

Regular / Organizational Meeting

Monday, January 6, 2020 5:00 PM

Jordan Public Schools, 500 Sunset Drive; Suite 3, Jordan, MN 55352

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consideration of Agenda**
5. **Public Comments**
6. **AIPAC - Ann Hiegel**
7. **Organizational Meeting - Offices & Committees**
 1. Ceremonial Oath of Office - Ryan Dahnert
 2. Student School Board Representative - Olivia Rausch
 3. Organization of the Board
 4. Committee Assignments
 5. Board Calendar
 6. Confidentiality and Conflict of Interest Policy and Disclosure Form
8. **Consent Agenda**
 1. Minutes
 2. Monthly Finance Reports
 3. Donations
 4. Policies
 1. 299 Student Representative to the School Board - 1st and Final Reading
 2. 540 Student Clubs - Repeal
 5. Safety & Security Procedure
 6. New Hire - ES LTS Special Education Teacher - Cassandra Krueger
 7. New Hire - MS LTS English Teacher - Erin Wells
 8. New Hire - Assistant Dance Coach - Ashley Jirik
 9. New Hire - MS Cooks Helper - Karen Schommer
 10. New Hire - Kids Co. Group Leader - Amber Lambrecht
 11. New Hire - Kids Co. Group Leader - Isabelle Hayden
 12. New Hire - ES Kitchen Site Lead - Kelly Raser
 13. Resignation - MS Knowledge Bowl Coach - Travis Paulsen
 14. Resignation - MS Nurse - Michelle Germscheid
 15. Resignation - HS Custodian - Markus Volimas
 16. Leave of Absence - Kaylee Doherty
 17. Leave of Absence - Kathryn McKnight
 18. Leave of Absence - Kimberly Krautkremer
 19. 2020-21 Contract - Activities Director - Joe Perkl
9. **Action Items**
 1. Review and Act on 2020-21 District Calendar
 2. Review and Act on Kraus-Anderson Contract
 3. Review and Act on School Perceptions Contract
 4. Review and Act on Local Control Resolution
 5. Review and Act on Wrestling Field Trip Request - Hutchinson
 6. Review and Act on Robotics Field Trip Request -

Grand Forks, ND

10. **Board and Administrative Reports**

1. Enrollment Update

2. School Board Member Reports / Committee Reports

11. **Board and Superintendent Comments**

12. **Adjourn Regular Meeting**



Governing Board Member Meeting / Mileage Claim Form 2020

Jordan Board Member: _____

Address: _____

I have attended the following meetings and will be reimbursed at the following rates:

- Negotiations: **\$70.00**
- Meetings recommended by the board: Including, but not limited to, Pre-delegate Assembly, Delegate Assembly, Joint Legislative Conferences, MSBA Phase trainings, Summer Conference, Leadership Conference, Officer Training, Board Retreats:
 - **\$125 for Half Days (<4 hours)**
 - **\$225 for Full Days (>4 hours)**

Date of Meeting: _____ Round Trip Miles: _____

Purpose: _____

Date of Meeting: _____ Round Trip Miles: _____

Purpose: _____

I have driven a total of _____ miles (*please report total round trip miles to attend the above mentioned meeting(s) and include a MapQuest with this claim form.*)

- I will be reimbursed at the rate of 57.5 cents per mile.

Note: This does not apply to regular board meetings or committee meetings already covered by the \$2,500.00 comprehensive compensation.

I declare under the penalties of law that this agreement, claim, or demand is just and correct and that no part of it has been paid.

Signed

Date



Request to Address the School Board

According to School Board Policies 206 & 207, if a citizen wishes to speak to the School Board about an agenda item, the Superintendent's office must be notified. For all other purposes, citizens must complete the 'Request to Address the School Board' form, which must be submitted in person or email to the School Board Clerk, or other designee, any time up to ten (10) minutes prior to the start of the School Board meeting.

Name: _____

Residence (city only): _____

Date: _____

Phone Number: _____

**This will only be used for follow-up to your shared issue/concern.*

Please specifically state your purpose for addressing the School Board.

Have you previously contacted a School Board member and/or school employee about this issue/concern? (Circle One) YES NO

If so, please state name of board member/school employee: _____

If proper procedures have been followed and the School Board Clerk, or other designee, has determined that proper communication channels have been followed, your request will be submitted to the Board Chair. The Board Chair will then call you by name, state the purpose of your address, and invite you to the podium during the scheduled time for open forum/public comments.

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the official acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 717 to the best of my judgment and ability.

Board Chair

Date

Elected Member

Date

ORGANIZATION OF THE BOARD

2020

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in Policy #209.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.

9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

1. Elections

- 1.1 Chairperson _____
- 1.2 Vice Chair _____
- 1.3 Clerk _____
- 1.4 Treasurer _____

2. Establishments

- 2.1 Treasurer's Bond 100,000
- 2.2 Depositories Frandsen Bank
Riverland Bank
MSDLAF
Hometown Bank
MN Trust
- 2.3 Newspaper Jordan Independent
- 2.4 Investment Authority Supt./Finance Director
- 2.5 Meeting Day & Time 2nd Monday at 6:30
4th Monday at 6:30
- 2.6 Legal Counsel Ratwik, Rozak and Maloney, P.A.

*The District reserves the right to work with another firm as needed

The School Board moves to affirm the list of authorities above.

M_____ 2nd _____ Action_____

3. Board Member Compensation

- 3.1 Member \$2,500 _____
- 3.2 Chairperson \$ 500 _____
- 3.3 Vice-Chairperson \$ 300 _____
- 3.4 Clerk \$ 300 _____
- 3.5 Treasurer \$ 300 _____
- 3.7 Meetings \$125.00 Half Day (<4 hours) _____
- \$225.00 Full Day (>4 hours) _____

The School Board moves to approve the above. M_____ 2nd _____ Action_____

4. Standing Committee Assignments

- 4.1 Budget/Finance_____
- 4.2 Calendar_____
- 4.3 City-School_____
- 4.4 Communications_____
- 4.5 Comm. Ed/Rec./Joint Powers_____
- 4.6 Curriculum & Technology Integration _____
- 4.7. Education Foundation _____
- 4.8 Facilities _____
- 4.9 Meet & Confer/Cont. Ed/Staff Dev._____
- 4.10 Negotiations _____
- 4.11 Personnel_____
- 4.12 Policy_____
- 4.13 Safe and Supportive Schools/PBIS_____
- 4.14 SCALE_____
- 4.15 SW Metro/Intermediate District Rep._____

5 Point of Contact and Ad-Hoc Committees

- 5.1 American Indian Parent Advisory C. _____
- 5.2 Booster Club _____
- 5.3 Legislative _____
- 5.4 MSHSL _____
- 5.5 Special Education Advisory Council _____
- 5.6 Region V/SCSC/Metro ECSU _____

School Board moves to appoint the above as noted. M_____ 2nd_____ Action_____

- 6 The District delegates authority to make electronic funds transfers to the District's Finance Director. M_____ 2nd_____ Action_____



2020 BOARD COMMITTEE ASSIGNMENTS

Standing Committees

Budget/Finance Committee - Entire Board

This committee meets monthly as part of the Workshop Meeting to review and discuss district budget and finances. This committee provides input and reviews all budgeting decisions as the next fiscal year's budget is constructed.

Calendar Committee (1) S. Burke - (alternate – L. Pedersen)

This committee meets one time annually with the administrative team and teacher members of the calendar committee to plan the calendars for the next two subsequent school years.

City-School Committee (2-3), R. Langheim, L. Pedersen, T. Vogel- (alternate – D. Pauly)

The committee ensures a board member is present at a city council meeting should an item on the city council agenda be pertinent to the school district. This committee meets regularly with a sub-committee of the city council. This committee will work with the city to establish an annual legislative advocacy meeting.

Communications Committee (2) S. Burke, R. Dahnert - (alternate – L. Pedersen)

This committee provides oversight and direction for communication of all media types to the community in regard to school board updates. They meet one time each year to set their agenda and as needed depending on need. The committee develops a communication plan for the district and establishes "meet and greet" times for each school building in the district at its formal meeting.

Community Education/Recreation/Joint Powers (2) T. Vogel, R. Dahnert

This committee makes recommendations to Jordan's Community Education & Recreation Director regarding programs and community education and recreation policy. It meets once per month prior to the regular school board meeting or as called by the Community Education Director.

Curriculum & Technology Integration Committee (3) D. Pauly, S. Burke, C. Hennen- (alternate – L. Pedersen) (O. Rausch - Student Representative)

This committee is tasked with reviewing all curriculum offerings and World's Best Workforce plan in our district. The Director of Teaching & Learning chairs the committee. On a curriculum cycle, the committee reviews class offerings, curriculum options and curriculum materials (i.e. texts.) This committee also receives and reviews reports on scope and sequence and mapping of curriculum. In addition, the committee focuses on Standards Based Instruction. The Technology Director and Director of Teaching & Learning are responsible for the integration and application of all technology in the district. This committee meets on the 3rd Monday of each month October - May.

Education Foundation (2) – D. Pauly, C. Hennen

The Jordan Education Foundation will raise funds and serve as a conduit for individuals to donate funds for the purpose of enhancing educational experiences for students. This Foundation will provide oversight and establish framework for the utilization of donated and fund raised dollars in our schools. Once established, teachers will have the opportunity to write mini-grants that the Foundation will discuss and award as warranted. The superintendent will serve as an ex-officio member. The Jordan School Board will be represented with two members.

Facilities Committee (Chair + 3) D. Pauly, R. Langheim, T. Vogel - (alternate – C. Hennen) (O. Rausch - Student Representative)

This committee deals with all indoor and outdoor facilities and grounds, making recommendations on long-range facilities maintenance plans, short-term building issues, custodial planning, facility space use, etc. This committee works on special district projects such as renovations, additions, new building, lease levy authority matters, and infrastructure improvement. In the case of significant projects such as new building projects or remodels, the board members may be the board representatives in a larger committee made up of community members, school staff, and administrators. Building issues and/or concerns the require meeting with other groups will be a driving factor for this group. In addition, this committee is charged with meeting real estate needs required for buying or selling property. This committee will meet on an as needed basis or as dictated by a building project and its schedule.

Meet and Confer/Continuing Education/Staff Development (2-3) – D. Pauly, R. Langheim, T. Vogel

A public employer has the obligation to meet and confer, under section 179A.08, with professional employees to discuss policies and other matters relating to their employment which are not terms and conditions of employment. We are scheduled to meet three times a year (at the discretion of either party.) Meetings are held in the District Office Conference Room at the end of the school day (3:15 p.m.) **Continuing Education/Staff Development** – This committee meets to determine continuing education and staff development needs within all three schools. A board member is not required unless an issue arises and then coordination is handled through the superintendent.

Negotiations Committee (2) – D. Pauly, T. Vogel (alternate – R. Dahnert)

This committee meets to conduct contract negotiations with the bargaining units. The Superintendent will work with the board members and bargaining units to facilitate and schedule the sessions.

Personnel Committee (2) (Negotiations Committee)– D. Pauly, T. Vogel (alternate – R. Dahnert)

This committee will meet if a personnel item need discussion, should the need arise outside of a regular board meeting night.

Policy Committee (2) – S. Burke, D. Pauly (alternate – R. Langheim)

This committee works with district administrators and staff to review and make recommendations on district policies. Specifically, this committee meets to review recommended changes from MSBA model policy based on annual legislative action.

Safe and Supportive Schools/PBIS Committee (1) – L. Pedersen (alternate - S. Burke) (O. Rausch - Student Representative)

This committee meets quarterly and is made up of administrators, staff members, parents/guardians and one board member. The committee discusses the district's PBIS programming and current social issues and helps to provide guidance in regard to school climate.

SCALE (1) – T. Vogel (alternate – R. Dahnert)

The Scott County Association for Leadership and Efficiency (**SCALE**) was formed to encourage greater efficiencies and leadership in public service through enhanced communication, collaboration of services, and sharing of resources. Members include elected and appointed officials for the cities, schools and townships within Scott County, the Mdewakanton Sioux Community, and Scott County. They meet once per month on the second Friday from 7:30 – 9:00 a.m. The Superintendent and one board member represents our district at these meetings. An alternate board member may attend.

SW Metro / Intermediate District Representative (1) – D. Pauly (alternate – S. Burke)

Each member district of the SW Metro Intermediate District has one school board representative on this board. Committee assignments exist within this board as well. SW Metro meets once per month on the third Tuesday in the SW Metro office in Shakopee.

Point of Contact & Ad-Hoc Committees

American Indian Parent Advisory Council (1) S. Burke – (alternate - D. Pauly)

The council is led by parents/guardians and school district advisers. The goal is to ensure that every American Indian student has equitable access to programs that are specifically designed to meet their unique educational or cultural academic needs. The AIPAC meets monthly during the school year and serves as a vital link between the American Indian community and Jordan Public Schools.

Booster Club (1) – L. Pedersen (alternate – R. Dahnert)

This committee is led by the Booster Club President and the district's activities director attends the meetings. Representatives from the community serve on this committee which is not district led. This group investigates options for donations and fundraisers to meet activity program needs.

Legislative (1) – D. Pauly

All board members need to keep abreast of legislation relating to education. One board member is the point of contact for mailings and is to report and share important issues on the legislative front.

MSHSL (1) - (State) D. Pauly

This is a point of contact position.

Special Education Advisory Council (SEAC) (1) – C. Hennen

The Jordan Public School Special Education Advisory Council advises the school district on the development of programs and services to meet the special educational needs of children and families. By sharing their unique perspective of what it is like to use these services, parents can help the district to be more effective in hopes that the outcomes for children with disabilities improve.

Region V/SCSC/Metro ECSU (1) S. Burke - (alternate – L. Pedersen)

Region V provides computer services and staff support through the cooperative sharing of hardware, software, and personnel. We are a member district. They provide reporting and SMART application support services to school districts throughout South Central and Southeastern Minnesota. **SCSC (South Central Service Cooperative)** helps schools and other government agencies fulfill their mission by delivering high quality services while reducing costs through collaboration. We are a member. SCSC is based in North Mankato. The SCSC programs and services are member driven to utilize resources in an efficient manner. There are nine regional agencies called service cooperatives. **MECSU** offers support to the member school districts through staff development opportunities. The district representative receives emails and newsletters, but there isn't a specific meeting commitment.

Board Calendar 2020

DATE	TIME	TYPE	CATEGORY	ITEM	ACTIVITY	MEETING
1/6/20	5:00 - 6:30 PM	Organizational / Regular Board Meeting	Re-organization of Board	Oath of Office	Given to new members biennially	
				New officers	Elect and approve	
				New committees	Discuss, re-organize and approve	
				Official newspaper	Approve	
				Official investment authority	Approve	
				Board compensations	Review, discuss, approve	
				Treasurer's bond	Approve	
				Official meeting day and time	Approve	
				Seniority List	Approve	
				Board photo	Photograph of all board members	
				Board calendar	Approve	
				School calendar	Begin review process	
				Committee Assignments	Approve	
				Conflict of Interest	Distribute to board members	
				Revised Budget	Review	
				Review Activity Fees		
				No Admin. Reports		
				Follow Budget Timeline	January - March	
1/6/20	6:30 - 9:00 PM	School Board & Administrative Retreat #1		Annual 'State of the District' Report		
				Unconference	Set goals/breakouts for night #2	
1/15/20	3:30 PM	Meet and Confer				
1/16/20-1/17/20		MSBA Leadership Conference & Board Dinner				
1/20/20	7:20 AM	Middle School Meet & Greet				
1/27/20	5:00-8:00pm	School Board & Administrative Retreat #2		Work with Consultant		
				3-5 Goals / Breakouts	Set on 1/6/20	
1/29/20	6:00 - 7:30 PM	Community Engagement Budgeting Work Session				
2/10/20	6:30 PM	Regular Board Meeting		School Board Recognition Week	February 18-22, 2019	
				Registration Guides (HS & MS)	Approve	
				Staff Survey Results	Review	
				Revised Budget	Approve	
2/24/20	6:30 PM	Workshop Meeting		AIPAC Resolution	Approve	

Board Calendar 2020

DATE	TIME	TYPE	CATEGORY	ITEM	ACTIVITY	MEETING
3/9/20	6:30 PM	Regular Board Meeting		Celebrate Jordan	Determine people to attend	
				EXcel / Triple A Nominee Recognition	Jordan Pride Award	
				ULA & Nonrenewals		
				Resolutions discontinuing and/or reducing programs and positions	Adopt if needed	
3/22/20		MSBA Day at the Capitol				
3/30/20	6:30 PM	Workshop Meeting		Approve non-renewal/termination of probationary teachers (if needed)	Adopt resolution	
				Resolution proposing tenured teachers be placed on Unrequested Leave of Absence (if needed)	Approve	
4/13/20	6:30 PM	Regular Board Meeting		Superintendent evaluation	Begin review process	
				Achievement & Integration Revenue Budget Worksheet	Approve and submit by April 15th.	
				MDE Identified Official w/ Authority	Annual Resolution	
				Proposed Capital & LTFM		
4/22/20	3:30 PM	Meet and Confer				
4/27/20	6:30 PM	Workshop meeting		Programs & Staffing	Adjustments / Final Discussion	
5/1/20	7:15 AM	High School Meet & Greet				
5/11/20	6:30 PM	Regular Board Meeting		List of graduates	Approve	
				Review of Summer Programs		
				Fundraiser Review		
				Winter Coach Contract Renewals	Approve (Consent Agenda)	
5/26/20	6:30 PM	Workshop (Tuesday due to Memorial Day)		Tour of Buildings & Grounds	District Wide	
				Retiring Staff	Acknowledge, presentation	
5/30/20	8:00 PM	Graduation				
6/5/20	7:30 AM	Staff Breakfast				
6/8/20	6:30 PM	Regular Board Meeting		Superintendent evaluation	Finalize	
				Preliminary budget	Adopt	
				10 Year LTFM Plan Revenue Application & Resolution	Approve	
				Property, Casual, Workers Comp Insurance	Approve	
				SW Metro LTFM Plan	Approve	

Board Calendar 2020

DATE	TIME	TYPE	CATEGORY	ITEM	ACTIVITY	MEETING
				SW Metro Safe Schools Resolution	Approve	
				MSHSL Annual Agreement (watch 'Why We Play' Video)	Approve	
				Staff to be tenured	Approve	
				Staff Transfers / Resignations	Approve	
				Annual Policies Review	Approve	
				Activity Participation Fees	Discuss	
				Resolution placing tenured teachers on Unrequested Leave of Absence (if needed)	Adopt	
	4:45 PM	Communications Committee		2020-21 Communications Plan		
6/22/20	6:30 PM	Workshop Meeting	Year-end	Student / Parent Handbooks	Review and Approve	
				Review results of Community Survey		
				Faculty and Athletic Handbooks	Review and Approve	
				Board Eval		
7/13/20	6:30 PM	Regular Board Meeting		Staff orientation and workshops for beginning of school year	Discuss and assign volunteers to attend various functions.	
				MSBA membership and subscriptions	Approve	
				MSBA summer seminar	Discuss, encourage attendance	
				Call for bids of commodities (i.e. bread, milk, ice cream)	Action item	
				Spring Coach Contract Renewals	Approve (Consent Agenda)	
				Set Substitute Teacher and Paraprofessional Pay Rates	Approve	
				Establish school meal prices	Approve	
				Board Member & District Employee	Approve for coming school year	
				Superintendent's Contract 7/1/19-6/30/22	Review and Approve	
7/27/20	6:30 PM	Workshop Meeting (If Needed)				
8/10/20	6:30 PM	Regular Board Meeting		Combine Polling Places	Resolution	
				Referendum Resolution	Review and Approve	
8/24/20	6:30 PM	Workshop Meeting	Beginning of School Year	LTFM & Capital Projects	Review	
				Tour of Buildings & Grounds		
	7:30 AM	Staff Breakfast				
9/14/20	6:30 PM	Regular Board Meeting		Native American Plan	Approve and Submit by October 1st	
				Levy Limitation and Certification	Approve	
				New student representative		

Board Calendar 2020

DATE	TIME	TYPE	CATEGORY	ITEM	ACTIVITY	MEETING
				MSBA Legislative resolutions	Propose, approve and submit	
				Call for snow removal bids	Action item	
9/28/20	6:30 PM	Workshop Meeting	Overview of start to school year	Review of how the school year has started with data on enrollment, celebrations and concerns	Discuss	
10/13/20	6:30 PM	Regular Board Meeting (On Tuesday due to Columbus Day)		Assurance of Compliance with State and Federal Law Prohibiting Discrimination	Approve	
				Snow removal bid	Approve	
10/26/20	6:30 PM	Workshop Meeting				
11/9/20	6:30 PM	Regular Board Meeting		Audit and financial statements	Presentation by auditor	
				World's Best Workforce	Approve	
				Open Enrollment Comparison		
11/23/20	6:30 PM	Workshop Meeting				
12/14/20	6:30 PM	Regular Board Meeting/Truth in Taxation		Truth-in-Taxation hearing	Conduct	
				Set tax levy, payable the following year	Approve	
				Fall Coach Contract Renewals	Approve (Consent Agenda)	
				Organize attendance at MSBA Leadership Conference	Discuss	



Confidentiality and Conflict of Interest Policy and Disclosure Form

Confidentiality

As a member of the Board, I recognize that I owe a fiduciary duty of care to Jordan Public Schools. This includes a duty of confidentiality. All information and documentation that I receive from Jordan Public Schools and others in connection with my service on the Board will be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, directors, employees, and authorized agents of Jordan Public Schools. I will direct any questions regarding my confidentiality obligations to the Jordan Public Schools' chairperson of the Board.

Conflicts of Interest

As a member of the Board, I recognize that I owe a fiduciary duty of loyalty to Jordan Public Schools. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of Jordan Public Schools. The purpose of the conflicts of interest policy (set forth below) is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below:

- 1.** Board members have a fiduciary duty to conduct themselves without conflict to the interests of Jordan Public Schools. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of Jordan Public Schools.
- 2.** A conflict of interest is conduct, a transaction or relationship that presents or might conflict with a Board member's obligations owed to Jordan Public Schools and the Board member's personal, business or other interests.
- 3.** All conflicts of interest are not necessarily prohibited or harmful to Jordan Public Schools. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board (or Jordan Public Schools' Superintendent and Finance Director) members – with the interested Board

member(s) recused from participating in debates and voting on the matter – are required.

- 4.** All actual and potential conflicts of interests shall be disclosed by Board members to the Jordan Public Schools' Superintendent and Finance Director through the annual disclosure form and/or to the Board whenever a conflict arises. Jordan Public Schools' Superintendent and Finance Director shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The Jordan Public Schools' Superintendent and Finance Director shall inform the Board of such determination and action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
- 5.** On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Jordan Public Schools' Superintendent and Finance Director , as well as all other conflict information, if any, provided by Board members.

