

Princeton Public Schools - ISD 477
Tuesday, January 3, 2017 at 7:00 PM
Regular School Board Meeting
District Office Board Room located at City Hall

Our Mission

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

Our Vision

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

1. **PROCEDURAL ITEMS**
2. Call to Order and Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
6. **APPROVE AGENDA**
7. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
8. **CONSENT AGENDA**

The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.

 - a. Personnel 6
 - b. Gifts 7
 - c. Fundraiser 8
9. **INFORMATION**
 - a. 2017-2018 Calendar-Presented by Julie Williams 9
 - b. Expanding the Brand-Presented by Julia Espe
 - c. Video Board Operator Position-Presented by Julia Espe 12
 - d. Safe Routes to School-Presented by Michelle Czech 13
10. **ACTION**
 - a. Sweep and Money Market Account at Bremer Bank-Presented by 14

Michelle Czech

I move to accept the sweep and money market account at Bremer bank as presented.

11. ADDITIONS TO AGENDA

12. FUTURE MEETINGS

- a. Wellness Community Meeting-3:30, Wednesday, January 4th
- b. Leadership Conference-January 12-13th
- c. Policy meeting-5:30, Tuesday, January 17th

13. ADJOURN

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the 20th day of December, at 7:00 p.m. in the District Office Board Room.

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

Members Absent: Craig Johnson

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

Student Council Representative: Lacey Broding

Reception to honor the service of School Board members Jeremy Miller and Chuck Nagle

Truth in Taxation: Michelle Czech went over the Truth in Taxation documents. Powerpoint is located on Board Book.

Citizen Comments: None

REPORTS

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

Jeremy Miller:	Agenda planning meeting, Finance meeting, Superintendent evaluation meeting, Tennis court hearing, Self-insurance workshop
Eric Minks Deb Ulm	Finance meeting, Superintendent evaluation meeting Finance meeting, Superintendent evaluation meeting, Project Oversight Committee, Tennis court hearing, Self-insurance workshop, Wellness committee
Howard Vaillancourt	Community Education meeting, Judge at the cheerleading tryouts, Self-insurance workshop, Superintendent evaluation.
Chad Young	Self-Insurance workshop, Superintendent evaluation
Student Council Representative:	Student Council members are working on setting up for the Snow Days week.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Deb Ulm and seconded by Howard Vaillancourt, to approve the November 15th, 2016 Regular Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Chad Young, seconded by Deb Ulm *to approve the consent agenda as presented.*
Personnel, Gifts, Bills, Wire Transfers, Treasurer's Report, Open Enrollment, Construction Change Orders.
Opposed: Eric Minks. Motion passed 5:1.

INFORMATION

Graduation Rates- Presentation was given by Andrea Preppernau on the graduation rates. We have a goal of 90% with no group being below 85%. For the last three years the district has exceeded the goal of 90%. Princeton online will be included in the 2016 graduation rates. The presentation is located on Boardbook.

Superintendent Evaluation Summary- Presentation was given by Jeremy Miller on the Superintendent Evaluation Summary. Six board members participated in the Superintendent evaluation. Five out of the six board members indicated that the Superintendent is meeting or exceeding expectation in the five areas reviewed. The evaluations is the Marzano process that is used district wide.

Superintendent Update- Presentation was given by Julia Espe. Julia has been going to all of the schools giving the presentation on an update of the district. This presentation can be located on Boardbook.

Sweep and Money Market Account at Bremer Bank- Presentation was given by Michelle Czech on the Sweep and Money Market Account at Bremer Bank. Currently we have a normal account. With this sweep and money market account, the money held at the Bremer Bank will move into a money market account after business hours and will move back into our main account at the start of business hours for use that day. This would add interest into our account.

Property and Liability Insurance Renewal- Presentation was given by Michelle Czech on the property and liability insurance renewal. She reviewed the option of adding an additional umbrella amount beyond what is required by state statute. Administration recommends the keeping the current policy as initially proposed.

ACTION ITEMS

Joint Powers Agreement for Rum River Special Education Cooperative- Motion made by Eric Minks and seconded by Chad Young to accept the Joint Powers Agreement for Rum River Special Education Cooperative as presented. Upon roll call the following voted for: Chad Young, Jeremy Miller, Chuck Nagle, Eric Minks, Deb Ulm and Howard Vaillancourt. Motion passed unanimously.

