

Princeton Public Schools - ISD 477  
Tuesday, March 20, 2018 at 6:00 PM  
Work Session  
District Office Board Room Located @ City Hall (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 7
- b. Fundraisers 8
- c. Gifts 15
- d. Grants 18
- e. Bills 19
- f. Wire Transfers 24

**8. ACTION**

- a. Primary School Principal  
*I move to accept Sarah Marxhausen as the Primary School Principal.*
- b. Sale of Property 25  
*I move to authorize the Superintendent and Director of Business Services to move forward with the purchasing of the previous Police Station owned by the City of Princeton for \$50,000.00.*

<b>9. WORKSHOP</b>	
10. Princeton Online Academy 2018-19	29
11. Report from Long Range Planning Committee	38
12. Graduation Data	46
13. Budget Planning	64
<b>14. FUTURE MEETINGS</b>	
Finance Meeting- April 3, 2018, 4:30 P.M.	
Regular Board Meeting- April 3, 2018, 6:00 P.M.	
<b>15. 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 Eric Minks on the **6th day of March, at 6:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Deb Ulm, Eric Strandberg, Sue VanHooser, Chad Young and Eric Minks, Craig Johnson (arrived at 6:09 P.M.).

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen

Student Council Representative: Lacey Broding- The Student Council will begin planning the Spring Fling dance soon.

Citizen Comments: None

Commendations Presentation: Fall and some of the winter commendations were presented to students by Superintendent Espe.

**REPORTS**

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

Howard Vaillancourt	None
Eric Strandberg	Officer Training; Board Chair Training; Long Range Planning
Deb Ulm	Whole Life Challenge Finale; Finance; Long Range Planning
Eric Minks	Officer Training; Board Chair Training
Sue VanHooser	Rum River Special Education Co-op Board Meeting; Officer Training; Board Clerk Training
Chad Young	Long Range Planning & Finance

Superintendent Report: Staff development had a weather cancellation on March 5. March 6 staff development welcomed Clayton Cook to present to all staff on Social Emotional Learning.

**APPROVE AGENDA**

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

Sue VanHooser requested a discussion on Spanish Teacher on Consent.

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

Motion made by Chad Young seconded by Eric Strandberg, **to approve the February 20, regular meeting minutes.** Motion passed unanimously.

**CONSENT AGENDA**

Motion made by Deb Ulm, seconded by Eric Strandberg **to approve the consent agenda as presented.** Personnel, Gifts, Fundraisers, Community Education Agreement, American Indian Parent Advisory Committee Continuance. Motion passed unanimously.

Sue VanHooser requested discussion of personnel at the end of the meeting.

**INFORMATION-**

**First Reading of Policies-**Julia Espe read changes made to policies 801, 802, 805, 806, 807, 808, 901, 902, 903, 904, 905, 907 and 908. Policy 801 had updated grade levels to align with district. Policies 805, 806, 807 and 903 had MSBA updates made. Policy 808 had spelling correction. Policy 803 had procedures separated from policy.

**Strategic Plan Update-Goal 4-**Eric Simmons presented the progress of Digital Learning goal. Digital learning is focusing on aligning leadership, continually assessing instruction and technical support, and providing teachers with anywhere learning, while differentiating to meet every students needs.

**High School Registration-** Barb Muckenhirn reported on the proposed 2018-19 High School Registration Guide. The guide includes new courses and courses recommended for deletion.

**Primary School Principal Search-** Julia Espe reported on the process used for the Primary Principal search. Candidates were interviewed on March 6, 2018. The recommended candidate will be brought to the next Board meeting.

**ACTION**

**Revised Budget 2017-18-** Motion to accept the Revised Budget for 2017-18 was made by Craig Johnson and seconded by Deb Ulm. Upon roll call the following voted for: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, Eric Strandberg, Craig Johnson, and Howard Vaillancourt. Motion passed unanimously.

**Long Term Facility Maintenance-** Motion to accept the 2018 summer projects list and direct Administration to continue to plan for an 8 year bond cycle was made by Sue VanHooser and seconded by Craig Johnson. Upon roll call the following voted for: Sue

VanHooser, Chad Young, Deb Ulm, Eric Minks, Eric Strandberg, Craig Johnson, and Howard Vaillancourt. Motion passed unanimously.

**Capital Budget-** Motion to accept the Capital plan for 2018-2019 was made by Chad Young and seconded by Deb Ulm. Upon roll call the following voted for: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, Eric Strandberg, Craig Johnson, and Howard Vaillancourt. Motion passed unanimously.

**Building Improved Assigned-** Motion to accept the Building Improved plan for the 2018-2019 school year was made by Eric Strandberg and seconded by Craig Johnson. Upon roll call the following voted for: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, Eric Strandberg, Craig Johnson, and Howard Vaillancourt. Motion passed unanimously.

**Parameters for Class Size Guidelines-** Motion to accept 2018-2019 class size guidelines was made by Deb Ulm and seconded by Chad Young. Upon roll call the following voted for: Chad Young, Deb Ulm, Eric Minks, and Craig Johnson. Opposed: Sue VanHooser, Eric Strandberg and Sue VanHooser. Motion passed 4:3.

**Parameters for Enrollment-** Motion to accept the 2018 estimated enrollment was made by Eric Strandberg and seconded by Sue VanHooser. Motion passed unanimously.

**Superintendent Search-** Motion to authorize the Director of Human Resources to move forward with the Superintendent search was made by Eric Strandberg and seconded by Howard Vaillancourt. Motion passed unanimously.

**2018-19 and 2019-20 Calendars-** Motion to accept the 2018-2019 and 2019-2020 school calendars was made by Howard Vaillancourt and seconded by Sue VanHooser. Motion passed unanimously.

**Police School Liaison Contract-** Motion to accept the school liaison tentative contract as present was made by Craig Johnson and seconded by Deb Ulm. Motion passed unanimously.

**Rum River Special Education Cooperative-** Motion to accept Rum River Special Education Cooperative becoming fiscally independent was made by Sue VanHooser and seconded by Craig Johnson. Motion passed unanimously.

#### **ADDITIONS TO AGENDA**

**Consent Agenda Personnel-** Motion was made by Deb Ulm and seconded by Craig Johnson to approve Personnel as presented. Discussion on wage of teacher on personnel. Motion passed unanimously.

**FUTURE MEETINGS INFORMATION**

Executive Committee- March 13, 4:00 P.M.

Policy Meeting- March 20, 5:00 P.M.

Board Work Session- March 20, 6:00 P.M.

**ADJOURN**

Motion to adjourn the meeting was made by Eric Minks and seconded by Craig Johnson. The meeting was adjourned at 7:28 p.m.

---

Chair Eric Minks

---

Clerk Sue VanHooser

Recorder- Emily McKinnon

3.20.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Triebnig	Wendy	High School	SpED Para	Paras	Tammy Mellon	3.7.18	
New Hire	Lansing	Gil	B&G	Maintenance Technician	Custodial	Trumond Kollar	3.18.18	\$20.17

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Malecek	Amanda	Primary	SpEd Para	Paras	N/A	3.9.18	
Resignation	Malo Senosiain	Juliana	Primary	Spanish Immersion Teacher	PEA	N/A	6.1.18	
Resignation	Lehmann	Nicole	Middle School	MS Musical Director	Activities	N/A	3.15.18	
Retiring	Dupay	Sue	Intermediate	Cook	Food Service	N/A	5.31.18	
Retiring	Provo	Wendy	Primary	Server	Food Service	N/A	5.31.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Woolley	Heather	Family Center	ECSE Teacher	PEA	N/A	5.2.18-6.1.18	
LOA	Trujillo	Nicole	Middle School	Teacher	PEA	N/A	2.7.18-8.30.18 (approx)	
LOA	Scott	Pamela	Onward	SpEd Para	Paras	N/A	1.30.18-4.25.18 (approx)	
LOA	Beckers	Jeffrey	Primary School	K Teacher	PEA	N/A	3.5.18-6.1.18	
LOA	Hanson	Jeff	Primary	PE Teacher	PEA	N/A	4.25.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Marxhausen	Sarah	Primary School	Principal	Principals	Greg Finck	8.1.18	\$107,022.35

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Nelson	Mitch	Middle School	Gr 7-8 Baseball Coach	Activities	Dave Paddock	4.3.18	\$2,106.00
Extra Duty	Brovold	Cindy		The Big Read Coordinator			12.1.18-2.28.18	\$1,500.00
Extra Duty	Gross	Jen	Middle School	MS Musical Director	Activities	Nicole Lehmann	3.13.18	\$1,582.00
Extra Duty	Jennich	Anna	High School	Asst Softball Coach (9th)	Activities	Shannon Miller	3.18-6.18	\$2,769.00

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>March/April</u>	Projected profit: <u>\$ 900.00</u>	Amount earned:						
Group or organization proposing the fundraiser: <u>Boys Tennis</u>		Item(s) being sold: <u>Pope Murphy's Card</u>						
Company/organization supplying items to be sold: <u>Pope Murphy's</u>								
The money raised will be used for: <u>Uniforms (Optional Fundraiser)</u>								
<p>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.</p> <p>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:</p>		<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>						
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> </table>		Yes	No			
	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.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </table>		Yes	No	✓		
	Yes	No						
✓								
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </table>		Yes	No	✓		
	Yes	No						
✓								
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>		Yes	No			✓
	Yes	No						
		✓						
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.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </table>		Yes	No	✓		
	Yes	No						
✓								
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>		Yes	No			✓
	Yes	No						
		✓						
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </table>		Yes	No	✓		
	Yes	No						
✓								
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.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </table>		Yes	No	✓		
	Yes	No						
✓								
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>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </table>		Yes	No	✓		
	Yes	No						
✓								
I have reviewed Policy #511 Fundraising and agree to its provisions:								
Date: <u>3/14/18</u>	Teacher/Sponsor Signature:							
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.								
_____ APPROVED _____ NOT APPROVED								
Date: <u>3/15/18</u>	Administrator Signature:							
Date: <u>3.16.18</u>	Superintendent Signature:							
Date:	School Board Chair Signature:							

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>4/21/18</u>	Projected profit: <u>1,000</u>	Amount earned:			
Group or organization proposing the fundraiser: <u>Princeton Music Ed. Assoc. PMEA (H.S. BAND)</u>		Item(s) being sold: <u>MATTRESSES</u>			
Company/organization supplying items to be sold: <u>CUSTOM FUNDRAISING SOLUTIONS (CFS)</u>					
The money raised will be used for: <u>STUDENT ACCOUNTS FOR MUSIC TOUR</u>					
<p>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.</p> <p>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:</p>		<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>			
		<table style="width:100%; border: none;"> <tr> <td style="width:50%;"></td> <td style="width:25%; text-align: center;">Yes</td> <td style="width:25%; text-align: center;">No</td> </tr> </table>		Yes	No
	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).	✓			
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: <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>	✓			
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: <u>3/10/18</u> Teacher/Sponsor Signature:					
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u>✓</u> APPROVED <u>        </u> NOT APPROVED					
Date: <u>3-15-18</u> Administrator Signature:					
Date: <u>3.16.18</u> Superintendent Signature:					
Date: _____ School Board Chair Signature: _____					

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>May 19, 2018</i>		Projected profit: <i>600.<sup>00</sup></i>	Amount earned: <i>600<sup>00</sup></i>		
Group or organization proposing the fundraiser: <i>Football booster club</i>		Item(s) being sold: <i>- Pick up trash</i>			
Company/organization supplying items to be sold: <i>- Baldwin township</i>					
The money raised will be used for: <i>Football Equipment</i>					
<p>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.</p> <p>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:</p>			<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>		
			<table style="width:100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
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).	✓			
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: <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>	✓			
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: <i>2/19/18</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>3/9/18</i>		Administrator Signature: <i>[Signature]</i>			
Date: <i>3.16.18</i>		Superintendent Signature: <i>[Signature]</i>			
Date:		School Board Chair Signature:			

