

Princeton Public Schools - ISD 477
Tuesday, June 20, 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 8
- b. Bills 10
- c. Wire Transfers 22
- d. Treasurer's Report 23
- e. Fundraiser 24
- f. Field Trips 27
- g. Gifts 29
- h. Intermediate School Handbook 32

9. INFORMATION

- a. Grant Report-Presented by Julia Espe 77
- b. ATPPS/Q-Comp Update- Presented by Julie Williams 80

c. 1:1 Recap-Presented by Eric Simmons	86
d. Long Term Facility Maintenance Plan-Presented by Ryan Hoffman	96
10. ACTION	
a. 2017-2018 Budget-Michelle Czech	99
<i>I move to accept the 2017-2018 Budget as proposed.</i>	
11. ADDITIONS TO AGENDA	
12. FUTURE MEETING(s) INFORMATION	
Negotiations-Wednesday, June 21-4:30	
Negotiations-Wednesday, June 28-4:30	
Negotiations-Wednesday, July 12-4:30	
Regular Meeting-Tuesday, July 18-5:15 p.m.	
Study Session-Positive Coaching Alliance -Tuesday, July 18-5:30-7:00	
Study Session-Facilities-Tuesday, July 18-7:15-8:15	
13. ADJOURN-	

June 6, 2017

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 **6th day of June, at 7:00 p.m.** in the District Center Board Room.

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

Members Absent: Craig Johnson, Chad Young.
Craig Johnson arrived at 7:08
Chad Young arrived at 7:16

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen; and Director of Technology Eric Simmons

Student Council Representative: Lacey Broding

Citizen Comments:

REPORTS

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

Deb Ulm	Two Wellness Committee meetings, Meet & Confer, High School Graduation, Finance.
Eric Minks	Graduation, Finance, Level III Grievance meeting.
Sue VanHooser	Two Wellness Committee meetings, ALC Graduation, High School Graduation.
Howard Vaillancourt	Certified Negotiations, High School Graduation.
Eric Strandberg	High School Graduation, Finance.

Student Council Report: The Student Council invited the 8th graders that are incoming 9th grade Student Council members to the Student Council meeting.

Superintendent Report: Julia Espe thanked everyone for the wonderful High School Graduation. She invited all the board members for the all day PBIS training that will be held at the Intermediate School. This training it is open to the public. After four years with the district, Julie Williams has accepted an offer with Cambridge-Isanti School District. We wish her well and thank her for everything she has accomplished. Everyone is invited to the retirement social breakfast at 7:30 a.m. at the High School on June 8th.

APPROVE AGENDA

Motion made by Howard Vaillancourt, seconded by Sue VanHooser **to approve the agenda as**

June 6, 2017

presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Eric Minks seconded by Eric Strandberg, to approve the May 16th Regular Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

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

INFORMATION

Cognitively Complex Tasks- Tonia Anderson, second grade teacher from the Primary school; Becky Pollard, a 5th grade teacher from the Intermediate School; Courtney Bergstrom, an 8th grade science teacher from the Middle School; and Alison Rose, geometry teacher from the High School presented to the board on their Cognitively Complex Tasks and showed what that looks like in their classrooms.

Intermediate School Handbook- John Beach presented to the board the changes that they are proposing for the Intermediate School handbook for the 2017-2018 school year.

2017-2018 Budget- Michelle Czech presented information to the board on the 2017-2018 original budget.

Board Development Discussion- Board Chair, Deb Ulm, asked the Board for feedback on presentation. Eric Strandberg liked the possibility of having the format of the board meetings changed to a workshop meeting and an action meeting each month. They discussed the pros and cons on having this forum changed and discussed getting a proposal from Dennis Cheesebrow to come in to advise the board.

Building Project Close Out- Michelle Czech presented to the board on the final building project expenses. She went over all of the building funds and the assigned building fund expenses that are left for the year and what the estimated expenses would be to finish up all of the projects.

ACTION

Second Reading of Policies #403, 407, 408, 409, 417, 419, 421, 422, 423, 424, 450, 495, 514, 524. Motion made by Eric Minks and second by Craig Johnson to accept the second reading of the policies as presented. Motion passed unanimously.

Family Center Roof Bids-The recommendation was to accept the bid from McDowall Company for the Family Center Roof. Motion made by Craig Johnson and seconded by Eric Strandberg to accept the bid as proposed. Motion passed unanimously.

Tennis Court Bid-The recommendation was to accept the bid from Knife River for the scope of work on the tennis courts for the middle school and the high school. Motion made by Eric Minks and seconded by

Craig Johnson to accept the tennis court bid as proposed. Motion passed unanimously.

Restricted Budget-Long Term Facility Maintenance- Motion made by Eric Strandberg and seconded by Craig Johnson to accept the Long Term Facility Maintenance plan as proposed. Upon roll call the following voted for: Sue VanHooser, Eric Minks, Deb Ulm, Chad Young, Craig Johnson, Eric Strandberg, and Howard Vaillancourt. Motion passed unanimously.

Restricted Budget-Capital-Michelle Czech presented the restricted budget that included the Capital budget. Motion made by Craig Johnson and seconded by Eric Strandberg to accept the Capital budget as proposed. Upon roll call the following voted for: Eric Minks, Deb Ulm, Chad Young, Craig Johnson, Eric Strandberg, Howard Vaillancourt and, Sue VanHooser. Motion passed unanimously.

Health Insurance Recommendation- Motion made by Eric Minks, seconded by Craig Johnson to approve the health insurance recommendation as presented. Upon roll call the following for: Howard Vaillancourt, Eric Strandberg, Craig Johnson, Chad Young, Deb Ulm, Eric Minks and Sue VanHooser. Motion passed unanimously.

Minnesota State High School League- Motion made by Eric Strandberg and seconded by Howard Vaillancourt to accept the resolution for the Minnesota State High School League. Motion passed unanimously. Upon roll call the following voted for: Eric Strandberg, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Sue VanHooser, and Howard Vaillancourt. Motion passed unanimously.

Rum River Special Education Cooperative Joint Powers Agreement- Motion made by Sue Vanhooser, Second by Craig to accept the Rum River Special Education Cooperative Joint Powers Agreement as proposed. Motion passed unanimously.

Fairview Northland Medical Center-Athletic Training Services Proposal- Motion made by Eric Minks, seconded by Chad Young to accept the Athletic Training Services as proposed.. Upon roll call the following voted for: Craig Johnson, Chad Young, Deb Ulm, Eric Minks, Sue VanHooser, Howard Vaillancourt and Eric Strandberg. Motion passed unanimously.

Middle School Assistant Principal/Activities Director Position- Motion made by Craig Johnson, seconded by Howard Vaillancourt to accept the hiring of Jona Deavel as the Middle School Assistant Principal/Activities Director as proposed. Motion passed unanimously.

Additions to the agenda: None

Future Meetings: Policy Committee Meeting-June 20, 5:30 pm

Move to a Closed Meeting - Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), I move to close the meeting for negotiations strategies. Motion was made by Eric Strandberg and seconded by Chad Young. Opposed: Craig Johnson. Motion passed 6:1.

A motion to resume the regular meeting was made by and seconded by. Meeting resumed at 9:30 p.m.

The board gave direction to the administration on parameters for negotiations.

ADJOURN- Eric Minks made a motion to adjourn the meeting, seconded by Craig Johnson . Meeting was adjourned at 9:34 p.m.

Chair Deb Ulm

Clerk Eric Minks

Recorder-Kari Plafcan

Call to order

The School Board of District #477 was called to order by Chair Deb Ulm on the **6th day of June, at 8:56 p.m.** in the District Office Board Room.

Closed meeting minutes: Parameters were discussed for negotiations.

Chair Deb Ulm

Clerk Eric Minks

Recorder-Kari Plafcan

Personnel - 6.20.17

06.20.2017							
Name	Status	Building	Job Title	Group	Replacing	Effective Date	Wage
Atkins, Tammy	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.52/Hr.
Brannick, Tim	Extra Duty		ESY Teacher	PEA	N/A	6.19.17-8.31.17	32.00/Hr
Burke, Carolyn	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.52/Hr.
Card Moore, Lora	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.79/Hr.
Carlson, Karen	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.79/Hr.
Conger, Patty	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.12/Hr.
Dierks, Amy	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.12/Hr.
Esler, Cindy	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.13/Hr.
Fay, Ryan	Resignation	High School	Boy's B Squad Basketball Coach	Activities	N/A	6.1.17	
Fillafer, Carol	Extra Duty	Middle School	Summer Band Instructor	Activities	N/A	August 2017	\$1,301.00
Fillat Aguilar, Isabel	New Hire	Primary	1st Grade Spanish Immersion Teacher	PEA	Paige Davis	Fall 2017	\$40,061.00
Fischer, Kathy	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.52/Hr.
Fredericksen, Christian	New Hire	High School	.53 Math Teacher	PEA	Solberg/Nelson	Fall 2017	\$20,793.49
Gross, Jen	Extra Duty		ESY Teacher	PEA	N/A	6.19.17-8.31.17	32.00/Hr
Gust, Elizabeth	Extra Duty	High School	9th Grade Volleyball Coach	Activities	Annie Porttiin	8.14.17-11.11.17	\$2,630.00
Hallberg, Laura	New Assignment		ESY Teacher	PEA	N/A	6.19.17-8.31.17	32.00/Hr
Hasser, Tim	Extra Duty		ESY Teacher	PEA	N/A	6.6.17	32.00/hr
Hennessey, Chris	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.52/Hr.
Hillcrest, Dayna	New Hire	High School	.4 Spanish Teacher	PEA	Dayna Hillcrest	Fall 2017	\$17,800.80
Johnson, Lauren	New Assignment		ESY Teacher	PEA	N/A	6.19.17-8.31.17	32.00/Hr
Kitzman, Kim	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.46/Hr.
Kriz, Anna	New Hire	High School	.67 English Teacher	PEA	Bednar	7.1.17	\$25,731.35
Kruger, Erin	Extra Duty		ESY Teacher	PEA	N/A	6.6.17	32.00/hr
Leciejewski, Lukas	Resignation	Intermediate	Playground/Lunchroom Para	Para	N/A	6.9.17	
Lupkes, Jessica	Extra Duty		Work Based Learning Coordinator	PEA	N/A	6.6.17-8.1.17	32.00/hr
Malo, Juliana	New Hire	Primary	2nd Grade Spanish Immersion	PEA	N/A	Fall 2017	\$44,211.00
McGathay, Olivia	Extra Duty		ESY Teacher	PEA	N/A	6.19.17-8.31.17	32.00/Hr
McGraw, Buffy	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.13/Hr.
Mellen, Tammy	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.46/Hr.
Middendorf, Stefanie	Assignment Change	Intermediate	Moving from PreK to 3rd Grade	PEA	N/A	Fall 2017	\$39,233.00
Miller, Ashley	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.46/Hr.
Miller, Jane	Extra Duty	Middle School	Summer Band Instructor	Activities	N/A	August 2017	\$1,301.00
Moe, Charles	New Hire	High School	Vocal Music Instructor	PEA	Mark Potvin	7.1.17	\$43,382.00
Moehlmann, Scott	Assignment Change	High School	.6 Social Studies	PEA	N/A	7.1.17	\$22,545.60
Nelson, Mitch	Extra Duty		ESY Teacher	PEA	N/A	6.19.17-8.31.17	32.00/Hr
Olson, Rachelle	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.12/Hr.
Paulson, Kari	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.46/Hr.

Personnel - 6.20.17

Pederson, Jessi	Assignment Change	Primary School	Going from Spanish Immersion to Regular Kindergarten Teacher	PEA	New Section	Fall 2017	No Change
Peterson, Astrid	Assignment Change	Primary School	Going from Family Center to Primary School-Spanish Immersion Para	Para	N/A	Fall 2017	No Change
Peterson, Shawntell	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.46/Hr.
Quade, Krista	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.52/Hr.
Ross, Erik	Resignation	High School	Assistant Boy's Hockey Coach	Activities	N/A	6.2.17	
Rygwall, Jill	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	15.46/Hr.
Scepurek, Danette	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.12/Hr.
Scott, Cindy	Extra Duty		ESY Teacher	PEA	N/A	6.19.17-8.31.17	32.00/Hr
Scott, Pam	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.12/Hr.
Segade, Carmen	New Hire	Primary	Kindergarten-Spanish Immersion	PEA	Jessie Pederson	Fall 2017	\$44,211.00
Smith, Amy	Extra Duty		ATPPS Technology Coach-Assistive Technology	PEA	N/A	Fall 2017	\$700.00
Smith, Jackie	New Hire	Primary	Health Office Para	Para	Corrine Aluni	Fall 2017	17.08/Hr.
Thomson, Abby	Extra Duty	High School	9th Grade Assistant Volleyball Coach	Activities	Alex Fay	8.17-11.17	\$2,630.00
Triplett, Brett	Extra Duty		ESY Teacher	PEA	N/A	6.6.17	32.00/hr
Vance, Mali	New Assignment		ESY Para	Para	N/A	6.19.17-8.31.17	16.12/Hr.
Williams, Julie	Resignation	District Center	Director of Teaching and Learning	Admin	N/A	6.30.17	
Woolley, Heather	New Assignment		ESY Teacher	PEA	N/A	6.19.17-8.31.17	32.00/Hr

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

Fund	Description	Total
01	General Fund	\$1,284,949.43
02	Food Service	\$106,670.64
04	Community Service	\$32,915.79
10	Student Activities	\$50,718.45
Report Total		\$1,475,254.31

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	71361	165417	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	05/12/2017	3,819.65
		71362	165418	Check	1	10929		ADAMS DENNIS	Yes	Yes	No	USD	05/12/2017	150.00
		71363	165419	Check	1	11427	1	AT&T MOBILITY	Yes	Yes	No	USD	05/12/2017	149.61
		71391	165420	Check	1	15594		BLONDELL NATALIE	Yes	Yes	No	USD	05/12/2017	9.00
		71377	165421	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	Yes	No	USD	05/12/2017	225.60
		71395	165422	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	05/12/2017	368.54
		71393	165423	Check	1	15597		CANTU JOE	Yes	Yes	No	USD	05/12/2017	20.00
		71360	165424	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	05/12/2017	1,497.70
		71367	165425	Check	1	12302	1	CHISAGO LAKES SCHOOLS	Yes	Yes	No	USD	05/12/2017	138.57
		71408	165426	Check	1	7411	2	CLOQUET BOYS GOLF	Yes	Yes	No	USD	05/12/2017	150.00
		71384	165428	Check	1	15547		CURRENCE AMY	Yes	Yes	No	USD	05/12/2017	130.00
		71366	165429	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	05/12/2017	2,420.06
		71368	165430	Check	1	12807		DETROIT LAKES HIGH SCHOOL	Yes	Yes	No	USD	05/12/2017	120.00
		71389	165431	Check	1	15589		GIBBONS KIMBERLY	Yes	Yes	No	USD	05/12/2017	2,000.00
		71396	165432	Check	1	2853		GRIMES	Yes	Yes	No	USD	05/12/2017	250.11
		71381	165433	Check	1	15533		HERITAGE EMBROIDERY & DESIGN	Yes	Yes	No	USD	05/12/2017	1,572.00
		71370	165434	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	05/12/2017	225.00
		71375	165436	Check	1	14753		KLINE ROY JR	Yes	Yes	No	USD	05/12/2017	75.00
		71385	165437	Check	1	15548		LARSON LUANN	Yes	No	No	USD	05/12/2017	25.00
		71373	165438	Check	1	14694	1	MCPETE'S SPORTS BAR AND LANES	Yes	Yes	No	USD	05/12/2017	163.00
		71409	165439	Check	1	9667	1	MID AMERICA ADMIN & RETIREMENT	Yes	Yes	No	USD	05/12/2017	25.00
		71369	165440	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	05/12/2017	2,082.10
		71364	165441	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	05/12/2017	225.36
		71397	165442	Check	1	4358	3	MN F.F.A.	Yes	No	No	USD	05/12/2017	176.00
		71387	165443	Check	1	15550		MORRIS BRENDA	Yes	No	No	USD	05/12/2017	21.50
		71411	165444	Check	1	9854		NELSON KRISTI L.	Yes	Yes	No	USD	05/12/2017	47.00
		71365	165445	Check	1	11515		NICKELODEON UNIVERSE	Yes	Yes	No	USD	05/12/2017	527.00
		71380	165446	Check	1	15473		PACIFIC LEARNING	Yes	Yes	No	USD	05/12/2017	776.21
		71398	165447	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	05/12/2017	1,928.77
		71382	165448	Check	1	15545		PATTON CONNIE	Yes	No	No	USD	05/12/2017	25.00
		71399	165449	Check	1	4922		PAULY RENAE	Yes	Yes	No	USD	05/12/2017	10.00
		71394	165450	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	05/12/2017	14.45
		71400	165451	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/12/2017	44.93
		71376	165452	Check	1	14818	2	PKS-PROFESSIONAL KARATE STUDI	Yes	Yes	No	USD	05/12/2017	263.20
		71401	165453	Check	1	5088		PRAIRIE RESTORATIONS INC.	Yes	Yes	No	USD	05/12/2017	1,350.00
		71402	165454	Check	1	5273	4	REGION 4 FFA	Yes	No	No	USD	05/12/2017	148.00
		71386	165455	Check	1	15549		SCEPUREK DANETTE	Yes	Yes	No	USD	05/12/2017	84.00
		71403	165456	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	Yes	No	USD	05/12/2017	44.95
		71392	165457	Check	1	15596		SENGBUSCH MICHELLE	Yes	No	No	USD	05/12/2017	10.00
		71374	165458	Check	1	14747		SIMPSON JOHN	Yes	Yes	No	USD	05/12/2017	75.00
		71379	165459	Check	1	15235	1	SNA SPORTS GROUP	Yes	Yes	No	USD	05/12/2017	996.00

