

Princeton Public Schools - ISD 477  
Tuesday, August 21, 2018 at 6:00 PM  
Work Session  
District Office Board Room

**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. **REPORTS**
  - a. Board Members Committee Reports
  - b. Student Council Report
  - c. Superintendent Report
4. **APPROVE AGENDA**
5. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
6. **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 5
  - b. Fundraisers 7
  - c. Field Trips 8
  - d. Bills
  - e. Treasurer's Report 14
  - f. Wire Transfers 15
7. **ACTION**
  - a. I move to accept the Resolution Relating to the Election of School Board Members and Calling the School District General Election. 16
8. **WORK SESSION**
9. First Reading of 514a Bullying & Harassment Procedures Manual 18
10. Purpose of Public Engagement Committee 46
11. High School Redesign 47

**12. ADDITIONS TO AGENDA**

**13. FUTURE MEETING(s) INFORMATION**

Executive Planning- Aug 29, 4:15pm

Finance Committee- Sep 4, 4:30pm

Regular Board Meeting- Sep 4, 6:00pm

**Call to Order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Vice Chair Eric Strandberg on the **7th day of August, at 6:00 p.m.** in the District Center Board Room.

State Commendations: The school board presented state commendation certificates for Spring athletics and activities.

Roll Call: Members Present: Howard Vaillancourt, Craig Johnson, Eric Strandberg, Deb Ulm, Chad Young and Sue VanHooser.  
Absent: Eric Minks

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, Director of Human Resources Jason Senne, Student Council member Lacey Broding.

Citizen Comments: None

**REPORTS**

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

Howard Vaillancourt	None
Eric Strandberg	Executive Planning, Public Engagement
Deb Ulm	Public Engagement
Sue VanHooser	None
Craig Johnson	None
Chad Young	Public Engagement

Student Council Report: No report.

Superintendent Report: Teaching staff is taking advantage of many staff development opportunities this summer. Building & grounds staff meeting was last week. Customer service seminar taking place next week for support staff and administrative team. District is further developing Social-Emotional learning and PBIS work. State and local elections are coming. Sue VanHooser was elected president of Schools for Equity in Education.

**APPROVE AGENDA**

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

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

Motion made by Deb Ulm seconded by Howard Vaillancourt, **to approve the July 17, regular meeting minutes.** Motion passed unanimously.

**CONSENT AGENDA**

Motion made by Sue VanHooser, seconded by Chad Young, **to approve the consent agenda as presented.** Personnel, Gifts, Preschool Handbook, Middle School Handbook. Motion passed unanimously.

**INFORMATION**

**Committee Tentative Schedule-** Tentative schedule presented. January 2019 meetings were discussed based on the New Year's Day holiday. Board determined the January 1, 2019 meeting would be moved to January 2, 2019.

**ACTION**

**Second Reading of Policies**

Motion to accept the second reading of policies as presented was made by Craig Johnson and seconded by Chad Young. Motion passed unanimous.

**ADDITIONS TO AGENDA-** None.

**FUTURE MEETINGS INFORMATION**

Executive Committee- August 15, 4:15 P.M.

Policy Meeting-August 21, 5:00 P.M.

Board Work Session- August 21, 6:00 P.M.

**ADJOURN**

Motion to adjourn the meeting was made by Craig Johnson and seconded by Deb Ulm. The meeting was adjourned at 6:16 p.m.

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Chair Eric Minks

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Clerk Sue VanHooser

Recorder- Emily McKinnon

8.21.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Warner	Julie	FC	ECSE Para	Paras	Mya Meixell	8.28.18	\$16.33/hr
New Hire	Ruehl	Kris	IS	SPED Para	Paras		8.28.18	\$16.33/hr
New Hire	Peterson	Matthew	MS	MS Football Coach	Activities	John Schimming	8.20.18	\$2,017.00
New Hire	Schultz	William	MS	MS Football Coach	Activities	Keith Ellingson	8.20.18	\$2,017.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Lemm	Kelly	MS	Interventions & Support Para	Paras		8.13.18	
Resignation	Toven	Violeta	PS	Spanish Immersion Para	Paras		8.13.18	
Resignation	Hudkins	Katy	HS	Server	Food Service		8.8.18	
Resignation	Mussetter	Shelly	IS	SPED Para	Para		7.12.18	
Resignation	Morris	Juanita	FC	ECFE Para	Para		8.14.18	

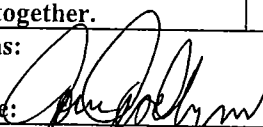


Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Storbakken	Kristy	HS	Ag Teacher	PEA		8.13.18-10.30.18	
Intermittant LOA	Scandinato	Dina	HS	Principal's Secretary	Secretaries		7.9.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Jacobs	Erik	HS	.97 Health / .07 Allied Health Teacher	PEA		7.1.18	No change
Change in Assignment	Enright	Susan	HS	.73 Art / .13 Online / .13 Ind Tech Teacher	PEA		7.1.18	No change
Change in Assignment	Fredricksen	Christian	HS	1.0 Math Teacher	PEA		7.1.18	No change
Change in Assignment	Johnstone	Lori	HS	.87 Art / .13 Online Teacher	PEA		7.1.18	No change
Change in Assignment	Magnuson	Ashely	HS	.67 FACS / .4 Online Teacher	PEA		7.1.18	No change
Change in Assignment	Moehlmann	Scott	HS	.83 Social Studies / .2 Online Teacher	PEA		7.1.18	No change
Change in Assignment	Hillcrest	Dayna	HS	.13 Spanish / .13 Online Teacher	PEA		7.1.18	No change
Change in Assignment	Esterberg	Lisa	HS	.93 Science / .07 Health Teacher	PEA		7.1.18	No change
Change in Assignment	Arens	Elliont	FC	Tiger Club Lead	Community Ed		8.6.18	No change

Change in Assignment	Schultz	Diane	SS	Teacher .5 Online (Gen Ed) .5 Online (SPED 740)	PEA		8.28.18	No change
Change in Assignment	Girtz	Kathryn	FC / IS	Speech Clinician .4 ECSE .4 Intermediate	PEA		8.28.18	No change
Change in Assignment	Hanenburg	Roy	SS	Teacher .75 ALC (Gen Ed) .25 ALC (SPED 408)	PEA		8.28.18	No change
Change in Assignment	Franke	Karen	PS	Teacher .5 (Gen Ed) .5 (SPED 408)	PEA		8.28.18	No change

