



Jordan School District #717
Health & Safety Meeting Agenda

Monday, June 8, 2020 at 6:00 PM
Regular Meeting
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. Retirement / Resignation Recognition
7. Presentations from Superintendent Search Firms
 1. SCSC
 2. MSBA
 3. School Exec Connect
8. Consent Agenda
 1. Minutes
 2. Monthly Finance Reports
 3. Donations
 4. Resignation - MS Special Education Teacher - Jennifer St. John
 5. Resignation - ES Paraprofessional - Kayli Shutrop
 6. Resignation - ES Paraprofessional - Annie Shurson
 7. Resignation - Girls Soccer Coach - Alicia Lhotka
 8. Resignation - Community Education Tutoring Coordinator - Dorothy Lewis
 9. Termination of Probationary Employee due to COVID-19 and Implications Related to the District's Budget
 10. Retirement - HS Nurse - Kathy Dunham
 11. Retirement - HS Media Center Paraprofessional - Joanne Westphal
 12. New Hire - MS Special Education Teacher - Rebecca Pauly
 13. New Hire - ES Special Education Teacher - Max Haakonson
 14. 20-22 Kids Company and Early Adventures Supervisors and Group Leaders; CERC Front Desk Assistants; ELS Paraprofessionals
 15. 20-22 Nutrition Services Director Contract

16. 20-22 Community Education & Recreation Director Contract
17. 20-22 Special Services Director Contract
18. New Hire - Technology Assistant Intern - Garrett Glaccum
19. New Hire - Technology Assistant Intern - Abe Pass
20. New Hire - Technology Assistant Intern - Blaise Roberts
21. 20-22 Kids Company Coordinator Contract
22. 20-22 District Equity and Outreach Specialist Contract
9. Action Items
 1. Review and Act on Interim Superintendent's Contract
 2. Review and Act on MDE Identified Official with Authority (IOwA) Resolution
 3. Review and Act on Approval of Superintendent Search Firm
 4. Review and Act on FY20 Revised Budget #2
 5. Review and Act on FY21 Adopted Budget
 6. Review and Act on Tenure of Non-Tenured Teachers
 7. Review and Act on 20-21 Property, Casual, and Workers Comp Insurance
 8. Review and Act on Resolution Approving SW Metro's Safe School Program
 9. Review and Act on Resolution Approving SW Metro's LTFM Program Budget
10. Board and Administrative Reports
 1. Superintendent's Report
 2. HS Principal's Report
 3. MS Principal's Report
 4. ES Principal's Report
 5. Director of Teaching and Learning's Report
 6. Activities Director's Report
 7. Community Education & Recreation Director's Report
 8. Communication, Marketing, and Event Director's Report
 9. Nutritional Services Director's Report
 10. Special Services Director's Report
 11. Technology Director's Report
 12. School Board Member Reports / Committee Reports
11. Adjourn Regular Meeting



**Governing Board Member Meeting / Mileage Claim Form
2020**

Jordan Board Member: _____ Address: _____
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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
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Jordan Superintendent Search

June 8, 2020

School Board Study Session

Meeting Agenda

- 1) Search Components (Page 2)
- 2) Draft Search Timeline and Meeting Dates (Pages 3 thru 5)
- 3) Discuss Superintendent Profile and Community Focus Groups (Page 6)
- 4) Discuss Community Involvement in Interview Process (Pages 7 thru 9)
- 5) Discuss Critical Issues
 - a. Experience versus Emerging Leaders
 - b. Salary and Benefits (Page 10)
 - c. Superintendent's Residence
 - d. Other
- 6) External and Internal Communications



South Central Service Cooperative Superintendent Search

Since 1976, the South Central Service Cooperative has been facilitating many shared service programs between school districts across South Central Minnesota. During these difficult financial times, the South Central Service Cooperative Board has approved a new service to help support its member school districts. Conducting a search for a new Superintendent of Schools has become a costly and time consuming task for school districts. The SCSC Superintendent Search Program will assist member school districts with their Superintendent search at no cost other than normal reimbursement expenses* related to a search. The SCSC Superintendent Search Program will be directed by Harold Remme and Ed Waltman, SCSSC Shared Services Consultants. Harold and Ed have many years of experience as a Superintendent of Schools. School districts interested in this service can contact Harold Remme and Ed Waltman as follows:

Email: haroldremme@gmail.com Voice: (507) 276-3990

Email: edwaltman1@gmail.com Voice: (507) 327-2535

*Printing, postage, mileage, telephone, advertising, etc.

The components of the SCSC Superintendent Search Program are listed below. School districts can use all of the components of the search process or select the components which they believe are the most appropriate for their school district.

SCSC Superintendent Search Components

- A) Meet with the School Board to provide an overview of the search process.
- B) Create a search calendar and timeline.
- C) Meeting with the School Board, staff, parents, community, and students to create a profile for the new Superintendent.
- D) Recruit candidates for the position.
- E) Receive and process candidate applications.
- F) Provide for the preliminary screening and recommendations for interview of candidates.
- G) Assist the school district with the interview process.
- H) Meet with the School Board to facilitate the decision on a new Superintendent and a contract for the new Superintendent.
- I) Provide mentoring to the new Superintendent



**South Central Service Cooperative
Jordan Public Schools
Superintendent Search Process Timeline**

<u>Timeline</u>	<u>Activity</u>
September 28, 2020 to October 26, 2020	Board planning, engaging the community through group meetings, and creating a profile of attributes for the new superintendent.
October 12, 2020 to November 13, 2020	Advertise, recruit, and accept applications.
November 14, 2020 to November 24, 2020	Screen candidates and complete the first round of candidate interviews.
November 30, 2020 to December 4, 2020	Conduct final interviews and Board offer.
December 14, 2020	Approve new superintendent contract.

Jordan Public Schools
Superintendent Search Process
Meeting Dates

Date	Time	Location	Activity
9/28/20	Various	Jordan	School Board and community profile meetings with search consultant
9/29/20	Various	Jordan	School Board and community profile meetings with search consultant
10/26/20	6:30 pm	Board Room	Consultant presents profile report to School Board
11/16/20	6:30 pm	Board Room	Consultant meets with School Board to finalize candidates list for interview and review the interview process
11/19/20	TBD	Board Room	School Board interviews six candidates
11/19/20	TBD	Board Room	School Board discusses candidates and determines finalists
12/1/20	4:00 pm	Auditorium	Finalist Interview
12/2/20	4:00 pm	Auditorium	Finalist interview and determine candidate offer
12/14/20	6:30 pm	Board Room	New Superintendent contract approval

NOTE: The meetings on 10/26/20, and 12/14/20 would be regular School Board meetings and the meetings on 11/16/20, 11/19/20, 12/01/20 and 12/2/20 would be posted as special School Board meetings.

School District: _____

Candidate Name: _____

Interview Date: _____

Superintendent Search
Finalist Interview Schedule

1:00 pm to 2:40 pm	Candidate meeting with Superintendent and district tour
3:00 pm to 3:45 pm	Candidate meeting with administrative team
4:00 pm to 5:00 pm	Candidate meeting with the community
5:00 pm to 6:00 pm	Candidate dinner with the School Board
6:15 pm to 7:15 pm	Candidate interview with the School Board

NOTE: If so desired by the candidate, a tour of the community will be provided to the candidate's spouse.

SCSC Superintendent Search Program

Community Interview Team

- 4 Teachers (1 from each building chosen by the Teacher Association)
- 2 Administrators (chosen by the Board)
- 4 to 6 Community Members (chosen by the Board)

Total of 10 to 12 members who would need to be available from 8:00 am to 5:00 pm

Community group participants should be informed that they will be providing important feedback (attached form) to the School Board on the strengths and areas of concern of each candidate. However, this group will not rank candidates. Two candidates will be interviewed each hour. One candidate will be with the Board and one candidate with the community group. At the conclusion of the day, community group feedback sheets will be shared with the School Board.

A suggested procedure would be for the entire School Board to appoint two members of the Board to a subcommittee to organize this advisory group. Each Board member could suggest names of people to serve on this advisory group to the Board subcommittee. The Board subcommittee would make the final selections and invite community members to participate on the advisory committee.

Dear Community Committee Members,

Thank you for agreeing to assist with the interview process for the search for a new superintendent for the Jordan School District. Your input will be valued by members of your School Board. You will be receiving a binder with the candidate information on November 17, 2020. Please bring this binder to the interviews on Thursday, November 19, 2020. **Some information in the binder is confidential and as a result, this binder should not be shared with other people.** We will collect your binder at the end of day of the semi-finalist interviews.

On Thursday, **November 19th**, you should come to the _____ Building Conference Room located on the second floor at **1:30 pm** for a welcome and brief inservice on the interview process. At **2:00pm**, your committee will interview your first candidate. A South Central Service Cooperative Search Consultant will be facilitating your committee's interviews. The interview questions have been prepared by the SCSC consultants. Your day should be completed around 9:00 pm.

Your role will be to **individually** provide feedback on the strengths and areas of concern for each candidate. You will be given feedback sheets for each candidate. At the conclusion of the interviews on November 19th, your feedback sheets will be collected and shared with the School Board members before they begin their deliberations to identify the finalist candidate(s).

We will share additional information with you during the in-service on November 19th. Once again, we thank you for your willingness to assist with this important process.

Harold Remme
South Central Service Cooperative
507-276-3990
haroldremme@gmail.com



Superintendent Search Program

Candidate Feedback Form

Candidate Name: _____ **Date:** _____

A. List Candidate Strengths

B. List Candidate Areas of Concern

C. Other Comments

Should this candidate receive further consideration? _____ **Yes** _____ **No**

Jordan Superintendent Search

Conference Superintendent Compensation Survey

2020-21 School Year

School District	Enrollment	Salary	Health Contribution	403B Match	Comments



Affirmative Action ■ Equal Opportunity Employer

Jordan Public Schools SHARED SERVICES AGREEMENT 2020-21

Parties:

This Shared Services Agreement ("Agreement") is made between the South Central Service Cooperative ("SCSC"), an organization with its principal place of business at 2075 Lookout Drive, North Mankato, MN 56003, and Jordan Public Schools, Jordon, Minnesota. Changes to this Agreement may only be made by addendums signed and dated by both Parties.

Term and Termination:

- a) The term of this Agreement shall be July 1, 2020 through June 30, 2021.
- b) This Agreement may be terminated by either Party with fifteen (15) days written notice.
- c) This Agreement may be terminated at any time "for cause".

Services to be provided:

The Shared Services Provider agrees to facilitate superintendent search activities as attached.

Expenses:

Expenses for providing said services shall be the responsibility of Jordon Public Schools. (Expenses for copies and supplies estimated to be \$100) No other cost for this search to the District.

Confidential information:

The Shared Services Consultant shall not disclose any information deemed to be "confidential."

South Central Service Cooperative

Jordan Public Schools

(Signature) Dr. Les Martisko

(Signature)

Executive Director
(Title)

(Date)

(Date)



Affirmative Action ■ Equal Opportunity Employer

Reasons for Contracting with the South Central Service Cooperative for your Superintendent Search

1. Educational experience of Harold Remme and Ed Waltman. Both facilitators have over 40 years of working in school districts in South Central Minnesota. We understand the culture and high expectations of our member school districts. We only do searches in our region and can commit the time and effort into your search.
2. Ability to recruit and screen candidates. Both facilitators continue to be active members in the Minnesota Association of School Administrators. We attend both state and area superintendent meetings and both serve on the MASA Foundation Board of Directors. This work allows us contact with many potential candidates. Our work with the Service Cooperative allows us to check references of candidates from around the entire State because of our contacts in the other service cooperatives.
3. The detail of our search process. Because our search process involves a multitude of stakeholders in the process, the new superintendent is more likely to have strong support from many people as they begin their new job.
4. Access to support from our entire South Central Service staff. We have public information staff, excellent clerical staff, and the capability for contracted legal advice if the need should arise.
5. Negotiation of the new superintendent contract. We will act as a neutral facilitator to negotiate a contract with the new superintendent using the MASA/MSBA model contract.
6. Mentoring of the new superintendent. We provide intensive mentoring for the new superintendent which combined with our relationship developed with your school board through the search process is normally highly effective.
7. Our South Central Service Cooperative Board of Directors mostly consists of school board members like yourself. It was their action to create our Superintendent Search Program ten years ago. They understood the importance of an excellent search process in the hiring of a superintendent. They decided to provide this service at virtually no cost because they understand the financial difficulties facing many of our member school districts.



Superintendent Search Team

Lead Search Consultants:

Ed Waltman
Harold Remme

Search Consultants:

Dale Brandsoy
Butch Hanson

Public Information Staff:

Kelsey Rose
Joyce Swenson

References *

Mr. Frankie Bly
Blue Earth Area
School Board
612-964-1390

Mr. Keith Wenner
Former St. Peter
School Board Chair
South Central Service
Cooperative Board Chair
507-469-0941

Ms. Jodi Sapp
Mankato School Board Member
MSBA Board Member
South Central Service
Cooperative Board Member
507-388-6198

Dr. Julie Anderson
Waseca Public Schools
School Board Chair
404-409-7731

Ms. Linda Leiding
Lake Crystal Wellcome
Memorial School Board
507-327-9763

* additional references
available upon request

Waseca

New Ulm

New Prague

Jordan

Tri-City United

Le Sueur-Henderson

Nicollet

United South Central

LCWM

GFW

NRHEG

St. Peter

GHEC

Belle Plaine

** Only conduct searches for
SCSC Member School Districts



**EXECUTIVE SEARCH SERVICES
FOR
JORDAN PUBLIC SCHOOLS**

May 20, 2020



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Search Team — MSBA Staff

BARB DORN	11
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GARY LEE	13
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Search Team — MSBA Service Providers

PAUL CARLSON and RENAE TOSTENSON	15
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PRESENTED BY
Minnesota School
Boards Association
Executive Search Service
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Prepared for:
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INTRODUCTION

The most important decision a school board will probably ever make is to choose a new superintendent. As the school district's chief executive officer, the superintendent is responsible for providing leadership and implementing the school board's policies and ensuring the school board's priorities are met. Effective superintendents ensure that all students are learning at high levels. Ultimately, hiring the right superintendent — someone who possesses the skills and attributes needed to help achieve the school district's vision and strategic priorities — requires time, thoughtful planning, and a sound recruitment and employment process and procedure.

The Minnesota School Boards Association (MSBA) is pleased to present the School Board of Jordan Public Schools with a proposal for executive search services (search). MSBA has been serving Minnesota school boards for nearly 100 years, and, as a result, MSBA's search team (search team) brings a strong school board perspective to the search. MSBA wants to help the School Board find and hire the best person for its superintendent.

MSBA-led searches are based on one clear premise: the School Board is in charge of all decisions. With the assistance of other MSBA staff, the MSBA search team will professionally handle the details of the search and guide the School Board through the search process. The MSBA search team will customize the search to meet the needs of the school district and community, allowing the School Board to concentrate on the most important aspects of the search — interviewing the most qualified candidates and selecting the next superintendent.

TESTIMONIALS FOR MSBA EXECUTIVE SEARCH SERVICE

"In hiring our next superintendent we needed an extremely transparent process that heavily involved the community and staff, along with strong facilitation to keep us on task. MSBA gave us this and more. I highly endorse their executive search services, and believe MSBA's leadership also helped move our school board into a more collaborative, respectful way of working together."

"As our school board's advocacy group, MSBA has a vested interest in our success. They also shared all candidate applications with the board, not just a select few, and provided a process that was efficient and timely. We couldn't be happier with the result."

"MSBA's executive search team showed genuine interest in assisting our school board in finding a candidate who shared our goals. I would recommend MSBA's services to any district in the superintendent hiring process."



PLANNING, HIRING CRITERIA, AND STAKEHOLDER INPUT

Initial Planning Meeting

An MSBA search begins with an initial planning meeting between the School Board and the search team. At the planning meeting, a search team member will work with the School Board to establish the best possible search timeline and procedures for conducting the search.

Determining Hiring Criteria

The search team will help the School Board determine the personal and professional skills and attributes it most desires in a superintendent, which, in turn, will provide the basis for the position leadership profile and hiring criteria.

Stakeholder Input

Several stakeholder involvement-related opportunities are included in the search package. These opportunities include:

- completion of an online qualifications **survey**, open to all community members and district stakeholders,
- facilitated community/school district staff **listening sessions**,
- facilitated community/school district staff question-and-answer **Input Forums** with finalists in conjunction with the second round of interviews, and
- **training** of community and/or school district staff input committees, if needed.

Note: the listening sessions, Input Forums, and training sessions may be conducted in-district or from a remote location.

