

# Jordan School District #717

## School Board Meeting Agenda

Monday, August 10, 2015 at 6:30 PM  
Regular Meeting  
High School Lecture Room

---

1. Call to Order
2. Pledge of Allegiance
3. Consideration of Agenda
4. Roll Call: \_\_Burke \_\_Hennen \_\_Malz \_\_Pauly \_\_Pedersen \_\_Vogel \_\_Vollbrecht  
*Please use the attached Meeting-Mileage Claim form for all reimbursements.*
5. Jordan Pride Awards  
*Recognition of outstanding volunteer work or accomplishments in our district.*

**Keaton Sieve:** *For representing Team USA at the Special Olympics on the Men's Basketball team.*

**Taylor Beuch:** *For representing Team USA at the Special Olympics on the Men's Basketball team.*

**Trap Team Members:** *Entire 2014-15 Trap Team*

6. Public Comments  
*Other than Agenda items (Limit 30 minutes, 5 minutes per speaker). During the public comment part of each regular board meeting, up to 30 minutes of time will be allowed for district constituents to address the board. Each person may have up to 5 minutes of time to speak. This is a time of "listening" by the school board. The board is here to listen only and will not take action or discuss topics brought forward during the open forum. It may, at its discretion, ask questions for clarification of issues. The board may, if it deems appropriate, bring said issues forward at a subsequent meeting. NO PERSONAL ATTACKS WILL BE ALLOWED. The open forum is the only opportunity for members of the audience to speak out during the meeting. Please attach form and follow the guidelines for presenting your topic.*

### 7. Information Items

7. 1. MS and CERC Construction Project Update  
*DLR Group and Wenck Construction will provide progress updates for the Board and public.*

*A building tour will precede the Regular Board Meeting at 5:30 PM*

8. Consensus Items

8. 1. Minutes

*Note: No July Workshop or Special Meeting was held.*

8. 2. Policies

Presenter: Policy Committee and Matt Helgerson

8. 2. 1. 505 Distribution of Non School-Sponsored Materials on School Premises  
by Students and Employees - 1st Reading

*Note: Use of MSBA policy with changes is recommended.*

8. 2. 2. 509 Enrollment of Non-Resident Students - 1st Reading

*Note: Use of MSBA policy with changes is recommended.*

8. 2. 3. 525 Violence Prevention - 1st Reading

*Note: Use of MSBA policy with changes is recommended.*

8. 2. 4. 526 Hazing Prohibition - 1st Reading

8. 2. 5. 534 Memorials for Deceased Students or Staff - 1st Reading

*Note: There is not a MSBA policy.*

8. 2. 6. 904 Distribution of Materials on School District Property by Non School  
Persons - 1st Reading

*Note: Use of MSBA policy with changes is recommended.*

8. 2. 7. 427 Workload Limits for Certain Special Education Teachers - 2nd  
Reading

*Note: This is a new mandatory policy. Use of MSBA policy with  
changes is recommended.*

8. 2. 8. 516 Student Medication - 2nd Reading

*Note: Use of MSBA policy with changes is recommended.*

8. 2. 9. 524 Internet Acceptable Use and Safety Policy - 2nd Reading

*Note: Use of MSBA policy with changes is recommended. 2015 revision  
per request from Carol Lagergren and Stephen Damlo.*

8. 2. 10. 530 Immunization Requirements - 2nd Reading

*Note: Use of MSBA policy with changes is recommended.*

8. 2. 11. 601 School District Curriculum and Instruction Goals - 2nd Reading

*Note: Use of MSBA policy with changes is recommended.*

8. 2. 12. 616 School District System Accountability - 2nd Reading

*Note: Use of MSBA policy with changes is recommended.*

8. 3. New Hire - Early Explorers Preschool - Alicia Klehr

*Note: Pending completion of background check*

8. 4. New Hire - Cooks Helper - Christina Friendshuh

*Note: Pending completion of background check*

8. 5. New Hire - Special Education Teacher - Haley Smith

*Note: Pending completion of background check*

8. 6. New Hire - Media / Technology Paraprofessional - Jeanne Sirota  
*Note: Pending completion of background check*
8. 7. New Hire - 6th Grade Language Arts / Reading Teacher - Jeffrey Scheuermann  
*Note: Pending completion of background check*
8. 8. New Hire - Head Boys Soccer Coach - Jesus Camacho Ruiz  
*Note: Pending completion of background check*
8. 9. New Hire - Head Tennis Coach - Jill Bailey  
*Note: Pending completion of background check*
8. 10. New Hire - 8th Grade Volleyball Coach - Sarah Nelson  
*Note: Pending completion of background check*
8. 11. New Hire - SLD Teacher - Sarah Nelson  
*Note: Pending completion of background check*
8. 12. New Hire - Special Education Paraprofessional - Heather Olsen  
*Note: Pending completion of background check*
8. 13. New Hire - JMS Paraprofessional - Marilyn Gall  
*Note: Pending completion of background check*
8. 14. New Hire - PLTW / STEAM Instructional Coach - Lynae Rathman  
*Note: Pending completion of background check*
8. 15. New Hire - JHS Lifeskills LTS - Barbara Warner  
*Note: Pending completion of background check*
8. 16. New Hire - 4th Grade Teacher - Andrea Bandholz  
*Note: Pending completion of background check*
8. 17. New Hire - Kindergarten Teacher - Meghan Gelhaye  
*Note: Pending completion of background check*
8. 18. Resignation Letter - Kelsey Cullen