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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	Date	Pmt/Void	Amount
0477	001	71388	165460	Check	1	15562	1	STANFORD UNIVERSITY	Yes	Yes	No	USD	05/12/2017	250.00	
		71410	165461	Check	1	9686	1	STAPLES MOTLEY HIGH SCHOOL	Yes	Yes	No	USD	05/12/2017	125.00	
		71404	165462	Check	1	5974	1	STUMPS	Yes	Yes	No	USD	05/12/2017	364.33	
		71372	165464	Check	1	14477	1	TEACHERS ON CALL	Yes	Yes	No	USD	05/12/2017	19,338.12	
		71378	165465	Check	1	14868	1	U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	05/12/2017	375.69	
		71406	165466	Check	1	6448	1	WARREN JENNIE RUTH	Yes	Yes	No	USD	05/12/2017	25.00	
		71407	165467	Check	1	6575	1	WILLIAM V. MACGILL & CO.	Yes	Yes	No	USD	05/12/2017	85.00	
		71390	165468	Check	1	15591	1	ZACHARIAS JARED	Yes	Yes	No	USD	05/12/2017	37.50	
		71412	165469	Check	1	5041	1	PIZZA HUT OF PRINCETON	Yes	Yes	No	USD	05/15/2017	144.00	
		71421	165470	Check	1	4388	1	MIN STATE HIGH SCHOOL LEAGUE	Yes	Yes	No	USD	05/17/2017	152.00	
		71437	165471	Check	1	13461	1	ACCURATE HOME CARE, LLC	Yes	Yes	No	USD	05/19/2017	2,925.60	
		71423	165472	Check	1	1040	1	ACT	Yes	Yes	No	USD	05/19/2017	972.00	
		71425	165473	Check	1	10955	4	AFT SUMMER EDUCATOR ACADEMY	Yes	Yes	No	USD	05/19/2017	990.00	
		71428	165474	Check	1	1140	3	AMERICAN RED CROSS	Yes	Yes	No	USD	05/19/2017	390.00	
		71461	165476	Check	1	4545	1	AUTO VALUE PRINCETON	Yes	Yes	No	USD	05/19/2017	6.49	
		71447	165477	Check	1	15604	1	CAL'S REPAIR SERVICE	Yes	Yes	No	USD	05/19/2017	35.00	
		71449	165478	Check	1	1636	1	CAMBRIDGE-ISANTHI HIGH SCHOOL	Yes	Yes	No	USD	05/19/2017	280.00	
		71443	165479	Check	1	15411	1	CARTRIDGE WORLD OF ST. CLOUD,	Yes	Yes	No	USD	05/19/2017	209.97	
		71442	165480	Check	1	15237	1	CEL PUBLIC RELATIONS, INC.	Yes	Yes	No	USD	05/19/2017	5,720.00	
		71451	165481	Check	1	1761	1	CHIP'S A.C. REFRIG & APPLI	Yes	Yes	No	USD	05/19/2017	98.00	
		71452	165482	Check	1	1925	1	COOKS FLOOR COVERING	Yes	Yes	No	USD	05/19/2017	6,975.19	
		71439	165483	Check	1	14103	1	CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	05/19/2017	102.65	
		71453	165484	Check	1	2270	1	ECM PUBLISHERS INC.	Yes	Yes	No	USD	05/19/2017	7,123.34	
		71466	165486	Check	1	7874	1	ELECTRONIC DESIGN COMPANY	Yes	Yes	No	USD	05/19/2017	358.00	
		71424	165487	Check	1	10894	1	FAIRWAY SHORES GOLF	Yes	Yes	No	USD	05/19/2017	2,000.00	
		71436	165488	Check	1	13173	1	GAGSTETER MARK	Yes	Yes	No	USD	05/19/2017	150.00	
		71430	165489	Check	1	12134	1	GEVING MARK	Yes	Yes	No	USD	05/19/2017	260.00	
		71454	165490	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	Yes	No	USD	05/19/2017	39.15	
		71445	165491	Check	1	15598	1	HIRMAN JIM	Yes	Yes	No	USD	05/19/2017	75.00	
		71440	165492	Check	1	14738	1	JAMIESON ROBERT	Yes	Yes	No	USD	05/19/2017	90.00	
		71441	165493	Check	1	14755	1	JARVIS JAMES JR	Yes	Yes	No	USD	05/19/2017	170.00	
		71435	165494	Check	1	13082	1	KOCH'S HARDWARE	Yes	Yes	No	USD	05/19/2017	52.50	
		71433	165495	Check	1	12642	1	KRICK STEVE	Yes	Yes	No	USD	05/19/2017	90.00	
		71455	165496	Check	1	3774	1	LEE'S PRO SHOP	Yes	Yes	No	USD	05/19/2017	294.84	
		71456	165497	Check	1	4028	1	MARV'S TRUE VALUE	Yes	Yes	No	USD	05/19/2017	99.00	
		71467	165498	Check	1	8514	1	MID MN DAMAGE PREVENTION	Yes	Yes	No	USD	05/19/2017	182.50	
		71457	165499	Check	1	4206	1	MIDWEST PLAYSCAPES INC.	Yes	Yes	No	USD	05/19/2017	20.00	
		71446	165500	Check	1	15599	1	MILLER TRAVIS	Yes	No	No	USD	05/19/2017	90.00	
		71460	165501	Check	1	4404	7	MINNESOTA TWINS/TWINS BALLP	Yes	Yes	No	USD	05/19/2017	1,010.00	
		71429	165502	Check	1	11477	1	MINUTEMAN PRESS	Yes	Yes	No	USD	05/19/2017	696.22	

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0477		001	71458	165503	Check	1	4353	1	MN DEPT OF NATURAL RESOURCES	Yes	No	No	USD	05/19/2017	40.00
			71459	165504	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	Yes	No	USD	05/19/2017	426.00
			71444	165505	Check	1	15537		NARLOCK SHARON M	Yes	Yes	No	USD	05/19/2017	1,165.04
			71431	165506	Check	1	12174		PETERSON STAN	Yes	Yes	No	USD	05/19/2017	75.00
			71450	165507	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	05/19/2017	27.61
			71468	165509	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	05/19/2017	68.85
			71463	165510	Check	1	5127		PRINCETON ELECTRIC	Yes	Yes	No	USD	05/19/2017	350.00
			71448	165511	Check	1	15605		PRINCETON GOLF COURSE	Yes	Yes	No	USD	05/19/2017	6,100.00
			71464	165512	Check	1	5149		PRINCETON RENTAL INC.	Yes	Yes	No	USD	05/19/2017	61.96
			71432	165513	Check	1	12572	1	PYSBA	Yes	No	No	USD	05/19/2017	100.00
			71434	165514	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	05/19/2017	950.25
			71426	165515	Check	1	11232		TAMARACK LAKE PHEASANTS	Yes	Yes	No	USD	05/19/2017	375.00
			71465	165516	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/19/2017	505.00
			71469	165517	Check	1	1140	3	AMERICAN RED CROSS	Yes	Yes	No	USD	05/19/2017	345.00
			71470	165518	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	Yes	No	USD	05/19/2017	715.61
			71471	165519	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	05/19/2017	2,000.00
			71473	165520	Check	1	7402		BREEZY POINT RESORT	Yes	Yes	No	USD	05/19/2017	400.00
			71472	165521	Check	1	4048		M.A.S.S.P.	Yes	Yes	No	USD	05/19/2017	260.00
			71474	165522	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	05/19/2017	23,790.92
			71475	165523	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	Yes	No	USD	05/22/2017	600.00
			71478	165524	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	05/22/2017	13,911.20
			71479	165525	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	05/22/2017	7,632.35
			71477	165526	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	05/22/2017	257,559.50
			71480	165527	Check	1	4404	5	TWINS BALLPARK LLC	Yes	No	No	USD	05/23/2017	1,000.00
			71481	165528	Check	1	9177		CITI CARDS	Yes	No	No	USD	05/24/2017	389.92
			71578	165529	Check	1	15584	1	ACTIVE INTERNET TECHNOLOGIES,	Yes	Yes	No	USD	05/26/2017	12,000.00
			71557	165530	Check	1	10929		ADAMS DENNIS	Yes	No	No	USD	05/26/2017	75.00
			71600	165531	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	05/26/2017	2,999.81
			71596	165532	Check	1	5617	10	AMERICAN INDIAN CENTER	Yes	Yes	No	USD	05/26/2017	244.00
			71592	165533	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	05/26/2017	4.98
			71606	165534	Check	1	9614		BARNHART DUANE	Yes	No	No	USD	05/26/2017	1,483.00
			71579	165535	Check	1	15613		BROWN BRET A	Yes	No	No	USD	05/26/2017	65.00
			71605	165536	Check	1	9606		BUTLER DON	Yes	No	No	USD	05/26/2017	140.00
			71583	165537	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	05/26/2017	431.84
			71575	165538	Check	1	15411		CARTRIDGE WORLD OF ST. CLOUD,	Yes	No	No	USD	05/26/2017	272.97
			71580	165539	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	Yes	No	USD	05/26/2017	31.79
			71581	165540	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	05/26/2017	50.00
			71568	165542	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	05/26/2017	34.21
			71577	165543	Check	1	15504		DAHL DENIS	Yes	No	No	USD	05/26/2017	32.50
			71560	165544	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	05/26/2017	4,650.88
			71584	165545	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	05/26/2017	241.50

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0477		001	71585	165546	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	05/26/2017	21.00
			71593	165547	Check	1	4593	2	EDUCATION MINNESOTA	Yes	No	No	USD	05/26/2017	550.00
			71586	165548	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	05/26/2017	605.00
			71574	165549	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	05/26/2017	678.60
			71603	165550	Check	1	8912	1	FRANCONIA SCULPTURE PARK	Yes	No	No	USD	05/26/2017	300.00
			71562	165551	Check	1	12674		GOTFREDSON JON	Yes	Yes	No	USD	05/26/2017	140.00
			71569	165552	Check	1	14197		GRASTO JEFF	Yes	No	No	USD	05/26/2017	90.00
			71587	165553	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	05/26/2017	873.65
			71566	165554	Check	1	13460		HEINZ DISPENSING SOLUTIONS	Yes	No	No	USD	05/26/2017	161.78
			71576	165555	Check	1	15415		INDEPENDENT EMERGENCY SERVIK	Yes	Yes	No	USD	05/26/2017	43.08
			71554	165556	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	05/26/2017	416.67
			71589	165557	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	05/26/2017	520.00
			71588	165558	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	05/26/2017	955.02
			71556	165559	Check	1	10824		MEDICS TRAINING INCORPORATED	Yes	Yes	No	USD	05/26/2017	240.00
			71555	165560	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	Yes	No	USD	05/26/2017	248.27
			71571	165561	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	Yes	No	USD	05/26/2017	2,250.00
			71601	165562	Check	1	8388	1	METRO SALES INC	Yes	Yes	No	USD	05/26/2017	777.00
			71563	165563	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	05/26/2017	229.58
			71559	165564	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	05/26/2017	600.00
			71590	165565	Check	1	4362		MN HISTORICAL SOCIETY	Yes	No	No	USD	05/26/2017	606.00
			71591	165566	Check	1	4535		NAPA OF PRINCETON	Yes	Yes	No	USD	05/26/2017	21.56
			71564	165567	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/26/2017	92,408.24
			71561	165568	Check	1	12174		PETERSON STAN	Yes	No	No	USD	05/26/2017	140.00
			71594	165569	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	05/26/2017	252.00
			71573	165571	Check	1	14886		QP PHOTOGRAPHY	Yes	No	No	USD	05/26/2017	564.00
			71604	165572	Check	1	9494	1	SNA	Yes	Yes	No	USD	05/26/2017	50.00
			71602	165573	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	05/26/2017	224.19
			71599	165574	Check	1	7188		TALBERG PETE	Yes	No	No	USD	05/26/2017	75.00
			71570	165575	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	05/26/2017	21,561.22
			71565	165576	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	05/26/2017	1,380.65
			71597	165577	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/26/2017	400.00
			71598	165578	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/26/2017	495.00
			71572	165579	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	05/26/2017	190.24
			71567	165580	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	05/26/2017	320.16
			71558	165581	Check	1	10939		ZIMMERMAN BOWL	Yes	No	No	USD	05/26/2017	630.00
			71607	165582	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	05/26/2017	300.00
			71608	165583	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/26/2017	107.65
			71609	165584	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/26/2017	110.00
			71621	165585	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	05/31/2017	903.18
			71618	165586	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	05/31/2017	67.14
			71619	165587	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	05/31/2017	119.43

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0477		001	71620	165588	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	05/31/2017	64.00
			71622	165589	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	05/31/2017	19,704.06
			71623	165590	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	05/31/2017	1,522.86
			71624	165591	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	Yes	No	USD	05/31/2017	2,914.84
			71625	165592	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	05/31/2017	1,026.51
			71617	165593	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	05/31/2017	399.10
			71629	165594	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	06/02/2017	611.17
			71633	165595	Check	1	1206		AP EXAMS	Yes	No	No	USD	06/02/2017	6,697.00
			71630	165596	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	06/02/2017	192.24
			71627	165597	Check	1	10631		AUDIO QUIP	Yes	No	No	USD	06/02/2017	735.00
			71657	165598	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	06/02/2017	1,586.98
			71639	165599	Check	1	1392		BENTON TROPHY & AWARD	Yes	No	No	USD	06/02/2017	92.60
			71640	165600	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	06/02/2017	436.00
			71646	165601	Check	1	15614		BROSS LARRY D.	Yes	No	No	USD	06/02/2017	65.00
			71645	165602	Check	1	15504		DAHL DENIS	Yes	No	No	USD	06/02/2017	65.00
			71632	165603	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	06/02/2017	5,611.36
			71670	165604	Check	1	7090		DORR LUTHER	Yes	No	No	USD	06/02/2017	300.00
			71653	165605	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	06/02/2017	627.89
			71628	165606	Check	1	10908	1	G & K SERVICES	Yes	No	No	USD	06/02/2017	296.56
			71644	165607	Check	1	15218		HERRICK CHARLENE	Yes	No	No	USD	06/02/2017	125.00
			71647	165608	Check	1	15615		HILL STEVE	Yes	No	No	USD	06/02/2017	13.55
			71654	165609	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	06/02/2017	423.08
			71651	165610	Check	1	15619		JOHNSON JODY	Yes	No	No	USD	06/02/2017	10.80
			71634	165611	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	06/02/2017	181.98
			71648	165612	Check	1	15616		MCCOY KRISTI	Yes	No	No	USD	06/02/2017	17.10
			71636	165613	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	06/02/2017	403.51
			71631	165614	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	06/02/2017	434.00
			71656	165615	Check	1	4363	7	MN HISTORICAL SOCIETY - HD	Yes	No	No	USD	06/02/2017	240.00
			71674	165616	Check	1	9418	2	MSNA - AC REGISTRATION	Yes	No	No	USD	06/02/2017	1,950.00
			71650	165617	Check	1	15618		OAKES JOEL	Yes	No	No	USD	06/02/2017	36.20
			71671	165618	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	06/02/2017	300.00
			71658	165619	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	06/02/2017	1,847.80
			71652	165620	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	06/02/2017	77.41
			71659	165621	Check	1	5038	2	PITNEY BOWES	Yes	No	No	USD	06/02/2017	881.97
			71660	165622	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	06/02/2017	95.00
			71661	165623	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	06/02/2017	1,000.00
			71662	165624	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	06/02/2017	1,168.00
			71672	165625	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	06/02/2017	1,233.00
			71669	165626	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	06/02/2017	2,000.00
			71663	165627	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	06/02/2017	10.00
			71673	165628	Check	1	9173		RHOADES GERALYNN	Yes	No	No	USD	06/02/2017	9.80