CONFLICTS OF INTEREST ACKNOWLEDGMENT AND DISLOSURE FORM

I have read the conflicts of interest policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Jordan Public Schools Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Jordan Public Schools' Board of Directors in writing.

Disclosure of Actual or Potential Conflicts of Interest:

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I acknowledge and agree that my selection for service on the Board and the opportunities made available to me by serving on the Board constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

In my individual capacity:

Signature: _____

Name: _____

Date: _____



School Board Meeting Minutes

Monday, December 9, 2019 at 6:30 PM
Regular / Truth in Taxation Meeting
CERC Multi-Purpose Room

1. Call to Order
 - T. Vogel called the meeting to order at 6:30pm.
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly (6:44pm), Tom Vogel, Sandy Burke, Connie Hennen, Lauren Pedersen, Rob Langheim (7:07pm), Ryan Dahnert
 - Absent: N/A
4. Consideration of Agenda
 - Motion to approve the agenda made by L. Pedersen, Seconded S. Burke Passed 5-0
5. Public Comments
 - None
6. Acceptance of Oath & Office - Ryan Dahnert
 - Ryan Dahnert was elected for School Board Member at the 11/5/19 election. His term will begin on 1/6/20 and expire on 1/2/23.
7. Audit Presentation by Eide Bailly
 - Blake Bode from Eide Bailly reviewed the district's FY19 audit. The district received a clean audit opinion.
8. Truth in Taxation Presentation
 - It is an annual requirement to hold a Truth in Taxation presentation to discuss the proposed property tax levy for 2020. Amy Hafemann reviewed the FY20 budget and proposed levy. The budgeted revenues for 19-20 are \$26,887,961 and expenditures are \$26,840,518. The proposed payable 2020 levy amount is \$5,882,091.17. This is a 0.51% increase from 2019.
9. Discussion on Referendum Survey & Support Contracts
 - The board discussed the options for services and the companies that can provide them. The board directed Matt Helgerson to contact School Perceptions and Kraus-Anderson and request a contract for their services.
10. Consent Agenda
 - 10.1. Minutes

- 11/12/19 - Regular
- 11/25/19 - Workshop

10. 2. Monthly Finance Reports

- Amy Hafemann provided reports for review.

10. 3. Donations

- | | | |
|-------------------|------------------|---------------------|
| • Bruce Coghill | Music Dept. | Flute & Sheet Music |
| • MightyCause | Food Shelf | \$ 45.00 |
| • AT&T | Athletics Dept. | \$125.00 |
| • Anonymous | - | \$100.00 |
| • Stacy Chalupsky | 7th Grade | \$ 50.00 |
| • HomeTown Bank | Food for Friends | \$400.00 |

10. 4. 504 Student Dress and Appearance - 1st and Final Reading

10. 5. Contract Renewal - Football Varsity Head Coach - Ozzie Sand

10. 6. Contract Renewal - Football Assistant Varsity Coach - Scott Hennen

10. 7. Contract Renewal - Football Assistant Varsity Coach - Brian Heller

10. 8. Contract Renewal - Football B Squad Coach - Nick Casterton

10. 9. Contract Renewal - Football B Squad Coach - Wade Olson

10. 10. Contract Renewal - Football C Squad Coach - Shane Peters

10. 11. Contract Renewal - Football C Squad Coach - Jeff Malek

10. 12. Contract Renewal - Football C Squad Coach - Nate Olson

10. 13. Contract Renewal - Football 8th Grade Coach - Alex Beckman

10. 14. Contract Renewal - Football 8th Grade Coach - Mitch Kelly

10. 15. Contract Renewal - Football 7th Grade Coach - Nate Kucera

10. 16. Contract Renewal - Football 7th Grade Coach - Tony Kusske

10. 17. Contract Renewal - Girls Soccer Varsity Coach - Dennis Yunke

10. 18. Contract Renewal - Girls Soccer B Squad Coach - Michael Douglas-White

10. 19. Contract Renewal - Girls Soccer C Squad Coach - Alicia Lhotka

10. 20. Contract Renewal - Boys Soccer Varsity Coach - Jesus Camacho-Ruiz

10. 21. Contract Renewal - Boys Soccer B Squad Coach - Ron Anderson

10. 22. Contract Renewal - Boys Soccer B Squad Coach - Cody Anton

10. 23. Contract Renewal - Boys Soccer C Squad Coach - Nate Steele

10. 24. Contract Renewal - Girls Tennis Varsity Coach - Jill Bailey

10. 25. Contract Renewal - Girls Tennis B Squad Coach - Bryan Martin

10. 26. Contract Renewal - Girls Tennis Middle School Coach - Rachel Vollbrecht

10. 27. Contract Renewal - Volleyball Varsity Coach - Taylor Soine

10. 28. Contract Renewal - Volleyball Assistant Varsity Coach - Jason Geisel

10. 29. Contract Renewal - Volleyball B Squad Coach - Megan Geis

10. 30. Contract Renewal - Volleyball C Squad Coach - Jennifer Kusske

10. 31. Contract Renewal - Volleyball 8th Grade Coach - Kelley Walerius

10. 32. Contract Renewal - Volleyball 7th Grade Coach - Alanna Rindahl

- 10. 33.** Contract Renewal - Cross Country Varsity Coach - Ben Nylander
- 10. 34.** Contract Renewal - Cross Country B Squad Coach - Hollie Penney
- 10. 35.** Contract Renewal - Cross Country Middle School Coach - Jamie Burr
- 10. 36.** Contract Renewal - Cheerleading Varsity Coach - Annie Shurson
- 10. 37.** Contract Renewal - MS Fall Play Director - Marie Wignall
- 10. 38.** Contract Renewal - MS Fall Play Assistant Director - Janice Lennox
- 10. 39.** Contract Renewal - HS Fall Play Director - Tony Rydberg
- 10. 40.** Contract Renewal - HS Fall Play Assistant Director - Josh Barnd
- 10. 41.** Contract Renewal - Fall Weight Room Supervisor - Drew Sinke
- 10. 42.** Leave Request - Jennifer St. John
- 10. 43.** New Hire - Boys Basketball 7th Grade Coach - Aaron Gorath
- 10. 44.** New Hire - Boys Basketball 8th Grade Coach - Jason Way
- 10. 45.** New Hire - Homebound Instructor - Dorothy Lewis
- 10. 46.** Employee FTE Change – 1.0 to .79 – Tracy Eddington
 - Motion to approve made by S. Burke, Seconded R. Dahnert
Passed 7-0

11. Action Items

11. 1. Review and Act on Auditor's Report

- The FY19 audit report prepared by Eide Bailly was reviewed.
- Motion to approve the report made by T. Vogel, Seconded L. Pedersen Passed 7-0

11. 2. Review and Act on Levy Approval

- Amy Hafemann presented the FY20 budget and proposed levy. The budgeted revenues for 19-20 are \$26,887,961 and expenditures are \$26,840,518. The proposed payable 2020 levy amount is \$5,882,091.17. This is a 0.51% increase from 2019.
- Motion to approve the payable 2020 levy made by S. Burke, Seconded C. Hennen
- Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Aye, C. Hennen - Aye, L. Pedersen - Aye, R. Langheim - Aye, R. Dahnert - Aye Passed 7-0

11. 3. Review and Act on 2019-2020 World's Best Workforce Plan

- Erin Hjelmeland presented the 19-20 goals and actions steps in place to assist in achieving them. This plan will be submitted to the MDE.
- Motion to approve the plan made by T. Vogel, Seconded R. Langheim Passed 7-0

11. 4. Review and Act on Paraprofessional Contract

- Matt Helgerson reviewed the terms of the settlement.
- Motion to approve the 2019-2021 contract made by C. Hennen, Seconded S. Burke Passed 7-0

11. 5. Review and Act on Activities Director Contract

- Due to an additional request made by the employee, Matt Helgerson recommended the board postpone this item until it can be discussed by the Negotiations Committee.

- Motion to postpone definitely made by R. Langheim, Seconded L. Pedersen Passed 7-0
- 11. 6.** Review and Act on Equity and Outreach Specialist Contract
- Matt Helgerson reviewed the terms of the settlement for the 19-20 contract.
 - Motion to approve made by R. Langheim, Seconded C. Hennen Passed 7-0
- 11. 7.** Review and Act on Adding 6th Grade to Wrestling Program
- Joe Perkl recommended adding 6th graders to the Scott West Middle School wrestling team program. This would provide an opportunity for students to be involved and hopefully lead to an increase in participation in grades 7-12.
 - Motion to approve made by T. Vogel, Seconded C. Hennen Passed 7-0
- 12.** Board and Administrative Reports
- 12.1. – 12.12. Reports were received and reviewed.
- 12. 13.** School Board Member Reports / Committee Reports
 11/18/19: Paraprofessional Negotiations
 11/18/19: Curriculum & Technology Advisory
 11/20/19: Booster Club
 12/2/19: ULA Negotiations
- 13.** Board and Superintendent Comments
- The High School gym refresh looks amazing.
 - The winter concert season is here.
 - The High School play was a great success.
 - It is great to be able to watch HS gym activities online using 'Huddle'.
 - MSBA's Delegate Assembly was held last week.
 - Band and choir groups performed at JordanDazzle.
 - Sandy Burke will be recognized at the MSBA awards luncheon.
- 14.** Adjourn Regular Meeting
- Motion to adjourn made by T. Vogel at 8:42pm.

School Board Clerk

Date



District Office
500 Sunset Drive, Suite #1
Jordan, Minnesota 55352
952-492-6200 main | 952-492-4445 fax

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

January 3, 2020

Board of Education Meeting

Finance Report

January financial reports show activity that has been completed thru December, 2019. There is still work that needs to be done, but this data is as current as can be at this time. The teacher contract has been settled, and their retro pay was included in the 12/15/2019 payroll. The para contract has also been settled, and that retro pay will be included with the 01/15/2020 payroll.

The Detailed Payment Register by Vendor gives the detailed activity of all vendors that have been paid in the month of December. This report now also includes payments that have been made from the Student Activity Accounts that are now under "Board Control". This report does not include the vendors that are paid for Payroll Taxes.

The Detailed Payment Register by Check No gives the detailed activity of the Payroll Taxes that have been paid in the month of December.

The pie chart shows the expenses by object codes in the General Fund that were paid thru December, 2019. This chart is as current as can be at this time.

I continue to work on the 2019-20 Revised Budget with hopes to bring it to the board meeting in February, 2020.

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
4220		ADVANCED IMAGING SOLUTIONS	0717	001	103932		Check	
					E 01 100 203 302 370 000	ES Lease		\$137.63
					E 01 100 203 000 335 000	ES Maintenance		\$220.63
					E 04 005 505 321 370 000	CE Lease		\$137.63
					E 04 005 505 321 335 000	CE Maintenance		\$220.63
					E 01 128 211 302 370 000	MS Lease		\$137.63
					E 01 128 211 000 335 000	MS Maintenance		\$220.64
					E 04 005 582 344 370 000	ELS Lease		\$137.62
					E 04 005 582 344 335 000	ELS Maintenance		\$220.63
					E 04 005 582 344 335 000	DO Lease		\$137.63
					E 01 005 170 000 335 000	DO Maintenance		\$220.63
					E 01 300 211 302 370 000	HS Lease		\$137.63
					E 01 300 211 000 335 000	HS Maintenance		\$220.63
					E 01 100 203 302 370 000	ES Staff Lease		\$137.62
					E 01 100 203 000 335 000	ES Staff Maintenance		\$220.62
					E 01 128 211 302 370 000	MS Staff Lease		\$137.62
					E 01 128 211 000 335 000	MS Staff Maintenance		\$220.63
					E 01 300 211 302 370 000	HS Staff Lease		\$137.62
					E 01 300 211 000 335 000	HS Staff Maintenance		\$220.62
					E 01 100 203 302 370 000	ES Front Desk Lease		\$137.62
					E 01 100 203 000 335 000	ES Front Desk Maintenance		\$220.62
					E 01 005 110 302 370 000	DO Nicky Lease		\$137.62
					E 01 005 170 000 335 000	DO Nicky Maintenance		\$220.62
					E 01 100 203 000 335 000	ES Overage		\$127.79
					E 04 005 505 321 335 000	CE Overage		\$12.78
					E 01 128 211 000 335 000	MS Overage		\$123.53
					E 04 005 582 344 335 000	ECFE Overage		\$29.82
					E 01 005 170 000 335 000	DO Overage		\$42.60
					E 01 300 211 000 335 000	HS Overage		\$119.06
PO#:	48239	Voucher #:	109085	Invoice	Invoice No: 400895397			Paid Amt: \$4,396.35
								Check Amount: \$4,396.35
							Check	
								\$407.48
PO#:	48288	Voucher #:	109187	Invoice	Invoice No: 401432877			Paid Amt: \$407.48
								Check Amount: \$407.48
							Vendor Total:	\$4,803.83

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
5112 ANDREWS, GUY								
		0717	001	001	103979		Check	
			E 01	300	296 000 305 306	GBB 12/12/19		\$120.00
PO#:		Voucher #:	109188	Invoice		12/26/2019	Paid Amt:	\$120.00
							Check Amount:	\$120.00
							Vendor Total:	\$120.00
4272 ASL INTERPRETING SERVICES, INC.								
		0717	001	001	103933		Check	
			E 01	100	203 000 357 000	Interpreting Service at Veteran's Day Program 1'		\$128.00
PO#:	48111	Voucher #:	109086	Invoice		12/6/2019	Paid Amt:	\$128.00
							Check Amount:	\$128.00
							Vendor Total:	\$128.00
4806 BEECH, SPENCER								
		0717	001	001	103934		Check	
			E 01	300	294 000 305 310	Wrestling Official 12/5/19		\$155.00
PO#:		Voucher #:	109087	Invoice		12/6/2019	Paid Amt:	\$155.00
							Check Amount:	\$155.00
							Vendor Total:	\$155.00
28791 BELLICOT, BRIAN								
		0717	001	001	103935		Check	
			E 01	300	296 000 305 306	GBB		\$60.00
			E 01	300	294 000 305 306	BBB		\$60.00
PO#:		Voucher #:	109088	Invoice		12/6/2019	Paid Amt:	\$120.00
							Check Amount:	\$120.00
							Vendor Total:	\$120.00
29170 BLOCK, DAN								
		0717	001	001	103980		Check	
			E 01	300	296 000 305 306	GBB 12/12/19		\$120.00
PO#:		Voucher #:	109189	Invoice		12/26/2019	Paid Amt:	\$120.00
							Check Amount:	\$120.00
							Vendor Total:	\$120.00
11747 BLUE CROSS & BLUE SHIELD								
		0717	001	001	103981		Check	
			B 01	215	024	D. Swenson Jan 2020		\$239.50
PO#:		Voucher #:	109190	Invoice		12/26/2019	Paid Amt:	\$239.50
							Check Amount:	\$239.50
							Vendor Total:	\$239.50

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5092							
		CARLSON, DAN		001	103982		
		0717		E 04	005 505 321 305 515	Indoor Tennis Fall 2019	Check
				109192	Invoice	12/26/2019	
		PO#: 48197		Voucher #:	Invoice No: 113		
							Paid Amt: \$1,539.20
							Check Amount: \$1,539.20
							Vendor Total: \$1,539.20
3676							
		CHOICE ELECTRIC		001	103936		
		0717		E 01	300 810 000 350 272	HS Outside Lighting Issues	Check
				109089	Invoice	12/6/2019	
		PO#: 48250		Voucher #:	Invoice No: 17928		
							Paid Amt: \$2,894.89
							Check Amount: \$2,894.89
							Vendor Total: \$2,894.89
10254							
		CITY OF JORDAN		001	103983		
		0717		E 01	100 810 000 330 204	ES	Check
				E 01	128 810 000 330 204	MS	
				E 01	300 810 000 330 204	HS	
				E 01	005 810 000 330 204	Athletic Complex	
				E 04	005 505 321 330 000	ES CE	
				E 04	005 505 321 330 000	MS CE	
				E 04	005 582 344 330 000	ECFE	
				E 02	100 770 701 330 000	ES Food Service	
				E 02	128 770 701 330 000	MS Food Service	
				E 02	300 770 701 330 000	HS Food Service	
				E 04	005 505 321 330 550	CERC	
		PO#: 48194		Voucher #:	Invoice No: 12/10/19		
							Paid Amt: \$9,430.92
							Check Amount: \$9,430.92
							Vendor Total: \$9,430.92
1961							
		CLUBS CHOICE		STUD	1758		
		0717		E 27	300 298 301 401 957	Clubs Choice Fundraiser	Check
				109185	Invoice	12/26/2019	
		PO#: 48340		Voucher #:	Invoice No: INV112301/112302		
							Paid Amt: \$3,749.00
							Check Amount: \$3,749.00
							Vendor Total: \$3,749.00
2629							
		COMCAST		001	103937		
		0717		E 04	005 505 321 320 550	11/4/19-12/3/19	Check
							\$2.25

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
2629							
COMCAST							
		0717	001	001	103937		
		E 04	005	505	321 320 550	12/4/19 to 1/3/20	Check
						\$2.25	
PO#:		Voucher #:		109090	Invoice No:	11/25/19	12/16/2019
							Paid Amt: \$4.50
							Check Amount: \$4.50
<hr/>							
		0717	001	001	103984		
		E 04	005	505	321 320 550	CERC Service	Check
						\$2.25	
PO#:		Voucher #:		109193	Invoice No:	12/8/19	12/26/2019
							Paid Amt: \$2.25
							Check Amount: \$2.25
							Vendor Total: \$6.75
<hr/>							
5028							
DIVERSIFIED SNACK DISTRIBUTION							
		0717	001	001	103938		
		E 02	300	770	701 490 000	HS Food Service Drinks & Snacks	Check
						\$201.96	
PO#:		Voucher #:		109091	Invoice No:	154988	12/16/2019
							Paid Amt: \$201.96
PO#:		Voucher #:		109092	Invoice No:	154987	12/16/2019
							Paid Amt: \$492.75
							Check Amount: \$694.71
<hr/>							
		0717	001	001	103985		
		E 02	300	770	701 490 000	Snacks	Check
						\$38.96	
PO#:		Voucher #:		109195	Invoice No:	155265	12/26/2019
							Paid Amt: \$38.96
PO#:		Voucher #:		109196	Invoice No:	155264	12/26/2019
							Paid Amt: \$134.85
PO#:		Voucher #:		109197	Invoice No:	155373	12/26/2019
							Paid Amt: \$183.60
PO#:		Voucher #:		109198	Invoice No:	155372	12/26/2019
							Paid Amt: \$297.45
PO#:		Voucher #:		109199	Invoice No:	155466	12/26/2019
							Paid Amt: \$431.46
							Check Amount: \$1,086.32
							Vendor Total: \$1,781.03
<hr/>							
28892							
EDUCATORS BENEFIT CONSULTANTS							
		0717	001	001	103986		
		E 01	005	110	000 311 000	403b Admin Fee Dec 2019	Check
						\$229.66	
PO#:		Voucher #:		109200	Invoice No:	12320	12/26/2019
							Paid Amt: \$229.66
							Check Amount: \$229.66
							Vendor Total: \$229.66

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4213							
ERICKSON, RICK							
		0717	001	001	103987		
		E 01	300	294	000 305 306	BBB Official 12/6/19	Check
						\$120.00	
PO#:		Voucher #:			Invoice No:	12/26/2019	Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
4692							
GARRETT, SCOTT							
		0717	001	001	103988		
		E 01	300	294	000 305 306	12/10/19	Check
		E 01	300	294	000 305 306	12/17/19	Check
						\$120.00	
PO#:		Voucher #:			Invoice No:	12/26/2019	Paid Amt: \$240.00
							Check Amount: \$240.00
							Vendor Total: \$240.00
3952							
GRIER EFFICIENCY TRAINING LLC-VLNC GRIER							
		0717	001	001	103989		
		E 04	005	505	321 305 515	Holiday BB Clinic 12/27/19-12/28/19	Check
						\$695.20	
PO#:		Voucher #:			Invoice No:	12/26/2019	Paid Amt: \$695.20
							Check Amount: \$695.20
							Vendor Total: \$695.20
5113							
GUGGISBERG, RICHARD							
		0717	001	001	103990		
		E 01	300	294	000 305 306	BBB Official 12/6/19	Check
						\$120.00	
PO#:		Voucher #:			Invoice No:	12/26/2019	Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
27889							
GUMMERT, JENNY							
		0717	001	001	103939		
		E 01	300	292	000 302 000	Football Banquet-Dairy Queen order	Check
						\$62.88	
PO#:	48215	Voucher #:			Invoice No:	12/6/2019	Paid Amt: \$62.88
							Check Amount: \$62.88
							Vendor Total: \$62.88
25341							
H&B SPECIALIZED PRODUCTS							
		0717	001	001	103940		
		E 04	005	505	321 401 550	Basketball Parts for CERC Gym	Check
						\$110.00	
PO#:	48258	Voucher #:			Invoice No:	12/6/2019	Paid Amt: \$110.00
							Check Amount: \$110.00
							Vendor Total: \$110.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
25341 H&B SPECIALIZED PRODUCTS								
		0717	001	103991				
		E 04	005	505	321	530	550	
		Basketball hoop gym #1 main east hoop						\$253.00
		PO#: 48290	Voucher #:	109207	Invoice	Invoice No: 30428	12/26/2019	
		Paid Amt: \$253.00						
		Check Amount: \$253.00						
		Vendor Total: \$363.00						
17791 HAMANN, RON								
		0717	001	103992				
		E 01	300	294	000	305	306	
		BBB Official 12/19/19						\$120.00
		PO#: 48290	Voucher #:	109204	Invoice	Invoice No: BBB Official	12/26/2019	
		Paid Amt: \$120.00						
		Check Amount: \$120.00						
		Vendor Total: \$120.00						
5108 HEALY, MICHAEL								
		0717	001	103993				
		E 01	300	294	000	305	306	
		BBB Official 12/10/19						\$120.00
		PO#: 48290	Voucher #:	109205	Invoice	Invoice No: BBB Official	12/26/2019	
		Paid Amt: \$120.00						
		Check Amount: \$120.00						
		Vendor Total: \$120.00						
4829 HENTGES, JEREMY								
		0717	001	103941				
		E 01	100	810	000	305	299	
		ES 11/27/19						\$650.00
		E 01	100	810	000	305	299	
		ES 11/30/19						\$475.00
		PO#: 48256	Voucher #:	109095	Invoice	Invoice No: 0000158	12/6/2019	
		E 01	128	810	000	305	299	
		MS 11/27/19						\$725.00
		E 01	128	810	000	305	299	
		MS 11/30/19						\$575.00
		PO#: 48256	Voucher #:	109096	Invoice	Invoice No: 0000159	12/6/2019	
		E 01	300	810	000	305	299	
		HS 11/27/19						\$1,125.00
		E 01	300	810	000	305	299	
		HS 11/30/19						\$775.00
		PO#: 48256	Voucher #:	109097	Invoice	Invoice No: 0000157	12/6/2019	
		E 04	005	505	321	305	550	
		CERC 11/27/19						\$275.00
		PO#: 48256	Voucher #:	109098	Invoice	Invoice No: 0000160	12/6/2019	
		E 01	998	810	000	305	299	
		RVEC 11/27/19						\$400.00
		E 01	998	810	000	305	299	
		RVEC 11/30/19						\$225.00
		PO#: 48256	Voucher #:	109099	Invoice	Invoice No: 0000161	12/6/2019	
		E 04	005	505	321	305	550	
		CERC Salt						\$262.50
		E 01	998	810	000	305	299	
		RVEC Salt						\$262.50
		E 01	100	810	000	305	299	
		ES Salt						\$525.00
		E 01	128	810	000	305	299	
		MS Salt						\$525.00
		Paid Amt: \$625.00						
		Check Amount: \$275.00						
		Vendor Total: \$120.00						