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>Apr. 15</i>		Projected profit: <i>750<sup>00</sup></i>	Amount earned: -		
Group or organization proposing the fundraiser: <i>Football booster club</i>		Item(s) being sold: <i>Heggies Pizza</i>			
Company/organization supplying items to be sold: <i>Heggies - Inc.</i>					
The money raised will be used for: <i>Football camp</i>					
<p>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.</p> <p>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:</p>			<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>		
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
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).	✓			
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: <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>	✓			
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: <i>2/19/18</i>		Teacher/Sponsor Signature: <i>Roy [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. <span style="margin-left: 100px;"> <input checked="" type="checkbox"/> APPROVED                 </span> <span style="margin-left: 100px;"> <input type="checkbox"/> NOT APPROVED                 </span>					
Date: <i>3/9/18</i>		Administrator Signature: <i>[Signature]</i>			
Date: <i>3.16.18</i>		Superintendent Signature: <i>Julia Espe</i>			
Date:		School Board Chair Signature:			

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>Sept. 14, 2018</i>		Projected profit: <i>-Part of discount card</i>	Amount earned:	
Group or organization proposing the fundraiser: <i>Football Booster club</i>			Item(s) being sold: <i>-First game Free</i>	
Company/organization supplying items to be sold: <i>-First game Free - part of discount card</i>				
The money raised will be used for: <i>Football Equipment Subsidize Volunteer coaches</i>				
<p>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.</p> <p>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:</p>			<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>	
			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).		✓	
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: <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>		✓	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>2/19/18</i>		Teacher/Sponsor Signature: <i>Ray [Signature]</i>		
As administrator, I understand that approval of this fundraiser means that <u>(all)</u> provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED				
Date: <i>3/9/18</i>		Administrator Signature: <i>[Signature]</i>		
Date: <i>3.16.18</i>		Superintendent Signature: <i>Julia Espe</i>		
Date:		School Board Chair Signature:		

## FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>Aug 14, 2018</i>		Projected profit: <i>\$2,000.00</i>	Amount earned: <i>?</i>
Group or organization proposing the fundraiser: <i>Football booster club</i>		Item(s) being sold: <i>Discount card</i>	
Company/organization supplying items to be sold: <i>Football booster club</i>			
The money raised will be used for: <i>Football Equipment, Subsidize volunteer coaches.</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).	<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 checked="" type="checkbox"/>	<input 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"> <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 checked="" type="checkbox"/>	<input type="checkbox"/>
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <i>2/19/18</i>	Teacher/Sponsor Signature: <i>Roy Taylor</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>3/9/18</i>	Administrator Signature: <i>Dan G. Haddo</i>		
Date: <i>3.16.18</i>	Superintendent Signature: <i>Julia Espe</i>		
Date:	School Board Chair Signature:		

## FUNDRAISING APPROVAL FORM

Date of fundraiser: Ongoing	Projected profit: \$10,000	Amount earned:		
Group or organization proposing the fundraiser: VEX IQ Robotics		Item(s) being sold: Sponsorships (See attached sponsorship information/levels)		
Company/organization supplying items to be sold: N/A				
The money raised will be used for: Supplies, Equipment, Tournaments, etc. for VEX IQ Robotics				
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.  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:			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
			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	NA	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	NA	NA	
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.	NA	NA	
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: 3/6/18 Teacher/Sponsor Signature: <i>Brenda Baird</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>3/9/18</i>	Administrator Signature: <i>[Signature]</i>			
Date: <i>3.16.18</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: VEX IQ Parents

Description of gift: cash donations to cover costs of food for banquet - multiple parents chipped in: \$190<sup>00</sup>

Pre-Condition, Condition, or Limitation on use:

banquet food - they asked for anything over to stay in robotics fund

How this gift specifically relates to the program or school: VEX IQ banquet

This gift meets all requirements of Policy 706

Accepted  Not Accepted Brenda J. Baird Staff Name  
[Signature] Date: 3/12/18  
Principal or Director

Accepted  Not Accepted Julia Espe Staff Name  
[Signature] Date: 3.16.18  
Superintendent

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

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

Routing:

Principal or Director (thank you note attached)  Copy to Building

Business Services

Board Approval  .. Revised: October 29, 2013 ..

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Kristy Quigley - Son of a Stitch Embroidery

Description of gift: t-shirts for volunteers @ Princeton VEX Competition

Pre-Condition, Condition, or Limitation on use:

use for tournament

How this gift specifically relates to the program or school: for VEX volunteers

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Brenda Baird  
Principal or Director Staff Name Date: 3/12/18

Accepted  Not Accepted [Signature] Julia Espe  
Superintendent Date: 3.16.18

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

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

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

... Board Approval

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Mystic Riders

Description of gift: check for \$2,000<sup>00</sup>

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: The money will be used by the prom advisor to help cover costs of prom and help to include special Ed. students.

This gift meets all requirements of Policy 706

Accepted  Not Accepted Britteny Muus Staff Name  
Darin Parks Date: 3/6/18  
Principal or Director

Accepted  Not Accepted Julia Espe Date: 3.12.18  
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

**3.20.18**

Should we be awarded the following grants, the Board authorizes acceptance of funds.

Date Submitted	Grant Name	School	Applicant	Approx Funds
3.9.18	Federal Striving Readers Comprehensive Literacy (SRCL) Program	Middle School	Jessica Town-Gunderson	\$415,737.00 over two years
3.13.18	Sherburne County Area United Way	Early Childhood	Gwen Anderson	\$5,000

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$1,113,646.25
02 Food Service	\$121,236.91
04 Community Service	\$38,986.07
10 Student Activities	\$47,461.61
<b>Report Total</b>	<b>\$1,321,330.84</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	74941	168251	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	Yes	No	USD	02/15/2018	265.92
		74942	168252	Check	1	15714		PIONEER CREDIT RECOVERY, INC.	Yes	Yes	No	USD	02/15/2018	319.21
		74943	168253	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	02/20/2018	19,471.04
		74961	168254	Check	1	14605		ANDERSON CATHY	Yes	Yes	No	USD	02/16/2018	85.00
		74954	168255	Check	1	14019		ART TO REMEMBER	Yes	Yes	No	USD	02/16/2018	1,059.50
		74990	168256	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	02/16/2018	146.30
		74951	168257	Check	1	1301	2	BARNES & NOBLE	Yes	Yes	No	USD	02/16/2018	273.00
		74952	168258	Check	1	13417		BECKY'S TECH SUPPORT	Yes	Yes	No	USD	02/16/2018	600.00
		74955	168259	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	Yes	No	USD	02/16/2018	206.40
		74979	168260	Check	1	1799		CITY OF PRINCETON	Yes	Yes	No	USD	02/16/2018	109,200.00
		74957	168261	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	02/16/2018	105.31
		74947	168262	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	02/16/2018	2,203.15
		74980	168263	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	02/16/2018	1,480.65
		74981	168264	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	02/16/2018	23.00
		74982	168265	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	02/16/2018	1,434.00
		74983	168266	Check	1	2455		EVANS LINDA	Yes	Yes	No	USD	02/16/2018	85.00
		74953	168267	Check	1	13698		FLINT TONER.COM	Yes	Yes	No	USD	02/16/2018	158.00
		75000	168268	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	Yes	No	USD	02/16/2018	85.00
		74950	168269	Check	1	12824	1	FOREST LAKE AREA HIGH SCHOOL	Yes	No	No	USD	02/16/2018	343.00
		74956	168270	Check	1	14049		FUN EXPRESS, LLC	Yes	Yes	No	USD	02/16/2018	18.87
		74962	168271	Check	1	14843		GBR INTERPRETING & TRANSLATIOI	Yes	Yes	No	USD	02/16/2018	86.11
		74959	168272	Check	1	14465	1	GLYNLYON, INC.	Yes	Yes	No	USD	02/16/2018	19,507.50
		74998	168273	Check	1	6645		GRAINGER	Yes	Yes	No	USD	02/16/2018	53.70
		74984	168274	Check	1	2853		GRIMES	Yes	Yes	No	USD	02/16/2018	225.63
		74977	168275	Check	1	15928		HAUBENSCHILD BONNIE	Yes	Yes	No	USD	02/16/2018	85.00
		74968	168276	Check	1	15415		INDEPENDENT EMERGENCY SERVIC	Yes	Yes	No	USD	02/16/2018	75.39
		74964	168277	Check	1	15136	1	ISTE	Yes	No	No	USD	02/16/2018	550.00
		74985	168278	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	Yes	No	USD	02/16/2018	606.47
		74976	168279	Check	1	15922		JENNRICH ANNA	Yes	No	No	USD	02/16/2018	85.00
		74973	168280	Check	1	15848		KELLERMAN RICH	Yes	Yes	No	USD	02/16/2018	113.00
		74986	168281	Check	1	3623		KOEHLER & DRAMM INC.	Yes	Yes	No	USD	02/16/2018	117.03
		74975	168282	Check	1	15867	1	KRUEGER INTERNATIONAL, INC.	Yes	Yes	No	USD	02/16/2018	19,841.99
		74989	168283	Check	1	4156		M.E.S.P.A.	Yes	Yes	No	USD	02/16/2018	133.00
		74987	168284	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	02/16/2018	1,209.34
		74999	168285	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD	02/16/2018	85.00
		74966	168286	Check	1	15304		MEAD RONALD	Yes	No	No	USD	02/16/2018	113.00
		74988	168287	Check	1	4136		MENARDS	Yes	Yes	No	USD	02/16/2018	208.23
		74946	168288	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	02/16/2018	33.68
		74969	168289	Check	1	15583		NASP-NATIONAL ARCHERY IN THE S	Yes	No	No	USD	02/16/2018	367.00
		74972	168290	Check	1	15837		PAGLIANO ALEX	Yes	Yes	No	USD	02/16/2018	113.00
		75002	168291	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	02/16/2018	72.00

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	75029	168334	Check	1	15943		KENMAR CORPORATION OF ST. PAU	Yes	Yes	No	USD	02/23/2018	350.00
		75048	168335	Check	1	7064		LARKIN PETER J.	Yes	Yes	No	USD	02/23/2018	113.00
		75018	168336	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	02/23/2018	9,000.00
		75052	168337	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	02/23/2018	600.00
		75007	168338	Check	1	10488		MAGAZINES.COM	Yes	No	No	USD	02/23/2018	786.87
		75049	168339	Check	1	7979		McLEAN JON W.	Yes	Yes	No	USD	02/23/2018	113.00
		75017	168340	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	02/23/2018	225.86
		75014	168341	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	02/23/2018	890.00
		75044	168342	Check	1	4346	1	MN DEPT OF NATURAL RESOURCES	Yes	No	No	USD	02/23/2018	1,800.00
		75030	168343	Check	1	15944		NELSON JAMES P.	Yes	No	No	USD	02/23/2018	300.00
		75020	168344	Check	1	13069	1	NORTHERN SALT INC	Yes	Yes	No	USD	02/23/2018	437.50
		75021	168345	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	02/23/2018	21,837.42
		75016	168346	Check	1	12540		PETERSON MARK	Yes	No	No	USD	02/23/2018	200.00
		75041	168347	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	02/23/2018	104.93
		75042	168348	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	02/23/2018	392.00
		75053	168349	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	02/23/2018	68.85
		75045	168350	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	02/23/2018	136.50
		75034	168351	Check	1	15949		QUIGLEY KRISTY	Yes	No	No	USD	02/23/2018	55.00
		75046	168352	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	02/23/2018	361.48
		75038	168353	Check	1	15953		RANNOV JACQUELINE	Yes	No	No	USD	02/23/2018	55.00
		75040	168354	Check	1	15955		SHEA RYAN	Yes	Yes	No	USD	02/23/2018	35.00
		75047	168355	Check	1	5673		SHERBURNE ERIK	Yes	Yes	No	USD	02/23/2018	200.00
		75025	168356	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	02/23/2018	21,107.88
		75022	168357	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	02/23/2018	99.55
		75035	168358	Check	1	15950		WALL AMANDA J	Yes	No	No	USD	02/23/2018	55.00
		75032	168359	Check	1	15947		WITTWER ELIZABETH	Yes	No	No	USD	02/23/2018	55.00
		75037	168360	Check	1	15952		WOGEN ERIC	Yes	No	No	USD	02/23/2018	55.00
		75026	168361	Check	1	15023		WOLD DEVON	Yes	No	No	USD	02/23/2018	113.00
		75061	168362	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	02/28/2018	258.19
		75067	168363	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	02/28/2018	941.72
		75064	168364	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	02/28/2018	67.14
		75065	168365	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	02/28/2018	182.18
		75066	168366	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	02/28/2018	64.00
		75068	168367	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	02/28/2018	19,844.48
		75063	168368	Check	1	15714		PIONEER CREDIT RECOVERY, INC.	Yes	No	No	USD	02/28/2018	319.21
		75069	168369	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	02/28/2018	1,445.34
		75070	168370	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	02/28/2018	3,235.51
		75071	168371	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	02/28/2018	1,186.53
		75062	168372	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	Yes	No	USD	02/28/2018	550.86
		75072	168373	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	02/28/2018	156.00
		75074	168374	Check	1	13570		FRIESEN JONATHAN	Yes	No	No	USD	03/02/2018	1,700.00

