. Class of 2021

C: Proposed 6 x 3 Trimester Schedule (days/times are subject to adjustment)

	Trimester 1 (57 Days)	Trimester 2 (57 Days)	Trimester 3 (57 Days)
Period 1: 7:55-8:55			
Period 2: 9:00-10:00			
Period 3: 10:05-11:05			
Lunch: 11:05-11:55			
Period 4: 12:00-1:00			
Period 5: 1:05-2:05			
Period 6: 2:10-3:10			



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D: Proposed Requirements

9th Grade Requirements			
2016-2017 (current)		2017-2018 (proposed)	
Math	3 credits	Math	3 credits
Science	2 credits	Science	3 credits
English 2	2 credits	English	3 credits
Phy. Ed.	1 credit	Phy. Ed.	1 credit
Social	2 credits	Social	2 credits
Art	1 credit	Art	1 credit
Total	11 credits/15 (4 open)	13 credits/18	(5 open)

10th Grade Requirements			
2016-2017 (current)		2017-2018 (proposed)	
Math	3 credits	Math	3 credits
Science	2 credits	Science	2 credits
English 2	2 credits	English	2 credits
Phy. Ed.	1 credit	Phy. Ed.	1 credit
Health	1 credit	Health	1 credit
Social	2 credits	Social	2 credits
Art	1 credit	Art	1 credit
Total	11 credits/15 (4 open)	12 credits/18	(6 open)



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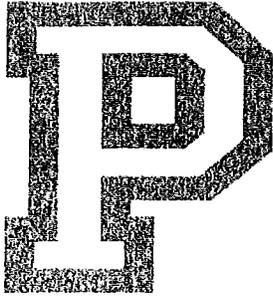
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11th Grade Requirements			
2016-2017 (current)		2017-2018 (proposed)	
Math	2 credits	Math	3 credits
Science	2 credits	Science	2 credits
English 2	2 credits	English	2 credits
Social	1 credits	Social	1 credits
FACS	1 credit	FACS	1 credit
Total	8 credits/15 (7 open)	9 credits/18 (9 open)	

12th Grade Requirements			
2016-2017 (current)		2017-2018 (proposed)	
English	2 credits	English	2 credits
Social	2 credits	Social	2 credits
Total	4 credits/15 (11 open)	4 credits/18 (14 open)	



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Elective Credit Opportunity Changes

Grade	Current Elective Credits	Proposed Elective Credits	Difference
9th	4	5	+1
10th	4	6	+2
11th	7	9	+2
12th	11	14	+3
TOTAL CHANGE			+7 elective opportunities

Credit Requirement by Department (specific requirements apply as per state and district policy - reflected in reg. guide)

Department	Current Credit Requirements	Proposed Credit Requirements	Difference
English/Language Arts	8	9 (through Eng 12 B)	+1
Math	6	9 (through Adv Alg C or equivalent)	+3
Social Studies	7	7	0
Science	6	7	+1
Health/PE	3	3	0
FACS	1	1	0
Art	2	2	0
<i>Standard Requirements</i>	33	38	+5
<i>Elective Requirements</i>	21	30	+9
Total Required for Graduation	54 (out of 60 opportunities) <i>(allows for early grad)</i>	68 (out of 72 opportunities) <i>(hinders early graduation)</i>	
Career & College Readiness		<ul style="list-style-type: none"> > Postsecondary Assessment > District Approved > Advisory curriculum > Required Milestones 	<i>On transcript as Meet/Incomplete</i>



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Instructional Minutes

7:55am - 3:10pm (20 minutes longer than current)

	Current (5x3)	Proposed (6x3)	Change
Class Period	65 minutes	60 minutes	-5 minutes
Total Minutes Per Tri. (57 days)	3705 minutes	3420 minutes	-285 minutes (-4.75 hours)

HISTORY OF STATE INCREASES TO FORMULA

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
GENERAL EDUCATION FORMULA INCREASE	2.0%	1.0%	0.0%	0.0%	1.0%	1.0%	1.5%	1.5%	2.0%	2.0%	
OTHER STATE CHANGES AFFECTING FUNDING	K weighting inc from .557 to .612	\$51 One time add't gen. ed aid				Literacy incentive aid based on 3rd grade proficiency & 4th grade growth		All Day K fully Funded	New special Education Formula	New Long Term Facility Maintenance Program	
								Declining Enrollment Revenue	Local Optional Revenue \$424	Grants for Support Services-Applied we received	
								Location Equity Revenue \$212	Indian Education	Grants for PreK-We applied did not receive	
								Uniform General Levy Reinstated			
D=Democrat	House-D	House-D	House-D	House-R	House-R	House-D	House-D	House-R	House-R	House-R	House-R
R=Republican	Senate-D	Senate-D	Senate-D	Senate-R	Senate-R	Senate-D	Senate-D	Senate-D	Senate-D	Senate-D	Senate-R
	Governor-R	Governor-R	Governor-R	Governor-D	Governor-D	Governor-D	Governor-D	Governor-D	Governor-D	Governor-D	Governor-D

CLASS SIZE

RANGES

- Administrators and Board Approved 2013, 2014, 2015, 2016
 - Kindergarten- 19-21
 - 1st Grade- 20-23
 - 2nd & 3rd Grade- 22-25
 - 4th & 5th Grade- 23-26
 - 6th through 8th- 25-30
 - 9th through 12th- 25-30

