

Princeton Public Schools - ISD 477  
Tuesday, October 7, 2014 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room

**OUR VISION**  
**NO BOUNDARIES TO LEARNING**

**OUR MISSION**  
**TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS**

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**PROCEDURAL ITEMS**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Citizen Comments
4. **PRESENTATION OF AWARDS**

Pass Program - Star of Innovation Award from MASSP-Director Dave Adney MASSP Executive Director

Monsanto Check Presentation - Monsanto Representatives: Mike Jackson and Robert Peterson

**REPORTS**

1. Committee Reports
2. Student Council Report
3. Superintendent Report

**APPROVE AGENDA**

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

1. Personnel 7
2. Open Enrollment 8
3. Fundraiser 9
4. Field Trip Requests 13
5. Gifts 14

6. Enrollment Update 15

**INFORMATION**

1. Facilities Report - 16

**ACTION**

General Obligation School Building Refunding the Bond Series 2014B

Second Readings

1. #524 Internet Acceptable Use and Safety Policy 18

2. #624 Online Learning Options 22

**FUTURE MEETINGS:**

Canceled 11/13/14 Curriculum Meeting. Set a new date (Howard, Jeremy, Chad).

1. October 7, 5:00 p.m. Superintendent's Office - Finance Meeting

2. October 7, Closed Board meeting after Regular Board Meeting

3. October 21, 5:30 p.m. Superintendent's Office, Policy Meeting

4. November 4, Regular Board Meeting starts at 8:05 p.m.

5. November 13, 5:00 p.m. Superintendent's Office - Curriculum Meeting

**ADDITIONS TO AGENDA**

**ADJOURN to enter into a Closed Session to discuss Superintendent Evaluation and Negotiation Strategies.**

**Call to order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **16th day of September, 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, and Chad Young.

Members Absent: None

Others present: Superintendent Julia Espe, the Director of Business Services, Michelle Czech, and Director of Human Resources, Stacie Vos

Citizen Comments: None

**REPORTS**

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

Deb Ulm: Project Overview Committee meeting, the board agenda meeting, and the Finance Committee meeting.

Chad Young: Oak Land Committee meeting, and the Policy Review meeting.

Jeremy Miller: The Finance Committee meeting

Eric Minks: The Finance Committee meeting

**Superintendent Report:**

Reminder to members to call Bridget with a time to meet with Julia to go over the goals they have with the district. Thank you to the office staff for all of their work for the audit. A reminder to the board, that they are invited to attend the Educational Support banquet, on October 29, at 5:30 p.m. at the St. Cloud River's Edge Convention Center. In addition, on October 23, the Leadership in Educational Excellence Awards and Banquet ceremony will be held at the same facility. This is a banquet to honor teachers. This year Dr. Espe will also be receiving an award.

**APPROVE AGENDA**

*Motion made by Eric Minks, and seconded by Jeremy Miller, to approve the agenda. Motion passed unanimously.*

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

*Motion by Chad Young, and seconded by Howard Vaillancourt, to approve the September 2, 2014 Regular Board meeting minutes as presented. Motion passed unanimously.*

## CONSENT AGENDA

*Motion made by Eric Minks, and seconded by Howard Vaillancourt, to approve the consent agenda items: Personnel, Check Register, Wire Transfers, Treasurers Report, Gifts, Open Enrollments, Fundraisers, and Field Trips. Motion passed unanimously.*

## FIRST READINGS

**#524 Internet Acceptable Use and Safety Policy**

**#624 Online Learning Options**

## INFORMATION

**Human Resource Department Report** – Director of Human Resources, Stacie Vos, provided the board with an update on the HR Department activity. Individual contracts are completed, a new hire process has been created, and new employee orientation is now conducted weekly on Thursday. In addition, since July 15th we have hired: 20 teachers, 16 coaches, six paraprofessionals, two custodians, two kitchen servers, two playground monitors, one technology integrationist, a long term substitute for the Middle School Assistant Principal position, and a Tiger Club Substitute floater.

**Strategic Plan Overview** – Superintendent Espe provided a power point presentation to the board on the Strategic Plan process in the district. The power point can be found in this meetings board packet.