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount
0477	001	75114	168417	Check	1	5523		SCHOLASTIC BOOK CLUBS INC	Yes	No	No	USD		03/02/2018	4,021.63
		75116	168418	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD		03/02/2018	699.90
		75118	168419	Check	1	6736		SKUZA HEIDI	Yes	No	No	USD		03/02/2018	141.76
		75123	168420	Check	1	9494	1	SNA	Yes	No	No	USD		03/02/2018	13.00
		75115	168421	Check	1	5617	5	ST CLOUD STATE UNIVERSITY	Yes	No	No	USD		03/02/2018	275.00
		75081	168422	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD		03/02/2018	19,841.45
		75092	168423	Check	1	15938	1	TRIMARK	Yes	No	No	USD		03/02/2018	31.27
		75085	168424	Check	1	15031		WHOLE LIFE CHALLENGE	Yes	No	No	USD		03/02/2018	1,638.00
		75076	168425	Check	1	11966		ZIMMERMAN HIGH SCHOOL	Yes	No	No	USD		03/02/2018	50.00
		75126	168426	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD		03/02/2018	385.42
		75128	168427	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD		03/02/2018	3,481.79
		75127	168428	Check	1	13262	1	WALMART COMMUNITY/GEORB	Yes	No	No	USD		03/02/2018	1,677.34
		75129	168429	Check	1	14756		NATIONAL JOINT POWERS ALLIANCI	Yes	No	No	USD		03/06/2018	262,886.66
		75133	168430	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD		03/09/2018	4,050.73
		75135	168431	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD		03/09/2018	142.87
		75164	168432	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD		03/09/2018	38.96
		75147	168433	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD		03/09/2018	256.68
		75183	168434	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD		03/09/2018	309.98
		75132	168435	Check	1	10584		CARD SERVICES	Yes	No	No	USD		03/09/2018	1,394.07
		75157	168436	Check	1	15967		CASEY CAROL	Yes	No	No	USD		03/09/2018	10.00
		75162	168437	Check	1	3954	4	CDW-G INC	Yes	No	No	USD		03/09/2018	2,439.02
		75131	168438	Check	1	10069		DALCO	Yes	No	No	USD		03/09/2018	1,226.87
		75137	168439	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD		03/09/2018	1,055.52
		75158	168440	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD		03/09/2018	38.00
		75153	168441	Check	1	15914		EEC ACQUISITION, LLC	Yes	No	No	USD		03/09/2018	469.77
		75159	168442	Check	1	2331		EGAN COMPANY	Yes	No	No	USD		03/09/2018	2,556.64
		75146	168443	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD		03/09/2018	45.59
		75143	168444	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD		03/09/2018	327.97
		75178	168445	Check	1	6645		GRAINGER	Yes	No	No	USD		03/09/2018	297.34
		75155	168446	Check	1	15965		HAMILTON KYANN	Yes	No	No	USD		03/09/2018	54.00
		75180	168447	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD		03/09/2018	495.34
		75160	168448	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	No	No	USD		03/09/2018	290.00
		75144	168449	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD		03/09/2018	700.00
		75151	168450	Check	1	15415		INDEPENDENT EMERGENCY SERVI	Yes	No	No	USD		03/09/2018	75.39
		75134	168451	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD		03/09/2018	9,411.90
		75161	168452	Check	1	3576		KILLINGSWORTH ANN	Yes	No	No	USD		03/09/2018	40.00
		75154	168453	Check	1	15962		LCS COACHES, INC.	Yes	No	No	USD		03/09/2018	1,232.23
		75142	168454	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD		03/09/2018	394.85
		75140	168455	Check	1	12702		LINDSTROM JENNIFER	Yes	No	No	USD		03/09/2018	35.00
		75181	168456	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD		03/09/2018	468.50
		75182	168457	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD		03/09/2018	404.50

**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	75230	168499	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	03/20/2018	1,687.50
		75198	168500	Check	1	10174		CENTER FOR EFFICIENT SCHOOL	Yes	No	No	USD	03/20/2018	3,600.00
		75242	168501	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	03/20/2018	379.75
		75262	168502	Check	1	8069	1	CHEMSEARCH	Yes	No	No	USD	03/20/2018	139.00
		75243	168503	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	03/20/2018	131.16
		75197	168504	Check	1	10069		DALCO	Yes	No	No	USD	03/20/2018	8,998.63
		75218	168505	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	03/20/2018	15,095.00
		75239	168506	Check	1	15920		DYNAMIC DRINKWARE, LLC	Yes	No	No	USD	03/20/2018	543.76
		75246	168507	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	03/20/2018	411.92
		75212	168508	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	03/20/2018	989.55
		75265	168509	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/20/2018	332.77
		75238	168510	Check	1	15914		EEC ACQUISITION, LLC	Yes	No	No	USD	03/20/2018	1,249.85
		75247	168511	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	03/20/2018	12,202.47
		75208	168512	Check	1	11991		EMC INSURANCE COMPANIES	Yes	No	No	USD	03/20/2018	364.00
		75248	168513	Check	1	2494	1	FARBER SOUND, LLC	Yes	No	No	USD	03/20/2018	2,769.00
		75223	168514	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	03/20/2018	741.44
		75261	168515	Check	1	6645		GRAINGER	Yes	No	No	USD	03/20/2018	794.23
		75220	168516	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	03/20/2018	920.00
		75249	168517	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	03/20/2018	1,274.27
		75232	168518	Check	1	15533		HERITAGE EMBROIDERY & DESIGN	Yes	No	No	USD	03/20/2018	1,080.00
		75228	168519	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	03/20/2018	758.95
		75206	168520	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	03/20/2018	96,435.00
		75204	168521	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	03/20/2018	214.06
		75201	168522	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	03/20/2018	416.67
		75219	168523	Check	1	13828		JUMPN GYMNASTICS	Yes	No	No	USD	03/20/2018	16,929.13
		75213	168524	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	03/20/2018	177.48
		75203	168525	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	03/20/2018	313.14
		75207	168526	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	03/20/2018	782.95
		75245	168527	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	03/20/2018	100.00
		75251	168528	Check	1	4491		MULTIPLE CONCEPTS INTERIOR	Yes	No	No	USD	03/20/2018	80.00
		75215	168529	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	03/20/2018	141,670.80
		75252	168530	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	03/20/2018	2,591.29
		75254	168531	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	03/20/2018	64,100.14
		75253	168532	Check	1	5167		PRO-ED, INC.	Yes	No	No	USD	03/20/2018	155.10
		75241	168533	Check	1	15958	1	PROPEL EDUCATION STRATEGIES, I	Yes	No	No	USD	03/20/2018	112.00
		75255	168534	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	03/20/2018	912.78
		75256	168535	Check	1	5256	3	READ NATURALLY	Yes	No	No	USD	03/20/2018	134.40
		75200	168536	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF N	Yes	No	No	USD	03/20/2018	2,013.94
		75263	168537	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	03/20/2018	2,194.00
		75233	168538	Check	1	15660		REJUV MEDICAL	Yes	No	No	USD	03/20/2018	13,920.00
		75257	168539	Check	1	5297		RENAISSANCE LEARNING INC	Yes	No	No	USD	03/20/2018	3,972.50

# Princeton Public Schools - ISD #477

## Wire Transfer Report

March 20, 2018

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
2/15/2018	\$ 612,090.02	ACH File Transfer
2/15/2018	\$ 203,362.91	Federal Tax Wire Transfer
2/15/2018	\$ 34,712.91	State Tax Wire Transfer
2/15/2018	\$ 13,413.18	Select Account HSA
2/15/2018	\$ 427.92	MN Revenue
2/15/2018	\$ 94,058.18	TRA File Transfer
2/15/2018	\$ 41,098.30	PERA File Transfer
2/15/2018	\$ 241.50	MN Child Support File Transfer
2/15/2018	\$ 43,960.35	TSA File Transfer
2/28/2018	\$ 664,172.40	ACH File Transfer
2/28/2018	\$ 211,012.44	Federal Tax Wire Transfer
2/28/2018	\$ 34,683.30	State Tax Wire Transfer
2/28/2018	\$ 13,463.18	Select Account H S A
2/28/2018	\$ 94,251.04	TRA File Transfer
2/28/2018	\$ 48,227.41	PERA File Transfer
2/28/2018	\$ 241.50	MN Child Support File Transfer
2/28/2018	\$ 43,861.54	TSA File Transfer
3/5/2018	\$ 10,723.47	BMO Harris Bank - (Pcards)
3/2/2018	\$ 228.00	MN Revenue - (Sales tax)
2/1/2018	\$ 1,905.47	SelectAccount
2/8/2018	\$ 7,063.04	SelectAccount
2/15/2018	\$ 4,039.23	SelectAccount
2/20/2018	\$ 740.80	SelectAccount
2/22/2018	\$ 7,575.38	SelectAccount
	\$	
<b>TOTAL</b>	<b>\$ 2,185,553.47</b>	

## PURCHASE AGREEMENT

1. **Parties.** This Purchase Agreement is made on \_\_\_\_\_, 2018, by and between the City of Princeton, a Municipal Corporation, as Seller, and Princeton Public School District #477, a Minnesota Public School District, as Buyer.
2. **Offer/Acceptance.** Buyer offers to purchase and Seller agrees to sell real property legally described as follows:

That part of the North 179.00 feet, as measured at a perpendicular distance from the North line thereof, of Block 1, Highland Addition to Princeton, according to the recorded plat thereof, Mille Lacs County, Minnesota, described as follows: Commencing at the Southwest corner of said North 179.00 feet of Block 1, Highland Addition to Princeton; thence South 89 degrees 37 minutes 59 seconds East, along the South line of said North 179.00 feet, a distance of 284.35 feet to the point of beginning of the parcel being described; thence North 00 degrees 34 minutes 39 seconds East a distance of 32.79 feet; thence North 89 degrees 35 minutes 02 seconds West a distance of 107.06 feet; thence North 00 degrees 07 minutes 16 seconds East a distance of 26.03 feet; thence South 89 degrees 48 minutes 39 seconds East a distance of 34.42 feet; thence North 00 degrees 25 minutes 07 seconds East a distance of 33.15 feet; thence South 89 degrees 34 minutes 51 seconds East a distance of 101.12 feet to the East line of said Block 1, Highland Addition to Princeton; thence South 00 degrees 14 minutes 53 seconds West, along said East line of Block 1, a distance of 92.07 feet to the Southeast corner of said North 179.00 feet of Block 1, Highland Addition to Princeton; thence North 89 degrees 37 minutes 59 seconds West, along said South line of the North 179.00 feet, a distance of 28.72 feet to said point of beginning.