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0477		001	71635	165629	Check	1	12808		RPMATHLETICS LLC	Yes	No	No	USD	06/02/2017	112.00
			71664	165630	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	06/02/2017	91.68
			71666	165631	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	06/02/2017	105.60
			71665	165632	Check	1	5553	2	SCHOLASTIC INC	Yes	No	No	USD	06/02/2017	144.80
			71667	165633	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	06/02/2017	699.90
			71642	165634	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	06/02/2017	35.25
			71641	165635	Check	1	14131		SILVA AARON	Yes	No	No	USD	06/02/2017	62.80
			71649	165636	Check	1	15617		SPRINGER BARB	Yes	No	No	USD	06/02/2017	22.70
			71643	165637	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	06/02/2017	21,107.31
			71668	165638	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	06/02/2017	2,267.95
			71638	165640	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	06/02/2017	1,527.00
			71637	165641	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	06/02/2017	846.33
			71675	165642	Check	1	8305		GRAND SLAM SPORTS & ENT.	Yes	No	No	USD	06/05/2017	2,937.00
			71676	165643	Check	1	14744		INSTRUMENTALIST AWARDS LLC	Yes	No	No	USD	06/05/2017	113.00
			71680	165644	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	06/05/2017	408.00
			71678	165645	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	06/05/2017	120.00
			71679	165646	Check	1	6532		WHITCOMB NURSERY	Yes	No	No	USD	06/05/2017	70.00
			71677	165647	Check	1	10660		WILD MOUNTAIN	Yes	No	No	USD	06/05/2017	1,809.50
			71685	165648	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	06/09/2017	3,858.26
			71692	165649	Check	1	12358		BEAUCHAMP MICHELE	Yes	No	No	USD	06/09/2017	35.00
			71700	165650	Check	1	1372		BELLEVILLE WHOLESALE HOBBY	Yes	No	No	USD	06/09/2017	4,432.19
			71701	165651	Check	1	1392		BENTON TROPHY & AWARD	Yes	No	No	USD	06/09/2017	25.11
			71716	165652	Check	1	15613		BROWN BRET A	Yes	No	No	USD	06/09/2017	65.00
			71684	165653	Check	1	10584		CARD SERVICES	Yes	No	No	USD	06/09/2017	1,873.52
			71721	165654	Check	1	1668		CARL E. JOHNSON PLBG & HTG	Yes	No	No	USD	06/09/2017	2,254.08
			71710	165655	Check	1	15411		CARTRIDGE WORLD OF ST. CLOUD,	Yes	No	No	USD	06/09/2017	53.99
			71728	165656	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	06/09/2017	1,578.83
			71729	165657	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	06/09/2017	10,647.18
			71722	165658	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	06/09/2017	875.07
			71689	165659	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	06/09/2017	856.46
			71747	165660	Check	1	7090		DORR LUTHER	Yes	No	No	USD	06/09/2017	30.00
			71723	165661	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	06/09/2017	54.60
			71724	165662	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	06/09/2017	201.72
			71725	165663	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	06/09/2017	76.50
			71715	165664	Check	1	15603		EMERGENCY OUTFITTERS, INC.	Yes	No	No	USD	06/09/2017	455.00
			71704	165665	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	06/09/2017	1,359.80
			71702	165666	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	06/09/2017	186.80
			71717	165667	Check	1	15622		FURMAN JOHN	Yes	No	No	USD	06/09/2017	40.35
			71718	165668	Check	1	15623		GOLDENMAN JULIE	Yes	No	No	USD	06/09/2017	228.95
			71745	165669	Check	1	6645		GRAINGER	Yes	No	No	USD	06/09/2017	354.59
			71748	165670	Check	1	7197		GRAPHIC EDGE	Yes	No	No	USD	06/09/2017	265.31

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	71705	165671	Check	1	14197		GRASTO JEFF	Yes	No	No	USD	06/09/2017	90.00
			71719	165672	Check	1	15624		GREENWAY TIFFANY	Yes	No	No	USD	06/09/2017	30.00
			71726	165673	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	06/09/2017	718.67
			71686	165674	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	06/09/2017	2,542.45
			71727	165675	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	06/09/2017	1,954.98
			71711	165676	Check	1	15465		KRUSCHEK EMILY	Yes	No	No	USD	06/09/2017	160.00
			71697	165677	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	06/09/2017	6,000.00
			71708	165678	Check	1	15179	2	LEPRECON, LLC	Yes	No	No	USD	06/09/2017	833.09
			71698	165679	Check	1	13151		LITTLEBITS ELECTRONICS INC	Yes	No	No	USD	06/09/2017	1,690.95
			71696	165680	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	06/09/2017	1,364.39
			71713	165681	Check	1	15565		MIDWEST VOLLEYBALL WAREHOU	Yes	No	No	USD	06/09/2017	385.99
			71699	165682	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	06/09/2017	3,751.07
			71688	165683	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	06/09/2017	658.95
			71749	165684	Check	1	7890	3	MN AFEE	Yes	No	No	USD	06/09/2017	190.00
			71730	165685	Check	1	4358	3	MN F.F.A.	Yes	No	No	USD	06/09/2017	340.00
			71746	165686	Check	1	6877		MOORE MEDICAL CORP	Yes	No	No	USD	06/09/2017	588.71
			71731	165687	Check	1	4536		NARDINI FIRE EQUIPMENT CO	Yes	No	No	USD	06/09/2017	219.00
			71714	165688	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	06/09/2017	699.83
			71691	165689	Check	1	12116		PEAP - AWARDS PROGRAM	Yes	No	No	USD	06/09/2017	317.00
			71709	165690	Check	1	15221	1	PEARSON	Yes	No	No	USD	06/09/2017	265.30
			71720	165691	Check	1	15625		PIERI KYLE	Yes	No	No	USD	06/09/2017	90.00
			71732	165692	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	06/09/2017	203.98
			71753	165693	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	06/09/2017	18.47
			71733	165694	Check	1	5107		PRINCETON AUTO CENTER	Yes	No	No	USD	06/09/2017	72.35
			71734	165695	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	06/09/2017	50.00
			71735	165696	Check	1	5167		PRO-ED, INC.	Yes	No	No	USD	06/09/2017	925.00
			71751	165698	Check	1	9505		RAYMOND GEDDES & COMPANY	Yes	No	No	USD	06/09/2017	201.60
			71694	165699	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	06/09/2017	403.00
			71683	165700	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF M	Yes	No	No	USD	06/09/2017	627.00
			71750	165701	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	06/09/2017	2,583.00
			71703	165702	Check	1	14145		RIBBONS GALORE	Yes	No	No	USD	06/09/2017	367.62
			71690	165703	Check	1	11867		ROLFES JULIE	Yes	No	No	USD	06/09/2017	70.00
			71695	165704	Check	1	12808		RPM ATHLETICS LLC	Yes	No	No	USD	06/09/2017	329.00
			71738	165705	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	06/09/2017	1,860.00
			71737	165706	Check	1	5525	3	SCHOLASTIC BOOK FAIRS - 8	Yes	No	No	USD	06/09/2017	4,833.98
			71739	165707	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	06/09/2017	925.19
			71752	165708	Check	1	9813		SCIENCE EXPLORERS	Yes	No	No	USD	06/09/2017	300.00
			71740	165709	Check	1	5618		SDE REGISTRATIONS	Yes	No	No	USD	06/09/2017	888.00
			71706	165710	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	06/09/2017	21,618.39
			71741	165711	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	06/09/2017	586.49
			71742	165712	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	06/09/2017	2,134.74

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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	71707	165713	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	06/09/2017	341.54
			71687	165714	Check	1	11229	1	ULINE	Yes	No	No	USD	06/09/2017	1,556.71
			71743	165715	Check	1	6318		US SCHOOL SUPPLY INC	Yes	No	No	USD	06/09/2017	627.65
			71712	165716	Check	1	15534		VISUALEDTECH, LLC	Yes	No	No	USD	06/09/2017	2,579.40
			71744	165717	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	06/09/2017	394.50
			71693	165718	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	06/09/2017	1,309.60
			71754	165719	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	06/09/2017	1,279.84
			71755	165720	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	06/09/2017	927.55
			71756	165721	Check	1	7830		SCHROEDER-DAVIS STEPHEN	Yes	No	No	USD	06/14/2017	2,000.00
			71770	165722	Check	1	1256		A - Z RESTAURANT EQUIPMENT	Yes	No	No	USD	06/20/2017	708.81
			71786	165723	Check	1	14363		A&B WELDING & CONSTRUCTION IN	Yes	No	No	USD	06/20/2017	462.50
			71817	165724	Check	1	8295	4	ANOKA-RAMSEY COMMUNITY COLL	Yes	No	No	USD	06/20/2017	6,000.00
			71818	165725	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	06/20/2017	105,840.00
			71777	165726	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	06/20/2017	660.00
			71819	165727	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	06/20/2017	741.32
			71791	165728	Check	1	15411		CARTRIDGE WORLD OF ST. CLOUD,	Yes	No	No	USD	06/20/2017	1,675.82
			71802	165729	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	06/20/2017	114,861.50
			71789	165730	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	06/20/2017	4,800.00
			71785	165731	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	06/20/2017	1,003.00
			71765	165732	Check	1	10069		DALCO	Yes	No	No	USD	06/20/2017	10,834.89
			71793	165733	Check	1	2116		DEMCO INC	Yes	No	No	USD	06/20/2017	1,388.46
			71820	165734	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/20/2017	325.61
			71794	165735	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	06/20/2017	1,356.00
			71783	165736	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	06/20/2017	139.79
			71779	165737	Check	1	13649		GOLF TEAM PRODUCTS	Yes	No	No	USD	06/20/2017	192.00
			71795	165738	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	06/20/2017	25.65
			71815	165739	Check	1	6645		GRAINGER	Yes	No	No	USD	06/20/2017	318.59
			71781	165740	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	06/20/2017	1,223.75
			71816	165741	Check	1	7197		GRAPHIC EDGE	Yes	No	No	USD	06/20/2017	294.90
			71768	165742	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	06/20/2017	137,902.76
			71767	165743	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	06/20/2017	1,358.28
			71796	165744	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	06/20/2017	288.00
			71790	165745	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	06/20/2017	27.50
			71797	165746	Check	1	3604		K-LOG	Yes	No	No	USD	06/20/2017	1,936.94
			71798	165747	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	06/20/2017	781.54
			71799	165748	Check	1	3701		LAKESHORE	Yes	No	No	USD	06/20/2017	1,238.71
			71800	165749	Check	1	3825	2	LIFETOUCH NSS	Yes	No	No	USD	06/20/2017	4,946.36
			71801	165750	Check	1	3825	2	LIFETOUCH NSS	Yes	No	No	USD	06/20/2017	4,537.28
			71772	165751	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	06/20/2017	1,407.00
			71822	165752	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	06/20/2017	500.00
			71787	165753	Check	1	15159		MAMA GRACIE'S PREGNANCY SHOF	Yes	No	No	USD	06/20/2017	1,750.00

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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	71803	165754	Check	1	4061		MAVO SYSTEMS	Yes	No	No	USD	06/20/2017	13,907.00
		71804	165755	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	06/20/2017	1,697.00
		71766	165756	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	06/20/2017	261.08
		71792	165757	Check	1	15528		MICROBRIC, LLC	Yes	No	No	USD	06/20/2017	1,046.00
		71780	165758	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	06/20/2017	83.36
		71805	165759	Check	1	4537		NASCO	Yes	No	No	USD	06/20/2017	155.90
		71806	165760	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	06/20/2017	5,507.50
		71807	165761	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	06/20/2017	680.00
		71808	165762	Check	1	4761		OAK GALLERY	Yes	No	No	USD	06/20/2017	1,280.78
		71775	165763	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	06/20/2017	92,111.59
		71788	165764	Check	1	15221	1	PEARSON	Yes	No	No	USD	06/20/2017	299.54
		71809	165765	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	06/20/2017	65,719.79
		71810	165766	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	06/20/2017	208.66
		71811	165767	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	06/20/2017	1,128.00
		71773	165768	Check	1	12808		RPM ATHLETICS LLC	Yes	No	No	USD	06/20/2017	568.00
		71778	165769	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	06/20/2017	10,095.55
		71812	165770	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	06/20/2017	45.20
		71774	165771	Check	1	13050	1	SCHOOL TECHNOLOGY ASSOCIATE:	Yes	No	No	USD	06/20/2017	128.00
		71771	165772	Check	1	12635	1	SHI INTERNATIONAL CORP.	Yes	No	No	USD	06/20/2017	65,095.00
		71782	165773	Check	1	14018		TEAMWORKS INTERNATIONAL INC.	Yes	No	No	USD	06/20/2017	1,170.98
		71821	165774	Check	1	9471		THE BOOMERANG PROJECT	Yes	No	No	USD	06/20/2017	164.00
		71776	165775	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	06/20/2017	346.85
		71813	165776	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	06/20/2017	65.10
		71769	165777	Check	1	11229	1	ULINE	Yes	No	No	USD	06/20/2017	343.02
		71784	165778	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	06/20/2017	65,638.79
		71814	165779	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	06/20/2017	227.09

Bank Total: 001

\$1,475,254.31

Report Total:

\$1,475,254.31

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

Fund Description	Total
06 Construction	\$54,939.40
Report Total	\$54,939.40

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	71824	165780	Check	1	9103		FLR SANDERS	Yes	No	No	USD	06/20/2017	46,968.00
			71823	165781	Check	1	15151		J.F. EQUIPMENT, LLC	Yes	No	No	USD	06/20/2017	7,971.40
Bank Total: 001														\$54,939.40	
Report Total:														\$54,939.40	

Princeton Public Schools - ISD #477

Wire Transfer Report

June 20, 2017

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
5/15/2017	\$ 530,695.47	ACH File Transfer
5/15/2017	\$ 192,397.41	Federal Tax Wire Transfer
5/15/2017	\$ 30,207.57	State Tax Wire Transfer
5/15/2017	\$ 10,688.11	Select Account HSA
5/15/2017	\$ 87,716.38	TRA File Transfer
5/15/2017	\$ 33,202.86	PERA File Transfer
5/15/2017	\$ 241.50	MN Child Support File Transfer
5/15/2017	\$ 36,939.61	TSA File Transfer
5/31/2017	\$ 564,653.16	ACH File Transfer
5/31/2017	\$ 206,871.50	Federal Tax Wire Transfer
5/31/2017	\$ 32,706.38	State Tax Wire Transfer
5/31/2017	\$ 10,588.11	Select Account H S A
5/31/2017	\$ 91,465.16	TRA File Transfer
5/31/2017	\$ 37,144.16	PERA File Transfer
5/31/2017	\$ 241.50	MN Child Support File Transfer
5/31/2017	\$ 36,718.64	TSA File Transfer
6/5/2017	\$ 16,328.44	BMO Harris Bank - (Pcards)
6/2/2017	\$ 1,015.00	MN Revenue - (Sales tax)
5/4/2017	\$ 3,447.22	SelectAccount
5/11/2017	\$ 2,191.48	SelectAccount
5/18/2017	\$ 1,076.33	SelectAccount
5/23/2017	\$ 211.78	SelectAccount
5/25/2017	\$ 2,780.88	SelectAccount
	\$	
TOTAL	\$ 1,929,528.65	

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

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	10,962,472.20	4,144,392.09	2,849,285.52	(2,269.75)	12,257,578.77
02 Food Service	463,779.82	185,055.94	158,983.32	2,447.87	489,852.44
04 Community Service	226,039.07	186,163.68	107,111.60	(1,887.02)	305,091.15
06 Building Fund	314,025.65	11,359.83	2,791.18	0.00	322,594.30
07 Debt Service	600,039.59	592,288.95	0.00	0.00	1,192,328.54
10 Activities	166,250.75	43,436.63	49,524.08	(1,788.10)	160,163.30
TOTAL	12,732,607.08	5,162,697.12	3,167,695.70		14,727,608.50

Bank Accounts

AP/PR Account (Bremer)	1,005,577.52
MSDLAF+	1,598,481.72
Investments (Fd01)	12,035,782.26
Investments (Fd06)	<u>314,238.48</u>
	14,954,079.98
O/S Accts Pay Checks	(145,941.15)
O/S Payroll Checks	(4,234.20)
O/S Wires	(80,254.63)
NSF Checks	<u>3,958.50</u>
TOTAL	14,727,608.50

FUNDRAISING APPROVAL FORM

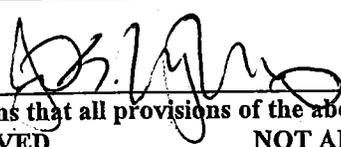
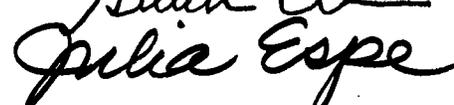
Date of fundraiser: <i>6-1-17 - 6-14-17</i>		Projected profit: <i>\$10,000</i>		Amount earned:	
Group or organization proposing the fundraiser: <i>Princeton High School Activities</i>				Item(s) being sold: <i>N/A</i>	
Company/organization supplying items to be sold: <i>N/A</i>					
The money raised will be used for: <i>improving the high school weight room - equipment</i>					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).				<input checked="" type="checkbox"/>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.				<input checked="" type="checkbox"/>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			<input checked="" type="checkbox"/>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.				<input checked="" type="checkbox"/>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			<input checked="" type="checkbox"/>	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			<i>no students involved</i>	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.			<i>N/A</i>	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: <i>6-1-17</i>		Teacher/Sponsor Signature: <i>Mary Patrole</i>			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED					
Date: <i>6/1/2017</i>		Administrator Signature: <i>Wendy Hanks</i>			
Date: <i>6.5.2017</i>		Superintendent Signature: <i>Julia Espe</i>			
Date:		School Board Chair Signature:			

Running a game booth @ Game Fair Archery will get 50% of profits from booth

FUNDRAISING APPROVAL FORM

Date of fundraiser: Aug. 18 th - 20 th		Projected profit: ?		Amount earned:	
Group or organization proposing the fundraiser: Princeton Archery				Item(s) being sold:	
Company/organization supplying items to be sold: Game Fair					
The money raised will be used for: Equipment					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
		Yes	No		
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X			
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	N/A			
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	N/A			
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	N/A			
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	X			
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X			
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X			
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.	N/A			
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 6/5/17		Teacher/Sponsor Signature: [Signature]			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. APPROVED NOT APPROVED					
Date: 6.5.17		Administrator Signature: [Signature]			
Date: 6.6.17		Superintendent Signature: [Signature]			
Date:		School Board Chair Signature:			

FUNDRAISING APPROVAL FORM

Date of fundraiser: 7/24/17		Projected profit: ?	Amount earned:
Group or organization proposing the fundraiser: Princeton Archery		Item(s) being sold: Golf & Food	
Company/organization supplying items to be sold: Princeton Golf Course		Archery will receive 20% of all profits from the day.	
The money raised will be used for: Equipment			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	N/A	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	N/A	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.	N/A	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 6/5/17		Teacher/Sponsor Signature: 	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED			
Date: 6.5.17		Administrator Signature: 	
Date: 6.6.17		Superintendent Signature: 	
Date:		School Board Chair Signature:	

Turned in June 1

PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

Name of Field Trip Supervisor: <u>J. Lupkes</u>	Name of group, club, or department: <u>FFA</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>FFA Officer Retreat</u>	Destination: <u>Duluth, MN</u> Round Trip Miles: <u>260 miles</u>
Number of Students expected to participate: <u>8</u> Number of Teacher/Advisor Chaperones: <u>2</u> Number of adult volunteers/chaperones: <u>0</u> # male students <u>2</u> #female students <u>6</u> (if Perkins funded)	Grade level/s of student participants: (circle all that apply) 9 <u>10 11 12</u>
Date of Departure: <u>July 12</u> Time of Departure: <u>8 Am</u>	Date of Return: <u>July 13</u> Time of Return: <u>8 PM</u>
School Hours Missed: (for single day trips) 1 2 3 4 5 (circle hours that apply) <input checked="" type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 2 2.5 3 3.5 4 other ____ <input type="checkbox"/> outside the school day
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No This field trip occurs on a Sunday.

