Board Meeting

Tuesday, June 17, 2025 6:30 AM
Conference Room, 23130 345th St SE, Erskine, MN 56535

1. **Call to order by Chairperson_____ at _____**
1. Pledge of Allegiance
2. Welcome
3. Roll Call
2. **Approval of Agenda as presented or amended**
3. **Open Forum**
   This is an opportunity for members in the audience to share a thought or idea with the board. Please limit comments to under 3 minutes

   As per Minnesota Statute, items of private data or personnel issues will not be allowed to be presented or deliberated. Visitors with employee issues will be encouraged to proceed via use of School Policies dealing with complaints.
4. **Acknowledgements - Students/Staff/Personnel**
5. **Infomational Reports**
1. Dean of Students/Activities Director Report
6. **Financial - Auditors for the Month of June - Brekken and Sander**
1. Approve payment of bills for district checks #51695-51798 in the amount of $221,765.18; Activity Checks #20050-20068 in the amount of $14,102.37; Wire Payments in the amount of #311,957.70 and MSDLAF Transfers-Redemptions in the amount of $600,000
2. Finance Officers Report
7. **Written Reports/Updates**
1. Superintendent Report
2. School Board Committee Reports
3. Principal/Community Education/Title Grant Coordinator's Report
8. **Consent Agenda Business**
1. Approve Minutes of the regular meeting held May 20, 2025
2. Accept Donations
3. Approve memberships in MSBA, MASA, MREA, Region 1, Northwest Service Cooperative and Minnesota Cooperative Purchasing Venture

4. Approve Committing Fund for Severance
5. Approve the 2025-26 NCTC College in the High School MOU
9. **Action Items**
1. Approve the summer program employees -
   Chrissy Munter
   Sarah English
   Carlie Munter
   Dovlyn Moody
   Lauren Moody
   Heidi Strom

2. Approve hiring Solomonia Martushoff as a paraprofessional for the 25-26 school year (A)
3. Approve hiring Brenda Helgren for part time special education services

(A)

4. Approve the final 24-25 budget (A)
5. Approve the original 25-26 budget (A)
6. Designate Tracy McGlynn, Financial Officer, as the Business Administrator with the Authority to make electronic fund transfers, deposits, withdrawals, and all bank transactions for ISD 2609 (A)
7. Approve Tracy McGlynn and Aaron Cook giving them the ability to make fund Transfers that meet Minnesota Laws 2020, Chapter 116 (A)
8. Approve the Designation of Aaron Cook as the Identified Official with Authority (A)
9. Approve posting for a 1.0 FTE elementary teacher (A)
10. **Set Meeting Dates and Times - July 15th, 2025 - 6:30 AM in the Conference Room**
11. **Adjourn**

Activities Directors Report

Spring Sports

- All Spring Sports have been completed.
    - Baseball finished with a record of 17-6 and were the Section Runner-Up
    - Softball finished with a record of 16-6 and were the Section Runner-Up
    - Mihael Mametieff competed at the Section Track & Field Meet (Triple Jump), Macie Haskett, Ustina Mametieff, Shelby Mandt, & Joy Neubert competed in the 4x200 Relay, and Joy Neubert & Macie Haskett also competed in the 400m. Congratulations to all who qualified and competed
    - Joe Courneya advanced to the Section Golf Meet
    - Trap - 5 shooters attended the State Trap Shooting Championship in Alexandria - Hudson Smeby, Brayden Sander, Hunter Westcott, Cora Earls, & Max Rue
        - Team & Individual awards were earned (Brad can give an accurate update).
- Congratulations to all the following award winners
    - All Conference Baseball PTP – Braylon Hamre, Bergen Howard, and Owen Strom.
        - MVP - Braylon Hamre
        - Coach of the Year - Ryan Breitbach
    - All Conference Baseball NW-Diamond - Braylon Hamre, Bergen Howard, Owen Strom
        - Pitcher of the Year - Braylon Hamre
    - All-Section Baseball - Braylon Hamre, Bergen Howard, Owen Strom, Kolten Schow
    - All Conference Softball PTP – Paige Breitbach, Lexi Mahlen, Madison Bailie & Honorable Mention to Clara Kolden, and Alyssa Anderson.
        - MVP - Lexi Mahlen
        - Coach of the Year - Mikaela Goodwin
    - All-Section Softball- Lexi Mahlen, Paige Breitbach, Maison Bailie
    - All-Conference Golf PTP - Joe Courneya
    - All-Conference Track: Macie Haskett, Ustina Mametieff, Joy Neubert, Caralina Janisch (4x200 Relay) & Honorable Mention Mihael Mametieff (Triple Jump), Macie Haskett (Triple Jump & 400m), Ustina Mametieff (100mH, 300mH), Caralina Janisch (Long Jump), Pam Solia (Discus).

