

Princeton Public Schools - ISD 477

Tuesday, October 17, 2017 at 5:00 PM

Study Session

District Office Board Room located at City Hall (Please use City Hall Entrance)

Our Mission

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

Our Vision

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

1. PROCEDURAL ITEMS

2. Call to Order and Pledge of Allegiance

3. Roll Call

4. REPORTS

a. Board Members Committee Reports

b. Student Council Report

c. Superintendent Report

5. APPROVE AGENDA

6. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

7. 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 16

d. Treasurer's Report 17

e. Fundraiser 18

f. Gifts 20

g. ECFE Handbook 25

h. Hand in Hand Preschool Handbook 34

i. Princeton Outdoor Classroom 43

8. STUDY SESSION

a. Board Development-Teamworks International

9. ADDITIONS TO AGENDA

10. FUTURE MEETING(s) INFORMATION

11. ADJOURN

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **3rd day of October, at 7:05 p.m.** in the District Center Board Room.

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

Members Absent: Sue VanHooser, Eric Minks

MSBA: MSBA honored Rep. Erickson with a Outstanding Legislator of the Year Award.

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen, Director of Community Education Gwen Anderson.

Student Council Representative: Lacey Broding

Citizen Comments: None

REPORTS

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

Howard Vaillancourt	Negotiations, Hall of Fame committee meeting, received an invitation for the MSHSL Hall of Fame Induction Ceremony
Deb Ulm	Agenda Planning, Auditors Interview
Eric Strandberg	Negotiations, MSHSL
Craig Johnson	Upcoming Activities Meeting

Student Council Report: Homecoming week was successful, and the dance went well.

Superintendent Report: Our Audit visit has concluded, we will be hearing back from them later on in the year. Last week we had a support staff recognition dinner, and we recognized Kristen Alfords, Sue Gunderson Carrie Tarvestad and Mary Ehman. They are all very deserving, and the district is very proud. The boardroom renovation is moving ahead and will not be accessible during the renovations. We had a busy

week with professional development. Julia would like to cancel the policy meeting next board meeting night due to the study session. MSBA Leadership registration for the January conference is coming up.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Howard Vaillancourt seconded by Chad Young, **to approve the September 19th, regular meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Craig Johnson, seconded by Howard Vaillancourt **to approve the consent agenda as presented.** Personnel, Fundraiser, Gift/Donation, Request to add Program Position Activity Form.

INFORMATION

Primary School Update- Greg Finck reported the results of the FAST testing for students in K-2. They assessed both reading and math. In reading we showed growth from 46% in the fall to 60% in the spring. Math showed an increase from 60% in the fall to 67% in the spring. He also reported on the progress of a outdoor classroom that would be used for students K-5. He finished the presentation by discussing the goals for the upcoming 2017-2018 school year.

School Readiness Update: Gwen Anderson reported on school readiness of 4 year olds served. 93.7% were proficient in literacy and 90.5% had social/emotional skills. All day every-day program showed that 100% were prepared to enter Kindergarten. She also introduced Jeff Hauge, the new Community Education Program Coordinator.

Class Size Report: Sarah Marxhausen reported on the current class size in all schools.

ACTION

Second Reading of Policies: New Procedure; 101, 101.1, 102, 201, 202, 203, 203.1, 203.2, 203.5, 203.6, 204, 205, 207. Craig Johnson made a motion, seconded by Eric Strandberg to accept the second reading of the policies. Motion passed unanimously.

Final Building Projects- Motion to accept the final building projects as presented was made by Eric Strandberg and seconded by Craig Johnson. Motion passed unanimously.

Additions to the agenda: None

Future Meetings:

Activities meeting- October, 4, 5:00

CANCELLATION-Policy Meeting, October 17, 4:30

School Board Study Session- October 17, 5:00

ADJOURN- Motion to adjourn was made by Howard Vaillancourt seconded by Craig Johnson. Meeting was adjourned at 8:05 p.m.

Chair Deb Ulm

Clerk Eric Minks

Recorder-Kari Plafcan

10.17.17

Last Name	First Name	Status	Building	Job Title	Group	Replacing	Effective Date	Wage
Bassett	Katie	New Hire	Family Center	ECSE/Gen. ed Para	Para	Janelle Tou	10.5.17	15.13/hr
Bekius	Lisa	Change in current assignment	Primary School	SpEd Para-Hours will be 6.75 hr/day (7.25 minus .5 for lunch) Hours are 7:45-3:00	Para	N/A	9.5.17	No Change
Bergmann	Colleen	Change in current assignment	Primary School	SpEd Para-Hours will be 6.75 hr/day (7.25 minus .5 for lunch) Hours are 7:45-3:00	Para	N/A	9.5.17	No Change
Berlin	Doug	Extra Duty	Intermediate	Bus Supervision		N/A	9.5.17	\$1,466.00
Daubner	Nathan	Extra Duty	Middle School/High School	Assistant Cross County Coach (float coach due to high numbers)	Activities	N/A	9.28.17	\$3,006.00
Fliehr	Dawn	Change in current assignment	Primary School	SpEd Para-Hours will be 6.75 hr/day (7.25 minus .5 for lunch) Hours are 7:45-3:00	Para	N/A	9.5.17	No Change
Fransen	Mark	New Hire	District Wide	Assistant Groundskeeper	Custodial	Max Gaedy	10.13.17	16.38/hr
Glaser	Tiffany	Change in assignment	Family Center	ECFE Teacher-Going from .75 FTE to .80	PEA	N/A	2017-2018 school year	
Halphen	Yarmila	Resignation	Primary School	SpEd Para	Para	N/A	10.11.17	
Johnson	Erin	Resignation	High School	Winter Cheer Coach	Activities	N/A	9.28.17	
Korkemeier-Howard	Amy	Change in assignment	Family Center	ECFE Parent Educator-going from .63 FTE to .67	PEA	N/A	2017-2018 school year	
Maples	Elaine	Family LOA	High School	Math Teacher	PEA	N/A	10.9.17 (About 1 month)	
Pearson	Amanda	Resignation	Family Center	Tiger Club Preschool Site Supervisor	At Will	N/A	10.24.17	
Pederson	Parker	New Hire	Intermediate	Tiger Club Assistant	At Will	N/A	10.4.17	9.50/hr
Peterson	Astrid	Change in assignment	Primary School	SpEd Para-Hours will be 6.75 hr/day (7.25 minus .5 for lunch) Hours are 7:45-3:00	Para	N/A	9.5.17	No Change
Scheiber	Suzette	New Hire	Primary School	SpEd Para	Para	Michelle Murphy	9.28.17	15.13/hr
Smith	Amy	Change in Extra Duty Assignment	High School	Mentor-yr 2 (will only be for Tri 1)	ATPPS Advisor/Coach	N/A	2017-2018	\$166.67
Tonn	Shirley	LOA	Primary School	SpEd Para	Para	N/A	10.26.17 (About 4-6 weeks)	
Toven	Violeta	Change in current assignment	Primary School	SpEd Para-Hours will be 6.75 hr/day (7.25 minus .5 for lunch) Hours are 7:45-3:00	Para	N/A	9.5.17	No Change
Weir	Char	Extra Duty	Intermediate	School Patrol Supervision	At Will	N/A	9.5.17	14.24/hr
Zellner	Kathy	New Hire	High School	Breakfast Server and Lunch Server	Food Service	Kris Abraham, Melissa Wright, Amanda Overfield	10.30.17	11.36/hr

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

Fund	Description	Total
01	General Fund	\$879,799.47
02	Food Service	\$94,466.82
04	Community Service	\$19,369.83
06	Construction	\$28,477.20
10	Student Activities	\$36,816.86
Report Total		\$1,058,930.18