· Proposed for 2017

Kindergarten	-	19 - 21
1 st Grade	-	20 - 23
2 nd & 3 rd Grade	-	22 - 25
4 th & 5 th Grade	-	24 - 27
6 th through 8 th	-	25 - 30
9 th through 12 th	-	25 - 30

ENROLLMENT TABLE -SCHOOL FINANCE

2/7/2017

PRINCETON

477

Method

The selected History for Tables & Graphs was: *END OF YEAR A.D.M.*

(2)

	Enrollment History - END-OF-YEAR ADM DATA							Enrollment Projections - END-OF-YEAR ADM DATA				
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Pre-K	20.4	19.1	24.7	28.4	30.4	31.0	25.0	26.3	23.6	23.7	24.0	23.5
K	238.4	260.1	230.5	222.9	230.5	216.9	217.1	228.2	204.7	206.2	208.4	204.3
1	239.0	247.4	258.7	242.2	221.6	239.4	218.0	220.7	231.9	208.1	209.5	211.8
2	264.9	228.0	240.2	249.0	249.8	225.4	244.0	222.0	224.7	236.2	211.9	213.4
3	260.3	261.0	223.3	230.3	243.3	264.8	234.0	255.1	232.1	234.9	246.9	221.5
4	281.8	262.9	256.3	223.5	238.2	253.9	269.0	239.9	261.5	237.9	240.8	253.1
5	260.0	282.9	263.1	255.7	227.5	243.8	253.0	270.4	241.1	262.9	239.2	242.1
6	275.2	260.6	278.0	262.9	254.3	221.1	248.0	253.6	271.1	241.7	263.5	239.7
7	276.9	271.8	257.9	268.0	264.3	251.3	231.0	254.5	260.2	278.1	248.0	270.4
8	260.7	285.3	252.4	256.9	271.3	262.7	258.0	234.6	258.5	264.3	282.5	251.9
9	273.6	262.4	273.9	257.9	265.6	272.1	260.0	256.5	233.2	256.9	262.7	280.8
10	244.1	269.4	253.6	264.9	249.0	250.1	262.0	248.5	245.1	222.9	245.6	251.1
11	247.7	226.8	248.4	247.1	239.4	219.0	237.0	242.4	229.9	226.8	206.2	227.2
12	238.0	238.1	206.2	234.9	233.6	220.3	207.0	222.0	227.0	215.4	212.4	193.2
K-12	3360.5	3356.5	3242.4	3216.0	3188.3	3140.8	3138.1	3148.3	3121.1	3092.3	3077.7	3060.6
Pre K-12	3380.9	3375.5	3267.1	3244.4	3218.7	3171.8	3163.1	3174.6	3144.7	3116.0	3101.7	3084.1
% Change K-12		-0.12%	-3.40%	-0.81%	-0.86%	-1.49%	-0.08%	0.32%	-0.86%	-0.92%	-0.47%	-0.56%

ENROLLMENT ANALYSIS (END OF SEPTEMBER TO END OF YEAR)

	2013-2014			2014-2015			2015-2016			2016-2017			2016-2017		
	End of Sept	End of Year	Variance	End of Sept	End of Year	Variance	End of Sept	End of Year	Variance	End of Sept	End of Year	Total 3 Year Average Variance	End of Sept	End of Year	Total Largest Variance
PRIMARY	715.00	714.03	-0.97	696.00	700.23	4.23	686	681.73	-4.27	685	684.63	-0.37	685	680.73	-4.27
INTERMEDIATE	698.00	709.49	11.49	709.00	707.23	-1.77	747	762.45	8.39	753	759.03	6.03	753	764.49	11.49
MIDDLE SCHOOL	794.00	787.75	-6.25	804.00	785.80	-18.20	737	735.14	-1.86	736	727.23	-8.77	736	717.80	-18.20
HIGH SCHOOL	1,042.00	1,004.75	-37.25	1,024.00	987.60	-36.40	1012	961.43	-50.57	1016	974.59	-41.41	1016	965.43	-50.57
TOTAL	3,249.00	3216.0	-32.98	3,233.00	3,180.86	-52.14	3182	3140.75	-48.31	3190	3145.48	-44.52	3190	3128.45	-61.55
										Budgeted	3139.00		Budgeted	3139.00	
											6.48			-10.55	
Middle-SWS ADJ	763			780			719								

2017 Revised Budget Document Explanation

Gifted and Talented

Revenue Sources

- State Aid

Expenditures

- Coordinator
- Lead Teacher
- Building Coaches
- Instructional Supplies
- Professional Development

Long Term Facility Maintenance

Revenue Sources

- Property Tax Levy
- Previously Health & Safety & Deferred Maintenance

Expenditures

- Approved on June 7, 2016 by Board

Operating Capital

Revenue Sources

- State aid
- Property Tax Levy

Expenditures

- Approved on June 7, 2016 by Board

Revised

- Purchase of Student Services Building-Approve on October 4, 2016 by Board
- Start up costs for Student Services Building