How will this field trip be funded? (Check all that apply.)

- Department budget (Code: FFA 10-350-298-211-000-401)
- Students will be assessed a fee to cover transportation and/or registration/admission fee
- Students will pay for their own lunch
- Building funds are requested
- Grant funds (name of grant: _____)
- Outside group, booster club, individual, or agency funding (name: Princeton FFA Alumni)

- A. What is the purpose of this field trip? (choose 1 CATEGORY only)**
- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study) (Section F of this form is required for instructional trips) (check all that apply)
 - Required for all students enrolled in the course
 - Only students in selected section/s of this course will participate
 - Students participate by choice
 - CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
 - All students in a course or club/activity will participate
 - Students participate by choice or selection
 - This is an enrichment opportunity
 - CATEGORY C: Extended** (policy 610: trip that covers more than 400 miles round trip, or involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
 - Regional or state level competition, training or meeting
 - have qualified
 - anticipating to qualify
 - Selected or invited to participate in honorary event or competition
 - have been invited or selected
 - have applied to be invited or selected
 - will apply to be invited or selected

E. What are the estimated costs of the field trip? (If codes are unknown, leave blank. Complete cost estimate calculations.)

Start 6/2/17

I. **Transportation Code:** School VAN
 # of round trip miles 260 X \$1.45 = \$ [redacted] # of hours _____ X \$17.34 = \$ [redacted]
 # of buses needed _____ X the combination of the two subtotals above = \$ [redacted] (A)

II. **Lodging Code:** _____ paid by Alumni
 # of rooms _____ X # of nights _____ = total rooms _____ X cost of room _____ = \$ [redacted] (B) \$300.00

III. **Registration Code:** _____
 # of students _____ X cost of registration _____ = \$ [redacted] (C)
 # of adults _____ X cost of registration _____ = \$ [redacted] (D)

IV. **Substitute Code:** _____
 # of teachers needing a substitute _____ X # of hours _____ X \$25 (approx) = \$ [redacted] (E)
 OR
 # of teachers needing a substitute _____ X # of days _____ X \$125 (approx) = \$ [redacted] (F)

V. **Meals Code:** _____
 # of students & adults _____ X approximate cost of meal _____ X # of meals = \$ [redacted] (G)

TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G): \$ [redacted]

F. Complete this section for instructional field trip requests.

- Name of course: _____
- What critical content statement does this field trip align to? # _____
 It does not align to any critical content statements.
- Is this trip part of this course for all course sections regardless of the teacher or the trimester in which is it taught?
 Yes
 No (Provide explanation below)

Date Received (Office): [redacted]

G. Building Administrative Review			
<u>[Signature]</u> Activities Director Signature	<u>6/2/2017</u> Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
<u>[Signature]</u> Principal Signature	<u>6-8-17</u> Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
District Review for Extended Trips			
<u>[Signature]</u> Superintendent Signature	<u>6.13.17</u> Date	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
_____ School Board Chairperson Signature	_____ Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

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: ICS

Description of gift: Purchase of Vector File
for mural in the new gym.

Pre-Condition, Condition, or Limitation on use:
NONE

How this gift specifically relates to the program or school: Adds to the
ambience of the new gym.

This gift meets all requirements of Policy 706

Accepted Not Accepted Rain Parks Staff Name _____ Date: 5/12/17
Principal or Director

Accepted Not Accepted Julia Espe Date: 6.5.17
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: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Princeton Volleyball Area Booster Club

Description of gift: \$1500 donation to PHS Volleyball

Pre-Condition, Condition, or Limitation on use:
discretion of coach

How this gift specifically relates to the program or school: the hope is to buy equipment to better our strength training program.

This gift meets all requirements of Policy 706
 Accepted Not Accepted Mary Patnode Staff Name
[Signature] Date: 6/9/17
Principal or Director

Accepted Not Accepted Julia Espe Superintendent
Date: 6.13.17

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Michelle Majerus & husband

Description of gift: Anthro charging cart
Part No. W83655 - Part 1
Serial No 10031015

Pre-Condition, Condition, or Limitation on use: gently used

How this gift specifically relates to the program or school: This cart will be used to store and charge Technology devices.

This gift meets all requirements of Policy 706

Accepted Not Accepted _____
Principal or Director Eric J. [Signature] Staff Name _____ Date: 6/8/17

Accepted Not Accepted _____
Superintendent Julia Espe Date: 6.13.17

Accepted Not Accepted _____
School Board Chairperson _____ Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: August 4, 2016

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Dear Students and Parents:

Welcome to the Intermediate School Family! We serve approximately 750 students in grade 3 – 5. The school was built in 1969, but was extensively remodeled in 2011. We have created an optimally safe and positive learning environment for each and every child and adult here.

Our school is committed to providing a strong educational program for our children. We are devoted to creating a nurturing, safe and welcoming school climate for our families and students. We encourage family involvement and want to work as partners with parents to provide the best educational experience for our children.

This handbook was created to help you learn about our policies, procedures and expectations as a member of the Princeton Intermediate community. As with most printed material, unforeseen circumstances may warrant some changes as we go through the school year. However, we have made an attempt to give you clear and accurate information that will be valuable as we go through the school year. It is not possible to include policies and procedures that will encompass every situation that comes up during a school year. When unique situations arise, IS staff will do their best to make positive decisions based on the information at we have.

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

I will Respect.....Myself.....Others.....Property.....Community

Tiger Pride addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process. We have seen an overall reduction in major office referrals since we began using Tiger Pride in 2005. We strive to give each student the level of support they need to be successful both academically and socially.

Please contact us if you have questions, comments or concerns about what is found within these pages. Additional information can be found on our district web page at www.isd477.org.

We look forward to another fantastic school year!

Sincerely,
John Beach
Principal

Sadie Snodgrass
Dean of Students

Parent/Student Handbook Form – Intermediate School

We have reviewed the Intermediate School Parent/Student Handbook and are aware of the information/expectations at Princeton Intermediate as listed in the handbook.

Please sign and leave in the assignment log.

Parent/Guardian's Signature

Student Signature

Date

Intermediate School Focus

At PI, we update our goals every fall. We will continue to focus on helping each child grow academically and socially.

Our goals focus on student and school-wide growth/ success in math and reading.

We give extra reading and math support to students based on their needs.

IS is a model Positive Behavior Supports and Interventions (PBIS) school for the state. We just call it Tiger Pride. With this program, we continue to create a safe and positive environment for our parents, students, and staff.

We are committed to maintaining our positive school culture!

Hours

Our school day is 8:20 am – 2:45 pm
Our office is open from 7:30 am - 4:00 pm

Principal

John Beach

Secretary

Kim Myers

Assistant Secretary

Laura Pipenhagen

School Board Members

Deb Ulm	856-4017	Sue VanHooser	763-389-5271
Eric Strandberg	763-226-7664	Eric Minks	763-238-1571
Craig Johnson	763-634-2550	Chad Young	856-5314
		Howard Vaillancourt	389-3627

Administration

Dr. Julia Espe	Superintendent of Schools	389-6190
Michelle Czech	Director of Business Services	389-6183
Barb Muckenhirn	High School Principal	389-6010
Dan Voce	Middle School Principal	389-6750
Greg Finck	Princeton Primary Principal	389-6902
Erin Dohrman	Special Education Coordinator	389-6191
Deanna Cooley	Food Service Director	389-6162
Gwen Anderson	Director of Community Ed.	389-6199
Julie Williams	Dir. Of Teaching & Learning	389-7278
Sarah Marxhausen	Human Resources Coordinator	389-6181

SCHOOL TELEPHONE NUMBERS

High School.....	389-4101
Middle School.....	389-6705
Princeton Intermediate.....	389-6801
Princeton Primary School.....	389-6901
Community Education Office.....	389-6198
Swimming Pool.....	389-6057
Palmer Bus Company.....	631-5315

E-MAIL DESCRIPTION

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

Example: John Beach

john.beach@isd477.org

Princeton Intermediate
2017-2018 SCHOOL CALENDAR

September 5	First day of school
October 1-31	Fall Conferences
October 3	Fall pictures
October 12	All School Conference Night 3-7 pm
October 19 & 20	NO SCHOOL – MEA
October 23	NO SCHOOL – Staff Development
November 3	Picture Retakes
November 9	Tiger Pride Family Night and Silent Auction – 5:30-7:30 pm
November 22	NO SCHOOL – Staff Development
November 23 & 24	Thanksgiving
November 30	End of trimester 1, Tiger Bingo and all day Reading
December 1	NO SCHOOL – Staff Development
December 5	4 th & 5 th Grade Choir Concert 7pm @ PAC
December 22-January 1	NO SCHOOL – Winter Break
January 15	NO SCHOOL MLK– Staff Development
February 19	NO SCHOOL
February 22	3 rd grade all school conference night 3-7pm
March 2	End of trimester 2, Tiger Bingo & all day reading
March 5-6	NO SCHOOL – Staff Development
March 15	4 th & 5 th Grade All School Conference Night 3-7, Art Show
March 29 – April 2	Spring Break
April 26	Spring & class pictures
May 3	3 rd grade musical
May 4	Grandparent’s lunch
May 11	Field Day
May 18	Carnival
May 25	End of year assembly
May 28	Memorial Day – NO SCHOOL
May 31	Last day of school

ACADEMIC

Assessment and Evaluation

We give a reading fluency measure (from FastBridge Learning) in the fall, winter, and spring.

We use aReading (Adaptive Reading), which is a simple, efficient computer adaptive measure of broad reading that is individualized for each student, and is delivered in a group format in about 15-30 minutes.

We also use aMath (Adaptive Math), which is a simple, efficient computer adaptive measure of broad math that is individualized per student, and is group administered in about 20-30 minutes.

MCA's

What are the Minnesota Comprehensive Assessments (MCAs)?

The MCA (Minnesota Comprehensive Assessments) is given all students in reading, math, and 5th grade science. The MCAs are the statewide tests that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA).

Some ways to help students:

- Be sure students get a good night's sleep and a nutritious breakfast before test taking
- Encourage students to answer all the questions that they are sure of and to put a small mark by those that give them trouble. The test is not timed, so they can go back to the questions they marked
- Work with schools to provide experiences that increase achievement
- Read to and with your child
- Encourage students to use math every day. Some math activities they can do include: create a grocery budget, explain charts and graphs from newspaper and magazine articles, divide food portions, use rulers to measure objects, measure a recipe, add prices on a shopping trip, etc.

Parent-Teacher Conferences

Students, parents, and teachers will jointly establish academic and social goals for the school year during conferences. Students will be involved and it will be necessary for them to attend this goal setting conference and all other conferences held throughout the year.

Our first goal setting conference will occur in the fall. There is a window of time that teachers will schedule conferences. Some conferences are scheduled during our all-school conference night, but not all of them.

The winter review conference will be by teacher and/or parent request only.

At the spring conference, all students, parents and teachers will review the goals previously set. As with the fall conferences, there is an all-school night set aside.

Again, it is very important that parents and students jointly attend the fall conference to plan together.

***Note: Conferences can occur anytime throughout the year, whenever the need is apparent by the parent and/or teacher.*

School and Home Partnership

Students should:

- Listen to all instructions
- Attempt all assignments
- Complete each given assignment to the best of his/her ability

Parents should:

- See that their child gets to school on time each day
- Meet and speak with their child's teacher as needed
- Reply to communications from the school
- Make sure that their child has some quiet time for homework
- Speak with their child every day about what was learned

The School should:

- Clearly inform the student as to what the assignment is and when it is due
- Provide help for students having difficulty completing assignments
- Notify parents if a problem exists--after repeated late assignments or behavioral concerns

Standards-Based Learning

We have worked very hard these last two years to keep our focus on what student's need to know and be able to do. We make sure each child is aware of their learning – where they are and where they are going. We use a variety of materials to meet the needs of our students so that they can be successful applying the standards they have learned.

Specialists

At the Intermediate School, students have the opportunity to participate in art, music, physical education, and technology. Students have the opportunity to explore these areas throughout the school year.

Homework and Student Daily Work

The amount of homework varies with the age of the child and the requirements of each teacher. Please contact your child's teacher if you have concerns about homework.

Vacation Homework

If you are going on a vacation during the school year, your child's work will be given to them after they return. They will have an equal number of days to complete the work as school days missed.

SCHOOL BEHAVIOR EXPECTATIONS

Behavior and Discipline Policy

I. Behavior Guidelines

A. Philosophy

Discipline is learned and should be taught in the home, school and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of this policy is to develop in our students an understanding of appropriate behavior, so that little external enforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Although the approach toward discipline at school will emphasize the positive, the focus of this policy is on changing or redirecting inappropriate behavior, rather than on punishment. The goal of this process is to re-teach and reinforce the expected behavior and encourage the student to make more positive choices in a similar situation in the future. All students will be made aware of the consequences of any misbehavior with fair, firm and consistent application of the policy. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. These rules and regulations reflect a balance between the responsibilities and rights of the individual and those of the group. We expect that they will help promote mutual respect and cooperation between all members of our school community.

Guidelines have been established for expected school behavior. Students must respect themselves, others, and property at all times and to use the rules of common courtesy when interacting with others. Teachers and other staff spend time throughout the year talking about Tiger Pride. We have a matrix for what Tiger Pride looks like in each area of the school. We also show videos promoting Tiger Pride frequently. Parents are asked to go over these guidelines

with their children at home as well and to reinforce the school's behavior expectations and discipline policy.

It may also be helpful to refer to district policies 501 – Weapons, and 506 – Student Discipline, and 706 – Transportation if you want to learn more about our expectations.

Some basic rules and regulations need to be established to assist the school in setting up and maintaining appropriate learning settings for children. Our focus is on **TIGER PRIDE** –

**RESPECT FOR
MYSELF
OTHERS
PROPERTY
AND COMMUNITY**

B. Expectations

In GENERAL, students are expected to:

- Follow school rules - show Tiger Pride
- Follow staff's first request
- Use polite tone and words when speaking
- Keep hands, feet and objects to ourselves
- Care for personal belongings and school property
- Carry a pass from a staff member when student is not with his/her class
- When buses arrive students are to report to breakfast or their classroom
- Use the appropriate voice level for the setting

And to **NOT**:

- Chew gum on the school premises
- Wear hats or bandanas in the school building
- Bring toys to school
- Throw objects such as rocks, sticks, mulch, snow/ice, food, or other inappropriate objects at the bus stop, on the bus, or on school premises

In the HALLS, students are expected to:

- Walk, without talking, in a single file
- Walk facing front on the right side
- Have a pass from their teacher if they are not with their class

In the RESTROOMS, students are expected to:

- Use inside voices
- Respect rights of others in the bathroom
- Not write or draw on walls
- Put paper towels and other trash in trash cans
- Return to class as quickly as possible

In the CAFETERIA, students are expected to:

- Wait calmly in the serving line, keeping hands and feet to self
- Remain seated in assigned area
- Raise their hands, if they need help or are ready to be dismissed
- Not throw food or trash
- Keep all food inside the cafeteria
- Use inside voices only
- Put all trash in proper cans
- Have everything they need to go outdoors (in their locker) before coming to the cafeteria
- Exit for recess unless their teacher picks them up or they have a note from a teacher indicating a change

On the PLAYGROUND, students are expected to:

- Use Stop, Walk, and Talk when needed
- Respectfully follow playground staff directions
- Stay within the boundaries of our playground
- Stay away from areas that have been marked with cones as unsafe or off-limits
- Stay away from all classrooms and windows so that other students are not disturbed
- Remain on the playground at all times – do not go back in the building without a pass
- Line up as soon as the signal is given

- Use climbing equipment safely (avoid waiting, immediately go down the slides feet first)
- No fighting (play wrestling and fighting will be considered real), kicking, hitting, biting, pushing, spitting or pulling hair
- Football must be one-hand touch – sign the contract to play
- Play only those games that allow everyone to enjoy recess safely
- No chasing or tag games on playground equipment or woodchip area
- Not pick up or throw rocks, sticks, mulch, dirt, snow/ice, etc
- Report all accidents, injuries, and other concerns to one of the adults on duty immediately
- Use respectful and non-threatening language and actions
- Be respectful of other children’s clothing, hoods, coats – do not pull on them
- Only chase other students when all students in the game want to be chased. Once a child says STOP, then that child should no longer be chased.
- Wear appropriate clothing suited for the weather – snow pants and boots need to be worn to play in snowy areas. Closed toe shoes are strongly recommended.
- Keep food off the playground (classrooms may have snack breaks on the playground, but should work to keep the playground litter-free)
- No personal electronics
- Be inclusive and fair – use good sportsmanship
- Keep away from construction area

(Extra class recess follow the same expectations)

Students are **NOT Allowed** to BRING TO SCHOOL:

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc (if a weapon is brought accidentally to school and the student turns it in immediately to a staff member, the office will hold it for parental pick-it without any further consequences).
- Shoes with wheels
- Cosmetics
- Any items that may cause a nuisance as determined by school staff
- Locks of any type
- Hardballs, softballs and baseball bats

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item. Items that are brought into the classroom and become a distraction may be given to the office for parental pick-up.