**Enrollment Report** – Director of Business Services, Michelle Czec, provided the board with the beginning of the year enrollment information. The enrollment report can be found as an attachment in the board packet for this meeting.

**Superintendent Evaluation Process** – Superintendent Espe provided the board with the Superintendent Evaluation Process.

## ACTION ITEMS - None

## FUTURE BOARD COMMITTEE MEETINGS

Set a Special School Board Meeting. Topic Local Optional Revenue Sept. 29, 2014 at 5:30 p.m.

Activities Meeting: Oct. 1, 2014, 4:30

October 1, 2014, at 5:00 p.m. Meet & Confer (Jeremy, Craig, Howard) in the Superintendent's Office.

October 7, at 5:00 p.m. Finance (Jeremy, Eric, Deb) in the Superintendent's Office

October 7, Closed Session after the regular board meeting ends. Topic: Superintendent Evaluation.

October 21, at 5:30 p.m. Policy Meeting in the Superintendent's Office.

November 13, at 5:00 p.m. Curriculum Meeting (Howard, Jeremy, Chad), in the Superintendent's Office.

## ADDITIONS TO AGENDA - None

**ADJOURN** - The meeting was adjourned at 8:00p.m.

Recorder: Bridget Sorensen

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Chair Deb Ulm

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Clerk Eric Minks

## **Call to order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **16th day of September, 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, and Chad Young. Members Absent: None. Others present: Superintendent Julia Espe, the Director of Business Services, Michelle Czech, and Director of Human Resources, Stacie Vos. Citizen Comments: None'

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

Deb Ulm: Project Overview Committee meeting, the board agenda meeting, and the Finance Committee meeting. Chad Young: Oak Land Committee meeting, and the Policy Review meeting. Jeremy Miller: The Finance Committee meeting. Eric Minks: The Finance Committee meeting

**Superintendent Report:** Reminder to members to call Bridget with a time to meet with Julia to go over the goals they have with the district. Thank you to the office staff for all of their work for the audit. A reminder to the board, that they are invited to attend the Educational Support banquet, on October 29, at 5:30 p.m. at the St. Cloud River's Edge Convention Center. In addition, on October 23, the Leadership in Educational Excellence Awards and Banquet ceremony will be held at the same facility. This is a banquet to honor teachers. This year Dr. Espe will also be receiving an award.

**APPROVE AGENDA** *Motion made by Eric Minks, and seconded by Jeremy Miller, to approve the agenda. Motion passed unanimously.*

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** *Motion by Chad Young, and seconded by Howard Vaillancourt, to approve the September 2, 2014 Regular Board meeting minutes as presented. Motion passed unanimously.*

**CONSENT AGENDA** *Motion made by Eric Minks, and seconded by Howard Vaillancourt, to approve the consent agenda items: Personnel, Check Register, Wire Transfers, Treasurers Report, Gifts, Open Enrollments, Fundraisers, and Field Trips. Motion passed unanimously.*

## **FIRST READINGS #524 Internet Acceptable Use and Safety Policy and #624 Online Learning Options**

**INFORMATION - Human Resource Department Report** – Director of Human Resources, Stacie Vos, provided the board with an update on the HR Department activity. Individual contracts are completed, a new hire process has been created, and new employee orientation is now conducted weekly on Thursday. In addition, since July 15th we have hired: 20 teachers, 16 coaches, six paraprofessionals, two custodians, two kitchen servers, two playground monitors, one technology integrationist, a long term substitute for the Middle School Assistant Principal position, and a Tiger Club Substitute floater.

**Strategic Plan Overview** – Superintendent Espe provided a power point presentation to the board on the Strategic Plan process in the district. The power point can be found in this meetings board packet.

**Enrollment Report** – Director of Business Services, Michelle Czek, provided the board with the beginning of the year enrollment information. The enrollment report can be found as an attachment in the board packet for this meeting.

**Superintendent Evaluation Process** – Superintendent Espe provided the board with the Superintendent Evaluation Process.

## **ACTION ITEMS - None**

## **FUTURE BOARD COMMITTEE MEETINGS**

Set a Special School Board Meeting. Topic Local Optional Revenue Sept. 29, 2014 at 5:30 p.m.

