

Princeton Public Schools - ISD 477  
Tuesday, February 16, 2016 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room

**Our vision**

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

**our mission**

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

**1. PROCEDURAL ITEMS**

- a. Call to Order and Pledge of Allegiance
- b. Roll Call
- c. Citizen Comments

**2. REPORTS**

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

**3. RECOGNITION OF OUR SCHOOL BOARD MEMBERS**

**4. APPROVE AGENDA**

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

**6. CONSENT AGENDA**

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

- a. Personnel 6
- b. Bills 7
- c. Wire Transfers 18
- d. Treasurer's Report 19
- e. Student Open Enrollments 20
- f. Enrollment Update 21
- g. Gift 22

h. Fundraisers	23
i. Field Trip	25
<b>7. INFORMATION</b>	
a. Oak Land Dissolution	26
b. Revised Budget	36
c. Strategic Plan Goals and Action Plan	47
<b>8. ACTION</b>	
a. Second Reading of Policies- #550, # 610	55
b. Call for Bids MOTION DETERMINING THE NECESSITY TO SOLICIT AND SEEK BIDS FOR DEMOLITION WORK AT SOUTH ELEMENTARY SCHOOL AND THE CONSTRUCTION OF BALL FIELDS ON DISTRICT OWNED LAND, NORTH OF THE EXISTING MIDDLE SCHOOL. BIDS WILL BE ADVERTISED IN ACCORDANCE TO PUBLIC BID LAWS IN THE STATE OF MINNESOTA.	
<b>9. FUTURE MEETINGS- Need to reschedule the Regular Board Meeting on 3/1/16 due to Caucuses.</b>	
a. Transportation Committee Meeting	
<b>10. ADDITIONS TO AGENDA</b>	
<b>11. MOVE TO A CLOSED MEETING-Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), a motion to close the meeting for real estate discussion.</b>	
a. ALP Real Estate	
b. Potential buyers for property	
<b>12. MOVE TO AN OPEN MEETING</b>	
a. Action-ALP Real Estate	
<b>13. ADJOURN -</b>	

**Call to order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **2nd day of February, at 7:00 p.m.** in the District Office Board Room.

Roll Call: Members Present: Jeremy Miller, Deb Ulm, Howard Vaillancourt, Eric Minks, Chuck Nagle and Chad Young

Members Absent: Craig Johnson

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Teaching and Learning Julie Williams, Director of Community Education Gwen Anderson, Director of Human Resources Stacie Vos.

Student Council Representative: Sadie Nowak

Citizen Comments: Scott Walquist spoke about some concerns he had about the class size projections for next year.

**REPORTS**

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

Howard Vaillancourt: Community Ed Meeting, Policy Meeting, Custodial Negotiations, Secretary Negotiations, One Act Play Festival

Chuck Nagle: No Report

Deb Ulm: Wellness Committee Meeting, POC, Custodial Negotiations, Secretary Negotiations, Finance Meeting

Eric Minks: Finance Meeting

Jeremy Miller: Agenda Planning Meeting, Policy Meeting, Finance Meeting

Chad Young: POC, Custodial Negotiations, Secretary Negotiations,

Student The Snow Day Dance was held at the high school with a good turnout of students.

Superintendent Report: Julia Espe spoke about the new Mission, Vision, Core Values that has been adopted. Every Board member received a copy. Teachers have been working hard on the standards based classroom, Dr. Espe explained what this was and all of the work that teachers are implementing. In March they will be working on learning progressions within teams on a staff development day. She also told about the Guided Deeper Thinking training that the teachers had last week on staff development day.

**APPROVE AGENDA**

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

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

*Motion by Eric Minks and seconded by Chad Young, to approve the January 19th, 2016 Regular Board meeting minutes as presented and the Organizational Meeting Minutes. Motion passed unanimously.*

**CONSENT AGENDA**

*Motion made by Deb Ulm and seconded by Howard Vaillancourt to to approve the consent agenda as presented: Personnel, Gifts, Open Enrollment, Grant Donation. Motion passed unanimously.*

**INFORMATION**

**First Reading of Policies– Policies # 550 and 610** - Julia Espe discussed the policy 550. They are looking into honoring more students than just the valedictorian and salutatorian. Policy 610 is the field trip policy. The changes are under the regulations section, They would make small changes to add an additional step of communicating with the Activities Director to avoid conflicts. It is proposed to add that the Community Ed Field Trips would have to meet different criteria than the other school field trips.

**Spanish Immersion** - Greg Finck, Gwen Anderson, Spanish Immersion teachers and three parents of Spanish Immersion students presented on the Spanish Immersion program. They are in their first year of Spanish Immersion with a Pre K Class and Kindergarten classes. They are looking to add to the program by adding additional classes and teachers for next year. Kara Peterson is one of the kindergarten teachers at South, she spoke about the growth of the students throughout the year. Yimi Argueta spoke about his pre K class experience. There were three parents that came to speak about their positive experiences with the program, their student's growth and how excited they are for the future of this program.

**Crisis Go-** Keith Barlage and Michelle Czech presented the Crisis Go App that the district is implementing. The Crisis Go App can get critical information out to all staff in an emergency situation. They have met with the Princeton Chief of Police and the Princeton Fire Department and are working to get this system up and running.

**ACTION ITEMS**

**Proposed Italy Trip** – Motion was made to approve the Italy Trip by Eric Minks, with tentative dates. Chad Young seconded the motion. Upon Roll call the following voted for: Chad Young, Jeremy Miller, Eric Minks, Deb Ulm. The following opposed: Chuck Nagle, Howard Vaillancourt. *Motion passed 4:2.*

**Weighted Grades** – Motion was made by Howard Vaillancourt to approve the weighted grades to be activated in the 2016-2017 school year. Seconded by Eric Minks. Those In Favor: Howard Vaillancourt, Chad Young, Jeremy Miller, Eric Minks, Deb Ulm. Opposed: Chuck Nagle. *The motion is passed 5:1*

**2016-2017 Projected and General Class Size Ranges-**Motion made by Chad Young and seconded by Deb Ulm to approve the class size range guidelines for the 2016-2017 school year. Upon Roll call the following voted for: Deb Ulm, Howard Vaillancourt, Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks. *Motion passed unanimously.*

**2016-2017 Proposed Calendar-** Motion was made Eric Minks by and seconded by Deb Ulm to accept the 2016-2017 calendar. *The motion passed unanimously.*

**Staffing Process-** Motion was made by Howard Vaillancourt and seconded by Chad Young to accept the staffing process as suggested. Upon Roll call the following voted for: Chad Young, Jeremy Miller, Eric Minks, Deb Ulm, Howard Vaillancourt. Opposed: Chuck Nagle. *Motion passed 5:1*

**Bid Alternate for Early Childhood-** Motion was made by Howard Vaillancourt to approve the recommendation for the alternate bid for the EC project to cover the remaining \$125,000.00. Seconded by Deb Ulm. Upon Roll call the following voted for: Eric Minks, Deb Ulm, Howard Vaillancourt, Chad Young, Jeremy Miller, Chuck Nagle. *Motion passed unanimously.*

**Future Meetings -**

Policy Meeting- February 16th

Secretary Negotiations-February 24th

**ADJOURN -** Eric Minks made a motion to close the regular meeting, Howard Vaillancourt seconded the motion. Meeting was adjourned at 8:35 p.m.

\_\_\_\_\_  
Chair Jeremy Miller

\_\_\_\_\_  
Clerk Eric Minks

Recorder-Kari Plafcan

## 2.16.16

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Alexander, Linda	Temporary Assignment Change	District Nurse	PEA	Dawn Rolf-Sievert	2.8.16	25.00/HR
Brand, Heather	LOA	SpEd Teacher-SE	PEA	N/A	4.4.16-5.31.16	
Breimhorst, Sherr	New Hire	SpEd Para-NE	Para	Tammy Mellen	2.16.16	13.50/hr
Dohrmann, Erin	Extra Duty	Coordinator of Care and Treatment		N/A	2.8.16	\$6,700.00
Hasser, Timothy	New Hire	Classroom Teacher-Accurate	PEA	N/A	TBD	\$205.13/Day
Moore, Lora	LOA	SpEd Para-SE	Para	N/A	2.16.6-4.4.16	
Plafcan, Kari	LOA	Executive Assistant	Individual	N/A	3.29.16-6.5.16	
Rogalski, Corrie	Termination	Sped Para-HS	Para	Bill Bahlman (Temp Sub)	2.9.16	
Smith, Brenda	LOA	SpEd Teacher	PEA	N/A	2.8.16-EOY	

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$608,094.65
02 Food Service	\$107,358.26
04 Community Service	\$5,426.79
06 Construction	\$525.00
10 Student Activities	\$19,543.27
<b>Report Total</b>	<b>\$740,947.97</b>

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## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	65582	160814	Check	1	11356		ADAMEK DEB	Yes	Yes	No	USD	01/15/2016	132.00
			65623	160815	Check	1	8007		ANDOVER HIGH SCHOOL	Yes	Yes	No	USD	01/15/2016	225.00
			65595	160816	Check	1	14035		BEEHLER KEVIN	Yes	Yes	No	USD	01/15/2016	140.00
			65602	160817	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	Yes	No	USD	01/15/2016	632.00
			65589	160818	Check	1	13049		BUCCELLATO JAMES	Yes	Yes	No	USD	01/15/2016	111.00
			65601	160819	Check	1	14577		BUTLER JORDAN	Yes	Yes	No	USD	01/15/2016	111.00
			65576	160820	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	01/15/2016	1,467.05
			65622	160821	Check	1	8001		CHILDERS DAVE	Yes	Yes	No	USD	01/15/2016	73.00
			65606	160822	Check	1	1761		CHIP'S A.C. REFRIG & APPLI	Yes	No	No	USD	01/15/2016	167.99
			65625	160823	Check	1	8491		COUNTRY SIDE PEST CONTROL, INK	Yes	Yes	No	USD	01/15/2016	365.00
			65624	160824	Check	1	8120		DNR DIVISION OF ENFORCEMENT	Yes	Yes	No	USD	01/15/2016	35.00
			65607	160825	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	01/15/2016	267.30
			65586	160826	Check	1	11480		FISHING POND	Yes	Yes	No	USD	01/15/2016	82.49
			65591	160827	Check	1	13058		FRIEDRICHS MATT	Yes	No	No	USD	01/15/2016	130.00
			65608	160828	Check	1	2682		GAVE GARAGE DOOR CO.	Yes	Yes	No	USD	01/15/2016	150.00
			65628	160829	Check	1	9420		GUIDARELLI JOE	Yes	No	No	USD	01/15/2016	111.00
			65593	160830	Check	1	13998		HEWITT DANIEL	Yes	Yes	No	USD	01/15/2016	59.00
			65609	160831	Check	1	4007		KEMPS	Yes	Yes	No	USD	01/15/2016	258.75
			65577	160832	Check	1	10673	1	KITTELSON MARKETING	Yes	Yes	No	USD	01/15/2016	1,641.60
			65626	160833	Check	1	8650		KOPETKA FRANK	Yes	Yes	No	USD	01/15/2016	111.00
			65611	160834	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	01/15/2016	150.00
			65610	160835	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	01/15/2016	238.80
			65612	160836	Check	1	4136		MENARDS	Yes	Yes	No	USD	01/15/2016	190.35
			65590	160837	Check	1	13051		MICEK NICK	Yes	Yes	No	USD	01/15/2016	59.00
			65588	160838	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	01/15/2016	34.19
			65594	160839	Check	1	14007		MIKKELSON STEVE	Yes	Yes	No	USD	01/15/2016	111.00
			65585	160840	Check	1	11477	1	MINUTEMAN PRESS	Yes	Yes	No	USD	01/15/2016	235.45
			65578	160841	Check	1	10755	3	NEMBDA	Yes	No	No	USD	01/15/2016	135.00
			65579	160842	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	Yes	No	USD	01/15/2016	3,000.00
			65627	160843	Check	1	8655		OEFFLING SCOTT	Yes	Yes	No	USD	01/15/2016	130.00
			65605	160844	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	01/15/2016	37.82
			65613	160845	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	01/15/2016	56.74
			65614	160846	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	Yes	No	USD	01/15/2016	587.37
			65615	160847	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	01/15/2016	675.50
			65599	160848	Check	1	14515		REASONER MICHAEL	Yes	No	No	USD	01/15/2016	111.00
			65619	160849	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	01/15/2016	2,000.00
			65596	160850	Check	1	14054		SALZMANN BRENDA	Yes	Yes	No	USD	01/15/2016	132.00
			65616	160851	Check	1	5474		SAMUEL FRENCH INC.	Yes	No	No	USD	01/15/2016	225.00
			65584	160852	Check	1	11372		SCHERBER DREW	Yes	No	No	USD	01/15/2016	111.00
			65592	160853	Check	1	13505		SCHULZE JOEL	Yes	Yes	No	USD	01/15/2016	111.00
			65603	160854	Check	1	14916		SCOPE, LLC	Yes	Yes	No	USD	01/15/2016	798.00