Summer

- Summer Waiver period is underway
    - No Contact 4th of July Week
    - Waiver Ends 7/31
- The gym will be waxed and closed the first weeks in August
- 2025-2026 Sports Parents Meeting is scheduled form 7/28 with speaker Greg Berge
- Online sports registration is being updated as rSchools registration was bought out by Arbiter.

Finance Officers Report
June 2025

Enrollment

- Final enrollment for the year was 444 K-12 (prior year 429). After averaging the annual enrollment, we have a K-12 enrollment of 442.30, along with 3 EC students and 13.62 VPK students.

Budget

- 24-25 Final Budget:
    - At this meeting you will be asked to approve the 2024-25 Final Budget. A full budget was provided to you.
    - There is a projected decrease of $(387,411) across all funds. The general fund has a projected decrease of $(440,177). Food Service and Community Service have small projected increases this year. The General fund balance projects to be $1,640,626.
- 25-26 Original Budget: You will be asked to approve the original 25-26 budget at this meeting. The current budget projects a loss of $(351,179) overall, with a loss of $(328,464) in the General Fund.
    - Budget Assumptions –
        - 432 K-12 Students, 3 EC Students, 15 VPK Students, 6 Extended Time
        - 2.0% total increase on unsettled teacher contracts
        - 4.5% increase on total ESP contracts
        - TRA stays at 9.5%
        - 2.74% levy formula increase
        - iPad Lease

Other

- After this meeting we will be opening all the following for bids: Snow Removal, Bread, Milk, and Fuel.
    - We don't legally need to bid for milk or bread but will continue to do so
- Severance – To comply with GASB 54 we are required to get board approval to commit funds each year. We would like to set aside severance amounts at this point in the amount of $100,000 as in previous years.

Win-E-Mac School District #2609
Enrollment

	Final 2023-24	Orig. Est. 2024-25	9/3/2024	10/1/2024	11/1/2024	12/1/2024	1/1/2025	2/1/2025	3/1/2025	4/1/2025	5/1/2025	5/23/2025	Final Budget	ADM Report
EC	3.29	0	5	7	7	9	9	10	16	17	18	18	11.60	
VPK	11.06	15.6	12.6	14.4	14.4	14.4	14.4	14.4	13.8	13.2	12.6	12	13.62	
K	28.67	25	32	33	33	33	33	33	33	33	33	33	32.90	
1	24.85	28	31	30	30	30	30	31	32	32	31	31	30.80	
2	26.3	24	27	26	26	26	26	26	26	26	26	26	26.10	
3	31	25	29	30	31	31	31	31	30	30	30	30	30.30	
4	30.72	31	34	34	33	33	33	33	34	33	33	33	33.30	
5	41	29	35	34	34	33	34	34	35	34	33	33	33.90	
6	29.45	41	41	41	41	41	41	41	41	42	42	42	41.30	
Total Elementary	**226.34**	**218.6**	**246.6**	**249.4**	**249.4**	**250.4**	**251.4**	**253.4**	**260.8**	**260.2**	**258.6**	**258**	**253.82**	**0.00**
7	32.97	29	33	34	34	34	34	35	35	36	36	36	34.70	
8	46.21	32	34	36	36	37	38	38	38	38	38	38	37.10	
9	34.9	46	46	43	43	43	43	41	41	42	43	43	42.80	
10	28.51	34	36	36	38	38	38	36	35	36	37	37	36.70	
11	34.46	28	29	29	29	29	29	29	28	28	28	28	28.60	
12	35.08	36	34	33	33	34	34	34	34	34	34	34	33.80	
Total High School	**212.13**	**205**	**212**	**211**	**213**	**215**	**216**	**213**	**211**	**214**	**216**	**216**	**213.70**	**0.00**
Total Enrollment	**438.47**	**423.6**	**458.6**	**460.4**	**462.4**	**465.4**	**467.4**	**466.4**	**471.8**	**474.2**	**474.6**	**474**	**467.52**	**0.00**
K-12 Enrollment	**424.12**	**408**	**441**	**439**	**441**	**442**	**444**	**442**	**442**	**444**	**444**	**444**	**442.30**	**0.00**