Activities Meeting: Oct. 1, 2014, 4:30

October 1, 2014, at 5:00 p.m. Meet & Confer (Jeremy, Craig, Howard) in the Superintendent's Office.

October 7, at 5:00 p.m. Finance (Jeremy, Eric, Deb) in the Superintendent's Office

October 7, Closed Session after the regular board meeting ends. Topic: Superintendent Evaluation.

October 21, at 5:30 p.m. Policy Meeting in the Superintendent's Office.

November 13, at 5:00 p.m. Curriculum Meeting (Howard, Jeremy, Chad), in the Superintendent's Office.

## **ADDITIONS TO AGENDA - None**

**ADJOURN** - The meeting was adjourned at 8:00p.m.

**Recorder: Bridget Sorensen**

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**Chair Deb Ulm**

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**Clerk Eric Minks**

**Call to order and Pledge of Allegiance**

The Special meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **29th day of September, at 5:30 p.m.** in the District Office Board Room.

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

Members Absent: None

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

Citizen Comments: None

**Topic: Preliminary Levy**

This is a preliminary levy, and the new referendum is part of the levy. This is an annual business item for funding that assists in operating the district. The referendum was for a new school, and increases in taxes for the new school will be reflected in tax statements.

Motion made by Jeremy Miller, and seconded by Howard Vaillancourt, to approve option four: Levy the entire \$424.00 Local Optional Allowance and determine the under levy categories and amounts in December. Upon roll call the following voted in favor of: Chuck Nagle, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Deb Ulm, and Chad Young. The following voted against: Eric Minks. Motion passed.

Truth and Taxation meeting will be held during the December 16, 2014 meeting.

**ADJOURN** - The meeting was adjourned at 6:12 p.m.

**Recorder: Bridget Sorensen**

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**Chair Deb Ulm**

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

Princeton Public Schools, ISD 0477 Board Consent Agenda

	A	B	C	D	E	F	G
1	<b>October 7, 2014</b>						
2	<b>Name</b>	<b>Status</b>	<b>Job Title</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective Date</b>	<b>Wage</b>
3	Fillafer, Richard	New	PAC Manager and Non MSHSL Coordinator	Ind.	Linda Evans	9/22/2014	\$20.50/Hr
4	Girtz, Kit	Change in FTE	Speech Clinician	PEA	N/A	8/25/14	Reduced from .8 to .7 FTE
5	Gourham, Amanda	Extra Duty	FS Server - NE	FS	Kristen Alford	9/24/14	Current Wage
6	Grammond, Carrie	Moved from homebased (190) to center based 184	Special Education Teacher	PEA	N/A	8/25/14	Reduced from 1.03 to 1.0 FTE
7	Hamers, Marianne	Resignation	Special Education Paraprofessional - SE	PARA	N/A	8/18/14	N/A
8	Kampa, Renee	Resignation	Cook Helper - NE	FS	N/A	9/17/14	N/A
9	Knutson, Kristy	Change in FTE	Speech Clinician	PEA	N/A	8/25/14	Increase from .7 to .8 FTE
10	Kociemba, Heather	LOA	PASS Math Teacher - HS	PEA	N/A	1/5/15 - on or around 3/9/15	N/A
11	Lestrud, Kent	Extra Duty	Football Coach - Middle School	PEA	Matt Johnson	2014 Season only	\$1,815.00
12	Lawrence, Marytina	Resignation	Title One Math Para - NE	PARA	N/A	6/5/14	N/A
13	Lindell, Michelle	Correction to 9/16/14 pay listed	Volleyball Coach - Middle School	PEA	N/A	9/3/14	\$1644.00 Step 8
14	Nelson, Mitch	LTS	Special Education Teacher - LD at the HS	PEA	Dana Rossow	10/6/14 (est.)	\$36,295 (BA Step 1)
15	Neubauer, Jordan	Extra Duty	Baseball Head Coach - HS	PEA	Jesse Zimmer	2015 Season (Spring-June 29)	\$4,355.00
16	Nordin, Teena	Extra Duty	Bus Supervisor Para	PARA	N/A	9/26/14	at current wage
17	Paddock, Dave	Extra Duty	Robotics Advisor - HS	PEA	N/A	9/2/14 - 2/1/15	\$3,267.00
18	Paulson, Karen	Resignation	Title One Para - SE	PARA	N/A	10/6/14	N/A
19	Ruzek, Allison	LOA	4th Grade Teacher - NE	PEA	N/A	1/25/2015 (for 8 weeks)	N/A
20	Schultz, Katie	New	Playground Para	PARA	Lora Card	9/10/14	\$12.62/Hr
21	Smith, Amy	Moved from ECSE (194) to PHS (184)	Speech Clinician	PEA	N/A	8/25/14	Reduced from 1.05 to 1.0 FTE
22	Smith, Dawn	Additional Hours - Increasing to 6.5/5 days per week	EC Para - D.O.	PARA	N/A	9/1/14	at current wage
23	Tou, Jake	Correction to 9/16/14 addendum	Assistant Business Affairs Executive	Ind.	N/A	7/1/13	2013-14 \$20.50/Hr 2014-15 \$23.00/Hr
24	Weber, Carol	Correction to 9/16/14 addendum	Payroll & Benefits Specialist	Ind.	N/A	7/1/13	2013-14 \$21.00/Hr \$23.00/Hr 2014-15 2015-16 \$25.00/Hr