Staff Development

Revenue Sources

- State Aid

Expenditures

- Professional Development
- New Staff Back to School Workshops

- All Staff Back to School Workshops
- Instructional Rounds & Summer Instructional Work
- Technology Integrationist
- Assessment Coordinator
- 1 Day Chargeback for District Days if needed

ATPPS (Qcomp)

Revenue Sources

- State aid
- Property Tax Levy

Expenditures

- Based on plan that has to be voted on by teacher bargaining unit
- Includes:
 - Individual PLC
 - Career Ladder
 - Building Goals
 - Training Costs
 - Administrative Costs

Revised

- Additional staff development

Building Improvement Assigned Account

Revenue Sources

- Grant
- Previous revenue set aside for specific purpose

Revised

- Interest and rebates

Expenditures

- Early Childhood Grant: Approved January 6, 2015.
- Includes:
 - Playground
 - Transition(Onward) & District Office Plan
 - Technology
 - Other projects upon approval from the board

Revised

- Updated expenditures per 2016 fund balance

Program Initiatives Assigned Account

Revenue Sources

- Previous revenue set aside for specific purpose
- Student enrollment increase

Revised

- Student enrollment updated
- Salaries and benefits updated

Expenditures

- Student Services approved on April 19, 2016
- One time costs for Spanish Immersion
- One time costs for marketing
- Additional counseling .50 fte
- One time costs for ALC
- Note: We will receive a settlement for Oak Land for the dissolution

Revised

- Salaries & benefits updated

Activities Assigned Account

Revenue Sources

- Student fundraising
- Donations
- Participation fees

Expenditures

- Field trips
- Rewards for instructional participation
- Recreational supplies

Unassigned Accounts

Revenue sources

- State aid
- Property tax levy
- Federal and/or state grants
- Participation fees
- Donations

Revenues based on parameters

- Enrollment of 3139 PK-12
- State formula increase

- Special Education estimated increase

Revised

- PreK-12 Enrollment of 3,128
- Updated Special Education estimated increase

Expenditures

- Staff salaries, benefits and other contractual requirements
- Substitute costs
- Building instructional supplies (based on per student amount)
- Operational costs: building repairs, utilities, insurance, and transportation
- Technology: software, technology repairs
- Teaching and Learning: instructional materials
- Activities
- Estimated salary increases
- Budget adjustments
 - Reduction in Teaching and Learning supplies
 - Reduction in building instructional supplies
 - HS Business 1.00 reduction
 - HS English .42 reduction
 - HS Physical Education .33 reduction
 - HS Science .58 reduction
 - HS World Language .16 reduction
 - HS PASS 1.25 reduction
 - HS Math 1.00 addition
 - HS Social Studies .83 addition
 - District wide curriculum materials reduction
 - \$15.00 reduction per student for supplies
 - Media paraprofessional 1.00 reduction
 - Special Education paraprofessional 1.5 reduction
 - Physical Education .25 addition
 - Speech Language Pathologist Assistant 1.00 addition
 - Gifted and Talented Coordinator .75 addition
 - Custodian 1.00 addition
 - Delivery & Grounds custodian .29 addition
 - Staff containment when positions open
 - Benefit costs for added positions

Revised

- Updated Workers Compensation
- Updated severance pay
- Updated unemployment
- Updated Care & Treatment
- Updated salary & benefits
- Updated transportation
- Updated utilities
- Updated substitute costs
- Additional city assessment for Northland Drive
- Additional portable rent for High School
- Additional MDE MTSS math grant

Food Service

Revenue Sources

- State aid
- Federal aid
- Participation fees

Base revenue

- Breakfast and lunch price increase approved by board

Expenditures

- Staff salaries, benefits and other contractual requirements
- Substitute costs
- Food costs
- Supply costs
- Operational costs: utilities and custodial
- Equipment costs
- Estimated salary increases

Community Education Budget

Revenue Sources

- State aid
- Property tax levy
- Participation or registration fees
- Grants
- Donations

Expenditures

- Staff salaries, benefits and other contractual requirements
- General instructional supplies & field trips
- Operational costs: utilities, custodial, and transportation
- Technology costs which includes software

Overall budget structure for Community Education

- **Recreation and Enrichment Category**
 - 70% of participation fees pay Princeton Public School employee instructors; 30% of participation fees go to supply and administrator expenditures.
 - 80% of participation fees pay non-Princeton Public School instructors, due to no benefit costs
- Aquatics and School Age Child Care
 - Instructors are paid an hourly rate, and participants are charged a set fee.
- Driver Education
 - Participants charged a registration fee
- Adults with Disabilities
 - Instructors are paid an hourly rate

New Programs 2017

- All day everyday preschool

Revised

- Added sections of all day every day preschool

Discontinued Programs 2017

- Programs may be discontinued due to low participation.

Budget is developed based on previous year's revenue and expenditures. We review the possible impact of new programs and discontinued programs.

Building Construction Fund

Revenue sources

- 2014 building bond referendum
- Accrued interest

Revised

- Rebates

Expenditures

- New Primary School
- High School renovations

Revised

- Updated expenditures to fund balance

Debt Service Fund

Revenue Sources

- Property tax levy
- State aid

Expenditures

- Building bond payments

Note: Does not represent all chargebacks that may be taken between funds.
Small changes throughout the budget are not noted here.

