



## Jordan School District #717 School Board Meeting Agenda

Monday, February 8, 2016 at 6:30 PM  
Regular Meeting  
CERC Multi-purpose Room

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call: \_\_Burke \_\_Hennen \_\_Malz \_\_Pauly \_\_Pedersen \_\_Vogel \_\_Vollbrecht  
*Please use the attached Meeting-Mileage Claim form for all reimbursements.  
Note: As of 1/1/16, the mileage reimbursement rate is \$0.54 / mile.*
4. Consideration of Agenda
5. Jordan Pride Award  
*Jordan Pride Awards are given in recognition of outstanding volunteer work or accomplishments in our district and community.*
  5. 1. The Schmitz Family: In Memory of Robert and Grace Schmitz  
*For their donation of granular material used in the construction of Ames Field.*
6. School Board Member Recognition  
*February 15-19, 2016 is School Board Recognition Week.*
7. 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.*
8. Consensus Items

8. 1. Minutes
8. 2. Donations
8. 3. Monthly Finance Reports  
*Note: These reports were reviewed at the 1/25/16 Workshop Meeting.*
8. 4. Policies
  8. 4. 1. 623 Mandatory Summer School Instruction - 1st Reading  
*Note: The Policy Committee recommends using the attached policy instead of the MSBA version.*
  8. 4. 2. 713 Student Activity Accounting - 1st Reading  
*Note: The revised policy will be attached on 2/8/16.*
  8. 4. 3. 807 Health and Safety Policy - 1st Reading  
*Note: The Policy Committee recommends adopting with MSBA changes.*
  8. 4. 4. 905 Advertising - 1st Reading
  8. 4. 5. 906 Community Notification of Predatory Offenders - 1st Reading  
*Note: This is a new policy.*
  8. 4. 6. 410 Family and Medical Leave Policy - 3rd Reading  
*Note: Annual Review*  
*The Policy Committee recommends adopting with MSBA changes.*
  8. 4. 7. 413 Harassment and Violence - 3rd Reading  
*Note: Annual Review*  
*The Policy Committee recommends adopting with MSBA changes. (The form was not revised in 2014)*
  8. 4. 8. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse - 3rd Reading  
*Note: Annual Review*  
*There were no MSBA changes since the last review.*
  8. 4. 9. 415 Mandated Reporting of Maltreatment of Vulnerable Adults - 3rd Reading  
*Note: Annual Review*  
*There were no MSBA changes since the last review.*
  8. 4. 10. 506 Student Discipline - 3rd Reading  
*Note: Annual Review*  
*The Policy Committee recommends adopting with MSBA changes.*
  8. 4. 11. 514 Bullying Prohibition Policy - 3rd Reading  
*Note: Annual Review*  
*There have been no MSBA changes since the last review.*
  8. 4. 12. 522 Student Sex Nondiscrimination - 3rd Reading  
*Note: Annual Review*  
*There were no MSBA changes since the last review.*
  8. 4. 13. 701.1 Modification of School District Budget - 3rd Reading  
*Note: The Policy Committee recommends adopting with MSBA changes.*

8. 4. 14. 708 Transportation of Non-Public School Students - 3rd Reading  
*Note: The Policy Committee recommends adopting with MSBA changes.*
8. 4. 15. 805 Waste Reduction and Recycling - 3rd Reading  
*Note: The Policy Committee recommends adopting with MSBA changes.*
8. 4. 16. 806 Crisis Management Policy - 3rd Reading  
*Note: Annual Review*  
*The Policy Committee recommends adopting with MSBA changes.*
8. 5. Retirement Letter - Lance Chambers
8. 6. Resignation Letter - Middle School Custodian - Bernie McVey
8. 7. Resignation Letter - Varsity Cheerleading Coach - Rebecca Consoer
8. 8. New Hire - Special Education Paraprofessional - Veronica Monton
8. 9. New Hire - Special Education Paraprofessional - Samantha Flynn
8. 10. New Hire - Special Education Paraprofessional - Nancy Stocker
8. 11. New Hire - Special Education Paraprofessional - Mitchell Kelly
9. Action Items
  9. 1. Review and Act on 2016-17 High School Registration Guide
  9. 2. Review and Act on 2016-17 Middle School Registration Guide
  9. 3. Review and Act on MSHSL School Board Representative Appointment
  9. 4. Review and Act on the 2016-17 District Calendar
  9. 5. Review and Act on 2016-17 Food Price Mandates, Recommendations, and Worksheets
  9. 6. Review and Act on Superintendent's Contract  
***Superintendent Contract Settlement Summary:***  
*Board negotiators Deb Pauly and Bob Vollbrecht met with Superintendent Helgerson and reached an agreement on a new 3 year contract. The agreement calls for an increase of 2% each year for all three years with a signing bonus in the first year of \$573.00. In addition, in lieu of submitting monthly mileage, a \$2,400 annual car allowance (\$200 per month) for travel to meetings and conferences was included in the new contract. Vacation time increased to 25 days which is up from 20 days and the 403B annual match capacity increased from \$3,000 to \$5,000.*
  9. 7. Review and Act on Technology Director's Contract  
***Technology Director Contract Settlement Summary:***  
*Superintendent Helgerson, along with Board Negotiators Deb Pauly and Bob Vollbrecht reviewed contract provisions from other similar districts and met with Technology Director Stephen Damlo. After reviewing Damlo's requests and comparing his previous contract to other similar district contracts, the negotiations team agreed to a correction to meet market demands in year one which will raise his salary \$5,709. He will receive a 3% increase in year 2.*
  9. 8. Review and Act on Facilities Manager's Contract  
***Facilities Manager Contract Settlement Summary:***  
*Superintendent Helgerson, along with Board Negotiators Deb Pauly and Bob*