	A	B	C	D	E	F
1	<b>Open Enrolled Students (Out/In) as of October 7, 2014 that need Board Approval</b>					
2	<b>OE In/Out</b>	<b>Effective</b>	<b>Resident Dist.</b>	<b>Serving Dist.</b>	<b>Grade</b>	<b>Reason</b>
3	OUT	9/2/2014	Princeton	Cambridge-Isanti	6	Participant in Distr. Gymnastic Program
4	OUT	9/2/2014	Princeton	Cambridge-Isanti	8	Student at 911 since grade K parents bought a home in Princeton but wish to keep student in Cambridge-Isanti
5	OUT	9/2/2014	Princeton	Cambridge-Isanti	K	Moving back to Cambridge during this school year.
6	OUT	9/2/2014	Princeton	Cambridge-Isanti	7	Leaving Christian school and prefer Cambridge-Isanti District.
7	OUT	9/22/2014	Princeton	Elk River	8	Survey has not been returned at this time.
8	OUT	9/2/2014	Princeton	Cambridge-Isanti	K	Prefer Cambridge
9	<b>The following is information for Board Members - Open Enrollments that do not require board approval</b>					
11	IN	9/2/2014	Minneapolis	Princeton	7	Living with relatives in our district
12	IN	9/2/2014	Elk River	Princeton	4	Moved and would like to continue at Princeton
13	IN	9/2/2014	Elk River	Princeton	3	Moved and would like to continue at Princeton
14	OUT	9/2/2014	Elk River	Princeton	8	Family moved to Princeton April 2014 but wish to remain with the Elk River Distr.
15						
16						
17						
18						
19						
20						

**RECEIVED**  
9-16-14 (late)

FUNDRAISING APPROVAL FORM

Date of fundraiser: 11-21-14		Projected profit: \$ IN books		Amount earned:	
Group or organization proposing the fundraiser: PRINCETON HIGH SCHOOL				Item(s) being sold: BOOKS!	
Company/organization supplying items to be sold: BARNES & NOBLE VOUCHERS ONLINE					
The money raised will be used for: BOOKS! ☺ & IN STORE					
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>				<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>	
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			<del>XXXX</del> N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			N/A	
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.				N/A
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>			N/A	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 9-10-14		Teacher/Sponsor Signature: <i>Shelley Ash</i>			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED					
Date: 9-12-14		Administrator Signature: <i>Burt Muckelbauer</i>			
Date: 9.16.14		Superintendent Signature: <i>Julia Espe</i>			
Date:		School Board Chair Signature:			