PRINCETON PUBLIC SCHOOL

REVISED BUDGET 2016-2017

February 2017

	2017 REVISED	2017 REVISED
	ESTIMATED REVENUES	ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 34,839,103	\$ 37,285,989
FOOD SERVICE (02)	\$ 1,728,400	\$ 1,850,330
COMMUNITY EDUCATION (04)	\$ 1,488,946	\$ 1,596,368
BUILDING FUND (06)	\$ 130,900	\$ 5,741,690
DEBT SERVICE (07)	\$ 3,370,980	\$ 3,682,541
TOTAL ALL FUNDS	\$ 41,558,329	\$ 50,156,918
	2016	
	FUND BALANCE	
GENERAL FUND	\$ 11,138,730	
FOOD SERVICE	\$ 391,159	
COMMUNITY EDUCATION	\$ 361,590	
BUILDING FUND	\$ 5,610,790	
DEBT SERVICE	\$ 653,483	

**PRINCETON PUBLIC SCHOOLS
GENERAL FUND REVISED BUDGET
Feb-17**

		2017 Estimated Revenues	2017 Estimated Expenses	Variance						
Gifted & Talented-Restricted		\$ 45,519	\$ 59,606	\$ (14,087)						
Long Term Facilities Maintenance-Restricted		\$ 659,769	\$ 497,298	\$ 162,471						
Operating Capital-Restricted		\$ 597,865	\$ 994,000	\$ (396,135)						
Staff Development-Restricted		\$ 424,873	\$ 448,611	\$ (23,738)						
Qcomp-Assigned		\$ 871,940	\$ 896,057	\$ (24,117)						
Technology-Assigned		\$ 14,000	\$ 14,000	\$ -						
Building Improvement-Assigned		\$ 623,800	\$ 1,951,875	\$ (1,328,075)						
Program Initiatives-Assigned		\$ 648,022	\$ 806,188	\$ (158,166)						
Activities-Assigned		\$ 500,000	\$ 500,000	\$ -						
Unassigned		\$ 30,453,315	\$ 31,118,354	\$ (665,039)						
Total		\$ 34,839,103	\$ 37,285,989							
		\$ 34,839,103	\$ 37,285,989							
		\$ -	\$ -						\$ (2,446,886)	
	2016 Fund Balance									
Gifted & Talented-Restricted	\$ 40,619									
Deferred Maint-Restricted	\$ 163,061									
Health & Safety-Restricted	\$ (40,795)									
Operating Capital-Restricted	\$ 2,544,091									
Staff Development-Restricted	\$ 149,134									
Severance-Committed	\$ 703,394									
Qcomp-Assigned	\$ 123,419									
Technology-Assigned	\$ 37,264									
Building Improved-Assigned	\$ 1,428,076									
Program Initiatives-Assigned	\$ 741,731									
Activity Acct-Assigned	\$ 161,061									
Non Spendable (State reserved)	\$ 92,348									
Unassigned	\$ 4,995,328									
	\$ 11,138,730									
Audit report for 2016 was presented at the 1st board meeting in November and the fund balances for the 2015-2016 school year for each category are reflected above.										

PRINCETON PUBLIC SCHOOLS
COMMUNITY EDUCATION FUND REVISED BUDGET
February 2017

		2017 Estimated Revenues	2017 Estimated Expenses		
Community Education-Restricted		\$ 906,841	\$ 933,825		
Early Childhood-Restricted		\$ 197,777	\$ 205,296		
School Readiness-Restricted		\$ 366,762	\$ 438,260		
Other-Restricted		\$ 17,566	\$ 18,987		
		\$ 1,488,946	\$ 1,596,368	\$ (107,422)	
	2016 Fund Balance				
Community Education-Restricted	\$ 210,787				
Early Childhood-Restricted	\$ 110,538				
School Readiness-Restricted	\$ 38,884				
Other-Restricted	\$ 1,013				
NON-Spendable (State reserved)	\$ 369				
	\$ 361,590				
<p>Community Education has four areas of funding. The "Other" reflects Nonpublic aid targeted to homeschool families for counseling, nursing, and textbooks. In addition preschool screening funding is in this category.</p>					

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION AND LICENSURE

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

Subpart. 1 Short call substitute teacher. A short call substitute teacher is one who teaches on a day-to-day basis not to exceed 15 consecutive days replacing the same teacher. A short call substitute teacher shall hold a Minnesota license or short call substitute license. These licenses are valid for functioning as a short call substitute teacher at all grade levels in all fields.

Subpart. 2. Long call substitute teacher. A long call substitute teacher is one who replaces the same teacher for 15 or more consecutive days. Long call substitute teachers shall hold an entrance or continuing license for each licensure area taught or a variance must be approved by the Department of Education.

Subpart.3. Homebound Teachers. The selection of homebound teachers shall be the responsibility of the respective building principal. Salary shall be paid at the rate established in negotiations. There shall be remuneration paid for mileage to and from the student's home.

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

IV. DURATION AND TENURE

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

Subd. 1. The board must employ and contract with necessary qualified teachers and discharge the same for cause.