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			65600	160856	Check	1	14523		SOUTH HIGH SWIMMING BOOSTERS	Yes	No	No	USD	01/15/2016	225.00
			65587	160857	Check	1	12639		ST CROIX FALLS HS	Yes	Yes	No	USD	01/15/2016	175.00
			65617	160858	Check	1	5894	1	ST. CLOUD TECH HIGH SCHOOL	Yes	No	No	USD	01/15/2016	75.00
			65618	160859	Check	1	5926		ST. FRANCIS HIGH SCHOOL	Yes	Yes	No	USD	01/15/2016	105.00
			65580	160860	Check	1	11276		STORCK RICHARD L.	Yes	Yes	No	USD	01/15/2016	111.00
			65598	160861	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	01/15/2016	15,245.40
			65620	160862	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	01/15/2016	513.50
			65621	160863	Check	1	7175		WAHMAN JILL	Yes	Yes	No	USD	01/15/2016	132.00
			65604	160864	Check	1	15023		WOLD DEVON	Yes	Yes	No	USD	01/15/2016	111.00
			65583	160865	Check	1	11367		ZIESKA VICKI	Yes	No	No	USD	01/15/2016	132.00
			65581	160866	Check	1	11307		ZYCH DAN	Yes	Yes	No	USD	01/15/2016	111.00
			65629	160867	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	01/15/2016	12.50
			65672	160868	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	01/18/2016	11,813.95
			65678	160869	Check	1	11947		ANDERSON DAWN	Yes	No	No	USD	01/22/2016	132.00
			65677	160870	Check	1	11892		ANGSTMAN MARK	Yes	No	No	USD	01/22/2016	50.00
			65712	160871	Check	1	7008		BERTRAM TRACY	Yes	No	No	USD	01/22/2016	132.00
			65675	160872	Check	1	11277		BEYER ADAM	Yes	No	No	USD	01/22/2016	111.00
			65714	160873	Check	1	7342		BIG LAKE HIGH SCHOOL	Yes	No	No	USD	01/22/2016	75.00
			65702	160874	Check	1	15046		BRUCK FRIEDA	Yes	Yes	No	USD	01/22/2016	45.00
			65716	160875	Check	1	7910		CARLEN JEFF	Yes	Yes	No	USD	01/22/2016	72.00
			65719	160876	Check	1	9953		DEGARDNER RICHARD	Yes	Yes	No	USD	01/22/2016	111.00
			65704	160877	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	01/22/2016	21.00
			65686	160878	Check	1	13524		FRIEDRICHS JOSHUA	Yes	No	No	USD	01/22/2016	111.00
			65683	160879	Check	1	13058		FRIEDRICHS MATT	Yes	No	No	USD	01/22/2016	72.00
			65690	160880	Check	1	14143		GRAY HEIDI	Yes	No	No	USD	01/22/2016	6.00
			65703	160881	Check	1	15047		GUILGOT KAREN	Yes	Yes	No	USD	01/22/2016	20.00
			65689	160882	Check	1	13998		HEWITT DANIEL	Yes	Yes	No	USD	01/22/2016	111.00
			65696	160883	Check	1	15034		HOFMAN BRENT	Yes	Yes	No	USD	01/22/2016	6.00
			65684	160884	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	01/22/2016	5,707.50
			65687	160885	Check	1	13535		JORGENSON MITCHELL	Yes	Yes	No	USD	01/22/2016	183.00
			65705	160886	Check	1	4007		KEMPS	Yes	Yes	No	USD	01/22/2016	2,316.17
			65715	160887	Check	1	7363		KLEIS JEROME G	Yes	Yes	No	USD	01/22/2016	130.50
			65718	160888	Check	1	8633		KOESTER BARBARA L	Yes	Yes	No	USD	01/22/2016	80.00
			65697	160889	Check	1	15036		LAHR MARY	Yes	No	No	USD	01/22/2016	132.00
			65701	160890	Check	1	15043		LAJ CONSULTING, LLC	Yes	Yes	No	USD	01/22/2016	1,600.00
			65711	160891	Check	1	6998		LEVIN AARON	Yes	No	No	USD	01/22/2016	72.00
			65698	160892	Check	1	15037		LIMBERG RYAN	Yes	No	No	USD	01/22/2016	111.00
			65693	160893	Check	1	14991		MEED TREVOR	Yes	Yes	No	USD	01/22/2016	111.00
			65680	160894	Check	1	12273		MILLER JEREMIAH	Yes	No	No	USD	01/22/2016	111.00
			65700	160895	Check	1	15042		MORDHORST JEFF	Yes	Yes	No	USD	01/22/2016	111.00

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	65674	160896	Check	1	10761		MULHERON AMBER	Yes	No	No	USD	01/22/2016	132.00
			65706	160897	Check	1	4783		OLD LOG THEATER	Yes	Yes	No	USD	01/22/2016	384.33
			65681	160898	Check	1	12462		OLSON TERENCE ALAN	Yes	Yes	No	USD	01/22/2016	111.00
			65685	160899	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	01/22/2016	152,222.83
			65707	160900	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	01/22/2016	959.36
			65708	160901	Check	1	5038	1	PITNEY BOWES	Yes	Yes	No	USD	01/22/2016	299.50
			65709	160902	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	Yes	No	USD	01/22/2016	609.00
			65710	160903	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	01/22/2016	52,824.29
			65694	160904	Check	1	15009		RITTENOUR KATELYN	Yes	Yes	No	USD	01/22/2016	132.00
			65688	160905	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	Yes	No	USD	01/22/2016	416.30
			65692	160906	Check	1	14567		SILKLETTER	Yes	No	No	USD	01/22/2016	191.75
			65695	160907	Check	1	15033		SISCO MARK	Yes	Yes	No	USD	01/22/2016	11.00
			65682	160908	Check	1	13026		SMITH DIANE	Yes	No	No	USD	01/22/2016	111.00
			65679	160909	Check	1	12170		STICHTER ANGELA	Yes	No	No	USD	01/22/2016	35.00
			65676	160910	Check	1	11407		STURGES SHANE	Yes	No	No	USD	01/22/2016	111.00
			65691	160911	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	01/22/2016	21,720.33
			65673	160912	Check	1	10193		THOMAS MICHAEL	Yes	No	No	USD	01/22/2016	111.00
			65713	160913	Check	1	7042		VITKOSKY WAYNE	Yes	Yes	No	USD	01/22/2016	130.50
			65699	160914	Check	1	15038		WINKELS JAMES	Yes	No	No	USD	01/22/2016	111.00
			65717	160915	Check	1	7947		WISE KARI	Yes	No	No	USD	01/22/2016	132.00
			65720	160916	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	01/25/2016	7,338.72
			65737	160917	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	01/29/2016	802.08
			65734	160918	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	01/29/2016	67.14
			65732	160919	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	01/29/2016	177.76
			65735	160920	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	01/29/2016	119.43
			65736	160921	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	01/29/2016	64.00
			65738	160922	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	01/29/2016	19,136.04
			65739	160923	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	01/29/2016	1,270.44
			65740	160924	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	01/29/2016	2,592.10
			65741	160925	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	01/29/2016	901.08
			65733	160926	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	01/29/2016	374.26
			65742	160927	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	01/28/2016	105.00
			65745	160928	Check	1	1040	1	ACT	Yes	No	No	USD	01/29/2016	225.00
			65783	160929	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	01/29/2016	849.54
			65763	160930	Check	1	15050		ANDRES JAMES	Yes	No	No	USD	01/29/2016	140.00
			65753	160931	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	01/29/2016	334.32
			65761	160932	Check	1	15048		BERNING WILLIAM	Yes	No	No	USD	01/29/2016	111.00
			65774	160933	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	01/29/2016	20,925.07
			65766	160934	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	01/29/2016	67.79
			65784	160935	Check	1	8001		CHILDERS DAVE	Yes	No	No	USD	01/29/2016	73.00
			65767	160936	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	01/29/2016	525.00

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### 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	65768	160937	Check	1	1825	1	CLINICAL RESEARCH INSTITUTE	Yes	No	No	USD	01/29/2016	370.00
			65770	160938	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	01/29/2016	354.20
			65771	160939	Check	1	2361		ELK RIVER HIGH SCHOOL	Yes	No	No	USD	01/29/2016	250.00
			65772	160940	Check	1	2574		FOLEY HIGH SCHOOL	Yes	No	No	USD	01/29/2016	40.00
			65781	160941	Check	1	7493		FRIDLEY HIGH SCHOOL	Yes	No	No	USD	01/29/2016	260.00
			65788	160942	Check	1	9420		GUIDARELLI JOE	Yes	No	No	USD	01/29/2016	76.00
			65791	160943	Check	1	9874		HILL SCOTT	Yes	No	No	USD	01/29/2016	76.00
			65786	160944	Check	1	8497		HOLMGREN BRENDA	Yes	No	No	USD	01/29/2016	76.00
			65744	160945	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	01/29/2016	416.67
			65782	160946	Check	1	7693		JOHNSON ERIC	Yes	No	No	USD	01/29/2016	80.00
			65773	160947	Check	1	4007		KEMPS	Yes	No	No	USD	01/29/2016	4,346.49
			65765	160948	Check	1	15052		LABORDE NATHAN	Yes	No	No	USD	01/29/2016	111.00
			65760	160949	Check	1	15035		LEONARD ALLYSON	Yes	No	No	USD	01/29/2016	56.48
			65749	160950	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	01/29/2016	2,692.74
			65776	160951	Check	1	4467		M.S.B.A.	Yes	No	No	USD	01/29/2016	2,000.00
			65758	160952	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	01/29/2016	2,925.00
			65750	160953	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	01/29/2016	72.94
			65775	160954	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	01/29/2016	105.00
			65762	160955	Check	1	15049		NELSON MARTY	Yes	No	No	USD	01/29/2016	111.00
			65777	160956	Check	1	4736		NORTHERN SAW SERVICES	Yes	No	No	USD	01/29/2016	134.00
			65787	160957	Check	1	8655		OEFFLING SCOTT	Yes	No	No	USD	01/29/2016	130.00
			65754	160958	Check	1	14104		OLSON JARED	Yes	No	No	USD	01/29/2016	130.00
			65746	160959	Check	1	11128		QUALITY PHOTO PROCESSING INC	Yes	No	No	USD	01/29/2016	240.00
			65756	160960	Check	1	14515		REASONER MICHAEL	Yes	No	No	USD	01/29/2016	111.00
			65778	160961	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	01/29/2016	1,215.27
			65764	160962	Check	1	15051		ROBERTS ERIK	Yes	No	No	USD	01/29/2016	111.00
			65751	160963	Check	1	13311		SANDSTROM'S	Yes	No	No	USD	01/29/2016	223.16
			65789	160964	Check	1	9494	1	SNA	Yes	No	No	USD	01/29/2016	47.00
			65790	160965	Check	1	9494	1	SNA	Yes	No	No	USD	01/29/2016	11.00
			65785	160966	Check	1	8214	1	ST CLOUD STATE UNIVERSITY	Yes	No	No	USD	01/29/2016	250.00
			65769	160968	Check	1	2125	2	STATE OF MINNESOTA	Yes	No	No	USD	01/29/2016	7,495.88
			65759	160969	Check	1	14996		SULLIVAN LAMARR	Yes	No	No	USD	01/29/2016	111.00
			65755	160970	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	01/29/2016	16,898.35
			65757	160971	Check	1	14561		THOMAS PAUL J.	Yes	No	No	USD	01/29/2016	111.00
			65747	160972	Check	1	12458		THOMPSON TROPHIES & PLAQUES	Yes	No	No	USD	01/29/2016	123.45
			65752	160973	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	01/29/2016	320.18
			65779	160974	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	01/29/2016	594.00
			65780	160975	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	01/29/2016	451.81
			65792	160976	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	01/29/2016	445.00
			65793	160977	Check	1	4469	7	M.S.C.A.	Yes	No	No	USD	02/01/2016	160.00
			65794	160978	Check	1	2754		GLOEGE JOHN	Yes	No	No	USD	02/02/2016	130.60