2016 Pay 2017 Levy-Motion made by Eric Minks and seconded by Deb Ulm to make the following tax limitation levies for general purposes: General Fund, \$3,102,508.95, Community Ed; \$324,899.79, Debt Services: \$3,319,518.03. Total Certified: \$6,746,926.77. Now therefore, be it resolved by the school board of Independent School District 477, that the levy to be levied in 2016 to be collected in 2017 is set at \$6,746,926.77. The Princeton School Board is authorized to certify the following tax limitation levy to the County Auditors of Mille Lacs, Isanti, Sherburne and Benton Counties. Upon roll call the following voted for: Deb Ulm, Howard Vaillancourt, Chad Young, Jeremy Miller, Eric Minks. Opposed: Chuck Nagle. Motion passed 5:1.

Future Meetings: Organizational meeting will be at 6:45 on Tuesday, January 3rd.
Project Oversight Committee meeting-2:00, Thursday, December 22nd
Wellness Community meeting-3:30, Wednesday, January 4th
Leadership Conference-January 12-13th
Policy meeting-5:30, Tuesday, January 17th

Additions to the agenda: None

ADJOURN - Motion to adjourn the meeting made by Jeremy Miller , seconded by Chad Young. Meeting was adjourned at 8:28 p.m.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Kari Plafcan

01.03.2017

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Bartholomaeus, Susan	Extra Duty	Gifted and Talented Building Coordinator	PEA	N/A	7.1.16-6.30.17	700.00 stipend
Bremer, Melissa	Extra Duty	ECFE Childcare	At Will	Shannon Peterson	12.12.16	No change
Borich, John	Extra Duty	Gifted and Talented Building Coordinator	PEA	N/A	7.1.16-6.30.17	350.00 stipend
Borich, Melissa	Extra Duty	Gifted and Talented Building Coordinator	PEA	N/A	7.1.16-6.30.17	350.00 stipend
Dobson, Nicole	New Hire	ECFE Childcare	At Will	Shannon Peterson	1.9.17	9.75/hr
Donais, Karen	Extra Duty	PS-Yearbook Advisor .5			9.12.16	\$563.50
Hazelton, Chris	Extra Duty	PS-Yearbook Advisor .5			9.12.16	\$563.50
Holman, Kandy	Resignation	MS-Lunchroom supervisor	Para	N/A	12.20.16	
Lorentz, Terri	Extra Duty	Gifted and Talented Building Coordinator	PEA	N/A	7.1.16-6.30.17	700.00 stipend
Murkve, Alex	Extra Duty	Gifted and Talented Building Coordinator	PEA	N/A	7.1.16-6.30.17	700.00 stipend
Peterson, Shannon	Resignation	ECFE Childcare	At Will		12.16.16	
St. Marie, Kathleen	Change in assignment	SpEd Para From HS to IS	Para		1.3.17	No change
Walerius, Nikki	Extra Duty	Gifted and Talented Building Coordinator	PEA	N/A	7.1.16-6.30.17	700.00 stipend

PRINCETON PUBLIC SCHOOLS

Gift Solicitation Request Form

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

Staff Member(s) Name: Sarah Manchester / Dan Voce

Representing: Princeton N.J.

Request to (Name of Business/Organization):