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Martindale	Jeannine	HS	Asst Girls Swim/Dive Coach	Activities	Lindsay Paurus	8.13.18-11.16.19	\$3,228.00
Extra Duty	Van Der Zwaag	Nikki	HS	Asst Gymnastics Coach	Activities	Ratana Powers	11.12.18-2.23.19	\$3,297.00
Extra Duty	Tschumper	Tom	IS	Yearbook Supervisor	Activities		9.2018-5.2019	\$618.50
Extra Duty	Weir	Char	IS	Yearbook Supervisor	Activities		9.2018-5.2019	\$618.50
Extra Duty	Stenslie	Carrie	IS	BOKS Supervisor	Food Service	Josie Zytkovicz	9.2018-5.2019	\$1,210.00

### FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>SEPT. 4<sup>TH</sup> 2018</i>		Projected profit: <i>\$500<sup>00</sup></i>	Amount earned:	
Group or organization proposing the fundraiser: <i>I.S. ART DEPT.</i>			Item(s) being sold: <i>(ITEMS w/ STUDENT ARTWORK)</i>	
Company/organization supplying items to be sold: <i>ART TO REMEMBER</i>				
The money raised will be used for: <i>ART SUPPLIES + TOOLS</i>				
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>	
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			✓
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		✓	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		✓	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>		✓	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>8-7-18</i>		Teacher/Sponsor Signature: 		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u>          </u> APPROVED <u>          </u> NOT APPROVED				
Date: <i>8/9/18</i>		Administrator Signature: 		
Date: <i>8/14</i>		Superintendent Signature: 		
Date:		School Board Chair Signature:		

**PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM**

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

(Updated 5/16/17)

Turned  
in  
June 11,  
2018

Name of Field Trip Supervisor: <b>J. Lupkes</b>	Name of group, club, or department: <b>FFA</b>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <b>FFA National Convention</b>	Destination: <b>Indianapolis, Indiana</b> Round Trip Miles: *Complete Transportation Request & fax to Palmer Bus
Number of Students expected to participate: <b>5</b> Number of Teacher/Advisor Chaperones: <b>1</b> Number of adult volunteers/chaperones: # male students _____ #female students _____ (if Perkins funded)	Grade level/s of student participants: (circle all that apply) 9 <b>10</b> 11 12 <b>We will get results this summer.</b>
Date of Departure: <b>Oct 23-28</b> Time of Departure: <b>Afternoon</b>	Date of Return: <b>Oct 28</b> to see if we are 2 star Time of Return: <b>late</b>
School Hours Missed: (for single day trips) 1 2 <b>3</b> 4 5 6 (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 2 2.5 <b>3</b> 3.5 4 other _____ <input type="checkbox"/> outside the school day or 3 star at Nationals.
<input checked="" type="radio"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="radio"/> No This field trip occurs on a Sunday. <b>will be arriving back in Princeton at</b>

**How will this field trip be funded? (Check all that apply.)**

Department budget (Code: \_\_\_\_\_)

Students will be assessed a fee to cover transportation and/or registration/admission fee

Students will pay for their own lunch

Building funds are requested

Grant funds (name of grant: \_\_\_\_\_)

Outside group, booster club, individual, or agency funding (name: **Perkins \$ - Advisor**)

*Activities Perkins at approx. midnight on Sat Oct 27, give or take an hour or two.*

**A. What is the purpose of this field trip? (choose 1 CATEGORY only)**

- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study) (Section F of this form is required for instructional trips) (check all that apply)
  - Required for all students enrolled in the course
  - Only students in selected section/s of this course will participate
  - Students participate by choice
- CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
  - All students in a course or club/activity will participate
  - Students participate by choice or selection
  - This is an enrichment opportunity

- CATEGORY C: Extended** (policy 610: trip that involves at least one overnight stay) (check all that apply)
- ATTACH ITINERARY**
- Regional or state level competition, training or meeting
    - have qualified
    - anticipating to qualify
  - Selected or invited to participate in honorary event or competition **- Nationals**
    - have been invited or selected
    - have applied to be invited or selected
    - will apply to be invited or selected

**E. What are the estimated costs of the field trip?** (If codes are unknown, leave blank. Complete cost estimate calculations.)

**I. Transportation Code:** \_\_\_\_\_  
 # of round trip miles \_\_\_\_\_ X \$1.51 = \_\_\_\_\_ # of hours Regional BUS X \$18.00 = \_\_\_\_\_  
 # of buses needed \_\_\_\_\_ X the combination of the two subtotals above = \_\_\_\_\_ (A)

**II. Lodging Code:** \_\_\_\_\_  
 # of rooms \_\_\_\_\_ X # of nights \_\_\_\_\_ = total rooms \_\_\_\_\_ X cost of room \_\_\_\_\_ = \_\_\_\_\_ (B)

**III. Registration Code:** \_\_\_\_\_ \$475 per person  
 # of students \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \_\_\_\_\_ (C)  
 # of adults \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \_\_\_\_\_ (D)

**IV. Substitute Code:** \_\_\_\_\_  
 # of teachers needing a substitute \_\_\_\_\_ X # of hours \_\_\_\_\_ X \$25 (approx) = \_\_\_\_\_ (E)  
 OR  
 # of teachers needing a substitute 1 X # of days 3 X \$125 (approx) = \_\_\_\_\_ (F) \$375

**V. Meals Code:** \_\_\_\_\_  
 # of students & adults \_\_\_\_\_ X approximate cost of meal \_\_\_\_\_ X # of meals = \_\_\_\_\_ (G)

**TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G):** \_\_\_\_\_

**F. Complete this section for instructional field trip requests.**

- Name of course: \_\_\_\_\_
- What is the learning goal for this trip? (Reminder, this should appear on the learning progression.) \_\_\_\_\_
- Is this trip approved and funded through the Carl Perkins grant?  Yes  No
- If yes to 3, what amount was included in Perkins grant? \_\_\_\_\_

*★ We will be riding the Region 4 Bus, very few details available at this time.*

*Perkins funding will pay (hopefully if approved this summer) for Advisor*

NOTE: If cost of actual trip exceeds the approved amount, this must be funded through other means.

Date Received (Office): \_\_\_\_\_

**G. Building Administrative Review**

[Signature] 6/15/18 Approved  Not Approved   
 Activities Director Signature Date

[Signature] 6/19/18 Approved  Not Approved   
 Principal Signature Date

**District Review for Extended Trips**

[Signature] 6/18 Approved  Not Approved   
 Superintendent Signature Date

\_\_\_\_\_  
 School Board Chairperson Signature Date Approved  Not Approved



NATIONAL  
FFA ORGANIZATION

6060 FFA DRIVE  
P.O. BOX 68960  
INDIANAPOLIS, IN 46258-0960

P | 317-802-6060  
F | 317-802-6090  
FFA.ORG

## Congratulations!

Rev. July 31, 2018

Dear National Chapter Star Winner:

Congratulations to your chapter! It is our pleasure to help you celebrate your recent accomplishments in the National Chapter Award Program. The National FFA Organization commends you for your excellence. We warmly extend an invitation to be recognized for your efforts at the 2018 National FFA Convention & Expo in Indianapolis.