3. **Price and Terms.** The price for the real personal property included in this sale is Fifty Thousand Dollars, (\$50,000) which Buyer shall pay as follows: Earnest money of \$1,000 by check, receipt of which is hereby acknowledge, and \$49,000 cash on \_\_\_\_\_, 2018, the DATE OF CLOSING.
4. **Deed/Marketable Title.** Upon performance by Buyer, Seller shall execute and deliver a Warranty Deed, conveying title, subject to:
  - A. Building and zoning laws, ordinances, state and federal regulations.
  - B. Restrictions relating to use or improvement of the property.
  - C. Reservation of any mineral rights by the State of Minnesota.
  - D. Utility and drainage easements which do not interfere with existing improvements.
  - E. Easements and Agreements executed between the parties at closing.
5. **Real Estate Taxes and Special Assessments.** The property is currently exempt from real estate taxes. Seller makes no representation concerning the amount of future real

estate taxes or of future special assessments. Further, there are no Special Assessments levied or pending on said property.

6. **Damages To Real Property.** If the real property is substantially damaged prior to closing, this Agreement shall terminate and the earnest money shall be refunded to Buyer. If the real property is damaged materially but less than substantially prior to closing, Buyer may rescind this Agreement by notice to Seller within twenty-one (21) days after Seller notifies Buyer of such damage, during which 21-day period Buyer may inspect the real property, and in the event of such rescission, the earnest money shall be refunded to Buyer.
7. **Seller's Boundary Line, Access, Restrictions and Lien Warranties.** Seller warrants that the building acquired is entirely within the boundary lines of the property. Seller warrants that there is a right of access to the real property across parking area owned by Seller and North 8<sup>th</sup> Avenue. Seller warrants that there has been no labor or material furnished to the property by Seller for which payment has not been made. Seller warrants that there are no present violations of any restrictions relating to the use or improvement of the property. These warranties shall survive the delivery of the deed or contract for deed.
8. **Disclosure of Notices.** Seller has not received any notice from any governmental authority as to violation of any law, ordinance or regulation. If the property is subject to restrictive covenants, Seller has not received any notice from any person as to a breach of the covenants.
9. **Condition of Property.** BUYER AGREES TO ACCEPT THE SUBJECT PROPERTY IN ITS "AS IS" "WHERE IS" AND "WITH ALL FAULTS" AND CONDITIONS AT CLOSING WITHOUT ANY REPRESENTATION OR WARRANTY WHATSOEVER INCLUDING WARRANTIES OR REPRESENTATIONS AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. BUYER ACKNOWLEDGES THAT IT IS IN POSSESSION OF THE SUBJECT PROPERTY, HAS MADE IMPROVEMENTS TO IT AND IS FAMILIAR WITH ITS CONDITION.
10. **Possession.** Buyer is in possession of the property.
11. **Examination of Title.** Within a reasonable time after acceptance of this Agreement, Seller shall furnish Buyer with a Commitment for Title Insurance including property searches covering bankruptcies and State and Federal judgments, liens, and levied and pending special assessments. Buyer shall have ten (10) business days after receipt of the Commitment either to have Buyer's attorney examine the Commitment and provide Seller with written objections or, at Buyer's own expense, to arrange for purchase of title insurance. Buyer shall be deemed to have waived any title objections not made within the applicable 10-day period for above, except that this shall not operate as a waiver of Seller's covenant to deliver a Contract for Deed as provided herein.
12. **Title Corrections and Remedies.** Seller shall have 120 days from receipt of Buyer's written title objections to make title marketable. Upon receipt of Buyer's title objections, Seller shall, within ten (10) business days, notify Buyer of Seller's intentions to make title marketable within the 120-day period. Cure of the defects by Seller shall be reasonable, diligent and prompt.

- a. If notice is given and Seller makes title marketable, then upon presentation to Buyer and proposed lender of documentation establishing that title has been made marketable, and if not objected to in the same time and manner as the original title objections, the Closing shall take place within five (5) business days or on the scheduled Closing Date, whichever is later.
- b. If notice is given and Seller proceeds in good faith to make title marketable but the 120-day period expires without title being made marketable, Seller may continue to work on making title marketable for a reasonable period of time.
- c. If title is marketable, or is made marketable as provided herein, and Buyer defaults in any of the agreements herein, Seller may elect either of the following options, as permitted by law:
  - 1) Cancel this contract as provided by statute and retain all payments made hereunder as liquidated damages.
  - 2) Seek specific performance with six (6) months after such right of action arises, including costs and reasonable attorneys' fees, as permitted by law.
- d. If title is marketable, or is made marketable as provided herein, and Seller defaults in any of the agreements herein, Buyer may, as permitted by law:
  - 1) Seek damages from Seller including costs and reasonable attorneys' fees.
  - 2) See specific performance within six (6) months after such right of action arises.

**TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.**

13. **Notices.** All notices required herein shall be in writing and delivered personally or mailed to the address of the other party and if mailed, are effective as of date of closing.
14. **Minnesota Law.** This contract shall be governed by the laws of the State of Minnesota.
15. **Additional Terms.** It is hereby acknowledged:
  - a. If the parties agree it is necessary after review, a separate agreement covering the Buyer's partial use of the Seller's City Hall parking lot will be negotiated.
  - b. That the parties will agree to sign an Ingress and Egress Agreement at closing in form acceptable to both parties. (Proposed Agreement attached).
  - c. That the parties will agree to and sign a Common Wall Agreement at closing in form acceptable to both parties. (Proposed Agreement attached).

We agree to sell the property for the price and terms and conditions set forth above

We agree to purchase the property for the price and terms and conditions set forth above.

**SELLER:**

**BUYER:**

**CITY OF PRINCETON, a**  
Municipal Corporation

**PRINCETON PUBLIC SCHOOL DISTRICT**  
#477, a Minnesota Public School District

**BY:** \_\_\_\_\_  
**Paul Whitcomb, Mayor**

**BY:** \_\_\_\_\_  
**Eric Minks, School Board Chair**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
**Robert Barbian, City Administrator**

**BY:** \_\_\_\_\_  
**Sue VanHooser, School Board Clerk**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

---

# Princeton Online Academy

— FY19 Recommendations —  
March 20, 2018  
Board Presentation

---

---

# Program Overview

- POA began serving students Fall 2015
- State approved online program
- Able to serve students residing anywhere in MN
- Currently serve students in grades 3-12
- Supplemental and full-time
- Base instructional materials are created by Odysseyware
  - Customized by POA staff

# Enrollment History-Grades 3-12

	Supplemental			Full Time		
	Tri 1	Tri 2	Tri 3	Tri 1	Tri 2	Tri 3
<b>2015-16</b>						
Student Count*	25	29	64	39	55	51
Course Enrollments	33	36	94	224	274	257
<b>2016-17</b>	<b>Tri 1</b>	<b>Tri 2</b>	<b>Tri 3</b>	<b>Tri 1</b>	<b>Tri 2</b>	<b>Tri 3</b>
Student Count*	71	107	141	64	65	65
Course Enrollments	105	137	194	302	253	298
<b>2017-18</b>	<b>Tri 1</b>	<b>Tri 2</b>	<b>Tri 3</b>	<b>Tri 1</b>	<b>Tri 2</b>	<b>Tri 3</b>
Student Count*	127	160	156	64	67	64
Course Enrollments	215	263	261	368	354	352

# Grades 3-8 Data Summary-2015 to Present

47 Students Grades 3-8	% of Total
23 Residents of Princeton	<b>49%</b>
7 of 47 were supplemental	<b>15%</b>
6 are SPED or 504	<b>13%</b>
17 of 26 forms submitted are F or R	<b>36%</b>
25 of 47 failed 1 or more courses	<b>53%</b>
23 of 47 had attendance concerns	<b>49%</b>

# FY18 Grade 3-8 Enrollment

Enrollment by Grade	FY17 Total	FY17 Nonresident	FY18 Total	FY18 Nonresident
3rd	3	3	1	1
4th	3	0	3	3
5th	2	2	0	0
6th	3	2	3	2
7th	4	2	3	2
8th	11	2	5	2
Total	26	11	15	10

## Identified Concerns With Current Services

- Support services are limited for students who are struggling academically.
  - Title 1, Reading Corps, Math Corps, and ADSIS are not available.
  - Students with academic deficits must rely on their parents for support.
- Increasing course enrollments in grades 3-12 limit staff time to make appropriate revisions to content needed for struggling learners.
- Over 40 students enrolled in POA are on IEPs or 504 plans.
  - This is causing a significant increase to staff workload not measurable by looking at course enrollments numbers.
- MCA data for grades 3-8 documents significant deficits needing more support.

# Grades 3-8 MCA Data Summary

35

2015 MCA Reading	MCA Math	2016 MCA Reading	MCA Math	2017 MCA Reading	MCA Math
22 Students	22 Students	24 Students	24 Students	19 Students	19 Students
45% Meet	41% Meet	54% Meet	33% Meet	53% Meet	21% Meet
55% Does Not Meet	59% Does Not Meet	46% Does Not Meet	67% Does Not Meet	47% Does Not Meet	79% Does Not Meet

# FY19 Recommendations

- Eliminate full-time instruction for students in grades 3-8.
- Maintain supplemental instruction for students in grades 3-8 seeking advanced course content.
- Maintain staffing at 2.5-3.0 FTE in order to offer more support at PHS for students seeking supplemental instruction. Consider collaboration with PHS staffing to offer an online classroom each period of the day.
- Begin a gradual transition in core content areas at the high school level from Odysseyware to staff generated content allowing for alignment of the scope and sequence with PHS seat based courses.

# Staff Workload Concerns

- MN statute caps the workload of online instructors to 40 students per section.
- Current Instructor Assignment
  - 5 sections per trimester (equivalent of 40 students/hr)
  - 1 period of prep each day
  - Each teacher is instructing 17-58 different courses per trimester
- Current course enrollments is equivalent to 3 FTE.
- We currently have 2.5 FTE.
- Eliminating services for grades 3-8 would bring workload closer to 2.5 FTE

# Minnesota Career Fields, Clusters & Pathways

- **Marketing**
  - > Merchandising
  - > Marketing Management
  - > Marketing Communications
  - > Marketing Research
  - > Professional Sales

- **Business, Management, and Administration**
  - > Administrative Support
  - > Operations Management
  - > Business Information Management
  - > Human Resources Management
  - > General Management

- **Hospitality and Tourism**
  - > Lodging
  - > Recreation, Amusements and Attractions
  - > Restaurants and Food/Beverage Services
  - > Travel and Tourism

- **Finance**
  - > Banking Services
  - > Business Finance
  - > Securities and Investment
  - > Accounting
  - > Insurance

- **Agriculture, Food, and Natural Resources**
  - > Animal Systems
  - > Agribusiness Systems
  - > Environmental Service Systems
  - > Food Products and Processing Systems
  - > Natural Resources Systems
  - > Plant Systems
  - > Power, Structural, and Technical Systems

- **Arts, Audio/Video Technology, and Communications**
  - > Audio/Video Technology and Film
  - > Journalism and Broadcasting
  - > Performing Arts
  - > Printing Technology
  - > Communications Technology
  - > Visual Arts

- **Information Technology**
  - > Information Support and Services
  - > Network Systems
  - > Programming and Software Development
  - > Web and Digital Communications



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

Minnesota Department of  
Education

**Foundation Knowledge & Skills**

Problem Solving • Critical Thinking  
Employability • Citizenship • Ethics  
Career Development • Integrity • Teamwork  
Legal Responsibilities • Academic Foundations  
Technology Application • Communications  
Safety, Health & Environment • Leadership  
Technical Literacy • Cultural Competence  
Lifelong Learning • Financial Well-Being  
Organizational & Global Systems  
Creativity • Innovation

**CAREER FIELD**  
Business, Management, & Administration

**CAREER FIELD**  
Agriculture, Food, & Natural Resources

**CAREER FIELD**  
Arts, Communications, & Information Systems

**CAREER FIELD**  
Human Services

**CAREER FIELD**  
Health Science Technology

**CAREER FIELD**  
Engineering, Manufacturing, & Technology

- **Law, Public Safety, Corrections, and Security**
  - > Correction Services
  - > Emergency and Fire Management Services
  - > Law Enforcement Services
  - > Legal Services
  - > Security and Protective Services

- **Human Services**
  - > Consumer Services
  - > Counseling and Mental Health Services
  - > Early Childhood Development and Services
  - > Family and Community Services
  - > Personal Care Services

