

**REGULAR SCHOOL BOARD MEETING
7:00 PM
TUESDAY, FEBRUARY 12, 2013
DISTRICT OFFICE BOARD ROOM**

AGENDA

1. PROCEDURAL ITEMS

Time: (7:00 - 7:10)

- a. Call to Order and Pledge of Allegiance

- b. Roll Call

- c. Approval of the Agenda

- d. Citizen Comments

2. REPORTS

Time: (7:10 - 7:40)

- a. Committee Reports 4

- b. Student Council Report

- c. Superintendent Report 9
An overview of enrollment trends and possible reasons for declining enrollment.
Presenter: Julia Espe and Michelle Czech

- d. Update on North Elementary
Presenter: Julia Espe

3. 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.

Time: (7:40 - 7:45)

- a. Minutes of January 22, 2013 Regular Meeting 11

b. Personnel	14
c. Nonresident Student Attendance Agreements	15
d. Acceptance of Gifts	16
e. Field Trip	26
f. Fundraising	28
g. Sunday Performance	30
h. Community Education Items	37
4. ACTION ITEMS	
Time: (7:45 - 8:30)	
a. Revised Budget	38
<i>A revised budget for Board approval will be presented.</i>	
Presenter: Michelle Czech	
b. Open Enrollment Survey	51
<i>Open enrollment surveys will be presented for Board approval - one for outgoing families and one for incoming families.</i>	
Presenter: Julia Espe	
c. Course Proposals and Name Changes	54
Significant changes at the High School for school year 2013-2014 for Board Approval.	
Presenter: Melinda Jezierski	
5. OLD BUSINESS	
Time: (8:30 - 8:40)	
a. Safe Routes to School Resolution	55
Presenter: Michelle Czech	
6. SET COMMITTEE MEETING DATES	
Time: (8:40 - 8:45)	

7. ADDITIONS TO THE AGENDA

Time: (8:55 - 9:00)

8. ADJOURN

Finance Meeting Minutes from 2/5/13 meeting

Item	Minutes
Revised Budget	<ul style="list-style-type: none">• Have Gwen come in March to talk about plan to be more solvent in CE• MC will correct error in CE budget• Would like to see what the RTS Health & Safety contract includes• Would like to see the list of consultants by category & total• Recommend that we plan some deferred maintenance costs and keep some funds for unexpected repairs• Enrollment is declining and we need to address this.

Security Committee Meeting Minutes 2/6/13

<p>Keith's assessment document</p> <ul style="list-style-type: none">• Keith gave an overview of his assessment
<p>Principal's request – Principals gave an overview of issues at their schools</p> <p>HS: Front door & back by portables</p> <p>South: Front door & back by portables</p> <p>MS: Cafeteria issues for deliveries</p> <p>North: Do a lock down audit to improve procedures, classroom teachers cannot call</p>
<p>EMC Recommendations</p> <ul style="list-style-type: none">• Michelle reviewed the EMC security assessment report which was completed in 2009. Many of the recommendations have been completed
<p>Budget implications</p> <ul style="list-style-type: none">• District Office - Multiple security issues needed to be addressed• Ryan V: Back door of HS - big issue of open access• There is security and sense of security – Public wants to see action• District liability - need to lock doors and invest in technology solutions• Training needs to be organized and consistent from building to building• Do we need a panic button with buses• There was a question about bus security
<ul style="list-style-type: none">• Costs need to be outlined and brought to Administrators Committee• Get EMC to do another assessment (Michelle)• Explore audit of drills (Admins)• Lock down simulation in the summer (Principal's/Director's)• Contact other schools to find out what they are doing (Brenda)• Review procedures with administrator's (Admins)• Contact transportation to include at next meeting (Julia)• Recommendation: hire short term para's one at South and one at the H.S – Finance Committee

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Community Education Advisory Council

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Think Spring

District 477
Community Education

We look forward to seeing you at the Advisory Council meeting on Monday. There are several items we would like to get your feedback on. Please come and give us your input!

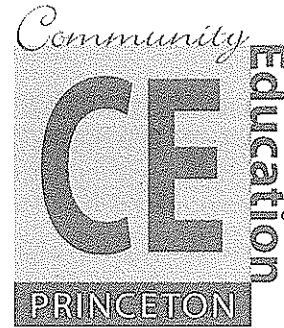
January Agenda & Minutes

Introductions --
BRIEF Department updates

- o **SACC -- Gayle** Talked about "Tiger Pride In Action"; This is a program in which Tiger Club received a small grant (\$300) through Hasbro for a start up Service Club within our program. We are now a member of GenerationOn. Our group, "Tiger Pride in Action" has it's first service project in February. "Princeton Loves it's Senior Citizens." We have activities planned at Sterling Point, the Elim Home, Crystal Court apartments and the Senior Dining Center.
- o **Recreation/Enrichment** -- We would like to announce our new Rec/Enrichment Coordinator!! Welcome Ryan Fay to our team! Recreation/Enrichment programs and classes are going well. We have not had to cancel any classes in January. Many new and existing classes are full

Meeting Details

Monday
January 28, 2013
Noon
District office board room



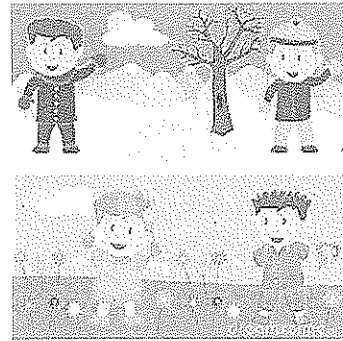
Monday Menu

Menu
Tacos
Potato ole's
sweet treat
Water



or nearly filled.

- o **Wellness -- Kelly** The Wellness offering to staff in January & February was \$20 off a CE class. To date we have given out 36 of 50 vouchers. We will be starting the "Walk Your Socks Off" pedometer challenge in mid February, which is always very popular with staff.
- o **Early Childhood -- Gwen** Spoke about our new program, "Art Across The Ages." The mission of ARTS ACROSS THE AGES to use visual art and sensory experiences to help bridge the gap between the older, retired community and young people. We accomplish this by fostering a one hour experience at 2 local retirement communities, Sterling Point and Caley House. Please view the slide show on the Union Eagle's website. We currently have 9 families enrolled in this program.
- o **Rum River collaboration -- Gwen**
Is a collaboration between RRHS and ECFE called Real Time Parenting. This program is for mothers in treatment or recovery and their children, birth to age 6. It focuses on how to approach recovery and parenting at the same time. There are currently 12 families enrolled in this program.
- o **Willow Sweeney Feb. 28th -- Gwen**
This is offered in collaboration with Resource Training and Solution to bring Top 20 Training to parents in Princeton at no cost. There will also be presentations for the business community, coaches & staff focusing on living Above The Line.
- o **Adults with disabilities -- Gayle** Currently has 3 programs being offered to Adults with Disabilities. They are; Movie & Pizza Night, Music & Gym Night and Indoor Game Night.
- o **Collaboration with Caley and Sterling - Ann Jungers**- Ann Jungers shared how well collaborating with Community Ed is going.
- o **Guest Speakers -- Carol Breitkreutz Lions club:**
There was a 20 minute presentation done By Carol and Jack Breitkreutz on the many different ways that Lions club contributes to the community. A fun side note is that Community Education is now working with our district nurse and Lions Club to come up with a staff development opportunity for educating and possibly certifying staff in our district, as well as others, in working with students with diabetes. A few of the programs they are involved with include: Corborn's Food Shelf Collection, Collecting eye




glasses and hearing aids, LEO Scholarship, 3 Lions Scholarships, Relay for Life, Ice Fishing Contest and numerous other events!