The search team will work with the School Board and its designee(s) to schedule and promote the stakeholder input sessions and will provide a brief summary of the key findings.



ADVERTISING AND RECRUITMENT

Advertise and Recruit

MSBA will work with the School Board to develop a one-page [two-sided] color brochure to advertise the position. This brochure is also known as a vacancy announcement, and will be made available to the district in electronic format to facilitate posting on the district's website or affiliated sites.

In addition, the vacancy announcement will be posted on MSBA's website and in MSBA's *The Leader* newsletter; will be posted on the Minnesota Association of School Administrators' website (MASA); and will be sent electronically to Minnesota school districts and interested parties. The vacancy announcement will also be posted on St. Cloud State University's EdPost website.

In addition, MSBA's reach extends nationally to other states through the National Affiliation of Superintendent Searchers (NASS). The NASS is comprised of more than 100 superintendent search consultants representing forty (40) state school boards associations who assist their peers in other states by providing access to nationwide job postings and vital reference and work-history verification concerning out-of-state applicants. Ultimately, when a school board hires MSBA to conduct its superintendent search, the school district taps into NASS — one of the most experienced, qualified networks of search consultants in the United States.

At the direction of the School Board, other advertising beyond the methods noted above may be utilized to promote the position and recruit applicants, in which case, any additional print or web-based advertising costs must be approved by the School Board and be borne by the school district.

In addition, the search team will directly contact superintendents and administrators to inform them of the vacancy and application procedures.

Facilitating the complexities of the advertising, recruitment, and application process is one of MSBA's search team's greatest strengths. Throughout the process the search team will develop all application procedures, handle applicants' calls and correspondences concerning the vacancy, collect and review applicants' files, and develop a recommended pool of applicants.



INTERVIEW PREPARATION

Interview Training and Preparation

Prior to the application deadline, the search team will meet with the School Board to help it prepare for and conduct the first and second rounds of interviews, reference checks, and site visit(s). Interview training will include information to help School Board members conduct interviews in open sessions as required by state law, as well as abide by all requirements of the Data Practices Act. This training may be conducted by the search team in-district or from a remote location.

The search team will also help the School Board develop interview questions that fit the leadership profile and hiring criteria, that do not violate the law, either directly or indirectly, and that standardize the interview process to ensure a level playing field for all candidates. In addition, the search team will assist the School Board with planning second interview, reference check, and site visit(s) questions, if needed.

Because hiring the superintendent is the School Board's role, MSBA recommends that only its members participate in the interviews. If the School Board decides to involve non-school board members in the interview process, the search team will help the School Board develop an Input Forum process that makes clear the advisory nature of the non-school board members' roles. The search team will also provide guidelines for the non-school board members, and review and approve the submitted questions. By following these recommendations, the School Board is able to standardize the interview questions and format, to provide more control over the selection decision, and to reduce the school district's risk of liability.



SCREENING AND FINALISTS SELECTION

Screen Applications and Select Finalists

After the application deadline has passed, the search team will review the applicants' files in relationship to the position leadership profile and the hiring criteria that were established by the School Board in order to identify the applicants who best meet the School Board's hiring criteria. The search team will then conduct preliminary verification of references and pre-interviews of the applicants who best meet the School Board's hiring criteria.

Following MSBA's review of the applications, a copy of all completed applications will be provided to the school district for the School Board members to review prior to the candidate selection meeting.

Once the screening, preliminary verification of references, and pre-interviews have been conducted by MSBA, the search team will meet with the School Board, present the candidates, and assist the School Board in selecting those to be interviewed.

Following the School Board's selection of finalists, the search team will prepare a communication piece to send to the media, school district staff, and community including the names of those to be interviewed, as well as the schedule of remaining search-related activities.



CONTRACT AND FOLLOW-UP

Decisions, Contract, and Announcement

The search team will guide the School Board through the process of contacting the lone finalist to offer the position. MSBA recommends the School Board use the MSBA/MASA Model Superintendent Contract as the basis for negotiating the superintendent's contract. Search team member(s) will not negotiate the contract for the School Board. The search team will draft a communication piece for the media, school district staff, and community announcing the new superintendent, if requested.

The search team will also personally contact the non-selected finalists.

Follow-up

Once the search is concluded and the parties have a signed contract, the search team will continue to provide support for the School Board and superintendent.

To assist the School Board's and superintendent's working relationship and provide support to the new superintendent, the search team will:

- facilitate a post-hiring workshop to develop goals and/or expectations for the School Board and superintendent after the new superintendent begins work in the school district;
- visit the new superintendent during their first year of school district employment; and
- be available to answer the new superintendent's and the School Board's questions during the transition and beyond via phone, email, workshop, etc.



SEARCH SERVICES

The proposed search for Jordan Public Schools includes the services outlined below.

The MSBA Search Team will:

- Conduct an initial planning meeting with the School Board to develop search timeline, discuss hiring criteria, identify district's position in the marketplace, determine advertising venues, etc. *
- Conduct community/school district staff online qualifications survey — created and results summarized by MSBA
- Facilitate community/school district staff listening sessions as determined by the School Board *
- Develop a one-page (two-sided) color vacancy announcement and post vacancy via various sources
- Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials
- Screen the applicant pool against the School Board's established hiring criteria
- Conduct preliminary verification of references and pre-interviews of applicants who best meet the School Board's hiring criteria as determined by MSBA's screening team
- Conduct a meeting with the School Board for purposes of interview training, developing interview questions, clarifying the first round interview schedule, presenting candidates so the School Board can take action to select "finalists" for interviews, and clarifying remaining steps of the search process *
- Be present during the first and second rounds of interviews *
- Prepare a communication piece to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed, if requested
- Assist with developing second round of interview, reference check, and site visit questions, if requested
- Facilitate community/school district staff question-and-answer Input Forums with finalists in conjunction with the second round of interviews, if requested *
- Prepare a communication piece to send to the media, school district staff, and community introducing the new superintendent, if requested
- Visit the new superintendent during their first year of employment *
- Facilitate a post-hiring workshop to develop goals and/or expectations for the School Board and superintendent after the new superintendent begins work in the school district *

*** Designates meetings with the School Board and/or community/school district staff groups. These meetings may be conducted in-district or from a remote location.**



ESTIMATED FEE FOR SERVICE

The estimated professional fee for this search proposal shall not exceed \$7,800, which includes the search team's time, travel, and mileage. Additional fees the school district may incur above the professional fee include advertising beyond the venues noted on Page 3, school board member stipends, expenses associated with finalists' interviews, and School Board members' site visits (if needed). The level of services and fee included in this proposal are negotiable based on the School Board's needs.

NOTE: Option for Credit

If the district brings in MSBA to present a "Hiring the Right Superintendent" workshop, and also chooses to retain MSBA for the superintendent search within six months of the workshop, the entire cost of the workshop (\$975) will be credited toward the search fee.

The final estimated fee would then not exceed \$6,825.

Satisfaction Guarantee

MSBA will conduct the Jordan Public Schools' superintendent search from a strong school board perspective, and with impartiality and professionalism while focusing on the School Board's identified hiring criteria. If, at any time within one year after the conclusion of the MSBA-led search, the School Board has released the superintendent, MSBA will conduct a second superintendent search for no additional professional fee for services; however, the School Board will be responsible for expenses incurred by MSBA for the second search.



WHY MSBA?

There are four reasons why MSBA's search services are unique:

1. **OUR PROCESS:** Transparency ensures public perception matches reality, so your board can rest confidently in the hiring process and candidate selection.
2. **OUR KNOWLEDGE:** School boards are our business, and every step along the way is viewed through the lens of board leadership.
3. **OUR REPUTATION:** We believe in what we do and how well we do it, so we'll stake our reputation on your satisfaction.
4. **OUR PARTNERSHIP:** Because we value your membership, we are committed to offering exceptional value through a reasonable and affordable pricing model.

Additional features and benefits of MSBA's Executive Search Service:

- **The school board is in charge.** MSBA's search team focuses on the School Board's critical role in performing a superintendent search.
- **MSBA is your organization.** MSBA is a school board-oriented organization, committed to working in partnership with the School Board to identify individuals who meet the School Board's hiring criteria.
- **MSBA has knowledgeable staff.** MSBA has nearly 100 years of experience serving Minnesota school boards and superintendents. MSBA's staff is competent, experienced, helpful, and dedicated to the principle of serving local school boards.
- **MSBA staff work as a team.** The School Board gets the entire MSBA staff and their experience working for its benefit, not just a single search team member.
- **MSBA has a national reach.** MSBA staff bring extensive state and national contacts to each search.
- **MSBA has a focus on equity.** MSBA will conduct the search with a focus on preparing Minnesota's school boards and school leaders for Minnesota's changing demographics in order to maximize the success of all students.
- **MSBA has high standards.** MSBA staff strive to maintain the highest personal, professional, and ethical standards in all aspects of service delivery.
- **MSBA provides ongoing support.** MSBA is committed to the long-term success of school board and superintendent teams, and MSBA will continue to provide support for member school boards and superintendents well after the search is over.



TENTATIVE TIMELINE

▪ **Early October 2020 to Early November 2020**

- School Board holds initial planning meeting with MSBA search team to plan the search, including timeline, search procedures, hiring criteria, market positioning, and stakeholder input.
- School Board approves all advertising materials, including hiring criteria.
- MSBA's search team conducts online survey, and holds community/school district staff listening sessions for public input.

▪ **Early October 2020 to Mid-November 2020**

- MSBA search team finalizes application procedures and advertises the vacancy.
- MSBA search team receives applications.
- MSBA search team conducts initial screening of applicants.
- MSBA search team conducts preliminary verification of references and pre-interviews of applicants.

▪ **Mid-November 2020**

- MSBA's search team meets with the School Board to conduct interview training, develop interview questions, clarify interview procedures, and facilitate applicant screening conducted by the School Board to select finalists for interviews.

▪ **Late November 2020 to Mid-December 2020**

- School Board conducts first round of interviews.
- School Board conducts reference checks.
- School Board conducts second round of interviews.
- School Board conducts site visit (s), if applicable.
- School Board selects lone finalist.

▪ **Mid-December 2020 to Late December 2020**

- School Board negotiates terms and conditions of superintendent's contract.
- School Board meets to approve the superintendent's employment contract.

▪ **July 1, 2021**

- Superintendent reports to work.

NOTE: This timeline provides a starting point for considering and adopting a superintendent search timeline. Specific dates and times will be determined at the initial planning meeting.

SEARCH TEAM — MSBA STAFF

MSBA’s search team is comprised of experienced MSBA staff and service providers. Search team members understand that selecting a superintendent is one of the Board’s most important duties and have a vested interest in the success of your search. Below are brief résumés of MSBA’s search team.

▪ **BARB DORN**

Barb has more than 30 years of experience in nonprofit leadership, marketing and communications, consulting, and process facilitation. She has worked across public, private, and nonprofit sectors to build collaborative and viable partnerships, deliver high-impact workshops, and produce outcomes based on common goals and shared decision-making processes. Barb has also served on the Boards of Directors for Greater Mankato’s City Center Partnership and the area chapter of Leave a Legacy. She joined MSBA in 2019.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Director of Leadership Development and Executive Search
- YWCA Mankato: Executive Director
- March of Dimes: Division Director
- Minnesota State University Mankato: Adjunct Professor
- Pathways Marketing: Owner / Marketing Consultant
- DLR Group: Business Development / Referendum Consultant

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search, Mutual Expectations, and Superintendent Evaluation
- Presenter — MSBA workshops, seminars, and conferences:
 - o Superintendent Evaluation
 - o Superintendent Search
 - o Various other topics
- Program and Brand Management, Marketing, and Public Relations
- Daily telephone/email responses to MSBA school board member questions
- Contributor to The MSBA *Leader* newsletter
- Presenter at other professional workshops and conferences:
 - o Leadership Development Series including:
 - Collaboration and Teamwork
 - Conflict Management
 - Resiliency
 - o Diversity and Inclusion
 - o Community Relations
 - o Strategy and Visioning

SEARCH TEAM — MSBA STAFF

▪ AMY FULLENKAMP-TAYLOR, S.P.H.R., SHRM-SCP

Amy has more than 20 years of extensive experience in human resources including recruitment, retention, training, employee relations, benefit administration, and employment and labor law compliance, and she is a member of the National Affiliation of Superintendent Searchers. Amy joined MSBA in 2007. Below is a summary of Amy's work history and relevant work experience.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Director of Management Services
- Jones Metal Products: Director of Human Resources
- Midwest Wireless: Human Resources Specialist
- Sears Roebuck & Company: Human Resources Specialist
- Argosy V Belle of Sioux City: Director of Human Resources

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search
- Presenter — MSBA workshops, seminars, and conferences:
 - o Superintendent Evaluation
 - o Teacher Development and Evaluation
 - o Area Negotiations
 - o Strategic Planning
 - o Phase II: Employment; Contracts; Termination and Public Employment Labor Relations Act
 - o Various Other Topics
- Analyze superintendent employment contracts and licensed and nonlicensed master agreements
- Contributor to The MSBA *Leader* newsletter
- Daily telephone/email responses to MSBA school board member questions
- Presenter — other employer trainings
 - o Americans with Disabilities Act
 - o Family and Medical Leave Act
 - o Harassment
 - o Violence
- Author of policies and procedures for at-will employees pertaining to compensation, employee relations, leaves of absence, and performance management

SEARCH TEAM — MSBA STAFF

▪ GARY LEE

Gary has 29 years of experience in private business — both in a large corporate setting and as an owner/president of small rural businesses. Gary is a former member of the Fertile-Beltrami School Board. Gary also served on the MSBA Board of Directors, the Northwest Service Cooperative Board of Directors, the Minnesota Service Cooperatives Board of Directors, the MSBA Insurance Trust Board of Directors, and the Big Three working group. Gary joined MSBA in 2009.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Deputy Executive Director
- Lee Nursery, Inc.: Owner and President
- Lee Nursery Supplies, Inc.: Owner and President
- Sondreli Business Services: Owner
- UNISYS (formerly Sperry) Defense Systems: IT Manager

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search and School Board-Superintendent Relationship
- Presenter — MSBA workshops, seminars, and conferences:
 - o Teacher Development and Evaluation
 - o Area Negotiations
 - o Board Treasurers
 - o Strategic Planning
 - o Various Other Financial and Data Trainings
- Analyze superintendent employment contracts and licensed and nonlicensed master agreements
- Contributor to The MSBA *Leader* newsletter
- Daily telephone/email responses to MSBA school board member questions

SEARCH TEAM — MSBA STAFF

▪ SHELBY HERRERA

Shelby has more than 20 years of experience in education — as a classroom teacher, a paraprofessional, and a teaching assistant at the university level. Shelby joined MSBA in 2019.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Administrative Assistant to Strategic Governance and MSBAIT
- Mankato Public Schools: Science Teacher
- Mankato Public Schools: Paraprofessional
- Minnesota State University, Mankato: Teaching assistant

RELEVANT WORK EXPERIENCE

- Answer and direct phone calls to appropriate parties
- Arrange conference calls
- Conduct research and compile data
- Handle information requests
- Interact with a wide range of staff, business partners, and members
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, etc.

▪ BRUCE LOMBARD

Bruce has more than 10 years of experience providing a full range of administrative support services. Bruce joined MSBA in 2008.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Associate Director of Communications and Marketing
- Mankato Free Press: Copy Editor
- Washington Unified School District (West Sacramento, California): Substitute Teacher
- Sogon University Language Program (Seoul, South Korea): English Language Instructor

RELEVANT WORK EXPERIENCE

- Answer and direct phone calls to appropriate parties
- Handle information requests
- Interact with a wide range of staff, business partners, and members
- Prepare search proposal and advertising materials

SEARCH TEAM — MSBA SERVICE PROVIDERS

▪ PAUL CARLSON

Paul has 34 years of experience in education as a teacher, principal, and superintendent. He is committed to delivering effective guidance for educational excellence to ensure optimal education opportunities for all students.

WORK HISTORY

- New London-Spicer Schools: Superintendent (17 Years)
- New London-Spicer Schools: High School Principal
- Sleepy Eye Public Schools: High School Principal
- Sleepy Eye Public Schools: Business Education Teacher

RELEVANT WORK EXPERIENCE

- Implemented long-range planning and goal-setting processes gathering community input and student achievement data resulting in facilities maintenance and energy project.
- Led four successful operating levy campaigns and two successful bond levy campaigns.
- Budget skills including all facets of revenue and expenditures planning and implementation.

▪ RENAE TOSTENSON, Ed.S.