- **Government and Public Administration**
  - > Revenue and Taxation
  - > Foreign Service
  - > Governance
  - > National Security
  - > Planning
  - > Public Management and Administration
  - > Regulation

- **Education and Training**
  - > Administration and Administrative Support
  - > Professional Support Services
  - > Teaching/Training

- **Health Science**
  - > Biotechnology Research and Development
  - > Diagnostic Services
  - > Support Services
  - > Health Informatics
  - > Therapeutic Services

- **Transportation, Distribution, and Logistics**
  - > Facility and Mobile Equipment Maintenance
  - > Health, Safety, and Environmental Management
  - > Logistics Planning and Management Services
  - > Sales and Services
  - > Transportation Operations
  - > Transportation Systems/Infrastructure Planning, Management, and Regulation
  - > Warehousing and Distribution Center Operations

- **Architecture and Construction**
  - > Construction
  - > Design/Pre-construction
  - > Maintenance/Operations

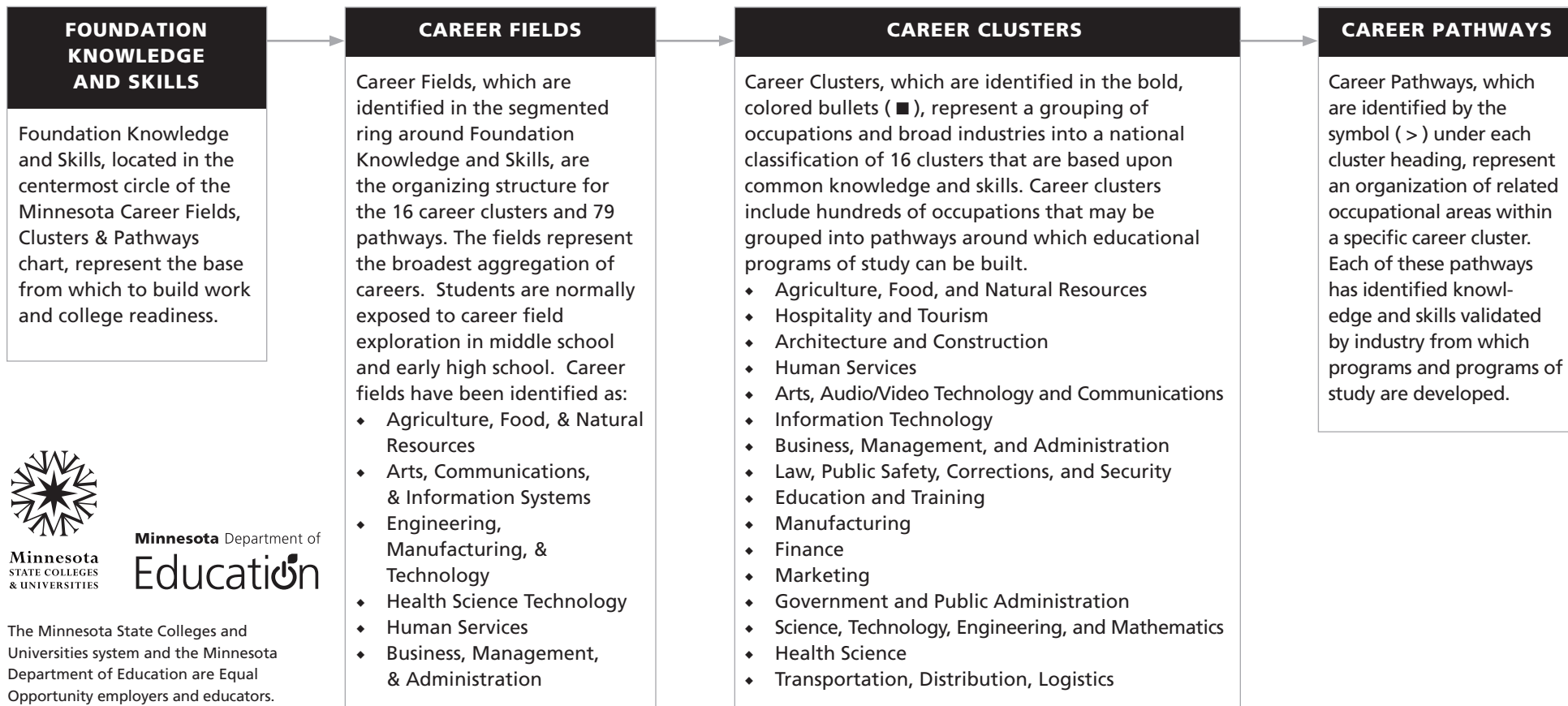
- **Manufacturing**
  - > Production
  - > Manufacturing Production
  - > Process Development
  - > Maintenance, Installation, and Repair
  - > Quality Assurance
  - > Logistics and Inventory Control
  - > Health, Safety, and Environmental Assurance

- **Science, Technology, Engineering, and Mathematics**
  - > Engineering and Technology
  - > Science and Mathematics

Learn about Programs of Study  
[www.mnprogramsofstudy.org](http://www.mnprogramsofstudy.org)  
Career and Technical Education  
[www.learningthatworks.org](http://www.learningthatworks.org)

**Legend:**  
■ = Career Cluster  
> = Career Pathway  
Explanation provided on reverse side.

# Minnesota Career Fields, Clusters & Pathways Chart Explanation



39



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

Minnesota Department of  
**Education**

The Minnesota State Colleges and Universities system and the Minnesota Department of Education are Equal Opportunity employers and educators.

## Minnesota Programs of Study

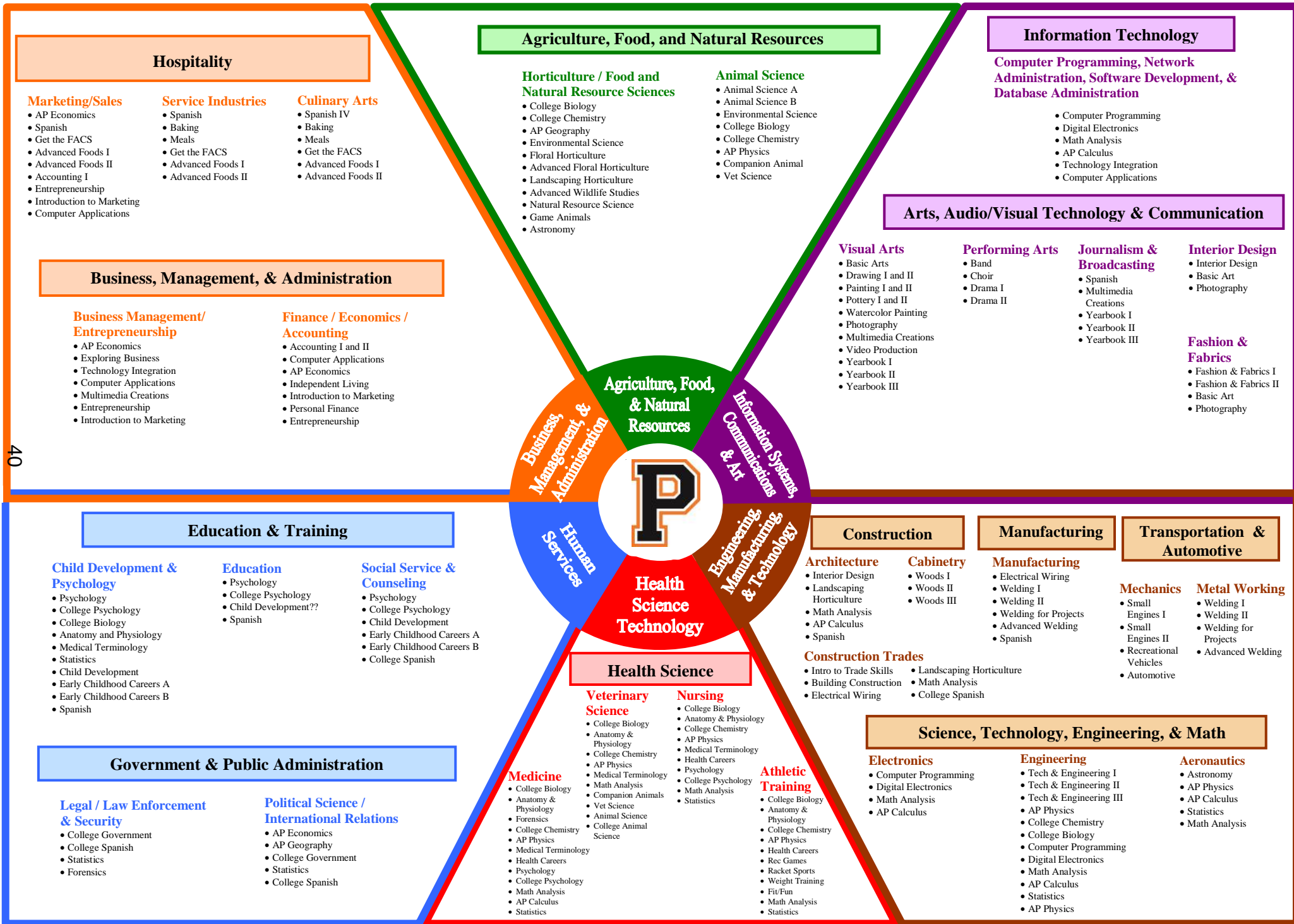
The Minnesota Career Fields, Clusters & Pathways chart, on the reverse side, graphically depicts the organizing framework of the foundation knowledge and skills, career fields, career clusters, and career pathways that Minnesota will use for developing programs of study in career and technical education. Once developed, learners at various levels (high school, collegiate, or workforce training level) will then be able to choose from several individual programs within a program of study in order to attain the specific knowledge, skills and abilities needed to pursue a career of their choice.

**Programs of study** are sets of aligned programs and curricula that begin at the high school level and continue through college and university certificate, diploma and degree programs. The following are some of the key elements that underlie the definition:

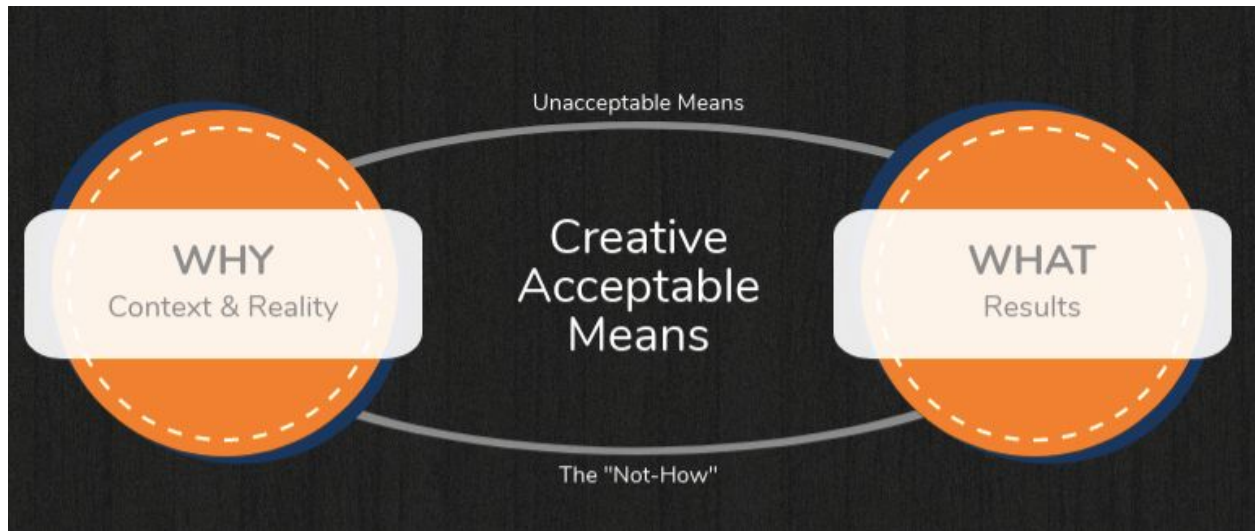
- » Competency based curricula tied to industry expectations and skill standards;
- » Sequential course offerings that provide strategic entry and exit points as needed throughout a lifetime - this leads to manageable “stepping stones” of skill building, high school graduation and postsecondary education completion;

- » Flexible course and program formats convenient for learner segments;
- » Course portability for seamless progression;
- » Multiple entry and exit points to support continuing education, returning adults, and dislocated workers;
- » Connections between high school and postsecondary education, skill progression, and career opportunities that align academic credentials with job advancement in high-skill, high-wage or high-demand occupations.