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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	72766	166530	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	09/15/2017	3,896.87
			72788	166531	Check	1	2816		ANDERSON GREG	Yes	Yes	No	USD	09/15/2017	430.00
			72770	166532	Check	1	12254		BAKER JAMES	Yes	Yes	No	USD	09/15/2017	72.00
			72776	166533	Check	1	13859		BAUER SCOTT	Yes	Yes	No	USD	09/15/2017	88.00
			72778	166534	Check	1	14370		BIASCO TYE	Yes	Yes	No	USD	09/15/2017	72.00
			72799	166535	Check	1	8691		BISSONETTE ROBERT	Yes	Yes	No	USD	09/15/2017	88.00
			72785	166536	Check	1	15719		CLURAGHTY MATTHEW	Yes	Yes	No	USD	09/15/2017	80.00
			72767	166537	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	09/15/2017	1,201.31
			72796	166538	Check	1	7212	1	DELANO HIGH SCHOOL	Yes	No	No	USD	09/15/2017	40.00
			72782	166539	Check	1	15561		DULUTH EAST HIGH SCHOOL	Yes	No	No	USD	09/15/2017	225.00
			72787	166540	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	09/15/2017	23.00
			72795	166541	Check	1	7142		FREESE DALE	Yes	Yes	No	USD	09/15/2017	80.00
			72774	166542	Check	1	13030		GIFTS & GADGETS GALORE	Yes	Yes	No	USD	09/15/2017	177.41
			72789	166543	Check	1	2821	3	GREAT THEATRE	Yes	Yes	No	USD	09/15/2017	1,169.00
			72790	166544	Check	1	2891		GUTHRIE THEATER GROUP SALES	Yes	Yes	No	USD	09/15/2017	2,729.00
			72781	166545	Check	1	15279		KELLY JASON	Yes	Yes	No	USD	09/15/2017	80.00
			72798	166546	Check	1	8633		KOESTER BARBARA L	Yes	Yes	No	USD	09/15/2017	85.00
			72786	166547	Check	1	15720		MANCINI DOMINICK	Yes	Yes	No	USD	09/15/2017	88.00
			72791	166548	Check	1	4136		MENARDS	Yes	Yes	No	USD	09/15/2017	303.73
			72773	166549	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	09/15/2017	326.03
			72792	166550	Check	1	4363		MN HISTORICAL SOCIETY	Yes	Yes	No	USD	09/15/2017	1,662.00
			72793	166551	Check	1	4687	2	NORTH BRANCH PUBLIC SCHOOL	Yes	No	No	USD	09/15/2017	310.00
			72801	166552	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	09/15/2017	24.00
			72768	166553	Check	1	11673		PRINCETON SPLASH PARK	Yes	Yes	No	USD	09/15/2017	226.00
			72794	166554	Check	1	5547	7	S.N.D.M.	Yes	No	No	USD	09/15/2017	100.00
			72775	166555	Check	1	13858		SCHMELING KEVIN	Yes	Yes	No	USD	09/15/2017	88.00
			72783	166556	Check	1	15715		SEELBACH LANCE	Yes	Yes	No	USD	09/15/2017	72.00
			72797	166557	Check	1	8064		SIPE GARY	Yes	Yes	No	USD	09/15/2017	88.00
			72800	166558	Check	1	9494	1	SNA	Yes	Yes	No	USD	09/15/2017	50.00
			72779	166559	Check	1	14950		SPRUNK ENTERTAINMENT SERVICE	Yes	No	No	USD	09/15/2017	375.00
			72769	166560	Check	1	11684		TOBIN CHRISTINE	Yes	No	No	USD	09/15/2017	180.00
			72780	166561	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/15/2017	500.00
			72771	166562	Check	1	12264		VAN LUYK LEONARD	Yes	Yes	No	USD	09/15/2017	110.00
			72777	166563	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	09/15/2017	320.16
			72784	166564	Check	1	15716		WILHELM MARCUS	Yes	Yes	No	USD	09/15/2017	57.00
			72772	166565	Check	1	12768		WOOD JAMES	Yes	Yes	No	USD	09/15/2017	57.00
			72807	166566	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	09/22/2017	76.50
			72813	166567	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	09/22/2017	1,378.32
			72829	166568	Check	1	15731		BROOKWOOD FARMS, INC.	Yes	No	No	USD	09/22/2017	395.60
			72831	166569	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	09/22/2017	844.40
			72830	166570	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	09/22/2017	617.70

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Check Register by Bank and Check Number

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0477		001	72814	166571	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	09/22/2017	23.50
			72805	166572	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	09/22/2017	826.66
			72812	166573	Check	1	13889		HALL JOHN	Yes	No	No	USD	09/22/2017	120.00
			72832	166574	Check	1	3241	2	I.S.D. #181	Yes	No	No	USD	09/22/2017	896.50
			72833	166575	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	09/22/2017	21,251.50
			72811	166576	Check	1	13857		LANGE SCOTT	Yes	No	No	USD	09/22/2017	80.00
			72834	166577	Check	1	3941	3	M.A.A.S.F.E.P.	Yes	No	No	USD	09/22/2017	1,135.00
			72815	166578	Check	1	14398		MANDILE RICHARD	Yes	Yes	No	USD	09/22/2017	72.00
			72835	166579	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	09/22/2017	2,157.46
			72836	166580	Check	1	4030		MASA	Yes	No	No	USD	09/22/2017	825.00
			72828	166581	Check	1	15728		MCCOLLEY DUSTIN	Yes	No	No	USD	09/22/2017	100.00
			72837	166582	Check	1	4121	1	MEEKER-WRIGHT SPECIAL ED COO	Yes	No	No	USD	09/22/2017	3,557.24
			72810	166583	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	09/22/2017	224.48
			72818	166584	Check	1	14553		MILACA THEATRE	Yes	Yes	No	USD	09/22/2017	150.00
			72845	166585	Check	1	7102		MILES BRUCE	Yes	Yes	No	USD	09/22/2017	6,000.00
			72820	166586	Check	1	15072		MINNESOTA ADVOCATES FOR IMME	Yes	No	No	USD	09/22/2017	55.00
			72804	166587	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	09/22/2017	5,314.18
			72838	166588	Check	1	4556	2	NATIONAL GEOGRAPHIC BEE	Yes	Yes	No	USD	09/22/2017	120.00
			72844	166589	Check	1	6856		NORMAN TODD	Yes	No	No	USD	09/22/2017	80.00
			72823	166590	Check	1	15587		PIXEL PRESS TECHNOLOGY, LLC	Yes	No	No	USD	09/22/2017	681.00
			72827	166591	Check	1	15727		POWER RANDALL	Yes	Yes	No	USD	09/22/2017	72.00
			72826	166592	Check	1	15726		POWER TRACY	Yes	Yes	No	USD	09/22/2017	72.00
			72846	166593	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	09/22/2017	24.00
			72839	166594	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	09/22/2017	1,747.42
			72803	166595	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	Yes	No	USD	09/22/2017	16.95
			72808	166596	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	09/22/2017	195.00
			72840	166597	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	09/22/2017	58.00
			72816	166598	Check	1	14420		ROBOTICS EDUCATION & COMPETI	Yes	Yes	No	USD	09/22/2017	218.25
			72824	166599	Check	1	15715		SEELBACH LANCE	Yes	Yes	No	USD	09/22/2017	57.00
			72841	166600	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	09/22/2017	40.00
			72819	166601	Check	1	14852	1	SKYWARD USERS OF MN	Yes	No	No	USD	09/22/2017	370.00
			72842	166602	Check	1	5974		STUMPS	Yes	Yes	No	USD	09/22/2017	511.08
			72822	166603	Check	1	15330		TEACHER SYNERGY, LLC	Yes	No	No	USD	09/22/2017	42.98
			72817	166604	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	09/22/2017	1,357.12
			72843	166605	Check	1	6079		TEAM SPORTING GOODS INC	Yes	Yes	No	USD	09/22/2017	1,464.73
			72847	166606	Check	1	9888		TRIPP GARY	Yes	No	No	USD	09/22/2017	80.00
			72821	166607	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/22/2017	3,174.84
			72806	166608	Check	1	12264		VAN LUYK LEONARD	Yes	No	No	USD	09/22/2017	120.00
			72825	166609	Check	1	15725		WOELFEL SHELLY	Yes	No	No	USD	09/22/2017	100.00
			72809	166610	Check	1	12768		WOOD JAMES	Yes	Yes	No	USD	09/22/2017	72.00
			72849	166611	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	09/25/2017	19,698.44