WIN-E-MAC SCHOOL DISTRICT

Aaron Cook, Superintendent

Phone: (218) 563-2900

Casey Reierson, Principal
23130 345th Street SE
Erskine, MN 56535

www.wemschools.org

DISTRICT FAX: (218) 563-2107
H.S./ELEM. FAX: (218) 563-2902

June 12, 2025

Superintendent Report

May 2025 School Board Meeting

1. Legislative Update
    a. Special Session Completed
    b. Updates for Education

2. ADSIS
    a. Our application for ADSIS programming was approved for the 25-26 school year.
        i. Application included 1 teachers and 2 paraprofessionals
            1. Will look to move an internal teacher into role, and will need board discussion on if we look to hire to replace

3. IOWA Resolution
    a. Yearly Requirement

4. MSBA Odd Year Election Training
    a. Kristi and I have both registered for this training for a potential referendum this fall

5. Other

WIN-E-MAC SCHOOL DISTRICT
AARON COOK, SUPERINTENDENT
www.wemschools.org
Phone: (218)563-2900

23130 345th Street SE
Erskine, MN 56535
Casey Reierson, Principal

DISTRICT FAX: (218)563-2107
H.S./ELEM. FAX: (218)563-2902

Principals Report 6/17/2025

- I have completed our WEM Local Literacy Plan and reported the required scores for K-3 students.
- We have been awarded ADSIS funding for 2025-2028. I have completed the necessary amendments required by our grant scorers. Annual reports will be necessary moving forward. This will allow us to have an Intervention Teacher and two paraprofessionals.
- Our schools DIRS reporting for the school year is complete.
- 2025-2026 OCHS registration for 10th, 11th, and 12th grade WEM students is completed.
- Our initial Title I, II, and IV applications are complete.
- We have interviewed and hired a high school special education teacher, Becky Holter.
- Thank you for the opportunity to lead this amazing school. I will forever be grateful.

- **Principal Casey Reierson**

Minutes of School Board Meeting
Win-E-Mac School District 2609
Tuesday, May 20, 2025
5:30 P.M. – Conference Room

Chairperson Tyler Brekken called the meeting to order. Members were present: Brekken, Carlson, Rock, Sander, and Schow. Members absent: Huschle and Swanson

Audience Members: Heather Burd, Aaron Cook, Kelsi Gunufson, Alyssa Hickman, Rob Hole, Erin Jore, Frannie Langemo, Tracy McGlynn, Kristi Plante, and Casey Reierson

Approval of the Agenda as amended - adding 9.3 Approve the hiring of Becky Holter as a 1.0 FTE Special Education Teacher. This motion, made by Brad Sander and seconded by Amanda Schow, Carried.

Activities Directors Report was in written form with Aaron Cook reading it - Spring Sports - We are winding down the season in all our spring sports. Post season right around the corner. Baseball 11-3 (as of 5/19 at 9:43 am); Sub-Section Quarters: May 27 (tentative: Win-E-Mac); Projected #1 seed on our side. Softball 13-4 - 5/20 @ Fosston (#1 overall seed); Projected to also host on 5/22 in Fosston; Congrats to the East Polk North Stars for winning back-to-back Pine to Prairie conference championships! Track & Field - Sub-Sections: May 22 @ Bagley; Golf - Sub-Sections: May 21 @ Park Rapids; Once each season is complete all equipment will be collected. Concerts - All band and choir concerts programs have been completed. Banquet - The Senior Awards Program has been completed. Congratulations to everyone who received a scholarship or award. The Spring Activities Awards Assembly was on 5/14. Other - Drone teams 5300Z (Hayden & Austin) & 5300Y (Nathaniel & Carter) competing at the 2025 North Central Aerial Drone Competition Championships at Kettering University in Flint, MI. Summer - summer waiver; Summer practice schedule/calendar; Speed/Accel (Rhonda, Jeremy, Aaron); Parent Meeting 7/28/25 (25-26 Sports Registration Night with speaker Greg Berge).