Subd. 2. The board must not hire a substitute teacher except:

- (1) For a duration of time of less than one school year to replace a regular teacher who is absent; or
- (2) For a duration of time equal to or greater than one school year to replace a regular teacher on a leave of absence.
- (b) If a substitute teacher is hired pursuant to paragraph (a), clause (2), each full school year during which the teacher is employed by a district pursuant to that clause shall be deemed one year of the teacher's probationary period of employment pursuant to either section 122A.40, subd. 5, 122A.41, subd. 2. The teacher shall be eligible for continuing contract status pursuant to section 122A. 40, subd.7, or tenure status pursuant to section 122.41, subd 4, after completion of the applicable probationary period.

V. PELRA BARGAINING UNIT STATUS

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

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

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

VI. WAGE DETERMINATION

Short Call/Casual Substitutes: The daily rate of pay for casual/short call subs is \$125.00

per day; \$135.00 per day for District #477 retirees.

Long Call Substitutes: After 15 days of consecutive work in the same position, the long call substitute teacher is paid the daily rate of a teacher on Lane/BA Step/1 wages retroactive to the first day of consecutive work.

The Superintendent may employ a long call substitute at higher wage rate if the position requires a Master's Degree.

VII. BENEFIT DETERMINATION

1. Short call substitute teachers are not eligible for benefits through Princeton Public Schools.
2. Long call substitute teachers, working for more than a 90 day period, who have a signed contract are eligible for the following benefits:

Personal Leave:

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

Sick Leave:

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

Insurance:

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

VIII. CONTRACT

A Teacher hired as a long call substitute will be put on a long call substitute teacher contract if the start and end date are known and if the duration of time is more than 90 days.

LICENSED STAFF

Casual Substitutes

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

Each sub will work and be paid a minimum of one-half day. The rate of pay for casual substitutes is \$115.00 per day; \$125.00 per day for District No. 477 retirees.

Long-Term Substitutes

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

Homebound Teachers

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

Salary shall be paid at the rate established in negotiations. There shall be remuneration paid for mileage to and from the student's home.

CLASSIFIED STAFF

Substitutes

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

Part-Time Positions

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

IX. CLASSIFIED STAFF

1. Substitutes:

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

Adopted: July 27, 1982

Revised: August 17, 1993

Revised: August 26, 1997

Revised: April 27, 1999

Revised: January 9, 2001

Revised: February 26, 2002

Revised: September 13, 2005

Revised: November 10, 2008

Reviewed: December 21, 2010

Revised: April 23, 2013

Reviewed: August 4, 2015

Revised: January 17, 2017

**PRINCETON PUBLIC SCHOOL
SCHOOL BOARD MEMBER COMPENSATION AND EXPENSE**

Minnesota statutes permit persons who serve on public school boards to receive compensation and reimbursement for expenses incurred while performing school board responsibilities. It is the policy of this district to compensate board members in the amount of ~~\$350.00~~ 450.00 per month. The individual board member serving as chairperson will receive an additional \$100 per month. Board members will receive \$50 per official standing board committee & appointment meetings. MSBA training will be allowed at \$50.00 rate per day as well. The School Board Chairperson has authority to appoint members to standing committees. In addition the School Board Chairperson can designate payments for attendance in district meetings that are not standing committees. School board members who attend meetings outside the district will receive reimbursements for expenses outlined in school district policy 412.

~~The Board's compensation is part of the Organizational Meeting and will be reviewed at that time. A board member can make a recommendation regarding compensation at the organizational meeting. The recommendation will then be considered at both finance and policy committees before formal action is taken.~~

Official Princeton School Board Committees:

Activities

Certified Negotiations

Classified Negotiations

~~Community Education /Early Childhood Family Education~~

Finance

~~Meet & Confer~~

~~MN State High School League~~

~~Oak Land Vocational Program*~~

Policy

Project Oversight Committee

~~Rum River Special Education Cooperative~~

~~Schools for Equity in Education (SEE)~~

Teaching and Learning

Transportation

Wellness

~~*Oak Land Vocational Program reimburses Board members directly.~~

Official Princeton School Board Appointments:

Community Education/Early Childhood Family Education

Meet & Confer

MN State High School League

Rum River Special Education Cooperative

Schools for Equity in Education (SEE)

Wellness

Adopted: July 2, 1987

Revised: January 12, 1993

Reaffirmed: January 4, 1994

Reaffirmed: January 3, 1995

Reaffirmed: January 9, 1996

Revised: January 14, 1997

Reaffirmed: January 13, 1998

Reaffirmed: January 12, 1999

Reaffirmed: January 11, 2000

Revised: January 26, 2007

Revised: February 14, 2007

Reaffirmed: May 14, 2013

Revised: November 18, 2014

Reaffirmed: January 5, 2016

Revised: February 7, 2017

PRINCETON PUBLIC SCHOOLS ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

<p>Early Childhood Program: <u>Family Center</u></p>	<p>Birth through age 5 <u>Birth through age 5</u></p>
<p>Elementary Schools: <u>Primary School</u> <u>Intermediate School</u></p>	<p>Grades K through 5 <u>Grades K-2</u> <u>Grades 3-5</u></p>
<p>Secondary Schools: Middle School: High School:</p>	<p><u>Grades 6-12</u> Grades 6 through 8 Grades 9 through 12</p>
<p>Student Services: <u>Area Learning Center (ALC)</u> <u>Princeton Online Academy</u> <u>Educational Options</u></p>	<p><u>Grades 9 through 12</u> <u>Grades 3 through 12</u> <u>Grades K through 12</u></p>

- B. The superintendent may seek school board approval to administer certain programs on a non-graded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

III. DEFINITIONS

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

- B. ~~“Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.
Children who are five years of age on September 2 through October 31 of the calendar school year may enroll in Kindergarten only if they meet the district’s early admission to Kindergarten criteria, established in Policy.~~
- E. B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter Kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Revised: April 15, 2014
Reviewed: October 20, 2015

PRINCETON PUBLIC SCHOOLS RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with

religion.