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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	72850	166612	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	09/25/2017	8,119.91
		72852	166613	Check	1	15734		LAKESHORE PLAYERS THEATER	Yes	No	No	USD	09/26/2017	300.00
		72853	166614	Check	1	15734		LAKESHORE PLAYERS THEATER	Yes	No	No	USD	09/26/2017	30.00
		72854	166615	Check	1	15735		MURPHY MUSIC PRESS	Yes	No	No	USD	09/26/2017	141.75
		72851	166616	Check	1	15057		NATIONAL ASSOCIATION OF MUSIC I	Yes	No	No	USD	09/26/2017	135.00
		72855	166617	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	09/26/2017	45.00
		72904	166618	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	09/29/2017	470.86
		72901	166619	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	09/29/2017	67.14
		72902	166620	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	09/29/2017	183.59
		72903	166621	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	09/29/2017	64.00
		72905	166622	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	09/29/2017	9,662.28
		72899	166623	Check	1	15714		PIONEER CREDIT RECOVERY, INC.	Yes	No	No	USD	09/29/2017	303.08
		72906	166624	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	09/29/2017	1,363.94
		72907	166625	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	09/29/2017	1,572.49
		72908	166626	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	09/29/2017	481.52
		72900	166627	Check	1	15733		STEWART, ZLIMEN & JUNGERS, LTD	Yes	No	No	USD	09/29/2017	236.98
		72976	166628	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	09/29/2017	3,641.82
		72915	166629	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	09/29/2017	875.56
		72975	166630	Check	1	7482		ANDERSON MATTHEW L.	Yes	No	No	USD	09/29/2017	300.00
		72922	166631	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	09/29/2017	860.00
		72931	166632	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	09/29/2017	177.00
		72930	166633	Check	1	14021		BEYOND SPORT MARTIALARTS & FI	Yes	No	No	USD	09/29/2017	126.40
		72941	166634	Check	1	15172		BORICH MEGAN	Yes	No	No	USD	09/29/2017	847.90
		72949	166635	Check	1	15740		BORJI AMIN ALI	Yes	No	No	USD	09/29/2017	72.00
		72957	166636	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/29/2017	94.00
		72943	166637	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	09/29/2017	7,680.00
		72956	166638	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	09/29/2017	100.00
		72932	166639	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	09/29/2017	74.87
		72939	166640	Check	1	14859		DAMMER TROY	Yes	No	No	USD	09/29/2017	72.00
		72918	166641	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	09/29/2017	4,525.38
		72959	166642	Check	1	2169		DISCOUNT SCHOOL SUPPLY	Yes	No	No	USD	09/29/2017	842.05
		72920	166643	Check	1	11809		DITTBERNER JILLIEN	Yes	No	No	USD	09/29/2017	15.00
		72961	166644	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	09/29/2017	10,828.32
		72960	166645	Check	1	2269		ECMECC	Yes	No	No	USD	09/29/2017	6,565.05
		72944	166646	Check	1	15280		ERICKSON TED	Yes	No	No	USD	09/29/2017	72.00
		72913	166647	Check	1	10894		FAIRWAY SHORES GOLF	Yes	No	No	USD	09/29/2017	650.00
		72952	166648	Check	1	15745		FINNEMAN JUSTIN	Yes	No	No	USD	09/29/2017	80.00
		72929	166649	Check	1	13889		HALL JOHN	Yes	No	No	USD	09/29/2017	177.00
		72977	166650	Check	1	8452		HENRY EMBROIDERY & SCREEN PR	Yes	No	No	USD	09/29/2017	227.75
		72980	166651	Check	1	9523		HILGER MERRY	Yes	No	No	USD	09/29/2017	72.00
		72962	166652	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	09/29/2017	511.19

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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	72936	166653	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	09/29/2017	464.38
			72963	166654	Check	1	3285		I.S.D. #912	Yes	No	No	USD	09/29/2017	60.00
			72914	166655	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	09/29/2017	71.91
			72919	166656	Check	1	11737		JOHNSON GREGGE	Yes	No	No	USD	09/29/2017	72.00
			72934	166657	Check	1	14422		JOHNSON RANDY	Yes	No	No	USD	09/29/2017	80.00
			72921	166658	Check	1	12766		LARSON BOB	Yes	No	No	USD	09/29/2017	72.00
			72978	166659	Check	1	8547		LEUER BECKY	Yes	No	No	USD	09/29/2017	100.00
			72974	166660	Check	1	7475		M.B.S.A.	Yes	No	No	USD	09/29/2017	75.00
			72966	166661	Check	1	4469	8	M.S.C.A.	Yes	No	No	USD	09/29/2017	30.00
			72967	166662	Check	1	4469	8	M.S.C.A.	Yes	No	No	USD	09/29/2017	30.00
			72964	166663	Check	1	3940	2	MAAP MN ASSN OF ALTERNATIVE P	Yes	No	No	USD	09/29/2017	76.00
			72965	166664	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	09/29/2017	2,149.00
			72912	166665	Check	1	10480	1	MASMS	Yes	No	No	USD	09/29/2017	125.00
			72911	166666	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	09/29/2017	261.08
			72917	166667	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/29/2017	803.95
			72958	166668	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	09/29/2017	200.00
			72947	166669	Check	1	15730		OPG-3 INC.	Yes	No	No	USD	09/29/2017	14,132.60
			72968	166670	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	09/29/2017	704.50
			72927	166671	Check	1	13833		PETERSEN JAMES	Yes	No	No	USD	09/29/2017	192.00
			72953	166672	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	09/29/2017	75.00
			72954	166673	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	09/29/2017	550.00
			72955	166674	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	09/29/2017	16.01
			72979	166675	Check	1	9158		PIDDE TRACY	Yes	No	No	USD	09/29/2017	25.00
			72910	166676	Check	1	10232		PLOEGER CORY	Yes	No	No	USD	09/29/2017	80.00
			72969	166677	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	09/29/2017	104.00
			72973	166678	Check	1	6822		REETZ DOUG	Yes	No	No	USD	09/29/2017	80.00
			72970	166679	Check	1	5273		REGION 4 FFA	Yes	No	No	USD	09/29/2017	6,300.00
			72937	166680	Check	1	14599		ROSETOWN PLAYHOUSE	Yes	No	No	USD	09/29/2017	100.00
			72924	166681	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	09/29/2017	3,642.80
			72916	166682	Check	1	11372		SCHERBER DREW	Yes	No	No	USD	09/29/2017	100.00
			72923	166683	Check	1	13473		SCHWAN CUP HS	Yes	No	No	USD	09/29/2017	700.00
			72928	166684	Check	1	13872		SEPTIC CHECK	Yes	No	No	USD	09/29/2017	275.00
			72948	166685	Check	1	15737		SHEEHAN JAMES D.	Yes	No	No	USD	09/29/2017	225.00
			72933	166686	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	09/29/2017	35.25
			72938	166687	Check	1	14852		SKYWARD USERS OF MN	Yes	No	No	USD	09/29/2017	135.00
			72950	166688	Check	1	15741		SMITH PIPER	Yes	No	No	USD	09/29/2017	10.00
			72926	166689	Check	1	13794	1	SOCCER.COM	Yes	No	No	USD	09/29/2017	121.54
			72946	166690	Check	1	15687		SYSTEMATIC TECHNOLOGIES LLC	Yes	No	No	USD	09/29/2017	449.26
			72935	166691	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	09/29/2017	8,950.56
			72971	166692	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	09/29/2017	120.70
			72945	166693	Check	1	15676		TRAUT JENNA	Yes	No	No	USD	09/29/2017	900.00