Renaë has nearly 40 years of experience in education. She has served as superintendent (Lac qui Parle Valley School District, 2011-2017), principal (Appleton Elementary School, 2007-2011), and teacher coach (Lac qui Parle Valley Schools, 2005-2007).

WORK HISTORY

- Lac qui Parle Valley School District: Superintendent
- Lac qui Parle Valley School District: Principal
- Lac qui Parle Valley School District: Teacher coach

RELEVANT WORK EXPERIENCE

- Presenter at MASA and MSBA conferences and workshops
- Facilitated superintendent searches

SEARCH TEAM — MSBA SERVICE PROVIDERS

▪ BRUCE KLAEHN

Bruce has recently retired from 41 years as a Minnesota educator, serving as a teacher, coach, principal, and superintendent, as well as an adjunct college instructor in educational administration. He has extensive experience in financial budgeting, school construction projects, administrative mentoring, and contract negotiations.

WORK HISTORY

- Southeast Service Cooperative: Educational Consultant
- Winona State University: Adjunct Instructor
- Dover-Eyota Public School District: Superintendent
- Grand Meadow Public Schools: Superintendent
- Granada-Huntley-East Chain School District: Principal
- Madelia Public Schools: Teacher and Coach

RELEVANT WORK EXPERIENCE

- Experience facilitating superintendent searches
- Presenter at individual school board in-services, including strategic planning
- Mentor of new superintendents in southeast Minnesota

▪ LEE WARNE, Ed. S.

Lee has 46 years of experience in education, including serving as a high school principal, superintendent, service cooperative executive director, Minnesota Rural Education Association executive director, and Association of Educational Service Agencies executive director. Lee has served at all levels of leadership in local, state, and national organizations. Lee has also received numerous awards at the regional, state, and national levels.

WORK HISTORY

- RTR (Russell-Tyler-Ruthton) Schools: Interim Superintendent
- Association of Educational Service Agencies: Executive Director
- MN Rural Education Association: Executive Director
- Lake Benton School: Interim Superintendent
- SW/WC Service Cooperative: Executive Director
- West Central Area Schools: Superintendent
- Norman County West: High School Principal
- Halstad Public School: High School Principal

RELEVANT WORK EXPERIENCE

- Facilitated numerous superintendent searches and school district strategic planning sessions
- Provided assistance to school boards and superintendents in various aspects of leadership and training



SEARCH TEAM — MSBA SERVICE PROVIDERS

▪ GARY KUPHAL

Gary has 42 years of experience in education, all but four years in Minnesota. He has served as a high school principal in Henderson, assistant high school principal and middle school principal in La Crescent, and superintendent in Southland, LeRoy-Ostrander, Plainview-Elgin-Millville, and Mabel-Canton.

WORK HISTORY

- Southland School District: Superintendent
- LeRoy-Ostrander School District: Superintendent
- Plainview-Elgin-Millville Community Schools: Superintendent
- Mabel-Canton Schools: Superintendent
- La Crescent-Hokah Public Schools: Middle School Principal
- Henderson School District: High School Principal
- Henderson School District: Counselor
- Cleveland School District: Counselor
- Union-Whitten School District (Iowa): Teacher

RELEVANT WORK EXPERIENCE

- Facilitated superintendent searches, board development, and school district strategic planning sessions
- Facilitated community task force on facilities planning

▪ STEVE NIKLAUS

Steve Niklaus brings 43 years of experience in education including serving as superintendent (Annandale Public Schools, 1992-2017) and principal (Annandale High School, 1986-1992, and Atwater-Grove City High Schools, 1980-1986). Steve has served on several state and regional professional boards and committees. Steve has worked in both Minnesota and North Dakota school districts.

WORK HISTORY

- Annandale Public Schools: Superintendent
- Annandale Public Schools: Principal
- Atwater-Grove City High Schools: Principal
- Welcome High School: Principal
- Oakes High School, Oakes, North Dakota: High School Teacher

RELEVANT WORK EXPERIENCE

- Led six successful operating levy elections and four successful building bond elections
- Experience facilitating with superintendent searches

SEARCH TEAM — MSBA SERVICE PROVIDERS

▪ SANDI NOVAK, Ed. S.

Sandi has 40 years of experience as a teacher, principal, curriculum director, assistant superintendent, acting superintendent, education consultant and author. Specifically, she served as the acting superintendent in Butterfield-Odin School District (February-June 2016), as assistant superintendent in the Burnsville-Eagan-Savage Schools (2004-2010), and has served on the Board of Minnesota ASCD.

WORK HISTORY

- Butterfield-Odin Schools: Acting Superintendent
- Burnsville-Eagan-Savage Schools: Assistant Superintendent
- Burnsville-Eagan-Savage Schools: Curriculum/Professional Development Director
- Burnsville-Eagan-Savage Schools: Principal
- Owatonna Schools: Interim Principal
- Burnsville-Eagan-Savage Schools: Teacher/Coach
- Mazeppa Elementary School: Teacher

RELEVANT WORK EXPERIENCE

- Presenter at NSBA, MSBA, ASCD and other national conferences
- Coached leadership teams across the country on effective literacy instructional practices

▪ TERRY QUIST, Ph.D.

Terry has nearly 40 years of experience in education including serving as superintendent (Alexandria Public Schools, 2006-2012), assistant superintendent (Alexandria Public Schools, 1999-2006), director of teaching and learning (Alexandria Public Schools, 1987-1999) and administrative assistant (Apple Valley High School, 1983-1987).

WORK HISTORY

- Alexandria Public Schools: Superintendent
- Alexandria Public Schools: Assistant Superintendent
- Alexandria Public Schools: Director of Teaching and Learning
- Apple Valley High School: Administrative Assistant
- Hastings High School: Teacher/Coach
- Dodge Center Public Schools: Teacher/Coach

RELEVANT WORK EXPERIENCE

- Facilitated strategic planning processes in several Minnesota school districts
- Led and implemented district's long-range facility plan, including the construction of a new elementary school, a new high school, and several building renovations and air quality upgrades

SEARCH TEAM — MSBA SERVICE PROVIDERS

■ **BILL TOMHAVE**

Bill has more than 45 years of extensive experience in education starting as a high school mathematics teacher and including 40 years in higher education involved with teacher preparation. Bill was elected to the Moorhead Area Schools Board of Directors in 2001, serving through 2018.

WORK HISTORY

- Concordia College, Moorhead, Minnesota: Assistant/Associate/Professor, Mathematics
- University of Minnesota, Morris, Minnesota: Assistant Professor, Mathematics
- Iowa State University, Ames, Iowa: Instructor, Mathematics
- Oregon Consolidated Schools, Oregon: Teacher, High School Mathematics

RELEVANT WORK EXPERIENCE

- Director of Moorhead Area School Board 2002-2018, held positions of Chair, Vice-Chair, and Treasurer
- Board of Directors for Lakes Country Service Cooperative 2007-2018
- Experience assisting with community discussions and candidate screenings and interviews

■ **DAVE THOMPSON, Ed.D.**

Dave has more than 40 years of experience in education including serving as superintendent (Stewartville Public Schools, 2000-2017), director of secondary education and middle school principal (Farmington Public Schools, 1993-2000), high school principal (Stewartville Public Schools, 1986-1993), high school principal (Goodhue Public Schools, 1984-1986), athletic director, teacher, and coach (Elgin-Millville Public Schools, 1977-1984). Dave has served on several local and regional organization committees.

WORK HISTORY

- Stewartville Public Schools: Superintendent
- Farmington Public Schools: Director of Secondary Education & Middle School Principal
- Stewartville Public Schools: High School Principal
- Goodhue Public Schools: High School Principal
- Elgin-Millville Public Schools: Athletic Director/ Teacher / Coach

RELEVANT WORK EXPERIENCE

- Led four successful operating levy campaigns and two successful bond levy campaigns.
- Led and implemented district's long-range facility plan
- Coordinated and participated as a mentor in the SEMASA Superintendent's Mentor/Mentee program



SEARCH TEAM — MSBA SERVICE PROVIDERS

WENDY SCHOOLMEESTER

Wendy has 33 years of experience in education including as an elementary teacher, elementary principal, professor of education, and school board member.

WORK HISTORY

- Southwest Minnesota State University (SMSU): Professor of Education (17 years)
- Minnesota Rural Education Association: Board Member representing Higher Education (2-year appointment)
- Pipestone Area Schools (PAS): School Board Member (5.5 years)/School Board Chair (3 years)
- Russell-Tyler-Ruthton Schools: Elementary School Principal
- Pipestone/Jasper Schools: Elementary Teacher

RELEVANT WORK EXPERIENCE

- Served on and chaired several search committees for SMSU
- Guided PAS Superintendent search as board chair
- Presented numerous educational keynotes and sessions locally, state-wide, and internationally
- Collaborated with PAS to begin an Educators Rising Club to address teacher shortage in Minnesota



2019-2020 MSBA-LED SEARCHES

- Adrian Public Schools
- Alexandria Public Schools
- Browns Valley Public School (Interim)
- Carlton Public Schools (Interim)
- Detroit Lakes Public Schools
- Hastings Public Schools (Interim)
- Hastings Public Schools
- Hermantown Community Schools
- Kenyon-Wanamingo Public Schools
- LeRoy-Ostrander Public Schools
- Lewiston-Altura Public School District
- McGregor Public Schools
- Mora Public Schools
- Ortonville Public Schools
- Pine River-Backus Schools
- St. Clair Public School
- St. James Public Schools
- St. Peter Public Schools
- Thief River Falls Public Schools
- Tri-City United Public Schools
- Warren-Alvarado-Oslo School District

MSBA EXECUTIVE SEARCH SERVICE REFERENCES 2019-2020 SEARCHES (MORE AVAILABLE UPON REQUEST)

1. Kelsey Waits, School Board Chair, **Hastings Public Schools**, kwaits@hastings.k12.mn.us
2. Ben Leonard, School Board Chair, **St. Peter Public Schools**, ben.leonard@stpeterschools.org
3. Dean Anderson, School Board Chair, **Alexandria Public Schools**, dadds7@gmail.com
4. Dianne Mathews, School Board Chair, **Hermantown Community Schools**, dmathews@isd700.org
5. Marsha Franek, School Board Chair, **Tri-City United Public Schools**, MFranek@tcu2905.us
6. Jack May, School Board Chair, **St. Clair Public School**, jmay@stclaircyclones.org
7. Chris Cunningham, **Pine River-Backus Schools**, ccunningham@prbschools.org

2018-2019 MSBA-LED SEARCHES

- Badger Independent School District
- Bagley School District
- Barnesville Public Schools
- Buffalo Lake-Hector-Stewart Schools
- Cannon Falls Area Schools
- Central Public Schools
- Fosston School District
- Greenbush Middle River School District
- Jackson County Central School District
- Kaleidoscope Charter School
- Lake Park Audubon Schools
- Lester Prairie Schools
- Lynd Public Schools
- Morris Area Schools
- Red Rock Central Public School District
- Roseau Community Schools
- Warroad Public Schools
- West Central Area School District
- Winona Area Public Schools

OTHER MSBA-LED SEARCHES

- Annandale Independent School District
- Atwater-Cosmos-Grove City Public Schools
- Blackduck Independent School District
- Brooklyn Center Community Schools
- Butterfield-Odin Public School
- Canby Public Schools
- Clinton-Graceville-Beardsley Public Schools
- Cook County Schools
- Crookston Public Schools
- Forest Lake Area Schools
- Grand Rapids School District
- Hermantown Community Schools
- Hibbing Public Schools
- La Crescent-Hokah Public Schools
- Lac qui Parle Valley Area Schools
- Monticello School District
- Moose Lake Community Schools
- Moorhead Area Public Schools
- Nashwauk-Keewatin Schools
- Northland Community Schools
- Odyssey Academy Charter School
- Pelican Rapids School District
- Pillager School District
- Pine River-Backus Schools
- Red Lake School District
- Russell-Tyler-Ruthton (RTR) School District
- South Koochiching-Rainy River School District
- St. Louis County Public Schools
- Tri-County Public Schools
- Ulen-Hitterdal Public School District
- Underwood School District
- Willmar Public Schools
- Winona Area Public Schools
- Wright Technical Center
- Yellow Medicine East Schools



NATIONAL AFFILIATE OF SUPERINTENDENT SEARCHERS



April 2020

Dear School Board Members:

As you prepare to begin a superintendent search process that will culminate in making one of the most significant decisions of your school board tenure we want to provide your board governance team the best advice possible. No other staff member is likely to have more long-term impact in your district than your superintendent. Choosing the most highly qualified individual who represents an ideal fit for your community is critical. For this and many other reasons, we believe your state school board association's superintendent search service is best qualified to facilitate your search.

The members of the National Affiliation of Superintendent Searchers (NASS) -- including the search consultants from your state school board association -- stand ready, as the most experienced network of search professionals in the United States, to execute an excellent local, regional or national campaign -- depending upon your board's needs and preferences -- to find your district's next superintendent. NASS consultants are located in 40 states and include more than 100 professionals serving as superintendent searchers for school board associations throughout the country. Supported by the National School Boards Association (NSBA), NASS harnesses the skills and experiences of many search professionals with proven track records of accomplishment, characterized by integrity, passion, and focus. Your state school board association's search professional and NASS member *knows your state and local laws, knows your district*, and understands each search is unique. They know your school board wants a customized search to meet your community's specific needs. They understand the importance of maintaining a successful, long-term relationship between your board and your state school board association.

NASS members serve school boards every day. As chairperson of NASS, I can promise you will receive individual, customized attention from your NASS professionals in accordance with your wishes and your state's statutes. The successful executive search begins with a strong team of professional search consultants and ends with a solid, long-term relationship between the school district and its top administrative leaders. The NASS mission is *finding top executive leadership for school districts throughout the United States through our core values – ethics, integrity, leadership, and teamwork*. If retaining a successful, long-term leader is a priority for your district, rely on a NASS consultant!

Sincerely,

Cheryl W. Ryan (OH)
2019-2020 NASS Chair





National Affiliation of Superintendent Searchers (NASS)

Alabama	Nebraska
Alaska	New Hampshire
Arizona	New Jersey
Colorado	New Mexico
Connecticut	North Carolina
Florida	North Dakota
Georgia	Ohio
Idaho	Oklahoma
Illinois	Oregon
Indiana	Pennsylvania
Kansas	South Carolina
Kentucky	South Dakota
Maine	Tennessee
Maryland	Texas
Massachusetts	Utah
Michigan	Vermont
Minnesota	Virginia
Mississippi	West Virginia
Missouri	Wisconsin
Montana	Wyoming

Minnesota
School Boards
Association

1900 West Jefferson Avenue
St. Peter, MN 56082

Proposal

MSBA Executive Search Service



Looking for a superintendent?



Executive Search Service

MSBA is proud to partner with districts in every aspect of board leadership. Our purpose and mission is to fully support your work, including in times of superintendent transition.

What makes MSBA's Executive Search Service unique?

- ◆ **OUR PROCESS** Transparency ensures public perception matches reality, so your board can rest confidently in the hiring process and candidate selection.
- ◆ **OUR KNOWLEDGE** School boards are our business, and every step along the way is viewed through the lens of board leadership.
- ◆ **OUR REPUTATION** We believe in what we do and how well we do it, so we'll stake our reputation on your satisfaction.
- ◆ **OUR PARTNERSHIP** Because we value your membership, we are committed to offering exceptional value through a reasonable and affordable pricing model.

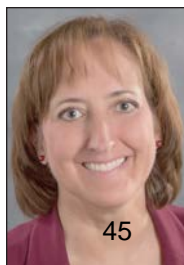
MSBA's Executive Search Service can help you ...

- ◆ Strengthen your hiring process
- ◆ Ensure adherence to all public meeting laws
- ◆ Unite your board in the selection of your new superintendent

In hiring our next superintendent we needed an extremely transparent process that heavily involved the community and staff, along with strong facilitation to keep us on task. MSBA gave us this and more. I highly endorse their executive search services, and believe MSBA's leadership also helped move our school board into a more collaborative, respectful way of working together.

Nancy Denzer, Board Chair | Winona Area Public Schools

School boards articulate and pursue a community's hopes for its young people, and hiring your district's leader is a critical part of that pursuit. MSBA will help you hire not only a superintendent, but the **right** superintendent.



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Contact MSBA's Executive Search Service today!

Barb Dorn

Director of Leadership Development and Executive Search

bdorn@mnmsba.org | mnmsba.org/ExecutiveSearchService

MSBA is a member of the National Affiliation of Superintendent Searchers (NASS).