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
4829 HENTGES, JEREMY					
	0717	001	103941		
	E 01	300	810 000 305 299	HS Salt	Check
					\$525.00
PO#:	48256	Voucher #:	109100 Invoice	12/6/2019	Paid Amt:
			Invoice No: 0000156		\$2,100.00
					Check Amount:
					\$7,325.00
					Vendor Total:
					\$7,325.00
24254 HOLIDAY CREDIT OFFICE					
	0717	001	103942		
	E 04	005	505 321 440 507	Drivers Ed	Check
					\$15.77
	E 01	005	790 733 440 000	Regular	
					\$162.00
	E 01	005	810 000 440 000	Tractor/Mower/Pickup	
					\$371.31
	E 02	005	770 701 440 000	Food Van	
					\$61.90
PO#:		Voucher #:	109101 Invoice	12/6/2019	Paid Amt:
			Invoice No: 11/11/19		\$610.98
					Check Amount:
					\$610.98
					Vendor Total:
					\$610.98
3391 HOWARD LAKE WAVERLY HIGH SCHOOL					
	0717	001	103994		
	E 01	300	294 000 369 306	Boys Basketball Invitational	Check
					\$125.00
	E 01	300	296 000 369 306	Girls Basketball Invitational	
					\$125.00
PO#:	46764	Voucher #:	109206 Invoice	12/26/2019	Paid Amt:
			Invoice No: 1/4/20		\$250.00
					Check Amount:
					\$250.00
					Vendor Total:
					\$250.00
4628 ILLUMINATE EDUCATION, INC					
	0717	001	103943		
	E 01	128	211 302 406 000	FastBridge Pilot Lisa R.	Check
					\$270.00
PO#:	48001	Voucher #:	109102 Invoice	12/6/2019	Paid Amt:
			Invoice No: INV0000043202		\$270.00
					Check Amount:
					\$270.00
					Vendor Total:
					\$270.00
27511 JONCKOWSKI, JEFF					
	0717	001	103995		
	E 01	300	294 000 305 306	BBB Official 12/19/19	Check
					\$120.00
PO#:		Voucher #:	109208 Invoice	12/26/2019	Paid Amt:
			Invoice No: BBB Official		\$120.00
					Check Amount:
					\$120.00
					Vendor Total:
					\$120.00
24970 JORDAN ACE HARDWARE					
	0717	001	103944		
	E 01	100	810 000 350 274	ES In House Repairs	Check
					\$23.09
	E 01	300	810 000 350 274	HS In House Repairs	
					\$148.07
	E 01	128	810 000 350 274	MS In House Repairs	
					\$207.76

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
24970							
JORDAN ACE HARDWARE							
		0717	001		103944		
		E 01	005	810	000 350 274		Check
					District In House Repairs	\$119.89	
		E 01	128	407	740 433 000		
					SPED	\$7.59	
		E 01	300	255	000 430 000		
					Ind Tech Supplies	\$29.17	
PO#:		Voucher #:	109103	Invoice	No: Oct 2019	12/6/2019	
							Paid Amt: \$535.57
							Check Amount: \$535.57
							Vendor Total: \$535.57
28915							
KABES, APRIL							
		0717	001		103945		
		E 01	300	296	000 305 306		Check
					GBB	\$60.00	
		E 01	300	294	000 305 306		
					BBB	\$60.00	
PO#:		Voucher #:	109104	Invoice	No: BB Official	12/6/2019	
							Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
28815							
LINSEY'S BBQ & GRILL							
		0717	001		103946		
		E 01	300	292	000 302 000		Check
					Football End of Season Banquet	\$1,250.00	
PO#:	48214	Voucher #:	109105	Invoice	No: 1001	12/6/2019	
							Paid Amt: \$1,250.00
							Check Amount: \$1,250.00
							Vendor Total: \$1,250.00
1143							
MAD SCIENCE OF MINNESOTA							
		0717	001		103996		
		E 04	005	505	321 305 503		Check
					Crazy Chemworks 11/7/-12/5/2019 12 students	\$720.00	
PO#:	48291	Voucher #:	109214	Invoice	No: 3740	12/26/2019	
							Paid Amt: \$720.00
							Check Amount: \$720.00
							Vendor Total: \$720.00
5080							
MARCHING AUXILIARIES							
		0717	001		103997		
		E 01	300	296	000 369 294		Check
					Dance Small Ensembles	\$4.00	
PO#:	48265	Voucher #:	109210	Invoice	No: 20157939	12/26/2019	
							Paid Amt: \$4.00
							Check Amount: \$4.00
							Vendor Total: \$4.00
1918							
MATHESON TRI-GAS INC.							
		0717	001		103947		
		E 01	300	255	000 430 000		Check
					Metals Class Supplies	\$259.88	
PO#:	48275	Voucher #:	109109	Invoice	No: 20750134	12/6/2019	
							Paid Amt: \$259.88
							Check Amount: \$259.88
							Vendor Total: \$259.88

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
28878								
MEDICARE BLUE RX								
		0717	001		103998			
		B	01	215	024		Check	
		D. Swenson Jan 2020					\$167.50	
	PO#:	Voucher #:	109191	Invoice		12/26/2019		
			Invoice No: 193400258066					
							Paid Amt: \$167.50	
							Check Amount: \$167.50	
							Vendor Total: \$167.50	
10827								
MESPA								
		0717	001		103948			
		E	01	100	050 000 366 000		Check	
		MESPA Institute 2020					\$350.00	
	PO#:	Voucher #:	109106	Invoice		12/6/2019		
			Invoice No: 09319					
							Paid Amt: \$350.00	
							Check Amount: \$350.00	
							Vendor Total: \$350.00	
5099								
MINNEAPOLIS ATHENA AWARDS								
		0717	001		103999			
		E	01	300	292 000 820 300		Check	
		Athena Annual Membership					\$100.00	
	PO#:	Voucher #:	109209	Invoice		12/26/2019		
			Invoice No: Membership Fee					
							Paid Amt: \$100.00	
							Check Amount: \$100.00	
							Vendor Total: \$100.00	
26054								
MINNESOTA DEPARTMENT OF HEALTH								
		0717	001		103949			
		E	01	128	865 347 305 000		Check	
		MS					\$700.00	
		E	01	300	865 347 305 000		Check	
		HS					\$700.00	
		E	01	100	865 347 305 000		Check	
		ES					\$700.00	
	PO#:	Voucher #:	109110	Invoice		12/6/2019		
			Invoice No: 2020 Kitchen License					
							Paid Amt: \$2,100.00	
							Check Amount: \$2,100.00	
							Vendor Total: \$2,100.00	
3967								
MINNESOTA VALLEY ELECTRIC COOPERATIVE								
		0717	001		104000			
		E	01	005	810 000 330 201		Check	
		Ballfield Lights					\$10.74	
	PO#:	Voucher #:	109215	Invoice		12/26/2019		
			Invoice No: 12/9/19					
							Paid Amt: \$10.74	
							Check Amount: \$10.74	
							Vendor Total: \$10.74	
1865								
MINNTEX CITRUS INC.								
		0717	STUD		1759			
		E	27	300	298 301 401 957		Check	
		Fruit Fundraiser					\$10,313.40	
	PO#:	Voucher #:	109186	Invoice		12/26/2019		
			Invoice No: 11636					
							Paid Amt: \$10,313.40	
							Check Amount: \$10,313.40	
							Vendor Total: \$10,313.40	

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4157							
MISENER, DENNY							
		0717	001		104001		
		E 01	300	294	000 305 306	BBB Official 12/10/19	Check
							\$120.00
PO#:							
		Voucher #:	109211	Invoice	Invoice No: BBB Official	12/26/2019	
							Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
27090							
MN HARVEST, LLC							
		0717	001		103950		
		E 02	100	770	701 490 000	ES	Check
		E 02	128	770	701 490 000	MS	\$70.00
		E 02	300	770	701 490 000	HS	\$70.00
PO#:							
		Voucher #:	109107	Invoice	Invoice No: 1386	12/6/2019	
		E 02	100	770	701 490 000	ES	\$70.00
		E 02	128	770	701 490 000	MS	\$70.00
		E 02	300	770	701 490 000	HS	\$70.00
PO#:							
		Voucher #:	109108	Invoice	Invoice No: 1396	12/6/2019	
							Paid Amt: \$210.00
							Check Amount: \$420.00
2431							
MN TRUE TEAM T&F							
		0717	001		104003		
		E 01	300	292	000 369 320	Boys Varsity True Team	Check
		E 01	300	292	000 369 320	Girls Varsity True Team	\$80.00
PO#:							
		Voucher #:	109212	Invoice	Invoice No: 5/5/20	12/26/2019	
							Paid Amt: \$375.00
							Check Amount: \$375.00
							Vendor Total: \$795.00
27756							
NESBITT, LINDA							
		0717	001		103951		
		E 01	100	810	000 401 000	Shoes 11/3/19	Check
PO#:							
		Voucher #:	109112	Invoice	Invoice No: Reimbursement	12/6/2019	
							Paid Amt: \$39.99
							Check Amount: \$39.99
							Vendor Total: \$39.99

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26419							
NEW ULM PUBLIC SCHOOLS							
		0717	001		103952		
		E 01	300	298	000 369 373	12/17/19 Knowledge Bowl	Check \$75.00
PO#: 48141		Voucher #:		109113	Invoice	Invoice No: 12/17/19	Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00
3416							
NIHCA							
		0717	001		103953		
		E 04	005	505	321 305 550	2019-2020 Annual Membership	Check \$399.00
PO#: 48191		Voucher #:		109114	Invoice	Invoice No: 103292	Paid Amt: \$399.00
							Check Amount: \$399.00
							Vendor Total: \$399.00
27111							
NORMANDALE COMMUNITY COLLEGE							
		0717	001		103954		
		E 01	300	211	000 394 000	Intro to Ed	Check \$2,500.00
		E 01	300	211	000 394 000	Freshman Composition	Check \$2,500.00
PO#: 48084		Voucher #:		109111	Invoice	Invoice No: 00756160	Paid Amt: \$5,000.00
							Check Amount: \$5,000.00
							Vendor Total: \$5,000.00
27447							
PLAINVIEW MILK PRODUCTS COOP							
		0717	001		104004		
		E 02	300	770	701 495 000	HS	Check \$1,296.02
		E 02	128	770	701 495 000	MS	Check \$1,697.90
		E 02	100	770	701 495 000	ES	Check \$2,656.99
		E 02	300	770	701 495 000	SW Metro	Check \$322.90
		E 02	300	770	701 495 000	St John's	Check \$259.24
PO#: 48084		Voucher #:		109216	Invoice	Invoice No: Nov 2019	Paid Amt: \$6,233.05
							Check Amount: \$6,233.05
							Vendor Total: \$6,233.05
25600							
POSTMASTER							
		0717	001		103955		
		E 04	005	505	321 329 000	Permit #7 Renewal FY20	Check \$235.00
PO#: 47940		Voucher #:		109115	Invoice	Invoice No: Permit #7	Paid Amt: \$235.00
							Check Amount: \$235.00
		0717	001		103971		
		E 04	005	505	321 329 000	Com Ed -Winter Brochure mailing-zip 55352	Check \$283.27
PO#: 47940		Voucher #:		109135	Invoice	Invoice No: USPS-DEC19	Paid Amt: \$283.27
							Check Amount: \$283.27

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
25600 POSTMASTER								
		0717	001		103972		Check	
		E 04	005	505	321	329	\$174.49	
		Com Ed-Winter brochure mailing-other zip code:						
PO#:		Voucher #:	109136	Invoice		Invoice No:	USPS-DEC19A	
						12/13/2019		
							Paid Amt: \$174.49	
							Check Amount: \$174.49	
							Vendor Total: \$692.76	
4630 RAKERS, KIIRSTEN								
		0717	001		103956		Check	
		E 01	005	420	740	366	\$85.09	
		Nov 2019 Mileage						
PO#:	48274	Voucher #:	109132	Invoice		Invoice No:	Reimbursement	
						12/6/2019		
							Paid Amt: \$85.09	
							Check Amount: \$85.09	
							Vendor Total: \$85.09	
2368 RAUTH, CHIP								
		0717	001		103957		Check	
		E 01	300	296	000	305	\$114.00	
		Editing for Jazz						
		E 01	300	296	000	305	\$138.00	
		Editing for Kick Master 5885						
		E 01	300	296	000	305	\$42.00	
		Editing for Kick Rev 2 Master 5891						
		E 01	300	296	000	305	\$42.00	
		Editing for Kick Rev 3 Master 5893						
		E 01	300	296	000	305	\$30.00	
		Editing for Kick Rev 4 Master 5899						
PO#:	48216	Voucher #:	109116	Invoice		Invoice No:	105710	
						12/6/2019		
							Paid Amt: \$366.00	
							Check Amount: \$366.00	
							Vendor Total: \$366.00	
5026 RENNEBERG HARDWOODS								
		0717	001		103958		Check	
		E 01	300	255	000	401	\$394.52	
		Open PO for ordering lumber for Resale items for						
PO#:	47655	Voucher #:	109117	Invoice		Invoice No:	SINV-031478	
						12/6/2019		
							Paid Amt: \$394.52	
							Check Amount: \$394.52	
							Vendor Total: \$394.52	
1192 RIVER BOTTOM PRODUCTIONS LLC								
		0717	001		103959		Check	
		E 01	300	810	000	350	\$1,362.45	
		Materials/Labor						
PO#:		Voucher #:	109131	Invoice		Invoice No:	Auditorium Lighting	
						12/6/2019		
							Paid Amt: \$1,362.45	
							Check Amount: \$1,362.45	
							Vendor Total: \$1,362.45	
103973								
		0717	001		103973		Check	
		E 01	300	211	000	305	\$300.00	
		Labor for Veterans Day Program - Josh Barnd						
		E 01	300	211	000	305	\$300.00	
		Rental 4-Monitor Wedge, 4-EAW Line Array Sp						
PO#:	48184	Voucher #:	109139	Invoice		Invoice No:	RIVBO-DEC19	
						12/13/2019		
							Paid Amt: \$600.00	
							Check Amount: \$600.00	
							Vendor Total: \$750.00	
109140								
		0717	001		103973		Check	
		E 01	128	291	000	430	\$750.00	
		2 story house						
PO#:	47760	Voucher #:	109140	Invoice		Invoice No:	RIVBO-DEC19A	
						12/13/2019		
							Paid Amt: \$750.00	

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
16835 SOUTH CENTRAL SERVICE COOP.						
	0717	001	103963		Check	\$409.50
PO#: 48167	Voucher #:	109121	Invoice	12/6/2019	Paid Amt:	\$974.60
			358 305 000 ASB		Check Amount:	\$974.60
			Invoice No: 19277		Vendor Total:	\$974.60
5096 SPECIALIZED CONSULTING						
	0717	001	103964		Check	\$100.00
PO#: 48246	Voucher #:	109122	Invoice	12/6/2019	Paid Amt:	\$100.00
			730 000 379 000 11/21/19		Check Amount:	\$100.00
			Invoice No: INV-0011		Vendor Total:	\$100.00
26284 STEINHOFF, KAREN						
	0717	001	104006		Check	\$133.92
PO#: 48294	Voucher #:	109217	Invoice	12/26/2019	Paid Amt:	\$133.92
			300 291 000 401 371 Being Rose		Check Amount:	\$133.92
			Invoice No: Reimbursement		Vendor Total:	\$133.92
4922 T MOBILE						
	0717	001	103965		Check	\$588.00
PO#: 48240	Voucher #:	109124	Invoice	12/6/2019	Paid Amt:	\$588.00
			630 000 320 000 Student Hot Spots 10/21/19-11/20/19		Check Amount:	\$588.00
			Invoice No: 963842030		Vendor Total:	\$588.00
28066 TEACHER DIRECT						
	0717	001	103966		Check	\$9.38
			100 201 000 430 000 Personal Poster Set			\$4.88
			100 201 000 430 000 BD Star Badge			\$10.48
			100 201 000 430 000 BD Crowns			\$4.48
			100 201 000 430 000 100 Days Badges			\$8.00
			100 201 000 430 000 Freight			
PO#: 48240	Voucher #:	109126	Invoice	12/6/2019	Paid Amt:	\$37.22
			Invoice No: P469161800017		Check Amount:	\$37.22
					Vendor Total:	\$37.22
4700 TEACHERS ON CALL						
	0717	001	103967		Check	\$851.21
			100 203 000 394 999 ES			\$261.23
			100 400 000 307 999 ES Non Licensed SPED			\$67.52
			100 407 740 307 999 ES SLD Para			

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
4700								
TEACHERS ON CALL								
		0717	001		103967		Check	
		E 01	100	411	740	307	999	\$67.52
		E 04	005	582	344	394	999	\$87.08
		E 01	300	211	000	394	999	\$1,511.37
		E 01	300	400	000	307	999	\$174.15
		E 01	300	408	740	307	999	\$174.15
		E 01	128	211	000	394	999	\$783.68
		E 01	128	400	000	307	999	\$522.45
		E 01	128	402	419	303	640	\$174.15
		E 01	128	402	740	307	999	\$118.16
		E 01	128	408	419	303	640	\$174.15
		E 01	128	408	740	307	999	\$126.60
		E 01	128	411	740	307	999	\$118.16
		E 01	128	640	316	305	999	\$1,219.05
PO#:	48236	Voucher #:	109125	Invoice	Invoice No:	110841	12/6/2019	Paid Amt: \$6,430.63
								Check Amount: \$6,430.63
4700								
TEACHERS ON CALL								
		0717	001		103974		Check	
		E 01	100	203	000	394	999	\$348.30
		E 01	100	400	000	307	999	\$348.30
		E 01	100	408	740	307	999	\$135.04
		E 04	005	582	344	394	999	\$219.44
		E 01	300	211	000	394	999	\$522.45
		E 01	128	211	000	394	999	\$1,044.90
		E 01	128	400	000	307	999	\$174.15
		E 01	128	408	740	307	999	\$236.32
PO#:	48283	Voucher #:	109137	Invoice	Invoice No:	111458	12/13/2019	Paid Amt: \$3,028.90
								Check Amount: \$3,028.90
		E 01	100	203	000	394	999	\$1,354.09
		E 01	100	400	000	307	999	\$522.45
		E 01	100	408	740	307	999	\$113.94
		E 01	100	410	740	307	999	\$109.72
		E 01	100	640	316	305	999	\$522.45
		E 01	305	361	628	145	000	\$174.15
		E 01	300	408	740	307	999	\$174.15
		E 01	300	400	000	307	999	\$174.15
		E 01	300	411	740	307	999	\$67.52
		E 01	300	407	419	303	640	\$174.15
		E 01	128	211	000	394	999	\$522.46
		E 01	128	400	000	307	999	\$348.31

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4700 TEACHERS ON CALL							
		0717	001		103974		
		E 01	128	416	740	307 999	JMS-SEVERE MULTIPLE IIMPAIRED-PARA SL \$118.16
		PO#: 48282	Voucher #: 109138	Invoice	Invoice No:	111186	
							Paid Amt: \$4,375.70
							Check Amount: \$7,404.60
							Vendor Total: \$13,835.23
4588 TRI-STATE BOBCAT							
		0717	001		103968		
		E 01	005	810	302	530 000	NEW TORO ZERO TURN-LAWN MOWER-MC \$11,621.60
		E 01	005	810	302	530 000	Z MASTER E-Z VAC SOFT BAG COLLECTIOI \$2,876.30
		E 01	005	810	302	530 000	TRADE IN-TORO MOWER 72" (\$5,000.00)
		PO#: 47588	Voucher #: 109127	Invoice	Invoice No:	S26518	
							Paid Amt: \$9,497.90
							Check Amount: \$9,497.90
							Vendor Total: \$9,497.90
2330 VOGEL, CORY							
		0717	001		104007		
		E 01	300	296	000	305 306	GBB Official 12/20/19 \$120.00
		PO#:	Voucher #: 109219	Invoice	Invoice No:	GBB Official	
							Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
27069 WACONIA HIGH SCHOOL							
		0717	001		104008		
		E 01	300	292	000	369 314	Run of the Lakes \$200.00
		PO#: 48212	Voucher #: 109220	Invoice	Invoice No:	9/17/19	
							Paid Amt: \$200.00
							Check Amount: \$200.00
							Vendor Total: \$200.00
2375 WAY, KEVIN							
		0717	001		103969		
		E 01	128	640	316	366 000	Nes Test Reimbursement-11/26/19 \$100.00
		PO#: 48245	Voucher #: 109128	Invoice	Invoice No:	Reimbursement	
							Paid Amt: \$100.00
							Check Amount: \$100.00
							Vendor Total: \$100.00
4624 WAYNE DAUWALTER PLUMBING							
		0717	001		103970		
		E 01	300	865	381	520 000	HS Bottle Fill Drinking Fountains \$5,955.61
		PO#: 48251	Voucher #: 109129	Invoice	Invoice No:	5282	
							Paid Amt: \$5,955.61

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4624 WAYNE DAUWALTER PLUMBING							
		0717	001		103970		
		E 01	128	810	000 350 272	MS Eye Wash Station/Shop Sink Faucets	Check
							\$624.00
PO#:	48163	Voucher #:	109130	Invoice	Invoice No: 5330	12/6/2019	
		Paid Amt:					\$624.00
		Check Amount:					\$6,579.61
		Vendor Total:					\$6,579.61
26382 WITTERSCHEIN, JOE							
		0717	001		104009		
		E 01	300	296	000 305 306	GBB Official 12/20/19	Check
							\$120.00
PO#:		Voucher #:	109221	Invoice	Invoice No: GBB Official	12/26/2019	
		Paid Amt:					\$120.00
		Check Amount:					\$120.00
		Vendor Total:					\$120.00
25741 WOLLE, MIKE							
		0717	001		104010		
		E 01	300	294	000 305 306	BBB Official 12/19/19	Check
							\$120.00
PO#:		Voucher #:	109222	Invoice	Invoice No: BBB Official	12/26/2019	
		Paid Amt:					\$120.00
		Check Amount:					\$120.00
		Vendor Total:					\$120.00
28957 YOUTH ENRICHMENT LEAGUE							
		0717	001		104011		
		E 04	005	505	321 305 503	Brickbuilders wild ride 10/9-11/13/19	Check
							\$480.00
PO#:	48190	Voucher #:	109223	Invoice	Invoice No: 3871	12/26/2019	
		Paid Amt:					\$480.00
		Check Amount:					\$480.00
		Vendor Total:					\$480.00
2800 ZABEL, RUSS							
		0717	001		104012		
		E 01	300	294	000 305 306	BBB Official 12/6/19	Check
							\$120.00
PO#:		Voucher #:	109224	Invoice	Invoice No: BBB Official	12/26/2019	
		Paid Amt:					\$120.00
		Check Amount:					\$120.00
		Vendor Total:					\$120.00
		Report Total:					\$116,138.80