- **Next Speaker:** For our next session on March 18th is Jeff Hage will be presenting on the Princeton Rotary.
- 2012 - 13 Meeting Dates
 - September 24, 2012
 - November 26, 2012
 - January 28, 2013
 - March 18, 2013
 - May 20, 2013 Final meeting

Gwen Anderson
District 477 Community Education

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District 477 Community Education | 706 1st street | Princeton | MN | 55371



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477
706 First Street, Princeton, MN 55371
763.389.2422 763.389.9142 Fax

Dr. Julia Espe, Interim Superintendent 763.389.6190
Michelle Czech, Director of Business Services 763.389.6183
Brenda Alexander, Director of Human Resources 763.389.6181
Melinda Jezierski, Director of Teaching & Learning 763.389.7278

Memo: Board of Education
From: Dr. Julia Espe
Date: February 6, 2013
Subject: Enrollment Trends

Attached please find the enrollment figures from this year. As you can see, we have been and are currently experiencing declining enrollment. We discussed this at our Administrators Meeting. Here are some of the issues that Administrators feel contribute to the issue. They are in no particular order.

All Day Everyday Kindergarten

Many of our contingent districts are offering all day, everyday kindergarten.

Transportation

Some of the contingent districts provide bus transportation over our boundaries, enabling families to choose their district over ours, at no transportation expense for families.

Online Schools

Particularly at the high school level, students are experimenting with online schools. Most online schools take all full-time funding with the student. If and when a student is unsuccessful with online schooling, they may become discouraged with school altogether and drop out.

Public Relations and Communications Plan

It is generally felt that we have so much to offer in Princeton Schools, but we do not promote our district sufficiently.

Age of Facilities

Young families look for attractive, new facilities.

Early Childhood Programs

Many school districts in our area actively promote and recruit for early childhood programs. They also initiate kindergarten registration earlier than we do.

Grade Level Configurations

Many districts have moved to a PreK-5 configuration in order to capture families early and allow them additional years to build a connection with the school. A PreK-5 also provides fewer school transitions for students.

Families and Student Surveys

It may be prudent to begin surveying families, students and the community, to assess what we are doing well, as well as improvements that we may decide to make.

We will be creating workshop presentations to facilitate a discussion with the Board and Administrative Team. We hope to be able to plan strategically to attract and retain additional families.

2013 DISTRICT ENROLLMENT TRACKING

		Budget	Open	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
South	K	255	240	239	237	236	236	238				
	1st	257	267	264	261	260	259	259				
	2nd	255	242	241	238	238	238	240				
		767	749	744	736	734	733	737				
North	3rd	230	224	222	223	223	222	223				
	4th	261	260	258	257	256	257	257				
	5th	262	262	261	263	260	263	261				
		753	746	741	743	739	742	741				
Middle	6th	283	283	283	280	279	280	280				
	7th	253	264	262	262	262	260	260				
	8th	265	263	259	258	254	251	253				
		801	810	804	800	795	791	793				
High School	9th	288	286	280	279	276	272	271				
	10th	246	259	257	255	257	257	252				
	11th	252	255	251	250	247	246	247				
	12th	216	225	217	217	212	207	206				
	Total	1002	1025	1005	1001	992	982	976				
District Total		3323	3330	3294	3280	3260	3248	3247				
Total Variance				-36	-14	-20	-12	-1				
Total Variance/Budget			7	-29	-43	-63	-75	-76				

K-12 Enrollment

	1-Oct	End of Year	Variance
2008-2009	3439	3407.70	-31.30
2009-2010	3407	3365.10	-41.90
2010-2011	3396	3360.54	-35.46
2011-2012	3411	3356.46	-54.54
2012-2013 EST	3280	3232.38	-47.62

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 22th day of January, 2013, at 7:00 p.m. in the District Office Board Room.

Roll Call. Members present: Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Deb Ulm, Howard Vaillancourt, Chad Young

Others present: Interim Superintendent Julia Espe, and
Director of Business Services Michelle Czech

Members absent: None

Citizen Comments:

Community Acknowledgment – Gifts of Banners given to Princeton Football
Candidacy of a School Board Member – A School Board Member has applied for another elected position. The citizen asked for the member’s intentions.

Enter into closed session at 7:10 p.m. Motion by Howard Vaillancourt, seconded by Jeremy Miller, for preliminary consideration of allegations against an employee of the District pursuant to Minnesota Statutes Section 130.05, subdivision 2(b).l. Motion carried unanimously.

Re-open session at 8:40 p.m.

School Board Member Reports:

Craig Johnson: Attended the MSBA Leadership Conference
Eric Minks: Attended the MSBA Leadership Conference and stated that is was valuable
Chuck Nagle: Attended MSBA Leadership Conference, and stated that the keynote speaker was excellent. In addition, Chuck toured the Middle School, and attended the basketball game
Jeremy Miller: Attended the MSBA Leadership Conference, and attended the basketball game
Deb Ulm: Attended the MSBA Leadership Conference, and also attended Phase I & II
Chad Young: MSBA Leadership Conference and also attended Phase I & II. In addition, Chad attended Casey Snow Daze Festivities
Howard Vaillancourt Attended the MSBA Leadership Conference Phase I & II. In addition, Howard was in attendance at the Community Education Committee Meeting.

Interim Superintendent Espe’s “Reasons We Are Proud:”

1. Recognized paraprofessional Maggie Holm who performed the Heimlich maneuver for a student.
2. Princeton’s High School Concert Choir and the High School Symphonic Winds have been selected to perform for the MMEA 2013 Conference at the Minneapolis Convention Center on Thursday, February 14, 2013 at 1:00 p.m. Board Members are invited to attend.
3. Friday, January 25, 2013, we will have building tours for board members.
4. Instructional staff had a professional development day. Topics were:
 - Creating Professional Development Plans
 - Learning Goals and Rubrics

- Google application
- Some independent time to apply their learning

Motion by Howard Vaillancourt, seconded by Jeremy Miller to approve the **agenda** as presented. Motion carried unanimously.

Motion by Craig Johnson, seconded by Chuck Nagle, to approve the **consent agenda** as presented:

- Minutes of January 8, 2013 Organizational Meeting (enclosed)
- Minutes of January 8, 2013 Regular Meeting (enclosed)
- Personnel (enclosed)
- Bills (enclosed)
- Wire Transfers (enclosed)
- Nonresident Student Attendance Agreements

Effective	Resident Dist.	Serving Dist.	Grade	Reason
09/06/12	Elk River	Princeton	1	School Choice
09/06/12	Elk River	Princeton	2	School Choice
09/04/12	Mora	Princeton	12	Moved out of Princeton
10/16/12	North Branch	Princeton	10	School Choice
12/01/12	Elk River	Princeton	10	School Choice
12/13/12	Princeton	Cambridge	9	School Choice
01/02/13	Princeton	Elk River	4	School Choice
01/02/13	Princeton	Elk River	2	School Choice
12/06/12	Princeton	Fergus Falls	9	School Choice
01/23/13	Princeton	Houston	9	School Choice
01/0/2013	Princeton	Milaca	7	School Choice

- Acceptance of Gifts (enclosed)
 - \$35.00 from Wells Fargo Foundation to be used for Middle School Student Activity Fund

Upon roll call vote being taken regarding the **consent agenda**, motion carried unanimously.

Motion by Jeremy Miller, seconded by Howard Vaillancourt, to keep **School Board Meetings** on the 2nd and 4th Tuesday. There was considerable discussion related to meeting days. Craig Johnson requested consideration to move the meetings to the 1st and 3rd weeks of the month. Howard Vaillancourt and Chuck Nagle disagreed, and other evenings were considered with no solution. Upon roll call vote, the following voted in favor thereof: Jeremy Miller, Eric Minks, Chuck Nagel, Deb Ulm, Howard Vaillancourt, and Chad Young, and the following voted against the same Craig Johnson.

Assignments to School Board Committees (enclosed)

Motion by Howard Vaillancourt, seconded by Jeremy Miller to approve the **Revision to the School District Goals** to read as: Maintain a minimum of 10% as an unreserved general fund balance (enclosed). Motion carried unanimously.

Safe Routes to School update by Michelle Czech (handouts enclosed). Michelle explained that surveys were sent out, collected and reviewed and from them it has been determined that sidewalks were needed at 5th St N/12th St N/15th Ave N. The committee is recommending that application for an infrastructure grant be submitted. The grant would be designed so that there would be no cost to homeowners or the district. In addition, the committee will apply for a non-infrastructure grant. The due date for the grants is February 14, 2013.