9. Action Items

Presenter: Matt Helgerson

9. 1. Review and Act on Student Teaching Agreement with Crown College
9. 2. Review and Act on 10 Year Long Term Facilities Maintenance Plan  
*This 10 Year LTFM Program is new legislation from this past year's legislative session. The plan is made-up of health and safety and deferred maintenance components and phases in during FY 17 and FY 18. This program provides ALL Minnesota Districts with access to funds than only the 10 largest districts had access to previously. The money comes from local levy and state aid and has the potential to impact taxes. It is important that we continue to recognize that Jordan's tax base will continue to grow. If we assume home values were to remain constant, we will continue to work to keep tax impacts neutral or to a reasonable minimum. Each September, districts have the opportunity to study their levy sheets and make adjustments accordingly.*

*Superintendent Helgerson will explain this in greater detail prior to Board*

*Action. It is important to note that FY 17 and FY 18 numbers are relatively solid, but FY 19 and beyond is highly subject to change based on the study of tax impacts and the need to do projects in the district. Please see the brief narrative outlining the planned FY 17 and FY 18 projects associated with the allocated dollars in the plan for these fiscal years.*

*Review and Action is required by the MDE prior to August 14th.*

9. 3. Review and Act on District Office Administrative Assistant's Contract 7/1/15 - 6/30/17  
*Adjustment made to account for increased responsibilities due to departure of DO Specialist due to retirement and not replacing the position.*
9. 4. Review and Act on Accounts Payable/Accounts Receivable Coordinator's Contract 7/1/15 - 6/30/17  
*Increase of 3% annually and a change in status from hourly to salaried position as part of DO restructuring due to retirement. In addition an adjustment was made to address cash in lieu benefits and insurance contributions based on the affordable care act.*
9. 5. Review and Act on Finance Director's Contract 7/1/15 - 6/30/17  
*An adjustment was made to address cash in lieu benefits and insurance contributions based on the affordable care act. Additionally a 3% annual increase was negotiated.*
9. 6. Review and Act on Multicultural Liaison / Outreach Specialist's Contract 7/1/15 - 6/30/17  
*A 2% annual increase was negotiated along with language indicating that the district will conduct a "time study" during the 15-16 school year.*
9. 7. Review and Act on Special Services Administrative Assistant's Contract 7/1/15 - 6/30/17  
*An adjustment was made to address cash in lieu benefits and insurance contributions based on the affordable care act. In addition, a 2% stipend based on MA billing revenue was negotiated with a "not to exceed cap" of \$3,000 annually.*
9. 8. Review and Act on 2015-16 Communication Plan  
*Prior to acting, there needs to be discussion about #13.*
10. Board and Administrative Reports
  10. 1. Superintendent's Report

**August 24th Work Session Topics:**

1. MS and CERC Tour
2. Finance Committee (Bills)
3. Strategic Plan Progress Update
4. Other Items Related to School Start 15-16

August 24th Special Meeting (TBD) Topics:

1. New Hires
2. Building Project Approvals (if needed)
3. Other Items related to SY 15-16 Start-Up

### **Building and Grounds Project Update**

1. Field
2. ES Projects and Building Maint.
3. HS Projects and Building Maint.

**School Board Affidavit of Candidacy - Reminder that filing date is Tuesday, August 11th**

**Application for Delegate Assembly - Deadline is August 17th with election sometime in September**

**Replacement of food truck in 2015-2016  
JPay and Wordware Updates**

**MS Staff "Unpacking Day" on August 11th**

**Date Retreat on August 11th**

**Workshop Week Schedule - Board Members invited to guest speaker on August 28th and for Welcome Breakfast and Superintendent's Address and any other Workshop Week Event (see shared workshop schedule)**

Presenter: Matt Helgerson

10. 2. HS Principal's Report  
Presenter: Barb McNulty
10. 3. MS Principal's Report  
Presenter: Lance Chambers
10. 4. ES Principal's Report  
Presenter: Melissa Barnett
10. 5. Director of Teaching and Learning Report  
Presenter: Carol Lagergren
10. 6. Activities Director / Assistant Principal's Report  
Presenter: Jeff Vizenor
10. 7. Special Services Director's Report  
Presenter: Chad Williams
10. 8. Community Education Director's Report  
Presenter: Nate Warden
10. 9. Nutritional Services Director's Report  
Presenter: Andrea Schaak

10. 10. Communications and Marketing Specialist's Report

Presenter: Kat Pass

10. 11. School Board Member Reports/Committee Reports

**Meet & Confer/Continuing Ed./Staff Dev./Personnel Committee:** B.

Vollbrecht, D. Pauly, S. Burke, C. Hennen

**Communications Committee:** S. Burke, T. Vogel, C. Hennen, B. Malz

**Community Education/Recreation/Joint Powers:** B. Vollbrecht, T. Vogel

**Curriculum & Technology Integration Committee:** C. Hennen, S. Burke, L. Pedersen

**Budget Committee:** Entire Board

**Booster Club:** T. Vogel

**Negotiations Committee:** B. Vollbrecht, D. Pauly, S. Burke

**SW Metro Ed. Cooperative:** D. Pauly, S. Burke

**SCALE/City-School Committee:** D. Pauly, B. Malz, L. Pedersen, T. Vogel

**Policy Committee:** L. Pedersen, S. Burke

**Facilities Committee:** D. Pauly, B. Vollbrecht, T. Vogel, L. Pedersen

**Legislative:** D. Pauly

**MSHSL:** D. Pauly, B. Vollbrecht

**TIES/Region V/SCSC/Metro ECSU:** B. Malz

Presenter: Board Members

11. Board and Superintendent Comments

12. Adjourn

\* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.