Jordan Public Schools
Detail Payment Register By Vendor
Fund Summary

Fund Description	Total
01 General Fund	\$82,916.65
02 Food Service Fund	\$9,286.72
04 Community Education	\$9,873.03
27 HS Student Activity Account	\$14,062.40
Report Total	\$116,138.80

Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Amount
0717	001	21993	B 01 215 014	Invoice	PUBLIC EMPLOYEES RETIREMENT		Wire	
								\$20,414.67
PO#:		Voucher #: 109148	B 01 215 014	Invoice	PERA	12/13/2019	Paid Amt:	\$20,414.67
PO#:		Voucher #: 109172	B 01 215 014	Invoice	PERA	12/13/2019	Paid Amt:	\$47.47
								Check Amount: \$20,462.14
0717	001	21994	B 01 215 018	Invoice	TEACHERS RETIREMENT ASSN		Wire	
								\$67,490.83
PO#:		Voucher #: 109149	B 01 215 018	Invoice	TRA	12/13/2019	Paid Amt:	\$67,490.83
PO#:		Voucher #: 109173	B 01 215 018	Invoice	TRA	12/13/2019	Paid Amt:	\$11,658.17
								Check Amount: \$11,658.17
0717	001	22350	B 01 215 003	Invoice	FRANSDEN BANK AND TRUST		Wire	
								\$44,339.62
PO#:		Voucher #: 109150	B 01 215 003	Invoice	Fed Tax	12/13/2019	Paid Amt:	\$44,339.62
PO#:		Voucher #: 109151	B 01 215 010	Invoice	FICA	12/13/2019	Paid Amt:	\$16,113.64
PO#:		Voucher #: 109153	B 01 215 010	Invoice	FICA	12/13/2019	Paid Amt:	\$68,116.06
PO#:		Voucher #: 109174	B 01 215 003	Invoice	Fed Tax	12/13/2019	Paid Amt:	\$4,042.15
PO#:		Voucher #: 109175	B 01 215 010	Invoice	FICA	12/13/2019	Paid Amt:	\$2,913.12
PO#:		Voucher #: 109177	B 01 215 010	Invoice	FICA	12/13/2019	Paid Amt:	\$12,456.88
								Check Amount: \$147,981.47
0717	001	22350	B 01 215 002	Invoice	FRANSDEN BANK AND TRUST		Wire	
								\$21,009.05
PO#:		Voucher #: 109152	B 01 215 002	Invoice	State Tax	12/13/2019	Paid Amt:	\$21,009.05
								Check Amount: \$21,009.05
0717	001	22350	B 01 215 002	Invoice	FRANSDEN BANK AND TRUST		Wire	
								\$2,065.72
PO#:		Voucher #: 109176	B 01 215 002	Invoice	State Tax	12/13/2019	Paid Amt:	\$2,065.72
								Check Amount: \$2,065.72
0717	001	24948	B 01 215 029	Invoice	MN CHILD SUPPORT PYMT CENTER		Wire	
								\$511.20
PO#:		Voucher #: 109156	B 01 215 029	Invoice	Child Support	12/13/2019	Paid Amt:	\$511.20
								Check Amount: \$511.20

Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0717	001		27742		MN DEPT OF REVENUE		Wire	
		PO#:		B 01 215 074	Garnishment	12/13/2019	Paid Amt:	\$409.01
			109158	Invoice	S2020110			\$409.01
0717	001		28892		EDUCATORS BENEFIT CONSULTANTS		Wire	
		PO#:		B 01 215 056	American Express	12/13/2019	Paid Amt:	\$2,166.72
			109159	Invoice	S2020110			\$2,166.72
		PO#:		B 01 215 055	Equitable Life	12/13/2019	Paid Amt:	\$3,083.72
			109160	Invoice	S2020110			\$3,083.72
		PO#:		B 01 215 050	ECONOMIC SERVICES	12/13/2019	Paid Amt:	\$537.52
			109161	Invoice	S2020110			\$537.52
		PO#:		B 01 215 053	Fidelity Investment	12/13/2019	Paid Amt:	\$983.37
			109162	Invoice	S2020110			\$983.37
		PO#:		B 01 215 068	ING/Aetna	12/13/2019	Paid Amt:	\$275.16
			109163	Invoice	S2020110			\$275.16
		PO#:		B 01 215 068	ING/Aetna	12/13/2019	Paid Amt:	\$129.20
			109164	Invoice	S2020110			\$129.20
		PO#:		B 01 215 080	First Investors Corporation	12/13/2019	Paid Amt:	\$500.02
			109165	Invoice	S2020110			\$500.02
		PO#:		B 01 215 064	Franklin Templeton	12/13/2019	Paid Amt:	\$586.04
			109166	Invoice	S2020110			\$586.04
		PO#:		B 01 215 069	Orchard Trust/Great West	12/13/2019	Paid Amt:	\$130.00
			109167	Invoice	S2020110			\$130.00
		PO#:		B 01 215 078	Horace Mann	12/13/2019	Paid Amt:	\$3,994.15
			109168	Invoice	S2020110			\$3,994.15
		PO#:		B 01 215 068	ING/Aetna	12/13/2019	Paid Amt:	\$5,644.82
			109169	Invoice	S2020110			\$5,644.82
		PO#:		B 01 215 077	Modern Woodmen	12/13/2019	Paid Amt:	\$334.02
			109170	Invoice	S2020110			\$334.02
		PO#:		B 01 215 057	Thrivent Financial	12/13/2019	Paid Amt:	\$1,172.41
			109171	Invoice	S2020110			\$1,172.41
		PO#:		B 01 215 067	Valic	12/13/2019	Paid Amt:	\$990.45
			109172	Invoice	S2020110			\$990.45
		PO#:		B 01 215 056	American Express	12/13/2019	Paid Amt:	\$125.04
			109173	Invoice	S2020110			\$125.04
		PO#:		B 01 215 055	Equitable Life	12/13/2019	Paid Amt:	\$875.28
			109174	Invoice	S2020110			\$875.28
		PO#:		B 01 215 050	ECONOMIC SERVICES	12/13/2019	Paid Amt:	\$125.04
			109175	Invoice	S2020110			\$125.04
		PO#:		B 01 215 064	Franklin Templeton	12/13/2019	Paid Amt:	\$233.04
			109176	Invoice	S2020110			\$233.04
		PO#:		B 01 215 064	Franklin Templeton	12/13/2019	Paid Amt:	\$233.04
			109177	Invoice	S2020110			\$233.04

Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0717	001	28892	B 01	215 078	EDUCATORS BENEFIT CONSULTANTS Horace Mann		Wire
PO#:		Voucher #: 109182	Invoice	Invoice No: S202011S0		12/13/2019	Paid Amt: \$250.08
PO#:		Voucher #: 109183	Invoice	Invoice No: S202011S0	ING/Aetna	12/13/2019	Paid Amt: \$1,750.56
PO#:		Voucher #: 109184	Invoice	Invoice No: S202011S0	Valic	12/13/2019	Paid Amt: \$250.08
							Check Amount: \$24,136.72
0717	001	11747	B 01	215 020	BLUE CROSS & BLUE SHIELD Health Ins		Wire
PO#:		Voucher #: 109147	Invoice	Invoice No: S2020110		12/31/2019	Paid Amt: \$75,217.69
PO#:		Voucher #: 109171	Invoice	Invoice No: S202011S0	Health Ins	12/31/2019	Paid Amt: \$4.28
PO#:		Voucher #: 109171	Invoice	Invoice No: S202011S0	Health Ins	12/31/2019	Paid Amt: \$75,205.19
PO#:		Voucher #: 109233	Invoice	Invoice No: S2020120	Health Ins-Retiree		Paid Amt: \$8,120.97
					Health Ins-adj to premium		Paid Amt: (\$6,932.88)
							Check Amount: \$151,615.25
0717	001	21993	B 01	215 014	PUBLIC EMPLOYEES RETIREMENT PERA		Wire
PO#:		Voucher #: 109234	Invoice	Invoice No: S2020120		12/31/2019	Paid Amt: \$21,895.91
							Check Amount: \$22,056.49
0717	001	21994	B 01	215 018	TEACHERS RETIREMENT ASSN TRA		Wire
PO#:		Voucher #: 109235	Invoice	Invoice No: S2020120		12/31/2019	Paid Amt: \$68,391.79
							Check Amount: \$68,391.79
0717	001	22350	B 01	215 003	FRANSDEN BANK AND TRUST Fed Tax		Wire
PO#:		Voucher #: 109236	Invoice	Invoice No: S2020120		12/31/2019	Paid Amt: \$46,026.79
PO#:		Voucher #: 109237	Invoice	Invoice No: S2020120	FICA	12/31/2019	Paid Amt: \$16,681.24
PO#:		Voucher #: 109239	Invoice	Invoice No: S2020120	FICA	12/31/2019	Paid Amt: \$70,541.38
							Check Amount: \$133,249.41

Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0717	001	22350	B 01	215 002	FRANDSEN BANK AND TRUST		Wire
					State Tax		
		PO#: 109238	Invoice	Invoice No: S2020120		12/31/2019	Paid Amt: \$21,777.26 Check Amount: \$21,777.26
0717	001	24385	B 01	215 060	AFLAC		Wire
		PO#: 109154	Invoice	Invoice No: S2020110	American Family/Flex Cancer	12/31/2019	Paid Amt: \$61.90 Check Amount: \$61.90
		PO#: 109240	Invoice	Invoice No: S2020120	American Family/Flex Cancer	12/31/2019	Paid Amt: \$61.90 Check Amount: \$123.80
0717	001	24948	B 01	215 029	MN CHILD SUPPORT PYMT CENTER		Wire
		PO#: 109242	Invoice	Invoice No: S2020120	Child Support	12/31/2019	Paid Amt: \$511.20 Check Amount: \$511.20
0717	001	26971	B 01	215 090	Select/Mill Life		Wire
		PO#: 109157	Invoice	Invoice No: S2020110	Flex-Dep Care	12/31/2019	Paid Amt: \$2,456.45 Check Amount: \$3,224.53
					Flex-Medical Care		
					Flex-Dep Care		
					Flex-Medical Care		
					Flex-Medical Care-adj to actual		
					Flex-Dep Care-adj to actual		
		PO#: 109243	Invoice	Invoice No: S2020120		12/31/2019	Paid Amt: \$1,855.76 Check Amount: \$5,080.29
0717	001	26971	B 01	215 028	Select/Mill Life		Wire
		PO#: 109257	Invoice	Invoice No: S2020120	Flex - Employee Contributions	12/31/2019	Paid Amt: \$2,777.26 Check Amount: \$2,777.26
0717	001	26971	B 01	215 028	Select/Mill Life		Wire
		PO#: 109258	Invoice	Invoice No: s2020110	Flex - Employee Contributions	12/31/2019	Paid Amt: \$2,777.26 Check Amount: \$2,777.26
0717	001	27742	B 01	215 074	MN DEPT OF REVENUE		Wire
		PO#: 109244	Invoice	Invoice No: S2020120	Garnishment	12/31/2019	Paid Amt: \$411.60 Check Amount: \$411.60

Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0717	001		28892		EDUCATORS BENEFIT CONSULTANTS		Wire
			B 01	215 056	American Express		
PO#:		Voucher #:	109245	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$2,225.54
			B 01	215 055	Equitable Life		
PO#:		Voucher #:	109246	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$3,083.72
			B 01	215 050	ECONOMIC SERVICES		
PO#:		Voucher #:	109247	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$537.52
			B 01	215 053	Fidelity Investment		
PO#:		Voucher #:	109248	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$983.37
			B 01	215 068	ING/Aetna		
PO#:		Voucher #:	109248	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$275.16
			B 01	215 068	ING/Aetna		
PO#:		Voucher #:	109249	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$129.20
			B 01	215 080	First Investors Corporation		
PO#:		Voucher #:	109249	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$500.02
			B 01	215 064	Franklin Templeton		
PO#:		Voucher #:	109250	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$586.04
			B 01	215 069	Orchard Trust/Great West		
PO#:		Voucher #:	109251	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$130.00
			B 01	215 078	Horace Mann		
PO#:		Voucher #:	109252	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$3,994.15
			B 01	215 068	ING/Aetna		
PO#:		Voucher #:	109253	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$5,644.74
			B 01	215 077	Modern Woodmen		
PO#:		Voucher #:	109254	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$334.02
			B 01	215 057	Thrivent Financial		
PO#:		Voucher #:	109255	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$1,172.41
			B 01	215 067	Valic		
PO#:		Voucher #:	109256	Invoice	Invoice No: S2020120	12/31/2019	Paid Amt: \$990.45
							Check Amount: \$20,586.34
0717	001		103975	24229	EDUCATION MINNESOTA - JORDAN		Check
			B 01	215 039	Jea		
PO#:		Voucher #:	109144	Invoice	Invoice No: S2020110	12/13/2019	Paid Amt: \$13,053.34
							Check Amount: \$13,053.34
0717	001		103976	26288	LOCAL 284		Check
			B 01	215 071	Local 284 Dues		
PO#:		Voucher #:	109145	Invoice	Invoice No: S2020110	12/13/2019	Paid Amt: \$1,268.25
							Check Amount: \$1,268.25

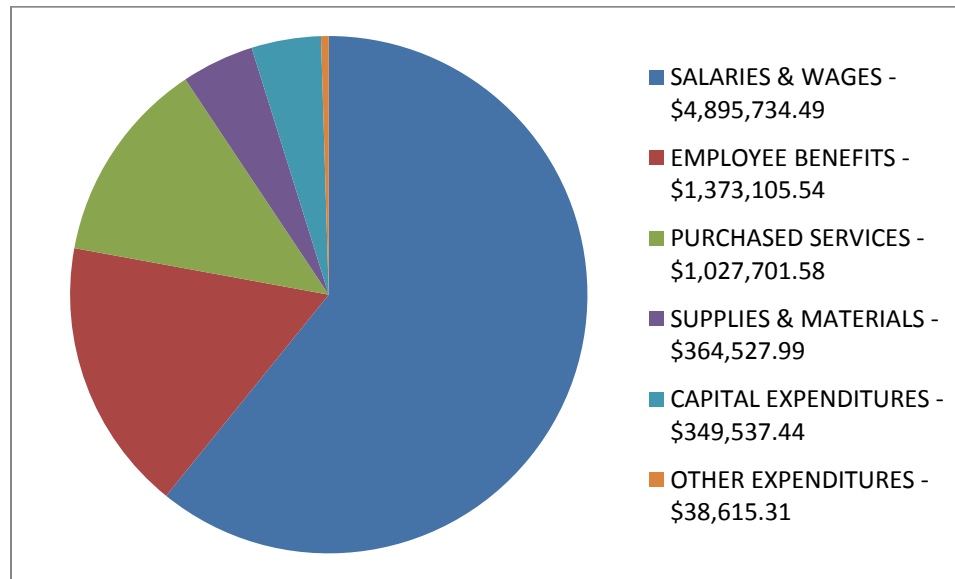
Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0717	001	103977	5088	B 01	MEYER NJUS TANICK		Check	
					Invoice # 109146	12/13/2019	Paid Amt:	\$247.06
					Invoice No: S2020110		Check Amount:	\$247.06
0717	001	104013	5088	B 01	MEYER NJUS TANICK		Check	
					Invoice # 109232	12/31/2019	Paid Amt:	\$273.48
					Invoice No: S2020120		Check Amount:	\$273.48
0717	001	104014	23795	B 01	NATIONAL INSURANCE SERVICES		Check	
					Invoice # 109142	12/31/2019	Paid Amt:	\$3,115.31
					Invoice No: S2020110			
					Supplemental Life Ins			\$25.21
					Life			\$1,100.35
					Disability			\$1,989.75
					Accident			\$1.50
					Invoice # 109143	12/31/2019	Paid Amt:	\$1.50
					Invoice No: S2020110			
					Supplemental Life Ins			\$25.21
					Life			\$1,100.35
					Disability			\$1,989.75
					Supplemental Life Ins-adj to actual premium			(\$5.62)
					Life Ins-retiree			\$36.00
					Disability Ins-adj to actual			(\$307.87)
					Life Ins-adj to actual premium			(\$257.30)
					Invoice # 109229	12/31/2019	Paid Amt:	\$2,580.52
					Invoice No: S2020120			
					Accident			\$1.50
					Invoice # 109230	12/31/2019	Paid Amt:	\$1.50
					Invoice No: S2020120		Check Amount:	\$5,698.83
0717	001	104015	24384	B 01	NCPERS MINNESOTA		Check	
					Invoice # 109231	12/31/2019	Paid Amt:	\$32.00
					Invoice No: S2020120		Check Amount:	\$32.00
					PERA Life			\$32.00
							Report Total:	\$745,655.22



FUND 01 - EXP GUIDELINE BY OBJECT

JANUARY, 2020



TOTAL EXPENDITURES – FUND 01 - THRU DECEMBER, 2019 - \$8,049,222.35

Jordan District Schools Policy

Adopted: February 12th, 2018

Revised: January 6th, 2020

299 STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

I. PURPOSE

The school board recognizes its responsibility to develop educational policies that reflect the concerns of its constituency and the interests of students. A student representative on the school board provides a mechanism whereby the views, needs, and recommendations of students can be carefully considered in the development of policies and programs. Student representation on the school board is authorized in accordance with this policy.

II. GENERAL STATEMENT OF POLICY

A. Selection

A student representative shall be selected from the student body of the Jordan High School to serve on the school board. **The District will begin advertising to students in May of each year.** This student representative will provide student views and suggestions in regard to the development of educational policies and programs and will serve as an advisor to the school board.

B. Eligibility

The person selected from the student body shall be a member of the **sophomore, junior, or senior** class during their serving period.

C. Term

The student representative shall serve for one fiscal year beginning on July 1st and ending on June 30th.

D. Election

The superintendent and high school principal shall establish the date and method for selection within the guidelines of this regulation and submit the name of the appointee to the school board.

E. Duties

1. The student representative shall attend school board meetings and provide perspective, from the student point of view, to school board deliberations.
2. The student representative will prepare for school board meetings by becoming familiar with agenda items pertaining to the student body and attached materials received prior to each school board meeting.
3. The student representative shall participate in the regular school board orientation and any other in-servicing activities deemed appropriate by the Superintendent and/or Board Chair.
4. The student representative shall attend applicable trainings and workshops as determined and recommended by the Superintendent and/or Board Chair. Transportation and applicable expenses will be paid for by the district.
5. The student representative shall abide by the school board's policies, rules of parliamentary procedure, and processes.

F. Limitations

1. The student representative shall not vote on issues before the school board.
2. The student representative shall not receive compensation for serving on the school board.
3. The student representative shall not be furnished or exposed to material and will not participate in discussions pertaining to the following:
 - a. personnel matters or private personnel data;
 - b. negotiation materials;
 - c. land acquisition or sale information;
 - d. items covered by the attorney-client privilege;
 - e. private student data, including student discipline information.

Legal References:

Cross References:

JORDAN DISTRICT SCHOOLS

POLICY

Adopted: February 9, 2015

Revised: February 12th, 2018

540 STUDENT CLUBS

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for the establishment of student clubs.

II. GENERAL STATEMENT OF POLICY

Students are encouraged to establish clubs which comply with state and federal law and are consistent with the school district philosophy and goals.

III. DEFINITIONS

A. Cocurricular Activities

Cocurricular activities are activities performed by students that fall outside the realm of the normal curriculum of school education. Although these activities may be student-led, they are typically initiated by school faculty or parents.

B. Clubs

A club is an association of people united by a common interest or goal which exists for voluntary or charitable activities. Clubs are typically student-initiated and student-led.

IV. STUDENT CLUBS IN GENERAL

Student clubs are differentiated into two groups.

A. Not District-Recognized

Groups utilizing district facilities, but not affiliated with the school district shall have access (under equal access policy) to district facilities for meeting. These clubs must schedule time and space through the District Community Education Office. Such groups will not have access to announcements and/or advertisement within individual buildings.

B. District-Recognized

The school board will review proposals for clubs wishing to be district-recognized. These

clubs will be expected to adhere to Minnesota State High School League guidelines for good sportsmanship and ethical behavior, along with district policies regarding eligibility. Membership in district-recognized clubs will be open to all students who meet the criteria set forth within each club's constitution. Rights granted to these clubs are:

1. access to building announcements and other means of advertisement within facilities;
2. access to facilities for meetings and activities;
3. ability to sponsor public activities with approval from the building principal and/or Activities Director; and
4. supervision by district-approved advisor.

Responsibilities of these organizations are:

1. maintain an updated, accurate and School Board approved constitution; and
2. every two years, documentation of membership, finances and sponsored activities will be submitted to the Building Principal and/or Activities Director.

V. ORGANIZATIONAL STRUCTURE

Jordan School District students have the opportunity to establish clubs which meet the goals and objectives of the school district. Groups receiving district-recognized status will meet established criteria as follows:

- A. Minimum membership of ten students;
- B. Supervision by district-approved advisor; and
- C. Organizational constitution that includes membership requirements submitted to and approved by the School Board.

VI. PROCEDURE FOR OBTAINING DISTRICT-RECOGNITION STATUS

The Jordan School Board reserves the right to grant conditional and/or final approval for district-recognition of clubs. The school board may choose to limit the number of recognized groups according to resource limitations.

- A. Students interested in seeking district-recognition for a club will present a preliminary proposal, including Statement of Purpose, to the Building Principal and/or Activities Director for consideration. This recognition request will then be forwarded to the School board for preliminary consideration.
- B. Once preliminary consideration is granted, the students must write and submit to the school board an organizational constitution which includes the following:
 1. a statement of purpose;
 2. a description of club goals;
 3. a description of the leadership structure;
 4. a description of the decision-making process;
 5. a description of anticipated activities to be sponsored by the club; and
 6. a description of any anticipated need for funds or fundraising.

C. Conditional and/or final approval will be granted by the school board based on the clarity of the club's constitution, and the alignment of the club's purpose and goals with those of the Jordan Public Schools.

V. REMOVAL OF DISTRICT-RECOGNITION STATUS

Clubs no longer meeting the organizational structure requirements (as indicated in III. above) will be designated as having Not District-Recognized status.