The school is not responsible for any lost or stolen items.

Consequences

At the Intermediate School we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of incidents, one or more of the following list may be used. In more serious situations, a warning or student conference may not be the appropriate response.

- Warning
- Conference with Student
- Parent Contact
- Lunch/ Recess Detention
- Stop and Think Room
- Detention
- In-School Suspension
- Out-of-School Suspension
- Referral to School Social Worker
- Referral to a Police Officer

We have a year-end carnival at IS to celebrate Tiger Pride. We make sure that all students are able to participate in this event. However, students may miss a small part of this event due to major behaviors that have occurred during the school year.

Stop and Think Room

We have a room at the Intermediate School for students that need to review and be re-taught school behavior expectations. This room is used after classroom interventions have not worked or the behavior is serious enough to begin with. Students have the opportunity to problem solve and figure out other ways to handle similar situations in the future. The program is also used for in-school suspension and lunch detention. After the student has completed the problem solving process, they work on their schoolwork.

City of Princeton – Title 6 Nuisances and Offenses

635.01 Unlawful Actions

(A) It shall be unlawful for any person to remain in a public or private school building or upon the grounds and office after being requested to leave the premises by the school principal or other person lawfully responsible for the control of the premises.

(B) It shall be unlawful for any person, whether on or off school premises, willfully to annoy, disturb, interfere with or obstruct any classroom instruction teaching program or other school organization or assembly being conducted upon the premises of any public or private school.

(C) It shall be unlawful for any person, whether on school property or on property contiguous to school property, to interfere with school bus loading and unloading or to obstruct school buses in their safe operation.

635.99 Penalty

Any person violating any provisions of this chapter shall be guilty of a petty misdemeanor.

Severe Behaviors

Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized, as a last resort, to remove the child from an area if they are in danger of hurting themselves or others. Parents will be contacted if their child needs to be removed from the school. The police liaison officer will be called if necessary.

Minnesota State Statutes have been revised to allow the use of reasonable force by a teacher, school employee, bus driver, or other agent of the school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

Each situation is different and processed with care. The decisions made are based on all information available to us. Any parent that questions a consequence given their child is welcome to call or visit with the child's teacher and/or the principal/dean.

Apparel

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which are not in accord with

reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

1. Footwear must be worn at all times
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains or low riding pants may not be worn to school. Students may monitor the length of their shorts or skirt. When standing, if they place their arms straight down at their side, they should touch the material of their shorts or skirt. If they touch skin they're too short and they cannot be worn. When monitoring length, the garment should rest freely. Straps need to be the width of at least two fingers.
3. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate messages, or depicting weapons or violence may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).
4. No items such as hats, scarves on heads, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.

When an infraction of the dress guidelines occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing, and/or parent contact.

In all cases the ultimate authority on clothing issues is retained by school administration.

Bullying

Minnesota has passed the Safe and Supportive Schools Act The school district will be updating our policies in accordance with this new act. General definitions that we will be following include:

- a. Bullying is intimidating, threatening, abusive or hurtful conduct
- b. It is objectively offensive, *and*
- c. The conduct involves an imbalance of power and is repeated, *or*
- d. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

Behavior that occurs at school, on buses or school events is included. Electronic/ “online” behavior that occurs off school premises but “substantially and materially disrupts” the school or “learning” can be included as bullying as well.

Parents may tell their children to strike back at bullies. Usually, that creates more problems than it solves. But if you’re being bullied, you *aren’t* helpless. You can do some things that may stop the bullying. Here are some things you might try:

- **Tell a friend.** Ask your friend to help you - it’s tougher to pick on a person who has someone there for support.
- **Walk away.** It’s harder to bully someone who won’t stand still to listen.
- **Chill out.** Bullies seem to target kids who respond to their taunts - children who cry easily or children who have a tendency to fly off the handle. So try hard not to show any emotion. Practice by looking in a mirror if you have to. It’s no fun to bully someone who doesn’t seem to care.
- **Try not to be alone** in places where the bully picks on you. This may mean you need to sit in a different place on the bus or take a different way to school.
- **Don’t fight back.** Usually, bullies are bigger and stronger than you are. If you try to fight, you could get hurt. You could make the situation worse. Or you could even get blamed for starting the fight.
- **Write it down.** Keep track of what happens, dates, times, places. Write down exactly what the bully says

Whether you are at school, on the school bus, or walking to and from school - it is always okay to tell a teacher or adult at school. Telling an adult about a situation where someone is getting hurt verbally or physically is not tattling. Ask for help when you need it.

It is very important not to wait to tell a trusted adult about a bullying situation. The sooner we know what is happening, the sooner we can help and prevent it from happening again. This type of behavior can be reported electronically with the Offensive Behavior Report Form link on our school webpage – isd477.org.

Stop, Walk and Talk

Ask your child about Stop, Walk and Talk. Practice some situations when it may be good to use.

The following information is what we use at school to teach students what Tiger Pride is all about. The matrix is on this page followed by some of the posters we use around the school

TIGER PRIDE MATRIX

	LOCKER AREA	RESTROOMS	HALLWAY	CAFETERIA	BUS	PLAYGROUND
RESPECT SELF	<ul style="list-style-type: none"> * Keeping my locker neat at all times. * Keeping food out of my locker over night. * Leaving valuables at home. 	<ul style="list-style-type: none"> * Washing my hands after each bathroom visit. * Returning directly to class. 	<ul style="list-style-type: none"> * Walking in the hallways. * Taking the most direct route. 	<ul style="list-style-type: none"> * Taking only needed items. * Eating my own lunch slowly. * Staying seated at assigned table. * Raise hand for help. 	<ul style="list-style-type: none"> * Facing forward. * Keeping my feet out of the aisle. * Keeping my whole self inside the bus. * Stay seated. 	<ul style="list-style-type: none"> * Playing within the boundaries. * Using climbing and all equipment safely. * Lining up when the signal is given.
RESPECT OTHERS	<ul style="list-style-type: none"> * Only opening my own locker. * Using a quiet voice. * Walking in the locker area. 	<ul style="list-style-type: none"> * Using a quiet voice. * Flushing the toilet. * Remain in my own stall. * Giving other students their privacy. 	<ul style="list-style-type: none"> * Walking in a single-file on the right side. * Turning my voice off. * Keeping my hands and feet to myself. 	<ul style="list-style-type: none"> * Using expected line and table manners. * Using an inside voice. * Holding my tray toward the server and saying thank you. 	<ul style="list-style-type: none"> * Talking quietly. * Using kind words and actions. * Listening and following the driver's directions. * Keeping my hands, feet, and belongings to myself. 	<ul style="list-style-type: none"> * Avoiding running or tag on the equipment or in the woodchip area. * Following playground staff directions. * Including others in games and activities. * In all recess games use school rules and rock, paper, scissors to solve disagreements. * Using kind words and
RESPECT PROPERTY	<ul style="list-style-type: none"> * Picking up litter. * Returning lost items to the "lost and found area" * Asking an adult for help in my locker is stuck. 	<ul style="list-style-type: none"> * Keeping the walls and floors clean. * Putting paper towels in trash containers. * Use the cafeteria bathroom during lunch. 	<ul style="list-style-type: none"> * Keeping my hands and feet away from walls. * Picking up litter. * Wiping my feet on the rug when I enter the building. 	<ul style="list-style-type: none"> * Keeping food on my tray. * Cleaning up around my tray and table area. * Throwing garbage away neatly. * Stacking trays properly. 	<ul style="list-style-type: none"> * Leaving other people's belongings alone. * Keeping my feet on the floor during the bus ride. 	<ul style="list-style-type: none"> * All play away from the building. * Returning balls to equipment containers.

TIGER PRIDE MATRIX

	Technology	MEDIA / COMPUTER LAB	GYM	OFFICE	ASSEMBLY	EVERYWHERE
RESPECT SELF	<ul style="list-style-type: none"> * By protecting my personal information. * By following directions from the teacher. * By being safe and appropriate online. 	<ul style="list-style-type: none"> * Doing your best at all times. * Staying on task. * Listening attentively and follow directions. 	<ul style="list-style-type: none"> * Acting in a safe manner. * Being prepared by wearing appropriately clothing and shoes. * Doing your best at all times. * Listening attentively and follow 	<ul style="list-style-type: none"> * Bringing a book to read while you wait in the office. * Letting a secretary know why you are there. 	<ul style="list-style-type: none"> * Entering / leaving the assembly quietly and in a single-file line with your class. * Remaining in one spot during the assembly. * Listening attentively to the speaker. 	<ul style="list-style-type: none"> * Keeping personal items at home. * Keeping harmful items at home. * Dressing appropriately for the weather. * Labeling my clothing.
RESPECT OTHERS	<ul style="list-style-type: none"> * By standing up for cyberbullying. * By reporting inappropriate use. * By following all copyright laws. * By posting only respectful things online. 	<ul style="list-style-type: none"> * Using a quiet voice. * Returning books on time. * Keeping hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> * Being positive. * Cooperating in activities and with groups. * Helping and encouraging others. 	<ul style="list-style-type: none"> * Waiting quietly and patiently. * Remaining seated. * Avoiding interrupting conversations. 	<ul style="list-style-type: none"> * Listening and watching without disturbing those around you. * Remaining seated in a position that allows the students behind you to see also. * Applauding appropriately. 	<ul style="list-style-type: none"> * Using a polite tone of voice and kind words. * Keeping your hands, feet, and other objects to yourself at all times.
RESPECT PROPERTY	<ul style="list-style-type: none"> * By treating technology with care. * By using devices for educational and school purposes only. 	<ul style="list-style-type: none"> * Pushing your chair in when you are done using it. * Using the computer as instructed. * Treating computers and books with care. 	<ul style="list-style-type: none"> * Using all Phy. Ed. equipment properly. * Returning equipment when done using it. 	<ul style="list-style-type: none"> * Leaving other people's belongings alone. * Keeping hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> * Leaving paper, pencils, etc. in the classroom. 	<ul style="list-style-type: none"> * Leaving chewing gum at home. * Cleaning up after yourself. * Treating school materials and property appropriately.

Tiger Pride Locker Area

I will RESPECT myself by

- * Keeping my locker neat at all times.
- * Keeping food out of my locker overnight.
- * Leaving valuables at home.

I will RESPECT others by

- * Only opening my own locker.
- * Using a quiet voice.
- * Walking in the locker area.

I will RESPECT property by

- * Picking up litter.
- * Returning lost items to the "lost and found area"
- * Asking an adult for help in my locker



I will RESPECT myself by

- * Taking only needed items.
- * Eating my own lunch slowly.
- * Staying seated at assigned table.
- * Raise hand for help.
- * Walk at all times.

I will RESPECT others by

- * Using expected line and table manners.
- * Using an inside voice.
- * Holding my tray toward the server and saying thank you.

I will RESPECT property by

- * Keeping food on my tray.
- * Cleaning up around my tray and table area.
- * Throwing garbage away neatly.
- * Stacking trays properly.
- * Picking up litter.

Tiger Pride Cafeteria



I will RESPECT myself by

- * Walking in the hallways.
- * Taking the most direct route.

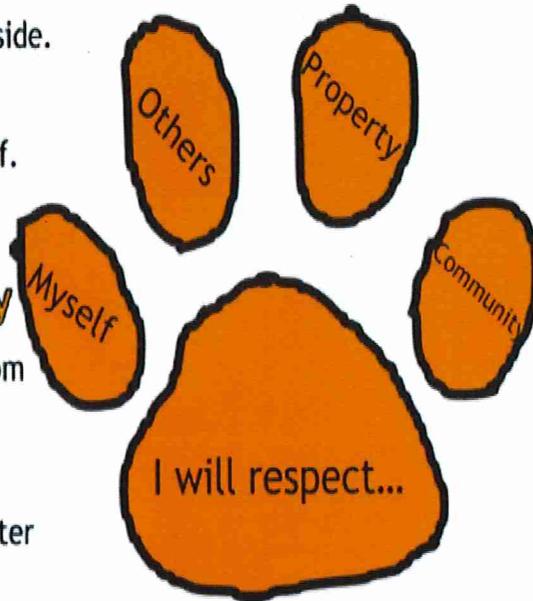
I will RESPECT others by

- * Walking in a single-file on the right side.
- * Turning my voice off.
- * Keeping my hands and feet to myself.

I will RESPECT property by

- * Keeping my hands and feet away from walls.
- * Picking up litter.
- * Wiping my feet on the rug when I enter the building.

Tiger Pride Hallways



I will RESPECT myself by

- * By protecting my personal information.
- * By following directions from the teacher.
- * By being safe and appropriate online.

I will RESPECT others by

- * By standing up for cyberbullying.
- * By reporting inappropriate use.
- * By following all copyright laws.
- * By posting only respectful things online.

I will RESPECT property by

- * By treating technology with care.
- * By using devices for educational and school purposes only.

Tiger Pride Technology



I will RESPECT myself by

- * Facing forward.
- * Keeping my feet out of the aisle.
- * Keeping my whole self inside the bus.
- * Stay seated.

I will RESPECT others by

- * Talking quietly.
- * Using kind words and actions.
- * Listening and following the driver's directions.
- * Keeping my hands, feet, and belongings to myself.

I will RESPECT property by

- * Leaving other people's belongings alone.
- * Keeping my feet on the floor during the bus ride.

Tiger Pride Bus



I will RESPECT myself by

- * Washing my hands after each bathroom visit.
- * Returning directly to class.

I will RESPECT others by

- * Using a quiet voice.
- * Flushing the toilet.
- * Remain in my own stall.
- * Giving other students their privacy.

I will RESPECT property by

- * Keeping the walls and floors clean.
- * Putting paper towels in trash containers.
- * Use the cafeteria bathroom during lunch.

Tiger Pride Restrooms



I will RESPECT myself by

- * Playing within the boundaries.
- * Using climbing and all equipment safely.
- * Lining up when the signal is given.

I will RESPECT others by

- * Avoiding running or tag on the equipment or in the woodchip area.
- * Following playground staff directions.
- * Including others in games and activities.
- * In all recess games use school rules and using rock, paper, scissors to solve disagreements.
- * Using kind words and actions.

I will RESPECT property by

- * All play away from the building.
- * Returning balls to equipment containers

Tiger Pride Playground



<https://goo.gl/u82x6b>



COMMUNICATIONS

Communication between home and school is vital! We encourage you to call or email your child's teacher whenever you have a concern. Please note that your child's teacher will be teaching for the majority of the day and may not be available to talk at the time you called, but they will get back to you.

Most notices about school and community events will be sent home on Friday in a special folder called the *Friday Folder*. Please check your child's backpack for these items. Many teachers also send home folders containing homework and student work. Watch for these too, and contact the teacher with any questions.

The *IS Notes* is our school's monthly newsletter. It is full of articles about helping children learn, notices about exciting events at the Intermediate School and in the community, and student writing. We encourage you to read this newsletter with your child, and to have a spot in your home where this and other school notices can be kept for easy review.

Who To Call

Frequently, parents find it beneficial/necessary to communicate regarding concerns about their child. Your child's teacher should always be the first one to be called regarding questions or concerns about his/her progress, work to be completed, peer relationships, etc. IS's secretary or office assistant might best answer questions and/or concerns more general in nature. The number to call is 389-6801.

Telephone

The office and classroom telephones are for school business only! Students are permitted to use the telephone for emergencies only. Please do not call expecting to talk to a teacher while they are teaching.

Photos/ Video in School/ District Publications/ Media Sites

Throughout the year, photographs and video are taken in classrooms, around the school, and at school activities. Some of these may be published in local newspapers, Intermediate School, District 477 publications, broadcasted on Tiger Pride News, or shared with other schools in the state or even nationally.

Princeton Intermediate gets a lot of attention because of Tiger pride. IS uses YouTube, TeacherTube, and Vimeo to share of efforts with Tiger Pride. Parents may request that their children's photographs and/or video and identifying names not be published or shared. Please make your written request to the principal.

(This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs.)

Transportation

Bus transportation for the school district is handled through Palmer School Bus 763-631-5315.

FOOD SERVICE PROGRAM

Lunch Account Payments:

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. You can deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria 7:30-8:30 am.

Lunch Account Policy:

Accounts that have a negative balance of **-\$5.00 will not be allowed to charge on that account. Students should memorize their account number and keep it confidential.**

All account balances must be positive by **May 15th** in order to continue charging meals to that account. No account should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

Lunch Account Balances:

You may check your child's lunch account balance at any time using the Parent Access link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. **There is no minimum payment online.**

If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

Free or Reduced Lunches:

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

Prices (subject to change) ;

Lunch	\$2.30	Reduced lunch	\$.00
Breakfast	\$1.45	Reduced breakfast	\$.00
Extra lunch milk – everyone	\$.40	Adult lunch	\$4.00

Student Lunch Menus:

Lunch is served at IS each day. Menus are published on the Princeton Public School website www.princetonk12.mn.us. We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

Student Cold Lunches:

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. If your child brings an item with nuts, they will be asked to sit at the “peanut” table in the lunchroom to ensure the safety of all students. Students or parents may not call in orders to have meals delivered to school.

Breakfast Program:

School breakfast is offered every school day from 8:00-8:25. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

Morning Snack Shop Program:

Your child can purchase snacks needed for the day during classroom snack time. All they need to do is come to the lunch room during breakfast service. They will be allowed to go through a separate line dedicated to Snack Shop items. They should take those items back to their lockers or classrooms for later in the day. Students must have a positive lunch account balance to purchase items on their lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements!

Expected Behavior:

Our goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

Children are expected to be in the lunchroom for at least 10 minutes before going out to play. All children will be expected to take a turn washing tables and supervising trash disposal.