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0477	001	72940	166694	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	09/29/2017	190.24
		72942	166695	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	09/29/2017	27.98
		72925	166696	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	09/29/2017	1,092.00
		72972	166697	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	09/29/2017	1,781.75
		72951	166698	Check	1	15744		WALZ MICHAEL OR SARAH	Yes	No	No	USD	09/29/2017	12.00
		72981	166699	Check	1	11594		WOOD DOUGLAS	Yes	No	No	USD	10/02/2017	950.00
		72987	166700	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	10/06/2017	195.17
		73032	166701	Check	1	7650		BAYERL BARRY	Yes	No	No	USD	10/06/2017	100.00
		72999	166702	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	10/06/2017	306.96
		73003	166703	Check	1	15248		BROWN RUSSELL	Yes	No	No	USD	10/06/2017	72.00
		73034	166704	Check	1	7710		CESNIK PAMELA	Yes	No	No	USD	10/06/2017	85.00
		73033	166705	Check	1	7705		CHEELEY PETE	Yes	No	No	USD	10/06/2017	100.00
		73011	166706	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	10/06/2017	302.87
		72985	166707	Check	1	10556		COLLEGE CHAD	Yes	No	No	USD	10/06/2017	88.00
		72990	166708	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	10/06/2017	9.00
		73006	166709	Check	1	15711		DUCKLOW DUSTIN	Yes	No	No	USD	10/06/2017	171.00
		73004	166710	Check	1	15302		EICHACKER ERIC	Yes	No	No	USD	10/06/2017	72.00
		73037	166711	Check	1	9155	1	ERICKSON GREGORY A.	Yes	No	No	USD	10/06/2017	97.50
		73013	166712	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	10/06/2017	759.60
		72995	166713	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	10/06/2017	312.99
		73007	166714	Check	1	15746		GOEBEL PAUL R	Yes	No	No	USD	10/06/2017	100.00
		73014	166715	Check	1	2891		GUTHRIE THEATER GROUP SALES	Yes	No	No	USD	10/06/2017	2,688.00
		72991	166716	Check	1	11734		GYANG ANDREW	Yes	No	No	USD	10/06/2017	88.00
		73015	166717	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	10/06/2017	5,135.99
		73016	166718	Check	1	3073		HENCHEN KEN	Yes	No	No	USD	10/06/2017	700.00
		73017	166719	Check	1	3121		HI-TECH REFRIGERATION	Yes	No	No	USD	10/06/2017	1,054.34
		72993	166720	Check	1	12624		HOFSTEDT JASON	Yes	No	No	USD	10/06/2017	72.00
		73005	166721	Check	1	15620	1	IDEAL SERVICE	Yes	No	No	USD	10/06/2017	2,621.44
		72986	166722	Check	1	10557		JOHANSON TIM	Yes	No	No	USD	10/06/2017	88.00
		72992	166723	Check	1	11737		JOHNSON GREGGE	Yes	No	No	USD	10/06/2017	82.00
		73008	166724	Check	1	15747		JUNGELS DAVID	Yes	No	No	USD	10/06/2017	100.00
		73036	166725	Check	1	8633		KOESTER BARBARA L	Yes	No	No	USD	10/06/2017	85.00
		73035	166726	Check	1	8566		LIESER JOHN	Yes	No	No	USD	10/06/2017	100.00
		73018	166727	Check	1	3940	3	MAAP MN ASSOCIATION OF ALTERN	Yes	No	No	USD	10/06/2017	75.00
		73000	166728	Check	1	14398		MANDILE RICHARD	Yes	No	No	USD	10/06/2017	82.00
		73019	166729	Check	1	4160		METRO ECSU	Yes	No	No	USD	10/06/2017	110.00
		72994	166730	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	10/06/2017	2,172.17
		73020	166731	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	10/06/2017	3,337.59
		72988	166732	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	10/06/2017	171.76
		73021	166733	Check	1	4348		MN DEPT OF EDUCATION	Yes	No	No	USD	10/06/2017	30.00
		73012	166734	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	10/06/2017	100.00

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0477	001	73002	166735	Check	1	14885		MN SHAPE	Yes	No	No	USD	10/06/2017	250.00
		73009	166736	Check	1	15748		MOELLER JAMES P.	Yes	No	No	USD	10/06/2017	200.00
		73022	166737	Check	1	4536		NARDINI FIRE EQUIPMENT CO	Yes	No	No	USD	10/06/2017	324.00
		72997	166738	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	10/06/2017	324,228.04
		73024	166740	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	10/06/2017	1,200.00
		73023	166741	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	10/06/2017	1,080.00
		73028	166742	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	10/06/2017	2,000.00
		73025	166743	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	10/06/2017	20.00
		73026	166744	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	10/06/2017	1,921.17
		72989	166745	Check	1	11628		SFM	Yes	No	No	USD	10/06/2017	3,734.00
		73027	166746	Check	1	5668		SHERBURNE COUNTY TREASURER	Yes	No	No	USD	10/06/2017	783.17
		73001	166747	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	10/06/2017	14,078.48
		72998	166748	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	10/06/2017	378.50
		73029	166749	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	10/06/2017	139.50
		72996	166750	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	10/06/2017	1,934.74
		72984	166751	Check	1	10554		WALTERS JOHN	Yes	No	No	USD	10/06/2017	88.00
		73030	166752	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	10/06/2017	17,924.02
		73031	166753	Check	1	7098		WILES DAVE	Yes	No	No	USD	10/06/2017	88.00
		73038	166754	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	10/06/2017	392.00
		73041	166755	Check	1	1018		ABLE NET INC.	Yes	No	No	USD	10/17/2017	748.00
		73048	166756	Check	1	1168		ANDERSON'S	Yes	No	No	USD	10/17/2017	739.26
		73117	166757	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	10/17/2017	9,468.00
		73119	166758	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	10/17/2017	304.44
		73081	166759	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	10/17/2017	75.25
		73052	166760	Check	1	12622		CARTRIDGE WORLD MN, INC.	Yes	No	No	USD	10/17/2017	79.98
		73089	166761	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	10/17/2017	1,192.17
		73080	166762	Check	1	1735		CHAMPIONSHIP PRODUCTIONS	Yes	No	No	USD	10/17/2017	79.98
		73075	166763	Check	1	15701		CLEVER PROTOTYPES, LLC	Yes	No	No	USD	10/17/2017	497.50
		73040	166764	Check	1	10069		DALCO	Yes	No	No	USD	10/17/2017	10,653.96
		73049	166765	Check	1	12028		DECKER EQUIPMENT	Yes	No	No	USD	10/17/2017	356.04
		73078	166766	Check	1	15721		DR. DISH	Yes	No	No	USD	10/17/2017	5,920.00
		73054	166767	Check	1	12784		EDUCATIONAL DESIGN, LLC	Yes	No	No	USD	10/17/2017	2,887.00
		73120	166768	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	10/17/2017	325.61
		73082	166769	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	10/17/2017	3,876.82
		73083	166770	Check	1	2460		EVERBIND/MARCO BOOK COMPAN	Yes	No	No	USD	10/17/2017	1,485.55
		73121	166771	Check	1	9103		FLR SANDERS	Yes	No	No	USD	10/17/2017	22,231.48
		73059	166772	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	10/17/2017	1,487.25
		73058	166773	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	10/17/2017	109.92
		73084	166774	Check	1	2770	2	GOODIN COMPANY	Yes	No	No	USD	10/17/2017	341.26
		73085	166775	Check	1	2775		GOPHER	Yes	No	No	USD	10/17/2017	996.78
		73112	166776	Check	1	6645		GRAINGER	Yes	No	No	USD	10/17/2017	3,403.14

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0477	001	73113	166777	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	10/17/2017	854.42
		73086	166778	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	10/17/2017	10,940.55
		73046	166779	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	10/17/2017	4,035.94
		73079	166780	Check	1	15753		ICS FACILITY SERVICES, LLC	Yes	No	No	USD	10/17/2017	14,890.00
		73045	166781	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	10/17/2017	33,982.19
		73066	166782	Check	1	14899		INTERSTATE MUSIC	Yes	No	No	USD	10/17/2017	149.01
		73067	166783	Check	1	15151		J.F. EQUIPMENT, LLC	Yes	No	No	USD	10/17/2017	4,424.00
		73087	166784	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	10/17/2017	395.15
		73065	166785	Check	1	14797		JOHNSTONE SUPPLY	Yes	No	No	USD	10/17/2017	933.12
		73071	166786	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	10/17/2017	38.00
		73043	166787	Check	1	10526		KNIFE RIVER CORPORATION	Yes	No	No	USD	10/17/2017	103,720.53
		73088	166788	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	10/17/2017	1,001.85
		73055	166789	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	10/17/2017	12,936.00
		73064	166790	Check	1	14702		LIFETRACK SERVICES, INC.	Yes	No	No	USD	10/17/2017	3,640.00
		73053	166791	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	10/17/2017	1,437.35
		73123	166792	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	10/17/2017	515.00
		73114	166793	Check	1	7475		M.B.S.A.	Yes	No	No	USD	10/17/2017	75.00
		73115	166794	Check	1	7475		M.B.S.A.	Yes	No	No	USD	10/17/2017	75.00
		73063	166795	Check	1	14645	1	MAKERGEAR	Yes	No	No	USD	10/17/2017	874.00
		73090	166796	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	10/17/2017	56,734.48
		73116	166797	Check	1	7938	2	MEDCO SUPPLY COMPANY	Yes	No	No	USD	10/17/2017	211.85
		73091	166798	Check	1	4206		MIDWEST PLAYSCAPES INC.	Yes	No	No	USD	10/17/2017	2,048.00
		73092	166799	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	10/17/2017	753.85
		73047	166800	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	10/17/2017	1,364.31
		73093	166801	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	10/17/2017	142.10
		73094	166802	Check	1	4537		NASCO	Yes	No	No	USD	10/17/2017	12.00
		73095	166803	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	10/17/2017	59.05
		73073	166804	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	10/17/2017	174.93
		73096	166805	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	10/17/2017	1,810.17
		73097	166806	Check	1	5167		PRO-ED, INC.	Yes	No	No	USD	10/17/2017	3,384.70
		73098	166807	Check	1	5175		PROFESSIONAL TURF & RENOVATIC	Yes	No	No	USD	10/17/2017	1,600.00
		73050	166808	Check	1	12243		PROVISION MEDIA INC	Yes	No	No	USD	10/17/2017	397.00
		73099	166809	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	10/17/2017	969.98
		73069	166810	Check	1	15205		RACHEL CONTRACTING, INC.	Yes	No	No	USD	10/17/2017	28,477.20
		73101	166811	Check	1	5256	3	READ NATURALLY	Yes	No	No	USD	10/17/2017	1,495.00
		73100	166812	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	10/17/2017	1,126.75
		73072	166813	Check	1	15403	1	RENNEBERG HARDWOODS	Yes	No	No	USD	10/17/2017	2,182.22
		73102	166814	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	10/17/2017	56.00
		73077	166815	Check	1	15717		RM COTTON CO.	Yes	No	No	USD	10/17/2017	690.00
		73061	166816	Check	1	14388	2	ROBOTICS EDU & COMP	Yes	No	No	USD	10/17/2017	100.00
		73062	166817	Check	1	14420		ROBOTICS EDUCATION & COMPETI	Yes	No	No	USD	10/17/2017	100.00