Enclosed in this orientation packet you will find all the necessary information to be successful in planning your trip to national convention including:

- Convention schedule with locations and times.
- Plaque/spur request process and deadline (Sept. 1).
- National Chapter Banquet ticket request process and deadline (Sept. 1).
- How to get more banquet seating for the National Chapter Banquet (begins Sept. 2).
- Dietary information for the banquet (Aug. 15).
- Maps and general parking information.
- Shuttle information.
- Photo session and press release information.
- Recognition for 3-star chapters.
- Recognition during banquet information for 2 and 1-star chapters.
- ADA compliance process and deadline (Aug. 15).
- Sponsor information for thank-you notes.

We look forward to seeing you in Indianapolis! If you have any questions after reviewing the enclosed information, feel free to contact [nationalchapter@ffa.org](mailto:nationalchapter@ffa.org).

Sincerely,

Celya Glowacki  
Education Specialist  
[cglowacki@ffa.org](mailto:cglowacki@ffa.org)  
317-802-4402



## CONVENTION AGENDA

### Wednesday, Oct. 24

1-3 p.m.

Photo Session: Indiana Convention Center (ICC)- Wabash 2

**Note:** Official Dress is required. Remember, only six individuals (including advisor) are allowed in the photo.

### Thursday, Oct. 25

2 p.m.

Second General Session: Banker's Life Fieldhouse

Recognition of 3-star chapters. Only two members may accept this award.

**Note:** Official Dress is required.

5:30 p.m.

Awards Dinner including 1 and 2 Star Recognition: JW Marriott – White River Ballroom

**Note:** Two members may accept this award. Official Dress is required for those members. Doors open at 5 p.m.

## PRIOR TO CONVENTION CHECKLIST:

### Plaque/Spur Request:

By Sept. 1, complete [this form](#) to designate whether a plaque or spur is needed for your chapter. If this is not completed by Sept. 1, a spur will be given during respective awards ceremonies.

### Awards Dinner:

Reserved Banquet seating: Two free banquet seats are available for your chapter that is being recognized as a star chapter. You must fill out [this form](#) by Sept. 1. Additional seating will be available through convention registration on September 12. Ticket cost \$40 each.

### Maps and General Parking:

Please visit [this page](#) for maps and parking information. Check back frequently as this is updated when changes are made.

### Shuttle:

There will be an early shuttle on Wednesday from the state block hotels that have hotel shuttles. The shuttle is to secure transportation to the Indiana Convention Center (ICC) for those participating in awards and recognition programs that begin on Wednesday morning. Pickup times will be at 6 a.m. and 7:30 a.m. A shuttle will depart the hotels at 5:30 a.m. on Thursday.

### Photo Session and Press Release:

The photo session on Wednesday requires official dress. Press releases and photos will be available after convention. Information on where to find these on FFA.org will be posted on the program site.

### General Session Recognition (3-star chapters):

The National Chapter Award Ceremony will be held in the second general session in Banker's Life Fieldhouse at 2 p.m. on Thursday. Two representatives from each 3-star chapter will need to be seated prior to the beginning of the session. A seating map has been included for your convenience. These two students will walk across the stage to accept your chapter's award during the session. After accepting the award, the students may return to sit with the remainder of the school in general seating.



NATIONAL  
FFA ORGANIZATION

## National Chapter

### *Banquet Recognition (1 and 2-star chapters):*

The one- and two-star chapters will be recognized during the National Chapter Awards Dinner on Thursday evening at 5:30 p.m. at the JW Marriott in the White River Ballroom. If your chapter received a 1-star or 2-star award, please arrive early to identify your seats for the recognition ceremony.

### *ADA Compliance:*

If any students need [special needs accommodations](#) as outlined under the American with Disabilities Act, please complete the [Special Needs Request Form](#) on FFA.org and submit it to Jim Armbruster at [jarmbruster@ffa.org](mailto:jarmbruster@ffa.org). This form is only a request for accommodation; once this request is reviewed, further documentation of the participant's disability may be required. This must be completed and submitted by Aug. 15.

For requests that are submitted after the August 15 deadline, National FFA will make every attempt to review and process these requests; however, the accommodations may be limited or denied due to time constraints.

### *Dietary Needs*

Event participants with specific dietary needs or food allergies must also submit a request for special needs accommodations (see link in ADA compliance section). If the dietary need or food allergy directly impacts the participant's ability to complete and participate in skill-based activities additional information may be required.

### *Sponsor Engagement:*

John Deere sponsors the National Chapter Award program. Their financial commitment allows the National FFA Organization to present deserving chapters with this special award. It is vital to the continued success of this program that we recognize the support and encouragement of our sponsor. Hence, we kindly request you take a moment to write a thank you note to:

Ms. Amy Allen  
Manager, National Corporate Contributions  
Corporate Citizenship Center for Excellence  
1 John Deere Place  
Moline, IL 61265  
Twitter: @JohnDeere  
[www.deere.com](http://www.deere.com)

We congratulate you on your outstanding accomplishments and your commitment to FFA. Thank you for taking the time to show recognition to the sponsor of your award!