Financial Auditors for the month of May – Rock and Brekken - Approve payment of bills with district checks #51577-51694 in the amount of $206,391.33; Activity checks #20025-20049 in the amount of $28,259.84; Wire Payments in the amount of $217,253.38 and MSDLAF Transfers-Redemptions in the amount of $645,000. This motion, made by Tyler Brekken and seconded by Megan Rock, Carried.

Tracy McGlynn gave the Business Manager's Report - Finance Officers Report May 2025 - Food Service Free & Reduced as of May 1st; Elementary 48.31%; Secondary 51.39%; Combined 49.69%; Prior Year 51.28%. A breakdown is available for you in your packet. Enrollment - Our enrollment as of May 1 was 444 K-12 (prior year 430). No change from last month. A complete breakdown is available in your packet. When I prepare for the final budget, I will use an average of enrollment throughout the year, which is currently 442.11. I will also include the EC average in the calculation, as well as VPK students. Budget - 24-25 Final Budget – This budget will be approved at the June meeting. 25-26 Original Budget – This budget will be approved at the June meeting to allow time for the legislature to wrap up and finalize their activities. Other - Requisitions – Teacher supply and capital requisitions are currently in process.

Aaron Cook gave the Superintendent's Report - May 2025 School Board Meeting - Legislative Update - Reports coming of a potential agreement between Governor and Legislative leaders; Will have an update at the meeting. Session will adjourn on May 19, special session may be needed to finalize budget Principal Hire - Committee recommends approving the contract with Carl Dugstad. Parking Lot Crack Repair - Recommend approving quote from Newling Asphalt; Field Maintenance - We need to approve

the agreement with lakes area turf and SLP services from Fosston. The SLP services would be .3 FTE paid by our school for SLP services.

Casey Reierson gave the Principal's Report - Principals Report 5/20/2025 - The Reading Curriculum selection is complete. I will be completing our WEM Local Literacy Plan before the due date of June 15th. We are patiently awaiting the results of our ADSIS application. Our 6th-7th grade walk-through day was very successful. It gave us time to answer some questions and better prepare students for Jr High. Track and Field Day is Friday 5/23. Our 2025 Graduation Ceremony will be held on 5/24 at 2:00 Thank you! Casey thanked the board, staff and administration for his time here at WEM. Thank you to Casey for his dedication during the first year of his principalship. We wish you all the best! We will miss you!

Approve Minutes of the regular meeting held April 15, 2025, and approve the donations for the month of April 2025. This motion, made by Brad Sander and seconded by Nicki Carlson, Carried.

Approve the River Watch Program Agreement with the Red Lake Watershed District. This motion, made by Brad Sander and seconded by Nicki Carlson, Carried.

Approve the contract with Carl Dugstad as Prek-12 Principal and Community Education Director for the 2025-2027 school years. This motion, made by Megan Rock and seconded by Amanda Schow, Carried.

Approve hiring Becky Holter as a 1.0 FTE Special Education Teacher. This motion, made by Megan Rock and seconded by Nicki Carlson, Carried.

Approve hiring Larry Koenen as a summer cleaner. This motion, made by Brad Sander and seconded by Amanda Schow, Carried.

Approve hiring Wyatt Davis as a summer cleaner and grounds worker. This motion, made by Megan Rock and seconded by Nicki Carlson, Carried.

Approve the following summer rec employees: Director - Heather Burd Coach - Stephanie Frisk Coach - Russ Johnson Student Coach - Braylon Hamre Student Coach - Paige Breitbach Student Coach - Rian Bergh Student Coach - Alyssa Morberg Rotational Coach - Kolten Schow Rotational Coach - Jayden Haugen. This motion, made by Brad Sander and seconded by Amanda Schow, Carried.

Approve the lane change request from Karol Langemo from MA10 to MA20. This motion, made by Amanda Schow and seconded by Nicki Carlson, Carried.

Approve the termination of Samantha Timmerman as a night time custodian. This motion, made by Brad Sander and seconded by Nicki Carlson, Carried.

Approve the Lakes Area turf management proposal in the amount of $13,250.00. This motion, made by Megan Rock and seconded by Amanda Schow, Carried.

Approve the Newling Asphalt quote for parking lot maintenance for $20, 452.00. This motion, made by Tyler Brekken (DD12) and seconded by Megan Rock, Carried.

Approve the MSHSL resolution for membership. This motion, made by Megan Rock and seconded by Amanda Schow, Carried.