MSBA WORKSHOP:

Hiring the Right Superintendent

Leadership is important. And, hiring a superintendent is one of the biggest and most important jobs facing a school board.

MSBA has developed a workshop to help school boards conduct a successful search. The workshop topics include:

- Whether to use a consultant
- How to work with a consultant
- Setting a timeline
- Developing qualifications and selection criteria
- Involving stakeholders and the media
- Dealing with internal candidates
- Legal pitfalls
- Conducting a site visit
- Interviewing Do's and Don'ts

Each board member receives a book with sample vacancy announcements, application form, interview questions, reference check form, and other material board members can adapt for their district's specific needs.

An MSBA staff member will conduct this informative and interactive workshop with your School Board. The cost is \$975.00, and includes all time, travel, and expenses.

For more information or to schedule a workshop, contact Barb Dorn, Director of Leadership Development and Executive Search, at 1-800-324-4459 (ext. 121), 507-508-5501 (cell), or bdorn@mnmsba.org.



JORDAN PUBLIC SCHOOLS Jordan, MN

SUPERINTENDENT SEARCH PROPOSAL May 2020

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Fee Structure

SCHOOL EXEC CONNECT

805 W. Lake Street, #301 Oak Park, IL 60301
Phone: 312-780-1462 Fax: 708-358-1447 www.schoolexecconnect.com

May 21, 2020

Ms. Deborah Pauly
Chair
Board of Education

Dear Ms. Pauly and Members of the Board of Education:

Thank you for the opportunity to present an overview of **SCHOOL EXEC CONNECT** and the services we can provide for your superintendent search. Our firm prides itself on providing a quality search process that will result in a great leader for the Jordan Public Schools.

SCHOOL EXEC CONNECT, founded in 2004, is in its sixteenth year. Our diverse firm is comprised of more than 60 men and women who have been leaders in quality school districts throughout the country. We have an unusually high degree of success, which we attribute to the quality of our associates, the excellence of our protocols and our ability to find the best educational leaders who match the needs of our clients.

We define our success by the longevity of the leaders we place, our repeat services to client districts, and the positive and long-lasting relationships we establish with the boards with whom we work. We will understand your strengths and needs through conversations, focus groups and surveys with the members of the Board, staff and your entire constituency. Our recruitment and interview process aligned to this understanding will result in well vetted, highly qualified candidates from which to make your selection of a new superintendent.

Thank you for considering our proposal for your superintendent search. We would enjoy working with you to achieve the mutual goal of finding great leadership for the students in the Jordan Public Schools.

Sincerely,

Kevin J. O'Mara

Kevin O'Mara Ed.D, President
SCHOOL EXEC CONNECT

MANAGEMENT SUMMARY

*Our understanding of the search services required and an overview of how **SCHOOL EXEC CONNECT** will provide these services.*

- Mutually planning and tailoring your search process and timelines with the Board
- Working closely with your District staff members who assist the Board
- Preparing and providing written materials needed for the search process
- Conducting focus groups with the Board, staff, students and community to assure clarity of goals to be pursued by the District and the chosen superintendent
- Creating a customized community-wide on-line survey
- Reporting and interpreting survey and focus group results to the Board
- Assisting the Board in establishing criteria for a *New Superintendent Profile* including desired qualifications, and leadership attributes
- Accepting applications on the **SCHOOL EXEC CONNECT** website with links to your District's website
- Using our national network to recruit candidates meeting the qualifications established by your Board
- Presenting a slate of qualified and well-vetted candidates to the Board
- Preparing the Board for first and second interviews
- Facilitating Board interviews at the Board's request
- Preparing Interview Committees for interviews
- Recommending an in-depth vetting process for the final candidate. Options include a site visit, Board reference calls and a deep criminal background check.
- Assisting the Board with contract negotiation and compensation recommendations
- Communicating diligently with the Board and staff throughout the search
- Assisting with news releases announcing the new superintendent

Why is **SCHOOL EXEC CONNECT** so successful? We are one of the leading private search firms because we give school districts the personalized and individualized services each search deserves. Our firm is diverse, comprised of consultants who are knowledgeable and work closely together. We are large enough to have an exceptionally strong network, but are small enough to give your District the focus and attention your search needs.

SCHOOL EXEC CONNECT PROFILE

1. Overview of **SCHOOL EXEC CONNECT**

SCHOOL EXEC CONNECT was founded 16 years ago and since inception, **SCHOOL EXEC CONNECT** has become one of the leading educational search firms in the Midwest with 60 consultants, more than 360 searches completed throughout Mid-America and a 96% placement success rate.

SCHOOL EXEC CONNECT specializes only in executive searches for school districts, private schools, charter schools and consortium schools.

Address: 805 W. Lake Street, #301, Oak Park, IL 60301
Phone: 312-780-1462
Fax: 708-358-1447
Email: kevin.omara@schoolexecconnect.com
Website: www.schoolexecconnect.com

Dr. Kevin O'Mara, President, **SCHOOL EXEC CONNECT** is the retired Superintendent of Argo (IL) Public Schools and currently serves as Associate Professor in the Department of Leadership at Concordia University Chicago. Dr. O'Mara has led more than 30 searches in the Midwest.

2. Length of time in business

SCHOOL EXEC CONNECT is a two-proprietor corporation founded in 2004 in Highland Park, Illinois. The corporation has never operated under another name and has been in continuous operation since 2004.

3. Outline of **SCHOOL EXEC CONNECT's** background and qualifications

- **SCHOOL EXEC CONNECT** has two senior Partners, twelve Partners, seven Senior Associates and forty-one Associates working out of eight states.
- Partners, Senior Associates and Associates working for our firm include retired superintendents, sitting superintendents, college professors, human resource directors, special education superintendents and regional superintendents.
- Since 2004, we have successfully completed more than 360 superintendent searches for educational institutions.
- Our entire team of 60 consultants works closely together, supporting each search to find qualified candidates from across the country that match each district's needs.
- A hallmark of **SCHOOL EXEC CONNECT** is our *Annual Training Conference* where we train new associates, review our past year, improve our practices and get to know each other better to assure ongoing support and communication for our work together.
- We stay informed on legislative changes that affect school districts.
- All searches conducted by **SCHOOL EXEC CONNECT** have been completed on time and within budget.

- Our survey gives substantive information to Boards of Education about the various stakeholders' thinking. Given a large enough response, we can even report various subgroups' responses to a variety of topics important to your District.
- We have never been sued or refused any portion of payment by a district; nor have we ever had a search terminated.
- We provide complete written materials to support the needs of the District staff when preparing materials.
- We provide exceptional training and written materials for Boards and constituents who are involved in candidate interviews.
- The thoroughness of our community engagement gives a Board valuable information throughout the process, while leaving the search decisions in the hands of the Board.
- Our record of success is outstanding. More than 96% of our superintendent placements have been in good standing with their Boards after the first contract.

4. Personnel to be used to complete the search

If our firm is selected, the following consultants will assist you directly with your search:

- **Dr. Kenneth Dragseth, Senior Partner, School Exec Connect** is the retired superintendent of Edina Public Schools and recently retired Director of Administrative Licensure at the University of Minnesota. Dr. Dragseth has led more than 40 searches in Minnesota. He was National Superintendent of the Year and Minnesota Superintendent of the Year. He has been a consultant and presenter nationwide on a variety of educational issues including: Board and superintendent relationships, district leadership training and achieving academic excellence in schools. As superintendent he was first in the nation to alter school start times for high school students due to the research on adolescent sleep patterns and needs. He led a district that is recognized for excellence and high performing students. He has been a principal, Director of Curriculum and Instruction and Assistant Superintendent.
952-210-2790 ken.dragseth@schoolexecconnect.com
- **Dr. David Clough, Partner, School Exec Connect**, is the retired superintendent of Community High School District 128, Vernon Hills, IL. He has served as superintendent in Chaska, MN, as well as being a high school principal and deputy superintendent. He has been active both in professional and community organizations serving as President of the Mid-American Association of School Superintendents and the Superintendent's Roundtable of Northern Illinois. Having led or participated in over 50 searches he is a respected and sought after support for others in our firm.
david.clough@schoolexecconnect.com

Complete resumes of the above consultants will be sent upon request.

5. Financial stability

SCHOOL EXEC CONNECT has a steady record of profit since its inception in 2004. We have never filed for bankruptcy, been sued or involved in any litigation with a client, school district, consultant, or candidate, had any search terminated nor been refused payment.

6. Reference Districts

Aitkin Public Schools

Search Year: 2018-19

900 students

Aitkin, MN

Cindy Hills, Board Chair

chills@isd1.org

Anoka-Hennepin School District

Search Years: 2008-09 & 2013-14

39,000 students

Coon Rapids, MN

Tom Heidemann, Board President

763-506-4795

Tom.Heidemann@Anoka.k12.mn.us

Bemidji Area Schools

Search Year: 2017-18

5,100 students

Bemidji, MN

Carol Johnson,

Carol_johnson@isd31.net

Brainerd Public Schools

Search Years: 2013-14 & 2015-16

6,800 students

Brainerd, MN

Ruth Nelson, Board President

218-821-9168

ruth.nelson@isd181.org

Burnsville-Eagan-Savage School District 191

Search Years: 2012-13 & 2018-19

10,000 students

Burnsville, MN

Sandy Sweep, Board Chair 2012

952-250-7097

Abigail Alt, Board Chair 2018

aalt@isd191.org

Byron Public Schools

Search Year: 2016-17

5,000 students

Byron, MN

Peggy Harris, Board Chair

507-251-9086

Peggy.harris@byron.k12.mn.us

Cambridge-Isanti Public Schools

Search Year: 2012-13

5,000 students

Cambridge, MN

Tim Hitchings, Board Chair thitchings@cambridge.k12.mn.us

Chisholm Public Schools

Search Year: 2016-17

780 students

Chisholm, MN

Robert Rahja, Board Chair

218-290-4317

bohr@questenginc.org

Deer River Public Schools ISD 317

Search Year: 2019-20

878 students

Deer River, MN

Travis Anttila, Board Chair

tanttila@isd317.org

Duluth Public Schools ISD 709

Search Year: 2010-11

8,100 students

Duluth, MN

Seliga Punyko, Board Chair

Eastern Carver County School District 112

Search Year: 2016-17 and 2019-20

9,511 students

Chaska, MN

Jeffrey Ross, Board Director

763-458-8801

lisa@clarityleadershiplsa.com

Eden Prairie Independent School District 272

Search Year: 2011-12

9,202 students

Eden Prairie, MN

Renee Jacobus, Board Chair

612-750-1522, 952-934-5480

Grand Rapids (Independent School District 318)

Search Year: 2016-17 and 2019-2020

4,000 students

Grand Rapids, MN

Tom Peltier, Board Chair

218-327-0951

tpeltier@isd318.org

Hayfield Public Schools

Search Year: 2013-14

800 students

Hayfield, MN

Kathleen Jegna-Zelinski, Board President

507-251-8420

zelinski.kathleen@mayo.org

Hibbing Public Schools

Search Year: 2014-15

2,400 students

Hibbing, MN

Jeff Polcher, Chair Pro-Tem

218-969-7791

jpolcher@gmail.com

Hopkins Public Schools

Search Year: 2016-17

10,500 Students

Hopkins, MN

Wendy Donovan, Board President

Wendy.donovan@hopkinsschools.org

ISD 728 (Elk River)

Search Year: 2016-17

13,000 Students

Elk River, MN

Shane Steinbrecher, Board Chair

Shane.steinbrecher@isd728.org

Lakeville Area Public Schools

Search Year: 2010-11

11,000 students

Lakeville, MN

Judy Keliher, Board Chair

952-898-9747

Little Falls Community Schools

Search Years: 2005-06 & 2011-12

2,800 students

Little Falls, MN

Jay Spillum, Board Chair

320-632-8514

jispillum@gmail.com

Mankato Area School District

Search Year: 2018-19

8,900 students

Mankato, MN

Darren Wacker, Board Chair

Dwacke1@isd77.org

Milaca Public Schools

Search Year: 2014-15

1,900 students

Milaca, MN

Jeff Larson, Board President

612-251-8206

larsonjd99@gmail.com

North St. Paul/Maplewood/Oakdale Public Schools

Search Year: 2014-15

10,700 students

North St. Paul, MN

Amy Coborn, Board Chair

651-247-2881
Coborn4@comcast.net or
amycoborne@isd622.org

Northwest Suburban Integration School District

Search Year: 2014-15

Integration Cooperative of 8 School Districts

100,000 students

Brooklyn Park, MN

Jon Tynjala, Board Chair

651-621-6081

john.tynjala@moundviewschools.org

Onamia

Search Year: 2014-15

600 Students

Onamia, MN

William Hill III, Board Chair

whill@onamia.k12.mn.us

Osseo Area Schools

Search Year: 2018-19

21,100 students

Osseo, MN

Mike Ostaffe, Board Member

763-361-7000

ostaffe@district279.org

Pipestone Area Schools

Search Year: 2015-16

1,153 students

Pipestone, MN

Dr. Wendy Schoolmeester

507-215-1632

Wendy.schoolmeester@pas.k12.mn.us

Richfield Public Schools

Search Years: 2007-08 & 2013-14

4,400 students

Richfield, MN

Todd Nollenberger, Board Chair

(W) 612-869-8049

Robbinsdale Area School District 281

Search Years: 2009 & 2015-16

12,500 students

New Hope, MN

Tom Welch, Board Chair 763-504-7996

Sherry Tyrrell, Board Chair 763-504-7998

Rockford Area Schools

Search Year: 2019-20

1,640 students

Rockford MN

Eric Gordee, Board Chair

rsbgordee@rockford.k12.mn.us

ROCORI School District

Search Year: 2017-18

2,100 students

Cold Spring, MN

Kara Habbren, Board Chair

habbenk@rocori.k12.mn.us

Rochester Public Schools

Search Year: 2010-11

15,000 students

Rochester, MN

Dan O'Neil, Board Chair

507-398-8887

danoneil@mac.com

Roseville Area Schools

Search Year: 2014-15

7,500 students

Roseville, MN

Erin Azer, Board Chair

612-251-6910

erin.azer@isd623.org

Rush City School District 139

Search Year: 2017-18

900 students

Rush City, MN

Stefanie Folkema, Chairperson

sfolkema@rushcity.k12.mn.us

Sauk Rapids-Rice Public Schools

Search Year: 2019-20

4,500 students

Sauk Rapids, MN

Ryan Butkowski, Board Chair

702-235-2026

St. Anthony-New Brighton Public Schools

Search Year: 2011-12 & 2017-18

1,700 students

St. Anthony, MN

Barry Kinsey, Board Chair

612-789-1493

Barrykinsey@comcast.net

St. Cloud Area School District 742

Search Year: 2012-13

10,200 students

St. Cloud, MN

Bruce Mohs, Board Chair

320-259-4489

St. Francis Area Schools

Search Year: 2018-19

4,100 students

St. Francis, MN

Mike Starr, Board President

Michael.starr@isd15.org

St. Louis Park Public Schools
Search Years: 2012-13 & 2016-17
4,000 students

St. Louis Park, MN
Bruce Richardson, Board Chair (12-13)
952-928-6040
Jim Yarosh, Board Chair (16-17)
jimyarosh@sbgdf.com

Sartell-St. Stephens School District 748
Search Year: 2013-14
3,200 students

Sartell, MN
Michelle Meyer, Board Chair
320-761-2000
Michelle.Meyer@sartell.k12.mn.us

Sauk Rapids-Rice Public Schools
Search Year: 2017-18
4,500 students

Sauk Rapids, MN
Mark Hauck, Board Chair
320-259-5296
Mark.hauck@isd47.org

South Washington County Schools
Search Years: 2008-09 & 2011-12
17,600 students

Cottage Grove, MN
Leslee Boyd, Board Chair
651-436-3328
lboyd@sowashco.k12.mn.us

Staples-Motley Public Schools
Search Year: 2014-15
1,200 students

Staples, MN
Mary Freeman, Board President
218-575-2309
mary.freeman@isd2170.k12.mn.us

Triton School District
Search Year: 2013-14
1,200 students

Dodge Center, MN
John Streiff, Board Chair
507-374-2192
jonstreiff@gmail.com

Virginia Public Schools ISD 170
Search Year: 2015-16
1,580 students

Virginia, MN
Stacey Sundquist, Board President
218-741-2877
ssundquist@vmmps.org

Waconia Public Schools

Search Years: 2007-08 & 2013-14

3,700 students

Waconia, MN

Dr. Scott Moats, Search Chairman

(W) 952-446-9012, (H) 952-446-4210

Walker-Hackensack-Akeley School District

Search Years: 2013-14 & 2015-16

770 students

Walker, MN

Lori Stein, Board Chair

218-547-3069

ljbstein@hotmail.com

Watertown-Mayer Public Schools

Search Year: 2014-15

1,500 students

Watertown, MN

Jennifer Janicula, Board Chair

jjanicula@wm.k12.mn.us

West St. Paul-Mendota Heights-Eagan Area Schools

Search Years: 2011-12 & 2016-17

4,600 students

Mendota Heights, MN

Mr. Mark Spurr, Board Chair (11-12)