Princeton PTO

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

\$ 311.25
Togetherness Day Meal for staff

Accepted Not Accepted

[Signature]
Principal/Activity Director

Date: 12/16/16

Accepted Not Accepted

[Signature]
Superintendent

Date: 12.22.16

Accepted Not Accepted

School Board Chairperson

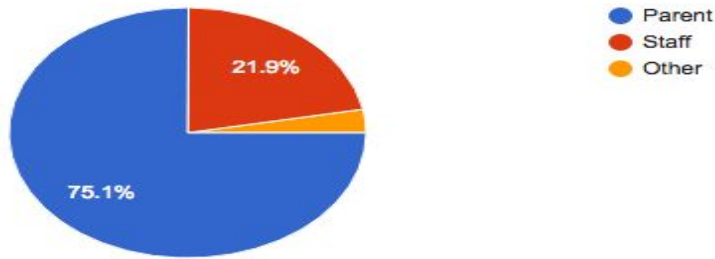
Date: _____

Distribute:
Organization
Copy to Originator
Copy to Board Minutes

FUNDRAISING APPROVAL FORM

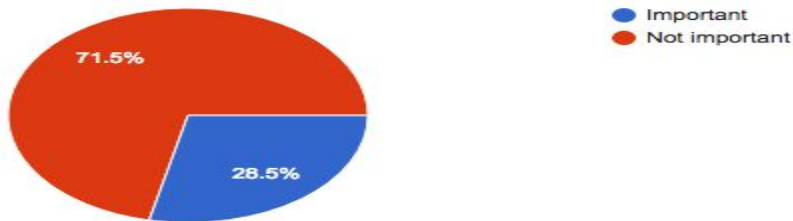
Date of fundraiser: <u>Jan 15, 2017</u>		Projected profit: <u>\$440.</u>		Amount earned:	
Group or organization proposing the fundraiser: <u>PRINCETON AMERICAN INDIAN Ed. Parents AND Students</u>				Item(s) being sold: <u>100, 116 Bags Wild Rice</u>	
Company/organization supplying items to be sold: <u>Merhar Wild Rice</u>					
The money raised will be used for: <u>STUDENT SCHOLARSHIP TO MW INDIAN Ed STATE CONFERENCE</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.			<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). <u>ACTIVITY</u>				
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			<u>DNA</u>	
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: • 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: <u>12.15.16</u>		Teacher/Sponsor Signature: <u>[Signature]</u>			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED					
Date: <u>12.15.16</u>		Administrator Signature: <u>[Signature]</u>			
Date: <u>12.22.16</u>		Superintendent Signature: <u>[Signature]</u>			
Date:		School Board Chair Signature:			

What is your current role? (863 responses)



How important is it for you to have a week-long Spring Break for students? (A week-long spring break pushes the end of the school year into June. A shorter break allows for the end of the school year to be before Memorial Day)

(861 responses)

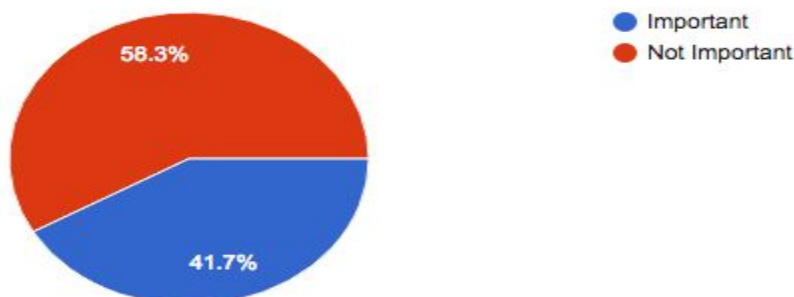


In regards to Winter Break, is it important for you to: (847 responses)



How important is it for you to have school end before Memorial Day?

(859 responses)



Additional Feedback Themes:

- ❖ Professional Development should coincide with other breaks (MEA, Thanksgiving, etc.)
- ❖ Have Good Friday/Easter Monday off; many suggestions for a Thurs-Mon Spring Break around Easter
- ❖ School should end in May; whether that is before Memorial day or right after
- ❖ Should have less random/odd days off for Professional Development
- ❖ No late starts; inconvenient for families

Princeton Public Schools

2017-2018 School Calendar

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			



March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

 School Closed
 Last Day of Trimester

 Staff Development Day
 First and Last Day of School

Aug 22-24	New Teacher Workshop
Aug 29-31	Staff Development Days
Sep 4	Labor Day - No School for Staff/Students
Sep 5	First Day of School for Students
Oct 19-20	MEA -- No School for Staff/Students
Oct 23	Staff Development Day - No School for Students
Nov 22	Staff Development Day - No School for Students
Nov 23-24	Thanksgiving Break -- No School for Staff/Students
Nov 30	Last Day of Trimester 1
Dec 1	Staff Development/Grading - No School for Students
Dec 22-Jan 1	Winter Break -- No School for Staff/Students

Jan 15	Staff Development Day - No School for Students
Feb 19	No School for Staff/Students
March 2	Last Day of Trimester 2
March 5	Staff Development Day - No School for Students
March 6	Staff Development/Grading - No School for Students
March 29-Apr 2	Spring Break - No School for Staff/Students
May 25	High School Graduation
May 28	Memorial Day -- No School for Staff/Students
May 31	Last Day of School
June 1	Staff Development/Grading - No School for Students

Totals: 171 student days; T1 = 57 days, T2 56 days, T3 58 days

Updated 1/3/17

**PRINCETON PUBLIC SCHOOLS
REQUEST TO ADD PROGRAM, POSITION, ACTIVITY TO BUDGET**

ADMINISTRATOR REQUESTING & BUILDING:

Darin Laabs High School Activities

PROGRAM, POSITION, ACTIVITY:

Activities, Video Scoreboard Advisor/Operator, Activities held in new "P" gym

RATIONALE:

Hire staff to operate the video scoreboard for contests, pep assemblies, NHS Induction,... and train students to operate the scoreboard to produce events that take place in the "P" gym.