*Vollbrecht reviewed contract provisions from other similar districts and met with Facilities Director Tim Bisek. After reviewing Mr. Bisek's requests and comparing his contract with the contracts from similar districts, Mr. Bisek will receive an increase of 3% on salary in each year of the contract. He will also receive an increase in insurance premium contribution of \$2,200 in year 1 of his new contract, and \$1,000 in year 2.*

## 10. Board and Administrative Reports

### 10. 1. Superintendent's Report

*I've included a final copy of the 2016-2017 budget timeline. Please note that this includes a new Special Board Workshop date of April 4th. This also results in the cancellation of the previously scheduled March 28th Board Workshop which fell during Spring Break Week. The administrative team has begun discussions on the 2016-2017 budget. You will note that one of the first steps is student registration in grades 5-12. 2016-2017 student registration handbooks were on tonight's packet for your approval.*

*Our monthly K-12 Enrollment count has also been included as part of my report. Please note that we held steady at 1,803 students even with fluctuations at all three buildings. Our high school saw a slight decline in total enrollment based on the difference in the February 1 and January 1 counts, but our elementary and middle schools both saw enrollment increases. Based on a December 1 child count, we anticipate approximately \$70,000 more in aid than was anticipated when the budget was built.*

*We are continuing the process to close out the JMS/CERC project. Accounting records are now being cross referenced, a variety of punch list items are being completed, and we are looking at warranty fixes on furniture. In addition, if our FF and E budget allows, we will make some additional purchases such as additional window film, technology, and other educational supplies.*

*Substitute shortages continue to be an issue. Katie Damlo and I will be organizing a substitute fair to thank and welcome subs in our district. We will be discussing protocol such as our EAP and we will also take feedback on what substitutes are looking for when they come into schools. I will be recommending that we review our sub procedures and stipends before next year begins. In addition, we may wish to consider and build in the hiring of a sub on call for 16-17.*

*The Emergency Action Plan has received a number of modifications. Included in these modifications is the practice of fire drills. HSEM - School Safety Division notified our district that they recommend sheltering in place during a fire alarm unless smoke is seen or smelled. Our buildings are all sprinkled and this makes sense given the need to also think about lockdown procedures. As I reported in a recent weekly update, our staff has received training on the updates to the EAP and all buildings will have gone through situational training related to our EAP by the end of the day on Friday, February 12th. We feel that we've had the opportunity to practice these procedures as we've been*

*tested with local events over the past two years.*

*I will provide an update on the TIES/Infinite Campus Discussion from our last Work Session.*

*Thank you to our Board Members for your dedication toward the students, staff, and families of our District. The week of February 15th is School Board Recognition Week. In your honor, we have a cake to show our thanks immediately following our meeting. On behalf of our District and Community, I thank you for your service!*

*I will be out of the district on vacation from 2/14-2/20. Administrators have been given assignments during my absence with Jeff Vizenor being assigned to work with Eric Burrill of Benjamin Bus to handle weather related closures. I will send a reminder of this at the end of the week.*

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 (1/20/16):*** B. Vollbrecht, D. Pauly, B. Malz, C. Hennen  
***Communications Committee:*** S. Burke, T. Vogel, C. Hennen, B. Malz  
***Community Education/Recreation/Joint Powers (1/26/16):*** T. Vogel, B. Vollbrecht  
***Curriculum & Technology Integration Committee (1/18/16):*** C. Hennen, S. Burke, L. Pedersen  
***Budget Committee:*** Entire Board  
***Booster Club:*** T. Vogel, B. Malz  
***Negotiations Committee (2/2/16):*** B. Vollbrecht, D. Pauly, S. Burke

***SW Metro / Intermediate District: D. Pauly, S. Burke***

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

***Policy Committee (1/25/16 & 2/8/16): L. Pedersen, S. Burke***

***Facilities Committee (1/19/16): D. Pauly, B. Vollbrecht, T. Vogel, L. Pedersen***

***Legislative: D. Pauly***

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

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

***Meet & Confer***

***Meet & Greet***

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.