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0477		001	65795	160979	Check	1	4634		NELSON SHARON	Yes	No	No	USD	02/02/2016	195.85
			65810	160980	Check	1	13077		ACOSTA MIKE SR.	Yes	No	No	USD	02/05/2016	111.00
			65807	160981	Check	1	1208		APOLLO HIGH SCHOOL #742	Yes	No	No	USD	02/05/2016	75.00
			65804	160982	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	02/05/2016	144.69
			65834	160983	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	02/05/2016	160.48
			65828	160984	Check	1	15056		BARKER CURTIS	Yes	No	No	USD	02/05/2016	111.00
			65826	160985	Check	1	15054		BAUMGARTNER SCOTT	Yes	No	No	USD	02/05/2016	111.00
			65819	160986	Check	1	14021		BEYOND SPORT MARTIALARTS & FI	Yes	No	No	USD	02/05/2016	262.40
			65846	160987	Check	1	8001		CHILDERS DAVE	Yes	No	No	USD	02/05/2016	72.00
			65813	160988	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	02/05/2016	1,700.00
			65844	160989	Check	1	7913		DOVENMUEHLER DALE	Yes	No	No	USD	02/05/2016	111.00
			65829	160990	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	02/05/2016	1,737.79
			65830	160991	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	02/05/2016	605.78
			65824	160992	Check	1	15017		FASCHING COLE	Yes	No	No	USD	02/05/2016	111.00
			65809	160993	Check	1	13058		FRIEDRICHS MATT	Yes	No	No	USD	02/05/2016	130.50
			65831	160994	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	02/05/2016	434.18
			65811	160995	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	02/05/2016	4,492.50
			65832	160996	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	02/05/2016	233.64
			65845	160997	Check	1	7933		JESSEN CHRIS	Yes	No	No	USD	02/05/2016	111.00
			65849	160998	Check	1	8436		JOHNSON ROBERT N	Yes	No	No	USD	02/05/2016	80.00
			65833	160999	Check	1	4007		KEMPS	Yes	No	No	USD	02/05/2016	2,924.35
			65816	161000	Check	1	13996		KOONTZ BRANDON	Yes	No	No	USD	02/05/2016	72.00
			65847	161001	Check	1	8027		KRITZ KEVIN	Yes	No	No	USD	02/05/2016	130.50
			65842	161002	Check	1	6998		LEVIN AARON	Yes	No	No	USD	02/05/2016	130.50
			65827	161003	Check	1	15055		LINDSTROM ISAAC	Yes	No	No	USD	02/05/2016	111.00
			65817	161004	Check	1	14006		LINQUIST BRANDON	Yes	No	No	USD	02/05/2016	130.50
			65815	161005	Check	1	13985		MCCOY MIKE	Yes	No	No	USD	02/05/2016	222.00
			65823	161006	Check	1	14991		MEED TREVOR	Yes	No	No	USD	02/05/2016	111.00
			65850	161007	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	02/05/2016	51.25
			65808	161008	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	02/05/2016	527.72
			65805	161009	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	02/05/2016	139.61
			65825	161010	Check	1	15042		MORDHORST JEFF	Yes	No	No	USD	02/05/2016	111.00
			65835	161011	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	02/05/2016	330.00
			65820	161012	Check	1	14055		NELSON PAUL	Yes	No	No	USD	02/05/2016	111.00
			65806	161013	Check	1	11988		OVERLIE RYAN	Yes	No	No	USD	02/05/2016	111.00
			65836	161014	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	02/05/2016	211.64
			65837	161015	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	02/05/2016	42.36
			65838	161016	Check	1	5156		PRINCETON UNION-EAGLE	Yes	No	No	USD	02/05/2016	38.00
			65840	161017	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	02/05/2016	2,000.00
			65822	161018	Check	1	14495		ROCKY MOUNTAIN CONSTRUCTION	Yes	No	No	USD	02/05/2016	2,356.00
			65821	161019	Check	1	14119		SERVE MINNESOTA ACTION NETWO	Yes	No	No	USD	02/05/2016	1,800.00

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0477	001	65818	161020	Check	1	14011		SIMMONS GREG DONALD	Yes	No	No	USD	02/05/2016	673.00
		65852	161021	Check	1	9494	1	SNA	Yes	No	No	USD	02/05/2016	47.00
		65812	161022	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	02/05/2016	31.00
		65851	161023	Check	1	8616		THOMAS BOB	Yes	No	No	USD	02/05/2016	111.00
		65839	161024	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	02/05/2016	2,331.71
		65848	161025	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	02/05/2016	932.27
		65814	161026	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	02/05/2016	1,080.00
		65841	161027	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	02/05/2016	198.10
		65843	161028	Check	1	7449		WISNIESKI DAVE	Yes	No	No	USD	02/05/2016	111.00
		65853	161029	Check	1	15059		ST. CROIX FALLS WRESTLING CLUB	Yes	No	No	USD	02/09/2016	45.00
		65854	161030	Check	1	4326	1	M.M.E.A.	Yes	No	No	USD	02/10/2016	175.00
		65863	161031	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	02/12/2016	96.39
		65864	161032	Check	1	1129	8	AMERIC INN	Yes	No	No	USD	02/12/2016	1,382.04
		65885	161033	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	02/16/2016	4,719.80
		65868	161034	Check	1	1028	1	ACCURATE LABEL DESIGNS	Yes	No	No	USD	02/16/2016	150.95
		65866	161035	Check	1	10120	1	ACT	Yes	No	No	USD	02/16/2016	250.00
		65956	161036	Check	1	9261	1	ALBANY SPEECH TEAM	Yes	No	No	USD	02/16/2016	185.00
		65871	161037	Check	1	1140	1	AMERICAN RED CROSS - MINNESOT	Yes	No	No	USD	02/16/2016	280.00
		65872	161038	Check	1	11590	1	APPERSON	Yes	No	No	USD	02/16/2016	1,676.50
		65878	161039	Check	1	1255	1	ATLAS PEN & PENCIL CORP	Yes	No	No	USD	02/16/2016	74.38
		65869	161040	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	02/16/2016	174.51
		65898	161041	Check	1	15032		BOX MAN, INC.	Yes	No	No	USD	02/16/2016	377.50
		65894	161042	Check	1	14425		BUFFALO YOUTH WRESTLING	Yes	No	No	USD	02/16/2016	500.00
		65899	161043	Check	1	1596		BUREAU OF EDUCATION & RESEAR	Yes	No	No	USD	02/16/2016	490.00
		65902	161044	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	02/16/2016	6,205.20
		65880	161045	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	02/16/2016	1,399.86
		65922	161046	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	02/16/2016	336.69
		65900	161047	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	02/16/2016	37.00
		65901	161048	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	02/16/2016	104,775.00
		65903	161049	Check	1	1907		CONTINENTAL MATHEMATICS LEAG	Yes	No	No	USD	02/16/2016	85.00
		65904	161050	Check	1	2012		CURRICULUM ASSOCIATES	Yes	No	No	USD	02/16/2016	90.99
		65891	161051	Check	1	14091		CUSTOM INK, LLC	Yes	No	No	USD	02/16/2016	437.15
		65865	161052	Check	1	10069		DALCO	Yes	No	No	USD	02/16/2016	6,990.93
		65906	161053	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	02/16/2016	1,032.00
		65907	161054	Check	1	2269		ECMECC	Yes	No	No	USD	02/16/2016	6,532.75
		65881	161055	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	02/16/2016	572.44
		65954	161056	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	02/16/2016	320.80
		65908	161057	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	02/16/2016	1,733.79
		65879	161058	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	02/16/2016	187.14
		65909	161059	Check	1	2454		EVAN-MOOR CORPORATION	Yes	No	No	USD	02/16/2016	43.98
		65959	161060	Check	1	9959	1	EZ WAY INC	Yes	No	No	USD	02/16/2016	172.95

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0477		001	65951	161061	Check	1	7184	5	GLOBAL INDUSTRIAL EQUIPMENT	Yes	No	No	USD	02/16/2016	529.58
			65911	161062	Check	1	2774		GOODHEART-WILLCOX CO. INC.	Yes	No	No	USD	02/16/2016	35.80
			65910	161063	Check	1	2770	2	GOODIN COMPANY	Yes	No	No	USD	02/16/2016	2,204.31
			65912	161064	Check	1	2775		GOPHER	Yes	No	No	USD	02/16/2016	447.92
			65913	161065	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	02/16/2016	100.00
			65949	161066	Check	1	6645		GRAINGER	Yes	No	No	USD	02/16/2016	4,566.16
			65888	161067	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	02/16/2016	972.50
			65914	161068	Check	1	2838		GREAT NORTHERN EQUIPMENT	Yes	No	No	USD	02/16/2016	14.75
			65915	161069	Check	1	2838	2	GREAT NORTHERN EQUIPMENT	Yes	No	No	USD	02/16/2016	341.22
			65916	161070	Check	1	2895		H&B SPECIALIZED PRODUCTS	Yes	No	No	USD	02/16/2016	680.00
			65870	161071	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	02/16/2016	7,222.58
			65917	161072	Check	1	3327		INSTITUTE FOR EDUCATIONAL DEV.	Yes	No	No	USD	02/16/2016	717.00
			65867	161073	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	02/16/2016	416.67
			65918	161074	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	02/16/2016	200.00
			65958	161075	Check	1	9932		J.P. COOKE COMPANY	Yes	No	No	USD	02/16/2016	92.05
			65919	161076	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	02/16/2016	412.86
			65889	161077	Check	1	13894	1	JA BIZTOWN	Yes	No	No	USD	02/16/2016	1,375.00
			65874	161078	Check	1	11911		JONES SCHOOL SUPPLY	Yes	No	No	USD	02/16/2016	20.55
			65873	161079	Check	1	11648	1	JSB SURVEILLANCE	Yes	No	No	USD	02/16/2016	750.00
			65920	161080	Check	1	3523	1	KAPLAN COMPANIES	Yes	No	No	USD	02/16/2016	51.63
			65921	161081	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	02/16/2016	721.13
			65883	161082	Check	1	13027		LEARNING SCIENCES INTERNATION	Yes	No	No	USD	02/16/2016	24,000.00
			65923	161083	Check	1	3957		MADDEN'S ON GULL LAKE	Yes	No	No	USD	02/16/2016	752.20
			65886	161084	Check	1	13715		MARSHALL MEMO	Yes	No	No	USD	02/16/2016	130.00
			65955	161085	Check	1	9166	1	MCKENZIE	Yes	No	No	USD	02/16/2016	97.33
			65896	161086	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	02/16/2016	2,400.00
			65924	161087	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	02/16/2016	195.87
			65905	161088	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	02/16/2016	100.00
			65925	161089	Check	1	4384		MN STATE BAR ASSOCIATION	Yes	No	No	USD	02/16/2016	500.00
			65950	161090	Check	1	6877		MOORE MEDICAL CORP	Yes	No	No	USD	02/16/2016	1,380.70
			65926	161091	Check	1	4537		NASCO	Yes	No	No	USD	02/16/2016	22.06
			65928	161092	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	02/16/2016	1,598.41
			65927	161093	Check	1	4687	2	NORTH BRANCH PUBLIC SCHOOL	Yes	No	No	USD	02/16/2016	75.00
			65929	161094	Check	1	4767		OAK LAND VOCATIONAL CENTER	Yes	No	No	USD	02/16/2016	25,860.50
			65930	161095	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	02/16/2016	424.44
			65931	161096	Check	1	4827	4	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	02/16/2016	705.44
			65957	161097	Check	1	9640		PROTECTION SYSTEMS, INC.	Yes	No	No	USD	02/16/2016	307.00
			65932	161098	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	02/16/2016	2,299.21
			65933	161099	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	02/16/2016	225.01
			65882	161100	Check	1	12808		RPM ATHLETICS LLC	Yes	No	No	USD	02/16/2016	1,721.02
			65895	161101	Check	1	14847		SANDBAG STORE	Yes	No	No	USD	02/16/2016	182.55