651-450-9779

Joanne Mansur, Board Chair (16-17)

Joanne.mansur@isd197.org (16-17)

651-452-3895

Zumbrota-Mazeppa Public Schools

Search Year: 2014-15

1,135 students

Mazeppa, MN

Pete Hinrichs, Board Chair

507-529-2014

507-951-0826

pete.hinrichs@agstar.com

OUR STRENGTHS

- **We know your District.** Our Minnesota consultants know Minnesota school districts well. This team has successfully led more than 50 searches in Minnesota, including Anoka-Hennepin, Austin, Brainerd, Burnsville, Cambridge---Isanti, Chaska and Eastern Carver County, Columbia Heights, Deer River, Eden Prairie, Elk River, Grand Rapids, Lakeville, Little Falls, Mankato, North St. Paul-Maplewood-Oakdale, Pipestone, Richfield, Robbinsdale, Rockford, Roseville, Rochester, Rush City, Sauk Rapids Rice, Sartell, Shakopee, South Washington County, St. Anthony---New Brighton, St. Cloud, St. Louis Park, Stillwater, Triton, Waconia, Walker--- Hackensack---Akeley, Wayzata, West St. Paul--- Mendota Heights---Eagan, and Willmar and others.
- **Our record of success is extraordinary.** Our firm has an outstanding record of success in the industry for the retention of executive educators whom we have placed. Additionally, we have a 100% record of completing searches on time and within budget.
- **We recruit candidates.** We accept applications on our website. However, we go beyond accepting applications and recruit candidates whom we know to be a good match for your District.
- **We bring quality candidates.** The most important aspect of a search is for the Board to have excellent candidates from which to make a selection of the new superintendent. We don't settle until we have found outstanding candidates for your search.
- **We customize your search.** We will work with you to assure that the search process fits your District and your needs. We are flexible when working with Boards and understand every district is unique.
- **We measure our success.** Our success is measured both formally and informally. We stay connected with board members from past searches to gain their feedback. We track our placements based on longevity of contracts. At the end of each year, our consultants attend our annual conference to assess the past season, improve our protocols and receive updates and training for the new search year.
- **We engage your community.** We will invite your entire community and staff to give us feedback through focus groups, a customized on--line survey, open forums and highly structured interview committees. Our success in this process is characterized by a seamless search that ends on time, on budget and with a great new leader.

PROPOSED SEARCH PLAN
Interim Superintendent 20-21/Superintendent 21-22

1. **Comprehensive Plan to accomplish tasks in the search process (All dates to be confirmed with the Board.)**

Phase A: Opening the Search for an Interim Superintendent 2020-2021 (May 2020)

- The search begins with the signing of the Letter of Agreement
- An initial Planning Meeting is held with the Board to establish the scope and timeline of the two searches (Interim and New Superintendent)

Phase B: Recruiting and Selecting the Candidate (June 2020)

- The vacancy is advertised statewide and regionally and posted on School Exec Connect website
- Reference checks and Internet checks will be made on the candidates to be interviewed
- The Consultants present 2-4 candidates for the Board to interview
- The Board interviews the candidates and selects an interim Superintendent
- The Board approves a contract with the selected candidate
- The candidate begins the Interim Superintendent position on July 1, 2020

Phase A: Opening the Search for a Permanent Superintendent (September-October 2020)

- The search process begins with the signing of the *Letter of Agreement*.
- An initial *Planning Meeting* is held with the Board to establish the scope and timeline of services.

Phase B: Creating the New Superintendent Profile (October 2020)

- Board members are interviewed to understand the qualities, skills and experiences they seek in a new superintendent.
- *Focus Groups* are held with selected groups approved by the Board.
- A *District-wide On-line Survey*, tailored for your District, is designed to allow staff and community members to give input to the search process. This is available in multiple languages.
- A *New Superintendent Profile* is developed using the information gained from Board interviews, focus groups, individual interviews and written feedback. The Board approves the *New Superintendent Profile*.

Phase C: Developing the Candidate Pool (October-November 2020)

- The search process and calendar are posted on your District's website.
- The vacancy is advertised nationally and statewide and posted on the **SCHOOL EXEC CONNECT** website.
- The Consultants accept applications and recruit candidates who match your District's *New Superintendent Profile*.
- The Consultants screen and interview selected candidates face-to-face using The *New Superintendent Profile*.
- Internal candidates follow the same process as external candidates.
- References and Internet checks are conducted on potential candidates.
- Highly qualified candidates (typically five to seven) are presented to the Board and the Board decides whom to interview.

Phase D: Selecting the Candidates (November-December 2020)

- The Consultants hold a *Board Interviewing Workshop* prior to the first interviews.
- The Consultants facilitate Board interviews of the slate of candidates and the Board narrows the field to three semi-finalists.
- *Interview Committee(s)* comprised of staff, parents and community members interview the semi-finalists in a structured process and each member writes individual feedback.
- The Board will have the semi-final candidates give a short *Formal Presentation* to observe the candidates' presentation skills.
- The Board conducts a second set of interviews using feedback from the *Interview Committees* in a formal and informal setting.
- The Board may choose to make reference calls or conduct a site visit to the final candidate's home district.
- The Board negotiates and takes action on the new superintendent's contract.

2. Methods to communicate with the School Board

We have found the best method to communicate with a Board of Education is through a Board Liaison and District Staff Liaison. We use phone, email, scanning and texting. However, we will communicate in the way best for all Board members in your District. Our consultants are available to meet with the Board in person as often as requested. During the search, we provide updates and formal reports when we conduct the *Planning Meeting* with the Board, present the *Superintendent Profile* and present the *Final Report and Slate of Candidates*. We will recommend that the Search Process, Search Timeline, Survey Results and Profile Report be displayed on your District's website for all constituents, staff members, Board members and candidates to see.

3. Timelines, pre-qualifications and final recommendation processes

Our suggested timeline is listed with the detailed search description. We find that bringing a slate of five (5) to seven (7) pre-qualified candidates to the Board works the best. We then provide training for the Board to interview and reduce the slate to three (3) finalists in first interviews. We also recommend interview committees to make non-ranked, individual recommendations to the Board before their final candidate interviews. The Consultants may facilitate these interviews.

4. Our role in assisting the Board with candidate selection

We will provide the Board with detailed written interview guidelines, including questions for the candidates. We will also provide training for the Board in interviewing techniques. We also provide all written materials for the *Interview Committees* and may facilitate the interviews.

5. Recommendations for community participation

Community engagement is one of the hallmarks of our success. We will ask the Board to recommend *Focus Group* participants for us to interview. We will create a customized *District-wide On-line Survey* for your entire constituency. We will interpret the *Survey* and *Focus Group* information and assist the Board in creating a *New Superintendent Profile*, which we will ask the Board to review and approve

6. Information needed from Board and staff

In every search, there are specific duties and actions that can be performed only by District Board and staff liaisons. We recommend one designated Board member as the liaison for the overall communication purposes of the search and one staff member assigned to the search for logistical purposes.

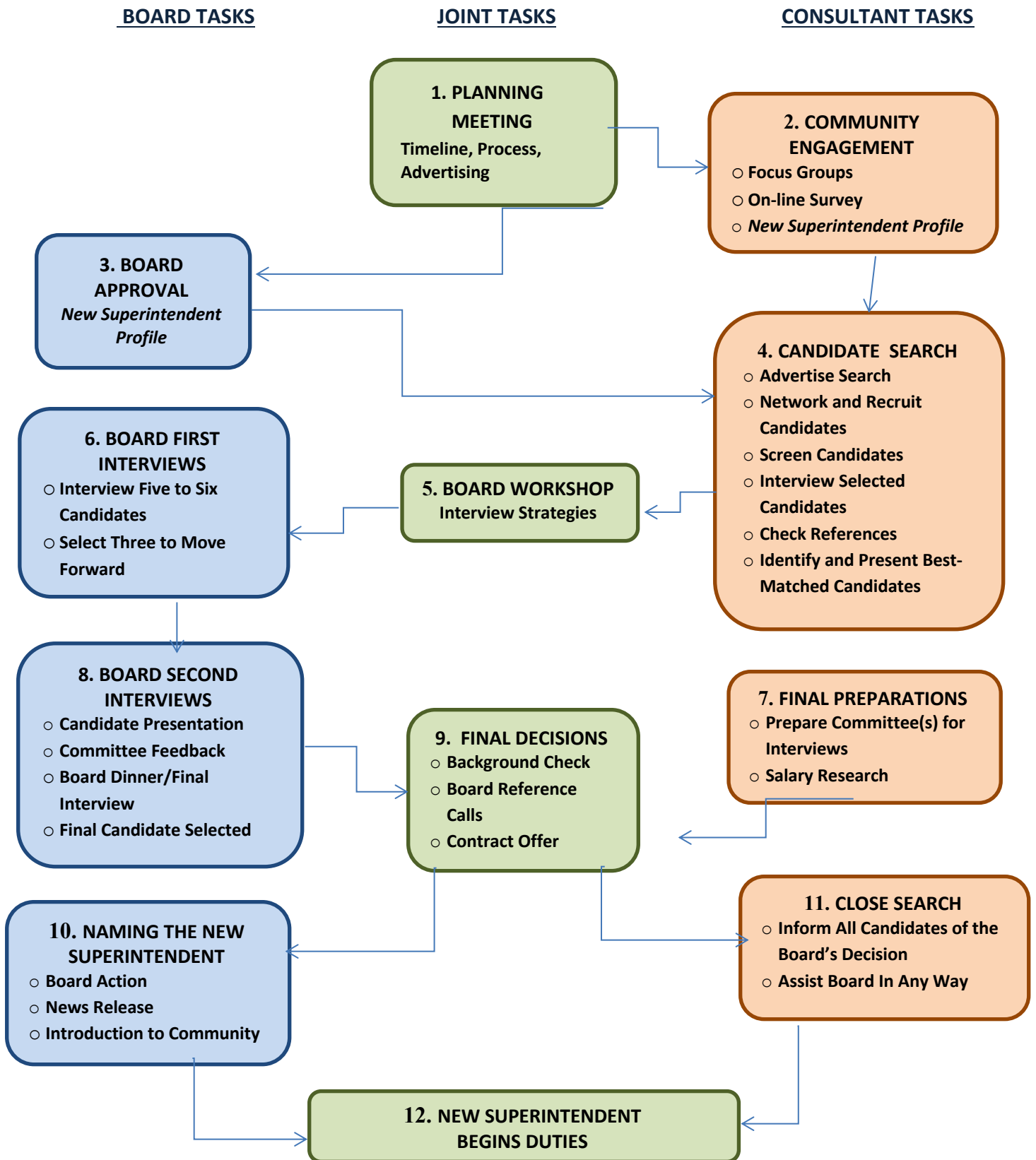
Designated staff member(s) will be asked to do the following tasks:

- Oversee the posting of the position and related superintendent search information (developed by the Consultants) on your District's website with links
- Send the survey link to community and post on District website
- Provide logistical support for Focus Groups
- Duplicate copy ready materials for the interview committees
- Oversee arrangements for the interview places and equipment needed for them
- Assist in making dinner arrangements for the Board and the finalist candidates. (Optional)
- Duplicate the Committee feedback for each board member after the finalist interviews.
- Assist the Board liaison and Consultants as search issues arise

7. Methods to identify and recruit candidates

To identify prospective candidates, we use a variety of methods. The most efficient way is through our *Colleague Network*. We have 60 consultants in **SCHOOL EXEC CONNECT** who work very closely together to identify candidates. Our national network has been effective in identifying candidates from out-of-state. We will use regional and state venues to advertise the position and will work with your Board to design your complete advertising approach for the position. Because candidates know and trust our firm, they will check our website and your District's website for information about your position.

SCHOOL EXEC CONNECT PLAN OF WORK: SUPERINTENDENT SEARCH



FEE STRUCTURE

Consulting Fee:

The consulting fee for your search will be \$13,900. It is inclusive and no hourly fees will be charged in addition. The consulting fee may be reduced and negotiated if the level of search services is reduced.

Expenses:

Regular expenses will not exceed \$1,200. These include, but are not limited to copying, secretarial support, consultant travel expense, supplies and interview costs.

Advertising:

Advertising costs are determined and paid by the District. Options include:

- Print and online advertising in *Education Week*
- Connections to the Minnesota Association of School Administrators (MASA), MSBA and IASA websites (free to district)
- Posting on the **SCHOOL EXEC CONNECT** website
- E-mail blasts to selected superintendents and contacts throughout the country

Other Expense Information:

- **SCHOOL EXEC CONNECT** will invoice your District twice. First, after signing the *Letter of Agreement* and, second, upon the Board's approval of your new superintendent's contract.
- After the candidate pool has been presented to the Board, the District incurs the costs of the search. This may include mileage, meals, lodging, etc.

OUR GUARANTEES

1. In the event that the first slate of candidates does not include a superintendent the Board wishes to hire, the Consultants will continue to bring candidates forward for actual expenses only until the Board has found a superintendent to whom they wish to offer a contract. No additional consulting fees will be charged.
2. If the superintendent leaves for any reason within twenty-four months of the starting date, the Consultants will conduct a new search for no additional Consulting Fee. The Board will pay only the actual expenses of the search as listed above under Expenses.
3. **SCHOOL EXEC CONNECT** guarantees that our consultants will not recruit your new superintendent for the duration of his/her first two contracts.



School Board Meeting Minutes

Thursday, May 7, 2020 at 6:00 PM
Special Meeting
CERC Multi-purpose Room / Remotely

1. Call to Order
 - D. Pauly called the meeting to order at 6:00pm
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly, Tom Vogel, Sandy Burke (6:03pm / Remotely), Connie Hennen (Remotely), Lauren Pedersen, Rob Langheim, and Ryan Dahnert
 - Absent: Olivia Rausch (Student Representative)
4. Action Items
 4. 1. Review and Act on Resignation of Superintendent Matthew Helgerson
 - Matt Helgerson's resignation will be effective June 30th, 2020. The board members commented on Matt's accomplishments during his time here at JPS. He has been a tremendous leader who brought our district up to the next level. He is a visionary and an innovator. Our community and district is in a better place because of his leadership. The legacy he will leave behind is one of teamwork and striving to provide the best opportunities for students. Matt is wished the very best in his future endeavors and he will be greatly missed.
 - Motion to approve made by R. Dahnert, Seconded R. Langheim
 - 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
 4. 2. Review and Act on Filling Vacancy in Superintendent Position
 - Deb Pauly presented the options we have which are start the search for a permanent replacement now, bring in a full time interim and start the search later this year, or bring in a part time interim and start the search later this year. If we choose to bring in an interim, the MSBA will vet and provide a list of candidates. The interim would be selected by a subcommittee of the board made up of Deb Pauly, Sandy Burke, and Ryan Dahnert. The board discussed the desired qualities and skills of an interim

candidate. Once the search for a permanent replacement begins, the same will be done for them. The board will solicit bids from companies to run the search. Community, staff, and board forums will also be a part of the search process.

- Motion to move forward with either a full or part time interim superintendent and obtain bids from search companies as soon as possible made by T. Vogel, Seconded R. Langheim
- 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

5. Adjourn

- Motion to adjourn the meeting at 7:25pm made by T. Vogel, Seconded L. Pedersen
- 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

School Board Clerk

Date



School Board Meeting Minutes

Monday, May 11, 2020 at 5:00 PM
Regular Meeting
CERC Multi-purpose Room / Remotely

1. Call to Order
 - D. Pauly called the meeting to order at 5:01 pm.
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly, Tom Vogel (Remotely), Sandy Burke (Remotely), Connie Hennen (Remotely), Lauren Pedersen, Rob Langheim, and Ryan Dahnert.
 - Absent: Olivia Rausch (Student Representative)
4. Consideration of Agenda
 - Motion to approve the agenda made by L. Pedersen, Seconded R. Langheim
 - Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Aye, C. Hennen - Aye, L. Pedersen - R. Langheim - Aye, R. Dahnert - Aye Passed 7-0
5. Public Comments
 - None
6. Jordan Pride Award
 - Jordan Pride Awards were presented to Abigail Oehlerking & Dave Siwek of Siwek Lumber. The district thanks them both for their collaboration with the district in support of our students.
7. Discussion on SW Metro Facilities and Possible Purchase of Dean Lakes Building
 - Jordan Public Schools is a member district of the SW Metro District. Darren Kermes, SW Metro Superintendent, provided an executive summary of the prospective purchase including a cost analysis. Matt Helgerson and Deb Pauly approve of the plan. If the plan moves forward, each member district will need to vote to approve the purchase.
8. Discussion on Grading Practices for Distance Learning at JPS
 - Erin Hjelmeland provided a guide that was developed using current research on grading, Minnesota Department of Education guidance for distance learning, and considerable discussion with leadership team members. She also reviewed how JPS will be grading during

distance learning for K-4 and 5-12 students.