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0477		001	73057	166818	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	10/17/2017	3,003.63
			73122	166819	Check	1	9776		SAFEBAY CONSTRUCTION, INC	Yes	No	No	USD	10/17/2017	10,900.00
			73044	166820	Check	1	10671		SANDBOX LEARNING CO.	Yes	No	No	USD	10/17/2017	143.84
			73103	166821	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	10/17/2017	228.00
			73104	166822	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	10/17/2017	360.00
			73068	166823	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD	10/17/2017	889.87
			73076	166824	Check	1	15713		ST. CLOUD CARTRIDGES	Yes	No	No	USD	10/17/2017	1,592.92
			73118	166825	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	10/17/2017	1,230.66
			73042	166826	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	10/17/2017	928.90
			73105	166827	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	10/17/2017	838.43
			73056	166828	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	10/17/2017	407.50
			73051	166829	Check	1	12320		THE METRO GROUP, INC	Yes	No	No	USD	10/17/2017	1,471.24
			73106	166830	Check	1	6109		THERAPY SHOPPE	Yes	No	No	USD	10/17/2017	39.46
			73108	166831	Check	1	6149		TIEMENS TOM	Yes	No	No	USD	10/17/2017	105.00
			73107	166832	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	10/17/2017	489.48
			73074	166833	Check	1	15659		TOTAL TOOL SUPPLY, INC.	Yes	No	No	USD	10/17/2017	119.32
			73109	166834	Check	1	6216		TREND ENTERPRISES INC.	Yes	No	No	USD	10/17/2017	45.82
			73110	166835	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	10/17/2017	98.20
			73111	166836	Check	1	6285	14	UNIVERSITY OF MINNESOTA	Yes	No	No	USD	10/17/2017	1,000.00
			73060	166837	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	10/17/2017	74,933.70
			73070	166838	Check	1	15293		VISUAL EDGE INC.	Yes	No	No	USD	10/17/2017	268.42
														Bank Total: 001	\$1,058,930.18
														Report Total:	\$1,058,930.18

15

Princeton Public Schools - ISD #477

Wire Transfer Report

October 17, 2017

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
9/15/2017	\$ 503,285.29	ACH File Transfer
9/15/2017	\$ 186,825.29	Federal Tax Wire Transfer
9/15/2017	\$ 30,014.95	State Tax Wire Transfer
9/15/2017	\$ 8,816.14	Select Account HSA
9/15/2017	\$ 91,939.48	TRA File Transfer
9/15/2017	\$ 22,568.51	PERA File Transfer
9/15/2017	\$ 241.50	MN Child Support File Transfer
9/15/2017	\$ 52,120.78	TSA File Transfer
9/15/2017	\$ 22,424.35	MSRS Severance
9/29/2017	\$ 571,455.39	ACH File Transfer
9/29/2017	\$ 207,061.10	Federal Tax Wire Transfer
9/29/2017	\$ 31,979.44	State Tax Wire Transfer
9/29/2017	\$ 10,534.89	Select Account H S A
9/29/2017	\$ 261.33	MN Revenue
9/29/2017	\$ 91,778.16	TRA File Transfer
9/29/2017	\$ 35,477.71	PERA File Transfer
9/29/2017	\$ 241.50	MN Child Support File Transfer
9/29/2017	\$ 56,595.22	TSA File Transfer
10/4/2017	\$ 15,930.96	BMO Harris Bank - (Pcards)
10/6/2017	\$ 1,017.00	MN Revenue - (Sales tax)
9/7/2017	\$ 674.79	SelectAccount
9/14/2017	\$ 1,866.65	SelectAccount
9/20/2017	\$ 214.19	SelectAccount
9/21/2017	\$ 5,298.11	SelectAccount
9/28/2017	\$ 862.33	SelectAccount
	\$	
	\$	
TOTAL	\$ 1,949,485.06	

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

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,448,409.88	2,913,073.90	2,774,854.35	(4,441.28)	12,586,629.43
02 Food Service	440,326.65	121,022.72	119,711.16	4,400.20	441,638.21
04 Community Service	294,495.20	107,466.13	96,410.94	(3,454.63)	305,550.39
06 Building Fund	265,744.84	163.47	171,897.05	0.00	94,011.26
07 Debt Service	1,597,436.21	23,205.04	0.00	0.00	1,620,641.25
10 Activities	124,199.22	27,285.74	30,201.99	(889.40)	121,282.97
TOTAL	15,170,612.00	3,192,217.00	3,193,075.49		15,169,753.51

Bank Accounts

AP/PR Account (Bremer)	593,471.50
MSDLAF+	2,848,239.38
Investments (Fd01)	11,933,320.93
Investments (Fd06)	<u>94,011.26</u>
	15,469,043.07
O/S Accts Pay Checks	(186,864.47)
O/S Payroll Checks	(16,911.88)
O/S Wires	(100,474.71)
NSF Checks	<u>4,961.50</u>
TOTAL	15,169,753.51

FUNDRAISING APPROVAL FORM

Date of fundraiser: 11-18-17		Projected profit: \$1,000.00		Amount earned:	
Group or organization proposing the fundraiser: Unified Club				Item(s) being sold: Pledges	
Company/organization supplying items to be sold: in partnership with special Olympics, MN					
The money raised will be used for: Unified Club activities					
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.			✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable). <i>Unified Club Approved by School Board.</i>				
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.				✓
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.			✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			✓	
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.			✓	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.			✓	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 9-7-17		Teacher/Sponsor Signature: <i>[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. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED					
Date: 9/26/17		Administrator Signature: <i>[Signature]</i>			
Date: 9.28.17		Superintendent Signature: <i>[Signature]</i>			
Date:		School Board Chair Signature:			

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>3-2-17</i>		Projected profit: <i>1,000.00</i>		Amount earned:	
Group or organization proposing the fundraiser: <i>Unified Club</i>				Item(s) being sold: <i>pledges</i>	
Company/organization supplying items to be sold: <i>in partnership with Special Olympics MN</i>					
The money raised will be used for: <i>Unified Club activities</i>					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable). <i>Unified Club Approved by School Board.</i>			<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 checked="" type="checkbox"/>	<input 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"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 			<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: <i>9-7-17</i>		Teacher/Sponsor Signature: <i>[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. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED					
Date: <i>9/26/17</i>		Administrator Signature: <i>[Signature]</i>			
Date: <i>9.28.17</i>		Superintendent Signature: <i>Julia Espe</i>			
Date:		School Board Chair Signature:			

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: Ground Support, Inc.
Jamie & Maria Werner
11561 Alder Road, Princeton, MN 55371

Description of gift: \$500.00, check, #5140

Note: check was written out for \$505.00 (\$500.00 as a donation, \$5.00 towards their daughter's field trip)

Pre-Condition, Condition, or Limitation on use:

Student use, Student Activity
Account

How this gift specifically relates to the program or school: This monetary donation will help students who otherwise would not be able to attend a fieldtrip, etc. attend.

This gift meets all requirements of Policy 706

Accepted Not Accepted

[Signature]
Principal or Director

Date: 10/7/17

Accepted Not Accepted

[Signature]
Superintendent

Date: 10.10.17

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:
Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: May 14, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Princeton Community Education

Description of gift: Water bottles

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: To be given to students for the Student of the Month program.