Approve the curriculum purchases for the 25-26 school year for $40,425.82. This motion, made by Amanda Schow and seconded by Megan Rock, Carried.

Potential purchase of SLP services from Fosston for .3 FTE paid by Win-E-Mac School. This motion, made by Amanda Schow and seconded by Megan Rock, Carried.

Set Meeting Dates and Times - June 17, 2025, at 6:30 A.M. - Conference Room

Adjourn at 6:12 p.m. This motion, made by Brad Sander and seconded by Megan Rock, Carried.

RESOLUTION ACCEPTING GIFTS/DONATIONS

WHEREAS, Win-E-Mac ISD 2609, Erskine, MN , is authorized to accept gifts or donations of real or personal property under Minnesota Statutes, Section 465.03; and

WHEREAS, the following persons or entities have offered to contribute the items or funds set forth below to the district:

Donor	Amount	Purpose	Date
Football Fieldhouse Fun Night	$12,864.00	Football Fieldhouse Fundraising	April 2025
Football Fieldhouse Fun Night	$10,775.00	Football Fieldhouse Fundraising	May 2025
Football Fieldhouse Fun Night	$750.00	Football Fieldhouse Fundraising	May 2025
Football Fieldhouse Donations	$700.00	Football Fieldhouse Fundraising	May 2025
Football Fieldhouse Donations	$990.00	Football Fieldhouse Fundraising	May 2025

NOW, THEREFORE, BE IT RESOLVED by the School Board of Win-E-Mac ISD 2609, that the above-described gifts are hereby accepted with appreciation, and the School Board expresses its gratitude on behalf of the district and community.

MEMORANDUM OF AGREEMENT

NORTHLAND COMMNITY AND TECHNICAL COLLEGE
COLLEGE IN THE HIGH SCHOOL PROGRAM

WIN-E-MAC HIGH SCHOOL

JUNE 2025

This memorandum of agreement outlines the fee structure for the College in the High School (CHS) program between Northland Community and Technical College and the Win-E-Mac High School. This agreement also stipulates the requirement of Northland to provide a mentor for the high school instructor. Win-E-Mac High School will provide release time for their CHS instructors to attend an annual CHS Spring Conference which will be held in April of each academic year. Win-E-Mac High School will provide additional release time for first year CHS instructors to attend a new instructor orientation session which will be held on the Northland campus. Attendance of new instructor orientation as well as the CHS Spring Conference is mandatory. High School Instructors who do not attend the mandatory Spring Conference will be required to come on-site to Northland within 30 calendar days of the scheduled conference for a meeting with the CHS coordinator and the assigned mentor. If a high school instructor fails to attend a subsequent CHS Spring Conference, the CHS courses that were being taught by the instructor will be terminated the following academic year. Win-E-Mac High School is responsible for providing accommodations that are necessary to meet the Americans with Disabilities Act. Signatures below acknowledge that these educational institutions are willing to participate in this agreement and agree to abide by the above-stated stipulations and stated fee structure. Original signed and dated agreements should be on file in each of the following offices:

College in the High School Program
Northland Community and Technical College
1101 Highway One East
Thief River Falls, MN 56701

Win-E-Mac High School
23130 345th St SE
Erskine, MN 56535

College in the High School Fee Structure

At the end of each semester, the school district's business manager will be sent an invoice for CHS classes offered during that year. The school will be charged $3,000 for each mentor-mentee relationship per course per term.

_____ _____

Aaron Cook, Superintendent Date

_____ _____

John Fields, Vice President of Academic & Student Affairs Date

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

East Grand Forks Campus
2022 Central Avenue NE
East Grand Forks, MN 56721
Phone: 218.793.2800

Thief River Falls Campus
1101 Highway One East
Thief River Falls, MN 56701
Phone: 218.683.8800

Northland Community and Technical College
College in the High School
Program Guidelines 2025 - 2026

The Minnesota State Board of Trustees Policy 3.5, Post-Secondary Enrollment Options, states that "certain guidelines or restrictions shall apply to PSEO classes provided on-site at Minnesota high schools." The following guidelines apply to NCTC College in the High School (CHS) courses taught by high school teachers to high school students, through a cooperative arrangement between NCTC and the school district.

1. All CHS courses are regularly taught on the NCTC campus and are accepted as part of the general education requirement for the associate degree.

2. The NCTC CHS course cannot be used as a platform for other programs that offer college credit such as Advanced Placement, International Baccalaureate, and Project Lead the Way.