4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

- Legal References:**
- U. S. Const., amend. I
 - Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
 - Minn. Stat. § 120A.35 (Absence From School for Religious Observance)
 - Minn. Stat. § 121A.10 (Moment of Silence)
 - Good News Club v. Milford Central School*, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
 - Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290, 120 S.Ct. 2266 (2000)
 - Tangipahoa Parish Bd. of Educ. v. Freiler*, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
 - Lemon v. Kurtzman*, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
 - Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No 1*, 690 F.3d 996 (8th Cir. 2012)
 - Wigg v. Sioux Falls Sch. Dist.*, 382 F.3d 807 (8th Cir. 2004)
 - Doe v. School Dist. of City of Norfolk*, 340 F.3d 605 (8th Cir. 2003)
 - Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8th Cir. 1997)
 - Florey v. Sioux Falls Sch. Dist. 49-5*, 619 F.2d 1311 (8th Cir. 1980)
 - Roark v. South Iron R-1 Sch. Dist.*, 573 F.3d 556 (8th Cir. 2009)
 - Child Evangelism Fellowship v. Elk River Area Sch. Dist. No 728*, 559 F. Supp.2d 1136 (D. Minn. 2009)
 - LeVake v. Independent Sch. Dist. No. 656*, 625 N.W.2d 502 (Minn. App. 2001)
 - Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
 - Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
 - Minn. Op. Atty. Gen. No. 63 (1940)
 - Minn. Op. Atty. Gen. No. 120 (1924)
 - Minn. Op. Atty. Gen. No. 121 (1924)
- Cross References:**
- MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)

Adopted: February 14, 2006
Revised: October 20, 2015
Reviewed: January 17, 2017

PRINCETON PUBLIC SCHOOLS
HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3 4, and 4, 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, individualized instructional materials and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.

B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School

League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 120A.24 (Reporting)
 Minn. Stat. § 120A.26 (Enforcement and Prosecution)
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
 Minn. Stat. § 123B.36 (School Boards May Require Fees)
 Minn. Stat. § 123B.41 (Definitions)
 Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
 MSBA/MASA Model Policy 510 (School Activities)

Adopted: July 20, 1993
 Revised: January 11, 2000
 Revised: January 9, 2001
 Revised: March 13, 2007
 Revised: July 17, 2012
 Revised: October 20, 2015
 Reviewed: January 17, 2017

PRINCETON PUBLIC SCHOOLS

SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

It is the purpose of this policy to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to implement procedures for testing, test security, ~~reporting~~, documentation, ~~notification to students and parents~~ and ~~student~~ record keeping ~~in accordance with Minnesota law~~.

~~III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR~~

~~The school district test administrator as named in Policy 613, Graduation Requirements, shall be responsible for preparing and presenting annually to the school board for approval, and overseeing the publishing of, the state required test administration plan. The school district test administrator shall file the plan with the Department of Education ("Department") and deliver the plan to all households in the school district by October 15 of each year. The plan shall include, at a minimum, the following:~~

- ~~A. The graduation requirements;~~
- ~~B. The number of opportunities a student shall have to retake Basic Skills Tests (BSTs) or Graduation Required Assessments for Diploma (GRAD) during each year;~~
- ~~C. The opportunities for remediation for a student who has not passed BSTs or GRADs;~~
- ~~D. The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic standards;~~
- ~~E. The process for appealing the school district's response to requests in item C.;~~
- ~~F. The method to report breaches in test security procedures to the school district and the Department; and~~

~~G. Procedures for meeting the needs of Limited English Proficient students; students who require an IEP or students who require Section 504 Accommodation.~~

~~IV. TEST SECURITY~~

~~A. Security Requirements. When administering state-required tests for basic standards or graduation requirements, the school district shall observe the following test security measures in addition to any requirements imposed by the Minnesota Department of Education:~~

- ~~1. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after each test administration;~~
- ~~2. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34;~~
- ~~3. No copies of test booklets, test questions, or answer sheets shall be made; and~~
- ~~4. The school district shall report any violations of test security to the Department. The Department shall receive reports of violations of test security from anyone with knowledge of such an incident.~~

~~B. Security Violations.~~

~~The district test administrator shall investigate any reported incidents or breaches in test security and report to the Department as required by state testing guidelines and regulations. The consequences of a violation of test security may include:~~

- ~~1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or~~
- ~~2. Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.~~

~~V. SCHOOL DISTRICT REPORTING TO THE DEPARTMENT AND PUBLIC~~

- A. ~~The school district shall report the curriculum, instruction, and assessment information required by the Minnesota Department of Education annually by October 15 in a format to be determined by the Department.~~
- B. ~~The school district shall prepare annually by October 15 a public report of the curriculum, instruction, and assessment information information required by the Department. The report shall include all information as required by the Department. This report shall be available to the public on the district's web site. Notification of the availability of this report shall be made through the official newspaper or through publications sent to all households in the school district.~~