# Career Pathways & Corresponding Princeton High School Academic Programs



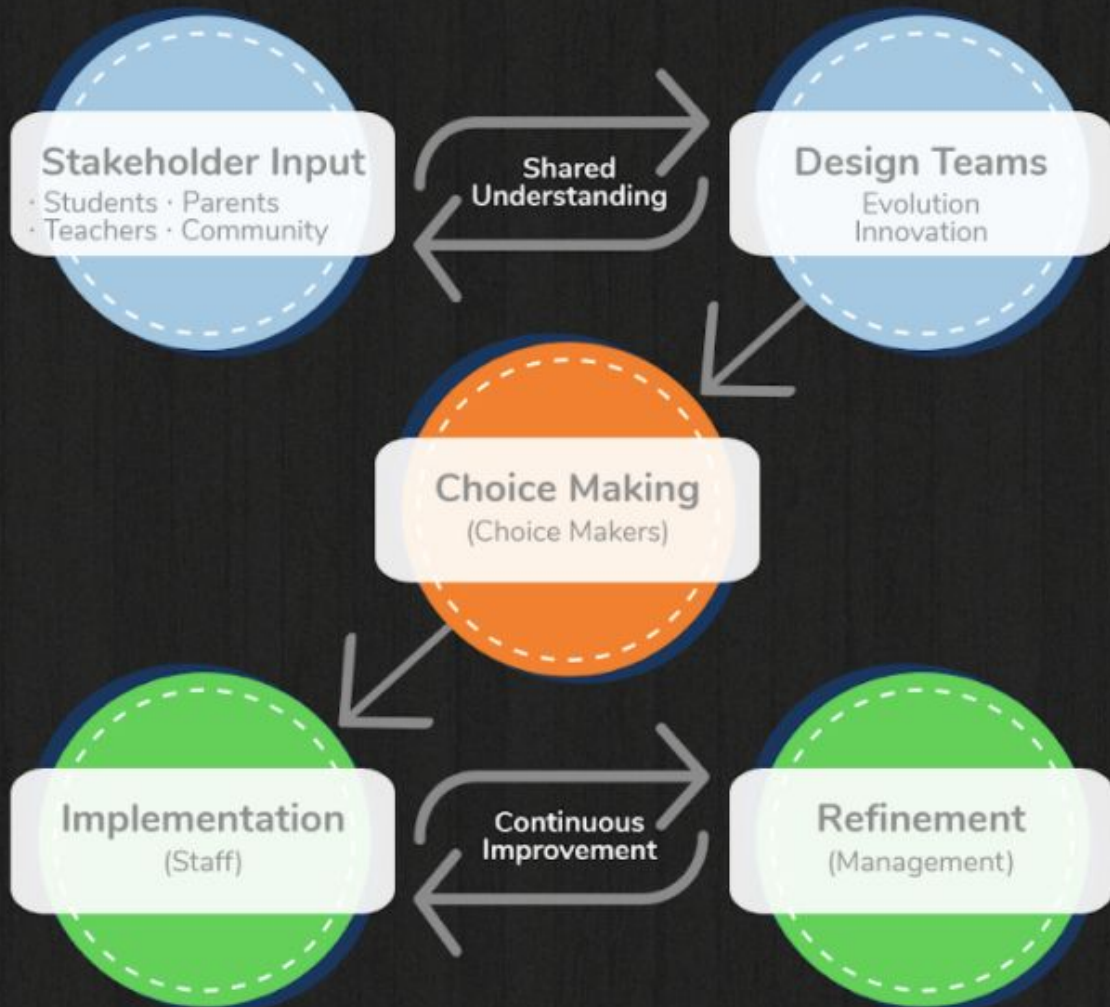
## High School Redesign Guiding Change Framework



WHY	HOW	WHAT
<ul style="list-style-type: none"> <li>• State of MN requires that all students are career and college ready by graduation</li> <li>• State of MN requires every student to have a Personal Learning Plan beginning in grade 9</li> <li>• District focus through strategic plan on Personalized Instruction</li> <li>• 51.6% 11th-grade proficiency in math (State 48%)</li> </ul>		<ul style="list-style-type: none"> <li>• Create a place where students discover their passions</li> <li>• Provide a unique menu of experiential learning opportunities in career pathways</li> <li>• Empower students to chart a meaningful Personal Learning Plan according to career interest</li> </ul>

<ul style="list-style-type: none"><li>● 57.6% 10th- grade proficiency in Reading (State 60.3%)</li><li>● Decline in graduation</li><li>● 133 HS students opted to go elsewhere this year (133 x \$6,500 = \$864,500)</li><li>● Other districts facing similar challenges are reimagining High School</li><li>● Trend toward experiential learning</li></ul>		
---	--	--

# Decision Making Framework





## High School Redesign Timeline - Personalized Learning

Princeton High School becomes a place where students discover their passions.

We offer a menu of rich High School learning experiences in a variety of career pathways unique to Princeton Public Schools.

March 2018	Board Presentation of Process
April 2018	Review existing surveys and create additional questions for Stakeholder Input Survey <ul style="list-style-type: none"> <li>● Students</li> <li>● Parents</li> <li>● Teachers</li> <li>● Community</li> </ul>
May 2018	Identify Design Team(s) Team evolution Team innovation
June 2018	1-day design meeting, Independent research
July 2018	Independent research
August 2018 - March 2019	Experience Exploration/Idea Generation Show & tell & feedback loop with stakeholders monthly (2nd building meeting of the month at each school)
April 2019	Present plan evolution and plan innovation
May 2019	Final proposal / Plan selection by choicemakers
June-July-Aug 2019	Action Step Timeline creation for set up and implementation
September - December	Action Steps for set up / implementation
January 15, 2020	Offering description(s) ready for publication (course catalog/ marketing/ public relations)
Feb 2020-July 2020	Implementation action steps completed
September 2020-2021	First offerings available





---

---

# Graduation Rates

— UPDATED MARCH 2018 —

---

---

# Changes to Graduation Rate Calculations

- A student who spends any time during high school in one of the three program-based groups – English learners, students eligible for free or reduced-price lunch, or students in special education – will be counted in that group in the school’s graduation rates.
- The graduation rates of students who are **not** English learners, students who are **not** eligible for free or reduced price lunch, and students who are **not** in special education will be calculated. These are known as “counter-groups.”

47

Students who drop out of a high school after spending less than half an academic year there will be counted as a dropout at the high school where they spent the most time during their high school years.

- Note that this applies only to students who **drop out**. A student who continues their education past their senior year, or whose final situation is unknown, will still be included as a nongraduate at whichever high school they last attended.
- For example, Jamie spends ninth, 10th, and 11th grade at School A. In April of 12th grade, Jamie transfers to School B and drops out in May. Jamie will count as a dropout in School A’s graduation rate.
  - Under the previous rules, Jamie would have counted as a dropout in School B’s graduation rate.



# HIGH SCHOOL GRADUATION

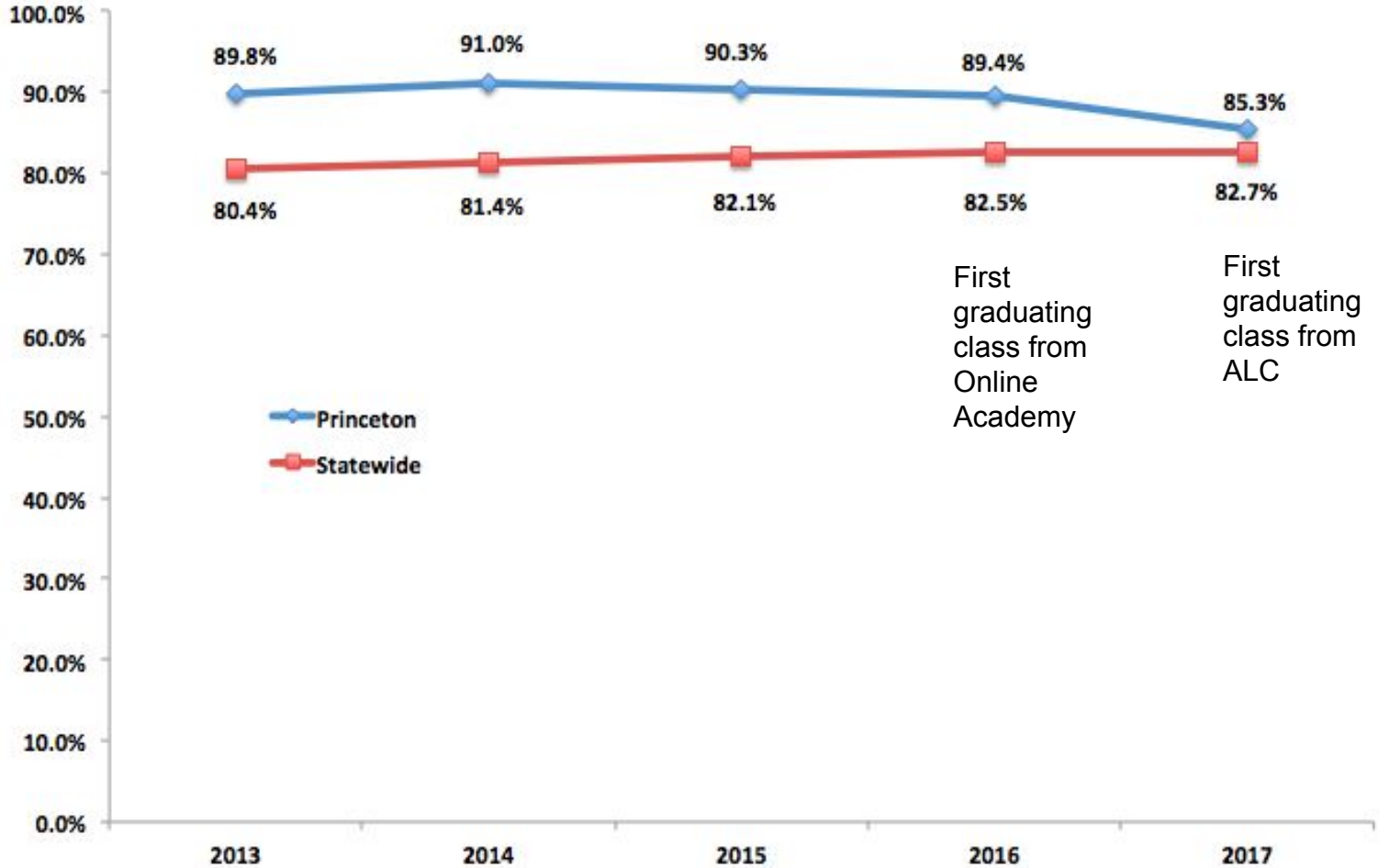


Goal: Princeton's  
Graduation rate will be  
higher than 90% with no  
student group below 85%.