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0477	001	65934	161102	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	02/16/2016	301.87
		65935	161103	Check	1	5553	6	SCHOLASTIC INC	Yes	No	No	USD	02/16/2016	296.67
		65936	161104	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	02/16/2016	36.45
		65937	161105	Check	1	5673		SHERBURNE ERIK	Yes	No	No	USD	02/16/2016	500.00
		65893	161106	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	02/16/2016	72.81
		65939	161107	Check	1	5936	2	ST. MICHAEL ALBERTVILLE-SPEECH	Yes	No	No	USD	02/16/2016	201.50
		65938	161108	Check	1	5872		STAGES THEATRE CO	Yes	No	No	USD	02/16/2016	1,318.00
		65890	161109	Check	1	14062		STEEL SALES CORP.	Yes	No	No	USD	02/16/2016	1,815.29
		65953	161110	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	02/16/2016	1,739.59
		65884	161111	Check	1	13064		SUPER TEACHER WORKSHEETS	Yes	No	No	USD	02/16/2016	300.00
		65887	161112	Check	1	13821		SYSCO WESTERN MINNESOTA	Yes	No	No	USD	02/16/2016	851.55
		65940	161113	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	02/16/2016	55.90
		65941	161114	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	02/16/2016	1,449.31
		65875	161115	Check	1	12320		THE METRO GROUP, INC	Yes	No	No	USD	02/16/2016	1,486.08
		65877	161116	Check	1	12413	1	THOMAS TOOL AND SUPPLY INC.	Yes	No	No	USD	02/16/2016	14.00
		65942	161117	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	02/16/2016	1,099.58
		65943	161118	Check	1	6202		TRANS-MISSISSIPPI BIOLOGICAL	Yes	No	No	USD	02/16/2016	648.15
		65944	161119	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	02/16/2016	406.35
		65876	161120	Check	1	12404		TUMBLEWEED PRESS INC	Yes	No	No	USD	02/16/2016	539.10
		65952	161121	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	02/16/2016	2,173.10
		65897	161122	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	02/16/2016	341.54
		65892	161123	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	02/16/2016	82,465.77
		65945	161124	Check	1	6312		US GAMES	Yes	No	No	USD	02/16/2016	438.91
		65946	161125	Check	1	6342	1	VAN DYKE SUPPLY COMPANY	Yes	No	No	USD	02/16/2016	363.58
		65947	161126	Check	1	6495		WENGER CORP	Yes	No	No	USD	02/16/2016	508.00
		65948	161127	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	02/16/2016	148.26

Bank Total: 001

Report Total:

<b>\$740,947.97</b>
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<b>\$740,947.97</b>
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**Princeton Public Schools #477**  
**Detail Payment Register By Check No.**  
**Fund Summary**

<b>Fund Description</b>		<b>Total</b>
06	Construction	\$1,424,046.14
<b>Report Total</b>		<b>\$1,424,046.14</b>

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	65967	161128	Check	1	14814		A&H ELECTRIC INC	Yes	No	No	USD	02/16/2016	269,027.00
		65968	161129	Check	1	14841		ARC - AMERICAN REPROGRAPHICS	Yes	No	No	USD	02/16/2016	7,417.47
		65969	161130	Check	1	14903		BIG SKY PRODUCTIONS, LLC	Yes	No	No	USD	02/16/2016	900.00
		65963	161131	Check	1	11973		BRAUN INTERTEC CORPORATION	Yes	No	No	USD	02/16/2016	11,509.50
		65971	161132	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	02/16/2016	6,628.39
		65966	161133	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	02/16/2016	14,970.50
		65962	161134	Check	1	11707		EL-JAY PLUMBING & HEATING	Yes	No	No	USD	02/16/2016	276,650.26
		65961	161135	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	02/16/2016	33,664.73
		65972	161136	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	02/16/2016	24,251.99
		65970	161137	Check	1	14904		ROCHON CORPORATION	Yes	No	No	USD	02/16/2016	472,882.00
		65965	161138	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	02/16/2016	284,441.50
		65964	161139	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	02/16/2016	21,702.80
Bank Total: 001													<b>\$1,424,046.14</b>	
Report Total:													<b>\$1,424,046.14</b>	

**Princeton Public Schools - ISD #477**

**Wire Transfer Report**

February 16, 2016

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
1/15/2016	\$ 496,200.76	ACH File Transfer
1/15/2016	\$ 178,983.54	Federal Tax Wire Transfer
1/15/2016	\$ 27,684.35	State Tax Wire Transfer
1/15/2016	\$ 8,724.27	Select Account HSA
1/15/2016	\$ 341.74	MN Revenue
1/15/2016	\$ 83,310.10	TRA File Transfer
1/15/2016	\$ 29,076.76	PERA File Transfer
1/15/2016	\$ 595.63	MN Child Support File Transfer
1/15/2016	\$ 35,805.31	TSA File Transfer
1/29/2016	\$ 518,998.56	ACH File Transfer
1/29/2016	\$ 186,824.42	Federal Tax Wire Transfer
1/29/2016	\$ 29,092.27	State Tax Wire Transfer
1/29/2016	\$ 9,004.27	Select Account H S A
1/29/2016	\$ 341.75	MN Revenue
1/29/2016	\$ 83,452.04	TRA File Transfer
1/29/2016	\$ 33,773.10	PERA File Transfer
1/29/2016	\$ 657.29	MN Child Support File Transfer
1/29/2016	\$ 34,806.31	TSA File Transfer
1/14/2016	\$ 5,080.44	MN Unemployment
2/5/2016	\$ 11,290.26	BMO Harris Bank - (Pcards)
2/5/2016	\$ 390.00	MN Revenue - (Sales tax)
1/7/2016	\$ 4,705.86	SelectAccount
1/14/2016	\$ 1,817.36	SelectAccount
1/21/2016	\$ 1,142.81	SelectAccount
1/28/2016	\$ 1,372.16	SelectAccount
	\$	
<b>TOTAL</b>	<b>\$ 1,783,471.36</b>	

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR JANUARY 2016**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	12,884,086.80	2,591,687.14	3,181,526.36	(96.22)	12,294,247.58
<b>02 Food Service</b>	389,745.51	159,312.20	147,951.68	1,061.50	401,106.03
<b>04 Community Service</b>	459,273.01	152,981.33	101,480.42	(1,273.07)	510,773.92
<b>06 Building Fund</b>	17,707,981.75	6,258.85	1,851,484.75	0.00	15,862,755.85
<b>07 Debt Service</b>	2,978,370.16	85,810.08	2,450,665.96	254.67	613,514.28
<b>10 Activities</b>	188,243.62	38,905.22	27,456.26	(677.30)	199,692.58
<b>TOTAL</b>	<b>34,607,700.85</b>	<b>3,034,954.82</b>	<b>7,760,565.43</b>		<b>29,882,090.24</b>

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>499,898.45</b>
<b>MSDLAF+</b>	<b>5,696,641.24</b>
<b>Investments (Fd01)</b>	<b>8,012,669.04</b>
<b>Investments (Fd06)</b>	<b><u>15,863,280.85</u></b>
	<b>30,072,489.58</b>
<b>O/S Accts Pay Checks</b>	<b>(116,880.21)</b>
<b>O/S Payroll Checks</b>	<b>(3,326.58)</b>
<b>O/S Wires</b>	<b>(75,274.05)</b>
<b>NSF Checks</b>	<b><u>5,081.50</u></b>
<b>TOTAL</b>	<b>29,882,090.24</b>

**Open Enrolled Students (Out/In) as of February 16, 2016**

<b>In/Out</b>	<b>Start Date</b>	<b>Resident Dist</b>	<b>Attending Dist</b>	<b>Grade</b>	<b>Reason Given</b>
Out	1.27.16	Princeton	Milaca	6	survey sent
out	1.27.16	Princeton	Mllaca	11	survey sent

**2016 DISTRICT ENROLLMENT TRACKING**

		Original Budget	Opening	10/1/2015 End of September	End of October	End of November	End of December	End of January	End of February	End of March	End of April	End of May	Last Day of School	Average Enrollment	6/16/2014 2015 ADM End of Year	8/7/2015 2015 ADM End of Year	10/28/2014 2014 ADM End of Year
<b>South</b>	K	220.1	218	217	218	218	224	224						220.20	229.10	228.81	222.88
	1st	228.2	245	242	242	243	242	242						242.20	221.58	221.58	242.16
	2nd	219.8	227	227	230	230	230	228						229.00	249.77	249.77	248.99
	<b>Sub Total</b>	<b>668.1</b>	<b>690</b>	<b>686</b>	<b>690</b>	<b>691</b>	<b>696</b>	<b>694</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>691.40</b>	<b>700.45</b>	<b>700.16</b>	<b>714.03</b>
<b>North</b>	3rd	243.8	260	260	265	264	264	265						263.60	243.34	243.34	230.34
	4th	253.5	249	247	251	252	256	257						252.60	238.24	238.24	223.48
	5th	243.0	242	240	242	242	244	244						242.40	226.45	226.45	255.67
	<b>Sub Total</b>	<b>740.3</b>	<b>751</b>	<b>747</b>	<b>758</b>	<b>758</b>	<b>764</b>	<b>766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>758.60</b>	<b>708.03</b>	<b>708.03</b>	<b>709.49</b>
<b>Middle</b>	6th	235.2	227	222	224	224	225	225						224.00	252.80	253.49	262.87
	7th	264.3	257	253	255	257	258	257						256.00	263.83	264.28	267.97
	8th	266.7	266	262	264	264	262	261						262.60	269.49	267.26	256.91
	<b>Sub Total</b>	<b>766.2</b>	<b>750</b>	<b>737</b>	<b>743</b>	<b>745</b>	<b>745</b>	<b>743</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>742.60</b>	<b>786.12</b>	<b>785.03</b>	<b>787.75</b>
<b>High School</b>	9th	264.8	281	272	275	276	276	272						274.20	265.36	265.60	257.89
	10th	253.7	262	251	256	253	247	245						250.40	249.04	248.57	265.16
	11th	230.7	253	235	239	238	238	235						237.00	238.77	239.29	247.10
	12th	223.0	267	254	258	256	255	249						254.40	241.23	233.60	234.85
	<b>Sub Total</b>	<b>972.2</b>	<b>1063</b>	<b>1012</b>	<b>1028</b>	<b>1023</b>	<b>1016</b>	<b>1001</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,016.00</b>	<b>994.40</b>	<b>987.06</b>	<b>1,005.00</b>
<b>K-12 Total</b>		<b>3146.8</b>	<b>3254</b>	<b>3182</b>	<b>3219</b>	<b>3217</b>	<b>3221</b>	<b>3204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,208.60</b>	<b>3,189.00</b>	<b>3,180.28</b>	<b>3216.27</b>
			<b>3254</b>	<b>-72</b>	<b>-35</b>	<b>-37</b>	<b>-33</b>	<b>-50</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-3254</b>	<b>-45</b>			
<b>Online</b>				23	56		51	72									
<b>Care &amp; Treatment</b>				8	6	6	8	9									
Average Drop Between Opening & the End of Sept				Average Drop Between Opening & End of Year													
High School	17.33						High School	48.35									
Middle School	5						Middle School	18.66									
North Elementary	6.33						North Elem	4.15									
South Elementary	4.33						South Elem	8.41									
<b>Total</b>	<b>32.99</b>						<b>Total</b>	<b>79.57</b>									
							New Estimate Based on Averages										
							3174.43										