9. Consent Agenda

9. 1. Minutes

- 4/13/20 - Regular
- 4/27/20 - Workshop
- 4/27/20 - Special

9. 2. Monthly Finance Reports

- Amy Hafemann provided reports for the board to review.

9. 3. Donations

- Mighty Cause Food Shelf \$ 45.00
- Abby Oehlerking JES Media Center \$1,000.00
- Abby Oehlerking JES \$ 355.00

9. 4. 533 Wellness Policy

9. 5. New Hire - Nordic Ski Coach - Lisa Jamison

9. 6. Retirement - Joy Allen - HS Paraprofessional

9. 7. Resignation - Kyle Johnson - Girls Basketball Coach

9. 8. Resignation - Ashley Jirik - Dance Coach

9. 9. Contract Renewal - Wrestling Head Coach - Darren Ripley

9. 10. Contract Renewal - Wrestling MS Coach - Zachary Zimmer

9. 11. Contract Renewal - Girls Basketball Head Coach - Leah Aamlid

9. 12. Contract Renewal - Girls Basketball B-Squad Coach - Wade Wittkop

9. 13. Contract Renewal - Girls Basketball C-Squad Coach - Tim Bendzick

9. 14. Contract Renewal - Girls Basketball 8th Grade Coach - Andria Nold

9. 15. Contract Renewal - Girls Basketball 7th Grade Coach - Emily Clark

9. 16. Contract Renewal - Boys Basketball Head Coach - Matt Urbanek

9. 17. Contract Renewal - Boys Basketball B-Squad Coach - David Samuelson

9. 18. Contract Renewal - Boys Basketball 8th Grade Coach - Kevin Way

9. 19. Contract Renewal - Boys Basketball 8th Grade Coach - Jason Way

9. 20. Contract Renewal - Boys Basketball 7th Grade Coach - Tony Kusske

9. 21. Contract Renewal - Boys Basketball 7th Grade Coach - Aaron Gorath

9. 22. Contract Renewal - Speech Head Coach - Amy Peters

9. 23. Contract Renewal - Speech 1st Assistant Coach - Michelle Spies

9. 24. Contract Renewal - Speech 2nd Assistant Coach - Sandy Burke

9. 25. Contract Renewal - Dance Team Head Coach - Shana Bydal

9. 26. Contract Renewal - Dance Team JV / Assistant Coach - Ashley Jirik

9. 27. Contract Renewal - One Act Play Non Competitive Coach - Michelle Spies

9. 28. Contract Renewal - Robotics Team Head Coach - Joseph Huebl

9. 29. Contract Renewal - Robotics Team Assistant Coach - Ryan Ichinose

9. 30. Contract Renewal - Winter Weight Room Supervisor - Ozzie Sand

- Motion to approve made by L. Pedersen, Seconded R. Dahnert
- Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Abstained,

C. Hennen - Aye, L. Pedersen - R. Langheim - Aye, R. Dahnert - Aye Passed 6-0-1

10. Action Items

10. 1. Review and Act on List of 2019-20 Graduates

- The list of graduates was presented for review.
- Motion to approve made by R. Langheim, Seconded L. Pedersen
- Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Aye, C. Hennen - Aye, L. Pedersen - R. Langheim - Aye, R. Dahnert - Aye Passed 7-0

10. 2. Review and Act on Reclassification of a Position - TOSA (Previously a Budget Cut) to ADSIS Grant Funded Behavior Intervention Teacher

- The 5-12 TOSA (teacher on special assignment) which was a budget cut this year will be reclassified as a Behavior Intervention Teacher for the middle school. This teacher will also provide support as a data analyst. The district obtained an ADSIS (alternative delivery of specialized instructional services) grant to fund the position. This reclassification, in combination with the reclassification of the remaining K-4 TOSA to achievement and integration, will save the district funds.
- Motion to approve made by S. Burke, Seconded C. Hennen
- Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Aye, C. Hennen - Aye, L. Pedersen - R. Langheim - Aye, R. Dahnert - Aye Passed 7-0

10. 3. Review and Act on Resolution Regarding Board Control of the District's Agency Fund

- Amy Hafemann provided an executive summary explaining this resolution is necessary to be in compliance with GASB 84. This is for Fund 09 which currently has approximately \$143,140.26. This resolution would move these funds into the General Fund.
- Motion to approve made by T. Vogel, Seconded S. Burke
- Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Aye, C. Hennen - Aye, L. Pedersen - R. Langheim - Aye, R. Dahnert - Aye Passed 7-0

10. 4. Review and Act on Letter of Agreement Addressing Teacher Development & Evaluation During Peacetime Emergency

- Matt Helgerson presented a resolution template provided by the MSBA to address tenure and teacher development.
- Motion to approve made by R. Dahnert, Seconded R. Langheim
- Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Aye, C. Hennen - Aye, L. Pedersen - R. Langheim - Aye, R. Dahnert - Aye Passed 7-0

10. 5. Review and Act on 2020-21 Resolution for Membership in the MSHSL

- This is an annual requirement by the MSHSL. Joe Perkl reviewed changes for the upcoming school year.
- Motion to approve made by R. Langheim, Seconded L. Pedersen
- Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Aye, C. Hennen - Aye, L. Pedersen - R. Langheim - Aye, R. Dahnert -

Aye Passed 7-0

11. Board and Administrative Reports

- 11. 1.** Superintendent's Report
- 11. 2.** HS Principal's Report
- 11. 3.** MS Principal's Report
- 11. 4.** ES Principal's Report
- 11. 5.** Director of Teaching and Learning's Report
- 11. 6.** Activities Director's Report
- 11. 7.** Community Education & Recreation Director's Report
- 11. 8.** Communication, Marketing, and Event Director's Report
- 11. 9.** Nutritional Services Director's Report
- 11. 10.** Special Services Director's Report
- 11. 11.** Technology Director's Report
- 11. 12.** School Board Member Reports / Committee Reports
 - 4/15/20: Booster Club
 - 4/20/20: Curriculum & Technology Advisory Council
 - 4/22/20: Meet & Confer
 - 4/29/20: Joint Powers
 - 5/8/20: SCALE (Canceled)

12. Adjourn Regular Meeting

- Motion to adjourn at 7:05 pm made by T. Vogel, Seconded
L. Pedersen 7-0
- Roll Call Vote: D. Pauly - Aye, T. Vogel - Aye, S. Burke - Aye, C. Hennen
- Aye, L. Pedersen - R. Langheim - Aye, R. Dahnert - Aye Passed 7-0

School Board Clerk

Date



School Board Meeting Minutes

Tuesday, May 26, 2020 at 5:00 PM
Workshop Meeting
CERC Multi-purpose Room / Remotely

1. SEE Legislative Session Wrap-Up
 - Brad Lundell from Schools for Equity in Education (SEE) provided a review of the legislative session and how it may affect decisions districts make going forward.
2. Revised FY20 Budget Presentation & Discussion
 - Amy Hafemann and Matt Helgerson reviewed the revised FY20 budget and answered questions from the board members. Community Education programs running over this summer and fall enrollment will greatly affect both the FY20 and FY21 budgets. The board will approve the FY20 Revised Budget and the FY21 Adopted Budget on 6/8/20.
3. Full Board Interview with Interim Candidate
 - The board subcommittee reviewed prospective candidates and decided to bring one in to interview with the full board. The board members and administrative team introduced themselves to the candidate and the board proceeded with the interview. After the interview the board members held a discussion on the candidate. The board will act on negotiating a contract with the candidate at the 5/26/20 Special Board Meeting.

School Board Clerk

Date



School Board Meeting Minutes

Tuesday, May 26, 2020 at 6:00 PM
Special Meeting
CERC Multi-purpose Room / Remotely

1. Call to Order
 - D. Pauly called the meeting to order at 7:53 pm.
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly, Tom Vogel (Remotely), Sandy Burke (Remotely), Connie Hennen (Remotely), Lauren Pedersen, Rob Langheim, and Ryan Dahnert
 - Absent: Olivia Rausch (Student Representative)
4. Action Item
 4. 1. Review and Act on Negotiating a Contract with Superintendent Interim Candidate
 - The board interviewed the candidate, Ranae Case Evenson, at the 5/26/20 Workshop Meeting.
 - Motion to move forward with negotiating a contract with Ranae Case Evenson made by L. Pedersen, Seconded R. Langheim
 - 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
5. Adjourn
 - Motion to adjourn the meeting made by T. Vogel at 7:56 pm, Seconded S. Burke
 - 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

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

June 5, 2020

Board of Education Meeting

Finance Report

June financial reports show activity that has been completed thru May, 2020. There is still work that needs to be done, but this data is as current as can be at this time.

The Detailed Payment Register by Vendor gives the detailed activity of all vendors that have been paid in the month of May. This report now also includes payments that have been made from the Student Activity Accounts that are now under "Board Control". The last page of this report gives the total that was paid out per fund. As seen, \$10,293.50 was paid out of the Student Activity Accounts. That \$ amount is mostly refunds from the Band Trip. 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 May.

The pie chart shows the expenses by object codes in the General Fund that were paid thru May, 2020. This chart is as current as can be at this time.

I have completed the FY2020-2021 Adopted budget, which will be approved at the June 8, 2020 meeting. The district's property tax payments came in at about 98%, so as of now, I don't believe we will have to cash flow borrow. We should know by next week a little more about the CARES Funding and the \$ amounts the district should be receiving. I will keep you up to date on this information.

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5227		AHEARN/DENIS&HUEIWEN	0717	STUD	1804		
			E 27	300	298 301 899 957	Zach	Check
							\$275.71
	PO#:	Voucher #:	111530	Invoice	Invoice No: Band Trip Refund #2	5/19/2020	Paid Amt: \$550.92
							Check Amount: \$550.92
							Vendor Total: \$550.92
1748		ALTHOFF, GLORIA	0717	001	104556		
			E 01	100	203 000 401 164	MN Valley Garden Center	Check
							\$43.74
	PO#:	Voucher #:	111686	Invoice	Invoice No: Reimbursement	5/29/2020	Paid Amt: \$43.74
							Check Amount: \$43.74
							Vendor Total: \$43.74
5228		BABCOCK/ANDREW&PAULA	0717	STUD	1805		
			E 27	300	298 301 899 957	Basia	Check
							\$61.40
	PO#:	Voucher #:	111531	Invoice	Invoice No: Band Trip Refund #2	5/19/2020	Paid Amt: \$61.40
							Check Amount: \$61.40
							Vendor Total: \$61.40
5284		BARCLAY/CHAD&ANGELA	0717	STUD	1826		
			E 27	300	298 301 899 957	Refund #2 Remainder	Check
							\$156.40
	PO#:	Voucher #:	111632	Invoice	Invoice No: Band Trip Refund	5/27/2020	Paid Amt: \$156.40
							Check Amount: \$156.40
							Vendor Total: \$156.40
2994		BARND, JOSH	0717	STUD	1806		
			E 27	300	298 301 899 957	Xander	Check
							\$134.40
	PO#:	Voucher #:	111532	Invoice	Invoice No: Band Trip Refund #2	5/19/2020	Paid Amt: \$134.40
							Check Amount: \$134.40
							Vendor Total: \$134.40
4650		BARNETT, MELISSA	0717	001	104517		
			R 04	000	505 321 050 515	B. Barnett	Check
			R 04	000	505 321 050 515	J. Barnett	
							\$160.00
							\$160.00
	PO#:	Voucher #:	111555	Invoice	Invoice No: Baseball Refund	5/14/2020	Paid Amt: \$320.00
							Check Amount: \$320.00
							Vendor Total: \$320.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5277							
BARTELLS, SHERRY							
		0717	001		104557		
		B	02		230 000		Check
		R	01		300 292 000 060 000		\$62.50
					Invoice No: Refund		\$40.00
		Voucher #:	111687		Invoice No: Refund	5/29/2020	
		PO#: 49209					
							Paid Amt: \$102.50
							Check Amount: \$102.50
							Vendor Total: \$102.50
5230							
BECKER/KEVIN&PATTI							
		0717	STUD		1807		
		E	27		300 298 301 899 957		Check
					Invoice No: Band Trip Refund #2	5/19/2020	\$275.71
		Voucher #:	111533		Invoice No: Band Trip Refund #2	5/19/2020	
		PO#:					
							Paid Amt: \$275.71
							Check Amount: \$275.71
							Vendor Total: \$275.71
25534							
BELLE PLAINE HERALD							
		0717	001		104518		
		E	01		300 620 000 489 000		Check
					Invoice No: Subscription	5/14/2020	\$30.00
		Voucher #:	111556		Invoice No: Subscription	5/14/2020	
		PO#: 49196					
							Paid Amt: \$30.00
							Check Amount: \$30.00
							Vendor Total: \$30.00
11220							
BENJAMIN BUS							
		0717	001		104519		
		E	01		005 760 720 360 000		Check
					Invoice No: April/May Contract	5/14/2020	\$66,697.90
		Voucher #:	111557		Invoice No: April/May Contract	5/14/2020	\$66,697.90
		PO#:					
							Paid Amt: \$133,395.80
							Check Amount: \$133,395.80
							Vendor Total: \$133,395.80
5303							
BEUCH/BRIAN&MAIRA							
		0717	STUD		1827		
		E	27		300 298 301 899 957		Check
					Invoice No: Band Trip Refund	5/27/2020	\$268.40
		Voucher #:	111652		Invoice No: Band Trip Refund	5/27/2020	
		PO#:					
							Paid Amt: \$268.40
							Check Amount: \$268.40
							Vendor Total: \$268.40
5236							
BICKELLJOHN&GINNY							
		0717	STUD		1808		
		E	27		300 298 301 899 957		Check
					Invoice No: Band Trip Refund #2	5/19/2020	\$275.71
		Voucher #:	111538		Invoice No: Band Trip Refund #2	5/19/2020	
		PO#:					
							Paid Amt: \$275.71
							Check Amount: \$275.71
							Vendor Total: \$275.71

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
11747 BLUE CROSS & BLUE SHIELD					
	0717	001	104520		
	B 01	215 024		June 2020 D. Swenson	
PO#:	Voucher #:	111558	Invoice	Invoice No: 200501200760	5/14/2020
					\$239.50
					Paid Amt: \$239.50
					Check Amount: \$239.50
					Vendor Total: \$239.50
5285 BOUNDS/MATT&AMY					
	0717	STUD	1828		
	E 27	300 298 301 899 957		Refund#2 Remainder	
PO#:	Voucher #:	111633	Invoice	Invoice No: Band Trip Refund	5/27/2020
					\$25.71
					Paid Amt: \$25.71
					Check Amount: \$25.71
					Vendor Total: \$25.71
5105 BRAUN INTERTEC CORPORATION					
	0717	001	104479		
	E 06	005 870 791 305 000		Balance Due	
PO#:	Voucher #:	111500	Invoice	Invoice No: B202837	5/8/2020
					\$1,242.50
					Paid Amt: \$1,242.50
					Check Amount: \$1,242.50
					Vendor Total: \$1,242.50
27690 BRIESE, HEATHER					
	0717	001	104521		
	R 04	000 505 321 050 515		J. Briese-Legion Baseball Refund	
PO#:	Voucher #:	111559	Invoice	Invoice No: Refund	5/14/2020
					\$160.00
					Paid Amt: \$160.00
					Check Amount: \$160.00
					Vendor Total: \$160.00
5231 BRULE/MARLIN&STACY					
	0717	STUD	1809		
	E 27	300 298 301 899 957		Jacob	
PO#:	Voucher #:	111534	Invoice	Invoice No: Band Trip Refund #2	5/19/2020
					\$256.40
					Paid Amt: \$256.40
					Check Amount: \$256.40
					Vendor Total: \$256.40
28917 BURKE, SANDY					
	0717	STUD	1829		
	E 27	300 298 301 899 957		Refund #2 Remainder	
PO#:	Voucher #:	111634	Invoice	Invoice No: Band Trip Refund	5/27/2020
					\$23.18
					Paid Amt: \$23.18
					Check Amount: \$23.18
					Vendor Total: \$23.18