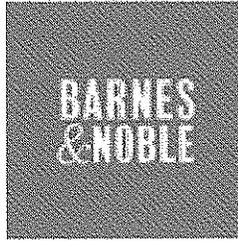


RECEIVED  
9-25-14

Date of fundraiser: 9-30-14		Projected profit:	Amount earned:
Group or organization proposing the fundraiser: Hand in Hand Preschool		Item(s) being sold: Wreaths/Flowers	
Company/organization supplying items to be sold: Nelsons Nursery			
The money raised will be used for: Classroom Equipment & supplies			
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	✓	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		✓
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		✓
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	✓	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	✓	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	✓	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 9-24-14		Teacher/Sponsor Signature: Amy Diello	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.			
		APPROVED _____ NOT APPROVED _____	
Date: 9.24.14		Administrator Signature: [Signature]	
Date: 9.28.14		Superintendent Signature: Julia Espe	
Date:		School Board Chair Signature:	

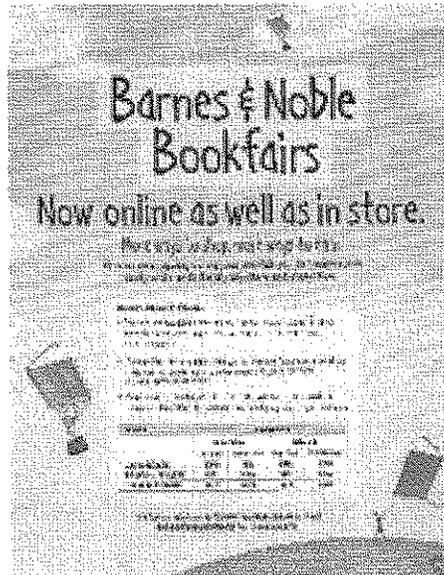
FUNDRAISING APPROVAL FORM

Date of fundraiser: 10-13-14		Projected profit: ?	Amount earned:	
Group or organization proposing the fundraiser: Media Center PHS			Item(s) being sold: cheesecakes	
Company/organization supplying items to be sold: Barnes & Noble				
The money raised will be used for: books!				
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>	
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		N/A	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		N/A	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		✓	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		N/A	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>		N/A	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: 10-2-14		Teacher/Sponsor Signature: <i>Shelly Gulsh</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED				
Date: 10-2-14		Administrator Signature: <i>Barth Muehle</i>		
Date: 10.6.14		Superintendent Signature: <i>Julia Espe</i>		
Date:		School Board Chair Signature:		



St. Cloud Barnes & Noble  
 3940 Division Street  
 St. Cloud, MN 56301  
 320.251.9164

**“THE CHEESECAKE FACTORY”**  
**B & N BOOKFAIR- ADDITIONAL FUNDRAISING**



*Jennie from B+N  
 will set up a table  
 during conferences  
 for cheesecake and  
 samples and  
 orders.*

*♫ CHEESECAKES  
 ARE \$36  
 PHS EARNS \$7.20 PER*

The Cheesecake Factory Fundraiser is another way to add additional money to your school fundraiser at Barnes & Noble. As you may know, café sales are also added to your in-store sales for your school fundraiser. In this case, we would be doing preordering of cheesecakes for the holiday season and pickup would be on the day of your schools bookfair on November 21<sup>st</sup>, 2014 at our store. The percentage of the cheesecake sales follows the same format as your in-store bookfair sales. If you would like to do your cheesecake portion in a check form, so you can use the cash funds for items at your school such as i.e. new computers, new flooring, special event, etc., you can do so. If you chose to do the BN Gift Card, like you have requested for your BN In-Store bookfair profit, we will use your same bookfair number already assigned.

Please let me know if you have any other questions! I look forward to working with Princeton High School!!

Jennie Weber  
 CBDM, Barnes & Noble St. Cloud

9/15/14



RECEIVED  
9-16-14 (wse)

# 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: 9/26/14 (trip)	Building: PHS
Teacher/Advisor: Mary Patnode	Group/Class: Varsity Volleyball
Number of Students: 13	Number of Advisors: 1 plus parents
Destination: Duluth	Total Miles: 120
Departure Date / Time: 9/26/14	Return Date / Time: 9/27/14
School Days Missed: 0	Non-School Days Missed: 0
Transportation Method: Bus (hoping for a coach)	
Estimated Cost:	
Mileage (round trip): ≈ 240 miles	
Meals: —	
Lodging: Hotel (Booster club to book & fund)	
Insurance: —	
Registration: —	
Substitute Teacher: —	
Misc.: —	
TOTAL COST: School District pay Bus cost. (For coach bus if possible)	
How will the trip be funded? Princeton Area Volleyball Booster Club.	