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)



**Procedure for Student Observations by Non-School Personnel
within a *Special Education Environment***

1. This procedure applies to non-school personnel who visit a dedicated special education classroom, environment, resource room, and/or center-based room. The procedure is in place to protect confidentiality rights of students with educational disabilities. Non-school personnel include outside therapists, parents, family members or others with a legitimate interest in observing a student receiving special education as long as the procedures below are followed.
2. If and when non-school personnel visit a classroom or observe a student in the general education environment, school building visiting procedures are followed. This procedure only applies to special education settings.
3. The observation cannot disrupt the learning or environment of the student being observed or other students.
4. Date and time of each visit is to be scheduled one week in advance with the building Principal, Special Services Director, or Special Education Teacher.
5. Parents will be notified of non-school personnel observations prior to the observation.
6. Parents must have completed a current release of information form prior to observations occurring for all non-school personnel.
7. All Jordan Public Schools building security guidelines will be followed including signing in at the front office and wearing a name tag.
8. If notes are taken on the observation, a copy must be left with the building Principal, Special Services Director, or teacher. *(Recommended Documentation Form attached)*

9. Only the specific student that is approved for observation should be discussed. All observations within the classroom/school setting are held as private data.
10. Non-School Personnel will communicate with certified staff and not directly with paraprofessionals. All communication with paraprofessionals regarding the observed student will occur through the district certified staff who direct the work of the paraprofessional.
11. Audio and/or video recordings are not allowed within a special education environment or setting.
12. Any suggestions for interventions or programming will be reviewed by school staff. Determinations on implementation will depend on identified student needs and appropriateness in the educational environment through the IEP/IFSP process.
13. Parents and observers must return this form indicating their agreement prior to scheduling observations. This form is maintained in the students' special education outside agencies folder for future reference.

I have reviewed these guidelines and agree to abide by them for the requested observation.

Parent Signature: _____ Date: _____

Observer Signature: _____ Date: _____

Title: _____ Agency/Organization: _____

Address: _____ Phone: _____



**Recommended Documentation Form
Student Observation by Non-School Personnel**

Student Name: _____ Teacher: _____

Date of Observation: _____ Time of Observation: _____

Location(s) of Observation: _____

Purpose of Observation: _____

Observer's Notes:



EMPLOYEE DATA SHEET

Employee:	Cassandra Krueger	Date Offer Accepted:	11/26/2019
Job Title:	LTS SpEd Teacher	Indicate: Full-time/Part-time/ Seasonal/Temporary	Temporary
Hiring Supervisor:	Chad Williams	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Amy Schmitz	Change		Additional Assignment	
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EDUCATION INFORMATION

List below all post secondary education, beginning with the most recent.

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Gustavus Adolphus College	St. Peter, MN	Psychology	5/2005	9/2001 - 5/2005
Walden University	Minneapolis, MN	Special Education	1/2009 - 5/2010 (not complete)	

List below any certificate(s) or license(s) now held.

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
PELSB			

RELEVANT EXPERIENCE

List below all relevant experience, beginning with the most recent.

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Jordan Public Schools	Substitute	Provide services and education to students on IEPs in the Jordan School District	10/2017-current

<u>Beginning Contract Date:</u>	12/2/2019	<u>Ending Contract Date:</u>	6/5/2020
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Note: Leave of Absence for Amy Schmitz

Brief Description of Previous Experience: Cassandra has been working as a district substitute in Jordan for the past couple years in the special education department and is currently the LTS for Amy Schmitz from September through November of 2019.



**INDEPENDENT SCHOOL DISTRICT #717
NEW TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Cassandra Krueger**, a legally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the - school year.

1. Basic Services:

Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. Duration:

This contract covers the time period of **12/02/2019** through **6/5/2020**. Dates of assignment are approximate and may change due to licensure requirements and potential assignment changes.

3. Duty Year:

Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. Additional Assignments:

The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. Salary:

In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA

Step: 1

Days/Year: 186

Base Salary: \$242.01/day

Employee Signature: _____

A handwritten signature in black ink, appearing to read "Cassandra Krueger", is written over a horizontal line.

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Erin Wells	Date Offer Accepted:	11/20/2019
Job Title:	LTS - Teacher, English	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Ben Bakeberg	Location:	Middle School

PERSONNEL ACTION

New Hire	X	Replacement For	Kelsey Christenson	Change		Additional Assignment	
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EDUCATION INFORMATION

List below all post secondary education, beginning with the most recent.

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Gustavus Adolphus College	St. Peter, MN	Elementary Education	Bachelors of Science, 6/2019	09/2015- 06/2019

List below any certificate(s) or license(s) now held.

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
Elementary Education	PELSB	06/27/2019	06/30/2022

RELEVANT EXPERIENCE

List below all relevant experience, beginning with the most recent.

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>

<u>Beginning Contract Date:</u>	12/02/2019	<u>Ending Contract Date:</u>	12/20/2019
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Note: Erin was hired to serve as a long term substitute while teacher is on medical leave.

Brief Description of Previous Experience: Erin graduated from Gustavus in the spring and is excited to begin her professional career.



**INDEPENDENT SCHOOL DISTRICT #717
NEW TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Erin Wells**, a legally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the - school year.

1. Basic Services:

Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. Duration:

This contract covers the time period of **12/02/2019** through **12/20/2019**. Dates of assignment are approximate and may change due to licensure requirements and potential assignment changes.

3. Duty Year:

Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. Additional Assignments:

The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. Salary:

In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA

Step: 1

Days/Year: 186

Base Salary: \$242.01/day

Employee Signature: 

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Ashley Jirik	Date Offer Accepted:	8/22/2019
Job Title:	Coach, Assistant Dance	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Joe Perkl	Location:	District Wide

PERSONNEL ACTION

New Hire	X	Replacement For	Kendra Olson	Change		Additional Assignment	
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EDUCATION INFORMATION

List below all post secondary education, beginning with the most recent.

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>

List below any certificate(s) or license(s) now held.

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

RELEVANT EXPERIENCE

List below all relevant experience, beginning with the most recent.

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>

Beginning Contract Date:	10/21/2019	Ending Contract Date:	2/8/2020
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Brief Description of Previous Experience: Former dancer and current club coach



**Extra-Curricular Assignment
2019-2020**

To: Ashley Jirik

You have been assigned the following extra-curricular assignment:

Assignment: Assistant Dance

Group: 4

Year Started: 2019

Longevity: 0 years

Location: JHS

Stipend Paid: \$3,055

Longevity: \$0.00

Total Stipend to be paid: \$3,055

In consideration thereof, the School Board agrees to pay said employee a fixed stipend based on the information above.

Employee Signature:  Date: 11-22-19

Activities Director Signature:  Date: 11/25/19



EMPLOYEE DATA SHEET

Employee:	Karen Schommer	Date Offer Accepted:	11/11/2019
Job Title:	Cooks Helper	Indicate: Full-time/Part-time/ Seasonal/Temporary	Part-time
Hiring Supervisor:	Andrea Schaak	Location:	Middle School

PERSONNEL ACTION

New Hire	X	Replacement For	Becky Schmintz	Change		Additional Assignment	
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EDUCATION INFORMATION

List below all post secondary education, beginning with the most recent.

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Prior Lake High School	Prior Lake	GED		

List below any certificate(s) or license(s) now held.

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

RELEVANT EXPERIENCE

List below all relevant experience, beginning with the most recent.

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Prior Lake Schools	Kitchen Server	Served students, prepped foods, did clean up and dishes	2002-2017
Lunds/Bylery's	Cook/Server	Deli Cook and Server	2013-2017

<u>Beginning Contract Date:</u>	11/14/2019	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Karen has had school kitchen experience and retail experience dealing with preparing and serving students.



2019-2020 FOOD SERVICE
NOTICE OF ASSIGNMENT

DATE: 11/14/2019

NAME: KAREN SCHOMMER

EMPLOYEE #3661

LOCATION: MIDDLE SCHOOL

FROM: DISTRICT OFFICE

Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.

Position	Hours/Day	Contract Days
<i>Cooks Helper</i>	3	182 <i>(Including 6 Paid Holidays)</i>

Regular Hourly Rate	Step	Differential Pay				Total Hourly Rate
		Site Lead	ASFSA Level I	ASFSA Level II	ASFSA Level III	
\$15.47	1	\$0.00	\$0.00	\$0.00	\$0.00	\$15.47

Karen Schommer

Employee Signature

NOV 14, 19

Date



EMPLOYEE DATA SHEET

Employee:	Amber Lambrecht	Date Offer Accepted:	11/5/2019
Job Title:	Group Leader	Indicate: Full-time/Part-time/ Seasonal/Temporary	Part-time
Hiring Supervisor:	Jenna Wendorff	Location:	Kids Company

PERSONNEL ACTION

New Hire	X	Replacement For	Lisa Whipps/Anna Stier	Change		Additional Assignment	
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EDUCATION INFORMATION

List below all post secondary education, beginning with the most recent.

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Jordan High School			HS Diploma	

List below any certificate(s) or license(s) now held.

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

RELEVANT EXPERIENCE

List below all relevant experience, beginning with the most recent.

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Chores and More by Heidi O'Neil	Housekeeper	Cleaning homes	currently
New Horizons	Teacher Aide	assisting children, caring for them	10/2011-7/2014

<u>Beginning Contract Date:</u>	11/11/2019	<u>Ending Contract Date:</u>	
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Note: Filling a previous position

Brief Description of Previous Experience: Cleaning homes, assisting children in daycare setting



2019-2020 KIDS COMPANY
NOTICE OF ASSIGNMENT

DATE: 11/8/2019

NAME: AMBER LAMBRECHT

EMPLOYEE ID: 3657

LOCATION: KIDS COMPANY

FROM: DISTRICT OFFICE

Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.

Position	Hours/Day	Contract Days
Group Leader	Varies	Varies

Grade	Step	Hourly Rate	Total Hourly Rate
2	1	\$13.47	\$13.47



Employee Signature



EMPLOYEE DATA SHEET

Employee:	Isabelle Hayden	Date Offer Accepted:	9/18/2019
Job Title:	Kids Company High School Helper	Indicate: Full-time/Part-time/ Seasonal/Temporary	Part-time
Hiring Supervisor:	Jenna Wendorff	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For		Change		Additional Assignment	
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EDUCATION INFORMATION

List below all post secondary education, beginning with the most recent.

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Jordan High School	High School			

List below any certificate(s) or license(s) now held.

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

RELEVANT EXPERIENCE

List below all relevant experience, beginning with the most recent.

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>

<u>Beginning Contract Date:</u>	9/23/2019	<u>Ending Contract Date:</u>	
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2019-2020 KIDS COMPANY
NOTICE OF ASSIGNMENT

DATE: 11/8/2019

NAME: ISABELLE HAYDEN

EMPLOYEE ID: 3660

LOCATION: KIDS COMPANY

FROM: DISTRICT OFFICE

Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.

Position	Hours/Day	Contract Days
<i>Group Leader</i>	<i>Varies</i>	<i>Varies</i>

Grade	Step	Hourly Rate	Total Hourly Rate
4	1	\$10.00	\$10.00

Isabelle Hayden

Employee Signature



EMPLOYEE DATA SHEET

Employee:	Kelly Raser	Date Offer Accepted:	12/16/2019
Job Title:	Food Service, Site Lead	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Andrea Schaak	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Jill Exum	Change		Additional Assignment	
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EDUCATION INFORMATION

List below all post secondary education, beginning with the most recent.

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Jordan high School	Jordan MN			

List below any certificate(s) or license(s) now held.

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

RELEVANT EXPERIENCE

List below all relevant experience, beginning with the most recent.

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Anytime fitness	Club Manager	Manager	9/2018-5/2019
Oak Ridge Hotel and Conference center		Food and Beverage manager	8/2007-2/2014

<u>Beginning Contract Date:</u>	1/2/2020	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Lots of experience in customer service and food service



2019-2020 FOOD SERVICE
NOTICE OF ASSIGNMENT

DATE: 1/2/2020

NAME: KELLY RASER

EMPLOYEE #3640

LOCATION: ELEMENTARY SCHOOL

FROM: DISTRICT OFFICE

Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.

Position	Hours/Day	Contract Days
<i>Site Lead</i>	8	182 <i>(Including 6 Paid Holidays)</i>

Regular Hourly Rate	Step	Differential Pay				Total Hourly Rate
		Site Lead	ASFSA Level I	ASFSA Level II	ASFSA Level III	
\$16.24	4	\$1.00	\$0.00	\$0.00	\$0.00	\$17.24

Kelly Raser

Employee Signature

1-3-2020

Date

Activities Director Negotiations Final Settlement 12.20.19

Rate Schedule Changes:

- \$82,000 in year 1 and \$84,000 in year 2 with step increases.

Insurance Contribution:

- The language will be changed to reflect the same insurance contribution amounts used in other administrator contracts.



CONTRACT

between

Independent School District No. 717
Jordan, Minnesota

And

Activities Director

July 1, ~~2018-2019~~ - June 30, ~~2019~~2021

AGREEMENT

The following is adopted by the Board of Education of Independent School District No. 717 Board as policy pertaining to the Activities Director salary, working conditions, and benefits for the 2018-2020 school years.

I. CONTRACT SALARY

ACTIVITIES DIRECTOR260 days

Notation: Salary and benefits for November 1, 2018 – June 30, 2018 will be prorated according to a start date of November 1, 2018.

1.) July 1, ~~2018-2019~~ – June 30, ~~2019-2020~~.....~~\$78,137,810,2582,000~~
1-2.) July 1, 2020 – June 30, 2021.....\$83,456,84,000

II. LEAVE PROVISIONS

Sick Leave

Sick leave shall be granted at the rate of twelve (12) days per year, accumulative to one hundred twenty (120) days.

Emergency Leave/Bereavement Leave

Five (5) days per year, non-accumulative, will be provided for illness or death in the immediate family; father, mother, father-in-law, mother-in-law, wife, husband or child.

III. HOLIDAYS & VACATION

Section 1. Holidays:

Subd. 1. Eligibility: There are 12 paid holidays for 5 day, 52 week employees.

Subd. 2. Eligible Holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Day after Thanksgiving, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and two floating holiday's approved by the superintendent.

Subd. 3. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

Section 2. Vacation:

Subd. 1. Only 5 vacation days on student attendance or teacher workshop days may be taken.

Subd. 2. All vacation days must be approved in advance by the superintendent. The decision of the superintendent is final.

Subd. 3. Vacation earned in one fiscal year, must be used within 6 months of the year earned, or it will be forfeited.

Subd. 4. Vacation Schedule: The Activities Director will be eligible for 20 vacation days annually.

July 1st will be the anniversary date by which an employee's days of vacation shall be computed, based upon hire date.

Vacation is based off 2080 hours, yearly. Any employee using their vacation during the year, but who terminates their employment prior to completion of the 2080 hours will have their used, but unearned vacation deducted from their final paycheck, pro-rated from 2080 hours.

IV. GROUP INSURANCE

The selection of the insurance carrier and policy shall be made by the School Board.

A. Health and Dental Insurance

The district will provide ~~family \$19,200 towards~~ health and dental coverage for ~~2018-2019~~ 2019-2020 and provide family coverage under the Aware 3375 or comparable plan for 2020-2021 to be applied toward the ~~highest deductible plan to the~~ full time Activities Director for purposes of participation in the health, hospital, and dental coverages provided by the district. Any additional premium costs for other plan designs/coverages are to be borne by the employee.

It is understood that the School Board's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School Board as a result of a denial of insurance carrier.

The Activities Director is eligible for School Board contributions as provided in this article as long as the Activities Director is employed by the School Board. Upon termination of employment, all Board participation and contribution shall cease, effective on the last working day.

B. Life Insurance

The District shall provide group term life insurance protection in the amount of \$100,000 for the Activities Director.

The policy will also provide for double indemnity payments in the event of the Activities Director accidental death, and settlement on the policy will be made with the Activities Director designated beneficiary, if any, otherwise to the Activities Director estate.

C. Long-Term Disability

The District shall provide Long-Term Disability Insurance for each full-time Activities Director employed by the School District who qualifies for and is enrolled in the School District group disability insurance program. The program will provide 66-2/3% of the basic compensation not to exceed \$2,400 per month and will go into effect after sixty (60) calendar days of disability.

V. MEETING ATTENDANCE

A. National Meetings

The following shall be subject to the approval of the Board of Education and shall apply upon satisfactory completion of one year of employment in the School District.

1. Attendance of the Activities Director at a national educational meeting once every three years.
2. The attendant at a national meeting shall file a written report with the Board of Education upon their return.
3. Information vital to the local school system should be reported orally to the Board of Education and administrative colleagues at the earliest opportunity.

Expense Allowance

An attendant at a national meeting shall submit to the School District office an itemized accounting of expenses incurred upon the return from the meeting. Only actual expenses in each area listed below:

1. registration fees,
2. round-trip air transportation (commercial) to the meeting site,
3. room, meals and transportation allowance while at the location of the meeting.

All meeting expenses shall be a part of the regular budget of the Activities Director.

B. Workshops

The Board of Education may direct the Activities Director to attend local, state or national employment-related workshops in any number, in any year, and at any time they deem necessary for the betterment of the District's education program or Activities Director performance in accordance with the District's reimbursement policy.

VI. ASSOCIATION MEMBERSHIP

The School District shall pay the Activities Director's national and state professional association membership dues realizing that membership provides attendance opportunities in workshop programs leading to improved performances in each position. The dues payment in no way is to support organization leading to adverse action or organization against the Board of Education.

VII. TRAVEL REIMBURSEMENT

The Activities Director shall submit appropriate claim forms and/or receipts as per District procedure for meal and miscellaneous item reimbursement.

VIII. MATCHING DEFERRED COMPENSATION

Matched deferred compensation is available to all 0.5 FTE to 1.0 FTE Activities Director.

- A. During the last five (5) years before retirement, the district shall match up to \$2,000 per year per employee if allowed by law. If the employee does not retire at the end of the fifth (5th) year, the District ceases to be responsible to make further matches and only must pay out any remaining severance due to the employee upon retirement.
- B. Eligible directors must use the deferred compensation election during the election period or lose it. The District shall pay its share of FICA taxes on the matching amount. The District shall match eligible Activities Director contributions as follows:

0-5 years of service in District 717	\$750
6-10 years of service in District 717	\$1,000
11-20 or more years of service in District 717	\$1,250
Maximum District Contribution	\$18,000

The Matching Program is subject to the rules of the State of Minnesota Deferred Compensation program, as entitled under Minnesota State Statute 352.96 and IRS Code #457.

IX. CELLULAR PHONE ALLOWANCE

The Activities Director will have cellular service provided by the District or will receive a stipend for use of personal phone at the rate of \$50.00 per month.

X. SEVERANCE / EARLY RETIREMENT

Sick leave buy back at \$110.00 per day up to 1,000 hours at the time of retirement.

XI. HEALTH INSURANCE / RETIREMENT

Upon retirement an employee may continue to participate in health and dental group insurance plans at the enrollment level they were at upon retirement. This benefit will continue until the employee is eligible for Medicare.

XII. LICENSURE

The Activities Director agrees to secure appropriate licensure within a reasonable period as determined by the Superintendent for the position contracted.

|

XIII. ACCEPTANCE SIGNATURE, ACCEPTANCE DATE AND DATE OF APPROVAL

Joe Perkl

Date

Deb Pauly, Board Chair

Date

Sandy Burke, Board Clerk

Date



Adopted by Jordan School Board on: 1/6/20
District Calendar 2020-2021

July 2020

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

0

July

3 4th of July Recognized

January 2021

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19

January

1 No School: Winter Break
21 End of 2nd Quarter and 1st Semester
22 No School: Professional Development

August 2020

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

0

August

20 5th Grade Jumpstart
27 No School: New Staff Workshop
28 No School: Professional Development (Flex Day)
31 No School: Professional Development

February 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

19

February

12 2 Hour Early Release: Professional Development
15 No School: Professional Development
25 Middle School Conf. (Digital Learning Day Gr. 5-8)

September 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

17

September

1-3 No School: Professional Development
4,7 No School - Labor Day Weekend
8-9 Gr. 1-4 Back to School Conf. and Curriculum Sharing
8-9 Kick Start to Kindergarten
8 First Day Gr. 5-12 (9 Freshman Focus) (10-12 online)
9 First Day in building grades 10-12
10 First Day Gr. 1-4 / Kindergarten Conferences
11 Kindergarten Conferences
14 First Day Gr. K and PreK
25 2 Hour Early Release: Professional Development

March 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

23

March

11 High School Conferences
18 Middle School Conferences
31 End of 3rd Qtr / Midterm / ES Conf. PM / Full Day

October 2020

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

20

October

15-16 No School: Education Minnesota Conference
19 HS Conf. / MS Conf. (Digital Learning Day Gr. 5-8)

April 2021

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19

April

1 No School: Professional Development / ES Conf. AM
2,5 No School: Spring Break

November 2020

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

18

November

5 End of 1st Quarter / ES Conferences
6 No School: Professional Development / ES Conf.
12 High School Conferences
19 Middle School Conferences
25 2 Hour Early Release: Professional Development
26-27 No School: Thanksgiving Break

May 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20

May

29 Commencement
31 No School: Memorial Day

December 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

16

December

23-31 No School: Winter Break

June 2021

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

3

June

3 Last Student Day / Early Out
4 No School: Professional Development

Student Contact Day Summary

Quarter Summary	
1st Quarter	41
2nd Quarter	44
3rd Quarter	47
4th Quarter	42
Total Student Days	174
Teacher Workshop Days	10
Days for PT Conf.	2
Total Teacher Days	186

	No School
	No School (Professional Development Day)
	2 Hour Early Release - Staff Development (4)
	1-4 No School (1-4 Pre-School Conferences)
	Kick Start to Kindergarten
	5th Grade Jumpstart
	Kindergarten Pre-School Conferences
	Parent-Teacher Conferences
	End of Quarter / Midterm

District Office: 952-492-6200
Jordan ES: 952-492-2336
Jordan MS: 952-492-2332
Jordan HS: 952-492-4400

Make-Up Day due to 7 or more Emergency Closing Days Designated as: 2/15/19

Note that the 1st day of school closed by weather will not be made up, and the 2nd through 6th day will be Digital Learning Days per Minnesota State Statute

Most Often Rented Tools

Rates are based on 8 Hr. day, 40 Hr. week, 160 Hr. Month (20 Days)

Tool Description	Weekly Rate
Air Compressor 185 CFM- Diesel	\$301.75
Air Compressor Twin Tank- Elec	\$93.50
ATV- Ranger 2- Passenger	\$255.00

Blanket- Insulated	\$39.10
Bobcat - Auger Head - Round/Hex Shaft	\$195.50
Bobcat Attachments- Forks	\$106.25
Bobcat Attachments- Grapppler Bucket	\$191.25
Bobcat Attachments- Hydro Hammer	\$510.00
Bobcat Attachments- Sweeper w/Attachments	\$212.50
Bobcat- Skid Steer Bobcat	\$488.75