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: Deb Wlm

Description of gift: 1 month / 1 class per week for the  
Whole life challenge @ Beyond Sport CrossFit

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: A prize for the Whole Life Challenge

This gift meets all requirements of Policy 706

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

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
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

# COPY

## FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>2/11/16</u>		Projected profit: <u>\$ 50</u>	Amount earned: <u>N/A</u>
Group or organization proposing the fundraiser: <u>Leo Club</u>			Item(s) being sold: <u>Hats</u>
Company/organization supplying items to be sold: <u>Made by leos</u>			
The money raised will be used for: <u>Feed My Starving Children</u>			
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"/>	<input 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"/>	<input type="checkbox"/>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<input type="checkbox"/>	<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"/>	<input 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <u>2/2/16</u>	Teacher/Sponsor Signature: <u>[Signature]</u>		
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: <u>2/4/16</u>	Administrator Signature: <u>[Signature]</u>		
Date:	Superintendent Signature:		
Date:	School Board Chair Signature:		

*Not selling door to door*

## FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>March 21, 2016 - May 27, 2016</i>		Projected profit: <i>\$1200</i>	Amount earned:	
Group or organization proposing the fundraiser: <i>Boys and girls Golf</i>			Item(s) being sold: <i>PGA Golf Cards</i>	
Company/organization supplying items to be sold: <i>Birdie Marketing, Incorporated</i>				
The money raised will be used for: <i>Golf shirts, supplies</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.		X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		NA	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		X	<del>NA</del>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>◦ K-8: Only allowed if a parent or guardian is with the student</li> <li>◦ 9-12: Groups of two or more students working together.</li> </ul>		X	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date:	<i>2-8-16</i>	Teacher/Sponsor Signature:	<i>Dan H. [Signature]</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. _____ APPROVED _____ NOT APPROVED				
Date:	<i>2/8/16</i>	Administrator Signature:	<i>Dan [Signature]</i>	
Date:	<i>2/10/16</i>	Superintendent Signature:	<i>Carl [Signature]</i>	
Date:	<i>2.11.16</i>	School Board Chair Signature:	<i>Julia Espe</i>	

# PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

VAN

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

Name of Field Trip Supervisor: <u>J. Ludkes</u>	Name of group, club, or department: <u>FFA Horse <del>Team</del> Judging Team</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>FFA Horse Judging Practice</u>	Destination: <u>Becker, MN</u> Round Trip Miles: <u>70 miles</u> (Attach mapquest map)
Number of Students expected to participate: <u>5</u> Number of Teacher/Advisor Chaperones: <u>2</u> Number of adult volunteers/chaperones:	Grade level/s of student participants: (circle all that apply) <u>9 10 11 12</u>
Date of Departure: <u>12:30 pm</u> Time of Departure: <u>April 3rd</u>	Date of Return: <u>4 pm</u> Time of Return: <u>April 3rd</u>
School Hours Missed: (for single day trips) 1 2 3 4 5 (circle hours that apply) <input 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
Yes <input checked="" type="checkbox"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <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: \_\_\_\_\_)

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: \_\_\_\_\_)

we are going to a horse farm and Sundays are the only day that works. Saterbuck's

- 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

## DISSOLUTION AGREEMENT

This Agreement, made and entered into as of this \_\_\_\_ day of February, 2016, by and between Oak Land Cooperative Center, with an address of 303 – 7<sup>th</sup> Lane NE, Cambridge, MN 55008, (hereinafter “Center”), and Independent School District No, 15, St. Francis Public Schools, Independent School District No. 447, Princeton Public Schools and Independent Public School District No. 911 Cambridge-Isanti Public Schools, (hereinafter collectively “Member Districts” and individually a "Member District").

### RECITALS

WHEREAS, Center is a Minnesota joint powers entity formed by the Member Districts pursuant to Minnesota Statutes § 471.59 and which provides career and technical and alternative educational opportunities to youth and adults who are residents of the Member Districts; and

WHEREAS, Minnesota Statutes § 123A.22, which was adopted after the Center was organized, also authorizes independent school districts to enter into cooperative arrangement for the provision of expanded career and technical and alternative educational services; and

WHEREAS, the Member Districts now choose to dissolve the Center and to resume providing the career and technical and alternative educational opportunities solely to youth and adults who are residents of their Member District; and

WHEREAS, Center and Member Districts wish to dissolve the Center in accordance with the Center’s Bylaws and related operating agreements and pursuant to Minnesota law.

NOW, THEREFORE, in consideration of the foregoing, and in consideration of the mutual terms and conditions contained herein, the parties hereby agree as follows:

1. Dissolution. Pursuant to the Amended Joint Agreement for the Oak Land Cooperative Center (“Amended Agreement”), Minnesota Statutes § 123A.22, the Amended Bylaws of the Center dated January 18, 2006 (“Amended Bylaws”), and Minnesota Statutes § 123A.33 and related statutes, the Center, pursuant to the Resolution of its Governing Board shall dissolve effective September 1, 2016.

2. Assets and Liabilities. Member Districts hereby agree that Center shall be dissolved effective September 1, 2016 and that all liabilities of the Center shall, to the extent of the assets of Center, be fully paid and discharged prior to

September 1, 2016. Upon payment of all such liabilities all of the disburseable property and remaining funds of Center shall be divided in accordance with the Amended Agreement among all remaining Member Districts on the basis of the resident student population of each Member District, the number of years of participation of each Member District, and the proportionate contributions made pursuant to the Amended Agreement by each Member District as determined by the Center's accountant. Exhibit "A" attached hereto is the Accountant's Formula for Distribution of Assets Following Dissolution. In the event the assets of Center are insufficient to fully pay and discharge the liabilities of Center or to the extent there may be continuing liabilities of Center that cannot be effectively discharged as a part of the timely winding up of the business of the Center, the Member Districts hereby agree that all such liabilities shall be assumed and paid by the Member Districts pursuant to their Fiscal Operations obligations as set forth in the Amended Bylaws.

3. Employees. Employees of the Center shall be accorded the following rights as mandated by Minnesota Statutes § 123A.33.

- (a) On or before March 10, 2016, the governing board of the Center shall provide all teachers employed by the Center with written notice of the dissolution of the Center and the September 1, 2016 effective date of the dissolution.
- (b) Teachers with a continuing contract in a Member District shall have the following rights pursuant to Minnesota Statutes § 123A.33, Subdivision 5.
  - (i) If a teacher was previously employed in a Member District and:
    - a. Had a continuing contract with that Member District;
    - b. Has been continuously employed immediately after leaving that Member District by the Center to provide instruction to pupils enrolled in that Member District; and
    - c. Is either a probationary teacher or has a continuing contract with the Center, then such teacher may:
      - (1) Elect to resume the teacher's continuing contract with the Member District with whom the teacher was previously employed by filing a written notice of the election with the Member District's board on or before March 20, 2016.

- (2) Failure of a teacher to file a written notice by March 20, 2016 shall constitute a waiver of the teacher's rights to resume the teacher's continuing contract.
- (3) The Member District must make reasonable realignments of positions to accommodate the seniority rights of a teacher electing to resume continuing rights in the Member District.
- (4) Upon returning, the teacher shall receive credit for all years of continuous service under contract with the Center and the Member District for all purposes relating to seniority, compensation and employment benefits and the teacher's current educational attainment on the Member District's salary schedule.
- (5) A teacher who does not elect to resume the teacher's continuing contract shall be accorded the rights of other teachers as set forth below.

(c) Teachers who do not have continuing contract rights with a Member District or who has waived such right as described above shall have the following rights of other teachers pursuant to Minnesota Statutes § 123A.33 (6).

(i) If the teacher has a continuing contract with the Center; and either

- a. Did not have a continuing contract with any member district; or
- b. Does not return to a member district, then:
  - (1) By May 10, 2016, the Center must provide to each teacher written notice of available teaching positions in any Member District to which the Center was providing services at the time of dissolution.
  - (2) Available teaching positions are all teaching positions that, during the school year following dissolution are positions for which the teacher is licensed; and are not assigned to a continuing contract teacher employed by a Member District after any reasonable realignments have occurred which may be necessary under the applicable provisions of Minnesota Statutes § 122A.40 (10) or (11) to accommodate the seniority rights of teachers employed by a member district.

- (d) On or before June 1, 2016, any teacher wishing to do so must file with the applicable Member District's board a written notice of the teacher's intention to exercise the teacher's rights to an available teaching position within that Member District. If more than one teacher files with a Member District, available teaching positions within that Member District must be offered to teachers based on their seniority within the Center.
- (e) Each Member District shall, in addition to the rights accorded to teachers as described above, shall provide the following rights to teachers of the Center pursuant to Minnesota Statutes § 123A.33, Subdivision (6) (d) – (f).
  - (i) For five years following dissolution, each Member District may not appoint a new teacher or assign a probationary or provisionally licensed teacher to any position requiring licensure in a field in which the Center, prior to being dissolved, provided instruction until the following conditions are met:
    - a. The Member District has provided each teacher employed by the Center at the time of dissolution, who holds the requisite license, written notice of the available position; and
    - b. No teacher holding the requisite license has filed a written request to be appointed to the position with the Member District's board within 30 days of receiving the notice.
    - c. If no former Center teacher files such notice, the Member District may fill the position as it sees fit.
- (f) A teacher appointed according to any of the above provisions of this Paragraph 3 shall not be required to serve a probationary period. The teacher shall receive credit on the appointing Member District's salary schedule for the teacher's years of continuous service under contract with the Center and the Member District and the teacher's educational attainment at the time of appointment or shall receive a comparable salary, whichever is less. The teacher shall receive credit for accumulations of sick leave and rights to severance benefits as if the teacher had been employed by the Member District during the teacher's years of employment by the Center.
- (g) The rights of non-licensed employees of the Center following dissolution shall be as set forth below pursuant to Minnesota Statutes § 123A.33 (9)).
  - (i) A non-licensed employee who is terminated by the Center as a result of the dissolution shall be appointed by a Member District to a

position that is created within 36 months of the dissolution and is created as a result of the dissolution of the Center.