~~VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT~~

~~The school district shall maintain records necessary for program audits conducted by the Department.~~

~~I. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS~~

- A. ~~Written Notice. The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.~~
- B. ~~Notice of Graduation Requirements. No later than thirty (30) working days after the date of the entrance into the 9th grade or transfer of a student into the school district during or after 9th grade, the school district shall provide to the parents and the student written notice of:

 - 1. ~~The graduation requirements; and~~
 - 2. ~~The grade in which the student shall have the first opportunity to take a test in basic standards or graduation testing requirements.~~~~
- C. ~~Notice of Test Results and Remediation Opportunities. The school district shall provide no later than 30 working days after the district receives individual results of basic standards or graduation testing requirements, written notice to the parents and the student of:

 - 1. ~~Basic standards or graduation test results; and~~
 - 2. ~~Consistent with Minn. Rules Part 3501.0050, subpart 3, if the student is in the graduating year.~~~~

- a. ~~The process by which a parent or student can request additional testing and testing accommodations after April 1; and~~
 - b. ~~The process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.~~
- D. ~~Notice Pertaining to Adequate Yearly Progress. If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by the Minnesota Department of Education, the school district shall provide to parents of students in the school district sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal the Department's proposal.~~

~~VIII. STUDENT RECORD KEEPING~~

- A. ~~Test Results. The school district shall keep a record on each student that includes:~~
- 1. ~~The basic standards tests and graduation tests taken; and~~
 - 2. ~~The results of the most recent basic standards and graduation tests given.~~
- B. ~~Student Progress. Individual student progress shall be reported on a student record as described in items 1. to 4. below.~~
- 1. ~~“Pass-state level” shall be noted on the record of a student who passes a basic standards or graduation test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.~~
 - 2. ~~“Pass-individual level” shall be noted on the record of a student who passes a basic standards or graduation test with a modification established in the IEP or Section 504 Accommodation plan in accordance with Minn. Rules Part 3501.0090.~~
 - 3. ~~“Pass-translation” shall be noted on the record of a student who passes a basic standards or graduation test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.~~

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the Assurance of Test Security and Non-Disclosure.
- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- j. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).

2. Responsibilities after testing.

- k. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- l. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- m. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- n. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- o. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- p. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator.

- 1. Responsibilities before testing.
 - a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - i. Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
 - d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.

- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing condition, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - i. Provide training on proper test administration and test security.
 - ii. Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.
 - i. Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - ii. Organize secure test materials for online administration and keep them secure.
 - iii. Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must

address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

- j. Confirm that all students have appropriate test materials.

2. Responsibilities on testing day(s)

- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
- b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- c. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.
- d. Address invalidations and test or accountability codes.

3. Responsibilities after testing.

- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.

- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.

- a. Designate a school assessment coordinator and technology coordinator for the building.
- b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
- g. Verify that all test monitors and test administrators receive proper training for test administration.
- h. Ensure students taking specified test have opportunity to become familiar with test format, item types, and tools prior to test administration.

2. Responsibilities on testing day(s)

- a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.

- g. Maintain security of test content and test materials.
 - i. Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - ii. Organize secure test materials for online administrations and keep them secure.
 - iii. Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - iv. Identify need for additional test materials to district assessment coordinator.
 - v. Provide MTAS student data collection forms if necessary.
 - vi. Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts and Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - vii. Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and pre printed student information on the label is accurate.

2. Responsibilities on testing day(s)

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.

- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.
- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure all district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for test administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before Test.

- i. Receive and maintain security of test materials.
 - ii. Verify that all test materials are received.
 - iii. Ensure proper number of computers/devices or paper accommodated test materials are present.
 - iv. Verify student testing tickets and appropriate allowable materials.
 - v. Assign numbered test books to individual student
 - vi. Complete information as directed.
 - vii. Record extra test materials.
- b. During test.
- i. Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - ii. Follow all directions and scripts exactly.
 - iii. Follow procedures for restricting student access to cell phones and other electronic devices.
 - iv. Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
 - v. Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - vi. Do not review, discuss, capture, email, post or share test content in any format.
 - vii. Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

- viii. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - ix. Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - x. Report any possible security breaches as soon as possible.
- c. After test.
- i. Follow directions and scripts exactly.
 - ii. Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - iii. Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for test administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s)
 - a. Before the test.

- i. Maintain security of materials.
 - ii. Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - i. Administer each task to each student and record the score.
 - ii. Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - iii. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - iv. Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - i. Keep materials secure.
 - ii. Return all materials.
 - iii. Return objects and manipulatives to classroom.
 - iv. Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.

- c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing.

- a. Ensure accurate enrollment of students in schools during the accountability windows.
- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administration.