Additions to the Agenda: None

Chuck Nagle mentioned the possibility of setting regular committee dates as a motion. Deb Ulm said that the meeting dates are determined by the committees. The following meetings were scheduled:

Tuesday	2/5/2013	Finance Committee	7:00 a.m.	Superintendent's Office
Tuesday	2/9/2013	Security Committee	7:00 a.m.	Superintendent's Office

The meeting was **adjourned** at 9:25 p.m.

Deb Ulm, Chair

Chad Young, Clerk

Recorder: Bridget Sorensen

	A	B	C	D	E	F	G
1	February 12, 2013						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Alfords, Kristen	Add'l Hires/New Position	Server	Food Service	N/A	2/4/2013	\$10.76/hr
4	Baxter, Stacia	Add'l Hires/New Position	Server	Food Service	N/A	2/4/2013	\$11.32/hr
5	Deziel, Jennifer	LOA	Teacher	PEA	N/A	2013-2014	N/A
6	Fay, Ryan	New	Rec/Enrichment Coordinator	CE	Matt Anderson	1/30/2013	\$15.04/hr
7	Gould, Darlen	Add'l Hires/New Position	Server	Food Service	N/A	2/4/2013	\$12.14/hr
8	Graphenteen, Tammy	New	Server	Food Service	Deb Landry	2/1/2013	\$10.76/hr
9	Janssen, Barbara	LOA	Media Center Director - H.S.	PEA	N/A	3/13/2013	N/A
10	Lemm, Kelly	New	Server	Food Service	N/A	2/4/2013	\$10.76/hr
11	Linder, Kris	Resignation	SR Instructor Position (only)	CE	N/A	2/8/2013	N/A
12	Nelson, Mark	New	Overload for Adv. Algebra	PEA	N/A	12/3/2012	\$4,265.60
13	Ryan, Andrew	New	Custodian	Custodial	Kevin Bakker	1/28/2013	\$14.98/hr
14							
15							
16							
17							
18							
19							

	A	B	Open Enrolled into 477 or Out of 477	E	
1	Non Resident students and Resident Students Open Enrolled Out School Year 2012-13				
2	Effective	Resident Dist.	Serving Dist.	Grade	Reason
3	1/7/2013	Princeton	Elk River	1	Moved into 477 wants to stay at current school
4	1/25/2013	Princeton	Faribault	5	Guardianship Change
5	12/27/2012	Princeton	Elk River	3	Moved into 477 wants to stay at current school
6	12/28/2012	Princeton	Elk River	3	Moved into 477 wants to stay at current school
7	1/10/2013	Princeton	Milaca	9	Moved into 477 wants to stay at current school
8	1/10/2013	Princeton	Milaca	8	Moved into 477 wants to stay at current school
9	1/10/2013	Princeton	Milaca	5	Moved into 477 wants to stay at current school
10	1/28/2013	Princeton	Brooklyn Ctr	10	Insight Online School Program Choice due to stress
11	1/18/2013	Princeton	Foley	10	Moved into 477 wants to stay at current school, slower pace, semesters opposed to trimesters
12	2/25/2013	Princeton	Becker	K	School Choice
13	2/25/2013	Princeton	Becker	3	School Choice
14	2/25/2013	Princeton	Becker	5	School Choice
15	1/24/2013	Princeton	Eden Prairie	1	Parent works for EP District
16	1/24/2013	Princeton	Eden Prairie	4	Parent works for EP District
17	1/11/2013	Princeton	Cambridge-Isanti	8	Needs to change because of others influence
18	1/31/2013	Milaca	Princeton	3	Moved out of 477 still wants to attend Princeton
19	1/24/2013	Princeton	St Francis	4	Moved into 477 still wants to attend St Francis
20	as of 2/12/13				

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's signature prior to sending to board for approval.

Donor name: Wells Fargo - Brittany Stearns

Description of gift: Annual Giving Campaign - \$65⁰⁰
(2/5/13)

Purpose of gift: For Middle School

How this gift specifically relates to the building curriculum: _____

This gift meets all requirements of Policy 706 (on reverse side).

Accepted Not Accepted [Signature] Date: 2/6/13
Principal

Accepted Not Accepted [Signature] Date: 2.7.13
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

PRINCETON PUBLIC SCHOOLS

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Please obtain Principal's signature prior to sending to board for approval.

Donor name: Princeton LEO Club (Middle School)

Description of gift: Donation of 300 paperback books

Purpose of gift: To be given out to every Title One student

How this gift specifically relates to the building curriculum: _____

This gift meets all requirements of Policy 706 (on reverse side).

Accepted Not Accepted [Signature] Date: 2.6.13
Principal Director

Accepted Not Accepted [Signature] Date: 2.7.13
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

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's signature prior to sending to board for approval.

Donor name: Princeton Used Clothing Center

Description of gift: \$300.00 Check #3995

Purpose of gift: This monetary gift will be deposited into the Deep Portage Student Activity account to help defray the cost of this trip for students who otherwise may not have been able to attend.
How this gift specifically relates to the building curriculum: _____

This gift meets all requirements of Policy 706 (on reverse side).

Accepted Not Accepted [Signature] Date: 1/7/12
Principal

Accepted Not Accepted [Signature] Date: 1/21/13
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

PRINCETON USED CLOTHING CENTER
TAX ID. 41-1471685
PRINCETON, MN 55371

75-1041 11
960

3995

DATE 1-5-13

6 BELIEVE WALLET OR DUPLICATE SAFETY PAPER

PAY TO THE ORDER OF

Princeton Public Schools \$ *300⁰⁰*
Three hundred and no/100 DOLLARS

BremerBank

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Bremer.com

MEMO

Deep Storage

Helen Olson

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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's signature prior to sending to board for approval.

Donor name: Deer Lions Club

Description of gift: \$650⁰⁰ Donation

Purpose of gift: Provide scholarships to students who cannot afford to go to Deer Portage

How this gift specifically relates to the building curriculum: Supports field trip for environmental education

This gift meets all requirements of Policy 706 (on reverse side).

Accepted Not Accepted [Signature] Date: 12/21/12
Principal

Accepted Not Accepted [Signature] Date: 1.21.13
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson



PRINCETON LIONS CLUB
GAMBLING ACCOUNT

75-1321-919
E-Z Check® Debit Fund
Transaction for Business

2842

PAY TO THE
ORDER OF

DATE 12-18-24

Depository Corp
Sia Cumberland *CO* *00*
peoplesbank

\$ 650⁰⁰

DOLLARS



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Edward E. ...
Gary Furman

MEMO
0919132161 014 305 2 2842

PRINCETON PUBLIC SCHOOLS

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(2/5/13)

Purpose of gift: For Middle School

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This gift meets all requirements of Policy 706 (on reverse side).

Accepted Not Accepted [Signature] Date: 2/6/13
Principal

Accepted Not Accepted [Signature] Date: 2.7.13
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

PRINCETON PUBLIC SCHOOLS

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How this gift specifically relates to the building curriculum: _____

This gift meets all requirements of Policy 706 (on reverse side).

Accepted Not Accepted  Date: 2.6.13
Principal **Director**

Accepted Not Accepted  Date: 2.7.13
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

PRINCETON PUBLIC SCHOOLS

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This gift meets all requirements of Policy 706 (on reverse side).

Accepted Not Accepted [Signature] Date: 11/7/12
Principal

Accepted Not Accepted Julia Espe Date: 1/21/13
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

PRINCETON PUBLIC SCHOOLS

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Accepted Not Accepted [Signature] Date: 12/21/12
Principal

Accepted Not Accepted [Signature] Date: 1.21.13
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

FIELD TRIP REQUEST

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the building principal. Extended field trips require itinerary to be attached.