Carpet Tools- Carpet Puller	\$165.00
Cart-Trash Cart- 1 Yard	\$43.35
Compactor- Jumping Jack	\$182.75
Compactor- Plate Tamper	\$123.75
Containment Unit	\$50.00
Cut-Out Tool/Roto-Zip	\$31.88

Drill- SDS Roto Hammer Max	\$134.30
Drill- Hammer SDS Roto Hammer 3/8" Corded	\$53.55
Drill- Hammer SDS Roto Hammer 3/8" Cordless	\$53.55
Drill- 18 Volt	\$32.30
Drill- Right Angle 3/8"	\$21.25

Fan - 36" Barrel	\$39.95
Fan- Pedestal Fan	\$57.30
Forklift- Harlow	\$670.65
Forklift- Pneumatic	\$309.40
Forklift- Rough Terrain 10,000#-	\$866.67
Gang Box- Cabinet Type	\$39.95

Generator 3800 Watts	\$81.60
Generator- Elec Generator 6000 watt	\$134.30
Glass Cup	\$15.00
Grinder- 7"	\$37.40
Grinder- Floor Vacuum	\$272.00
Grinder- 4 1/2"	\$21.25
Ground Thaw- 2000 sf	\$1,402.50

Hammer- Jack Hammer- Electric 60#	\$69.70
Heater- Milk House Heater	\$10.00
Heater Vented	\$121.16
Heppa Aire Scrubber- 2000CFM	\$144.50

Equipment Description	Weekly Rate
Jobsite Office Trailer- 8' x 36'	\$165.00
Jobsite Office Trailer- 10' x 40'	\$185.00
Jobsite Office Trailer- 12' x 60'	\$235.00
Ladder- Extension 24'	\$26.16
Ladder- Extension 32'	\$38.36
Ladder- Step, 6', Fiberglass	\$12.33
Laser- Laser Level- Rotating	\$53.55
Lift- Scissor Lift 15' Reach	\$225.25

Mixer- Mixer Concrete	\$191.25
Nailer- Air/Pneumatic- Framing	\$60.35
Nailer- Coil Roofing	\$60.35
Nailer- Powder Actuated	\$70.13
Panther- Floor Stripper, Corded	\$1,351.50
Planer- Door	\$44.20
Pressure Washer - Gas	\$160.65
Pump Water- 2" Trash	\$95.00
Router	\$28.05

Safety- Fall Protection- Body Harness	\$40.00
Safety- Fall Protection- Lanyard 6'	\$11.67
Sander - Belt, 3" x 21"	\$45.05
Saw- Circular 7-1/4"	\$30.60
Saw- Compound Miter Sliding 12"	\$76.50
Saw- Partner- Electric	\$107.10
Saw- Partner- Gas	\$107.10
Saw- Port-a-Band	\$67.15
Saw- Sawzall Cut Saw	\$37.40
Saw- Table- 10"	\$142.80
Saw- Walk Behind Concrete Saw	\$160.65
Survey- Eye Level	\$93.50
Sweeper- Walk Behind- Battery Powered	\$253.30
Wheelbarrow	\$14.45

Consumables	Price
Broom - Push - Fine Bristle	\$29.25
Broom - Push - Coarse Heavy Duty - 4" Bristle	\$43.85
Fire Extinguisher- 10# w/ Sign	\$60.00
Poly - 6 Mil-Clear - 12x100 roll	\$72.00
Poly - 6 Mil-Reinforced - 12 x100 Roll	\$84.00
Shovels	\$35.00
50lbs Sweeping Compound	\$17.50
Walk Off Mats - 36" x 24" Pkg (30 pulls)****	\$30.00

EXHIBIT II



Date

8/14/2017

Windom Public School District Additions,
Renovations and New Construction

Project

Administration Rates for 2017

CLASSIFICATION	HOURLY RATE	Notes
Project Director/VP	\$ 155.00	
Senior Project Manager/Construction Executive	\$ 130.00	
Project Manager	\$ 112.00	
Project Engineer	\$ 87.00	
Director of Preconstruction	\$ 130.00	
Preconstruction Manager/Estimator	\$ 112.00	
Assistant Estimator	\$ 80.00	
Project Intern	\$ 42.00	
Safety Director	\$ 119.00	
Safety Engineer	\$ 104.00	
Quality Director	\$ 145.00	
Quality Manager	\$ 112.00	
MEP Specialist	\$ 119.00	
VDC/BIM	\$ 100.00	
General Superintendent	\$ 119.00	
Lead Superintendent	\$ 112.00	
Field Superintendent	\$ 109.00	
Clerical & Accounting	\$ 52.00	
Computer/IT	\$ 70.00	



AIA® Document C132™ – 2009

Standard Form of Agreement Between Owner and Construction Manager as Adviser

AGREEMENT made as of the Twelfth day of December in the year Two Thousand Eighteen
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Jackson County Central Schools
1128 North Highway
P.O. Box 119
Jackson, MN 56143

and the Construction Manager:
(Name, legal status, address and other information)

Kraus-Anderson® Construction Company
501 South Eighth Street
Minneapolis, MN 55404

for the following Project:
(Name, location and detailed description)

District Wide Facility Work and New Facilities

The Architect:
(Name, legal status, address and other information)

To be determined

The Owner and Construction Manager agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2009, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232™–2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and B132™–2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. ^AIA Document A232™–2009 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	CONSTRUCTION MANAGER'S RESPONSIBILITIES
3	SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES
4	ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

§ 1.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

To be developed during design.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

To be determined.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

To be determined and finalized upon successful referendum passage.

§ 1.1.4 The Owner's anticipated design and construction schedule:

.1 Design phase milestone dates, if any:

To be determined and finalized upon successful referendum passage.

.2 Commencement of construction:

Init.

To be determined and finalized upon successful referendum passage.

.3 Substantial Completion date or milestone dates:

To be determined and finalized upon successful referendum passage.

.4 Other:

N/A

§ 1.1.5 The Owner intends the following procurement method for the Project:
(Identify method such as competitive bid, negotiated Contract or multiple Prime Contracts.)

Multiple Prime Contracts

§ 1.1.6 The Owner's requirements for accelerated or fast-track scheduling, multiple bid packages, or phased construction are set forth below:
(List number and type of bid/procurement packages.)

To be determined

§ 1.1.7 Other Project information:
(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

To be determined

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.5:
(List name, address and other information.)

Barry Schmidt, Superintendent of Schools
Jackson County Central Schools
1128 North Highway
P.O. Box 119
Jackson, MN 56143

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:
(List name, address and other information.)

N/A

§ 1.1.10 Unless provided by the Construction Manager, the Owner will retain the following consultants and contractors:
(List name, legal status, address and other information.)

.1 Land Surveyor:

To be determined and hired by Owner

.2 Geotechnical Engineer:

To be determined and hired by Owner

.3 Civil Engineer:

To be determined and hired by Owner

- .4 Other:
(List any other consultants retained by the Owner, such as a Project or Program Manager, or construction contractor.)

N/A

§ 1.1.11 The Construction Manager identifies the following representative in accordance with Section 2.4:
(List name, address and other information.)

Gary Benson
Kraus-Anderson® Construction Company
501 South Eighth Street
Minneapolis, MN 55404

§ 1.1.12 The Construction Manager's staffing plan as required under Section 3.3.2 shall include:
(List any specific requirements and personnel to be included in the staffing plan, if known.)

To be determined

§ 1.1.13 The Construction Manager's consultants retained under Basic Services, if any:

- .1 Cost Estimator:
(List name, legal status, address and other information.)

N/A

- .2 Other consultants:

N/A

§ 1.1.14 The Construction Manager's consultants retained under Additional Services:

N/A

§ 1.1.15 Other Initial Information on which the Agreement is based:

N/A

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager ~~shall~~ shall, by appropriate written agreement, appropriately adjust the schedules, the Construction Manager's services and the Construction Manager's compensation.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

§ 2.1 The Construction Manager shall provide the services as set forth in this Agreement.

§ 2.2 The Construction Manager shall perform its services consistent with the skill and care ordinarily provided by construction managers practicing in the same or similar locality under the same or similar circumstances. The Construction Manager shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.

§ 2.3 The Construction Manager shall provide its services in conjunction with the services of an Architect as described in AIA Document B132™–2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Construction Manager shall not be responsible for actions taken by the Architect.

§ 2.4 The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Construction Manager shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Construction Manager's judgment with respect to this Project.

§ 2.6 The Construction Manager shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.

§ 2.6.1 Comprehensive General Liability with policy limits of not less than ~~(\$—)~~ One Million Dollars and Zero Cents (\$1,000,000.00) for each occurrence and in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering owned and rented vehicles operated by the Construction Manager with policy limits of not less than ~~(\$—)~~ One Million Dollars and Zero Cents (\$1,000,000.00) combined single limit and aggregate for bodily injury and property damage.

§ 2.6.3 The Construction Manager may use umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

§ 2.6.4 Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than ~~(\$—)~~ Five Hundred Thousand Dollars and Zero Cents (\$500,000.00).

§ 2.6.5 Professional Liability covering the Construction Manager's negligent acts, errors and omissions in its performance of services with policy limits of not less than ~~(\$—)~~ Ten Million Dollars and Zero Cents (\$10,000,000.00) per claim and in the aggregate.

§ 2.6.6 The Construction Manager shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.6. ~~The certificates will show the Owner as an additional insured on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies.~~

ARTICLE 3 SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES

§ 3.1 Definition

The Construction Manager's Basic Services consist of those described in Sections 3.2 and 3.3 and include usual and customary construction coordination and scheduling, constructability review, cost estimating, and allocation of construction activities among the Multiple Prime Contractors.

§ 3.2 Preconstruction Phase

§ 3.2.1 The Construction Manager shall review the program furnished by the Owner and any evaluation of the Owner's program provided by the Architect, to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner and Architect.

§ 3.2.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 3.2.3 The Construction Manager shall prepare, and deliver to the Owner, a written Construction Management Plan that includes, at a minimum, the following: (1) preliminary evaluations required in Section 3.2.2, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work, if multiple Contractors or fast-track construction will be used. The Construction Manager shall periodically update the Construction Management Plan over the course of the Project.

§ 3.2.4 Based on preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques for the Architect's review and Owner's approval. If the Architect suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems and may also provide its own suggestions.

§ 3.2.5 The Construction Manager shall expeditiously review design documents during their development and advise the Owner and Architect on proposed site use and improvements, selection of materials, and building systems and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect on constructability, availability of materials and labor, sequencing for phased construction, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 3.2.6 The Construction Manager shall prepare and periodically update the Project schedule included in the Construction Management Plan for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities and highlight items that could affect the Project's timely completion.

§ 3.2.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, estimates of the Cost of the Work of increasing detail and refinement. The Construction Manager shall include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in the estimates of the Cost of the Work. Such estimates shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall advise the Owner and Architect if it appears that the Cost of the Work may exceed the Owner's budget and make recommendations for corrective action.

§ 3.2.8 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations whenever the Construction Manager determines that design details adversely affect constructability, cost or schedules.

§ 3.2.9 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of the Contractors. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.

§ 3.2.10 The Construction Manager shall provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among the Contractors.

§ 3.2.11 The Construction Manager shall provide recommendations to the Owner on the division of the Project into individual Contracts for the construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts. If multiple Contracts are to be awarded, the Construction Manager shall review the Drawings and Specifications and make recommendations as required to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes is minimized, and (4) proper coordination is provided for phased construction.

§ 3.2.12 The Construction Manager shall update the Project schedule to include the components of the Work, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, including those that must be ordered well in advance of construction, and the occupancy requirements of the Owner.

§ 3.2.13 The Construction Manager shall expedite and coordinate the ordering and delivery of materials, including those that must be ordered well in advance of construction.

§ 3.2.14 The Construction Manager shall assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.

§ 3.2.15 The Construction Manager shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages.

§ 3.2.16 The Construction Manager shall assist the Owner in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and for quasi governmental authorities for inclusion in the Contract Documents.

§ 3.2.17 Following the Owner's approval of the Drawings and Specifications, the Construction Manager shall update and submit the latest estimate of the Cost of the Work and the Project schedule for the Architect's review and the Owner's approval.

§ 3.2.18 The Construction Manager shall submit the list of prospective bidders for the Architect's review and the Owner's approval.

§ 3.2.19 The Construction Manager shall develop bidders' interest in the Project and establish bidding schedules. The Construction Manager, with the assistance of the Architect, shall issue bidding documents to bidders and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of bidding documents. The Construction Manager shall assist the Architect with regard to questions from bidders and with the issuance of addenda.

§ 3.2.20 The Construction Manager shall receive bids, prepare bid analyses and make recommendations to the Owner for the Owner's award of Contracts or rejection of bids.

§ 3.2.21 The Construction Manager shall assist the Owner in preparing Construction Contracts and advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Multiple Prime Contractors. The Owner will review and approve contracts consistent with the Owner's approval process.

§ 3.2.22 The Construction Manager shall assist the Owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the various Multiple Prime Contractors. The Construction Manager shall verify that the Owner has paid applicable fees and assessments. The Construction Manager shall assist the Owner and Architect in connection with the Owner's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

§ 3.3 Construction Phase Administration of the Construction Contract

§ 3.3.1 Subject to Section 4.3, the Construction Manager's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.3.2 The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance at the Project site whenever the Work is being performed.

§ 3.3.3 The Construction Manager shall provide on-site administration of the Contracts for Construction in cooperation with the Architect as set forth below and in AIA Document A232™-2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition. If the Owner and Contractor modify AIA Document A232-2009, those modifications shall not affect the Construction Manager's services under this Agreement unless the Owner and the Construction Manager amend this Agreement.

§ 3.3.4 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Multiple Prime Contractors with each other and with those of the Construction Manager, the Owner and the Architect. The Construction Manager shall coordinate the activities of the Multiple Prime Contractors in accordance with the latest approved Project schedule and the Contract Documents.

§ 3.3.5 Utilizing the construction schedules provided by the Multiple Prime Contractors, the Construction Manager shall update the Project schedule, incorporating the activities of the Owner, Architect, and Multiple Prime Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered well in advance of construction. The Project schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend corrective action, if any, to the Owner and Architect.

Init.

§ 3.3.6 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, and scheduling of the Work. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect and Multiple Prime Contractors.

§ 3.3.7 Utilizing information from the Multiple Prime Contractors, the Construction Manager shall schedule and coordinate the sequence of construction and assignment of space in areas where the Multiple Prime Contractors are performing Work, in accordance with the Contract Documents and the latest approved Project schedule.

§ 3.3.8 The Construction Manager shall schedule all tests and inspections required by the Contract Documents or governmental authorities, and arrange for the delivery of test and inspection reports to the Owner and Architect.

§ 3.3.9 The Construction Manager shall endeavor to obtain satisfactory performance from each of the Multiple Prime Contractors. The Construction Manager shall recommend courses of action to the Owner when requirements of a Contract are not being fulfilled.

§ 3.3.10 The Construction Manager shall monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect as to variances between actual and budgeted or estimated costs. If the Contractor is required to submit a Control Estimate, the Construction Manager shall meet with the Owner and Contractor to review the Control Estimate. The Construction Manager shall promptly notify the Contractor if there are any inconsistencies or inaccuracies in the information presented. The Construction Manager shall also report the Contractor's cost control information to the Owner.

§ 3.3.11 The Construction Manager shall develop cash flow reports and forecasts for the Project.

§ 3.3.12 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.

§ 3.3.12.1 The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Multiple Prime Contractors for progress and final payments.

§ 3.3.12.2 Not more frequently than monthly, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:

- .1 Where there is only one Contractor responsible for performing the Work, the Construction Manager shall, within seven days after the Construction Manager receives the Contractor's Application for Payment, review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect.
- .2 Where there are Multiple Prime Contractors responsible for performing different portions of the Project, the Construction Manager shall, within seven days after the Construction Manager receives each Contractor's Application for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each Contractor, (2) prepare a Summary of Contractors' Applications for Payment by summarizing information from each Contractor's Application for Payment, (3) prepare a Project Application and Certificate for Payment, (4) certify the total amount the Construction Manager determines is due all Multiple Prime Contractors collectively, and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.

§ 3.3.12.3 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's evaluations of the Work and on the data comprising the Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated and the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a recommendation to the Architect and Owner that the Contractor be paid the amount certified.

§ 3.3.12.4 The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences for the Contractor's own Work, or procedures; (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.3.13 The Construction Manager shall review the safety programs developed by each of the Multiple Prime Contractors solely and exclusively for purposes of coordinating the safety programs with those of the other Contractors and for making recommendations to the Owner for any safety programs not included in the Work of the Multiple Prime Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractor, Multiple Prime Contractors, Subcontractors, agents or employees of the Contractors or Multiple Prime Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

§ 3.3.14 The Construction Manager shall determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents and notify the Owner, Contractor and Architect of defects and deficiencies in the Work. The Construction Manager shall have the authority to reject Work that does not conform to the Contract Documents and shall notify the Architect about the rejection. The failure of the Construction Manager to reject Work shall not constitute the acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Architect and Owner pursuant to Section 3.3.20.1. Upon written authorization from the Owner, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Architect of when and where the tests and inspections are to be made so that the Architect may be present for such procedures.

§ 3.3.15 The Construction Manager shall advise and consult with the Owner and Architect during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Construction Manager shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the Contractors, since these are solely the Contractor's rights and responsibilities under the Contract Documents. The Construction Manager shall not be responsible for a Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible to the Owner for the Construction Manager's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or Multiple Prime Contractors, Subcontractors, or their agents or employees, or any other persons or any other persons or entities performing portions of the Work.

§ 3.3.16 The Construction Manager shall transmit to the Architect requests for interpretations and requests for information of the meaning and intent of the Drawings and ~~Specifications with its written recommendation,~~ Specifications, and assist in the resolution of questions that may arise.

§ 3.3.17 The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, and, if they are accepted, prepare Change Orders and Construction Change Directives that incorporate the Architect's modifications to the Contract Documents.

§ 3.3.18 The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims, subject to Section 4.3.1.7.

§ 3.3.19 Utilizing the submittal schedules provided by each Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from the Owner, Owner's consultants, Owner's separate contractors and vendors, governmental agencies, and all other participants in the Project under the management of the Construction Manager. The Project submittal schedule and any revisions shall be submitted to the Architect for approval. The Construction Manager shall promptly review all Shop Drawings, Product Data, Samples

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and other submittals from the Multiple Prime Contractors for compliance with the submittal requirements of the Contract, coordinate submittals with information contained in related documents, and transmit to the Architect those that the Construction Manager recommends for approval. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Architect, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, other Multiple Prime Contractors, the Owner, or the Architect.

§ 3.3.20 The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require.

§ 3.3.20.1 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information identified below:

- .1 Work completed for the period;
- .2 Project schedule status;
- .3 Submittal schedule and status report, including a summary of remaining and outstanding submittals;
- .4 Request for information, Change Order, and Construction Change Directive status reports;
- .5 Tests and inspection reports;
- .6 Status report of nonconforming and rejected Work;
- .7 Daily logs;
- .8 Summary of all Multiple Prime Contractors' Applications for Payment;
- .9 Cumulative total of the Cost of the Work to date including the Construction Manager's compensation and reimbursable expenses at the job site, if any;
- .10 Cash-flow and forecast reports; and
- .11 Any other items the Owner may require:

§ 3.3.20.2 In addition, for Projects constructed on the basis of the Cost of the Work, the Construction Manager shall include the following additional information in its progress reports:

- .1 Contractor's work force report;
- .2 Equipment utilization report;
- .3 Cost summary, comparing actual costs to updated cost estimates; and
- .4 Any other items as the Owner may require:

§ 3.3.21 Utilizing the documents provided by the Contractor, the Construction Manager shall maintain at the site one copy of all Contracts, Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and marked currently to record all changes and selections made during construction, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Construction Manager shall maintain records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. The Construction Manager shall make all such records available to the Architect and the Contractor, and upon completion of the Project, shall deliver them to the Owner.

§ 3.3.22 The Construction Manager shall arrange for the delivery, storage, protection and security of Owner-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.

§ 3.3.23 With the Architect and the Owner's maintenance personnel, the Construction Manager shall observe the Contractor's or Multiple Prime Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

§ 3.3.24 When the Construction Manager considers each Contractor's Work or a designated portion thereof is substantially complete, the Construction Manager shall, jointly with the Contractor, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist the

Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.

§ 3.3.25 When the Work or designated portion thereof is substantially complete, the Construction Manager shall prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion. The Construction Manager shall submit the executed Certificate to the Owner and Contractor. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall evaluate the completion of the Work of the Contractor or Multiple Prime Contractors and make recommendations to the Architect when Work is ready for final inspection. The Construction Manager shall assist the Architect in conducting final inspections.

§ 3.3.26 The Construction Manager shall forward to the Owner, with a copy to the Architect, the following information received from the Contractor or Multiple Prime Contractors: (1) certificates of insurance received from the Contractor or Multiple Prime Contractors; (2) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (4) any other documentation required of the Contractor under the Contract Documents, including warranties and similar submittals.

§ 3.3.27 The Construction Manager shall deliver all keys, manuals, record drawings and maintenance stocks to the Owner. The Construction Manager shall forward to the Architect a final Project Application for Payment and Project Certificate for Payment or final Application for Payment and final Certificate for Payment upon the Contractor's compliance with the requirements of the Contract Documents.

§ 3.3.28 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the ~~Owner, Construction Manager, Architect, Contractor and Multiple Prime Contractors.~~ Owner and Construction Manager. Consent shall not be unreasonably withheld.

§ 3.3.29 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Construction Manager shall provide the listed Additional Services only if specifically designated in the table below as the Construction Manager's responsibility, and the Owner shall compensate the Construction Manager as provided in Section 11.2.

(Designate the Additional Services the Construction Manager shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Services	Responsibility <i>(Construction Manager, Owner or Not or Not Provided)</i>	Location of Service Description <i>(Section 4.2 below or in an exhibit attached to this document and identified below)</i>
§ 4.1.1 Measured drawings	<u>Owner</u>	
§ 4.1.2 Architectural interior design (B252 TM -2007)	<u>Owner</u>	
§ 4.1.3 Tenant-related services	<u>Owner</u>	
§ 4.1.4 Commissioning (B211 TM -2007)	<u>Owner</u>	
§ 4.1.5 LEED® certification (B214 TM -2012) (B214 TM -2007)	<u>Owner (if required)</u>	
§ 4.1.6 Furniture, furnishings, and equipment design (B253 TM -2007)	<u>Owner</u>	

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§ 4.2 Insert a description of each Additional Service designated in Section 4.1, if not further described in an exhibit attached to this document.