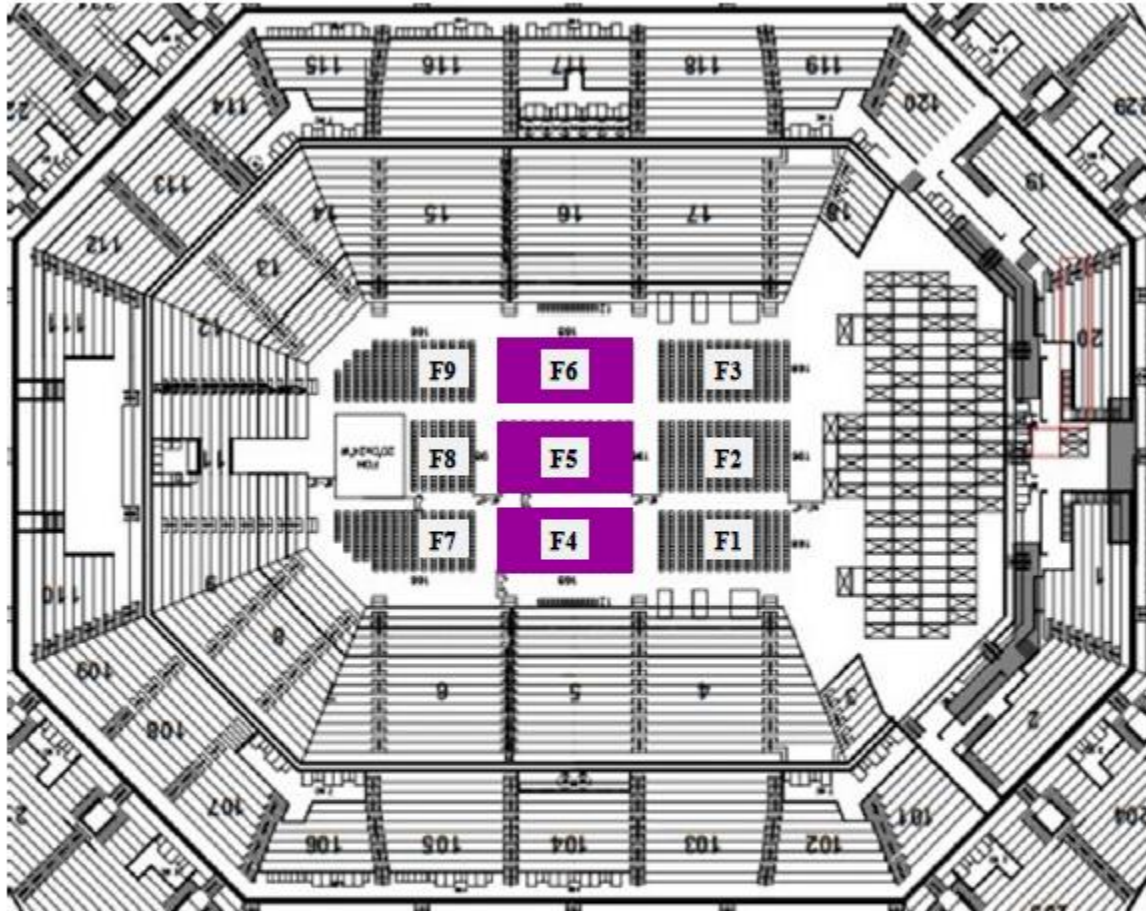





NATIONAL  
FFA ORGANIZATION

National Chapter

**Second General Session**  
**Thursday, Oct. 25, 2018 – 2 p.m.**  
**3 Star Chapters Only**



 **NATIONAL CHAPTER AWARDS—  
SECTIONS F4, F5, F6— 532 SEATS**

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR JULY 2018**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	11,484,909.75	1,176,268.95	2,816,316.46	(159.74)	9,844,862.24
<b>02 Food Service</b>	434,713.05	38,364.24	38,350.41	(989.32)	434,726.88
<b>04 Community Service</b>	566,375.74	102,337.81	155,535.22	(920.62)	513,178.33
<b>06 Building Fund</b>	66,205.02	101.06	0.00	0.00	66,306.08
<b>07 Debt Service</b>	2,410,268.68	95,785.39	759,925.00	0.00	1,746,129.07
<b>10 Activities</b>	137,194.88	3,098.45	24,821.52	0.00	115,471.81
<b>TOTAL</b>	15,099,667.12	1,415,955.90	3,794,948.61		12,720,674.41

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>492,712.27</b>
<b>MSDLAF+</b>	<b>2,325,111.61</b>
<b>Investments (Fd01)</b>	<b>10,239,089.09</b>
<b>Investments (Fd06)</b>	<b><u>66,306.08</u></b>
	<b>13,123,219.05</b>
<b>O/S Accts Pay Checks</b>	<b>(321,135.80)</b>
<b>O/S Payroll Checks</b>	<b>(7,047.63)</b>
<b>O/S Wires</b>	<b>(77,155.45)</b>
<b>NSF Checks</b>	<b><u>2,794.24</u></b>
<b>TOTAL</b>	<b>12,720,674.41</b>

# Princeton Public Schools - ISD #477

## Wire Transfer Report

August 21, 2018

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
7/13/2018	\$ 506,691.02	ACH File Transfer
7/13/2018	\$ 165,234.66	Federal Tax Wire Transfer
7/13/2018	\$ 28,014.62	State Tax Wire Transfer
7/13/2018	\$ 12,858.69	Select Account HSA
7/13/2018	\$ 93,820.23	TRA File Transfer
7/13/2018	\$ 18,273.41	PERA File Transfer
7/13/2018	\$ 241.50	MN Child Support File Transfer
7/13/2018	\$ 38,503.52	TSA File Transfer
7/31/2018	\$ 487,312.90	ACH File Transfer
7/31/2018	\$ 161,131.94	Federal Tax Wire Transfer
7/31/2018	\$ 27,725.27	State Tax Wire Transfer
7/31/2018	\$ 13,034.16	Select Account H S A
7/31/2018	\$ 91,477.00	TRA File Transfer
7/31/2018	\$ 17,666.11	PERA File Transfer
7/31/2018	\$ 241.50	MN Child Support File Transfer
7/31/2018	\$ 36,154.52	TSA File Transfer
8/6/2018	\$ 6,298.31	BMO Harris Bank - (Pcards)
8/6/2018	\$ 29.00	MN Revenue - (Sales tax)
7/5/2018	\$ 3,166.39	Further
7/12/2018	\$ 486.58	Further
7/19/2018	\$ 1,516.10	Further
7/20/2018	\$ 376.60	Further
7/26/2018	\$ 464.30	Further
	\$	
<b>TOTAL</b>	<b>\$ 1,710,718.33</b>	

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND  
CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 477, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of election three (3) school board members for the terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the state general election on Tuesday, the 6<sup>th</sup> day of November 2018.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

Dated:\_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

/s/\_\_\_\_\_  
School District Clerk



# PRINCETON

PUBLIC SCHOOLS



## Bullying & Harassment Plan & Procedures for ISD477 Policy 514: Bullying Prohibition Policy Including Training and Communication Plan

**DRAFT**  
**August 7, 2018**

### Core Values



706 1st Street  
Princeton, MN 55371  
763-389-4789  
763-389-7250  
isd477.org

July 2018

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# **Introduction**

## **Goal Statement**

**The Goal of this Bullying and Harassment Procedures Plan is to establish appropriate policy and procedures to assist Princeton Public Schools in creating a safe and civil environment for learning.**

**The Princeton Public School District is committed to providing training to all employees and students to try to prevent bullying and harassment.**

## **Acknowledgements**

***These procedures are based on materials and training provided through the Minnesota Department of Educating the McGrath Response System.***

## Quick Links to Procedural Resources

[Tennessean Warning for Students](#)

[Tennessean Warning for Staff](#)

Policy 514 - Bullying Prohibition Policy [Policy 514](#)

Pupil Fair Dismissal Act [PFDA Brochure](#)

Form 1 - (*Print in Beige*) [Bullying and Offensive Behavior Report Form](#)

Form 2 - (*Print in Yellow*) [Staff Report Form for Bullying](#)

Form 3 - (*Print in White*) [Bullying Investigation Interview Form](#)

**Staff Handouts (to be added)**

## Definitions

For purposes of this policy, the definitions included in this section apply.