- (ii) A position must be offered to a non-licensed employee, who fulfills the qualifications for that position, in order of the employee's seniority within the Center as of the dissolution.
- (iii) The same provisions shall also apply to all educational support employees of the Center.
- (iv) An employee appointed as provided above shall receive credit for the employee's:
  - a. Continuous years of service with the Center on the appointing Member District's compensation schedule and seniority list; and
  - b. Unused sick leave accumulated while employed by the Center.
- (h) The employment rights of the Center's director are subject to Minnesota law and the existing employment contract with the director which, in accordance with its terms, expires on June 30, 2016.
- (i) To the extent required, the Center and the Member Districts will comply with the applicable provisions of the existing collective bargaining agreements in existence for certified teaching personnel, paraprofessionals and administrative assistants.

#### 4. Conditions to Center's and Member Districts' Obligations

Hereunder. The obligation of the parties to complete the dissolution of the Center in accordance with the terms set forth in this Agreement is subject to the satisfaction (or written waiver by each party) of each of the following conditions:

- (a) The Amended Bylaws and Amended Agreement of the Center and all statutory requirements must have been complied with by all parties.
- (b) The boards of each Member District shall have approved the terms and conditions applicable to them to the extent that any such approval is required or requested.
- (c) The parties agree to use their best efforts and good faith to have the above conditions satisfied as soon as possible.

5. Binding Effect. This Agreement is binding upon, and shall inure to the benefit of, the parties hereto and their respective successors, representatives and assigns.

6. Interpretation and Amendment. This Agreement shall be interpreted in accordance with Minnesota law. This Agreement may be amended only in writing signed by all parties.

7. Mediation/Arbitration. Any controversy or claim arising out of or related to this Agreement, or the breach thereof, shall be settled by first attempting to mediate the dispute and upon the failure of mediation upon binding arbitration as provided in the following paragraphs.

- (a) Before resorting to arbitration as provided in paragraph (b) below, the parties involved in a dispute arising under this Agreement, agree to first try to settle the dispute by mediation. The mediation shall be conducted by a single third party neutral mediator mutually acceptable to all involved parties, using procedures to be determined by the mediator. If the parties are unable to agree on a mediator within fifteen (15) calendar days (or such longer period as is agreed upon by the parties), each party shall nominate a proposed mediator and such nominated mediators shall mutually agree on a neutral mediator. Mediation shall commence using procedures to be determined by the mediator. All mediations shall be conducted in compliance with the Minnesota Civil Mediation Act, over such period of time and at such times and locations as the neutral mediator determines until the dispute is resolved or the mediator determines that the dispute cannot be resolved through mediation. Except as hereinafter provided, the costs and expenses of the mediation, including compensation of the mediator, will be borne equally by the parties. If the dispute is not resolved by mediation, the matter may be submitted to binding arbitration as provided in Paragraph (b) below.
- (b) In the event that mediation does not result in resolving such dispute, a party may by written request submit the dispute for resolution by binding arbitration before a single qualified neutral under the authority of the Minnesota Uniform Arbitration Act. The arbitrator will be selected, and, except as otherwise provided in this Agreement, the arbitration shall be conducted in accordance with the rules promulgated by the American Arbitration Association relevant to the nature of the dispute to be arbitrated or on such other rules on which the parties may mutually agree. In addition the parties shall adhere to the following procedures:

- (i) In rendering an award the arbitrator shall determine the rights and obligations of the parties according to the substantive and procedural laws of the State of Minnesota.
- (ii) All arbitration proceedings shall be conducted in Isanti County, Minnesota unless another location is mutually agreed upon.
- (iii) Limited civil discovery shall be permitted for production of documents and taking of depositions. All issues involving compliance with discovery requests shall be decided by the arbitrator.
- (iv) Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.
- (v) The arbitrator shall have the authority to award any remedy or relief that a court of this state could order or grant, including, without limitation, specific performance of any obligation created by the parties, the issuance of an injunction or the issuance of sanctions for the abuse or frustration of the arbitration process, but may not award punitive or exemplary damages.
- (vi) Notwithstanding anything in this Agreement to the contrary, any party to this Agreement may seek and obtain injunctive or other appropriate equitable relief from a court of competent jurisdiction to prevent or end irreparable harm to such party and for which it would be extremely difficult or impossible to determine the damages that would arise from such violation or the continuance thereof; provided, however, that the substance of any such dispute is to be resolved through arbitration as provided in this Section and that the Court's equitable relief may include an order compelling such mediation and arbitration.
- (vii) The prevailing party shall be entitled to recover all reasonable attorneys' fees, costs, including the mediation and arbitration attorneys' fees and costs it previously advanced, expert fees and costs and related expenses from the non-prevailing party and such recovery shall be made part of the arbitration award and any judgment entered pursuant to such award.

IN WITNESS WHEREOF, the parties have executed this Agreement as on the day and year first above written.

OAK LAND COOPERATIVE  
CENTER:

MEMBER DISTRICTS:

By: \_\_\_\_\_

Independent School District No, 15, St.  
Francis Public School

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Independent School District No. 447,  
Princeton Public Schools

By: \_\_\_\_\_

Its: \_\_\_\_\_

Independent Public School District No. 911  
Cambridge-Isanti Public Schools

By: \_\_\_\_\_

Its: \_\_\_\_\_

## EXHIBIT “A”

### ACCOUNTANT’S FORMULA FOR DETERMINING DISTRIBUTION OF ASSETS UPON DISSOLUTION

Each of the three member district’s proportionate shares of Oak Land’s property and remaining funds will be calculated by applying dissolution percentages equal to the weighted average of individual percentages calculated for each of the three factors included in the joint powers dissolution clause: the resident student population percentage; the years of participation percentage; and the proportionate contribution percentage.

1. The resident student population percentages will be calculated based on a five-year average, for the fiscal years ended June 30, 2011 through June 30, 2015, of each member district’s total “resident average daily membership” according to the final “District Average Daily Membership” reports available from the Minnesota Department of Education (MDE). All student population information utilized in these calculations will be taken from these same reports. Ten (10) percent of the dissolution percentages will be based on the relative resident student population percentages.
2. The years of participation percentage will be based on the number of years each member district has participated in the cooperative. Since all three current member districts have participated from the Cooperative’s formation to dissolution without interruption, the years of participation percentage will be an equal 33.33 percent for each member district. Ten (10) percent of the dissolution percentages will be based on the relative years of participation percentages.
3. The proportionate contribution percentages will be calculated based on a five-year average, for the fiscal years ended June 30, 2011 through June 30, 2015, of each member district’s contributions made to the cooperative pursuant to the joint powers agreement, to include the following:
  - a. General education state aid passed through Independent School District No. 911, equal to:
    - i. The “Adjusted Pupil Units” attending the cooperative from each member district times the statewide basic general education allowance for the respective fiscal years.
    - ii. The “Adjusted Pupil Units” attending the cooperative from each member district times the operating capital allowance per pupil unit taken from Independent School District No. 911’s final MDE “general education aid entitlement” reports for the respective fiscal years.

- iii. The “AdjExt Pupil Units” attending the cooperative from each member district times the statewide general education extended time allowance for the respective fiscal years.
- b. Career and Tech levy revenue passed through Independent School District No. 911, allocated based on the “Average Daily Membership” for grades 10-12 attending the cooperative from each member district for the respective fiscal years.
- c. Compensatory general education state aid per annual MDE “Compensatory revenue” reports allocated to each member district based on the location of the respective school sites generating the aid.
- d. Special education state aid generated by each member district based on the annual MDE “District Tuition Bill Calculation” reports.
- e. Any other direct charges or tuition paid by each member district based on Oak Land detail revenue reports.

Eighty (80) percent of the dissolution percentages will be based on the proportionate contribution percentages.

**PRINCETON PUBLIC SCHOOL  
REVISED BUDGET 2015-2016  
2-Feb-16**

	2016 ESTIMATED REVENUES	2016 ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 32,220,520	\$ 36,403,967
FOOD SERVICE (02)	\$ 1,680,400	\$ 1,779,549
COMMUNITY EDUCATION (04)	\$ 1,270,511	\$ 1,384,080
BUILDING FUND (06)	\$ 10,000	\$ 20,000,000
DEBT SERVICE (07)	\$ 3,506,739	\$ 3,444,322
<b>TOTAL ALL FUNDS</b>	<b>\$ 38,688,170</b>	<b>\$ 63,011,918</b>

	2015 FUND BALANCE
GENERAL FUND	\$ 12,551,273
FOOD SERVICE	\$ 383,513
COMMUNITY EDUCATION	\$ 396,361
BUILDING FUND	\$ 26,927,908
DEBT SERVICE	\$ 588,512

**PRINCETON PUBLIC SCHOOLS  
GENERAL FUND REVISED BUDGET  
2-Feb-16**

	2016 Estimated Revenues	2016 Estimated Expenses	
Gifted & Talented-Restricted	\$ 44,902	\$ 47,455	\$ (2,553)
Deferred Maint-Restricted	\$ 213,780	\$ 212,000	\$ 1,780
Health & Safety-Restricted	\$ 93,576	\$ 86,236	\$ 7,340
Operating Capital-Restricted	\$ 570,444	\$ 630,000	\$ (59,556)
Staff Development-Restricted	\$ 410,890	\$ 402,376	\$ 8,514
Qcomp-Assigned	\$ 856,044	\$ 904,604	\$ (48,560)
Technology-Assigned	\$ -	\$ 86,036	\$ (86,036)
Building Improved-Assigned	\$ -	\$ 3,000,000	\$ (3,000,000)
Program Initiatives-Assigned	\$ 215,838	\$ 294,803	\$ (78,965)
Activity Account-Assigned	\$ 500,000	\$ 500,000	\$ -
Unassigned	\$ 29,315,046	\$ 30,240,457	\$ (925,411)
<b>Total</b>	<b>\$ 32,220,520</b>	<b>\$ 36,403,967</b>	
	<b>\$ 32,220,520.00</b>	<b>\$ 36,403,967.00</b>	

**2015 Fund  
Balance**

Gifted & Talented-Restricted	\$ 39,426
Deferred Maint-Restricted	\$ 57,437
Health & Safety-Restricted	\$ (45,255)
Operating Capital-Restricted	\$ 2,497,971
Staff Development-Restricted	\$ 70,515
Severance-Committed	\$ 699,936
Qcomp-Assigned	\$ 80,869
Technology-Assigned	\$ 115,278
Building Improved-Assigned	\$ 3,600,000
Program Initiatives-Assigned	\$ 700,000
Activity Acct-Assigned	\$ 138,627
Non Spendable	\$ 77,231
Unassigned	\$ 4,519,237
	<b>\$ 12,551,273</b>

Audit report for 2015 was presented at the 1st board meeting in November and the fund balances for the 2014-2015 school year for each category are reflected above.

**PRINCETON PUBLIC SCHOOLS  
COMMUNITY EDUCATION FUND BUDGET  
2-Feb-16**

		2016 Estimated Revenues	2016 Estimated Expenses	
Community Ed-Restricted		\$ 823,439	\$ 903,400	
Early Childhood-Restricted		\$ 212,384	\$ 203,201	
School Readiness-Restricted		\$ 215,609	\$ 260,633	
Other-Restricted		\$ 19,079	\$ 16,846	
		\$ 1,270,511	\$ 1,384,080	\$ (113,569)

**2015 Fund  
Balance**

Community Ed-Restricted	\$ 201,402
Early Childhood-Restricted	\$ 100,621
School Readiness-Restricted	\$ 72,340
Other-Restricted	\$ 20,479
NON-Spendable	\$ 1,519
	\$ 396,361

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.