B. Students will be informed of the following:

- 1. The importance of test security;
- 2. Expectation that students will keep test content secure;
- 3. Expectation that students will act with honesty and integrity during test administration;
- 4. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

- 1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklists provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
6. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
7. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
8. Record of staff training and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References: Minn. Stat. § 13.34 (Examination Data)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
 Minn. Stat. § 123B.143, Subd. 1 (Superintendent)
 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: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)
 MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: June 20, 1985

Revised: June 22, 1999

Adopted: April 23, 1996

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Revised: April 22, 2008

Reviewed: October 20, 2015

Revised: January 17, 2017

PRINCETON PUBLIC SCHOOLS

BASIC STANDARDS AND GRADUATION REQUIRED TESTING, ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEP, SECTION 504 ACCOMMODATION, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having IEP, Section 504 Accommodation, or LEP needs to meet the graduation requirements of state-required basic skills and graduation required testing.

II. GENERAL STATEMENT OF POLICY

A. The school district will utilize the existing annual review of Individualized Education Programs (IEPs) or Section 504 Accommodation plans to review, on a case-by-case basis, the extent of student participation in basic standards testing.

B. Students with LEP needs must be identified and accommodations made.

III. DEFINITION OF TERMS

See the “Procedures Manual for the Minnesota Assessments” which ~~can be found on the Minnesota Department of Education’s (MDE’s) Minnesota Assessments, General Resources, website at http://www.mnstateassessments.org/wp-content/uploads/2013/07/2013-2014_Procedures_Manual_final_for_posting.pdf~~. Is produced by the Minnesota Department of Education and available through personaccess.com

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS TESTING

See chapter 5 of the current “Procedures Manual for the Minnesota Assessments.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Teaching and Learning Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. This will be done annually by December 1. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
 Minn. Rules Parts 3501.0640-3501.0635 (Academic Standards for Language Arts)
 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 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References:

Princeton Policy 104 (School District Mission Statement)
 Princeton Policy 601 (School District Curriculum and Instruction Goals)
 Princeton Policy 613 (Graduation Requirements)
 Princeton Policy 614 (School District Testing Plan and Procedure)
 Princeton Policy 616 (School District System Accountability)

Adopted: July 21, 1998
 Revised: April 22, 2008
 Reviewed: November 23, 2010
 Revised: November 18, 2014
 Revised: October 20, 2015
 Revised: January 17, 2017

**PRINCETON PUBLIC SCHOOLS
STAFF DEVELOPMENT FOR STANDARDS**

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet and meet the requirements of the No Child Left Behind Act.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the ~~Graduation Standards~~ Graduation Assessment Requirements and the federal and state requirements.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The District Instructional Leadership Committee (the "Committee"), shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the ~~Graduation Standards~~ Graduation Assessment Requirements and the No Child Left Behind Act at all levels. The Committee will advise the school board on the planning of staff development opportunities. The superintendent may direct the duties of the Committee to any existing committee with similar and relevant responsibilities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the ~~Graduation Standards~~ Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for ~~Graduation Standards~~ Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the ~~Graduation Standards~~ Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who

assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

B. Teachers/Administrators

1. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.
2. The school district will assign an administrator to serve as a highly objective uniform state standard of evaluation (“HOUSSE”) reviewer. The administrator shall meet with teachers and, where appropriate, certify the teacher’s application for highly qualified status.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
 Minn. Stat. § 122A.16 (Qualified Teacher Defined)
 Minn. Stat. § 122A.60 (Staff Development Program)
 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)
20 U.S.C. § 6301, et seq. (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
 MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 616 (School District System Accountability)

Independent School District #477
Princeton, Minnesota 55371

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Revised: November 22, 2005
Revised: April 22, 2008
Revised: November 18, 2014
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**PRINCETON PUBLIC SCHOOLS
ONLINE LEARNING OPTIONS**

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

III. DEFINITIONS

- A. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 122A.22, Subd. 4, for purposes of compulsory education.
- B. “Full-time online provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- C. “Online course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the

Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.

- D. “Online learning” is an interactive course or program that delivers instruction from a teacher to a student by computer, is combined with other traditional delivery methods that include frequent student assessment and may include actual teacher contact time, and meets or exceeds state academic standards.
- E. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- F. “Online learning provider” is a school district, an intermediate school district, or 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.
- G. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- H. “Supplemental online learning” means an online course taken in place of a course period during the regular school day at a local district school.

IV. PROCEDURES

- A. Dissemination and Receipt of Information
 - 1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
 - 2. The school district will receive and maintain information provided to it by online learning providers.
 - 3. The online learning provider must report or make available information

on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.

4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online course or program. An online learning provider must make available the supplemental online course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The

school district may waive this requirement for special circumstances with the agreement of the online learning provider.

4. A supplemental online learning student who is a full time student of Princeton High School may not add additional classes after the first five (5) days of the trimester. Students may drop online learning courses without penalty through the first six weeks of each trimester. After this time, classes dropped with earn a grade of “F” and will affect the student’s GPA.
5. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider’s online course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student’s parent, and the online provider; and the online provider may make available a response to 624-4 the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
6. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student’s full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student’s full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
7. An online learning student may complete coursework at a grade level that is different from the student’s current grade level.
8. An online learning student may enroll in additional courses with the

online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online provider must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online syllabus that meets the Commissioner's requirements. 624-5

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.

4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 120A.24 (Reporting)
 Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
 Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: Princeton Policy 509 (Enrollment of Nonresident Students)
 Princeton Policy 605 (Alternative Programs)
 Princeton Policy 608 (Instructional Services – Special Education)
 Princeton Policy 613 (Graduation Requirements)
 Princeton Policy 620 (Credit for Learning)

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