A. **“Bullying”** means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, “bullying,” specifically includes cyberbullying as defined in this policy.

B. A **“threat”** is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.

C. **“Cyberbullying”** means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

D. **“Immediately”** means as soon as possible but in no event longer than 24 hours.

E. **“Intimidating, threatening, abusive, or harming conduct”** means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional

distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

F. **“On school premises, on school district property, at school functions or activities, or on school transportation”** means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. **“Prohibited conduct”** means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

H. **“Remedial response”** means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. **“Student”** means a student enrolled in a public school or a charter school.

## **Bullying and Harassment Plan Overview**

This plan addresses an allegation of bullying or harassment by a student **or staff member**. When such a allegation occurs, the following procedures will go into effect.

- The receiving adult?? Initiates the gathering of facts regarding the allegation within 24 hours.
- Interviews of students and others as necessary takes place.
- Law enforcement is notified at any time....
- Forms are completed..
- Determination is make whether bullying/harassment/having
- Continue/discontinue investigation
- Documentation
- Consequences
- Document resolution
- WHEN SKYWARD?
- WHEN PARENT NOTIFICATION
- Staff are trained annually
- Plan is reviewed annually
- Policies reviewed
- Communication to parents/students/community
- Documentation Retention

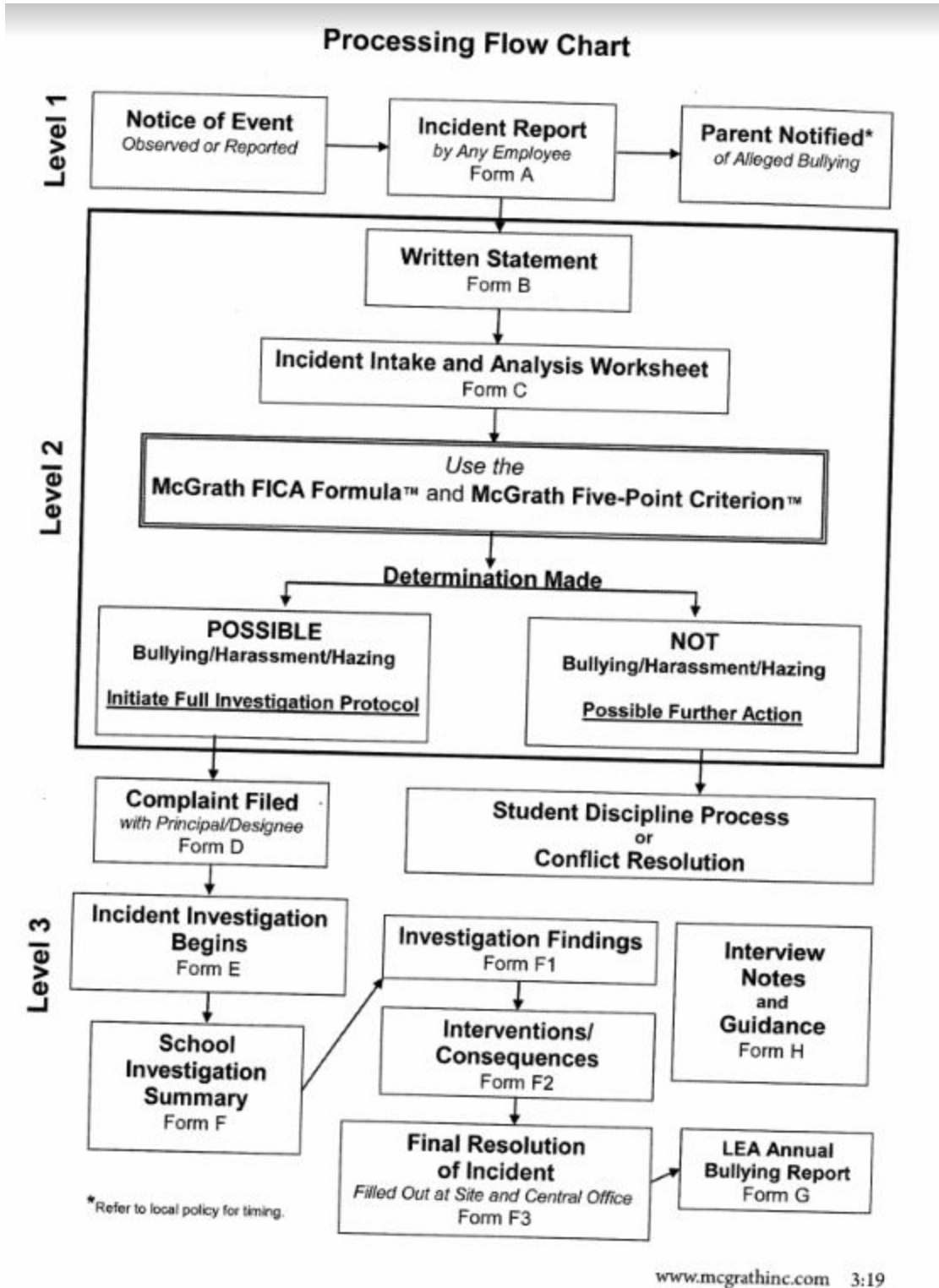
## **School and District Bullying & Harassment Investigation Guidelines & Checklist**

**Covering all the Bases:** (From the *McGrath Intake and Investigation Manual*)

- Sound Policy:** Have an explicit policy against bullying and illegal harassment which clearly outlines a responsive, prompt, complaint procedure.
- Follow It:** Follow the policy, protocols and procedures
- Train On It:** Provide regular training and education to all supervisory and non-supervisory employees and students regarding the policy and procedures.
- Talk About It:** Express disapproval of bullying and illegal harassment and explain the sanctions for such conduct.
- Encourage Reports:** Maintain procedure for complaint intake that encourages victims to come forward and does not require that they complain to the alleged perpetrator.
- Help Reporters:** Ensure privacy, provide effective remedies, and protect witnesses and victims against retaliation.
- Investigate:** Promptly and thoroughly investigate all reports or complaints of possible illegal bullying or harassment.
- Fix What You Can:** Take immediate corrective action when needed.
- Consequence:** Implement appropriate consequences if allegations are substantiated.
- Report, If Indicated:** Promptly report suspected child abuse, sexual assault, or other criminal violations.