Date: <u>Feb 22-23</u>	Building: <u>PHS</u>
Teacher/Advisor: <u>J. Wyles</u>	Group/Class: <u>FFA</u>
Number of Students: <u>30</u>	Number of Advisors: <u>2</u>
Destination: <u>Brainerd Lakes Ag Tours</u>	Total Miles: _____
Departure Date / Time: <u>Feb 22</u>	Return Date / Time: <u>Feb 23</u>
School Days Missed: <u>1/2 day</u>	Non-School Days Missed: _____
Transportation Method: <u>Bus</u>	
Estimated Cost: <u>\$ 800 -</u>	
Mileage (round trip): <u>\$ 1000.00</u>	
Meals: _____	
Lodging: <u>\$ 1600.00</u>	
Insurance: _____	
Registration: _____	
Substitute Teacher: _____	
Misc.: _____	
TOTAL COST: <u>≈ \$ 2600.00</u>	
How will the trip be funded? <u>FFA has raised money through Fall Fundraising activities</u>	

Approved _____ Disapproved *Kevin J. Leake* Date 1/11/13
Activities Director Signature

Approved _____ Disapproved *John Olson* Date 1-15-13
Principal's Signature

For extended field trips, these additional signatures are required:

Approved _____ Disapproved *Julia Espe* Date 2.6.13
Superintendent's Signature

_____ Approved _____ Disapproved _____ Date _____
School Board Chairperson

To: Activities Office

From: Princeton FFA

RE: AG TOURS- Over night trip
Feb 22-23

For many years, the Princeton FFA had been making an over night trip to U of M- Crookston to compete in a career development event and college tour. We left on the Thursday night with students missing school on Friday. The cost of last year's trip was close to \$3000 including bussing and hotel. The advisors and officers have decided that this is not a sensible investment considering costs.

This year, instead we propose taking the group on an overnight trip to the Brainerd area. We would like to be excused from school for a half day on Friday- Feb 22. This would involve about 30 students and two advisors. We would stay the night at a Brainerd Area Hotel returning in the afternoon of Saturday- Feb 23.

Our trip would include touring the following based on availability:

Central Lakes College

DNR Forestry Head Quarters

Barrett Ag Service

The Brainerd Lakes Area Arboretum

Brainerd International Speedway

Others possibilities may arise as we continue our planning

Please let our Advisors know if this is approved or what else we need to do on our end to get the request moving.

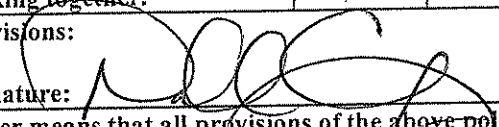
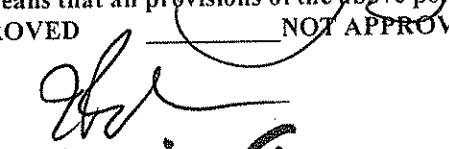

We would like to move forward with our planning very soon to ensure success in scheduling tours.

Thank you for your time.

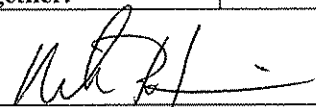


THE FFA AG TOURS COMMITTEE

Jessie Lupkes

Jennifer Anderson

Date of fundraiser: <u>3/14/13</u>		Projected profit: <u>\$3000</u>		Amount earned:					
Group or organization proposing the fundraiser: <u>North Elem.</u>				Item(s) being sold: <u>varied</u>					
Company/organization supplying items to be sold: <u>Multiple - Silent Auction</u>									
The money raised will be used for: <u>Positive behavior rewards - incentives</u>									
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.					
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:									
				Yes		No			
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X					
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			X					
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X					
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X					
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X					
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X					
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X					
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 			N/A					
				X					
I have reviewed Policy #511 Fundraising and agree to its provisions:									
Date: <u>1/18/13</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.				X		APPROVED		NOT APPROVED	
Date: <u>1/18/13</u>		Administrator Signature: 							
Date: <u>2/6/13</u>		Superintendent Signature: 							
Date:		School Board Chair Signature:							

FUNDRAISING APPROVAL FORM

Date of fundraiser: 2/13 - 2/28		Projected profit: \$5800 ⁰⁰		Amount earned:	
Group or organization proposing the fundraiser: PHS Choir				Item(s) being sold: Pizza	
Company/organization supplying items to be sold: Heggies Pizza					
The money raised will be used for: NYC Tour - Indiv. Azcts					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			<input checked="" type="checkbox"/>	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			<input checked="" type="checkbox"/>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			<input checked="" type="checkbox"/>	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			<input checked="" type="checkbox"/>	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			<input checked="" type="checkbox"/>	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 			<input checked="" type="checkbox"/>	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 1/31/13		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. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED					
Date: 2-1-13		Administrator Signature: 			
Date: 2.6.13		Superintendent Signature: 			
Date:		School Board Chair Signature:			

Dear School Board Members,

I am writing you today to request permission to have a public performance of the middle school musical play on Sunday, March 3, 2013. This year's musical is called, "GROOVY, A Comedy/ Musical tribute to the 1960's." We have cast 40 middle school students and we expect to involve between 25 and 30 more students in the crew. In the past we have involved 50 to 80 students and many staff members. I have been directing the musical since 1999 (except for two years off where Nicole Trujillo directed). The first 7 or 8 years included a Sunday performance, it wasn't until recently that the school board required approval for Sunday performances.

I understand the reasoning behind limiting the number of events that are conducted in our buildings on Sundays. However, I have some reasons for wanting a Sunday performance. The student-actors involved work hard for 6 to 8 weeks and deserve to have at least three public performances. With people's busy schedules, parents, grandparents, aunts, uncles, and other family, appreciate the opportunity to see the play on a Sunday to support their family member. For some, Sunday is the only day they can attend.

Scheduling is another big factor. With regular school choir and band concerts, the all city band and choir concerts and rehearsals, tunes-and-treats, and other activities, (not to mention all the sports practices, tournaments, and games) it's hard to schedule in time for the play.

A Sunday performance also allows us to create a fun-filled day focused on the kids involved in the play. A Sunday performance allows us to perform the play, strike the set/costumes/props, clean up/ wrap up, and have some celebration/recognition time afterwards. It is a great, relaxing way to finish a long and rewarding project. I think parents appreciate having that time.

I respectfully ask the school board to approve a Sunday performance of the middle school musical on Sunday, March 3, 2013. Please feel free to contact me with any questions or concerns. Thank you for your time and consideration.

Sincerely,

Ted Brown
Middle School Math Teacher
Middle School Musical Instructor
Princeton Middle School

PRINCETON PUBLIC SCHOOLS

ACTIVITIES PROGRAM

Purpose

The purpose of this policy is to support development and implementation of a quality student activities program. This will assure a wide range of opportunities, experiences and expectations to meet the needs and interests of students in the Princeton Public Schools.

Definition of Activity

“Activity” refers to any activity whether athletic, academic or fine arts. It also applies to all levels, including elementary, middle, senior high levels and Community Education sponsored activities.

General Statement of Policy

The Princeton School District will provide opportunities for students to safely participate, enjoy and excel in a quality activities program. In order to accomplish this mission:

1. Students will strive to achieve their personal best and compete at the most challenging level appropriate to their abilities.
2. The activities program will provide staff, leadership and resources to support student opportunities.
3. Coaches/Advisors will, on an annual basis or at the end of a season, submit a written evaluation on the program to the district Activities Director. This evaluation, including anonymous parent and student input, will be written on a form developed by the Activities Director.
4. The Activities Director will evaluate all head coaches/advisors on a bi-annual basis and all new head coaches during their first year. Head coaches will be responsible for evaluating the assistants of their respective programs at the end of each season and submit a written evaluation to the appropriate building principal. Additional and periodic evaluations will occur as needed.

Belief Statements

1. A variety of activities should be available to accommodate a wide range of students' interests. All students should have support to achieve their full potential. Everyone who wants to participate in a specific activity should be able to participate at a level appropriate to his or her ability.
2. The activities program should be **FUN** for all who work and participate in it.