This gift meets all requirements of Policy 706.

Krusti Alderine
Staff Name

Accepted Not Accepted

Principal or Director

Sandra Muehle
Principal or Director

Date: 10-5-17

Accepted Not Accepted

Superintendent

Julia Espe
Superintendent

Date: 10.10.17

Accepted Not Accepted

School Board Chairperson

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Brenner Bank, Pizza Barn, Theo Johns.

Description of gift: Cert. towards opening a text. Food Certs. for food.

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: Prizes donated by local retailers for PHS's Student of the Month program.

This gift meets all requirements of Policy 706

Justi Alderson

Staff Name

Accepted Not Accepted

Dart Muckert
Principal or Director

Date: 10-4-17

Accepted Not Accepted

Julia Espe
Superintendent

Date: 10.10.17

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013



PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Crystal Cabinets

Description of gift: check # 151469 \$ 1500.00

Pre-Condition, Condition, or Limitation on use: Technology Club
that oversees hands-on learning

How this gift specifically relates to the program or school: Video Production
Hands On Learning

This gift meets all requirements of Policy 706

Accepted Not Accepted

Mig Sedman, DE
Staff Name
William J. Adams
Principal or Director

Date: 10/5/17

Accepted Not Accepted

Julia Espe
Superintendent

Date: 10.10.17

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

PRINCETON PUBLIC SCHOOLS

Gift Solicitation Request Form

All employees are required to complete this form before soliciting gifts from any civic organizations.

Staff Member(s) Name: Jon Steinbrecher

Representing: 6th Grade Deep Portage Trip

Request to (Name of Business/Organization):

Request to seek out donations from non-profit organizations to help off-set cost for students that can't afford the full price for Deep Portage. (money to provide

Amount of Request (Detail how funds are to be used):

The money donated will be placed in a Deep Portage account, which will then be used for scholarships

Accepted Not Accepted [Signature] Date: 10/2/17
Principal/Activity Director

Accepted Not Accepted [Signature] Date: 10.10.17
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

- Distribute:
- Organization
- Copy to Originator
- Copy to Board Minutes

ECFE

Early Childhood Family Education

Parent Handbook



PRINCETON

EARLY CHILDHOOD

Core Values



706 1st Street
Princeton, MN 55371
763-389-4789
763-389-7250
isd477.org

Just Playing

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play.
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing".
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at the easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"
For you see, I'm learning as I play.
I'm expressing myself and being creative,
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing".
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or, "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play
I'm learning how my body works.
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today,
And I say "I played",
Please don't misunderstand me
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

Contact Information

Check out our new website where all staff can be contacted under
“contact us”

Community Education Director

Gwen Anderson 763-389-6199 gwen.anderson@isd477.org

Community Education Programs Coordinator (registration, screening, billing)

Jeff Hauge: 763-389-6197 jeff.hauge@isd477.org

Teachers

Tiffany Glaser: tiffany.glaser@isd477.org

Amy Korkemeier-Howard: amy.korkemeier-howard@isd477.org

Child Care

Nicole Dobson (lead): nicole.dobson@isd477.org

Caitie Hudson: caitie.hudson@isd477.org

Special Education Teachers

Michelle “Micki” Peterson: michelle.peterson@isd477.org

Kit Girtz (Speech and Language): kit.girtz@isd477.org

Jacenta Pearson (Speech and Language assistant): jacinta.pearson@isd477.org

Community Education: 763-389-4789

Fax: 763-389-7250

Website: isd477.org



What is Early Childhood Family Education (ECFE)?

Early Childhood Family Education (ECFE) is a program for all Minnesota families with children between the ages of birth to kindergarten entrance. The program is offered through Minnesota public school districts. ECFE is based on the idea that the family provides a child's first and most significant learning environment and parents are a child's first and most important teachers. ECFE works to strengthen families. ECFE's goal is to enhance the ability of all parents and other family members to provide the best possible environment for their child's learning and growth.

ECFE is a place where you can make friends with other parents who have children the same age as yours, who share the same concerns, the same joys and the same challenges that you do. Here, your child will play with other children in a safe, supportive environment just right for his or her age. It is a place where the staff understands parenting and children, and supports parents and children on their journey together.

Curriculum

Our lesson planning is based on the Minnesota Early Childhood Indicators of Progress.

The Early Childhood Indicators of Progress (ECIPs) are Minnesota's early learning standards; one set is for birth to age three and another is for age three to kindergarten entry. The standards help us share developmentally appropriate expectations for what children should know and be able to do at certain ages. They offer common language for assessing progress and supporting children and families.

We know parents are a child's first teacher, and that each child develops at his or her own pace; therefore, the standards are not for high-stakes assessment. Instead, they help early childhood teachers and caregivers design learning experiences and talk with parents about a child's progress.

Policies and Procedures

We offer both separating and non-separating classes here at Princeton ECFE. We understand that each child will learn to separate at their own pace and we are here to help with that transition.

Parent/Child Interaction Time (for both non-separating and separating classes)

- Your child loves spending special time with you.
- When you first enter the room, focus on your child and follow their lead.
 - Maintain eye contact with them
 - Maintain a low posture--adjust to their level
 - Touch, smile and communicate through gentle touches or words
- Speak to and with your child; try to keep the focus on the one on one time.
- Strongly encourage your child to participate in circle time and model desired behaviors.
- When you and your child begin stations, encourage your child to participate. If they do not want to do a certain activity, that is ok! Move on to something that sparks their interest.
- Do not feel pressured to finish each activity--follow your child's lead.
- Allow your child to experiment with the learning activity in their own way. Avoid too much adult direction.
- This time is planned so you may understand and enjoy your child more fully. Have fun!

Separation Time

In separating ECFE classes, our goal is for you and your child to separate from one another successfully. If separation is a problem, our staff has these suggestions:

- During parent/child interaction time, walk with your child into the parent room to show them where you will be later. Reassure them by explaining that you will be with the other parents and that you will be back at the end of class.
- When separation time arrives, tell your child you are going to the parent room and that you will be back in a little while. Say "goodbye". Do not sneak out or draw out the process of leaving. A kind, but firm "I am going now, I will be back", and give them a hug.
- Please tell the staff if there is anything that you think will help at separation time, (a favorite toy or activity, a security object, or even a picture of you that your child can hold).
- If your child is crying, let the staff know at what point, if any, they should call you back in.

At some point, most of us have experienced our child crying as we left them. We will help you and your child work toward a painless separation.

Parent Group Interaction Guidelines

- Be as open and honest as possible in the group
- Talk about your feelings as well as your thoughts
- As always, what is shared with the group, stays with the group
- Parent and child progress and group interaction is most beneficial when attendance is regular
- We understand that there are many different ways of parenting
- In a group setting, parents will have different opinions. Differences can be used to foster a deeper understanding of ourselves and others. Don't be afraid to disagree.

Childcare for Siblings

For your convenience, free childcare is available for brothers and sisters during all weekly parent/child classes and some special events. Childcare is handled as a separate registration with each class.

- Have your child's bag labeled very clearly with their name.
- Generally, a healthy snack is served in childcare for longer classes. Please let the childcare providers know right away about any allergies or medical concerns for your child.
- Please let the staff know of helpful things that may comfort your child, such as, pacifiers, if they could be hungry, toys they like, or any other ideas that may help them make this a great experience for all.
- If your child has trouble separating, talk with the provider about how you would like your child supported. If your child is upset past the initial separation, (5-10 minutes), the childcare provider will notify you. If separating continues to be a concern, talk to the parent educator and early childhood teacher, as well as the provider to devise a plan that will help your child through the experience.
- We want to be supportive in helping both you and your child with separation concerns.



Illness and Accident Policy

- Emergency procedure sheets need to be filled in by the parents/guardians upon the child's entrance into the program (and updated when necessary).
- A child should not be brought to school if any type of illness, infectious or communicable disease is evident. Do not bring your child to class if:
 - In the past 24 hours, he/she has had a fever, diarrhea or vomited

- Your child is suspected of having a contagious illness such as pink eye, chicken pox, etc.
- It is the responsibility of the parent to inform staff in writing of any health or medical conditions, relative to the child's participation in the program.
- Severe allergies should be indicated on the "Emergency Information Form" and please verbally inform your child's teacher so that we can take necessary precautions.
- Lice is considered an inconvenience and does not constitute keeping children home from school. Parents often times choose to do so however. Please keep your child home if they have live lice or an increasing number of nits. If we have a case of head lice in your child's classroom we will send home a letter with instructions on how to treat.
- Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons, gloves, and band-aids will be used in all school buildings.