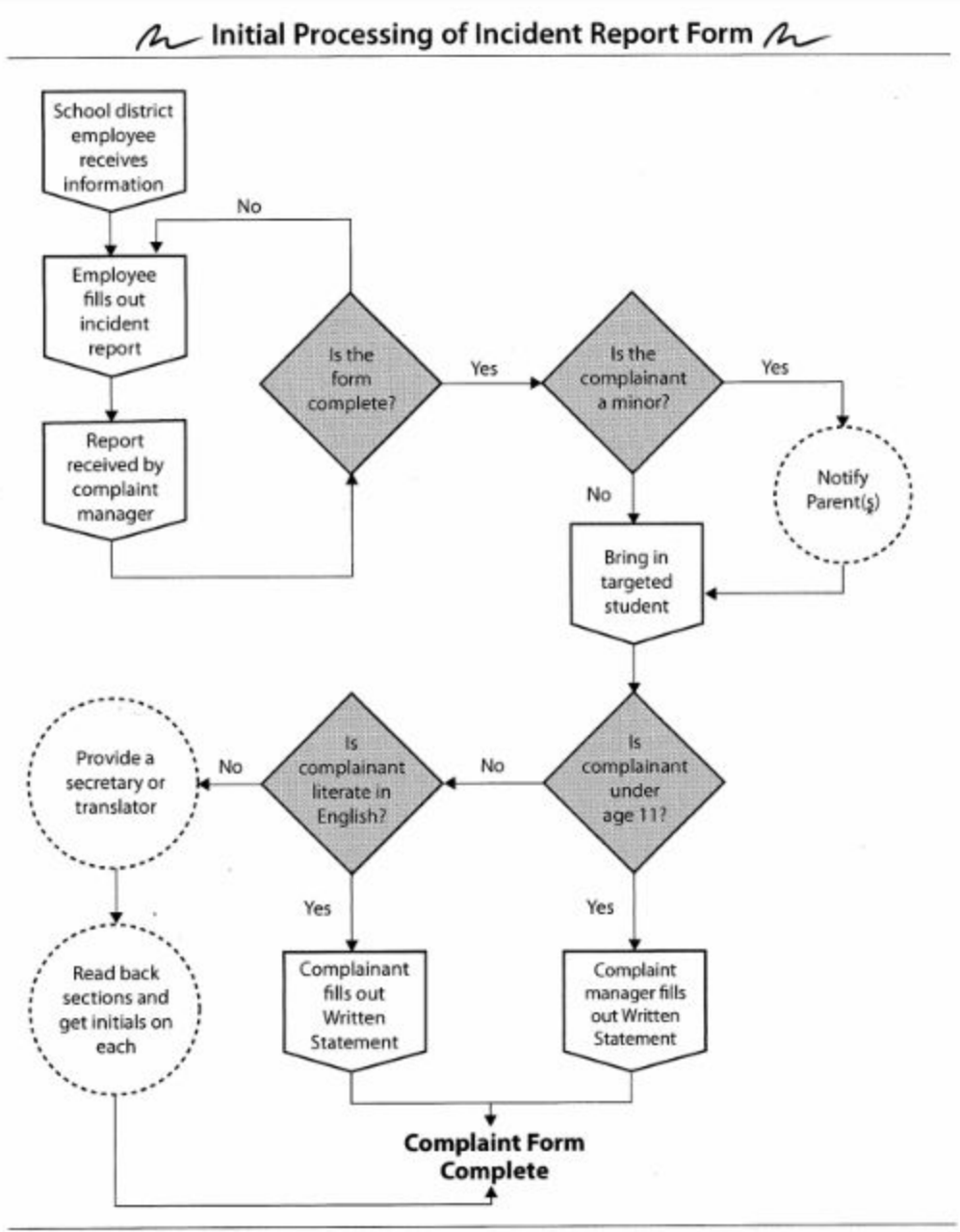
# Investigation Flowchart

(temporary insert - page 3:19)



## Initial Processing of Incident Report Form Flowchart

(temporary insert - page 4:9)



One of the most important functions of first responders is to “spot, intervene, record, and inform”. Incident Report Form A is used to record their observations and information, which they must transmit to the principal/designee.

\* Refer to local policy for timing.

## Policies

### Policy 514 - Bullying Prohibition Policy

514

PRINCETON PUBLIC SCHOOLS  
**DRAFT** BULLYING PROHIBITION POLICY

I. PURPOSE

The purpose of this policy is to provide clear guidelines regarding the investigation and response by District staff toward acts of bullying and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is that procedures related to the investigation and response of district staff toward acts of bullying and other similar disruptive and detrimental behavior will be developed and implemented.

III. DEVELOPMENT OF PROCEDURES

The Superintendent shall be responsible for ensuring the development and implementation of procedures related to the investigation and response of district staff toward acts of bullying and other similar disruptive and detrimental behavior. The procedures shall be operated in compliance with state and federal statute, rules, and regulations.

IV. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. A "threat" is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on

school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- D. “Immediately” means as soon as possible but in no event longer than 24 hours.
- E. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- F. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- H. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. “Student” means a student enrolled in a public school or a charter school.

## V. BULLY PROHIBITION PROCEDURE GUIDELINES

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to

- students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.
- B. School staff will act to investigate all complaints of bullying reported to the school district and will take appropriate action toward any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy. Immediate steps will be taken at the discretion of school staff to protect all parties consistent with applicable law.
  - C. Reporting procedures will be developed and disseminated to all students and district staff. Reporting procedures will be available to any person who believes he or she has been the target of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously, however, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
  - D. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
  - E. The school district shall develop and provide training to school district personnel, volunteers, and students regarding this policy, reporting procedures, investigation procedures according to an established training cycle for new and returning individuals of all positions referenced previously consistent with Minn. Stat. § 122A.60.
  - F. The administration of the school district will develop and implement programs and other initiatives to establish a positive school climate, to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
  - G. Procedures will be created to ensure adequate notice of this policy to students, parents/guardians, and school staff.

## VI. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 124D.10 (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 423 (Employee-Student Relationships)
- MSBA/MASA Model Policy 501 (School Weapons Policy)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: January 27, 2004

Revised: November 24, 2009

Revised: August 10, 2010

Revised: March 22, 2011

Revised: October 21, 2014

Revised: August 18, 2015

Revised: April 16, 2017

**Other policies related to 514 (not exclusive)**

**Staff Training Handouts**

**TO BE DEVELOPED**

[Tennesen Warning for Students](#) Use this link for for copies.