---

# FOUR YEAR RATE TRENDS

69



# Graduation Categories - Class of 2017

	<b>N</b>	<b>%</b>
<b>Graduate</b>	215	85.32
<b>Dropout</b>	10	3.97
<b>Continuing</b>	14	5.56
<b>Unknown</b>	13	5.16
<b>Total</b>	252	100%

# By School/Program

	High School (N=226)		Online Academy (N=21)		ALC* (N=5)	
	N	%	N	%	N	%
<b>Graduate</b>	197	87.2%	13	61.9%	5	100%
<b>Continuing</b>	7	3.1%	7	33.3%		
<b>Dropped Out</b>	10	4.4%	0	0%		
<b>Unknown</b>	12	5.3%	1	4.8%		

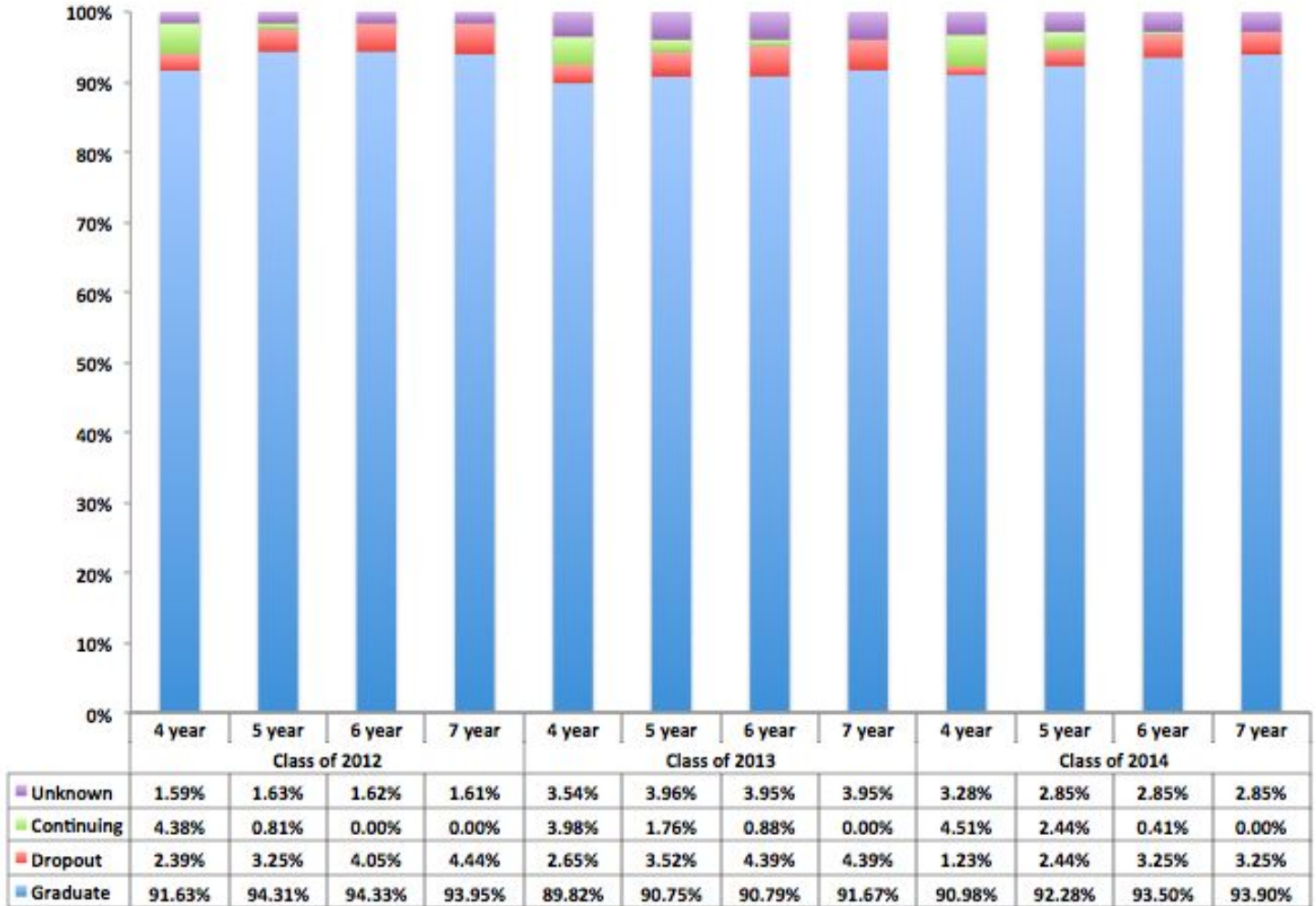
# Class Cohorts

4-yr

5-yr

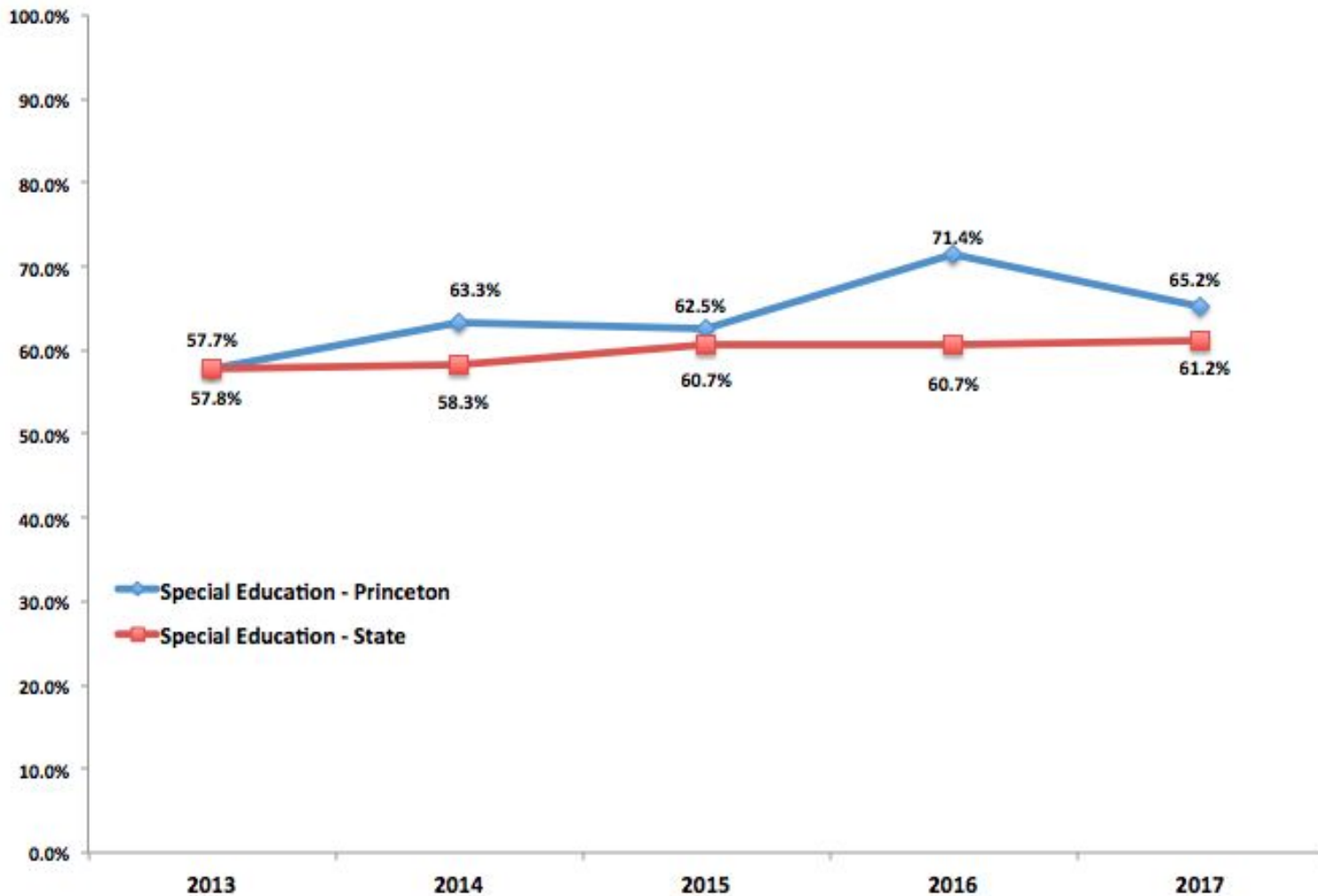
6-yr

7-yr



# SPED 4 YR TRENDS

53



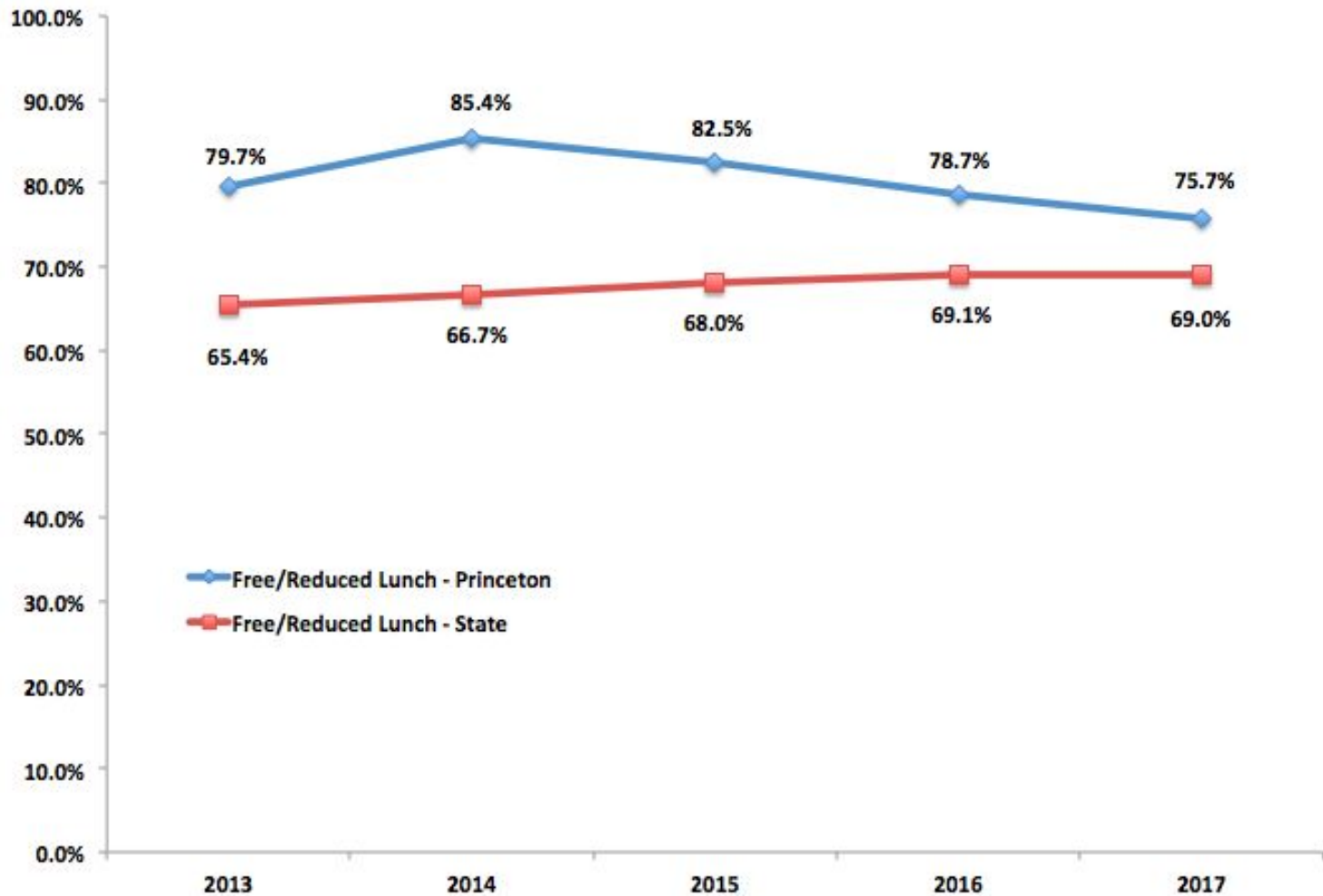
## % of Students with Disabilities Graduating with Cohort

% of Graduating with Cohort	2013	2014	2015	2016	2017
54 SPED-Princeton	57.7	63.3	62.5	71.4	65.2
SPED-State	57.8	58.3	60.7	60.7	61.2

## Historical Data for Students Receiving Special Education Services

	2013	2014	2015	2016	2017
Total Number of Students	26	30	40	35	46
Total Number of Students Graduating (SPED Only)	15	19	25	25	30
# of Students Not Graduating With Cohort (SPED Only)	11	11	15	10	16
% Continued Transition	28	46	27	40	25
% Continued PHS	36	27	27	--	--
% Continued POA	--	--	--	--	19
% Unknown or Drop	36	27	46	60	50
% Record Error	--	--	--	--	6

# FREE/ REDUCED LUNCH 4 YR TRENDS



# Causes of graduation rates declining

Generational poverty

School factors amount as much as  $\frac{2}{3}$  of drop outs

57

Being held back is the single strongest predictor of dropping out (increase of 40 to 50%)

Being held back by two grades increases likelihood by 90%

Princeton Public Schools does not hold back students K-8; however we receive students who have been held back, and students become held back by failing courses at the high school level.