EXPENSES ASSOCIATED WITH REQUEST:

- | | |
|----------------------|--|
| • Wages:\$3,758 year | Supplies: |
| • Benefits:\$569 | Travel: Summer workshop, Exploring with Dak. |
| • Other: | Total: \$4,327 |

REVENUES ASSOCIATED WITH REQUEST:

- | | |
|---|------------|
| • Enrollment: | Gate Fees: |
| • Student Fees: | Grants: |
| • Other: \$3,500 donated from Crystal Cabinets (2 years @ \$3500) | |

OTHER REDUCTIONS ASSOCIATED WITH REQUEST: (example: staffing, shift in programming, supplies)

None

SUSTAINABILITY PLAN:

Yearly review with donors for the first five years. The board will be responsible for under \$1,000 the first two years. Eventually the video scoreboard funds that are generated could be used to fund this position.

ROUTE TO SUPERINTENDENT

Office Use Only:
Finance Meeting:
Board Meeting



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477

706 First Street, Princeton, MN 55371

763.389.2422 isd477.org

Dr. Julia Espe, Superintendent 763.389.6190

Michelle Czech, Director of Business Services 763.389.6183

Stacie Vos, Director of Human Resources 763.389.6181

Julie Williams, Director of Teaching & Learning 763.389.7278

Eric Simmons, Director of Technology 763.389.6166

Erin Dohrmann, Director of Student Services 763.389.6191

Gwen Anderson, Director of Community Education & ECFE Coordinator 763.389.6199

January 3, 2017

To Whom This May Concern,

On behalf of Princeton Public Schools, we are pleased to express our full concurrence for Princeton's application for a Safe Routes to School Infrastructure Grant. The Infrastructure grant will continue to facilitate walking paths for our Primary, Intermediate and Middle Schools and outdoor learning spaces.

Princeton Public School's Mission Statement is: Princeton is an innovative leader in instruction, developing in every learner the ability to succeed in an ever-changing world. Our vision statement is: Princeton will equip every student to be career and college ready through personalized instruction, community partnerships and collaboration. We believe that our mission and vision are accomplished both inside and outside the classroom. We offer a comprehensive educational program for student pre-K to grade 12, along with a variety of extracurricular and co-curricular activities. District residents of all ages are offered opportunities to grow academically and to improve their physical well-being through our community education programs.

Yearly, we hold a district Walk to School day, where grades K-8 are dropped off at the corner of 5th Street N and 6th Avenue, and they walk to their assigned school on the sidewalk that was funded through Safe Routes to School in 2013. Our physical education programs include biking and walking into their school curriculum. We also support community events like the annual bike rodeo sponsored by Lions Club. Safe Routes to School will help promote additional physical activity before and after school by providing safe walking routes and lighted crossing pedestrian signs.. It is shown that a healthy active lifestyle improves performance in the classroom.

Over the last few months, school personnel have met with members of the city and county to discuss the continued needs of the project started in 2013 which created a sidewalk on 5th Street N and part of 12th Street North for students to walk to school. The continuation of this project will connect our Middle School to our Intermediate and Primary School by providing a continuous sidewalk between the buildings. It will also provide a safer routes to school by providing lighted crossing pedestrian signs at highly traveled intersections.

Princeton Public Schools puts its full support behind the Safe Routes to School Program and associated grant applications to provide education, encouragement, enforcement, evaluation, and engineering solutions.

I, _____, have been designated as the signatory to this letter of concurrence.

Sincerely Yours,

Chair Person
Julia Espe
Superintendent

Thank you for taking time this morning to visit about an Insurance Cash Sweep (ICS) account, an exciting new option Bremer Bank is able to offer the Princeton School District.

I like to think of ICS Accounts as FDIC Sweep accounts. Here is a very quick explanation of how they work;

The Princeton Public School sets up a transaction account with Bremer Bank, signs the agreements, and deposits funds.

Funds are swept daily from your ICS checking account to the ICS Money Market account where it earns you interest! The rate is monitored daily by Bremer to make sure it stays competitive for you.

Deposits are sent to demand deposit accounts at other member institutions in amounts under the standard FDIC insurance maximum of \$250,000.

You are able to choose a “peg balance” or minimum amount you want left in your checking every morning after the daily

sweep. Keep in mind the balance of all your ICS accounts are available to you. Through ICS, you can:

- Enjoy peace of mind ICS funds are eligible for multimillion dollar FDIC insurance that’s backed by the full faith and credit of the United States government.
- Earn interest Put excess cash balances to work.
- Save time By providing access to FDIC insurance through a single bank relationship, ICS can help your public unit comply with investment policy mandates.
- Access funds Enjoy unlimited program withdrawals on demand deposit accounts.
- Support your community Feel good knowing that the full amount of your funds placed through ICS can stay local to support lending opportunities that build a stronger community.