**TENNESSEN WARNING  
NOTICE TO STUDENT WITNESSES**

Name of Student \_\_\_\_\_

Grade \_\_\_\_\_ Age: \_\_\_\_\_ School \_\_\_\_\_

Interviewer \_\_\_\_\_ Position \_\_\_\_\_

- The purpose of this interview is to collect information regarding possible harassment and/or the violation of other school rules and policies.
- The information gathered may be used by the school district in administrative proceedings and disciplinary actions including suspensions, expulsions, or other actions. The information may also be used in civil litigation or other legal proceedings.
- Students are not legally required to provide any information, however refusal or failure to provide information may result in the district being unable to adequately investigate the matter at hand, and may contribute to decisions that are based on incomplete information.
- The information you provide during this interview may be released to the Minnesota Department of Education, the Minnesota Attorney General's office, the Minnesota Department of Human Rights, school district employees, the school board, your parents and other individuals dependent on the direction the investigation goes.

My signature verifies that the Tennesen Warning was given to me.

\_\_\_\_\_  
*student signature*

\_\_\_\_\_  
*date*

[Tennessee Warning for Staff](#) Use this link for for copies.



## Princeton Public Schools Tennessee Warning

Name of individual interviewed: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Individuals present: \_\_\_\_\_

Location of interview: \_\_\_\_\_

Interview conducted by: \_\_\_\_\_

1. The District is conducting an investigation. The purpose of this interview is to gather information in response to allegations that have been made against one or more individuals.
2. The information that you provide during this interview may be used by the School District to determine whether the allegations are true and what action, if any, should be taken. The information may also be used in a variety of proceedings including, but not limited to, any disciplinary proceedings, grievance proceedings, administrative proceedings, civil proceedings, and criminal proceedings.
3. At this time, you are not legally required to provide any private or confidential information about yourself during this interview. However, this interview may be the only opportunity you will have to provide information before the School District decides whether or not the allegations are true. Your failure or refusal to provide information may result in the School District reaching a decision without the benefit of information that you could have provided.
4. Although you are not legally required to provide private or confidential information during this interview, providing any false or misleading information will be considered insubordination and may result in disciplinary action against you.
5. The information that you provide during this interview may be released to the District's School Board, the Superintendent, other supervisors in the District who have a need to know the information, the School District's legal counsel, and other individuals directly or indirectly involved in the investigation, including other witnesses and the representatives of such individuals. Upon proper request, the School District may also be required to release the information to various federal and state agencies including, but not limited to, the United States Department of Education, the Office for Civil Rights, the Minnesota Department of Human Rights, the Minnesota Department of Education, and law enforcement.
6. Retaliation in any form or degree is prohibited. Retaliation against any person who participates in this investigation (such as any form of harassment, intimidation, or coercion) will be considered to be misconduct and will result in disciplinary action. Please report any form of retaliation immediately.

By signing below you acknowledge only that you have been given an opportunity to read this Notice and ask any questions you may have about it before being interviewed. A copy of this Notice will be given to you upon request.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

RRM: 1678

# Pupil Fair Dismissal Act Brochure

Use this link for for copies.

commissioner of education of the basis and reason for the decision.

#### Subd. 14. Admission or readmission plan.

(a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

#### 121A.48 Good faith exception

A violation of the technical provisions of the pupil fair dismissal act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

#### 121A.49 Appeal

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of the school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

#### 121A.50 Judicial review

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

#### 121A.51 Reports to Service Agency

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

#### 121A.52 Nonapplication of Compulsory Attendance Law

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

#### 121A.53 Report to Commissioner of Education

Subdivision 1. **Exclusions and Expulsions.** The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. **Report.** The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

#### 121A.54 Notice of Right to be Reinstated

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

#### 121A.55 Policies to be Established

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02, and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy, and report it to the commissioner, on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

#### 121A.56 Application

Subdivision 1. **Prohibition Against Discrimination Remains in Effect.** Sections 121.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

#### Subd. 2. Portions of School Program for Credit.

Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

## The Pupil Fair Dismissal Act



### Pupils Suspension, Exclusion and Expulsion

#### 121A.40 Citation

Sections 121A.40 to 121A.56 may be cited as "The Pupil Fair Dismissal Act."

#### 121A.41 Definitions

Subdivision 1. **"Applicability"** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned to them.

Subd. 2. **"Dismissal"** means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **"District"** means any school district.

Subd. 4. **"Exclusion"** means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **"Expulsion"** means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **"Parent"** means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **"Pupil"** (a) means any student:

- (1) without a disability under 21 years of age; or
- (2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and
- (3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **"School"** means any school defined in section 120A.05, subdivisions 9, 11, 13 and 17.

Subd. 9. **"School board"** means the governing body of any school district.

Subd. 10. **"Suspension"** means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

#### 121A.42 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

#### 121A.43 Exclusion and Expulsion of Pupils with a Disability

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.  
(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

#### 121A.44 Expulsion for possession of firearm

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

#### 121A.45 Grounds for dismissal

Subdivision 1. **Provision of Alternative Programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for Dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. **Parent Notification and Meeting.** If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

#### 121A.46 Suspension procedures

Subdivision 1. **Informal Administrative Conference Before Suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator Notifies Pupil of Grounds for Suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written Notice of Grounds for Suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of suspension. Service by mail is complete upon mailing.

Subd. 4. **Suspension Pending Expulsion or Exclusion Hearing.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

#### 121A.47 Exclusion and expulsion procedures

##### Subdivision 1. **Requiring a Hearing; Pupil May Waive Hearing.**

No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

(a) be served upon the pupil and the pupil's parent or guardian personally or by mail;

(b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;

(c) state the date, time and place of the hearing;

(d) be accompanied by a copy of sections 121A.40 to 121A.56;

(e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and

(f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education.

(2) examine the pupil's records before the hearing;

(3) present evidence; and

(4) confront and cross-examine witnesses.

Subd. 3. **Hearing Schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient Time and Place of Hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or Open Hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial Hearer.** The hearing shall take place before:

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board, or

(4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating Hearing Record.** The school board shall record the hearing proceedings at district's expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to Pupil's Records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's Right to Compel Testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's Right to Present Evidence and Testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil Not Compelled to Testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's Recommendation Limited to Evidence at Hearing; Service Within Two Days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of School Board Decision; Opportunity for Comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the

▪ (Print in Beige) **Bullying and Offensive Behavior Report Form**  
 Use this link for for copies.