3. Teamwork and respect should be the foundation of all aspects of the activities program.
4. Competition is valued and consists of commitment to success, working hard, and achieving one's personal best.
5. Commitment to communication by parents, students and the school district is required for positive and successful relationships.
6. Participation complements, rather than compromises, students' academic responsibilities.
7. All activities will provide opportunities for students to enhance self-esteem and self-confidence. Understanding expectations and experiencing encouragement are important to building self-esteem.
8. All activities will have equal value and should have appropriate access to resources and support. Expectations for students and recognition of achievements should also be equal.
9. Consistent processes and procedures for starting, evaluating, modifying or eliminating programs must be applied to all activities.
10. Striving for excellence will include a commitment to achieving goals and the self-discipline to work toward continuous improvement.
11. All students are responsible for their own behavior, work ethic, and positive attitude before, during and after participation in their chosen activity.
12. All students, coaches, parents, and supporters should abide by the Conference Code of Ethics:
 - As an **athlete/participant**, I will respect the rights and property of others. I will accept responsibility for my actions and follow the rules of my sport. I will respect and obey the rules of my school, community, state and country.
 - As a **coach/advisor**, I will constantly uphold the honor and dignity of the profession. I will coach each athlete/participant to the best of my ability, knowing that sports and activities are an extension of my community's accepted educational program.
 - As a **fan**, I will show positive support for my school's teams and coaches. I will respect opponents and abide by the decisions of officials. I will keep in mind that I represent my family, my school and my community.
13. Minnesota State High School League policies and regulations and District 477 policies and regulations will guide eligibility, participation and conduct and must be followed.
14. Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students.

When rehearsals are scheduled for extended periods of time, coaches/advisors/staff will find ways to allow students to study during periods of time when they are not directly involved.

15. Every effort will be made to leave Wednesday evenings and Sundays open so that students may participate in nonschool activities. There will be no practices, rehearsals, or activities after 6:00 p.m. on Wednesdays. Any exceptions must be approved by the school board prior to the event occurring.
16. Must follow Policy 902 – Facility Use Policy.

Activities Communication

STUDENT OR PARENT/STAFF COMMUNICATION:

1. The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/advisor's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

Level 1	Coach/Advisor directly involved with the student
Level 2	Head Coach/Advisor
Level 3	Activities Director
Level 4	Principal
Level 5	Superintendent
Level 6	School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.
3. All staff members in the communication protocol following coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.

STAFF/STAFF COMMUNICATION:

1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.

Activity Schedule Conflicts

1. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
 - Rehearsal or practice
 - Scrimmage
 - Non-conference, non-sectional or invitational meet/game
 - Extended student field trip
 - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
 - Sectional or conference play-offs
 - State competition
2. All extended student field trips may not conflict with conference championship, MSHSL sub-section, section or state tournaments.
3. When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athlete/participant will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity).
4. School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom).
5. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
6. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

Activity Start-Up/Modification/Elimination

The following process will be followed to start, modify or eliminate an activity (ies):

ACTIVITY START-UP

1. Notification of Activities Director.
2. Demonstrated student interest at an earlier age through intramurals, club, community education/middle school/elementary school participation, interest survey, consistent participation (2-4 years).

3. Expenditure Evaluation.
 - Advisory Staff: Qualified/certified – number of staff required
 - Facilities
 - Equipment
 - Transportation: Lodging – travel
4. Activities Director recommendation to the School Board.
5. School Board evaluation and decision.
6. Probation for 3 years.

ACTIVITY MODIFICATION

1. Add a level.
 - Add a coach/advisor.
 - Add an appropriate schedule.
 - Review participation (prior year).
 - Examine facilities.
 - Activities Director recommendation to the School Board.
 - School Board evaluation and decision.

ACTIVITY ELIMINATION

1. Activities Director notifies coach/advisor.
2. The activity is being placed on probation.
 - Probationary period 2-3 years or less.
 - Continued decreasing participation.
 - Review of middle school program.
 - Lack of competitive opportunities.
3. Cooperative opportunities will be investigated.
4. The activity is being dropped.
 - Temporary situation (lack of participation at combined levels).
 - When participation increases, the activity will be reactivated.

5. The activity is being eliminated.

- Recommendation by Activities Director to the School Board.
- School Board evaluation and decision.

Legal References: Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

Cross References: Policy 413 (Harassment and Violence)
 Policy 423 (Employee /Student Relationships)
 Policy 503 (Student Attendance)
 Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
 Policy 506 (Student Discipline)
 Policy 597 (Interscholastic Eligibility)
 Policy 610 (Field Trips)
 Policy 902 (Facility Use)
 MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: December 19, 2000
 Updated: July 20, 2004
 Revised: July 19, 2005
 Revised: October 10, 2007
 Revised: January 13, 2009
 Revised: December 8, 2009
 Revised: March 23, 2010

**PRINCETON PUBLIC SCHOOL
REVISED BUDGET 2012-2013
12-Feb-13**

	2013	2013	2013	2012
	PROJ REVENUES	PROJ EXPENDITURES	VARIANCE	FUND BALANCE
GENERAL FUND	\$ 28,541,848.00	\$ 29,903,760.00	\$ (1,361,912.00)	\$ 13,001,094.00
FOOD SERVICE	\$ 1,305,300.00	\$ 1,322,233.00	\$ (16,933.00)	\$ 495,432.00
COMMUNITY EDUCATION	\$ 1,108,442.00	\$ 1,144,520.00	\$ (36,078.00)	\$ 277,902.00
BUILDING FUND	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE	\$ 2,184,540.00	\$ 2,174,289.00	\$ 10,251.00	\$ 431,390.00
ACTIVITY ACCOUNTS	\$ 500,000.00	\$ 500,000.00	\$ -	\$ 128,345.00

2013 REVISED FOOD SERVICE

Objects	Description	Amount	Percent
Revenue 2013		\$ 1,305,300.00	
100	Salaries	\$ 453,483.00	34.30%
	Benefits: FICA, PERA, Health, Dental, Life, LTD, TSA, WorkersComp, Unemployment, Retiree		
200	Health,	\$ 105,485.00	7.98%
	Consulting Fees, Utilities, Maintenance Service, Workshop Expenses, Operating Leases,		
300	Professional Leave	\$ 100,915.00	7.63%
	General Supplies, Food		
400	Supplies, Repair Supplies	\$ 650,650.00	49.21%
500	Equipment	\$ 10,600.00	0.80%
	Dues, Memberships,		
800	Computer License Fees	\$ 1,100.00	0.08%
Total Expenditure Budget		\$ 1,322,233.00	
Budget Variance		\$ (16,933.00)	

Food Service is funded by participation of students and the Federal Free and Reduced Lunch Program that we participate in.

Addition of Staff Plan that was added in Dec

**PRINCETON PUBLIC SCHOOLS
REVISED COMMUNITY EDUCATION FUND BUDGET
12-Feb-13**

	2012 Fund Balance	2013 Projected Revenues	2013 Projected Expenses	2013 Projected Fund Balance	Current Year Variance
Community Ed-Restricted	\$ 183,973.00	\$ 762,559.00	\$ 827,614.00	\$ 118,918.00	\$ (65,055.00)
Early Childhood-Restricted	\$ 49,860.00	\$ 197,308.00	\$ 174,457.00	\$ 72,711.00	\$ 22,851.00
School Readiness-Restricted	\$ 21,478.00	\$ 128,831.00	\$ 119,529.00	\$ 30,780.00	\$ 9,302.00
Other-Restricted	\$ 22,591.00	\$ 19,744.00	\$ 22,920.00	\$ 19,415.00	\$ (3,176.00)
	\$ 277,902.00	\$ 1,108,442.00	\$ 1,144,520.00	\$ 241,824.00	\$ (36,078.00)

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

Does not include charge backs that can happen at the end of the year.