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
2516		CANNON FALLS HIGH SCHOOL					
		0717 001			104522		
		R 01 300 292 000 060 320			Jr High Track Meet Refund 5/4/20		Check
						\$75.00	
		PO#: 49190			Voucher #: 111560 Invoice	Invoice No: Refund 5/14/2020	
							Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00
4231		CAPTIVATE MEDIA/CONSULTING					
		0717 001			104554		
		E 01 300 790 000 305 000			Grad Video Class of 2020-COVID-19		Check
						\$2,100.00	
		PO#: 49070			Voucher #: 111625 Invoice	Invoice No: 1398 5/18/2020	
							Paid Amt: \$2,100.00
							Check Amount: \$2,100.00
							Vendor Total: \$2,100.00
1037		CASH					
		0717 001			104558		
		E 01 005 105 000 329 000			Referendum Postage Due		Check
						\$158.05	
		PO#: 49070			Voucher #: 111689 Invoice	Invoice No: Petty Cash Reimburse 5/29/2020	
							Paid Amt: \$158.05
							Check Amount: \$158.05
							Vendor Total: \$158.05
26916		CDW GOVERNMENT, INC.					
		0717 001			104523		
		E 01 005 630 000 406 000			Microsoft SQL Server 2019 Standard - license -		Check
						\$510.36	
		PO#: 49089			Voucher #: 111561 Invoice	Invoice No: XPN8901 5/14/2020	
							Paid Amt: \$510.36
							Check Amount: \$510.36
							Vendor Total: \$510.36
10873		CENTERPOINT ENERGY					
		0717 001					Wire
		E 01 100 810 000 330 203			ES	\$1,414.21	
		E 01 128 810 000 330 203			MS	\$1,493.24	
		E 01 300 810 000 330 203			HS	\$1,505.53	
		E 04 005 505 321 330 000			ES CE	\$31.78	
		E 04 005 505 321 330 000			MS CE	\$63.09	
		E 04 005 582 344 330 000			ECFE	\$95.34	
		E 02 100 770 701 330 000			ES Food Service	\$47.67	
		E 02 128 770 701 330 000			MS Food Service	\$63.09	
		E 02 005 770 701 330 000			HS Food Service	\$62.73	
		E 04 005 505 321 330 550			CERC	\$483.74	
		E 02 005 770 701 330 000			HS Food Service	(\$62.73)	

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10873		CENTERPOINT ENERGY					
		0717	001				
		E 02	300	770	330 000	HS Food Service	Wire
						\$62.73	
PO#:		Voucher #:	111497	Invoice	Invoice No: 5/7/20	5/8/2020	
							Paid Amt: \$5,260.42
							Check Amount: \$5,260.42
							Vendor Total: \$5,260.42
5300		CEPRESS/DONNA					
		0717	STUD		1830		
		E 27	300	298	301 899 957	Refund#2 Remainder	Check
						\$66.56	
PO#:		Voucher #:	111651	Invoice	Invoice No: Band Trip Refund	5/27/2020	
							Paid Amt: \$66.56
							Check Amount: \$66.56
							Vendor Total: \$66.56
5278		CHILD & ADOLESCENT NEUROPSYCHOLOGY, LLC					
		0717	001	104559			
		E 01	128	416	740 394 000	Feb 2020	Check
						\$3,675.00	
		E 01	128	416	740 394 000	Apr 2020	
						\$500.00	
		E 01	128	416	740 394 000	May 2020	
						\$500.00	
PO#:	49224	Voucher #:	111690	Invoice	Invoice No: 200302	5/29/2020	
							Paid Amt: \$4,675.00
							Check Amount: \$4,675.00
							Vendor Total: \$4,675.00
3676		CHOICE ELECTRIC					
		0717	001	104480			
		E 01	300	810	000 350 272	HS Lighting Control	Check
						\$209.77	
PO#:	49109	Voucher #:	111502	Invoice	Invoice No: 18503	5/8/2020	
							Paid Amt: \$209.77
		E 01	005	810	000 350 272	Athletic Field Pole Damage	
						\$758.50	
PO#:	49110	Voucher #:	111503	Invoice	Invoice No: 18500	5/8/2020	
							Paid Amt: \$758.50
		E 01	128	810	000 350 272	MS Gym Lights & Library Lights	
						\$931.76	
PO#:	49105	Voucher #:	111504	Invoice	Invoice No: 18484	5/8/2020	
							Paid Amt: \$931.76
		E 01	100	810	000 350 272	ES Boiler	
						\$468.08	
PO#:	49103	Voucher #:	111505	Invoice	Invoice No: 18505	5/8/2020	
							Paid Amt: \$468.08
							Check Amount: \$468.08
							Vendor Total: \$2,368.11
		0717	001	104524			
		E 01	300	810	000 350 272	HS Band Room Switch	Check
						\$113.36	
PO#:	49107	Voucher #:	111562	Invoice	Invoice No: 18525	5/14/2020	
							Paid Amt: \$113.36
		E 01	300	810	000 350 272	HS Trophy Case	
						\$377.50	
PO#:	49108	Voucher #:	111563	Invoice	Invoice No: 18524	5/14/2020	
							Paid Amt: \$377.50
		E 01	300	810	000 350 272	HS Auditorium Ballast	
						\$476.50	
PO#:	49106	Voucher #:	111564	Invoice	Invoice No: 18526	5/14/2020	
							Paid Amt: \$476.50

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
3676 CHOICE ELECTRIC							
		0717	001		104524		
		E 01	128	810	000 350 272	MS Gym Lights	Check \$602.50
PO#:	49104	Voucher #:	111565	Invoice	Invoice No: 18527	5/14/2020	Paid Amt: \$602.50 Check Amount: \$1,569.86
Vendor Total:							\$3,937.97
5286 CHRISTENSEN/BRIAN&BECKY							
		0717	STUD		1831		
		E 27	300	298	301 899 957	Refund #2 Remainder	Check \$233.56
PO#:		Voucher #:	111635	Invoice	Invoice No: Band Trip Refund	5/27/2020	Paid Amt: \$233.56 Check Amount: \$233.56
Vendor Total:							\$233.56
10254 CITY OF JORDAN							
		0717	001		104560		
		E 01	100	810	000 330 204	ES	Check \$1,233.53
		E 01	128	810	000 330 204	MS	\$1,656.57
		E 01	300	810	000 330 204	HS	\$1,595.85
		E 01	005	810	000 330 204	Athletic Complex	\$471.85
		E 04	005	505	321 330 000	ES CE	\$28.03
		E 04	005	505	321 330 000	MS CE	\$71.00
		E 04	005	582	344 330 000	ECFE	\$84.10
		E 02	100	770	701 330 000	ES Food Service	\$56.07
		E 02	128	770	701 330 000	MS Food Service	\$94.66
		E 02	300	770	701 330 000	HS Food Service	\$101.86
		E 04	005	505	321 330 550	CERC	\$544.31
PO#:		Voucher #:	111691	Invoice	Invoice No: 5/7/2020	5/29/2020	Paid Amt: \$5,937.83 Check Amount: \$5,937.83
Vendor Total:							\$5,937.83
5233 COAN/DENNIS&DIANE							
		0717	STUD		1810		
		E 27	300	298	301 899 957	Catie	Check \$275.71
PO#:		Voucher #:	111536	Invoice	Invoice No: Band Trip Refund #2	5/19/2020	Paid Amt: \$275.71 Check Amount: \$275.71
Vendor Total:							\$275.71
2629 COMCAST							
		0717	001		104481		
		E 04	005	505	321 320 550	CERC	Check \$2.25
PO#:		Voucher #:	111501	Invoice	Invoice No: 4/8/20	5/8/2020	Paid Amt: \$2.25 Check Amount: \$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	104525		
		E 04 005 505 321 320 550	CERC Service		
	Voucher #:	111566 Invoice	Invoice No: 4/25/20	5/14/2020	\$2.25
					Paid Amt: \$2.25
					Check Amount: \$2.25
					Vendor Total: \$4.50
5287	CRAMER/CHAD&BRIDGET	0717 STUD	1832		
		E 27 300 298 301 899 957	Refund #2 Remainder		
	Voucher #:	111636 Invoice	Invoice No: Band Trip Refund	5/27/2020	\$86.56
					Paid Amt: \$86.56
					Check Amount: \$86.56
					Vendor Total: \$86.56
5235	DANUSER/DAVID&MARY	0717 STUD	1811		
		E 27 300 298 301 899 957	Noah		
	Voucher #:	111537 Invoice	Invoice No: Band Trip Refund #2	5/19/2020	\$173.56
					Paid Amt: \$173.56
					Check Amount: \$173.56
					Vendor Total: \$173.56
5288	DEBBAN/MARLEY	0717 STUD	1833		
		E 27 300 298 301 899 957	Refund#2 Remainder		
	Voucher #:	111637 Invoice	Invoice No: Band Trip Refund	5/27/2020	\$102.00
					Paid Amt: \$102.00
					Check Amount: \$102.00
					Vendor Total: \$102.00
26244	DIETEL, BETH	0717 001	104526		
		R 01 300 292 000 052 320	Track Refund T. Dietel		
	Voucher #:	111567 Invoice	Invoice No: Track Refund	5/14/2020	\$75.00
					Paid Amt: \$75.00
					Check Amount: \$75.00
					Vendor Total: \$75.00
1462	DISCOVERY EDUCATION, INC.	0717 001	104561		
		E 01 005 630 302 406 000	11/1/19-6/30/20		
	Voucher #:	111692 Invoice	Invoice No: CINV-010419	5/29/2020	\$1,066.67
					Paid Amt: \$1,066.67
					Check Amount: \$1,066.67
					Vendor Total: \$1,066.67

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
1517 DISTRICT 112 COMM EDUCATION					
	0717	001	104482		
	E 04	005 505 321 305 000	2019-2020 Magnifying Abilities Program		Check
PO#: 49135	Voucher #:	111506 Invoice	Invoice No: 4/7/20	5/8/2020	
					Paid Amt: \$1,500.00
					Check Amount: \$1,500.00
					Vendor Total: \$1,500.00
2875 DOORWAY TO COLLEGE FOUNDATION INC.					
	0717	001	104527		
	E 04	005 505 321 305 000	ACT Seminar 3/14/20		Check
PO#: 49189	Voucher #:	111568 Invoice	Invoice No: 8165	5/14/2020	
					Paid Amt: \$1,700.00
					Check Amount: \$1,700.00
					Vendor Total: \$1,700.00
5289 DRIEMEYER/RICH&JOAN					
	0717	STUD	1834		
	E 27	300 298 301 899 957	Refund #2 Remainder		Check
PO#:	Voucher #:	111638 Invoice	Invoice No: Band Trip Refund	5/27/2020	
					Paid Amt: \$125.71
					Check Amount: \$125.71
					Vendor Total: \$125.71
28892 EDUCATORS BENEFIT CONSULTANTS					
	0717	001	104483		
	E 01	005 110 000 311 000	403b April 2020		Check
PO#:	Voucher #:	111507 Invoice	Invoice No: 13801	5/8/2020	
					Paid Amt: \$233.54
					Check Amount: \$233.54
					Vendor Total: \$233.54
5237 FIERING/ADAM					
	0717	STUD	1812		
	E 27	300 298 301 899 957	Damon		Check
PO#:	Voucher #:	111539 Invoice	Invoice No: Band Trip Refund #2	5/19/2020	
					Paid Amt: \$275.71
					Check Amount: \$275.71
					Vendor Total: \$275.71

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
26897 GULBRANSON, ROSE					
	0717	001	104528		
	R 01	100 203 000 096 292		ES Birthday Book Club Refund-O. Gulbranson	Check
					\$20.00
PO#:	49164	Voucher #:	111569	Invoice No: Refund	
				5/14/2020	
					Paid Amt: \$20.00
					Check Amount: \$20.00
					Vendor Total: \$20.00
5266 HAGEN, TRAVIS&KRISTIN					
	0717	001	104486		
	R 01	128 296 000 052 309		Track Refund	Check
					\$75.00
	R 01	128 296 000 052 309		Track Refund	
					(\$75.00)
	R 01	128 292 000 052 320		Track Refund E. Hagen	
					\$75.00
PO#:		Voucher #:	111494	Invoice No: Track Refund	
				5/8/2020	
					Paid Amt: \$75.00
					Check Amount: \$75.00
					Vendor Total: \$75.00
5280 HAWKINS/JOHN&CHERYL					
	0717	STUD	1836		
	E 27	300 298 301 899 957		Refund #2 Remainder	Check
					\$8.56
PO#:		Voucher #:	111627	Invoice No: Band Trip Refund	
				5/27/2020	
					Paid Amt: \$8.56
					Check Amount: \$8.56
					Vendor Total: \$8.56
4977 HIEGEL, ANN					
	0717	001	104564		
	E 01	300 211 320 366 000		AIPEC-College Visit 10/17/19 E. Hiegel-Milege	Check
					\$104.98
	E 01	300 211 320 366 000		AIPEC-College Visit 10/17/19 E. Hiegel-Motel	
					\$86.03
PO#:	49178	Voucher #:	111695	Invoice No: Reimbursement	
				5/29/2020	
					Paid Amt: \$191.01
					Check Amount: \$191.01
					Vendor Total: \$191.01
5290 HIEGEL/MARK&ANN					
	0717	STUD	1837		
	E 27	300 298 301 899 957		Refund #2 Remainder	Check
					\$12.56
PO#:		Voucher #:	111639	Invoice No: Band Trip Refund	
				5/27/2020	
					Paid Amt: \$12.56
					Check Amount: \$12.56
					Vendor Total: \$12.56
24254 HOLIDAY CREDIT OFFICE					
	0717	001	104565		
	E 01	005 810 000 440 000		Tractor/Mower/Pickup	Check
					\$162.51
PO#:		Voucher #:	111696	Invoice No: 5/11/20	
				5/29/2020	
					Paid Amt: \$162.51
					Check Amount: \$162.51
					Vendor Total: \$162.51

**Jordan Public Schools
Detail Payment Register By Vendor**

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5240		HOLT/TIM&KRISTINE	0717	STUD	1815		
				E 27 300 298 301 899 957	Nick		
				Invoice No: Band Trip Refund #2		5/19/2020	
							\$133.56
							Paid Amt: \$133.56
							Check Amount: \$133.56
							Vendor Total: \$133.56
5267		HOUDEK, ALLEN&SARAH	0717	001	104487		
				R 01 128 292 000 052 320	Track Refund		
				Invoice No: Track Refund		5/8/2020	
							\$75.00
							Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00
21761		IND SCH DIST #716	0717	001	104529		
				E 01 300 294 000 305 310	2019/2020 Wrestling Costs		
				Invoice No: 2019/2020 Wrestling		5/14/2020	
							\$6,938.52
							Paid Amt: \$6,938.52
							Check Amount: \$6,938.52
							Vendor Total: \$6,938.52
10561		INTERMEDIATE DISTRICT #287	0717	001	104530		
				E 01 998 203 000 390 000	2019-2020 ESY Periods 1&2		
				Invoice No: 0002000420		5/14/2020	
							\$436.74
							Paid Amt: \$436.74
							Check Amount: \$436.74
							Vendor Total: \$436.74
5273		ISD 199	0717	001	104531		
				R 01 300 292 000 060 313	Girls Golf Refund 5/13/20		
				Invoice No: Refund		5/14/2020	
							\$150.00
							Paid Amt: \$150.00
							Check Amount: \$150.00
							Vendor Total: \$150.00
5291		JANKE/TROY&JENNA	0717	STUD	1838		
				E 27 300 298 301 899 957	Refund #2 Remainder		
				Invoice No: Band Trip Refund		5/27/2020	
							\$57.56
							Paid Amt: \$57.56
							Check Amount: \$57.56
							Vendor Total: \$57.56