Form 1 **Bullying and Offensive Behavior Report Form**

Person Reporting the Behavior \_\_\_\_\_ Today's date \_\_\_\_\_

Bullying is defined in MN statute as:

- intimidating, threatening, abusive or haming conduct that is objectively offensive and
- there is an actual or perceived imbalance of power between the students and
- the conduct is repeated or forms a pattern; or
- materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school functions or activities, or receive school benefits, services or privileges.

*This definition includes 'cyberbullying', defined in statute as "bullying using technology or other electronic communication".*

<u>Target(s)</u>	<u>Accused Student(s)</u>	<u>Witnesses/Bystanders</u>
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Facts: (Please include dates and times of incidents, what you think started the conflict, and anything you have done in response to the conflict.)

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(Fill out front only. Use a separate piece of paper for additional information.)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*This side for office use only*

People Interviewed/Dates of interview:

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Impact:

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Context/Other information:

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Action:

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Parent/guardian of target(s) contacted:

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Parent guardian of offender(s) contacted:

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Others Notified:

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beige 7/18







## **Suicide Prevention/Crisis Information**

### **If it is a Life Threatening situation:**

- Go to the nearest hospital emergency room.
- Call 911 or the emergency number of your local police.
- If someone you know is suicidal, get help immediately and stay with the person until he or she gets help.

### **Crisis Connection: 24 Hour Hotline**

- 612-379-6363
- Toll Free: 866-379-6363

### **Canvas Health:**

- Can provide counseling services and a Mobile Crisis Response Unit.
- 800-523-3333

### **Text 4 Life:**

- Text "LIFE" to 61222 to connect to a trained crisis counselor
- [www.TXT4life.org](http://www.TXT4life.org)

### **National Suicide Prevention Lifeline**

- 1-800-273-TALK (1-800-273-8255). This is a confidential source of help available 24 hours a day, 7 days a week, and staffed by trained phone counselors.

### **Four County Crisis Response Team**

- Mental Health Crisis Services for Benton, Sherburne, Stearns and Wright Counties
- 320-253-5555 or 1-800-635-8008
- 24 Hours a day/7 days a week
- The Crisis Response Team is a group of counselors who provide support and assistance to children and adults experiencing a mental health Crisis.

### **SAVE: Suicide Awareness Voices of Education**

- To cope with grief after a suicide
- [www.SAVE.org](http://www.SAVE.org)

### **United Way 2-1-1 (formerly First Call for Help)**

- Dial 2-1-1 or 1-800-543-7709
- 24 hours a day/7 days a week
- United Way 2-1-1 is a free and confidential community helpline that helps people access information they need to navigate the complex array of human services.

## **Central Minnesota Mental Health Center: Same Day, Emergency Appointments**

- CMMHC provides a wide range of mental health and chemical dependency services. The Buffalo and Monticello sites have same-day, emergency appointments Monday-Friday where therapists can help determine appropriate next steps to overcome the current crisis. Please call the front desk to determine your crisis needs and “e-slot” availability. A variety of payment options are acceptable, including Private Insurance, Medical Assistance and Medicare. A sliding fee scale for those without insurance, based on ability to pay, may also be available.
- Buffalo: 763-682-4400 Mon-Fri 308 12th Ave. South, Buffalo, MN 55313
- Monticello: 763-295-5086 Mon - Fri 407 Washington Street, Monticello, MN 55362

## **Community Mental Health and Social Service Organizations & Ministerial Support**

### **Lighthouse Child and Family Services**

Contact Persons: Jen Goerger or Julie Hanenburg

Contact Number: Milaca Office: 320-983-2335

Contact Number: Princeton Office: 763-631-0129

### **Mille Lacs County Community and Veteran Services**

Contact Number: 320-983-8202

### **Sherburne County Health and Human Services**

Contact Number: 763-765-4000

### **Isanti County Family Services**

Contact Number: 763-689-1711

### **Family Ties**

Kelsey Aydt, Social Worker

Contact Number: 763-389-6178

## Training and Plan Review Tracking

This plan and procedures will be reviewed with all staff members prior to September 30 of each school year. As new staff members are hired.... Signatures?

How do we track those at training? Who keeps that documentation/where?

Event/Task	Task Leader(s)	Recommended Timeline	Date Completed
<b>Starting July 1, 2018</b>			
<b>Initial Revise Policy 514</b>	<b>Ad Hoc Team Colby Dohrmann Muckenhirn  Superintendent</b>	<b>July - Aug 21 - ad hoc team prepares Aug. 14 - ad hoc present to admin team Aug. 21 bd committee Sept. 1st/2nd reading Oct. 1 , on website</b>	
<b>Initial Prepare Bullying &amp; Harassment Procedures</b>	<b>Ad Hoc Team Colby Dohrmann Muckenhirn</b>	<b>July - Aug 21 - ad hoc team prepares Aug. 14 - ad hoc present to admin team Aug. 21 - DRAFT 1 prepared for bd committee Sept. __ Final First Copy Completed</b>	
<b>Initial Administrative Review of Procedures and Revisions</b> <input type="checkbox"/> Manual <input type="checkbox"/> Policy <input type="checkbox"/> Forms <input type="checkbox"/> Website <input type="checkbox"/> Input from stakeholders ? <input type="checkbox"/> Input from local law enforcement ?	<b>Administrative Team Superintendent Ad Hoc Team</b>	<b>Aug. 14, 2018 Sept. __, 2018 April 30, 2019 Sept. 2019 April 2020 Sept. 2020 Thereafter in April and Sept.</b>	
<b>Train All Staff</b>			
<b>Train Newly Hired Staff (intermittent)</b>			
<b>Communicate procedures and</b>			

<b>policy to students</b>			
<b>Communicate procedures and policy to parents</b>			
<b>Communicate procedures and policy to community</b>			

## Public Engagement Committee

Purpose - Proactively tell our story, listening sessions, marketing, outreach, Good will message, communications, invite key stakeholders, legislative advocacy

Norms:

Agendas/Minutes:

- On board book
- 

Being visible and building a positive relationship with the community.

Questions:

How do we engage staff to positively promote our district and speak positively about the district?

How do we tell positive stories about the district

Who is on the committee (ask dennis):

- 3 board members
- Superintendent
- HR
- Business

When:

- Board to discuss, currently set to be every 4 months

When:

- 5pm prior to a board meeting



# PRINCETON

HIGH SCHOOL

## High School Redesign Board Update 8.21.2018



### Design Team Composition:

- Students
- Teachers
- Administration
- Business
- Community



### Schedule

- On proposed timeframe
- Engaged in exploration and ideation



### Additional Developments

- Partnership with 2Revolutions
- Aspiration Statement



### Building Momentum

- #477PrincetonProud