OUR CLASSROOMS ARE PEANUT AWARE... We do not allow children to bring peanut products or any products manufactured in a factory that uses peanuts, however, we cannot control cross contamination of food items. We are a peanut aware building.

Immunizations:

New to Minnesota's *Immunization Law* are early childhood programs which include programs that provide instructional or other services to support children's learning and development and:

- Serve children from birth to kindergarten.
- Meet at least once a week for at least six weeks or more during the year.

Children enrolled or enrolling in these types of programs must provide proof of immunizations or have a legal exemption for:

- | | | | |
|---------|------------------------------|-------|---------------|
| · DTaP | · Varicella | · MMR | · Hepatitis A |
| · Polio | · Pneumococcal (2-24 months) | · Hib | · Hepatitis B |



Dressing for school

Please dress your child in comfortable play clothes that can get paint or water on them. Some of our play and projects get quite messy. Some of our classes play outside every day unless the weather does not permit. Please dress your child appropriately for cold weather-boots, mittens,

snow pants, caps, warm coats, etc. Footwear such as tennis shoes would be the most appropriate choice. Please try not to send your child in cowboy boots, sandals, or leather shoes as they can be difficult and can be dangerous for active play activities, especially for outdoor play. We will go outside when the weather permits.

Emergency Closings

The Skylert system will attempt to call all Princeton parents in the event of a delay or closing. Please check the following radio and television stations for information related to school closings and late starts. We do not have “delayed” starts to any of our ECFE classes. If there is a late start for the district all classes starting BEFORE 10:00am will be cancelled. Any classes starting AT or after 10:00am will start on time. If there should happen to be an early release, your child will need to be picked up at the televised time.

Facebook and Website: (fastest way to check)

Isd477.org on the front page of our website we will announce closings
Follow “Princeton Early childhood”

Radio:

WCCO 830 AM
WQPM 1300 AM / KLCI 106.1 FM
KBEK 95.5 FM

Television:

WCCO-4	KMSP-9
KSTP-5	KARE-11

Behavior/Discipline/Classroom Rules

Positive Behavior Intervention Supports (PBIS) are taught and reinforced throughout the Princeton School District and starts at ECFE. This is a Princeton school-wide program. “TIGER PRIDE”

I will respect myself

I will respect others

I will respect property

I will respect community

- Undesirable behavior will be dealt with by teaching what is expected, suggesting alternative ways to handle a situation, distraction, and at times removal from an activity
- Everyone will be encouraged to keep from hurting others or themselves
- Classroom equipment and materials will be used safely

- Desirable behavior will be encouraged, with respectful, direct words
- The provider or teacher will get you if your child needs a diaper change. There are bathrooms with changing tables in the classrooms and childcare room. Please double bag soiled diapers and after changing, please clean the table with the disinfectant spray that is provided.
- The provider or teacher will get the parent if they feel your child needs you.

Snacks

Children in separating classes that are at least 1 ½ hours long may have a healthy snack. We emphasize healthy eating habits and good manners. Parents will rotate bringing in healthy snacks for the children in those classes that offer it. (they will be served water to drink)

OUR CLASSROOMS ARE PEANUT AWARE...We do not allow children to bring peanut products or any products manufactured in a factory that uses peanuts, however, we cannot control cross contamination of food items. We are a peanut aware building.

This and that

- **Suspected Child Abuse:** Everyone who works with children and families is a mandated reporter of child neglect, emotional, physical or sexual abuse. All early childhood staff members are all mandated reporters. (as specified by Minnesota Statutes)
- **Unusual Circumstances:** If there are any circumstances at home, such as illness or death, vacations, or changes in childcare arrangements, please notify the teachers so that they are aware.
- **Early Childhood Parent Advisory Council:** The advisory council is a group of people that offer advice and suggestions relating to our early childhood programs. Advisory council activities include promoting and carrying out projects and activities that support the goals of early childhood programs. Any parent with children in a school district early childhood program can become a council member. Advisory meetings are held approximately 5 times per year. Onsite childcare is offered at no cost to council members during meetings. Please call 763-389-6197 to register for this class or register online at www.isd477.org under community, community education and then early childhood ECFE.
- **Photos in school/district publications:** Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers, Early Childhood Family Center or District 477 publications. Parents may request that their children's photographs and identifying names not be published. Please make your written request to your child's teacher.



Please like Princeton Early Childhood, Princeton Community Education and Princeton Public Schools on facebook. We post upcoming events and reminders often and it is a great way to stay connected to the schools. Last minute changes and information is usually posted here first, especially closings, late starts and early releases due to inclement weather.

Hand in Hand Preschool

Parent Handbook



PRINCETON

EARLY CHILDHOOD

Just Playing

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play.
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing".
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at the easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"
For you see, I'm learning as I play.
I'm expressing myself and being creative,
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing".
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or, "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play
I'm learning how my body works.
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today,
And I say "I played",
Please don't misunderstand me
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

Contact Information

Early Childhood Coordinator/Community Education Director

Gwen Anderson gwen.anderson@isd477.org

Teachers

Kaela Gallup : kaela.gallup@isd477.org
Kelsie Hasser: kelsie.hasser@isd477.org
Tiffany Glaser: tiffany.glaser@isd477.org
Amy Howard: amy.korkemeier-howard@isd477.org
Crissy McCullough crissy.mccullough@isd477.org
Maricela Peterson: maricela.peterson@isd477.org
Nancy Nelson: nancy.nelson@isd477.org

Special Education Teachers

JoEllen Olson: joellen.olson@isd477.org
Terri Lorentz: terri.lorentz@isd477.org
Kathy Kleinmeyer: kathleen.kleinmeyer@isd477.org
Kit Girtz: kit.girtz@isd477.org
JoAnn Moats: joann.moats@isd477.org
Carrie Grammond: carrie.grammond@isd477.org
Heather Wooley: heather.demars@isd477.org
Micki Peterson: michelle.peterson@isd477.org

Early Childhood Screening Coordinator/Program Specialist

Mary Patnode: mary.patnode@isd477.org

You can report an absence electronically on our district website under Hand in Hand Preschool or call 763.389.6198

About our program

Our Hand in Hand preschool program offers children a variety of fun and educational activities designed to stimulate their social and intellectual development as they move along the road to kindergarten. In Hand in Hand, children will be able to explore the areas of art, music, dramatic play, physical fitness and literature along with developing their cognitive skills that include language and problem-solving abilities. Experiences in these areas help build self-confidence, which is very beneficial to achieving success in school.

Our Hand in Hand Preschool Programs give children these opportunities in a fun and caring environment. Children must be 3 years of age by September 1st of the fall that they enroll in Hand in Hand Preschool Programs. We have recently added a one day options for children turning 3 years of age throughout the school year.

Call Mary Patnode for more information on these mid-year options. The Hand in Hand Preschool Program runs September through May.

Curriculum

At Hand in Hand preschool our curriculum aligns with kindergarten and the Minnesota Early Childhood State Standards or "Indicators of Progress." The following programs are used for teaching and assessment:

- Everyday Math Curriculum
- McGraw-Hill Little Treasures pre-K program or HMH Splash into Pre-K
- Student progress reporting and portfolio
- Book Nook by CEFEL for Social/Emotional development
- Handwriting Without Tears

Assessment

We are proud to now be using a state approved online assessment tool called, "Teaching Strategies Gold." This is within state standards and will give us a clear picture of an individual child's growth. You will see the assessment results at each of your preschool parent conferences.



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Policies and Procedures

Drop off/pickup

All of our students that do not ride the bus are picked up in the Family Center gym. Parents sign their student in and out on the iPads provided. They are on the table just outside the gym and labeled by classroom symbol (strawberry, watermelon etc.). The persons authorized to pick up your child are listed and accessible to our staff. Please sign your child in and out everyday they are at preschool. You have listed the persons authorized to pick up your child on the online enrollment form. You can go into your profile and adjust these by going to the webstore on our website and [logging in](#).

Be prompt when dropping off and picking up your child. Many children become anxious if their parent isn't there at the completion of class and other children and parents begin to leave. If you are unavoidably delayed, please call 763-389-6198 or 763-389-6168. Signing in and out is required for emergency purposes.