GENERAL INFORMATION/ PROCEDURES

AM Arrivals

Children should not report to school before 8:05 a.m., as we have no adult supervision available, unless your child is enrolled in Tiger Club. Tiger Club runs a group at both the Intermediate School (grades 3-6), and Princeton Primary (grades K-2), locations. Tiger Club hours are 6:00 a.m. to 6:00 p.m. Call Jeff Hauge at 389-6197, to inquire about rates and to enroll your child.

Arrival & Departure at IS by Car

Buses arrive between 7:55-8:10a.m., and leave approximately 2:55p.m., in the back (east side) of the building each day. We ask that when you bring your students to school, you use the **Front** of the school -- the west side, to drop your child off, or to pick them up. Please pull as far forward as you can when dropping off and picking up your child. Following this procedure saves a great deal of time for those waiting behind you.

Safety and Security – please be aware that only the main doors in front of the school we be open after school has started for the day. All other doors will be locked.

Intermediate School Attendance Procedure

It has been proven that good school attendance contributes to success later in life. We at IS would like to see your child in school.

According to MN Statute # 260A.02, sub.3, truant is defined as absence without lawful excuse from attendance in school when required to attend. This law requires schools to report truancy to county agencies when concerns are not addressed. If a student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with state law. Parents/guardians are responsible for children under 12 years of age to attend school.

This definition allows social services to intervene on the basis of educational neglect.

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the importance of schooling begins to develop. The school day at IS is from 8:22 am to 3:15 pm.

If your child will be absent we ask that you contact us at 389-6801 before school begins. If you are unable to call the school be sure to send a note with your child when they return to school. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school. This notification needs to be given within two days of the absence.

What absences are considered excused?

- Illness, injury, medical conditions, death in the family
- Appointments, family trips or activities, (we ask that you keep these to a minimum)
- Other reasons on approval of administration

What absences are considered unexcused?

- Missed bus, oversleeping, bus suspension
- No phone call, verbal or written communication **within two days** explaining the absence
- No doctor note after 15 absences when note is required for illness

What happens when attendance becomes a problem?

The School Social Worker and the Administration monitor attendance concerns.

3 unexcused absences: The school social worker will notify the child's parents or legal guardian according to MN Statute 260A. A copy of the policy will be sent home. Family Ties will be offered to parents/guardians as needed.

5 unexcused absences: A parent meeting with administration will be required.

7 unexcused absences: The Social Worker will file a report of educational neglect with the county of residence.

7 tardies per trimester: The Social Worker will contact the parents or guardians stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting the child to school on time.

15 absences: Due to the excessive number of absences, any further occurrences will require a doctor's note presented within 2 days of the return to school.

We want to work with you to help solve attendance concerns before they become problems. Please call us so we can begin working together as soon as possible. Thank you!

Bicycles

Bike racks have been provided for the orderly storage of bikes while students are in school. All bicycles must be parked in those racks. We recommend that students secure bicycles with a lock, since *the school is not responsible for their safety*. Only ride bikes before or after school.

Emergency Forms

Parents are reminded to update emergency/health forms each year via attachment to an early parent newsletter. The school needs emergency information immediately even if your student attended IS during the year just completed. We bring the information up to date for each current school year. This is also true for the annual health information. *Whenever you have a change of address or telephone number, call the school office at 389-6801 and tell the Secretary. If an emergency form is not on file we will make the decision to take your child for treatment if a parent cannot be reached.*

Field Trips

All students must ride on the bus to the field trip destination. Students may return home with their parent only. All alternative transportation plans must be in place prior to any trip. Each classroom teacher will determine the details in regard to who will be chaperoning and the number of chaperones. In most cases chaperones are the parent or guardian of the child. Exceptions to this guideline are approved by the principal. Each field trip is a little different, but there are standards that apply for all chaperones. Every chaperone is a role model and a supervisor of the children assigned to them. We ask that all chaperones refrain from smoking and being under the influence of drugs or alcohol.

If you are acting as a chaperone, siblings or other children should not be brought along on field trips. The building principal will make final decisions on field trip issues/concerns/requests.

Criminal History Background Checks

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

Permission Slips

Throughout the year, students leave the building and community for enrichment activities or for special rewards. A permission slip, signed by a parent/guardian is required. Slips are not required when traveling within the school district. (For example; other buildings, local merchants, Sherburne National Wildlife Refuge).

A master permission slip for the school year will be sent home at the start of the year. You will still be made aware of upcoming field trips, but a child will not be denied going on a field trip if they have a signed permission slip for field trips for the school year.

Fire, Emergency and Weather Drills

It is required that we hold a certain number of fire drills during the school year. When the fire alarm sounds, each class will follow the direction of the teacher who is following a building plan. The purpose of the drills is to learn how to evacuate the building in a quick but orderly fashion. All pupils and staff leave the building during these drills. There are also specific procedures to be followed for weather (tornado) drills and other emergencies.

Classroom Lock Down Expectations

Every lock down should be treated as if there was an actual threat. Students are expected to:

1. Go to the area in the classroom directed by the teacher
2. Sit quietly and stay calm
3. Keep hands, feet and belongings to yourself
4. Follow directions of staff without questioning

Lockers

All students will be assigned an individual locker (as enrollment allows). Students are not allowed to put locks on their lockers. Valuables should never be left in your locker. If you must bring money or valuables to school, carry them with you or check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. Law permits the inspection of student lockers since the lockers are school property. Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

Lost and Found

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned into the Lost and Found and are never claimed. We'd urge that parents carry out a labeling system...whether indelible ink or tape sewed on, in order to limit items lost. Parents and/or children should check the lost and found area in the locker area whenever things have been lost or misplaced.

Lost, Damaged or Destroyed

Under the authority from the School Board, The Intermediate School will charge fees for textbooks, workbooks, and library books lost, damaged or destroyed by students (Minnesota Statute 123B.37, Subd. 1(b)).

Party Treats

All treats served at school must be *commercially prepared and packaged*. The Minnesota State Health Department recommends the serving of homemade treats be prohibited. They must also be peanut or peanut butter free.

Pledge of Allegiance

The Pledge of Allegiance is recited daily at the Intermediate School. Students may choose not to participate.

Release of Child During School Hours

When you wish to have your child dismissed early, it is necessary for the parent to come directly to the office and check the child out. The child will then be called to the office. This will keep classroom disruptions to a minimum! No child will be released other than through this procedure.

Selling in School

Students need to get permission from the principal to sell any non-school sponsored items on the school grounds.

Snack Breaks

Some grade levels at the Intermediate School allow a snack break sometime during the day. Please send only a nutritious snack--not candy, chips or sweets. No red juice, peanut products or peanut butter are allowed at IS.

Student Planner Students will receive a professional planner at the start of the school year. Students are expected to have their planner with them.

The planners will be used to record classroom assignments and homework. The planner should be shared with parents each day. **Replacement cost for a lost or damaged planner is \$5.00.**

Visiting School

Parents are always welcome to visit the Intermediate School. As a courtesy to the teacher, it would be helpful to know in advance by calling the office. We would like all visitors, upon their arrival, to report to the office so that we may assist and call the teacher. You must sign in and provide a current driver's license. This is a safety issue for your child. Do not go directly to the classroom. The office will assist you.

School Visitation by Children

Students are not permitted to bring other children with them to school as visitors unless the school principal grants special permission no less than one day in advance. Maximum visitation is one full day.

Emergency Closings

In the event it is necessary to close school because of inclement weather, an announcement will be made over WCCO (830), WQPM (1300), KBEK, KSTP radio or KARE 11 TV. Do not call our school for this information as it ties up the telephone lines. You may also look on the Princeton Public Schools web site at www.isd477.org. The school district Instant Alert System will make parents and staff aware of any emergency closings as well.

Weather Procedures - Cold

During the cold weather months, make a special effort to check your child before sending him/her off to school. Please make the right decision about what to wear, especially if they are responsible for getting themselves ready. Check to see that the clothing worn is appropriate; winter coat, hat/mittens, boots, etc. Just remember, you'll never be able to predict a bus emergency despite all the weather warnings.

Each day we evaluate up-to-date weather information, which helps us to decide on whether noon recess is to be outside or inside. We do make adjustments when a below zero temperature or below zero wind chill factor exists. However, a child with a valid written medical excuse will be allowed to stay in the building. Basically, we expect everyone to be outside for fifteen to twenty minutes for recess.

Weather Procedures - Warm

As spring approaches and we have a warm day or two, students often wear warm weather clothes without any back-up clothes. For sudden shifts in temperature, *PLEASE BE SURE TO CHECK YOUR CHILD'S CHOICES.*

HEALTH SERVICES

The District School Nurse and Health Services Assistant welcome any communication or questions related to student health. Parents/guardians who have a child with health concerns will make the district school nurse and health services assistant aware of the concern, provide the school with doctor recommendations/medications that must be taken at school. Work with the District School Nurse to develop an *Individual Health Plan* for their child, sign a *Data Release Form* that allows communication between care providers and the District School Nurse and keep emergency numbers current. Health information should also be shared with the bus company by the parent to ensure the safety of students while riding the bus.

Mary Appleton

(763) 389-6195 fax 763-389-9142

Email for district nurse: mary.appleton@isd477.org

Health Services Assistants:

High School 763-389-6019 fax 763-389-5816

Middle School 763-389-6723 fax 763-389-6723

Intermediate School 763-389-6803 fax 763-389-6850

Primary School 763-389-6904 fax 763-389-6920

Health Services Website: www.princeton@isd477.org, (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms

Use of Health Services

A student may utilize the health office for a medical concern, injury, or for information/referral for a specific health problem. Except in emergency situations, students requesting permission to use the health office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school or on school grounds) the student should report immediately to the health office or the supervisor on duty. Students that are ill or injured should report to the health office so the health office assistant can contact their parent/guardian if necessary.

Emergency Forms

An emergency form will be mailed out to students with teacher placement announcements each summer. **The emergency form needs to be updated and a parent/guardian signature is required each year for emergency medical treatment.** Please return the form to the office ASAP to assist health services in caring for your child. It is the parent/guardian responsibility and extremely important to update all medical information, phone and address changes, and alternate emergency contact persons phone numbers as they occur during the school year. **If a current emergency form is not on file in the health office or**

we are unable to reach a parent or emergency contact, the school staff will make a determination about care/treatment for the child in an emergency.

Medications

Princeton School District #477 recognizes that some students may require prescribed or over-the-counter medication during the school day. Medications must only be given by the licensed school nurse or designated school staff (who have been trained/approve by the licensed school nurse). **Students are not allowed to carry their own medication during school hours** except in special circumstances. In such cases, parent/guardian and health care provider signatures are required. Parents/guardians of students requesting medication to be administered by health service assistant during school hours are required to provide:

1. A written order for the medication from the physician or health care provider for all prescription medications given for any length of time and for any over-the-counter medication given longer than two weeks.
2. A signed Data Release Form. (Forms can be obtained from the school health office or the school health website.)
3. The medication supplied in the **original labeled bottle** in which it was purchased. **NO** baggies or other containers will be accepted. You may ask your pharmacist to divide prescription into two bottles with complete labels; one for school and one for home.
4. The medication sent to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.
5. Any medication not picked up by parent/guardian and left at school at the end of the school year will be disposed of.

To assure safety, parent/guardian should **bring** medication to the school health office.

Illness

Students who become ill during the school day **must report to the health office.** The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian as appropriate. **It is not acceptable for students to leave school because of illness without reporting to the health office.** Also, students may not leave the building to receive medical care without permission and verification by parent/guardian to inform them of the illness and to request that the student be picked up from school. If the parent/guardian cannot be reached, emergency contacts designated by the parent/guardian on the emergency sheet will be notified. Students will be sent home from school or should stay home if any of the following criteria is present:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Red eyes/eyelids with pus type drainage
- Rash that is (or may be) contagious

Before returning to school:

- Student must be fever free for **24 hours**
- No vomiting or diarrhea for **24 hours**
- If the student has a rash of unknown origin (it may be contagious), they must have a note from the health care provider stating that the student may return to school
- For any activity restrictions (in class or Physical Education) or other special accommodations (water bottle, snacks, etc.), a note from the health care provider is required.

Injuries

The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to notify parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. **Please update all changes** in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

Child With a Health Concern

Make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year. Work with the District School Nurse to develop and *Individual Health Plan* for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a *Data Release Form, Individual Health Plan, and/or Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: www.princeton@isd477.org click on District Information, Department, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. Health information about your child will be shared with school staff (and transportation staff) on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share

with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

Allergy Aware Schools

Parent/guardian of students who have allergies are responsible to submit an *Allergy Action Plan* with health provider and parent/guardian signature, *Medication Administration Form* with health care provider and parent/guardian signature, and all necessary medications to the health office. The school health staff will review the information, and share health information with appropriate school personnel as needed. The parent/guardian is responsible to also submit health information and emergency medications to the bus company if needed.

Peanuts/nuts – be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and peanut products in classrooms. Some of the school buildings lunchrooms serve peanut products. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and peanut products. Check for the specific procedures in your child’s school building.

Latex – due to an increasing incidence of latex (rubber) allergies, non-latex balloons, gloves, and band aids will be used during the school day and for school events in all buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives.

Scents – many people have allergies to scents. Please avoid using any products with strong scents. This includes perfumes, colognes and heavily scented deodorants and essential oils. No perfumes or perfume spray type products are allowed in school buildings.

Immunizations

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child’s immunizations are current. Call the health office or school district nurse with any questions or concerns.

Immunization information and forms can be found on the Health Services website: www.princeton@isd477.org, click on District Office, Department, Health Services, Immunization information and resources or on the Minnesota Department of Health website: www.health.state.mn.us/immunize.

Screenings:

Vision and hearing screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern about your child’s vision or hearing at any time, please notify the district school nurse.

Staying in from Recess/Excused from Physical Education Class

The recess period at lunch is considered part of each child's daily physical education program. Therefore, children are expected to be going outside for a short period of time each day. If you feel your child is too sick to go outside, we will allow your child to stay in from recess for one day if he/she has a written note from you. We will allow one additional day with a physician's note. The guideline for not participating in P.E. will be the same: your child can sit out for one day with a written note from you and one additional day with a physician's note.

Student Health Insurance

Student health and accident insurance is no longer provided. Parents are urged to check their personal policies to make sure their children are covered.

VOLUNTEER PROGRAM

The general purpose of the Intermediate School Volunteer Program is to enrich and enhance our students' curriculum and to strengthen school/community relations.

We encourage and welcome all volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at IS, as a volunteer, is an important contribution to a child's educational experience.

Volunteer Handbooks, to further explain the volunteer program, are available at PI. If you would like to be a part of IS's Volunteer Team, and/or receive a Volunteer Handbook, please contact PI's Volunteer Coordinator;

Danielle Opay, 389-7260.

The staff and students at the Intermediate School invite you to become active and involved with our volunteer program. We look forward to meeting each and every one of you!

SPECIAL PROGRAMS

Other

Students have the opportunity to be involved in the yearly student talent show. Students are involved in field trips throughout the year. The National Sherburne Wildlife Refuge, Children's Theater, Fort Snelling and other locations are visited each year.

Release Time

The Intermediate School is obligated to dismiss students interested in religious release time on Fridays at 1:30 p.m. about twice a month. Students will be returned to PI by 3:10 p.m. Students take a bus to a local church for activities. This activity is not a school-sponsored activity. Students are responsible to make up any missed work.

Safety Patrol

Fifth graders are encouraged to join the patrol.

Student Council

Students at IS have an opportunity to assist in meeting the needs of all students. Our student council members gain some experience in student government and assist in school-wide events. It allows students to have a voice in the total operation of the school. It also allows students to funnel concerns to the student council itself.

Students are selected by their teacher and classmates to be a representative on the council, which meets once or twice each month. The council spearheads service projects and student body activities.

SPECIAL SERVICES

Speech and Language Services

Educational speech-language pathologists work with children who meet Minnesota criteria for speech and language intervention services in the areas of correct sound and voice production, stuttering, oral language skills, and listening comprehension. Services are also provided to support literacy skills

Guidance and Counseling

A social worker is available for student situations that require attention. The social worker addresses individual student needs, crisis situations, student groups and classrooms.

School Psychologist

The services of a school psychologist are available for testing and consultation only after recommendations have been made from our Problem Solving Team. Services are then arranged through the Rum River Special Education Cooperative.

Title I

Supplemental help is provided for children who need help in math or reading and qualify under Title I guidelines.

Emotional and Behavioral Disorders (E/BD)

Licensed E/BD teachers and paraprofessionals provide services for students with emotional and behavioral disabilities. The E/BD resource team provides the following services: social skills groups, academic support, and behavior

modification plans. The program incorporates the Boys Town model and Jim Fay's Love and Logic model.

Learning Disabilities (LD)

Licensed LD teachers and paraprofessionals will provide services for students with learning disabilities.

Developmental and Cognitive Delays (DCD)

A licensed DCD teacher and paraprofessionals provide services for students with developmental cognitive delays.

Low Incidence Impairments

Services for students with other disabilities are provided by licensed special education staff through consultation with specialists from the Rum River Special Education Cooperative. Some examples are: students with visual or hearing impairments, students with physical disabilities, and students with Pervasive Developmental Delays (PDD).

APPENDIX

DISTRICT-WIDE POLICIES AND PROCEDURES

Princeton Public School policies may be viewed on the web site www.princeton.k12.mn.us.

Directory Information

Student directory data by law are available to the general public, unless the district receives written notice from the parent or guardian restricting such student's directory data. This includes student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended by the student. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal.