## **2016 Revised Budget Document Explanation**

### **Gifted and Talented**

#### Revenue Sources

- State Aid

#### Expenditures

- Coordinator
- Building Coaches
- Instructional Supplies
- Professional Development

### **Deferred Maintenance**

#### Revenue Sources

- State Aid
- Property Tax Levy

#### Expenditures

- Approved on May 5, 2015 by Board

### **Health & Safety:**

#### Revenue Sources

- Property Tax Levy

#### Expenditures

- Approved on June 2, 2015 by Board

### **Operating Capital**

#### Revenue Sources

- State Aid
- Property Tax Levy

#### Expenditures

- Approved on May 5, 2015 by Board

### **Staff Development**

#### Revenue Sources

- State Aid

## Expenditures

- Professional Development
- New Staff-Back-to School Workshops
- All Staff-Back-to-School Workshops
- Instructional Rounds
- Summer Instructional Work
- Technology Integrationist
- Assessment Coordinator

## **Qcomp**

### Revenue Sources

- State Aid
- Property Tax Levy

### Expenditures

- Based on Plan that has to be voted on by teacher bargaining unit
- **Revised**
  - Individual PLC,
  - Career Ladder
  - Building Goals
  - Training Costs
  - Administrative Costs

## **Technology Assigned**

### Revenue Sources

- Previous revenue set aside for specific purpose

### Expenditures

- Approved on May 5, 2015 by Board

## **Building Improved Assigned**

### Revenue Sources

- Grant
- Previous revenue set aside for specific purpose

## Expenditures

- Early Childhood Grant: Approved January 6, 2015. Will Affect 2017 budget.
- **Revised**
  - Playground
  - Transitions & District Office Plan
  - Other Projects upon approval from the board

## **Program Initiatives Assigned**

### Revenue Sources

- Previous revenue set aside for specific purpose

### Expenditures

- Approved on April 21, 2015 by Board

## **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 3,169
- State Formula Increase
- Special Education Increase-Estimated
- **Revised**
  - Enrollment of 3158
  - Special Education increase

## 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
- Estimated Salary Increases
- Approved budget adjustments May 5, 2015
- **Revised**
  - Addition of ADSIS Program awarded in July 2015
  - Teacher Settlement
  - Additional Special Education Staffing, Care & Treatment Staffing, & any approved board changes in staffing
  - Reviewal of all costs listed above for reasonableness

## **Food Service**

### Revenue Sources

- State Aid
- Federal Aid
- Participation Fees

### Base Revenue on

- Breakfast and Lunch Price increase Board Voted on

### Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Food Costs
- Supply Costs
- Operational Costs: Utilities and Custodial
- Equipment Costs
- Estimated Salary Increases
- **Revised**
  - Contract Settlement
  - Adjusted Equipment
  - Reviewed all areas for reasonableness

## **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.

### **New Programs 2016**

- 4 Year old Spanish Immersion Preschool
- Programs are continually added throughout the year

### **Discontinued Programs 2016**

- 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**

### Revenue Sources

- Building Bond Referendum 2014
- Interest

### Expenditures

- New Primary Elementary
- High School Renovations

## **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.

**ANALYSIS OF 2016 FUND BALANCE**

	<b>Revised</b>	<b>1% REV &amp; 1%</b>	<b>1% REV &amp; 2</b>
2016 UNASSIGNED REVENUE	\$29,315,046.00	\$293,150.46	\$293,150.46
2016 UNASSIGNED EXPENSES	\$30,240,457.00	\$302,404.57	\$604,809.14
<b>TOTAL VARIANCE</b>	<b>-\$925,411.00</b>	<b>\$595,555.03</b>	<b>\$897,959.60</b>
		-\$329,855.97	-\$27,451.40

\*NOTE ADSIS REVENUE COMES IN A YEAR BEHIND \$400,000.00

Goal I: Provide personalized instruction for every student.

1. Create standard-based learning goals and progressions for each course and/or grade level.
2. Create, administer and analyze common assessments to monitor student growth.

Goal II. Prepare 21st Century students to be Career & College ready.

- 1 Identify and articulate new skills necessary for college & career with staff and community.
2. Generate opportunities for students to learn about civic literacy, financial literacy, entrepreneurial literacy, health literacy and, information literacy, media literacy environmental literacy P-12.
3. Students display the life and career skills of self-direction, flexibility, adaptability, cross-cultural awareness, responsibility, productivity and accountability.

Goal III. Implement innovative programming.

- 1 Analyze, align and prioritize school programs to meet District direction and goals to encourage collaboration, critical thinking, communication & creativity.
2. Ongoing Support new and existing programs.

Goal IV. Guarantee creative & relevant digital learning opportunities.

1. Assess current instructional and technical support infrastructures.
2. Align district and building leadership to drive digital-age classroom instruction.
3. Provide all teachers with anywhere, just-in-time learning, differentiated to meet every need.

Goal V. Communication and Engagement: Improve communication and engagement with staff, parents, business and community partners in order to maximize student success.

1. Assure that staff feel valued, informed and prepared to be our number one ambassadors.
3. Recruit students early and continuously improve district wide Tiger Pride.

## Goal I: Provide personalized instruction for every student.

Step	Action Steps	Timeframe	Evidence of Monitoring
<p><b>1. Create standard-based learning goals and progressions for each course and/or grade level.</b></p>	<p>1.1.a. Provide professional development for new and existing staff on the creation of learning progressions and how the PLC time will be used to complete and modify learning progressions.</p> <p>1.1.b Identify clear and measurable goals/ expectations for student performance</p> <p>1.1.c. Establish baseline data to Identify student level.</p> <p>1.1.d. Establish teaching strategies for individualized instruction toward progressing to the next level.</p> <p>1.1.e. Administrative monitoring to assure implementation of learning goals and progressions.</p> <p>1.1.f. Identify time within each building for work completion.</p> <p>1.1.g Monitor the completion and use of learning progressions via PLC facilitators and administrator observations.</p> <p>1.1.h. Publish learning progressions via website and share with colleagues.</p>	<p>2015-17</p>	<p>1.a.1 The professional development schedule includes training on the creation and use of learning progressions for new and existing staff.</p> <p>1.b.1 The District calendar includes building work time for completing learning progressions.</p> <p>1.c.1 The PLC agenda includes time to review, analyze, and monitor completed standards based learning progressions.</p> <p>1.d.1 Learning progressions are ready to share with families for all standards.</p>
<p><b>2.Create, administer and analyze common assessments to monitor student growth. *5b, 10a-e</b></p>	<p>1.2.a. Provide professional development for new and existing staff on the creation of common assessments and how the PLC time will be used to create common assessments.</p> <p>1.2.b Identify clear and valid expectations for student assessment.</p> <p>1.2.c. Collect student baseline data to identify student baseline level to demonstrate student growth.</p> <p>1.2.d. Establish teaching strategies for individualized instruction toward monitoring student growth.</p> <p>1.2.e. Administrative monitoring to assure implementation of common assessment.</p> <p>1.2.f. Identify time within each building for work completion.</p>	<p>2017-19</p>	<p>1.a.1 The professional development schedule includes training on the creation and use of common assessments for new and existing staff.</p> <p>1.b.1 The District calendar includes building work time for completing common assessments.</p> <p>1.c.1 The PLC agenda includes time to review, analyze, and monitor completed common assessments.</p> <p>1.d.1 It is the expectation that all grade levels and content area will use common assessments.</p>

	1.2.g Monitor the completion and use of common assessments via PLC facilitators and administrator observations.		
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**Goal II. Prepare 21st Century students to be Career & College ready.**

Step	Action Steps	Timeframe	Evidence of Completion
<b>1 Identify and articulate new skills necessary for college &amp; career with staff and community *1b</b>	2.1.a. Identify skills required to be successful in college & career. 2.1.b. Generate community discussions of skills and competencies of required skills. 2.1.c. Communicate the above to staff, students and community. 2.1.d. Do an audit to ascertain if all 21st Century skills are embedded in the Minnesota Content Standards.	January 2016 (a) May 2016 (b)  October 2016 (c) October 2017 (d)	2.1.a. Skills are identified and published. 2.1.b. Using a survey, get input from the community about definitions and competencies of the required skills. 2.1.c. Skills and definitions are communicated with Board, staff, students and community. 2.1.d. Audit report is given to the Administrators.
<b>2. Generate opportunities for students to learn about civic literacy, financial literacy, entrepreneurial literacy, health literacy and, information literacy, media literacy environmental literacy P-12.</b>	2.2.a. Develop a scope and sequence for 21st century themes that are not found in the content standards. 2.2.b. Develop capstone activities for students to display their 21st century skills in 5th, 8th, and 12th grade.	January 2018 (a) 2017-2018 (b)	2.2.a. Present the scope and sequence to the Board and public. 2.2.b. Present the format and structure for the capstone activities to the Board and public.

<p><b>3. Students display the life and career skills of self-direction, flexibility, adaptability, cross-cultural awareness, responsibility, productivity and accountability.</b></p>	<p>3.3.a. Assess students in 21st century life and career skills.  3.3.b. Develop rubrics to describe these traits.  3.3.c. Educate staff, families and communities about these traits and how to enhance them.  3.3.d. Community works together to assist students' work in developing or improving these traits.</p>	<p>October 2017 (a-b)   2017-2018 (c-d)</p>	<p>3.3.a. Students are evaluated in these 21st century life and career skills. Students do a self assessment as well.  3.3.b. Rubrics and plan is presented to the Board.  3.3.c. Mid process evaluation in students' 21st century life and career skills; self assessment and other assessment.   3.3.d. End of process evaluation in students' 21st century life and career skills; self assessment and other assessment.</p>
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**Goal III. Implement innovative programming.**

Step	Action Steps	Timeframe	Evidence of Completion
<p><b>1 Analyze, align and prioritize school programs to meet District direction and goals to encourage collaboration, critical thinking, communication &amp; creativity *9a</b></p>	<p>3.1.a Identify committee membership. (administrators, teachers, rep from data team, community representatives)  3.1.b. Establish procedure for determining needed programs (new and existing) and a timeline for yearly review.  3.1.c. Create or locate a rubric for identifying student needs and analyzing how current programs meet the need identified.  3.1.d. Identify additional programs required to address individual student needs.  3.1.e Determine costs and resources needed for implementation of new programs including space, staff, and materials.  3.1.f Prioritize new program proposals based on district vision, mission, and goals.</p>	<p>2017-18</p>	<p>3.1.a. Committee representation is established.   3.1.b. A procedure for determining student needs is created for program review and presented to District leadership.   3.1.c. A rubric is identified for use.   3.1.d. New programs recommendations are shared with the administrative team, building staff, and community members.  3.1.e and f. Program information is presented to the board for consideration including changes in physical space and schedules.</p>

<b>2. Ongoing Support new and existing programs *9b</b>	<p>3.2.a. Use rubric for identifying student needs in each building and how existing programs are supporting those needs.</p> <p>3.2.b. Prioritize continuation of existing programs based on district strategic plan and student need.</p> <p>3.2.c. Review and update budget for program based on increase of decrease in student need.</p> <p>3.2.d. Identify present levels of skills and knowledge of district and building leadership. *8a</p> <p>3.2.e. Target professional development and material acquisition based on data *8b</p> <p>3.2.f. Establish structures for acknowledging and celebrating organization and staff results for excellence *11 a-c</p>	2018-19	<p>3.2.a-b. Student needs are identified in each building and existing programs are aligned with those needs. Existing programs which are not needed are identified.</p> <p>3.3.b. Specific elements are identified for each program to be used for analysis of outcomes.</p> <p>3.3.b. A timeline for implementation or abandonment is created and shared with District leadership.</p> <p>3.2.c. Yearly budget is updated to ensure access to necessary materials, staff, and professional development for existing programs.</p> <p>3.2.d. Professional development needs are determined for new and existing administrators and staff to effectively implement programs.</p> <p>3.2.e. A yearly professional development plan is created.</p> <p>3.2.f. Specific elements are used determine programs exhibiting a high level of success and building administrators have publicly recognized those connected with the program.</p>
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#### Goal IV. Guarantee creative & relevant digital learning opportunities.