# Schools become proactive when. . .

Promoting positive development

Addressing barriers to learning and teaching

58 Helping students who need to catch up

Turning things around for students who are falling further behind

# What does the research say?

The single most predictive indicator of high school dropout is the student's academic standing during the ninth grade (Williamston, 2010).

59

Students with high absenteeism in 9th grade and/or failure of one or more courses = 3x less likely to complete high school (Warren et al., 2011).

# What does the US Dept of Ed recommend?

Monitor progress of all students and intervene when students first have attendance, behavior, or academic issues.

Provide intensive, individualized support to students who have fallen off track.

69

Engage students by offering programs connecting school with career and college success.

Create small personalized communities to facilitate monitoring and support.

# Action Steps

- MTSS at the Secondary level
- Onward Program on Skyward
- MARSS data

# What Data Might a District Use?

## A Attendance



Research has long shown a strong relationship between how often a student misses school and his or her probability of graduating in four years. Most students who do not regularly attend class fall behind in their coursework and consequently see their grades suffer. Poor attendance can also indicate that a student is struggling with health, family, or other issues that are distracting them from their studies.

## B Behavior incidents



As few as one suspension in grade 6 may predict whether a student graduates in four years. Behavior incidents can indicate that a student is disengaged with the school environment. Suspensions often cause an additional burden on students to catch up on the material they missed.

## C Course performance



Number of course failures and overall grade point average obviously correlate with a student's probability of graduating in four years. If a student fails a course, he or she will need to make up credit outside the regularly scheduled school time to stay on track. Poor course performance can also indicate disengagement at the classroom level.

## TYPE OF INTERVENTION

## FOCUS AND EXAMPLES OF INTERVENTIONS

### SCHOOLWIDE

(all students)



### TARGETED

(15–20 percent of students)



### INTENSIVE

(5–10 percent of students)

### ATTENDANCE

- Respond to every absence
- Create a culture that encourages attendance
- Positive social incentives for good attendance
- Data tracking by teacher teams

- Brief daily check by adult after two or more unexcused absences in a month
- Investigation and problem solving by attendance team

- Sustained one-on-one attention and problem solving
- Appropriate social service or community support

### BEHAVIOR

- Teach, model, and expect good behavior
- Positive social incentives and recognition for good behavior
- Data tracking by teacher teams

- Involve behavior team following two or more office referrals
- Simple behavior checklist student takes from class to class, checked each day by an adult
- Mentor assigned

- In-depth behavioral assessment
- Behavior contracts with family involvement
- Appropriate social service or community supports

### COURSE PERFORMANCE

- Research-based instructional programs
- In-classroom support to enable active and engaging teaching
- Data tracking by teacher teams

- Elective extra-help courses—tightly linked to core curriculum—that preview upcoming lessons and fill in knowledge gaps
- Targeted, reduced class size for students whose failure is rooted in social or emotional issues

- One-on-one tutoring

<b>2019 UNASSIGNED BUDGET PROJECTIONS</b>	
2018 Unassigned Revenue	\$32,180,941.00
2019 Estimated Increase	\$575,000.00
<b>TOTAL Estimated Revenue</b>	<b>\$32,755,941.00</b>
2018 Unassigned Expenses + Program Initiatives Salary	\$32,896,067.00
2019 Estimated Salary Increase	\$1,150,000.00
2019 Estimated Other Increase	\$150,000.00
<b>Total Estimated Expenses</b>	<b>\$34,196,067.00</b>
<b>VARIANCE</b>	<b>-\$1,440,126.00</b>
<b>REVENUE CHANGES</b>	
Enrollment	
Special Education	
State Increase of 2%	
Compensatory	
Past Program Initiatives	
<b>EXPENSE CHANGES</b>	
Salary Increase Estimated	
Salary Increase Estimated	
Technology	
Insurances	
Severance Changes	
Transportation	
Past Program Initiatives Salary & Benefits	

**2018 ESTIMATED FUND BALANCE**

	<b>2017 Actual Fund Balance</b>	<b>2018 Estimated Revenues</b>	<b>2018 Estimated Expense</b>	<b>2018 Estimated Fund Balance</b>	<b>2018 Estimated Variance</b>
<b>UNASSIGNED</b>	<b>\$5,114,331.00</b>	<b>\$31,382,711.00</b>	<b>\$32,056,074.00</b>	<b>\$4,440,968.00</b>	<b>-\$673,363.00</b>
<b>TOTAL FUND BALANCE</b>	<b>\$10,477,930.00</b>	<b>\$35,329,347.00</b>	<b>\$36,946,410.00</b>	<b>\$8,860,867.00</b>	<b>-\$1,617,063.00</b>
<b>Unassigned Fund Balance History</b>					
2013 Actual UA Fund Balance	\$4,730,680.97				
2014 Actual UA Fund Balance	\$4,448,158.41				
2015 Actual UA Fund Balance	\$4,519,239.07				
2016 Actual UA Fund Balance	\$4,995,328.00				
2017 Actual UA Fund Balance	\$5,114,331.00				
<b>Total Fund Balance History</b>					
2013 Actual Total Fund Balance	\$14,020,156.14				
2014 Actual Total Fund Balance	\$12,508,726.79				
2015 Actual Total Fund Balance	\$12,551,274.92				
2016 Actual Total Fund Balance	\$11,138,730.00				
2017 Actual Total Fund Balance	\$10,477,930.00				

<b>2019A1</b>					
<b>Without Additions Requested</b>	<b>2018 Estimated Fund Balance</b>	<b>2019 Estimated Revenues</b>	<b>2019 Estimated Expense</b>	<b>2019 Estimated Fund Balance</b>	<b>Estimated Variance</b>
<b>UNASSIGNED</b>	<b>\$4,440,968.00</b>	<b>\$32,755,941.00</b>	<b>\$34,196,067.00</b>	<b>\$3,000,842.00</b>	<b>-\$1,440,126.00</b>
<b>2019A2</b>					
<b>Requested Additions</b>	Add'l				
<b>UNASSIGNED</b>	<b>\$4,440,968.00</b>	<b>\$32,755,941.00</b>	<b>\$34,196,067.00</b>	<b>\$3,000,842.00</b>	<b>-\$1,440,126.00</b>
<b>2017A3</b>					
<b>Requested Additions for 2016-2017</b>					
<b>UNASSIGNED</b>	<b>\$4,440,968.00</b>			<b>\$4,440,968.00</b>	<b>\$0.00</b>
<b>Unassigned</b>	<b>2018A2</b>	<b>Unassigned</b>	<b>2018A3</b>		
Primary/Intermediate Assistant Principal	\$98,000.00				
Communications Coordinator	\$74,000.00				
Technology Technician	\$54,000.00				
1 positions for Intevention K-5	\$75,000.00				
Requests from Buildings					
<b>Total</b>	<b>\$301,000.00</b>	<b>Total</b>	<b>\$0.00</b>		

**2019A1**

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>	
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>99% of Revenues Received &amp; 99% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 101% of Expenditures Expended</b>	
<b>2017 Actual Fund Balance</b>	<b>\$5,114,331.00</b>	<b>2017 Actual Fund Balance</b>	<b>\$5,114,331.00</b>	<b>2017 Actual Fund Balance</b>	<b>\$5,114,331.00</b>	<b>2017 Actual Fund Balance</b>	<b>\$5,114,331.00</b>
2018 Estimated Revenues	\$31,382,711.00	2018 Estimated Revenues	\$31,382,711.00	2018 Estimated Revenues	\$31,068,883.89	2018 Estimated Revenues	\$31,539,624.56
2018 Estimated Expenses	\$32,056,074.00	2018 Estimated Expenses	\$31,414,952.52	2018 Estimated Expenses	\$31,735,513.26	2018 Estimated Expenses	\$32,376,634.74
<b>2018 Estimated Fund Balance</b>	<b>\$4,440,968.00</b>	<b>2018 Estimated Fund Balance</b>	<b>\$5,082,089.48</b>	<b>2019 Estimated Fund Balance</b>	<b>\$4,447,701.63</b>	<b>2018 Estimated Fund Balance</b>	<b>\$4,277,320.81</b>
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>	
<b>2019 Estimated Revenues &amp; Expenses</b>		<b>2019 Estimated Revenues &amp; Expenses</b>		<b>2019 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>	
<b>2018 Estimated Fund Balance</b>	<b>\$4,440,968.00</b>	<b>2018 Estimated Fund Balance</b>	<b>\$5,082,089.48</b>	<b>2018 Estimated Fund Balance</b>	<b>\$4,447,701.63</b>	<b>2018 Estimated Fund Balance</b>	<b>\$4,277,320.81</b>
2019 Estimated Revenues	\$32,755,941.00	2019 Estimated Revenues	\$32,755,941.00	2019 Estimated Revenues	\$32,755,941.00	2019 Estimated Revenues	\$32,755,941.00
2019 Estimated Expenses	\$34,196,067.00	2019 Estimated Expenses	\$34,196,067.00	2019 Estimated Expenses	\$34,196,067.00	2019 Estimated Expenses	\$34,196,067.00
<b>2019 Estimated Fund Balance</b>	<b>\$3,000,842.00</b>	<b>2019 Estimated Fund Balance</b>	<b>\$3,641,963.48</b>	<b>2019 Estimated Fund Balance</b>	<b>\$3,007,575.63</b>	<b>2019 Estimated Fund Balance</b>	<b>\$2,837,194.81</b>
	-\$1,440,126.00		-\$1,440,126.00		-\$1,440,126.00		-\$1,440,126.00
<b>10% of unassigned Expenditures</b>	<b>\$3,400,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,400,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,400,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,400,000.00</b>
<b>Est. Fund Balance Above 10%</b>	<b>-\$399,158.00</b>	<b>Est. Fund Balance Above 10%</b>	<b>\$241,963.48</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$392,424.37</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$562,805.19</b>
<b>Adjustments to maintain 10% in Unassigned</b>	<b>\$400,000.00</b>	<b>Adjustments to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Adjustments to maintain 10% in Unassigned</b>	<b>\$395,000.00</b>	<b>Adjustments to maintain 10% in Unassigned</b>	<b>\$570,000.00</b>
		B1		C1		D1	
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>99% of Revenues Received &amp; 99% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 101% of Expenditures Expended</b>	
		<b>2018 Estimated Fund Balance</b>	<b>\$5,082,089.48</b>	<b>2018 Estimated Fund Balance</b>	<b>\$4,447,701.63</b>	<b>2018 Estimated Fund Balance</b>	<b>\$4,277,320.81</b>
		2019 Estimated Revenues	\$32,755,941.00	2019 Estimated Revenues	\$32,428,381.59	2019 Estimated Revenues	\$32,919,720.71
		2019 Estimated Expenses	\$33,512,145.66	2019 Estimated Expenses	\$33,854,106.33	2019 Estimated Expenses	\$34,538,027.67
		<b>2019 Estimated Fund Balance</b>	<b>\$4,325,884.82</b>	<b>2019 Estimated Fund Balance</b>	<b>\$3,021,976.89</b>	<b>2019 Projected Fund Balance</b>	<b>\$2,659,013.85</b>
			-\$756,204.66		-\$1,425,724.74		-\$1,618,306.97
		<b>10% of unassigned Expenditures</b>	<b>\$3,400,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,400,000.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,400,000.00</b>
		<b>Est. Fund Balance Above 10%</b>	<b>\$925,884.82</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$378,023.11</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$740,986.15</b>
		<b>Adjustments to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Adjustments to maintain 10% in Unassigned</b>	<b>\$380,000.00</b>	<b>Adjustments to maintain 10% in Unassigned</b>	<b>\$745,000.00</b>
		B2		C2		D2	