N/A

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating this Agreement. Except for services to the extent services are required due to the fault of the Construction Manager, any Additional Services provided in accordance with this Section 4.3 shall entitle the Construction Manager to compensation pursuant to Section 11.3.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Construction Manager shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Construction Manager shall not proceed to provide the following services until the Construction Manager receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6;
- .2 Services necessitated by the enactment or revision of codes, laws or regulations or official interpretations after the date of this Agreement;
- .3 Preparation of documentation for alternate bid or proposal requests proposed by the Owner;
- .4 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .5 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Construction Manager is party thereto;
- .6 Providing consultation concerning replacement of Work resulting from fire or other cause during construction and furnishing services required in connection with the replacement of such Work;
- .7 Assistance to the Initial Decision Maker, if other than the Architect; or
- .8 Service as the Initial Decision Maker.

§ 4.3.2 To avoid delay in the Construction Phase, the Construction Manager shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Construction Manager, and (i) the Owner shall compensate the Construction Manager for those services performed prior to the Construction Manager's receipt of the Owner's written notice; and (ii) the Owner shall have no further obligation to compensate the Construction Manager for those services and the Construction Manager shall have no further obligation to the Owner to perform those services:

- .1 Services in evaluating an extensive number of Claims submitted by a Contractor or others in connection with the Work when the Architect is serving as the Initial Decision Maker.
- .2 To the extent the Construction Manager's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion, identified in Initial Information, whichever is earlier.
- .3 Services required in an emergency to coordinate the activities of a Contractor or Multiple Prime Contractors in the event of risk of personal injury or serious property damage, consistent with Section 3.3.13.

§ 4.3.3 If the services covered by this Agreement have not been completed within ~~(—)~~sixty (60) months of the date of this Agreement, through no fault of the Construction Manager, extension of the Construction Manager's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including the Owner's program, other objectives, schedule, constraints and criteria, special equipment, systems, and site requirements. Within 15 days after receipt of a written request from the Construction Manager, the Owner shall furnish the requested information as necessary and relevant for the Construction Manager to evaluate, give notice of, or enforce any lien rights, if any.

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§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the budget for the Cost of the Work or in the Project's scope and quality.

§ 5.3 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it the risk of additional costs. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B132–2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Owner shall provide the Construction Manager a copy of the executed agreement between the Owner and Architect, and any further modifications to the agreement.

§ 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions pertaining to documents the Construction Manager submits in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Construction Manager's services.

§ 5.6 Unless otherwise required by this Agreement to be provided by the Construction Manager, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.7 Unless otherwise required by this Agreement to be provided by the Construction Manager, the Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Construction Manager. Upon the Construction Manager's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Construction Manager to furnish them as an Additional Service, when the Construction Manager requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance and other liability insurance as appropriate to the services provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Construction Manager and Architect if the Owner becomes aware of any fault or defect in Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service or any fault or defect in the Construction Manager's services.

§ 5.12 The Owner reserves the right to perform construction and operations related to the Project with the Owner's own forces, and to award contracts in connection with the Project which are not part of the Construction Manager's responsibilities under this Agreement. The Construction Manager shall notify the Owner if any such independent action will interfere with the Construction Manager's ability to perform the Construction Manager's responsibilities

under this Agreement. When performing construction or operations related to the Project, the Owner agrees to be subject to the same obligations and to have the same rights as the Contractors.

§ 5.13 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Construction Manager of any direct communications that may affect the Construction Manager's services.

§ 5.14 Before executing the Contract for Construction, the Owner shall coordinate the Construction Manager's duties and responsibilities set forth in the Contract for Construction with the Construction Manager's services set forth in this Agreement. The Owner shall provide the Construction Manager a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction.

§ 5.15 The Owner shall provide the Construction Manager access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Construction Manager access to the Work wherever it is in preparation or progress.

§ 5.16 The services, information and reports provided by the Owner pursuant to this Article 5 shall be provided at the Owner's expense, and the Construction Manager shall be entitled to rely upon the accuracy and completeness thereof.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the contractors' general conditions costs, overhead and profit. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's Consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2 and 6.4. Evaluations of the Owner's budget, preliminary estimates for the Cost of the Work and detailed estimates of the Cost of the Work prepared by the Construction Manager represent the Construction Manager's judgment as a person or entity familiar with the construction industry-~~industry~~ It is recognized, however, that neither the Construction Manager nor the Owner has control over the cost of labor, materials or equipment, over Contractors' methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Construction Manager cannot and does not warrant or represent that bids or negotiated prices will not vary from the budget proposed, established or approved by the Owner, or from any cost estimate or evaluation prepared by the Construction Manager.

§ 6.3 If the Architect is providing detailed cost estimating services as an Additional Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work cooperatively to conform the cost estimates to one another.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Construction Manager, in consultation with the Architect, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Construction Manager and Architect in making such adjustments.

§ 6.5 If the estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 in consultation with the Construction Manager and Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .3 implement any other mutually acceptable alternative.

ARTICLE 7 COPYRIGHTS AND LICENSES

The Construction Manager and the Construction Manager's consultants, if any, shall not own or claim a copyright in the Instruments of Service. The Construction Manager, the Construction Manager's consultants, if any, and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Construction Manager intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Construction Manager shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Construction Manager waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Construction Manager waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A232-2009, General Conditions of the Contract for Construction. The Owner or the Construction Manager, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Construction Manager shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Construction Manager, its employees and its consultants in the performance of professional services under this Agreement. The Construction Manager's duty to indemnify the Owner under this provision shall be limited to the available proceeds of insurance coverage.

§ 8.1.4 The Construction Manager and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Construction Manager's services, the Construction Manager may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Construction Manager shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Owner and Construction Manager do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Construction Manager grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Construction Manager under this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Construction Manager in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Construction Manager's option, cause for suspension of performance of services under this Agreement. If the Construction Manager elects to suspend services, the Construction Manager shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Construction Manager shall have no liability to the Owner for

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delay or damage caused the Owner because of such suspension of services. Before resuming services, the Construction Manager shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Construction Manager shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Construction Manager shall be compensated for expenses incurred in the interruption and resumption of the Construction Manager's services. The Construction Manager's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Construction Manager, the Construction Manager may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause.

§ 9.6 ~~In the event of termination~~ To the extent a termination by the Owner is not the fault of the Construction Manager, the Construction Manager shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Construction Manager's services and include expenses directly attributable to termination for which the Construction Manager is not otherwise compensated, plus an amount for the Construction Manager's anticipated profit on the value of the services not performed by the Construction Manager, as set forth below.

§ 9.7.1 In the event of termination for the Owner's convenience prior to commencement of construction, the Construction Manager shall be entitled to receive payment for services performed, costs incurred by reason of such termination and reasonable overhead and profit on Preconstruction services not completed during the Preconstruction Phase.

§ 9.7.2 In the event of termination for the Owner's convenience after commencement of construction, the Construction Manager shall be entitled to receive payment for services performed and costs incurred by reason of such termination, along with reasonable overhead and profit on services not completed during the Construction Phase.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232-2009, General Conditions of the Contract for Construction, except for purposes of this Agreement, the term "Work" shall include the work of all Contractors under the administration of the Construction Manager.

§ 10.3 The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Construction Manager shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Construction Manager to execute certificates, the proposed language of such certificates shall be submitted to the Construction Manager for review at least 14 days prior to the requested dates of execution. If the Owner requests the Construction Manager to execute consents reasonably required to facilitate assignment to a lender, the Construction Manager shall execute all such consents that are consistent with this

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Agreement, provided the proposed consent is submitted to the Construction Manager for review at least 14 days prior to execution. The Construction Manager shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Construction Manager.

§ 10.6 Unless otherwise required in this Agreement, the Construction Manager shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Construction Manager shall have the right to include photographic or artistic representations of the design of the Project among the Construction Manager's promotional and professional materials. The Construction Manager shall be given reasonable access to the completed Project to make such representations. However, the Construction Manager's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Construction Manager in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Construction Manager in the Owner's promotional materials for the Project.

§ 10.8 If the Construction Manager or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to the extent required by applicable law or except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Construction Manager's Basic Services described under Article 3, the Owner shall compensate the Construction Manager as follows:

§ 11.1.1 For Preconstruction Phase Services in Section 3.2:
(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

The Construction Manager shall be paid (i) the Construction Manager's costs for administering and managing the Project at the hourly rates set forth in Exhibit I, (ii) the costs of the Construction Manager's field labor for general conditions work at the hourly rates as set forth in Exhibit II, and (iii) any Reimbursable Expenses. The rates listed in Exhibits I and II are subject to and will increase by three and one-half percent (3.5%) per year after calendar year 2018 (effective January 2019). All rates will be reviewed with the Owner. The Construction Manager shall be paid a lump sum cost of Eight Thousand Five Hundred and no/100 Dollars (\$8,500.00) for Pre-Referendum efforts.

§ 11.1.2 For Construction Phase Services in Section 3.3:
(Insert amount of, or basis for, compensation, including stipulated sums, multiples or percentages.)

The Construction Manager shall be paid (i) a fee of two percent (2.0%) of the costs of the Work as defined by Article 6, (ii) the Construction Manager's costs for administering and managing the Project at the hourly rates set forth in Exhibit I, (iii) the costs of the Construction Manager's field labor for general conditions work at the hourly rates as set forth in Exhibit II, and (iv) any Reimbursable Expenses. The rates listed in Exhibits I and II are subject to and will increase by three and one-half percent (3.5%) per year after calendar year 2018 (effective January 2019). All rates will be reviewed with the Owner.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Construction Manager as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Exhibit I – 2018 Administrative Contract Billing Rates

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Construction Manager as follows:
(Insert amount of, or basis for, compensation.)

By mutual agreement between parties through contract amendment.

§ 11.4 Compensation for Additional Services of the Construction Manager's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Construction Manager plus percent (~~—~~), two percent (2.0%), or as otherwise stated below:

Exhibit I – 2018 Administrative Contract Billing Rates

§ 11.5 The hourly billing rates for services of the Construction Manager and the Construction Manager's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Construction Manager's and Construction Manager's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Exhibit I – 2018 Administrative Contract Billing Rates. The rates listed in Exhibits I and II are subject to and will increase by three and one-half percent (3.5%) per year after calendar year 2018 (effective January 2019). All rates will be reviewed with the Owner.

Employee or Category

Rate (\$0.00)

§ 11.6 Compensation for Reimbursable Expenses

§ 11.6.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Construction Manager and the Construction Manager's consultants directly related to the Project, as follows:

- .1 ~~Transportation and authorized out-of-town travel and subsistence;~~ subsistence, including miscellaneous travel and expenses;
- .2 ~~Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;~~ extranets, Plangrid subscriptions, and other technology Project costs, including Kraus-Anderson's internal IT allocation hourly costs;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Professional photography, and presentation materials requested by the Owner;
- .8 Construction Manager's consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Construction Manager's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 ~~Site office expenses;~~ and office expenses, and on site office supplies and telephones;
- .11 Project Superintendent truck and computer;
- .12 Umbrella Liability Insurance at a rate of .075%; and
- .13 Other similar Project-related expenditures.

§ 11.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Construction Manager and the Construction Manager's consultants plus percent (~~—~~) two percent (2.0%) of the expenses incurred.

§ 11.7 Payments to the Construction Manager

§ 11.7.1 An initial payment of (\$ ~~—~~) zero (\$0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.7.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid (~~—~~) thirty

Init.

(30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.
(Insert rate of monthly or annual interest agreed upon.)

%—The local rate of interest as set forth by Minnesota Statute 549.09.

§ 11.7.3 The Owner shall not withhold amounts from the Construction Manager's compensation to impose a penalty or liquidated damages on the Construction Manager, or to offset sums requested by or paid to Contractors for the cost of changes in the Work unless the Construction Manager agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.7.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

§ 12.1 DOCUSIGN ELECTRONIC SIGNING SYSTEM. The Construction Manager has an agreement with DocuSign, Inc. ("DocuSign") with respect to the DocuSign electronic signing system (the "DocuSign System"). The DocuSign System may be used to facilitate the administration and execution of the Owner's Construction Contracts with the Multiple Prime Contractors, as well as various other Contract Documents requiring signatures. Should the Owner elect to have the Construction Manager use the DocuSign System with respect to any portion of the Project, the Owner acknowledges and agrees that (i) the Owner conducted its own independent investigation and evaluation as to all legal and other considerations related to its decision to use the DocuSign System on the Project, (ii) the Owner did not rely on any advice, recommendations or representations of the Construction Manager in making the Owner's independent determination to use the DocuSign System on the Project, (iii) the Construction Manager and DocuSign are not affiliated with each other and the Construction Manager does not warrant or guarantee any portion of the DocuSign System, (iv) the Construction Manager does not warrant or guarantee that the DocuSign system complies with or satisfies any legal requirements applicable to its use on the Project, and (v) to the fullest extent permitted by law, the Owner waives, and shall hold harmless and indemnify the Construction Manager from and against, all claims, causes of action, costs, expenses and damages (including reasonable attorney's fees) arising out of or resulting from the use of the DocuSign System on the Project.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

§ 13.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document C132™–2009, Standard Form Agreement Between Owner and Construction Manager as Adviser
- .2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:
- .3 AIA Document E202™–2008, Building Information Modeling Protocol Exhibit, if completed, or the following:
- .4 Other documents:
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

Exhibit I – Administration Labor Rates

Exhibit II – Field Labor Rates

Exhibit III – Tool/Equipment Rates

Init.

This Agreement is entered into as of the day and year first written above.

Jackson County Central Schools

Kraus-Anderson® Construction Company

OWNER *(Signature)*

CONSTRUCTION MANAGER *(Signature)*

(Printed name and title)

(Printed name and title)



Init.

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Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 14:13:52 ET on 08/07/2019 under Order No. 0776015799 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document C132™ – 2009, Standard Form of Agreement Between Owner and Construction Manager as Adviser, as published by the AIA in its software, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

(Signed)

(Title)

(Dated)

Jordan Public Schools Community Survey Proposal

Prepared by:



**317 East Washington Street
Slinger, Wisconsin 53086**

November 12, 2019



Project/Contractor Summary

The Jordan Public Schools serves approximately 1,900 students in PK – 12th grade and is interested in conducting a survey to gather input and feedback from parents, staff and the community as they explore options to fund their schools and address facility needs.

School Perceptions LLC is a Wisconsin-based, independent educational research firm that works with school districts, regional service agencies, as well as state and national organizations. **Our mission is to help educational leaders gather, organize and use data to make strategic decisions.**

Our Team

Project management and survey development will be led by **Bill Foster**, the President, owner and Founder of School Perceptions. After graduating from the University of Wisconsin – Platteville with dual degrees in Engineering and Business Administration, Bill served the Kelch Corporation for 14 years as Vice-President and General Manager. During his time at Kelch, Bill volunteered at a local high school, first working with special needs students and later designing and teaching a class offered to gifted high school seniors. It was during these experiences that Bill developed an appreciation and passion for education.

Sue Peterson will provide strategic communications and additional project management support. Sue brings a strong background in community organizing, program development, grant writing and communications to School Perceptions. She received both her bachelor's and master's degrees from the University of Wisconsin – La Crosse. She has helped non-profits, governmental agencies and school districts with strategic planning, program and charter school development, fundraising, referendum planning and branding.

Chelsea Davis is the Data Analyst at School Perceptions. Chelsea graduated from the University of Wisconsin – Whitewater with a degree in Business Administration. After graduating, Chelsea spent two years working at Eco-Latch Systems LLC, a company that produced sustainable packaging products for the purpose of maximizing efficiency and lowering material costs during work in process. Chelsea has been with School Perceptions since 2012 and facilitates the printing and mailing logistics as well as the post-survey data analysis.

Providing software and technical support is **Dr. Tim Mikula**, Vice President of Technology for School Perceptions. Tim served as a school board member for twelve years and has been a business partner for ten years. Prior to joining School Perceptions, Tim was the president and CEO of System Management Software, Incorporated, a software company he founded in 1989 and later sold. In addition to private consulting, Tim has served as an adjunct professor of Computer Science and Statistics at St. Thomas University in St. Paul and as an analyst and consultant for 3M where he focused on Artificial Intelligence product development. He earned his bachelor, masters and doctoral degrees in Computer Science, with minors in Cognitive Science and Artificial Intelligence, from the University of Minnesota.

Survey Methodology



We strongly believe in utilizing a process that builds ownership among stakeholders, leading to ownership of an ultimate solution. We have found that a community survey is a critical first step. We do not advocate a random sampling, a process that, by definition, excludes most members of the community. Instead, School Perceptions specializes in a process that *includes every member of the community*. The process begins with the mailing of a survey to District households. The survey's cover letter explains the nature of the survey and encourages the respondent to participate online, if possible, by using a unique survey access code. With this approach, each community member is educated about the needs and challenges of the District. For those people without internet access, a paper survey can be completed and mailed back to School Perceptions for data entry. Our proprietary survey access control system ensures that no one can take the survey more than once. Over the years, we have found our survey methodology to be highly predictive. However, the true benefit of this "engagement" process is to educate community members on the needs of the District. **Simply stated, people are more likely to support a plan if they have a voice in creating it.**

The following is a summary of five factors that uniquely position School Perceptions to meet the needs of the Jordan Public Schools.

- 1) **An objective and unbiased process:** Many times, surveys that are designed and administered by a District are perceived as biased. Consequently, the results are deemed unusable, thus, breaking trust with the community and undermining the entire process. By using School Perceptions, the process and results are viewed as credible.
- 2) **A proprietary survey platform:** School Perceptions' web-based survey platform has been built from the ground up to serve the unique needs of school districts. Our system has been proven to be extremely user friendly and reliable.
- 3) **Comparable and longitudinal data:** The School Perceptions survey system allows schools to easily compare their results with other schools: If 80% of your community is satisfied with district communications, is that good or do you have a problem? By using our Master Questions®, we can provide question-level comparisons to other schools of similar size and social-economic settings; however, individual school names are never shared. If the District uses the same survey questions over multiple years, our system will create longitudinal (year over year) comparison reports.
- 4) **A plan after the survey:** Gathering good data is only half of the challenge. Using the data to develop a plan after the survey is critical to the project's success. Based on our experience, we will report clear and accurate data to assist the District in making strategic decisions.
- 5) **A dedication to service and support:** Technology/information/communication specialists are available Monday-Friday, 8am-5pm CT to support our clients. Our servers are monitored 24 hours a day, 365 days per year and data is backed-up daily. As a Wisconsin-based Company, our staff is close by, dedicated and ready to help your team through each step of the process.

Survey Process

A detailed timeline will be developed with the District's project team once the project begins. Major activities include:

Survey Development

- ✓ Identify clear survey project goals, options, and budget in collaboration with District administration/leadership
- ✓ Develop survey strategy and content
- ✓ Review and refine survey with District administration/leadership, Board and/or sub-committee (if applicable)
- ✓ Secure mailing service/type
- ✓ Obtain current email list(s) for parents, staff, or community groups
- ✓ Confirm printer preference and budget
- ✓ Inform key stakeholders of survey process, timeline and opportunity for participation
- ✓ Initiate broad communication plan to inform and promote survey awareness and participation
- ✓ Print and prepare survey mailings
- ✓ Program survey online

Survey Launch

- ✓ Launch electronic survey to staff and parent groups
- ✓ Mail community survey to District residents
- ✓ Send staff and parent reminder via email and phone messenger; other per District plan
- ✓ Initiate comprehensive communications plan to promote awareness and participation per District plan

Survey Analysis

- ✓ Analyze data and develop theme analysis of comments (optional)
- ✓ Draft written Survey Analysis Report
- ✓ Present Survey Analysis Report to Board and community
- ✓ Publish Survey Analysis Report and communicate Key Messages to staff, parents, and broad community via website, email, media release, other per District plan
- ✓ Develop action plan



References

Over the past ten years, School Perceptions has conducted more than 500 community survey projects, helping districts navigate the strategic planning and referendum processes. We have learned what works and where districts stumble. **Below is a list of recent clients:**

Chatfield Public Schools
Phone: 507-867-3240

Contact: Ed Harris, Superintendent

Tri-City United Schools
Phone: 507-364-8101

Contact: Teri Preisler, Superintendent

Mountain Lake Public Schools
Phone: 507-427-2325 ext. 100

Contact: Bill Stom, Superintendent

Pipestone Area Schools
Phone: 507-562-6068

Contact: Kevin Enerson, Superintendent

Winona Public Schools
Phone: 507-494-0861

Contact: Rich Dahman, Superintendent

Plainview-Elgin-Millville School District
Phone: (507) 534-3651, ext. 5000

Contact: Bill Ihrke, Superintendent

Pillager School District
Phone: (218) 746-3772

Contact: Michael Malmberg, Superintendent

NRHEG School District
Phone: 507-465-3205

Contact: Dale Carlson, Superintendent

Hudson School District
Phone: 715-377-3702

Contact: Dr. Nick Ouellette, Superintendent

Chippewa Falls Area Unified School District
Phone: 715-726-2417

Contact: Heidi Eliopoulos, Superintendent

School District of West De Pere
Phone: 920-337-1393

Contact: John Zegers, Superintendent

Evansville Community School District
Phone: 608-882-5224

Contact: Jerry Roth, District Administrator

Edgerton School District
Phone: 608-561-6100

Contact: Dennis Pauli, District Administrator

Greendale School District
Phone: 414-423-2700

Contact: Gary Kiltz, Superintendent



Elkhart Lake-Glenbeulah School District
Phone: 920-876-3381

Contact: Ann Buechel Haack, District Administrator

Middleton-Cross Plains School District
Phone: 608-829-9000

Contact: George Mavroulis, Superintendent

Wauwatosa School District
Phone: 414-773-1010

Contact: Phillip Ertl, Superintendent

Burlington Area School District
Phone: 262-763-0210

Contact: Peter Smet, Superintendent

Lake Mills Area School District
Phone: 920-648-2215

Contact: Pam Streich, District Administrator

School District of Brown Deer
Phone: 414-371-6750

Contact: Deb Kerr, Superintendent

Shell Lake School District
Phone: (715) 468-7816 x 1309

Contact: David Bridenhagen, Superintendent

Northern Ozaukee School District
Phone: 262-692-2489

Contact: David A. Karrels, Superintendent

Sparta School District
Phone: 608-366-3400

Contact: Amy Van Deuren, District Administrator

Fall Creek School District
Phone: 715 877-2123

Contact: Joe Sanfelippo, District Administrator

School District of Reedsburg
Phone: 608-524-2016, ext. 2006

Contact: Tom Benson, District Administrator

Kaukauna School District
Phone: 920-766-6100

Contact: Mark Duerwaechter, Superintendent

Expense Breakdown

Phase 1: Strategy Development: \$1,100

Key elements:

- ✓ Development of overall project strategy and timeline
- ✓ Assistance with pre-survey communications planning

Phase 2: Survey Design: \$2,600

Key elements:

- ✓ Assumes custom survey design for staff, parents and community members, including:
 - Respondent information
 - Prioritization of options
 - Funding support
- ✓ Engage key internal stakeholders in the planning process
- ✓ Generate a print-ready version of the survey
- ✓ Secure mailing list and printer

Phase 3: Survey Administration: \$2,900*

Key elements:

- ✓ Coordinate production, promotion and distribution of each survey instrument to the target group using the most cost-effective means while ensuring adequate and valid responses are obtained
- ✓ Program customized content utilizing the School Perceptions proprietary software system for:
 - All community members (assumes paper and online survey administration)
 - All parents
 - All staff
- ✓ Generate unique survey access codes or kiosk codes for each group
- ✓ Email launch to staff *
- ✓ Email launch to parents*
- ✓ Assist with coordination of printing and mailing logistics
- ✓ Monitor live survey data, systems and perform daily data and software back-up

* Cost does not include printing or postage

Phase 4: Online Results Access/Written Report/Plan of Action: \$2,400

Key elements:

- ✓ Provide full access to all data online (password protected)
- ✓ Provide ability to full/reverse data disaggregation capabilities
- ✓ Provide a written report Survey Analysis Report two weeks after all paper surveys have been received including:
 - ◆ Process overview
 - ◆ Demographics
 - ◆ Summary of all data, disaggregated by key subgroups
- ✓ Present Survey Analysis Report (includes one site visit for results presentation)
- ✓ Assist the District in developing a realistic, data-driven plan of action

* The School Perceptions Privacy Policy ensures that all email addresses provided will only be used for your district's contracted services. Our entire Privacy Policy can be found at: www.schoolperceptions.com/files/SchoolPerceptionsPrivacystatement.pdf.