3. Instructors of college courses in high schools shall have:
   a. A master's degree in the discipline to be taught.
   b. A master's degree within any field, with 18 graduate semester credits in the discipline to be taught.
   c. If the instructor is a Career and Technical Education (CTE) Instructor, the credentialing requirements vary based upon the field. Work experience (Recency Hours) varies as well as the minimum degree or certification requirement. High school instructors are advised to contact the specific CTE department for the specific requirements of their field.

4. All college policies and regulations which apply to instructional procedures and academic standards will apply to students and staff associated with these courses, except where superseded by sections of this policy.

5. Textbooks and other instructional materials specified in the course outline will be provided by the high school. Textbooks must meet the approval of the NCTC academic department and must be an acceptable edition.

6. If the CHS course is offered in multiple sections, the NCTC courses will also be in the same number of sections as the high school offers. High Schools are advised to have appropriate class sizes (recommended to follow NCTC class capacities).

7. NCTC will work with the high school to determine course placement in reading and math per multiple measures assessment. NCTC will also register students, provide class lists, determine procedures for adding or dropping courses, enter grades and maintain/distribute transcripts. https://www.northlandcollege.edu/academics/multiple-measures-assessment-and-placement/

East Grand Forks Campus
2022 Central Avenue NE
East Grand Forks, MN 56721
Phone: 218.793.2800

Thief River Falls Campus
1101 Highway One East
Thief River Falls, MN 56701
Phone: 218.683.8800

8. Class enrollment is limited to high school juniors and seniors registered in the CHS program. Sophomores are eligible to take one technical course per semester. These students must meet the following criteria:
    a. 3.0 cumulative GPA if taking liberal arts courses. 2.5 GPA for Career and Technical Education courses. Effective the 20-21 school year, Juniors or Seniors who have a 2.75 GPA can register for one liberal arts course their first semester and if successful with a C or higher grade, can register for additional courses in their second semester.

9. Tutoring services are available to all CHS students through the NCTC Academic Success Center. The student will need to sign in with their Star ID and password and the services are available on the D2L platform

10. For each course, the high school instructor and the assigned NCTC mentor will work together, as follows:
    a. A course plan shall be developed which addresses:
        i. The length and number of class meetings and how they will be used to cover the subject matter of the course.
        ii. Library resources and required materials and tests.
        iii. Attendance policy and how it applies to grading.
        iv. Testing procedures and grading processes.
    d. For high school instructors who teach the course for the first time, four face-to-face meetings are recommended as follows, or as needed:
        i. At least one planning meeting between the assigned college instructor and the high school instructor prior to the start of the semester. The required training meeting would qualify for this meeting.
        ii. At least two in-person classroom observations by the assigned college mentor. Written reports of these observations shall be made to the NCTC CHS coordinator and would be available to the high school principal if the CHS instructor grants approval.
        iii. At least one follow-up meeting between the assigned college instructor and the high school instructor.
    e. For high school instructors who have taught the course previously, at least two meetings should be arranged, or as needed. One of the meetings can be the annual Fall Conference.

11. College in the High School Professional Development Conference will be held in April of each academic year. Attendance is mandatory for all high school instructors who teach CHS courses. High school instructors who do not attend the mandatory PD Conference will be required to come on-site to Northland Community & Technical College within 30 calendar days

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of the scheduled conference for a meeting with the CHS coordinator and with the assigned mentor. If a high school instructor does not attend, a subsequent CHS PD Conference, the CHS courses that were being taught by the instructor will be terminated the following academic year. Attendance at the PD Conference is strongly encouraged for CHS coordinators, guidance counselors & principals.

12. New Instructors teaching CHS courses for the first time will be required to attend an orientation session which will be led by the CHS coordinator. The training, which is a separate meeting, will be led by the assigned mentor. The training will cover all aspects of the course which they will be teaching. Information such as course syllabi, learner outcomes, textbook approval, course assessments, grading rubrics, pedagogy, etc. will be covered in this training.

13. The maximum number of NCTC credits available shall not exceed 29 credits. Multiple sections of the same course will count as one course.

14. Course Cancellation will occur if the high school determines enrollment numbers do not support a class or if a qualified instructor is not available to teach the course. Notification must be given to the NCTC CHS coordinator, and the student services department will terminate the course and drop the registered students from the course.