Step	Action Steps	Timeframe	Evidence of Completion (or, 3.0 on learning scale)
<b>1. Assess current instructional and technical support infrastructures.</b>	<p>4.1.a. Identify and develop core competencies required to be educated in the digital-age. Align instructional and technical support staff to support 21st century teaching and learning.</p> <p>4.1.b. Infrastructure and Internet speeds exceed the current and future capacity. Develop a plan to assess and prioritize future instructional technology needs.</p> <p>4.1.c. Ensure students have opportunities for access to</p>	<p>2015-2017 (a)</p> <p>2016-2017 (b)</p> <p>2018-2019 (c)</p>	<p>4.1.a. Assessment defines digital learning strategies and skills to encompass current and future instructional strategies and classroom technologies. Infrastructure supports growth of current practices and use. Students &amp; teachers receive timely technical support.</p> <p>4.1.b. Data from students, parents and</p>

	digital learning tools before, during, and after school, including Internet.		<p>teachers is used to redesign a system and drive infrastructure development for digital-age learning. Assessment, data and direction is regularly monitored.</p> <p>4.1.c. District and building resources are aligned to support effective digital learning. Instructional technology support systems focused on developing individual capacity to learn and solve problems in the future.</p>
<p><b>2. Align district and building leadership to drive digital-age classroom instruction. *8a</b></p>	<p>4.2.a. Define digital learning strategies &amp; assessment. Leadership roles focus on learning and integrating 21st century skills into their daily interactions with teachers and staff.</p>	2015-2016 (a)	<p>4.2.a. Instructional leadership roles define, model and advocate effective uses of technology for learning. Leadership teams guide the use of resources to spark classroom innovations.</p>
	<p>4.2.b. Connect digital learning strategies to established learning progressions. Assessments focus on building capacity within each learner to solve real-world problems and acquire new skills</p>	2017-2018 (b)	<p>4.2.b. Instruction and assessment leadership consider the needs of today's learners to be competitive in the digital-age.</p>
	<p>4.2.c. Teacher and building leaders model and support mastery of 21st century skills as a part of content and learning standards.</p>	2018-2019 (c)	<p>4.2.c. Technology is used intentionally to produce rich learning opportunities for students. Data is analyzed using efficient technology and assessment strategies.</p>
<p><b>3. Provide all teachers with anywhere, just-in-time learning, differentiated to meet every need. *8b</b></p>	<p>4.3.a. Explicitly connect technology to Princeton's learning map utilizing models for technology integration. (<a href="#">SAMR</a>, <a href="#">TPACK</a>, <a href="#">21st Century Learning</a>).</p>	2016 (a)	<p>4.3.a. Teachers reflect and analyze personal pedagogy to articulate individual needs. Every teacher has a strong belief that they can augment and redesign specific learning activities to move students into more rigorous learning. The diverse needs of every learner are addressed through strong pedagogy, effective instruction and relevant content tools.</p>
	<p>4.3.b. Develop implementation for relevant digital-age professional development that focuses on individual teachers needs and building internal capacity of our teachers.</p>	2017-2018 (b)	

	4.3.c. All teachers participate and engage capacity-building learning opportunities, coaching and instructional technology tools that enhance student mastery of 21st century skills.	2018-2019 (c)	<p>4.3.b. Every teacher has a formalized, individualized professional learning plan tied to growth &amp; learning standards in their content area.</p> <p>4.3.c. Professional learning focuses on building capacity for effective digital-age instruction as a part of the district's learning map. Like today's learners, teachers are able to learn anywhere, anytime through a variety of online mediums as needed.</p>
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**Goal V. Communication and Engagement: Improve communication and engagement with staff, parents, business and community partners in order to maximize student success.**

Step	Action Steps	Timeline	Evidence of Completion
<b>1. Assure that staff feel valued, informed and prepared to be our number one ambassadors.</b>	5.1.a. Develop partnership processes and capacity to address practices, transparency, and collaboration between adults.	2016 - 2019	<p>Consistent staff communication tools.</p> <p>Staff report via survey improved sense of value and communication.</p>
<b>2. Build an open and welcoming image that encourages parents to feel connected to our district.</b>	<p>5.2.a. Build capacity in staff and district communications, to create and foster a welcoming environment and build a culture of service.</p> <p>5.2.b. Present a consistent, clear and cohesive district image to staff, parents and community members.</p>	2016 - 2019	<p>Parent report via survey improved sense of connection to the district.</p> <p>Parents are engaged with a clear and consistent image.</p> <p>Growth in enrollment and improved retention of students.</p>

<b>3. Recruit students early and continuously improve district wide Tiger Pride.</b>	<p>5.3.a. Continue and improve upon kindergarten readiness activities.</p> <p>5.3.b. Celebrate Tiger Pride across schools and community.</p>	2016 - 2019	Growth in Enrollment and improved retention of students

## PRINCETON PUBLIC SCHOOLS ACADEMIC RECOGNITION PROGRAMS

It is the policy and practice of the school board to promote academic excellence. Furthermore, the board wishes to recognize those students who have demonstrated outstanding academic achievement. A recognition program of "School Board Scholars" is created to award students who meet the following standards: Academic Recognition Programs include:

### High School

1. **School Board Scholars** - Students, after completion of eleven (11) trimesters of high school, whose Grade Point Average ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton High School, will be designated as School Board Scholars. The recipient and their parents will be recognized at a reception sponsored by the school board. Each recipient will receive an appropriate certificate recognizing their status as a School Board Scholar.
2. ~~**Honors** — A senior, after completion of eleven (11) trimesters of high school and whose cumulative Grade Point Average is 3.000 or greater, has earned a minimum of six (6) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the school year for which the award will be acknowledged, will earn the recognition of "Honors".~~
3. ~~**Special Honors** — A senior, after completion of eleven (11) trimesters of high school whose cumulative Grade Point Average is 3.500 or greater, has earned a minimum of six (6) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the school year for which the award will be acknowledged, will earn the recognition of "Special Honors".~~
4. ~~**Valedictorian and Salutatorian** — Seniors, after completion of eleven (11) trimesters of high school, whose Grade Point Average ranks number one (1) or number two (2), has earned a minimum of eighteen (18) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will be declared the Valedictorian and Salutatorian, respectively.~~
2. Principal's List – full-time students earning 4.000 in any trimester receive a certificate
3. A Honor Roll – full-time students earning 3.5000-4.000 in any trimester receive a certificate
4. B Honor Roll – full-time students earning 3.000-3.499 in any trimester receive a certificate
5. Graduating with Honors
  - a. Summa Cum Laude (3.900-4.000) Gold Cord  
Seniors, after completion of eleven (11) trimesters of high school, whose Grade Point Average is 3.900-4.000, has earned a minimum of eighteen (18) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will wear a gold cord at graduation
  - b. Magna Cum Laude (3.700-3.899) Red Cord  
Seniors, after completion of eleven (11) trimesters of high school, whose Grade Point Average is 3.700-3.899, has earned a minimum of eighteen (18) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will wear a red cord at graduation
  - c. Cum Laude (3.500-3.699) White Cord

Seniors, after completion of eleven (11) trimesters of high school, whose Grade Point Average is 3.500-3.699, has earned a minimum of eighteen (18) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will wear a white cord at graduation

6. Additional Graduation Recognition

a. Military Enlisted—Red, White and Blue cord

Seniors who are fully enlisted in one of the branches of the United States Military Service will wear a red, white, and blue cord at graduation

b. NHS Member—Royal Blue cord

Seniors who are current National Honor Society members will wear a royal blue cord at graduation

**Middle School**

1. **School Board Scholars** - Students, who are fully enrolled at Princeton Middle School, after completion of eight (8) trimesters of middle school, whose Grade Point Average ranks them in the top 5% of their 8th grade class, will be designated as School Board Scholars. The recipient and their parents will be recognized at a reception sponsored by the school board. Each recipient will receive an appropriate certificate recognizing their status as a School Board Scholar.

**Definition:** For the purpose of this policy, “fully enrolled” shall mean attendance during the approved school calendar and for all assigned classes and study halls in the Princeton Public Schools. This does include those enrolled in Post Secondary Enrollment Options (PSEO), after the minimum amount of credits, as stated, have been earned in the Princeton High School building.

Independent School District #477  
Princeton, Minnesota 55371

Adopted: January 27, 1987  
Revised: June 10, 1997  
Revised: February 22, 2005

## PRINCETON PUBLIC SCHOOLS

### FIELD TRIPS

#### I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

#### II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Every effort will be made to leave Sundays and Wednesday Evenings open so that students may participate in non-school activities. Any exceptions must be approved by the school board. Student trips will be categorized within three general areas:

##### A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

##### B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

##### C. Extended Trips

1. An extended field trip is any trip that covers more than 400 miles (round trip) or involves at least one overnight stay. An extended trip may be instructional or supplementary to the school curriculum. Exceptions to this policy may be granted as teams/individuals advance through MSHSL tournament play or in cases where a group/individuals advance as a result of

winning an official school activity or competition, e.g., D.E.C.A., F.F.A., National Conventions or Historical Events. These trips are subject to review and approval of the Superintendent and School Board.

2. Extended Field Trips may take place on a regular schedule in a rotation established by the staff and administrators.

3. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### III. REGULATIONS

A. All requests for extended trips and/or Sunday or Wednesday Evening trips are to be submitted to the superintendent on the Field Trip Request form.

B. The teacher/sponsor must first secure approval from the building principal. If approved by the principal, the plan is then to be submitted to the superintendent for approval and shall then be presented to the school board. **The principal will check with the activities director to ascertain if there are any conflicts to avoid.** Approval at each appropriate level is required before organizing with students.

C. Attending students must submit a permission slip/medical release signed by their parent or guardian. The slips are to be collected by the teacher/sponsor who is to file the slips with the building principal before the trip begins. Slips will define details of trip. No slip - no trip.

D. Safety instructions and conduct expectations shall be explained at a trip orientation meeting involving students, chaperones, and parents.

E. Proposals shall include plans for supervision. Supportive personnel or other adults (over 21) may act as chaperones. The recommended ratio is no less than 1 chaperone per 10 students. Background checks are required (see policy 404 Employment Background Checks).

F. The teacher/sponsor shall check to make sure insurance and liability coverage is available.

G. All trips are limited to a maximum of two school days' absence unless dates of participation are dictated by the event, making the limit impossible to meet.

H. All rules of school shall apply. In the event a serious discipline problem develops, the supervisor in charge shall contact the home and advise the parents of the problem and that the student may be returned home immediately at the parent's' expense.\*

**\* This is to be noted on parent permission slips.**

I. All extended student field trips must conform to Princeton Public Schools

Activities Program, Policy 510, and may not conflict with conference championship MSHSL sub-section, section or state tournaments.

J. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

#### **IV. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

#### **V. EXEMPTION**

All non-curricular extended field trips shall operate through Community Education and shall be exempt from item B &+ under Regulations - (seeking School Board approval and following policy 510). Community Education extended field trips must meet the following criteria:

- A. Be recreational in nature
- B. Be accessible to multi-age groups
- C. Be conducted outside of school day hours
- D. Follow all other Policy 610 regulations
- E. Be subcontracted through a certified second party travel company
- F. Be set up through Community Education and follow Dist. 477 CE Field Trip Procedures

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)

*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)

*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Policy 404 (Employment Background Checks)

Policy 423 (Employee – Student Relationships)

Policy 506 (Student Discipline)

Policy 510 (Activities Program)

Policy 707 (Transportation of Public School Students)

Policy 709 (Student Transportation Safety Policy)

Policy 710 (Extracurricular Transportation)

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