**PRINCETON PUBLIC SCHOOLS
REVISED GENERAL FUND BUDGET
12-Feb-13**

	2012 Fund Balance	2013 Projected Revenues	2013 Projected Expenses	2013 Projected Fund Balance	Current Year Variance
Gifted & Talented-Restricted	\$ 57,400.58	\$ 45,380.00	\$ 74,808.00	\$ 27,972.58	\$ (29,428.00)
Deferred Maint-Restricted	\$ 5,745.74	\$ 218,654.00	\$ 168,301.00	\$ 56,098.74	\$ 50,353.00
Health & Safety-Restricted	\$ 75.89	\$ 47,896.00	\$ 107,767.00	\$ (59,795.11)	\$ (59,871.00)
Operating Capital-Restricted	\$ 3,045,263.08	\$ 573,492.00	\$ 1,165,336.00	\$ 2,453,419.08	\$ (591,844.00)
Staff Development-Assigned	\$ 92,177.83	\$ 197,557.00	\$ 289,735.00	\$ (0.17)	\$ (92,178.00)
Qcomp-Assigned	\$ 122,782.71	\$ 573,079.00	\$ 695,861.00	\$ 0.71	\$ (122,782.00)
ERRP-Assigned	\$ 84,664.78	\$ -	\$ 84,665.00	\$ (0.22)	\$ (84,665.00)
Severance-Assigned	\$ 845,777.00	\$ -	\$ -	\$ 845,777.00	\$ -
Non Spendable	\$ 57,265.80	\$ -	\$ -	\$ 57,265.80	\$ -
Technology-Assigned	\$ 700,000.00	\$ -	\$ 284,000.00	\$ 416,000.00	\$ (284,000.00)
Building Improved-Assigned	\$ 3,800,000.00	\$ -	\$ -	\$ 3,800,000.00	\$ -
Unassigned	\$ 4,189,941.37	\$ 26,885,790.00	\$ 27,033,287.00	\$ 4,042,444.37	\$ (147,497.00)
	\$ 13,001,094.78	\$ 28,541,848.00	\$ 29,903,760.00	\$ 11,639,182.78	\$ (1,361,912.00)

GIFTED AND TALENTED

2013 Revenue	\$	45,380.64
SE Instructional Supplies	\$	4,516.00
NE Instructional Supplies	\$	4,456.00
MS Instructional Supplies	\$	4,086.00
Administration	\$	-
.75 Instructor	\$	33,684.00
Sub Teacher	\$	2,940.00
Transportation	\$	500.00
Workshop Expenses	\$	7,280.00
Textbook/Instructional Exp	\$	17,126.00
Dues & Memberships	\$	220.00
2013 Expenses	\$	74,808.00
 2013 Variance	 \$	 (29,427.36)

Gifted and Talented: Funding is based on enrollment in the district times a specified dollar amount set by the state. Currently the rate set by the State is \$12.00
 The program must identify the gifted and talented students, provide programs for these students, and/or provide staff developments for teachers to best meet the unique needs of gifted and talented students. MN Statute 120B.15.

2013 DEFERRED MAINTENANCE

2013 Revenue	\$	218,654.00
Middle School Compressor	\$	30,000.00
High School Elevator Project	\$	138,301.00
TOTAL EXPENSE	\$	168,301.00
 Projected Budget Variance	 \$	 50,353.00

This area is funded based on student population and building age.
 The districts taxpayers pay approximately 65% of the costs through

2013 HEALTH AND SAFETY

Revenue Health and Safety \$ 47,896.00

PHYSICAL HAZARD CONTROLS (347)

Budget

Food Service Inspection	High School	\$ 1,512.00
Food Service Inspection	Middle School	\$ 1,154.00
Food Service Inspection	North Elem	\$ 1,154.00
Food Service Inspection	South Elem	\$ 1,154.00
Food Service Inspection	Concession	\$ 266.00
Lockout/Tagout Equipment	District	\$ 800.00
Replace Burned & Torn Welding Curtains	High School	\$ 800.00
Hearing Conservation earmuffs/earplugs	District	\$ 50.00
PPE-Science Rooms gloves, glasses, aprons	Middle	\$ 500.00
PPE-Science Rooms gloves, glasses, aprons	High School	\$ 1,000.00
PPE-10 Welding aprons, 10(5) welding helmets, 20 w	High School	\$ 1,500.00
Personal Lift Inspection and trainings	Middle	\$ 225.00
Personal Lift Inspection and trainings	High School	\$ 325.00
Elevator Inspections 12 per year	District Office	\$ 2,630.00
Annual Auto Lift lift Inspection	High School	\$ 1,000.00
Playground safety surface-NO 2012,	North Elem	\$ 500.00
Replace Safety Surface at playground; engineered wo	South Elem	\$ 1,500.00
Eye Wash Station and Parts for current eyewash stations		\$ 1,500.00
Bucket Truck Lift Inspection	District	\$ 350.00
Bleacher Inspection 2013 again in 2018 Not budgeted originally		\$ 1,000.00
		\$ 18,920.00

HAZARDOUS SUBSTANCE (349)

Backflow Preventor Inspections (12)	District	\$ 1,600.00
Hazardous waste disposal	High School	\$ 3,000.00
		\$ -
		\$ 4,600.00

H, SAFETY, AND ENVIRONMENTAL MANGEMENT (352)

AED programing and supplies	District	\$ 800.00
Health & Safety assistance-RT&S contract	District	\$ 30,000.00
Chemical Health Officer-MGMT 200 hours appro	District	\$ 1,000.00
Hearing Tests-training for staff	District	\$ 1,200.00
Pest MGMT. pamphlets,notices	District	\$ 200.00
Designated BBP person-120 Hours	District	\$ 2,000.00
MDH food service training	District	\$ 500.00
Safety committee-AWAIR-& expenses- 4 meeting	District	\$ 1,500.00
Annual MOCK OSHA walk-thru, wayne warzecha	District	\$ 2,500.00
Update Emergency Action Plan Procedures and F	District	\$ 1,000.00
BBP & TRK training for para-professionals all staf	District	\$ 2,500.00
Hepatis B Requirements	District	\$ 800.00
First Aid, CPR, and Emergency Training and Planr	District	\$ 1,500.00
		\$ 45,500.00

ASBESTOS (358)

Conduct O & M repair work on damage asbestos	District	\$ 2,000.00
Test possible hot damaged floor tile in Art room,	High School	\$ 90.00
Repair or Remove various damaged pipe jts in pt	High School	\$ 3,000.00
Asbestos Abatement HS art kiln room 1/21/2013	High School	\$ 4,566.00
		\$ 9,656.00

FIRE SAFETY (363)

Fire extinguisher inspections and maintenance	District	\$ 550.00
Annual Fire alarm Inspection	High School	\$ 2,400.00
Annual Fire alarm Inspection	Middle	\$ 2,150.00
Annual Fire alarm Inspection	North Elem	\$ 1,100.00
Annual Fire alarm Inspection	South Elem	\$ 550.00
Annual Fire alarm Inspection	District Office	\$ 1,300.00
Annual Inspection of Building sprinkler system	High School	\$ 225.00
Annual Inspection of Building sprinkler system	Middle	\$ 225.00
Annual Inspection of Building sprinkler system	North Elem	\$ 225.00
Annual Inspection of Building sprinkler system	South Elem	\$ 225.00