Approved  Disapproved Dawn G. Leach Date 9/15/14  
 Activities Director Signature

Approved  Disapproved Bob Muck Date 9/15/14  
 Principal's Signature

For extended field trips, these additional signatures are required:

Approved  Disapproved Julia Espe Date 9.17.14  
 Superintendent's Signature

Approved  Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
 School Board Chairperson

Gifts to Princeton Schools  
October 7, 2014

School/Program	Amount/Item	Donor	Purpose
Middle School Web program for 6th graders	\$250.00	Shopko Foundation Community Charitable Grant Program	For purchasing needed materials used by the Web leaders, and the students participating in the Web program.
High School	Banner for class of 2015	National Recognition Products	Incentive for graduation - positive support banner.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2					End of	End of	End of	End of	End of	End of	End of	End of	End of		2014 ADM
3			Budget	Opening	Septeml	October	November	December	January	February	March	April	May	Last day of School	End of Year
4	South	K	222.8	233	231	0	0	0	0	0	0	0	0	225	
5		1st	236.4	222	223	0	0	0	0	0	0	0	0	243	
6		2nd	240.5	247	246	0	0	0	0	0	0	0	0	249	
7		Sub Total	699.7	702	700	0	0	0	0	0	0	0	0	717	
8															
9	North	3rd	244.2	246	245	0	0	0	0	0	0	0	0	236	
10		4th	229.1	240	241	0	0	0	0	0	0	0	0	225	
11		5th	224.3	229	229	0	0	0	0	0	0	0	0	259	
12		Sub Total	697.6	715	715	0	0	0	0	0	0	0	0	720	
13															
14	Middle	6th	254.9	262	261	0	0	0	0	0	0	0	0	262	
15		7th	258.9	267	268	0	0	0	0	0	0	0	0	278	
16		8th	270.3	279	279	0	0	0	0	0	0	0	0	257	
17		Sub Total	784.1	808	808	0	0	0	0	0	0	0	0	797	
18															
19	High Scho	9th	259.7	267	268	0	0	0	0	0	0	0	0	255	
20		10th	253.5	254	253	0	0	0	0	0	0	0	0	258	
21		11th	251.8	252	251	0	0	0	0	0	0	0	0	251	
22		12th	245.3	261	258	0	0	0	0	0	0	0	0	244	
23		Sub Total	1010.3	1034	1030	0	0	0	0	0	0	0	0	1008	
24															
25	K-12 Total		3191.7	3259.0	3253.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3242.0	



## Monthly Project Status Report

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**Date:** 10-7-14

**Project:** Princeton Bond Referendum Projects

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### A. Notable Activities this Period:

#### *Planning & Design:*

1. The User Group for the Elementary School reviewed and approved the schematic design of the new Elementary School on 9/22. Design Development drawings are now underway.
2. A meeting with the Transportation Consultant was completed to aid in the design for the new Elementary parking/drop of lot design. The design is being implemented and a final review will be held when complete.
3. A meeting with City Officials and pertinent Directors was held. Overall thoughts and preliminary site design did not bring up any major concerns. Once a final site plan is developed another meeting will be held to answer any additional questions and finalize site/utility scope of work.
4. User Group Meetings for the high school were identified. Meetings will be held this week.

#### *Construction:*

1. Elementary Site Survey is complete. High School survey will be completed within a week or so.
2. City of Princeton will be completing the Plan Review and Inspections.
3. Soil borings report is complete. No major issues are noted at this time.
4. Temporary ball field construction was determined to help logistics during the spring/summer months while construction is taking place. The temporary field will be at a minimal cost and provide acceptable play area.

### B. Activities Planned for Next Period:

#### *Planning & Design:*

1. User group and conceptual design work will begin for the High School improvements in October.
2. User groups for the Elementary School project design will continue in October.

3. Civil engineering work has started and building, parking lot and utility layouts are in process.
4. CPG meetings will continue into the school year to review design work and user group input.

**Construction:**

1. Complete temporary ball field construction.
2. POC meetings will continue on an on-going basis into the school year to review on-going design and project progress.