Optional services available for an additional fee:

1. **Site Visits:** The majority of the project can be done via phone and electronically. If requested, site meetings for planning or presentation purposes will be charged at \$900 per visit plus expenses. Another option for evening presentations is to schedule a conference call/web conference, which will be charged at \$200.
2. **Pre-paid Postage Envelopes:** School Perceptions can provide pre-paid envelopes at a cost of \$0.05 each. This option allows respondents who choose to fill out a paper version of the survey to return it directly to School Perceptions for processing.
3. **Paper Survey Data Entry/Processing:** School Perceptions will manually enter all responses and comments for surveys mailed at a rate of \$1.80/survey. If the District chooses to use the pre-paid envelopes, return postage charge will be charged at the actual rate. The current business reply postal rate is: \$0.545 for 1 ounce or less.
4. **Additional Data Analysis:** Additional cross-tab analysis and/or in-depth comment analysis will be charged at \$60 per hour.
5. **Non-English Translation Service:** \$60 per hour

Please call 262.644.4300 ext. 7000 if you have any questions. If the proposal is acceptable, please sign and date below and email a scanned copy to info@schoolperceptions.com.

Sincerely,



Bill Foster
President
School Perceptions LLC

Proposal Accepted: **Jordan Public Schools**

Signature: _____ Date: _____

Timeline for: Jordan Public Schools Proposed Timeline

Date	Task
STAFF SURVEY	
November 19, 2019	Survey draft to District
November 25, 2019	All feedback to School Perceptions
November 26, 2019	Survey finalized
December 2, 2019	Superintendent's "heads up" email to all staff (School Perceptions to provide draft)
December 3, 2019	Staff Survey launch
December 6, 2019	Reminder email to staff
December 11, 2019	Last chance reminder to staff
December 16, 2019	Staff Survey closes
January 6, 2020	Results to District
COMMUNITY SURVEY	
February 10, 2020	Survey draft to District
April 17, 2020	All feedback to School Perceptions
April 21, 2020	Survey finalized
April 22, 2020	Survey to Print
April 22, 2020	Proof Approved
April 30, 2020	Superintendent's "heads up" email to all staff (School Perceptions to provide draft)
May 4, 2020	Survey Emailed to Staff
May 6, 2020	Survey Hits Mailboxes
May 7, 2020	Survey Emailed to Parents
May 13, 2020	Reminder email to staff and parents
May 20, 2020	Last chance reminder email to staff and parents
May 25, 2020	Survey Closes
June 2020	Results Presentation Date
June 2020	Go/No Go Decision



Jordan Public Schools
2019-2020 Staff Survey Proposal

Prepared by:

School Perceptions

November 12, 2019

Introduction to School Perceptions

School Perceptions LLC is an independent educational research firm that works with school districts, regional service agencies as well as state and national organizations. We provide customized survey tools to measure school climate, community satisfaction and engagement, communications, and staff feedback. Since our founding in 2002, more than 10,000 schools have used School Perceptions to collect millions of survey responses from students, staff, parents, non-parents and community stakeholders. **Our mission is to help educational leaders gather, organize and use data to make strategic decisions.**

Project Leadership

Project management and survey development will be led by **Bill Foster**, the President and Founder of School Perceptions. After graduating from the University of Wisconsin – Platteville with dual degrees in Engineering and Business Administration, Bill served the Kelch Corporation for 14 years as vice-president and general manager. During his time at Kelch, Bill volunteered at a local high school, first working with special needs students and later designing and teaching a class offered to gifted high school seniors. It was during these experiences that Bill developed an appreciation and passion for education.

Sue Peterson will provide survey development and additional project management support. Sue brings an extensive background in community organizing, program development, grant writing, and communications to School Perceptions. She received both her bachelor's and master's degrees from the University of Wisconsin – La Crosse. She has helped non-profits, governmental agencies, and school districts with strategic planning, program, and charter school development, fundraising, referendum planning, and branding. Her work has been featured in both state and national education journals and has received accolades for educational innovation and best practices.

Cari Udermann is a Project Manager at School Perceptions. Cari attended St. Cloud State University and Syracuse University, earning degrees in Psychology and Nursing, respectively. Throughout her career, she has worked in the medical field for community-based organizations and, most recently, in a school setting. It was during her years working in education that she became aware of the importance of school climate has on students' ability to learn and inspired her desire to help make that environment a reality for all students.

Chelsea Davis is the data analyst at School Perceptions. Chelsea graduated from the University of Wisconsin – Whitewater with a degree in Business Administration and leads the post-survey data analysis and reporting process.

Providing additional strategic communications and data analysis is **Laurie Arendt**. A graduate of the University of Wisconsin – Milwaukee, Laurie spent two decades in media, including work as a reporter, editor, and freelance writer.

Providing software and technical support is **Dr. Tim Mikula**, vice president of technology for School Perceptions. Tim served as a school board member for 15 years and has been a business partner for seven years. Before joining School Perceptions, Tim was the president and CEO of System Management Software Inc., a software company he founded in 1989 and later sold. In addition to private consulting, Tim has served as an adjunct professor of Computer Science and Statistics at St. Thomas University in St. Paul and as an analyst and consultant for 3M, where he focused on Artificial Intelligence product development. He earned his bachelor's, master's, and doctoral degrees in Computer Science, with minors in Cognitive Science and Artificial Intelligence, from the University of Minnesota.

Six Major Strengths

School Perceptions has a proven record of excellence. Our approach focuses on six distinct factors, which uniquely position us to meet the needs of the Jordan Public Schools:

- 1) **An objective and unbiased process:** Many times, District-designed and administered surveys are perceived as biased. Consequently, the results are deemed unusable, thus breaking trust with the community and undermining the entire process. Using an objective, independent firm like School Perceptions builds credibility with the process and with your community.
- 2) **A proprietary survey platform:** School Perceptions' web-based survey platform has been built from the ground up to serve the unique needs of school districts, allowing for customization to meet your district's specific needs. Our system has been proven to be extremely reliable and includes a survey access control system to ensure that an individual can only take the survey once. A paper version of the survey is also available for those without Internet access.
- 3) **Comparison and longitudinal data:** The School Perceptions survey system allows schools to compare their results with similarly-sized schools. If 80 percent of your staff feel safe at school, is that good or do you have a problem? By using our Master Questions, we can provide comparisons data at a school and job classification level. If the District uses the same survey questions over multiple years, our system will create longitudinal (year over year) comparison reports.
- 4) **A proven key stakeholder engagement process:** We believe the process of asking questions works in two ways: our process provides valuable insight into the key stakeholders, while at the same time educating people about the District. Our experience has shown that asking the right questions in the right way is central to the success of your project.
- 5) **A plan after the survey:** Gathering good data is only half of the challenge. Using the data to develop an effective plan after the survey is critical to the project's success. We are committed to working with your District to develop a realistic plan of action.
- 6) **A dedication to service and support:** Technology/information specialists are available Monday-Friday, 8 am-5 pm CT. We also provide 24-hour, 365-days-per-year real-time monitoring of company servers. Our staff is close by, dedicated, and ready to help your team through each step of the process.

Project Background/Scope

The Jordan Public Schools is interested in quantifying staff satisfaction/engagement and identifying areas for improvement.

Project Management

We will work with the District's leadership team to:

- ✓ Define overall objectives
- ✓ Develop the project timeline with key milestones and assignments
- ✓ Assist in developing survey promotion/communication materials
- ✓ Secure email list

Survey Administration

Key elements:

- ✓ Program customized content utilizing the School Perceptions proprietary software system for all staff
- ✓ Survey distribution via email and/or paper
- ✓ Follow-up reminders for non-responders
- ✓ Provide question branching (if needed)
- ✓ Daily data back-up and all software maintenance

Results Access

Key elements:

- ✓ Create individualized passwords for results access
- ✓ Provide online reports including full segmentation/reverse segmentation capabilities
- ✓ Telephone assistance to access and analyze results

Fees* **\$1,450**

** Does not include printing or postage, if needed.*

The School Perceptions Privacy Policy ensures that all email addresses provided will only be used for your district's contracted services. Our entire Privacy Policy can be found at www.schoolperceptions.com/files/SchoolPerceptionsPrivacystatement.pdf.

Data access is granted to the District's Custodian of Records with the ability to disaggregate all compiled data and authorize access to other District staff.

Other services available for an additional fee:

1) **Survey Customization - \$85/hour**

We will work with your administration team to conduct survey review sessions to develop customized questions/sections to address your unique needs.

2) **District-level Written Report - \$500**

This report is created in a PowerPoint format and provides an overview of the survey process as well as response percentages for each survey item. This report is typically shared with the school board as well as posted on the District's website.

3) **Percentile Ranking Report - \$350**

Many of School Perceptions' Master Questions® have been used for more than 10 years. This report is created in a spreadsheet format and shows your district's and individual schools' percentile ranking in relationship to districts and schools of a similar size.

- a. **Index Report:** This report shows the district's/schools' percentile ranking compared to similar-sized districts and schools by index and flags data in the bottom quartile (below 25%) and the top quartile (above 75%) for easy analysis.
- b. **Item Analysis:** This report compares the district's/schools' percentile ranking compared to similar-sized districts and schools by item and flags data in the bottom quartile (below 25%) and the top quartile (above 75%) for easy analysis.

4) **Longitudinal Report - \$250**

This report is created in a spreadsheet format and compares current results to previous surveys.

- a. **Longitudinal Index Report:** This report compares the district's results to a previous year's results by index and color-codes variances that are deemed significant.
- b. **Longitudinal Item Analysis:** This report compares the district's results to a previous year's results by individual item and color-codes variances that are deemed significant.

5) **Comment Report - \$250**

The comment theme summary is developed by first reading all of the comments collected throughout the survey. A theme is identified as a result of having multiple participants referencing similar issues or concerns. This summary is not intended to represent all comments submitted; rather, it attempts to represent the prevailing themes. Comments representing each theme will be included verbatim into the report.

6) **Additional Data Analysis** - Cross-tab analysis and/or in-depth comment analysis is charged at \$60 per hour.

7) **Consulting** - If desired, additional consulting and on-site meetings for planning, data review, and/or presentations are available upon request.

Please call 262.644.4300 if you have any questions. If this proposal is acceptable, please sign this page, scan, and email to sales@schoolperceptions.com.

Staff Survey Proposal Accepted: **Jordan Public Schools**

Signature: _____

Date: _____

LOCAL CONTROL RESOLUTION

WHEREAS, locally elected school boards are positioned best to represent their students, staff, parents and community members and address local needs and challenges; and

WHEREAS, each school district faces unique needs which depend on a variety of factors including demographics, geography and district size; and

WHEREAS, just like legislative leaders, locally elected school boards are held accountable through Minnesota's elections process; and

WHEREAS, school board policies at the local level are enacted only after a comprehensive, legal and open process; and

WHEREAS, under Minnesota's Open Meeting Law, school board business generally occurs in meetings that are scheduled, publicized and accessible to members of the public; and

WHEREAS, preservation of local control in Minnesota has yielded statewide benefits, such as Minnesota scoring higher on average than our national peers on the ACT college entrance exam in 2019; and

WHEREAS, one-size-fits-all mandates stifle innovation and creativity and consume staff time and resources; and

WHEREAS, more than 30 bills to restrict local decision-making were introduced in the 2019-20 biennium thus far; and

WHEREAS, excellence in student achievement for all Minnesota students guides the work of the school board.

NOW, THEREFORE, BE IT RESOLVED THAT THE SCHOOL BOARD OF INDEPENDENT DISTRICT 717, JORDAN PUBLIC SCHOOLS supports local decision-making authority and opposes legislation that restricts the ability for locally elected school boards to respond to the needs of their districts, students and communities.

ADOPTED by the JORDAN PUBLIC SCHOOLS School Board this 6TH day of JANUARY, 2020.

Passed on a vote of _____ ayes; _____ nays

FIELD TRIP REQUEST FORM

Day Field Trip
 (Submit 30 days in advance)

Overnight/Extended Field Trip (Requires Board Approval)
 (Submit 60 days in advance)

Day Trip Procedures:

- Check with the main office to confirm the date of the trip
- Complete this form, include an itinerary, and submit to principal for approval
- Arrange appropriate transportation
- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a volunteer background check
- Contact [Katie Damlo](#) in the district office to verify all chaperones/volunteers have been approved following their background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff

Overnight/Extended Procedures:

- Check with the main office to confirm the date of the trip
- Complete this form, include an itinerary, submit to Principal for approval, and wait for board approval
- Arrange appropriate transportation/lodging **(do not book until board approval is given)**
- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a background check
- Contact [Katie Damlo](#) in the district office to verify all chaperones/volunteers have been approved following their background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff

Name of Group: <i>SCOTT WEST WRESTLING</i>	Date of trip: <i>FEB. 21 - FEB 22</i>
Destination: <i>SECTION ZAA INDIVIDUAL - HUTCHINSON</i>	Amount charged to students: <i>NO CHARGE</i>
Trip Supervisor: <i>TRIPLE-STAUFFACHER</i>	Cell phone #: <i>952-381-4273</i>
Number of Adults: <i>5</i>	Number of Students: <i>14 SCOTT WEST WRESTLERS</i>
Depart from School: <i>FRIDAY, FEBRUARY 15th NOON</i>	Estimated time of return: <i>FEB. 22 10PM</i>
Transportation Type: <i>VANS / small BUS</i>	Lodging: <i>DAYS INN HUTCHINSON</i>
Transportation Cost Total: <i>\$200 EST.</i>	Field Trip Cost Total: <i>\$500 EST.</i>

- Learning Objectives / Educational Purposes: *TO ATTEMPT TO QUALIFY FOR STATE TOURNAMENT*
- Outcomes students will gain from this trip:

↓
- Educational alternatives with similar outcomes for students who do not attend:

X
- Review / Evaluation upon returning to school:

Darlene Ripley

 Trip Supervisor Signature

[Signature]

 Administrator Signature

12/19/2019

 Date

12/20/19

 Date

Approved Denied

ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.

X

- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.

EMAIL
Forms

- Describe steps taken to inform and assist disadvantaged students participating in the trip:

X

- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)

① FRIDAY FEB 21 SUB
② TRANSPORTATION VAN/SMALL BUS
③ HOTEL

- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)

X

- If fund raising activities are part of financing, briefly describe fund raising plans and attach a copy of the fund raising request.

NO FUNDRAISING REQUIRED

- Describe how funds will be collected.

↓

- Adults accompanying students on the trip:

Name:

Status: Teacher, parent/guardian, etc.

COACH RIPLEY
COACH STAUFFACHER
COACH HENNEN
COACH FLYNN
COACH KOPP



Administrator Signature

12/20/19

Date

Superintendent Signature

Date

School Board Signature

Date



FIELD TRIP REQUEST FORM

Day Field Trip
(Submit 30 days in advance)

Overnight/Extended Field Trip **(Requires Board Approval)**
(Submit 60 days in advance)

Day Trip Procedures:

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- Complete this form, include an itinerary, and submit to principal for approval
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- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a volunteer background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff

Overnight/Extended Procedures:

- Check with the main office to confirm the date of the trip
- Complete this form, include an itinerary, submit to Principal for approval, and wait for board approval
- Arrange appropriate transportation/lodging **(do not book until board approval is given)**
- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff

Name of Group: Techno Tech Robotics	Date of trip: February 26-March 1, 2020
Destination: Grand Forks, ND	Amount charged to students: (food expenses)
Trip Supervisor: Joseph Huebl	Cell phone #: (763)-333-8309
Number of Adults: 5 (most likely more, TBD)	Number of Students: 10 (most likely more, TBD)
Depart from School: 12 pm	Estimated time of return: 12-2 am on March 1, 2020
Transportation Type: School Vans + Parent Drivers	Lodging: Country Inn and Suites by Radisson, Grand Forks, ND
Transportation Cost Total: \$200 for gas	Field Trip Cost Total: (lodging) \$1949.55 + (transport) \$200

- Learning Objectives / Educational Purposes:
Kids will have a chance to use the robot in a 2nd event which help them gain much more experience on the field. This in trun will help them to have a much better chance of making it into the finals.
- Outcomes students will gain from this trip:
Long road trips always help with team bonding and building a better cooperative team structure. In addition, students will have the opporunity to double their competitive chances over all past years in an attempt to make it into the finals and maybe even get our team to state. Having more competition experience is invaluable to performing better on the field.
- Educational alternatives with similar outcomes for students who do not attend:
The plan is to have this trip open to all of the high schoolers on the team (for liability sake). In which case, the middle school kids won't be able to actively participate. However, 3 weeks from this competition date we will be having our next event in Minneapolis and everyone is encouraged to attend that event. It will be a very similar several days of competition so the middle school students whouldn't be missing much as far as educational outcomes that they would be lacking in this situation.

- Review / Evaluation upon returning to school:

We will wrap up the competition around 6pm on Feb. 29th and then pack everything up and head back to the Jordan School. Planned arrival time is between 12-2am because we will stop to eat on the way, and there may be traffic/construction that slow us down.


 Trip Supervisor Signature

12-20-19
 Date

Approved Denied

 Administrator Signature

 Date

ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.
 There will be middle school students who are part of the team, but will not be going on the trip as per trying to avoid more liabilities. However, the team's second regional event held in Minneapolis is an almost identical event and the kids unable to make it to the first one in ND will hopefully be able to go the second one. In which case, they will have the opportunity to learn and experience what goes on in an event like this during this season. Lastly, if the team performs well enough we may end up with another event if we make it to state or to nationals.
- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.
 N/A
- Describe steps taken to inform and assist disadvantaged students participating in the trip:
 N/A
- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)
 (Event Registration) \$4000, (Lodging) \$1,949.55, (Transportation) \$200, and (Food) on your own.
- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)
 N/A
- If fund raising activities are part of financing, briefly describe fund raising plans and attach a copy of the fund raising request.
 \$2000 from Jordan School District, the other \$4000 from Pizza Ranch fundraiser nights, raffle, donations and sponsorships.
- Describe how funds will be collected.
 The Jordan School District is donating \$2000 and the rest of the money will come from the Jordan Booster Club
- Adults accompanying students on the trip:
 Name: Joseph Huebl (Team Coach) Status: Teacher, parent/guardian, etc.
 Ryan Ichinose (Team Coach)
 Kyle Higdem (Parent/Mentor)
 Manny Quinones (Mentor)
 Greg Pieper (Mentor)

Administrator Signature

Date

Superintendent Signature

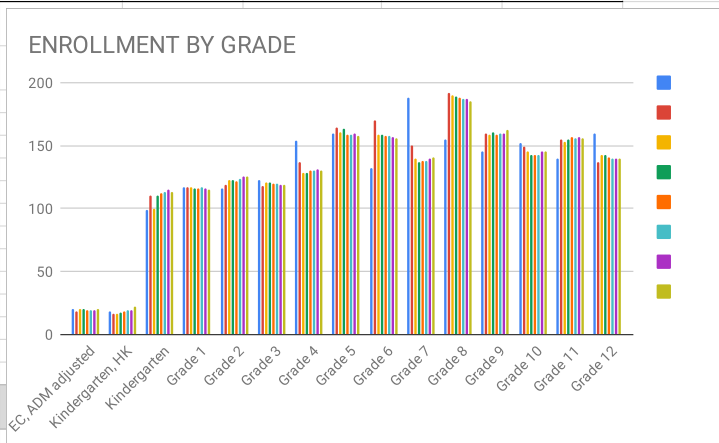
Date

School Board Signature

Date

2019-20 PK-12 Monthly Jordan Enrollment

	End of Year 18-19	19-20 What if ADMs	8/12/2019	9/5/2019	10/10/2019	11/1/2019	12/2/2019	1/2/2020	2/1/2020	3/1/2020	4/1/2020	5/1/2020	End of Year
EC, ADM adjusted	20	18	20	20	19	19	19	20					
Kindergarten, HK	18	16	16	17	18	19	19	22					
Kindergarten	99	110	100	110	112	113	115	113					
Grade 1	117	117	117	116	116	117	116	115					
Grade 2	116	119	123	123	122	124	125	125					
Grade 3	123	118	121	121	120	120	119	119					
Grade 4	154	137	128	128	130	130	131	130					
Grade 5	160	164	161	163	159	159	160	158					
Grade 6	132	170	159	159	158	158	157	156					
Grade 7	188	150	140	137	138	138	140	141					
Grade 8	155	192	190	189	188	187	187	185					
Grade 9	145	160	159	161	159	160	160	162					
Grade 10	152	149	145	143	143	143	145	145					
Grade 11	140	155	153	155	157	156	157	156					
Grade 12	160	137	143	143	141	140	140	140					
Pre K-12 Total	1879	1912	1875	1885	1880	1883	1890	1887					



State Aid Revenue	2018-19	2019-20 Proj	Enrollment 8/12/2019	Enrollment 09/05/2019	Enrollment 10/10/2019	Enrollment 11/01/2019	Enrollment 12/02/2019	Enrollment 01/02/2020	Enrollment 02/01/2020	Enrollment 03/01/2020	Enrollment 04/01/2020	Enrollment 05/07/2020	Enrollment End of Year
Basic revenue	\$ 13,046,407.92	\$13,523,662.80	\$ 13,268,718.00	\$ 13,330,522.1	\$13,295,757.60	\$13,312,496.40	\$ 13,364,000.40	\$ 13,344,686.40					