Harassment and Violence

School district policy 413 states:

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

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

The complete policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Prohibition of WeaponsSchool district policy 501 states:

It is the policy of Independent School District No. 477 that the safety and well-being of each student/staff member is of paramount concern. Students or non-students, including adults and visitors, are not to be in possession of weapons while on school property or at any school activity unless approved in advance by the superintendent or designee.

Any student in possession of a weapon other than a firearm may result in (1) confiscation of the weapon; (2) an initial suspension for up to five (5) days; (3) notification to the police, and (4) a recommendation to the superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. Possession of a firearm will result in expulsion of not less than one year per the Gun-Free Schools Act of March 31, 1994. The school board may modify the expulsion on a case-by-case basis.

"Weapon" means any firearm (whether loaded or unloaded), any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition, and mace/pepper spray*. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. Parents of a student may make special arrangements with the building principal if a student needs to carry mace/pepper spray for defensive purposes outside the school setting. These substances must be checked into the office. The complete policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

The complete update policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Student Transportation Safety
School district policy 709 states:

The complete updated policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be reported to and imposed by the Building Principal or the Principal's designee. Serious misconduct will be reported to local law enforcement.

A. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior. The bus company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.

B. Rules at the Bus Stop

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. After getting off the bus, move away from the bus.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.

Rules on the Bus

The following rules will be posted on each school bus:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.

3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. Eating or drinking are allowed at the discretion of the driver.
7. No fighting, harassment, intimidation or horseplay.*
8. Do not throw any object.*
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.*
10. Do not bring any weapon or dangerous objects on the school bus.*
11. Do not damage the school bus.*
12. Pets or animals of any type of size will not be transported on the bus.
13. Skateboards, scooters, sleds, sporting equipment, fishing rods, and related items cannot be brought on the bus.

When students need to bring a pet to/from school, or need sleds, skis, etc., for a school activity, parents should make arrangements to get them to/from school.

*These offenses may result in immediate suspension from riding the bus.

*Students who misbehave severely may be returned to the school immediately and report to the Building Principal, law enforcement, and bus company manager.

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

Consequences for school bus/bus stop misconduct will apply to all field trips, activities and regular and late routes. Decision regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges and are responsible for the student's transportation during the suspension.

1. Elementary (K - 6)

1st offense -- written warning

2nd offense -- 3 school day suspension from riding the bus

3rd offense -- 5 school day suspension from riding the bus

4th offense -- 10 school day suspension from riding the bus/meeting with parent

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

of Controlled Substances

School district policy 417 states:

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

Chemical Use and Abuse

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

Definitions
A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.

D. "School Location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

The complete updated policy is accessible at www.princeton.k12.mn.us or by contacting the district office.

Technology Use

School district policy 524 states:

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district computer system and the internet the school district considers its own stated educational mission, goals, and objectives.
- B. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- C. The school district expects that employees and students will blend thoughtful use of the school district computer system and the Internet throughout the curriculum.
- D. The school district operates technology protection measures that protect against access to unacceptable material through the school district network.
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

III. ACCEPTABLE USES

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies

- A. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning

such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.

- B. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- C. Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- D. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
 - a. Information or materials that could cause damage or danger of disruption to the education process;
- 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organizations.
- 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
- 6. Users will not use the school district system to violate copyright laws or usage licensing agreements.
 - b. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.

7. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer systems and use of the Internet shall be consistent with school district policies and the mission of the school district. Misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct.

VII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

VIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- C. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.



GRANT ASSIST CONSULTING

11540 310th Avenue, Princeton, MN 55371 ● grantassistconsulting@gmail.com ● 651-238-4104

Kim Young, Consultant/Grant Writer

GRANTS SUMMARY - PRINCETON ISD #477

July 1, 2016 - June 30, 2017

Funding Source	Amount	Program
At-risk Suicide Prevention	Training (\$2,000 value)	High School staff training
MN Dept of Education Support our Students Grant	\$239,967.00 per year over 6 years.	Student Services
MN Dept of Education	\$50,000.00	Broadband - wifi hotspots
Target Field Trip Grant	\$750.00	JoAnn Moats - adapted skiing field trip
Target Field Trip Grant	\$750.00	Angela Harvela - JA Biz Town field trip
Toshiba Foundation	\$1,000.00	5th grade Science
MN Dept of Education Ag Educator Grant	\$3,091.20	Ag Dept - High School
East Central Regional Arts Council	\$8,820.00	Middle/High School Band Copper Street Brass
Partners in Healthy Living	\$1,000.00	Snowshoes - 2nd grade
Century Link	\$4,914.44	Education Options To purchase graphing calculators
Century Link	\$4,902.55	Intermediate School To purchase Makerspace items
Partners in Healthy Living	\$1,000.00	Community Ed's Walk Princeton program

Partners in Healthy Living	\$1,000.00	Early Childhood To purchase outdoor play supplies
Partners in Healthy Living	\$1,000.00	Middle School volleyball program
Initiative Foundation	\$1,500.00	Early Childhood Dental Health
East Central Regional Arts Council Arts in our Schools grant	\$3,000.00	One Community/One Read program. To pay Jonathan Friesen's speaking fee and to purchase books
Partners in Healthy Living	\$1,000.00	Student Services Hydration station
CMMA grant	\$1,000.00	Middle School robotics

Total Awarded: \$326,695.19

Renewals

Funding Source	Programming
MN Dept of Education ADSIS grant	ADSIS Math and Reading
MN Dept of Education MTSS	Math programming

Pending Grants

Funding Source	Amount Pending	Programming
Native American Language Grant	\$2,000.00	American Indian Education Committee
Sherburne County Area United Way	\$5,000.00	Early Childhood To go toward preschool scholarships
Monsanto Fund	\$10,000.00	Elementary and Middle School robotics

Walmart Community Grant	\$2,500.00	One Community/One Read program To purchase books
Dollar General Literacy Foundation	\$4,000.00	One Community/One Read program To purchase books
Best Buy Foundation	\$5,849.25	Middle School math and science
OSHA Safety Grant	\$8,346.24	Buildings and Grounds Dept To purchase a lift
Operation Round Up	\$7,600.00	One Community/One Read program To purchase books

Total Pending: \$45,295.49

Notes:

- The district applied for 33 grants through Grant Assist Consulting during this fiscal year. Of those 33 grants, 19 grants have been awarded, and eight are still pending.
- There are additional funded grants not included on this report that were written by teachers and administrators without the use of Grant Assist Consulting.

Q Comp Annual Report 2016-17

This template, which may be changed as needed, is designed to help formulate the Q Comp Annual Report. Per Minnesota Statutes, section 122A.414, subdivision 3(a) the report must be submitted to the school board by June 15th of each year and include findings and recommendations for the program. It is also recommended that the report include a summary of what was implemented for the year to help provide context for the findings and recommendations.

Date Presented to the School Board: 6/20/17

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. ***All information reported should be based on the current school year.*** It is recommended that each question be addressed with a brief summary of 3-7 sentences.

Core Component: Career Advancement Options

Implementation

1. Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
 - a. If no, please explain what changes have occurred and why?

Impact

2. How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

The work of the teacher leaders has had an impact on classroom instruction as teachers have had the opportunity to work with their coach, mentor, PLC and by observing each other as they discuss classroom instruction and monitoring for learning. Our work and training as we implement the Marzano Framework has allowed staff to dig deeper in rigor in their classrooms.

3. How did the work of teacher leaders impact student achievement?

As our district works to implement the Marzano Framework, staff have been working on having learning progressions for all state standards. Teacher coaches, mentors and administrators are working together to make certain that students know the standard, the learning goal and where they are at on the learning progressions. As a district, training

has also focused on how to move deeper in the taxonomy levels so our instruction is more rigorous. This will have a positive impact on student achievement.

Review Findings

4. How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

Teacher leaders have training before school starts and midway through the school year. This helps to equip the teacher leader with tools they can use as they work with teachers.

5. What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

Teacher leaders saw a positive impact of the training on their roles as teacher leaders. Teachers were given useful tools they could use with staff.

Recommendations

6. How will the district use the review findings to improve the effectiveness of teacher leadership?

As a district, we work with our District Leadership Team to analyze data throughout the school year and adjust staff development opportunities to meet the needs of our staff and students.

Core Component: Job-embedded Professional Development

Implementation

1. Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

2. How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

In June, staff were surveyed in order to collect feedback on the ATPPS program. 97.3% of staff saw some-to-great impact on classroom instruction when asked about the impact of coaching, observing, mentoring and PLC work.

3. How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

In June, staff were surveyed in order to collect feedback on the ATPPS program. 91.9% of staff saw some-to-great impact on student achievement when asked about the impact of coaching, observing, mentoring and PLC work.

Review Findings

4. How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

Teacher work in PLCs based on content area and/or grade levels. During their PLC time, staff are able to analyze data to determine the needs of the students. PLC's are also working together to create learning progressions for all standards. This will allow staff to closely monitor student achievement.

5. How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

PLCs used many strategies during their time to effectively analyze data. They used multiple assessment results to determine the needs of the students. This allowed them to select strategies that would fit the student needs. Also, by working together as a team they are able to determine standard alignment and resources to meet their standard needs.

Recommendations

6. How will the district use the review findings to improve the effectiveness of job-embedded professional development?

The district will review the staff survey to determine further needs and changes. This will also drive professional development needs in the future.

Core Component: Teacher Evaluation

Implementation

1. Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

2. What impact did the observation/evaluation process, including coaching, have on classroom instruction?

In June, staff were surveyed in order to collect feedback on the ATPPS program. 95.4% of staff saw some-to-great impact on classroom instruction when asked about the impact of coaching.

3. What impact did the observation/evaluation process, including coaching, have on student achievement?

In June, staff were surveyed in order to collect feedback on the ATPPS program. 89.1% of staff saw some-to-great impact on student achievement when asked about the impact of coaching.

Review Findings

4. How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?
5. In June, staff were surveyed in order to collect feedback on the ATPPS program. 96.4% of staff saw some-to-great impact on the feedback received from teacher coaches and it's impact on self-reflection and improved instructional practice. [REDACTED]
6. How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

Each year, teacher leaders have trainings in the summer and follow up trainings during the school year. Inter-rater reliability is one topic that is always discussed so that staff are aware and able to provide feedback to staff.

Recommendations

7. How will the district use the review findings to improve the effectiveness of teacher evaluation? [REDACTED]

The district will review the staff survey to determine further needs and changes. This will also drive professional development needs in the future.

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

1. Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?
yes no
 - a. If no, please explain the changes that have occurred and why? [REDACTED]
2. Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
 - a. If no, please explain the changes that have occurred and why? [REDACTED]

Impact

3. What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement?

MCA scores are embargoed and not released publicly yet. The percentage for performance pay earned for student achievement will be calculated in the fall once the scores are released.

4. What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 98%
 - a. What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? 98%
 - b. What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? 100%
5. Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)?

yes no

 - a. If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? 99%
6. What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? NA

In the Princeton School District, the stipends earned under ATPPS are a separate component of the teacher contract and do not affect the salary schedule or base salary.

- a. What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? NA
- b. What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? NA

Recommendations

5. How will the district use the data to improve the effectiveness of this core component?

We will continue to use this data to track the effectiveness of the program and to offer opportunities for our staff to meet their goals.

General Program Impact and Recommendations

1. What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program? [redacted]

Overall, the Q Comp program has a positive impact on instruction in our district. Teachers are able to work together to reflect and grow professionally through PLC's and with teacher leaders.

2. What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

Teachers are able to work in PLC's, with teacher leaders, and with administration to analyze data and monitor student achievement. The program leads to a collaborative

environment that allows teachers to monitor, reflect and improve their instruction which will lead to gains in student achievement.

3. How will the district use the review findings to improve the overall effectiveness of the program?

The district will review the evaluation findings to determine what changes are necessary to continue to implement a program that positively impacts teacher growth and student achievement.

Digital Learning Update

School Board Meeting, June 20, 2017

Eric Simmons, Director of Technology

1:1 Devices

2016-17

Grade 3: 251

Grade 6: 243

Grade 7: 224

Grade 9: 270

Total: 988

2017-18 New

Grade 4: 229

Grade 6: 254

Grade 9: 259

Total: 742

= 1,730

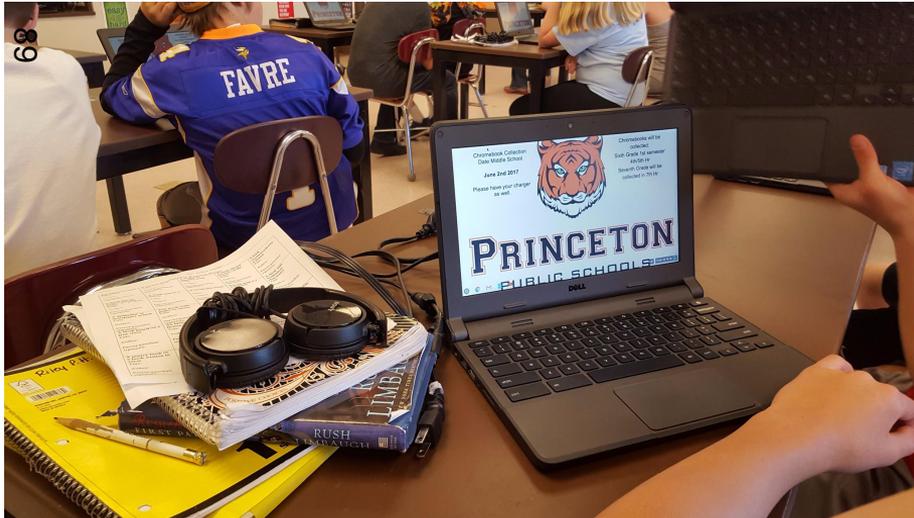


1:1 End-of-Year Device Collection

Teacher	Name	Asset Tag	CB IN	Charger IN	Repairs or notes
Borich	Sonia S	123456	Yes	Yes	No
Borich	Luke S	456789	Yes	No	Delete Button Sticks
Vogel	Jodi B	456123	Yes	Yes	No



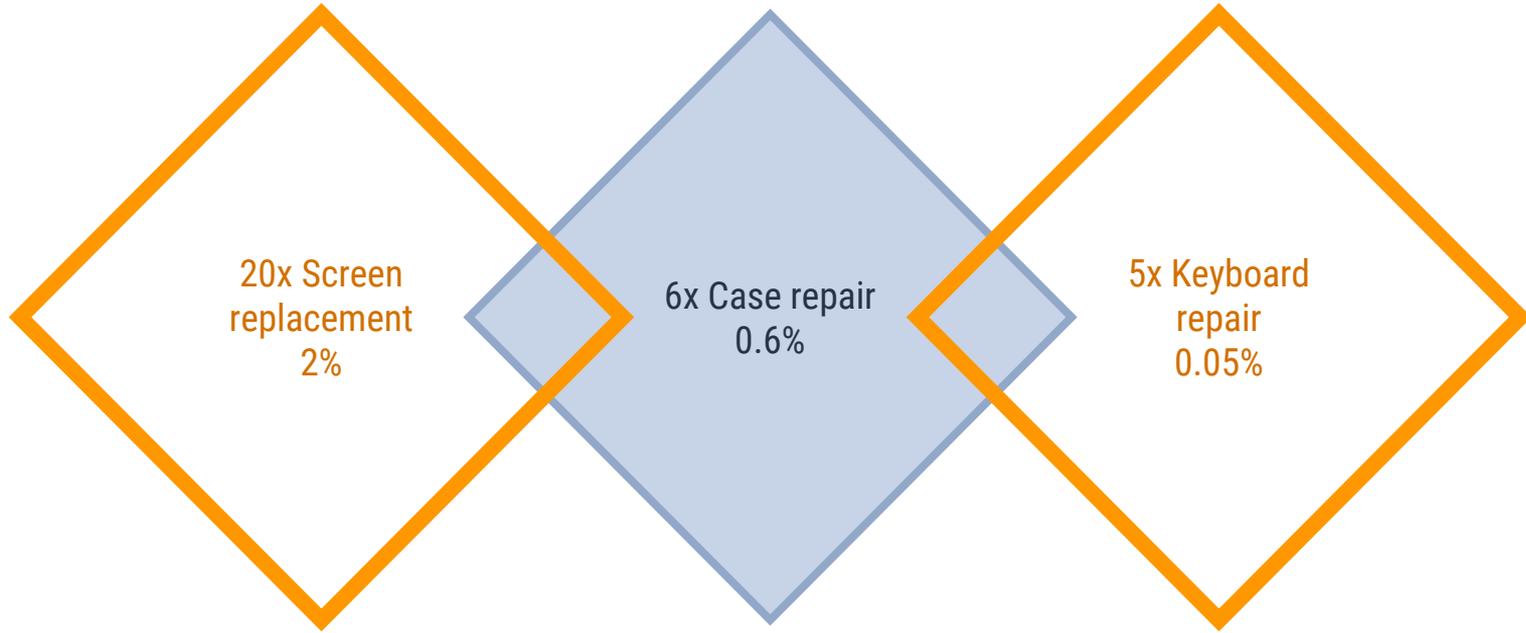
Logistics and Preparing for Fall Rollout





Digital Learning - Device Maintenance and Repair

06



52x "Other" hardware or software issues requiring support (5%)

Staying Organized Online

91

Google Classroom & SeeSaw

Digital organization tools





Classes created



● Classes

92



Mar 13, 2017

■ Classes: 52



Sarah Durch

Mar 27



3/29 Advisory - Acknowledging Others

Unit 11: Celebrating Postsecondary Choices

Activity 2: Acknowledging Others

Materials:

- Presentation: Acknowledging Others
- Video: The Gratitude Experiment
- Blank piece of paper and envelope for each student (provided in PO)



The Gratitude Experiment

YouTube video 4 minutes



12_U11_A2_PP_Acknowledging Others.pptx

Google Slides



12_U11_A2_Acknowledging Others.pdf

PDF

63

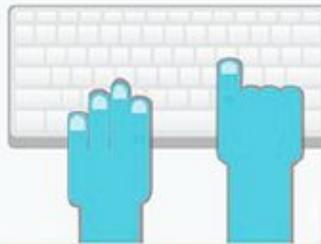
54%

of students are asked to collaborate online with classmates at least monthly



17%

of students are asked to write online at least monthly



54%

of students are asked to identify and solve authentic problems using technology at least monthly



40%

of teachers ask their students to complete online assessments at least monthly



82%

of teachers spend less than 3 hours per year teaching digital citizenship



65%

of your teachers who use assistive technology use it with students at least monthly



“

QUESTIONS?