Preliminary Capital Projects 2012-13

2013 Capital Revenue

\$ 573,492.00

<u>Building Concerns/Other:</u>	<u>Code</u>	<u>Estimated</u>	<u>Summary</u>	<u>Code</u>	<u>Estimated</u>
		<u>Expend.</u>			<u>Expend.</u>
Tennent 15" Extractor 5 Gal. Unit (SE)	01-110-850-000-302-530	\$ 3,000	South Elementary	01-110-203-700-302-530	\$ 50,000
Catalog Electrical System at DO (Not up to Code)	01-005-850-000-302-520	\$ 8,549	South Elementary	01-110-850-700-302-520	\$ -
Close in Kindergarten Walls & Add Doors	01-110-850-000-302-520	\$ 9,020	North Elementary	01-120-203-700-302-530	\$ 50,000
Add Handicapped Accessibility to Office (NE)	01-120-850-000-302-520	\$ 3,950	North Elementary	01-120-850-700-302-520	\$ -
New High School Locks	01-350-850-000-302-520	\$ 34,669	Middle School	01-310-211-700-302-530	\$ 50,000
Diesel Mower 72"	01-005-820-000-302-530	\$ 16,000	Middle School	01-310-850-700-302-520	\$ -
Enlarge Lawn Sprinkler System (NE)	01-120-850-000-302-520	\$ 14,490	High School	01-350-211-700-302-530	\$ 100,000
New Landscaping & Shrub Work (CE)	01-005-820-000-302-520	\$ 4,000	High School	01-350-850-700-302-520	\$ -
Update Broken Basketball Hoops (MS)	01-310-850-000-302-520	\$ 6,000	Activities	01-350-292-701-302-530	\$ 40,000
Cafeteria Tables (NE)	01-120-850-000-302-530	\$ 17,433	Custodial	01-005-810-735-302-530	\$ 20,000
TNT 32" Scrubber (MS)	01-310-850-000-302-530	\$ 15,525	Duplicating Center	01-005-170-000-302-530	\$ 60,000
Replace Gym Lights (HS)	01-350-850-000-302-520	\$ 15,000	District Office	01-005-110-729-302-530	\$ 26,200
Roof Repairs for South	01-110-810-000-302-520	\$ 20,000	Building Concerns/Other	See Requests	\$ 769,136
Handicapped Accessibility to Coun Office (HS)	01-350-850-000-302-520	\$ 3,000	Technology (TBD)	01-005-691-000-302-555	\$ -
Pool Lift (HS)	01-350-850-000-302-520	\$ 6,000		Total Expenditures:	\$ 1,165,336
Replace Elevator at HS (Per Code)	01-350-850-000-302-520	\$ -			
Tennis Courts @ High School	01-350-850-000-302-520	\$ 350,000			
Textbooks (South)	01-110-610-000-302-460	\$ 60,000			
Textbooks (North)	01-120-610-000-302-460	\$ 60,000	Capital Reserve		
Textbooks (Middle)	01-310-610-000-302-460	\$ 62,500	Capital Revenue		
Textbooks (HS)	01-350-610-000-302-460	\$ 60,000	Capital Loan - MS		
	Total:	\$ 769,136			

Projected Budget Variance

\$ (591,844)

Operating Capital: This area is funded based on student population, building age and square footage. The districts local taxpayers pay a portion of this cost at a rate of approximately 35%. Currently the district has a Facilities Bond that we agreed to lower our capital levy until the loan is paid. It reduces the current rate to approximately 14%. We receive the rest of our revenue from the State of Minnesota
MN Statute 126C.10

2013 BUILDING STAFF DEVELOPMENT

2013 QCOMP

2013 Revenue	\$ 197,557.00
Building Allocation	\$ 144,867.00
Exemplary Allocation	\$ 72,434.00
District Allocation	\$ 72,434.00
Total Expenses	\$ 289,735.00
Proj Budget Variance	\$ (92,178.00)

2013 Revenue	\$ 573,079.00
2013 Expenses	\$ 695,861.00
Proj Budget Variance	\$ (122,782.00)

The State of Minnesota suspended the required 2% set aside of general education aid for the purpose of staff development for 2 years.

The Department of Education must approve a Qcomp application.

The Board of education voted two years in a row to set aside 1% of general education aid for the purpose of staff development.

The district receives state aid and does not levy for the program.

State of Minnesota has a state set formula.

EARLY RETIREE REINSURANCE PROGRAM

Revenue	\$ -
Expenditures	\$ 84,665.00
Budget Variance	\$ (84,665.00)

The Early Retiree Reinsurance Program is a Federal program that was established under the Affordable Care Act. Health Reform made 5 billion dollars available for this temporary reinsurance program. The intent is to provide reimbursement to plan sponsors of an employment-based health plan for some of the costs of health care benefits paid on behalf of, or by, early retirees and certain family members of early retirees participating in the employment-based plan. By law, the program expires on January 1, 2014.

The district has to use these dollars according to the plan that was written and turned into the Federal Gov't that was approved. The following is the language that was approved in order for the district to receive the funds.

Severance

Severance is a commitment by the Board of Education to have long term dollars available for Retiree Health Insurance and for Severance obligations that are contractual that have a long term financial effect on the district. The district does not actively budget a specific dollar amount to be spent from this account or to be set aside in this account at this time but may do so in the future. A calculation is done at the end of the year to determine if the set aside is sufficient and is reviewed by the auditing firm of the district.

Nonspendable

This is an asset to the district that can't be spent. Examples of this are food inventory that is left at the end of the year or fuel for heating our buildings. We are now required by law to recognize these assets as a Nonspendable item at year end.

2013 ASSIGNED TECHNOLOGY

2013 Revenue	\$	-	
Lab Upgrades for testing	\$	105,000.00	Approx 105 computers
MS Teacher Computers	\$	55,000.00	Approx 55 computers
Wireless/Switches/Installations	\$	45,000.00	District Wide
Ipad Trial Program-District	\$	54,000.00	Approx 90 I pads w/covers
Server/Network Infrastructure Upgrade	\$	25,000.00	
Total Expenses	\$	284,000.00	
Projected Budget Variance	\$	(284,000.00)	

District set aside funds for the specific purpose of technology.
A plan was developed and funds are spent based on that plan.
This is a district initiative.

ASSIGNED BUILDING IMPROVEMENTS

The district has significant building needs and the district has set aside funds to help deal with those needs in the future.

2013 SAFE SCHOOLS

2013 Revenue		\$ 110,871.00
HS	Parking Lot Attendant	\$ 20,323.00
HS	Building Monitor	\$ 14,749.00
HS/MS	Police Liaison	\$ 85,000.00
MS	Bus Supervision	\$ 5,750.00
	Total Expenses	\$ 125,822.00
	Projected Budget Variance	\$ (14,951.00)

This area is funded by the districts taxpayers through the annual local levy. The funding is based on enrollment in the district times a specified dollar amount set by the state. Currently the rate set by the state is \$30.00.

MN Statute 126C.44

Note: this is part of the unassigned funds as the district has no fund balance carry over

2013 COMPENSATORY/BASIC SKILLS

2013 Revenue	\$	934,869.60
1 English-PASS HS	\$	74,447.00
80% Math-PASS HS	\$	37,864.00
1 ALT-PASS HS	\$	79,227.00
Math Instr Supplies	\$	860.00
1 Reading Teacher MS	\$	64,951.00
Instr Reading Supplies MS	\$	2,000.00
1 Math Enrichment MS	\$	47,417.00
1.54 Counselor Middle School	\$	126,086.00
5 Add'l Title EA's NE	\$	46,278.00
1 PBIS/Stop & Think/Volunteer	\$	63,710.00
79% Social Worker NE	\$	59,989.00
1 Media Ed Asst NE	\$	25,747.00
63% Reading Teacher NE	\$	44,329.00
5 Add'l Title EA's SE	\$	49,021.00
1 AYP Improvement Coach	\$	79,677.00
1 Media Ed Asst SE	\$	20,080.00
52% Media Specialist	\$	50,593.00
1 Nurse Ed Assistant SE	\$	21,886.00
59% Social Worker SE	\$	38,782.00
Total Expenditures	\$	932,944.00
Projected Budget Variance	\$	1,925.60

Funding is determined on October 1 of the preceding year based on the free and reduced population in the district. These funds can be used for remedial instruction, additional teachers and educational assistants, a longer school day or week, ongoing staff development, instructional materials, technology, counseling services, guidance services, social work services bilingual programs, every day kindergarten. MN Statute 126C.15
 Note: this is part of the unassigned funds as the district has no fund balance carry over.

2013 LEARNING AND DEVELOPMENT

2013 Revenue	\$	750,844.91
3 Kindergarten Teachers	\$	162,496.00
3 First Grade Teachers	\$	205,549.00
2.75 2nd Grade Teachers	\$	157,238.00
3 3rd Grade Teachers	\$	216,066.00
2013 Expenses	\$	741,349.00
Projected Budget Variance	\$	9,495.91

Learning & Development: This funding is based on elementary age enrollment.