**C. Budget Status:**

1. All items awarded and/or proposed to date are within their respective scheduled budgets per the overall budget summary.

**D. Schedule Status:**

1. Project Design schedules have been completed and progress remains on track with defined milestone dates.

**E. Critical Issues:** No issues to report.

(End of Report)

## PRINCETON PUBLIC SCHOOLS

### INTERNET ACCEPTABLE USE AND SAFETY

#### I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

#### II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district computer system and the Internet the school district considers its own stated educational mission, goals, and objectives. -
- B. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- C. The school district expects that employees and students will blend thoughtful use of the school district computer system and the Internet throughout the curriculum.
- D. The school district operates technology protection measures that protect against access to unacceptable material through the school district network.
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate internet use, the school district cannot guarantee that students will not independently access technology and Internet resources

#### III. ACCEPTABLE US

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies.

- A. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- B. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- C. Use related to instructional, administrative and other support activities considered

consistent with the mission of the district.

- D. Communication between staff, students, parents and guardians using digital tools intentionally support by the district for professional communication to enhance or support student learning.

#### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

#### **V. UNACCEPTABLE USES**

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
  - a. Information or materials that could cause damage or danger of disruption to the educational process;
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
6. Users will not use the school district system to violate copyright laws or usage licensing agreements.
  - b. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.

## **VI. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district. Misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct.

## **VII. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

## **VIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- C. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist.* No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N. W. 2d811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)524-11  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)

*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

***Cross References:*** Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Princeton Policy 406 (Public and Private Personnel Data)  
Princeton Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Princeton Policy 506 (Student Discipline)  
Princeton Policy 515 (Protection and Privacy of Pupil Records)  
Princeton Policy 519 (Interviews of Students by Outside Agencies)  
Princeton Policy 521 (Student Disability Nondiscrimination)  
Princeton Policy 522 (Student Sex Nondiscrimination)  
Princeton Policy 526 (Hazing Prohibition)  
Princeton Policy 595 (Web Authoring and Publishing)  
Princeton Policy 603 (Curriculum Development)  
Princeton Policy 606 (Textbooks and Instructional Materials)  
Princeton Policy 806 (Crisis Management Policy)  
Princeton Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)  
Technology Procedure Manual

Adopted: February 26, 2002  
Adopted: February 22, 2005  
Revised: December 8, 2009  
Reviewed: March 22, 2011  
Revised: March 13, 2012  
Revised: September 2, 2014

## PRINCETON PUBLIC SCHOOLS

### ONLINE LEARNING OPTIONS

#### I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

#### II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

*To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the home-schooled student or student's parent or guardian, provided that the school district does not incur more than an incidental cost as a result of providing access electronically. See Minn. Stat. § 123B.42.]*

#### III. DEFINITIONS

- A. "Enrolling district" means the school district or charter school in which a student is enrolled under Minn. Stat. § 122A.22, Subd. 4, for purposes of compulsory education.

- B. “Full-time online provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- C. “Online course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- D. “Online learning” is an interactive course or program that delivers instruction from a teacher to a student by computer, is combined with other traditional delivery methods that include frequent student assessment and may include actual teacher contact time, and meets or exceeds state academic standards.
- E. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- F. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students.
- G. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- H. “Supplemental online learning” means an online course taken in place of a course period during the regular school day at a local district school.

#### **IV. PROCEDURES**

- A. Dissemination and Receipt of Information
  - 1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
  - 2. The school district will receive and maintain information provided to it by online learning providers.
  - 3. The online learning provider must report or make available information on an individual student’s progress and accumulated credit to the student, the student’s parent, and the enrolling district in a manner specified by the

Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.

4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online course or program. An online learning provider must make available the supplemental online course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online provider; and the online provider may make available a response to

the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.

5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online provider must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option Act)

***Cross References:*** Princeton Policy 509 (Enrollment of Nonresident Students)  
Princeton Policy 605 (Alternative Programs)  
Princeton Policy 608 (Instructional Services – Special Education)  
Princeton Policy 613 (Graduation Requirements)  
Princeton Policy 620 (Credit for Learning)

Adopted: May 22, 2007  
Revised: April 22, 2008  
Revised: August 9, 2011  
Revised: September 2, 2014