95

Detailed Summary by Facility

Category	Princeton High School	Buildings and Grounds	Princeton Intermediate School	Princeton Primary School	Princeton Middle School	Student Services Building	Princeton Family Center	District Wide Items	Grand Total
Site Projects - 384	\$479,569	\$13,500	\$375,986	\$258,254	\$450,816	\$141,698	\$104,051	\$0	\$1,823,875
Building Envelope - 368	\$784,797	\$60,955	\$302,421	\$22,827	\$717,582	\$307,637	\$464,177	\$0	\$2,660,396
Roof Systems - 383	\$293,693	\$158,445	\$55,875	\$0	\$3,459,323	\$38,000	\$122,898	\$0	\$4,128,234
Building Hardware & Equipment - 369	\$396,159	\$0	\$111,273	\$66,034	\$348,978	\$0	\$180,875	\$0	\$1,103,319
Interior Surfaces - 379	\$643,179	\$19,109	\$157,466	\$64,834	\$252,067	\$74,716	\$134,608	\$0	\$1,345,979
Mechanical Systems - 380	\$639,559	\$129,405	\$963,216	\$0	\$502,956	\$65,000	\$1,359,545	\$0	\$3,659,681
Plumbing - 381	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Electrical - 370	\$895,912	\$30,000	\$231,855	\$0	\$506,479	\$40,000	\$161,352	\$0	\$1,865,598
Professional Services and Salary - 382	\$1,033,217	\$102,854	\$549,523	\$102,987	\$1,565,800	\$166,763	\$631,877	\$0	\$4,153,021
	\$5,166,086	\$514,268	\$2,747,615	\$514,936	\$7,829,001	\$833,814	\$3,159,384	\$0	\$20,765,104
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Safety - 363	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physical Hazards - 347	\$3,030,313	\$0	\$24,986	\$45,768	\$16,380	\$0	\$56,799	\$50,188	\$3,224,435
Hazardous Substance - 349	\$53,438	\$0	\$0	\$0	\$0	\$0	\$0	\$78,261	\$131,700
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$13,203	\$142,502	\$155,705
Environmental H&S Management - 352	\$788,998	\$0	\$6,246	\$11,442	\$4,095	\$10,000	\$17,501	\$570,633	\$1,408,914
Fire Safety - 363	\$37,239	\$0	\$0	\$0	\$0	\$0	\$0	\$163,595	\$200,834
Accessibility - 367	\$35,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$75,000
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,186	\$77,186
	\$3,944,988	\$0	\$31,232	\$57,210	\$20,475	\$50,000	\$87,503	\$1,082,365	\$5,273,774
	\$3,944,988	\$0	\$31,232	\$57,210	\$20,475	\$50,000	\$87,503	\$1,082,365	\$5,273,774
	\$9,111,074	\$514,268	\$2,778,847	\$572,147	\$7,849,476	\$883,814	\$3,246,887	\$1,082,365	\$26,038,877

Notable Projects	Pool Filter, Mechanical and Waterproofing	Roofing	Controls	Parking lot and Concrete Maintenance	Roofing	Exterior Façade Updates	Mechanical Updates
	Roofing	Controls	Mechanical updates		Mechanical Updates		Controls
	Lighting				Controls		
	Tuckpointing				Lighting		
	Windows						
	Finishes						

96

Detailed Summary by Facility

Category	Princeton High School	Buildings and Grounds	Princeton Intermediate School	Princeton Primary School	Princeton Middle School	Student Services Building	Princeton Family Center	District Wide Items	Grand Total
Site Projects - 384	\$479,569	\$13,500	\$375,986	\$258,254	\$450,816	\$141,698	\$104,051	\$0	\$1,823,875
Building Envelope - 368	\$784,797	\$60,955	\$302,421	\$22,827	\$717,582	\$307,637	\$464,177	\$0	\$2,660,396
Roof Systems - 383	\$293,693	\$158,445	\$55,875	\$0	\$3,459,323	\$38,000	\$122,898	\$0	\$4,128,234
Building Hardware & Equipment - 369	\$396,159	\$0	\$111,273	\$66,034	\$348,978	\$0	\$180,875	\$0	\$1,103,319
Interior Surfaces - 379	\$643,179	\$19,109	\$157,466	\$64,834	\$252,067	\$74,716	\$134,608	\$0	\$1,345,979
Mechanical Systems - 380	\$639,559	\$129,405	\$963,216	\$0	\$502,956	\$65,000	\$1,359,545	\$0	\$3,659,681
Plumbing - 381	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Electrical - 370	\$895,912	\$30,000	\$231,855	\$0	\$506,479	\$40,000	\$161,352	\$0	\$1,865,598
Professional Services and Salary - 382	\$1,033,217	\$102,854	\$549,523	\$102,987	\$1,565,800	\$166,763	\$631,877	\$0	\$4,153,021
	\$5,166,086	\$514,268	\$2,747,615	\$514,936	\$7,829,001	\$833,814	\$3,159,384	\$0	\$20,765,104
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Safety - 363	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physical Hazards - 347	\$3,030,313	\$0	\$24,986	\$45,768	\$16,380	\$0	\$56,799	\$50,188	\$3,224,435
Hazardous Substance - 349	\$53,438	\$0	\$0	\$0	\$0	\$0	\$0	\$78,261	\$131,700
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$13,203	\$142,502	\$155,705
Environmental H&S Management - 352	\$788,998	\$0	\$6,246	\$11,442	\$4,095	\$10,000	\$17,501	\$570,633	\$1,408,914
Fire Safety - 363	\$37,239	\$0	\$0	\$0	\$0	\$0	\$0	\$163,595	\$200,834
Accessibility - 367	\$35,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$75,000
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,186	\$77,186
	\$3,944,988	\$0	\$31,232	\$57,210	\$20,475	\$50,000	\$87,503	\$1,082,365	\$5,273,774
	\$3,944,988	\$0	\$31,232	\$57,210	\$20,475	\$50,000	\$87,503	\$1,082,365	\$5,273,774
	\$9,111,074	\$514,268	\$2,778,847	\$572,147	\$7,849,476	\$883,814	\$3,246,887	\$1,082,365	\$26,038,877

Notable Projects	Pool Filter, Mechanical and Waterproofing	Roofing	Controls	Parking lot and Concrete Maintenance	Roofing	Exterior Façade Updates	Mechanical Updates
	Roofing	Controls	Mechanical updates		Mechanical Updates		Controls
	Lighting				Controls		
	Tuckpointing				Lighting		
	Windows						
	Finishes						

General Summary

School	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
Princeton High School	\$5,515,752	\$226,140	\$228,283	\$745,982	\$242,391	\$249,663	\$257,153	\$1,341,007	\$292,499	\$12,205	\$9,111,074
Buildings and Grounds	\$85,000	\$7,725	\$21,218	\$206,252	\$8,441	\$8,695	\$158,212	\$9,224	\$9,501	\$0	\$514,268
Princeton Intermediate School	\$1,014,505	\$124,432	\$128,165	\$118,351	\$121,962	\$466,157	\$562,233	\$117,897	\$121,504	\$3,642	\$2,778,847
Princeton Primary School	\$26,068	\$26,949	\$27,757	\$28,590	\$139,999	\$71,745	\$73,897	\$76,114	\$94,359	\$6,671	\$572,147
Princeton Middle School	\$1,382,349	\$588,912	\$606,579	\$624,776	\$1,431,415	\$659,967	\$652,900	\$1,207,482	\$692,708	\$2,388	\$7,849,476
Student Services Building	\$456,250	\$41,200	\$42,436	\$43,709	\$106,220	\$46,371	\$47,762	\$49,195	\$50,671	\$0	\$883,814
Princeton Family Center	\$1,132,500	\$86,868	\$84,302	\$1,111,262	\$95,022	\$237,131	\$289,022	\$103,834	\$100,889	\$6,057	\$3,246,887
District Wide Items	\$97,719	\$95,867	\$93,439	\$113,657	\$101,299	\$105,574	\$128,383	\$100,671	\$122,991	\$122,766	\$1,082,365
Grand Total	\$9,710,142	\$1,198,092	\$1,232,178	\$2,992,579	\$2,246,749	\$1,845,302	\$2,169,562	\$3,005,424	\$1,485,120	\$153,728	\$26,038,877

Detailed Summary by Fiscal Year

Category Orde	Category	Item #	Item Description	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
1	Site Projects - 384			\$445,950	\$105,421	\$108,583	\$138,066	\$387,569	\$192,266	\$144,301	\$148,630	\$153,089	\$0	\$1,823,875
2	Building Envelope - 368			\$412,500	247715	255146.45	251873.574	236919.6045	348361.8593	394634.284	246589.71	266655.102	0	2660395.583
3	Roof Systems - 383			\$988,500	\$335,265	\$345,323	\$514,128	\$366,353	\$377,344	\$388,664	\$400,324	\$412,334	\$0	\$4,128,234
4	Building Hardware & Equipment - 369			\$480,500	\$70,040	\$72,141	\$74,305	\$76,535	\$78,831	\$81,196	\$83,631	\$86,140	\$0	\$1,103,319
5	Interior Surfaces - 379			\$485,100	\$85,078	\$98,239	\$90,259	\$104,222	\$128,216	\$110,569	\$111,427	\$132,869	\$0	\$1,345,979
6	Mechanical Systems - 380			\$1,546,000	\$3,605	\$0	\$1,202,000	\$0	\$0	\$477,621	\$430,456	\$0	\$0	\$3,659,681
7	Plumbing - 381			\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
8	Electrical - 370			\$188,500	\$8,755	\$9,018	\$9,288	\$516,046	\$241,709	\$10,149	\$871,366	\$10,768	\$0	\$1,865,598
9	Professional Services and Salary - 382			\$1,143,013	\$213,970	\$222,113	\$569,980	\$421,911	\$341,682	\$401,784	\$573,106	\$265,464	\$0	\$4,153,021
10	Physical Hazards - 347			\$3,018,489	\$19,392	\$19,974	\$24,069	\$21,519	\$22,226	\$22,892	\$23,579	\$28,782	\$23,513	\$3,224,435
11	Hazardous Substance - 349			\$10,325	\$14,968	\$11,173	\$11,509	\$12,090	\$12,453	\$17,794	\$13,211	\$13,880	\$14,296	\$131,700
12	Asbestos Removal and Encapsulation - 358			\$12,000	\$16,624	\$12,985	\$13,375	\$18,441	\$14,474	\$14,908	\$20,151	\$16,131	\$16,615	\$155,705
13	Envrionmental H&S Management - 352			\$829,416	\$56,961	\$56,574	\$62,629	\$62,555	\$64,476	\$70,338	\$58,270	\$73,110	\$74,586	\$1,408,914
14	Fire Safety - 363			\$43,350	\$13,470	\$13,874	\$23,852	\$14,978	\$15,428	\$26,637	\$16,367	\$17,160	\$15,717	\$200,834
15	Accessibility - 367			\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
16	IAQ - 366			\$6,500	\$6,829	\$7,034	\$7,245	\$7,611	\$7,839	\$8,074	\$8,316	\$8,738	\$9,000	\$77,186
17	IAQ - 366			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18	Fire Safety - 363			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Asbestos Removal and Encapsulation - 358			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total				\$9,710,142	\$1,198,092	\$1,232,178	\$2,992,579	\$2,246,749	\$1,845,302	\$2,169,562	\$3,005,424	\$1,485,120	\$153,728	\$26,038,877

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**PRINCETON PUBLIC SCHOOL
ORIGINAL BUDGET 2017-2018
June 2017**

	2018 ORIGINAL ESTIMATED REVENUES	2018 ORIGINAL ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 34,692,750	\$ 36,120,318
FOOD SERVICE (02)	\$ 1,744,000	\$ 1,855,854
COMMUNITY EDUCATION (04)	\$ 1,487,912	\$ 1,511,649
BUILDING FUND (06)	\$ -	\$ -
DEBT SERVICE (07)	\$ 3,319,519	\$ 3,733,742
TOTAL ALL FUNDS	\$ 41,244,181	\$ 43,221,563

	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 ORIGINAL BUDGET
June 2017**

	2018 Estimated Revenues	2018 Estimated Expenses	Variance
Gifted & Talented-Restricted	\$ 45,714	\$ 58,236	\$ (12,522)
LTFM-Restricted	\$ 519,992	\$ 703,904	\$ (183,912)
Operating Capital-Restricted	\$ 574,633	\$ 720,000	\$ (145,367)
Staff Development-Restricted	\$ 435,201	\$ 436,265	\$ (1,064)
Qcomp-Assigned	\$ 868,627	\$ 855,433	\$ 13,194
Technology-Assigned	\$ 14,000	\$ 14,000	\$ -
Building Improved-Assigned	\$ -	\$ -	\$ -
Program Initiatives-Assigned	\$ 710,000	\$ 924,750	\$ (214,750)
Activity Account-Assigned	\$ 500,000	\$ 500,000	\$ -
Unassigned	\$ 31,024,583	\$ 31,907,730	\$ (883,147)
Total	\$ 34,692,750	\$ 36,120,318	
	\$ (34,692,750)	\$ (36,120,318)	

**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	\$ 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 ORIGINAL BUDGET
June 2017**

	2018 Estimated Revenues	2018 Estimated Expenses	
Community Ed-Restricted	\$ 874,439	\$ 958,150	
Early Childhood-Restricted	\$ 206,098	\$ 212,935	
School Readiness-Restricted	\$ 389,809	\$ 320,343	
Other-Restricted	\$ 17,566	\$ 20,221	
	\$ 1,487,912	\$ 1,511,649	\$ (23,737)

**2016 Fund
Balance**

Community Ed-Restricted	\$ 210,787
Early Childhood-Restricted	\$ 110,538
School Readiness-Restricted	\$ 38,884
Other-Restricted	\$ 1,013
Non-Spendable	\$ 369
	\$ 361,590

Community Education is broken into four Restricted areas according to law. Other consists of Nonpublic aid that the state flows money through us to homeschool families for counseling, nursing, and textbooks based on homeschool families' applications. Preschool Screening is also in the other restricted fund. We receive funding based on the number of 3-5 year olds we screen each school year.

2018 Original Budget Document Explanation

Gifted and Talented

Revenue Sources

- State Aid

Expenditures

- Board approved on May 5, 2017

Long Term Facility Maintenance

Revenue Sources

- Property Tax Levy
- Previously Health & Safety & Deferred Maint.

Expenditures

- Board approved on June 6, 2017

Operating Capital

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Board approved on June 6, 2017

Staff Development

Revenue Sources

- State Aid

Expenditures

- Board approved on 05.02.17

ATPPS (Qcomp)

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Board approved on 05.02.17

Building Improved Assigned

Revenue Sources

- Previous revenue set aside for specific purpose

Expenditures

- None budgeted at this time-will bring proposed budget in August

Program Initiatives Assigned

Revenue Sources

- Previous revenue set aside for specific purpose
- Student Enrollment

Expenditures

- Board approved on 05.02.17

Technology Assigned

Revenue Sources

- Student Fees

Expenditures

- Repairs of student devices

Activity Account Assigned

Revenue Sources

- Student fundraising
- Donations
- Participation Fees

Expenditures

- Field Trips
- Rewards for instructional participation
- Recreational Supplies

Unassigned

Revenue Sources

- State Aid
- Property Tax Levy
- Federal and/or State Grants

- Participation Fees
- Donations

Based Revenue on:

- Enrollment of 3162 PK-12
- State Formula Increase of 2%
- Special Education Increase-Estimated

Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub 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
- Severance
- Estimated Salary Increases
- Budget Guideline
 - Board approved on April 4, 2017
 - Math Coach Position
 - Primary Intervention Position
 - Delivery/Custodial add .375
 - Staff Containment when Positions Open

Food Service

Revenue Sources

- State Aid
- Federal Aid
- Participation Fees

Base Revenue on

- Breakfast and Lunch Price increase
 - Board approved on 05.16.17

Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Food Costs
- Supply Costs
- Operational Costs: Utilities and Custodial
- Equipment Costs

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 structure to ensure vitality of Community Education

- **Recreation and Enrichment Category**
 - Pay 70% of total participation to fees collected to on-staff instructors after supply expenses and administrative expenses are subtracted from the total participation fees.

- Pay 80% of total participation fees collected for outside service providers as there are no employer paid benefits.
- Aquatics and School Age Child Care
 - Instructors are paid an hourly rate and participants are charged a set fee.
- Drivers Education
 - Registration fee only
- Adults with Disabilities
 - Instructors paid an hourly rate and currently is a break even program.
- School Readiness Program
 - Instructors paid based on beginning steps/lanes of the teacher contract. Participants are charged a fee based on the choice they choose.

New Programs 2018

- Programs are continually added throughout the year

Discontinued Programs 2017

- Programs may be discontinued during the year.

Budget is developed based on previous year’s revenue and expenditures. We also look at possible impacts of new programs and discontinued programs.

Building Construction Fund

- Construction project will be finalized in 2017

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.