2013 REVISED UNASSIGNED

Objects	Description	Amount	Percent
	Revenue 2013	\$ 26,885,790.00	
100	Salaries	\$ 15,985,969.00	59.13%
200	Benefits: FICA, PERA, TRA, Health, Dental, Life, LTD, TSA, WorkersComp, Unemployment, Retiree Health,	\$ 4,888,437.00	18.08%
300	Consulting Fees, Utilities, Maintenance Service, Workshop Expenses, Operating Leases, Professional Leave	\$ 4,761,287.00	17.61%
400	General Supplies, Instructional Supplies, Repair Supplies	\$ 919,761.00	3.40%
500	Equipment, COP	\$ 350,639.00	1.30%
800	Dues, Memberships, Computer License Fees	\$ 127,194.00	0.47%
	Total Expenditure Budget	\$ 27,033,287.00	
	Budget Variance	\$ (147,497.00)	

UnAssigned Budget-Revised

Based on Enrollment Projections of 3251, Original based on 3343
 Addition of 2 Custodial Positions and Coaching Positions per Board Action
 Any personnel changes per board action or based on contracts
 Addition of Consulting Fees for Superintendent Search and Compensation Study
 Addition of Literacy Revenue
 Does not take into consideration any charge backs at year end.

This portion of the budget is funded largely by the State of Minnesota based on enrollment in the the district.

Dear Princeton area family,

At Princeton School District 0477, we are pleased to serve over 3200 students throughout four counties encompassing over 235 square miles. We are continually striving to better understand and meet the diverse needs of our families. We are pleased you have chosen Princeton Schools! To assist in our pursuit of excellent and accessible education for all, we ask that you complete this brief survey. We greatly value and appreciate your feedback. For your convenience and in an effort to be cost effective, an online version of this survey is also available at _____

Sincerely,
Dr. Julia Espe
Interim Superintendent
Princeton Area School District 477

1. What is your primary reason for choosing Princeton Schools?

Please select all that apply

- Academics
- Administration
- All Day Every Day Kindergarten
- Bullying
- Athletics
- Before & After School Care
- Child's Peers
- Class Size
- Course & Program Offerings
- Culture & Ethnicity
- Facilities
- Financial Reasons
- Culture & Ethnicity
- Fine Arts Activities
- Non-Teaching Staff
- Special Education Services
- Teachers
- Transportation
- Other

Please provide additional explanation

Additional Comments:

About You (optional) May we contact you? Yes No

Name _____ Phone _____

Street Address _____

City, State, Zip _____

E-mail _____

Dear Princeton area family,

At Princeton School District 0477, we are pleased to serve over 3200 students throughout four counties encompassing over 235 square miles. We are continually striving to better understand and meet the diverse needs of our families. It seems you may have chosen to enroll your child(ren) in a private school or a school that is outside of our district boundaries. To assist in our pursuit of excellent and accessible education for all, we ask that you complete this brief survey. We greatly value and appreciate your feedback. For your convenience and in an effort to be cost effective, an online version of this survey is also available at _____

Sincerely,
Dr. Julia Espe
Interim Superintendent
Princeton Area School District 477

1. What is your primary reason for choosing a school outside of District 477?

Please select all that apply

- Academics
- Administration
- All Day Every Day Kindergarten
- Athletics
- Bullying
- Before & After School Care
- Child's Peers
- Class Size
- Course & Program Offerings
- Culture & Ethnicity
- Facilities
- Financial Reasons
- Fine Arts Activities
- Location Convenience
- Non-Teaching Staff
- Religious Beliefs
- Special Education Services
- Teachers
- Transportation
- Other

Please provide additional explanation

2. Where have you chosen to enroll your child(ren) in school?

- | | |
|-----------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Anoka-Hennepin | <input type="checkbox"/> Onamia |
| <input type="checkbox"/> Becker | <input type="checkbox"/> Osseo |
| <input type="checkbox"/> Big Lake | <input type="checkbox"/> St Francis |
| <input type="checkbox"/> Elk River | <input type="checkbox"/> W St Paul-Mendota Hts -Eagan |
| <input type="checkbox"/> Foley | <input type="checkbox"/> Home School |
| <input type="checkbox"/> Milaca | <input type="checkbox"/> Private School |
| <input type="checkbox"/> Minneapolis | <input type="checkbox"/> Charter School |
| <input type="checkbox"/> Monticello | <input type="checkbox"/> Virtual/Online Education |
| | <input type="checkbox"/> Other District Name _____ |

3. **Has your child(ren) ever attended a District 477 school?**

- Yes
 - No
- If yes, what school(s) did they attend?**
- Pre-School
 - South Elementary
 - North Elementary
 - Middle School
 - High School
 - Other _____

4. **What could we do that might motivate you to consider 477 for your family?**

5. **Additional Comments**

About You (optional) May we contact you? Yes
 No

Name _____ Phone _____

Street Address _____

City, State, Zip _____

E-mail _____



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477
706 First Street, Princeton, MN 55371
763.389.2422 763.389.9142 Fax

Richard T. Lahn, Superintendent 763.389.6190
Michelle Czech, Director of Business Services 763.389.6183
Brenda Alexander, Human Resources Coordinator 763.389.6181
Melinda Jezierski, Director of Teaching & Learning 763.389.7278

Course Proposals from the High School for the 2013-14 School Year

Food Chemistry A & B – 2 trimesters: Supported by Principal & Director of Teaching & Learning for 11th & 12th Grade.

This course explains how water, carbohydrates, lipids, proteins, vitamins, and minerals react in foods. Biochemical and functional properties, enzymes, food additives, and texture as related to properties in food systems and during processing will also be discussed. Students will be introduced to food science through product development. This course will also address soil and bio-fuel chemistry as they relate to food production and food crops. Lab work will be a significant portion of this course.

The costs for this class would be for materials that would be variable, depending upon the enrollment.

Video Production – 1 trimester - qualifies as an art credit and is supported by Principal's & Director of Teaching & Learning for grades 11 & 12.

In this course, students will learn how to plan, film, and edit basic video projects using: video and DSLR cameras, green screen, teleprompters, and how to edit software. Student projects will involve matching text, music, and moving images, along with producing interviews, videos, and television segments. This course is a highly cooperative, project-based setting.

The additional cost of \$4,700 will be billed to the Carl Perkins Grant.

Course Changes

Below please find name Changes to streamline the English course offerings. We will be changing the names of courses to grade level A or B to accommodate any standards changes and Common CORE from MDE. This will also necessitate a need to modify policy 613 to reflect new course titles for Graduation Requirements.

Proposed Course Title

English 10A

English 10B

Accelerated English 10A

Accelerated English 10B

English 11A

English 11B: Women in American Literature

English 11B: Contemporary American Literature

English 11B: Native American Literature

English 11B: Multicultural American Literature

Accelerated English 11A

English 12A

English 12B

Former Course Title

Sophomore World Lit

Sophomore English

Accelerated World Lit

Accelerated Sophomore English

American Literature Survey

American Literature B: Women in American Literature

American Literature B: Contemporary American Literature

American Literature B: Native American Literature

American Literature B: Multicultural American Literature

Accelerated American Literature/Composition A & B

Senior English

Survey of British Literature

Thank you for your time and consideration of the new course proposals. The detailed documents are available for your review if you wish to review them. Thank you, MJ/P

ISD #477 SCHOOL BOARD RESOLUTION

Member _____ introduces the following resolution and moves its adoption:

MN SAFE ROUTES TO SCHOOL RESOLUTION OF SUPPORT

WHEREAS, a grant application for MN Safe Routes to School requires the School Board of Independent School District (ISD 477), adopt this resolution:

Whereas, Principal, Dan Voce and Director of Business Services, Michelle Czech are working with the local MN Safe Routes to School Committee on a non-infrastructure grant application;

WHEREAS, under the proposal, ISD 477 would serve as the fiscal agent. Grant funding would support a part-time coordinator position that would focus on developing educational programming to promote active lifestyle that include walking and biking. Programs would be promoted throughout grades K-8 and the community.

WHEREAS, this grant is particularly important as ISD 477 encourages healthy active students, staff, and community.

THEREFORE, BE IT RESOLVED, that ISD 477 supports a MN Safe Routes to School Non-Infrastructure grant application;

THEREFORE, BE IT FURTHER RESOLVED, that ISD 477 resolves to enter into a contract with the Minnesota Department of Transportation (MnDOT) to receive a grant for MN Safe Routes to School and authorizes its Principal and Director of Business Services to sign grant documents accordingly.

The motion for the adoption of the foregoing resolution is duly seconded by Member _____, and upon vote being taken thereon;

The following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted on February 12, 2013.