***Should you be late on more than one occasion - your child will be waiting in the Community Education office for pick up for 10 minutes and will then be taken to Tiger Club childcare. You will be charged a Tiger Club rate of \$12.*

Paying tuition

To pay your child's tuition please go to the Web Store which can be found on the district website under [Family Logins - revtrak](#). You will receive monthly email invoices. As a new feature to parents please call Mary Patnode at 763-389-6198 to set up your account for auto deduct. This will automatically make payment monthly from a designated checking account or credit card for you.

Illness and Accident Policy

- Emergency procedure sheets need to be filled in by the parents/guardians upon the child's entrance into the program (and updated when necessary).
- Please notify Hand in Hand staff or Community Education if your child will not be in attendance for any reason. This can be done by going to the [isd477](#) website under Family Center under Early childhood and Hand in Hand preschool. There is a green button to email our office.
- If your child becomes ill at school, you will be called to pick up your child.
- A child should not be brought to school if any type of illness, infectious or communicable disease is evident. Do not bring your child to class if:
 - In the past 24 hours, he/she has had a fever, diarrhea or vomited
 - Your child is suspected of having a contagious illness such as pink eye, chicken pox, etc.

- While under supervision, Hand in Hand staff will take whatever emergency measures are judged necessary for the care and protection of your child. In case of a medical emergency, your child will be transported to an appropriate medical facility. Parents/Guardians will be notified as soon as possible. Any expense incurred will be the responsibility of the child's family.
- It is the responsibility of the parent to inform staff in writing of any health or medical conditions, relative to the child's participation in the program.
- Severe allergies should be indicated on the "Emergency Information Form" and please verbally inform your child's teacher so that we can take necessary precautions.
- Lice is considered an inconvenience and does not constitute keeping children home from school. Parents often times choose to do so however. Please keep your child home if they have live lice or an increasing number of nits.
- Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons, gloves, and band-aids will be used during the school day in all school buildings.

Our classrooms are peanut/nut aware

We do not allow children to bring peanut/nut products or any products manufactured in a factory that uses peanuts, however, we cannot control cross contamination of food items. We are a peanut/nut aware building.

Immunizations

New to Minnesota's Immunization Law are early childhood programs which include programs that provide instructional or other services to support children's learning and development and:

- Serve children from birth to kindergarten.
- Meet at least once a week for at least six weeks or more during the year.

Children enrolled or enrolling in these types of programs must provide proof of immunizations or have a legal exemption for:

- DTaP
- Varicella
- MMR
- Hepatitis A
- Polio
- Pneumococcal (2-24 months)
- Hib
- Hepatitis B

Dressing for school

Please dress your child in comfortable play clothes that can get paint or water on them. Some of our play and projects get quite messy. We play outside every day unless the weather does not permit. Please dress your child appropriately for cold weather-boots, mittens, snow pants, caps, warm coats, etc. Footwear such as tennis shoes would be the most appropriate choice. Please try not to send your child in cowboy boots, sandals, or leather shoes as they can be difficult and can be dangerous for active play activities, especially for outdoor play. We will go outside when the weather is higher than -5 including wind chill.

Emergency Closings

The Skylert system will attempt to call all Princeton homes in the event of a delay or closing. Please check the following radio and television stations for information related to school closings and late starts. If there is a late start, all 8:00 am morning classes will be cancelled. We do not have “delayed” starts to any preschool class. Any class starting after 10:00am will start on time. If there should happen to be an early release, your child will need to be picked up at the televised time. Visit the [district website](#) and/or the [facebook.com/isd477](https://www.facebook.com/isd477)

Radio:

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

Television:

WCCO-4 KMSP

KSTP-5 KARE-11

Behavior/Discipline

Positive Behavior Intervention Supports (PBIS) are taught and reinforced in the Hand in Hand Preschool. This is a Princeton school-wide program. "TIGER PRIDE"

I will respect myself

I will respect others

I will respect property

I will respect community

- Undesirable behavior are considered teachable moments and will be dealt with by replacing behaviors that are acceptable. At times we use redirection or removal from an activity, suggesting alternative ways to handle a situation, or distraction
- Everyone will be encouraged to keep from hurting others or themselves
- Classroom equipment and materials will be used safely
- Desirable behavior will be encouraged, with respectful, direct words to teach language around managing situations
- Parents will be consulted if a undesirable behaviors are harmful and persisting

Snacks

The younger we start teaching healthy eating habits the better. Healthy and active lifestyles will create better students. Healthy eating can stabilize children's energy, sharpen their minds and even out their moods. Nutrition is essential for the brain to perform at its peak and eating properly is one of the easiest ways to improve performance in school.

*All children will take turns bringing in a healthy snack to class. We follow strict snack guidelines that will need to be followed. If your child brings a snack that is not on our snack list, the snack will be **sent home**. If you have any ideas to add to our approved and healthy snack list, please share your ideas with us!*

Guidelines for snacks:

- Need to be purchased for the store and unopened. For safety reasons, unfortunately we can not accept homemade foods.
- We strongly encourage whole fruits and/or vegetables as your first choice. Please leave them in their original package and we will clean and cut them for you.
- Bring enough for the entire classroom.
- OUR CLASSROOMS ARE PEANUT AWARE...this includes products made in a factory that could come in contact with peanuts, please read labels very carefully.
- When buying whole fruits and/or vegetables please leave them whole and in their package, our staff will cut them up here.

This and that

Suspected Child Abuse: Everyone who works with children and families is a mandated reporter of child neglect, emotional, physical or sexual abuse. Hand in Hand preschool staff members are all mandated reporters. (as specified by Minnesota Statutes)

Personal items (toys): Please leave all personal items such as toys at home unless otherwise discussed.

Conferences: conferences are held twice per year. Please make every attempt to participate in your child's conference. One day preschool conferences are offered during a class session as parents attend with children.

Self-toileting: children in our hand in hand programs are expected to be self-toileting. We, of course, understand that accidents can happen and we are prepared for that.

Unusual Circumstances: If there are any circumstances at home, such as illness or death, parents' vacations, or changes in childcare arrangements, please notify the teachers so that they can help your child adjust more easily to the situation.

Early Childhood Screening: every child entering preschool needs to attend EC screening. If you are unsure if your child has done this or need to schedule an appointment, please call 763-389-6168 or request an appointment [online](#). We need to get the screening done within 45 days of their first day of preschool.

Birthday Celebrations: To help comply with our nutrition guidelines, we will not be celebrating birthdays with special birthday treats, i.e cupcakes. Instead, the class will celebrate your child's birthday in a different and special way. Each classroom will celebrate differently, and your teacher will let you know specifics.

Photos in school/district publications: Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers, Early Childhood Family Center or District 477 publications and posted on Facebook. Parents may request that their child's photographs and identifying names not be published. Please make your written request to your child's teacher.

Resolved, the Princeton Public School Board approves the establishment and maintenance of the Princeton School Forest and outdoor classroom comprising:

6 acres all located within the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 28, Township 36, Range 26, Mille Lacs County described as:

The Forest: approximately 2 acres starting at the northeast corner of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ Wthen proceeding west for 529 feet to the point of beginning. Then south 190 feet, then west 128 feet, then northwesterly 60° for 130 feet, then west 349 feet, then northwesterly 40° for 165 feet, then east 393 feet, then south 100 feet, then east 150 feet, then north 100 feet, then east 159 feet to the point of beginning.

The Prairie: approximately 1 acres starting at the northeast corner of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ then proceeding west for 649 feet, then south 570 feet to the point of beginning. Then south 60 feet, then west 195 feet, then northwesterly 50° for 70 feet, then west 84 feet, then southwesterly 43° for 64 feet, then west 70 feet then northwesterly 15° for 87 feet, then east 282 feet, then south 20 feet, then east 185 feet.

And the Pioneer: approximately 3 acres starting at the northeast corner of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ then proceeding south 812 feet to the point of beginning. Then south 438 feet, then west 398 feet, then northeasterly 13° for 439 feet, then east 300 feet to the point of beginning.

and supports enrollment of said school forest in the Minnesota DNR School Forest Program for educational purposes.

6 acres all located within the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 28, Township 36, Range 26, Mille Lacs County described as:

Approximately 2 acres starting at the northeast corner of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ when proceeding west for 529 feet to the point of beginning. Then south 190 feet, then west 128 feet, then northwesterly 60° for 130 feet, then west 349 feet, then northwesterly 40° for 165 feet, then east 393 feet, then south 100 feet, then east 150 feet, then north 100 feet, then east 159 feet to the point of beginning.

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