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
23942					
KERBER, PAULINE					
	0717	001	104568		
	E 02	100 770 401 000			Check
				\$29.99	
PO#:	49216	Voucher #:	111700 Invoice	Invoice No: Reimbursement	
				5/29/2020	
					Paid Amt: \$29.99
					Check Amount: \$29.99
					Vendor Total: \$29.99
5274					
KES/LEE&DEBRA					
	0717	001	104532		
	R 01	300 292 000 052 320			Check
				\$75.00	
PO#:		Voucher #:	111573 Invoice	Invoice No: Refund	
				5/14/2020	
					Paid Amt: \$75.00
					Check Amount: \$75.00
					Vendor Total: \$75.00
5261					
KINKEADE, JOSHUA&HEATHER					
	0717	001	104490		
	R 01	300 296 000 052 333			Check
				\$150.00	
PO#:		Voucher #:	111489 Invoice	Invoice No: Softball Refund	
				5/8/2020	
					Paid Amt: \$150.00
					Check Amount: \$150.00
					Vendor Total: \$150.00
5292					
KINKEADE/JOSHUA&HEATHER					
	0717	STUD	1839		
	E 27	300 298 301 899 957			Check
				\$133.56	
PO#:		Voucher #:	111641 Invoice	Invoice No: Band Trip Refund	
				5/27/2020	
					Paid Amt: \$133.56
					Check Amount: \$133.56
					Vendor Total: \$133.56
2165					
KREUSER, PATTY					
	0717	001	104533		
	R 04	000 505 321 050 515			Check
				\$160.00	
PO#:	49201	Voucher #:	111574 Invoice	Invoice No: Refund	
				5/14/2020	
					Paid Amt: \$160.00
					Check Amount: \$160.00
					Vendor Total: \$160.00
5242					
KVISTAD/KEITH&TERESA					
	0717	STUD	1817		
	E 27	300 298 301 899 957			Check
				\$275.71	
PO#:		Voucher #:	111544 Invoice	Invoice No: Band Trip Refund #2	
				5/19/2020	
					Paid Amt: \$275.71
					Check Amount: \$275.71
					Vendor Total: \$275.71

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		104569		
		B	01	215	024	June 2020 D. Swenson	Check
							\$167.50
PO#:		Voucher #:		111688	Invoice	Invoice No:	201270243884
							Paid Amt: \$167.50
							Check Amount: \$167.50
							Vendor Total: \$335.00
5265							
MENDEN, JACOB&LAURA							
		0717	001		104496		
		R	01	128	292 000 052 313	Golf Refund	Check
							\$100.00
PO#:		Voucher #:		111493	Invoice	Invoice No:	201270243884
							Paid Amt: \$100.00
							Check Amount: \$100.00
							Vendor Total: \$100.00
5245							
MENDEZ/HENRY&NINFA							
		0717	STUD		1820		
		E	27	300	298 301 899 957	Eric	Check
							\$275.71
PO#:		Voucher #:		111547	Invoice	Invoice No:	Band Trip Refund #2
							Paid Amt: \$275.71
							Check Amount: \$275.71
							Vendor Total: \$275.71
1488							
MINNESOTA STATE UNIVERSITY, MANKATO							
		0717	001		104535		
		E	01	300	211 000 394 000	Public Speaking	Check
							\$3,300.00
		E	01	300	211 000 394 000	Elementary Spanish	Check
							\$3,300.00
		E	01	300	211 000 394 000	Intermediate Spanish II	Check
							\$3,300.00
PO#:	49116	Voucher #:		111576	Invoice	Invoice No:	01147300
							Paid Amt: \$9,900.00
							Check Amount: \$9,900.00
							Vendor Total: \$9,900.00
3967							
MINNESOTA VALLEY ELECTRIC COOPERATIVE							
		0717	001		104497		
		E	01	005	810 000 330 201	Ballfield Lights	Check
							\$10.74
PO#:		Voucher #:		111510	Invoice	Invoice No:	4/7/20
							Paid Amt: \$10.74
							Check Amount: \$10.74
							Vendor Total: \$10.74
3967							
MINNESOTA VALLEY ELECTRIC COOPERATIVE							
		0717	001		104570		
		E	01	005	810 000 330 201	Ballfield Lights	Check
							\$10.74
PO#:		Voucher #:		111701	Invoice	Invoice No:	5/7/20
							Paid Amt: \$10.74
							Check Amount: \$10.74
							Vendor Total: \$21.48

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5246		NOHNER/THOMAS	0717	STUD	1821		
				E 27 300 298 301 899 957	Jacob		
PO#:		Voucher #:	111548	Invoice	Invoice No: Band Trip Refund #2	5/19/2020	
							\$275.71
							Check
							Paid Amt: \$275.71
							Check Amount: \$275.71
							Vendor Total: \$275.71
4813		NOLDEN, AMANDA	0717	STUD	1843		
				E 27 300 298 301 899 957	A. Nolden		
				E 27 300 298 301 899 957	N. Nolden		
PO#:		Voucher #:	111644	Invoice	Invoice No: Band Trip Refund	5/27/2020	
							\$275.71
							Check
							Paid Amt: \$251.42
							Check Amount: \$251.42
							Vendor Total: \$251.42
5247		NORBERG/AARON&MICHELLE	0717	STUD	1822		
				E 27 300 298 301 899 957	Andrew		
PO#:		Voucher #:	111549	Invoice	Invoice No: Band Trip Refund #2	5/19/2020	
							\$275.71
							Check
							Paid Amt: \$275.71
							Check Amount: \$275.71
							Vendor Total: \$275.71
2711		NORMANDALE COMMUNITY COLLEGE	0717	001	104500		
				E 01 300 211 000 394 000	PSEO Spring Semester 2020		
PO#:	49024	Voucher #:	111513	Invoice	Invoice No: 00765274	5/8/2020	
							\$85,500.00
							Check
							Paid Amt: \$85,500.00
							Check Amount: \$85,500.00
							Vendor Total: \$85,500.00
2524		OEHLEKING, TODD	0717	001	104538		
				R 01 300 292 000 052 313	Girls Golf Refund A. Oehlerking		
PO#:		Voucher #:	111579	Invoice	Invoice No: Refund	5/14/2020	
							\$140.00
							Check
							Paid Amt: \$140.00
							Check Amount: \$140.00
							Vendor Total: \$140.00
5257		OGDAHL, MICHAEL&CARLY	0717	001	104501		
				R 01 300 294 000 052 315	Baseball Refund		
PO#:		Voucher #:	111485	Invoice	Invoice No: Baseball Refund	5/8/2020	
							\$150.00
							Check
							Paid Amt: \$150.00
							Check Amount: \$150.00
							Vendor Total: \$150.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5258		OHM, BRIDGET	0717	001	104502		
		R 01	300	294	000 052 315	Baseball Refund	
							\$75.00
		PO#: 111486		Invoice		5/8/2020	
							Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00
2842		OHMES, AMANDA	0717	STUD	1844		
		E 27	300	298	301 899 957	Refund#2 Remainder	
							\$125.71
		PO#: 111628		Invoice		5/27/2020	
							Paid Amt: \$125.71
							Check Amount: \$125.71
							Vendor Total: \$125.71
5296		ORT/JONATHAN&THERESA	0717	STUD	1845		
		E 27	300	298	301 899 957	Refund #2 Remainder	
							\$13.56
		PO#: 111646		Invoice		5/27/2020	
							Paid Amt: \$13.56
							Check Amount: \$13.56
							Vendor Total: \$13.56
5249		PARROTT/SCOTT&KRISTIN	0717	STUD	1823		
		E 27	300	298	301 899 957	Natalie	
							\$275.71
		PO#: 111550		Invoice		5/19/2020	
							Paid Amt: \$275.71
							Check Amount: \$275.71
							Vendor Total: \$275.71
5281		PARVEY/TRACEY&KALI	0717	STUD	1846		
		E 27	300	298	301 899 957	A. Parvey	
							\$263.56
							\$413.56
		PO#: 111629		Invoice		5/27/2020	
							Paid Amt: \$677.12
							Check Amount: \$677.12
							Vendor Total: \$677.12
5306		PEKARNA/JAMES&LAURA	0717	STUD	1847		
		E 27	300	298	301 899 957	Refund#2 Remainder	
							\$413.56
		PO#: 111657		Invoice		5/27/2020	
							Paid Amt: \$413.56
							Check Amount: \$413.56
							Vendor Total: \$413.56

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5295		PELOWSKI/JASON&SERENA					
		0717	STUD		1848		
		E 27	300	298	301	899	957
							Refund #2 Remainder
PO#:		Voucher #:	111645	Invoice		5/27/2020	
							Refund #2 Remainder
							Invoice No: Band Trip Refund
							Paid Amt: \$75.21
							Check Amount: \$75.21
							Vendor Total: \$75.21
5297		PELTZ/CHRISTINA					
		0717	STUD		1849		
		E 27	300	298	301	899	957
							Refund #2 Remainder
PO#:		Voucher #:	111647	Invoice		5/27/2020	
							Refund #2 Remainder
							Invoice No: Band Trip Refund
							Paid Amt: \$203.56
							Check Amount: \$203.56
							Vendor Total: \$203.56
27447		PLAINVIEW MILK PRODUCTS COOP					
		0717	001	104503			
		E 02	300	770	701	495	000
							HS
		E 02	128	770	701	495	000
							MS
		E 02	100	770	701	495	000
							ES
		E 02	300	770	701	495	000
							Southwest Metro
		E 02	300	770	701	495	000
							St Johns
		E 02	005	770	709	490	000
							COVID-19
PO#:		Voucher #:	111517	Invoice		5/8/2020	
							Invoice No: March 2020
							Paid Amt: \$4,020.83
							Check Amount: \$4,020.83
							Vendor Total: \$4,020.83
5082		PRIOR LAKE HIGH SCHOOL					
		0717	001	104504			
		E 01	300	296	000	305	334
							Gymnastic Jordan Participant FY20
PO#:	49060	Voucher #:	111516	Invoice		5/8/2020	
							Gymnastic Student
							Invoice No: Gymnastic Student
							Paid Amt: \$935.00
							Check Amount: \$935.00
							Vendor Total: \$935.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
4838 QUICK LANE TIRE & AUTO								
		0717	001		104540		Check	
		E 01	005	760	733	350	000	\$56.93
						Ford 2018 Oil Change 4/20/20		
PO#:	49150	Voucher #:	111580	Invoice	No:	6205546/1	5/14/2020	Paid Amt: \$56.93 Check Amount: \$56.93
								Vendor Total: \$56.93
11072 RADERMACHER FOODS INC.								
		0717	001		104505		Check	
		E 01	128	810	000	350	274	\$11.50
						MS Maintenance		
		E 01	300	810	000	350	274	\$5.80
						HS Maintenance		
PO#:		Voucher #:	111521	Invoice	No:	Acct#26200	5/8/2020	Paid Amt: \$17.30 Check Amount: \$17.30
		0717	001		104572		Check	
		E 18	128	298	301	899	000	\$823.90
						Food Shelf Reimbursed		
		E 01	300	331	830	433	000	\$63.43
						HS FACS		
		E 01	300	810	000	401	000	\$7.58
						HS Maintenance		
		E 01	128	050	000	401	000	\$3.00
						MS Non Instructional		
PO#:		Voucher #:	111703	Invoice	No:	Acct#26200	5/29/2020	Paid Amt: \$897.91 Check Amount: \$897.91
		0717	001		104572		Check	
		E 18	128	298	301	899	000	\$823.90
						Food Shelf Reimbursed		
		E 01	300	331	830	433	000	\$63.43
						HS FACS		
		E 01	300	810	000	401	000	\$7.58
						HS Maintenance		
		E 01	128	050	000	401	000	\$3.00
						MS Non Instructional		
PO#:		Voucher #:	111703	Invoice	No:	Acct#26200	5/29/2020	Paid Amt: \$897.91 Check Amount: \$897.91
								Vendor Total: \$915.21
01714 RANDOLPH, TAMMY								
		0717	STUD		1850		Check	
		E 27	300	298	301	899	957	\$178.71
						Refund #2 Remainder		
PO#:		Voucher #:	111648	Invoice	No:	Band Trip Refund	5/27/2020	Paid Amt: \$178.71 Check Amount: \$178.71
								Vendor Total: \$178.71
5162 RASER, KELLY								
		0717	001		104573		Check	
		E 02	100	770	701	401	000	\$32.07
						Shoes		
PO#:	49220	Voucher #:	111704	Invoice	No:	Reimbursement	5/29/2020	Paid Amt: \$32.07 Check Amount: \$32.07
								Vendor Total: \$32.07
20698 RATWIK, ROSZAK & MALONEY, PA								
		0717	001		104506		Check	
		E 01	005	160	000	311	000	\$391.00
						Professional Fees		
		E 01	005	400	000	306	000	\$207.00
						SPED		
PO#:	49136	Voucher #:	111520	Invoice	No:	66330	5/8/2020	Paid Amt: \$598.00 Check Amount: \$598.00
								Vendor Total: \$598.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5255 REGION 9 EDUCATION COOPERATIVE					
	0717	001	104555		
PO#: 49168	Voucher #:	111626	Invoice	AP Chemistry Workshop Session 2 for June 8-1	Check
			316 366 000	5/22/2020	\$500.00
			Invoice No: Registration		
					Paid Amt: \$500.00
					Check Amount: \$500.00
					Vendor Total: \$500.00
24638 REGION V COMPUTER SERVICES					
	0717	001	104507		
PO#: 49078	Voucher #:	111518	Invoice	Finance Winter Session Amy H.-Lunch 2/25/20	Check
			005 110 000 366 000	5/8/2020	\$5.45
			Invoice No: 13340		
			E 01 005 110 302 316 000		\$1,100.00
			Fee to Operation Capital		
			E 01 005 110 000 316 000		\$5,427.25
			Region V User Fee		
PO#: 49077	Voucher #:	111519	Invoice		Check
			Invoice No: 13235	5/8/2020	\$6,527.25
					Check Amount: \$6,532.70
					Vendor Total: \$6,532.70
5307 RIETSCHHEL/TERASA					
	0717	001	104574		
PO#: 49250	Voucher #:	111705	Invoice	Logan-River Valley Soccer Winter/Indoor Refund	Check
			005 505 321 050 326	5/29/2020	\$67.50
			Invoice No: Refund		
			R 04 005 505 321 050 326		\$67.50
			Emerson-River Valley Soccer Winter/Indoor Ref		
			R 04 005 505 321 050 326		\$67.50
			India-River Valley Soccer Winter/Indoor Refund		
					Paid Amt: \$202.50
					Check Amount: \$202.50
					Vendor Total: \$202.50
5260 RINGSMUTH, JOHN&REBECCA					
	0717	001	104508		
PO#: 49168	Voucher #:	111488	Invoice	Track Refund	Check
			005 300 292 000 052 320	5/8/2020	\$75.00
			Invoice No: Track/SB Refund		
			R 01 128 296 000 052 333		\$50.00
			Softball Refund		
					Paid Amt: \$125.00
					Check Amount: \$125.00
					Vendor Total: \$125.00
5298 ROSARIO/DANIEL&AMY					
	0717	STUD	1851		
PO#: 49168	Voucher #:	111649	Invoice	Refund #2 Remainder	Check
			005 300 298 301 899 957	5/27/2020	\$13.56
			Invoice No: Band Trip Refund		
					Paid Amt: \$13.56
					Check Amount: \$13.56
					Vendor Total: \$13.56

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1584 SAMUELSON, DAVE							
		0717	001		104541		
		R 01	300	292	000 052 320	Boys Track Refund R. Samuelson	\$50.00
		PO#:		Voucher #:	111581	Invoice	Invoice No: Refund
							5/14/2020
							Paid Amt: \$50.00
							Check Amount: \$50.00
							Vendor Total: \$50.00
4665 SCHMIT, SHARI							
		0717	001		104542		
		E 02	128	770	701 401 000	Food Serv-Clothing Allowance-Shoes	\$120.00
		PO#:	49194	Voucher #:	111582	Invoice	Invoice No: Reimbursement
							5/14/2020
							Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
5146 SCHOOL PERCEPTIONS LLC							
		0717	001		104509		
		E 01	005	010	000 305 000	Community Survey Phase 2 Survey Design	\$2,600.00
		PO#:	49067	Voucher #:	111523	Invoice	Invoice No: 3864
							5/8/2020
							Paid Amt: \$2,600.00
							Check Amount: \$2,600.00
							Vendor Total: \$2,600.00
5302 SCHUELLER/ANNY							
		0717	001		104575		
		R 04	000	505	321 040 503	Extreme Robotics Refund-I. Schueller	\$97.00
		PO#:	49245	Voucher #:	111706	Invoice	Invoice No: Refund
							5/29/2020
							Paid Amt: \$97.00
							Check Amount: \$97.00
							Vendor Total: \$97.00
27328 SCOTT COUNTY							
		0717	001		104543		
		E 06	005	870	791 305 000	Farm-1st Half Due 5/15/20	\$5,097.00
		PO#:	48942	Voucher #:	111583	Invoice	Invoice No: Property#229300490
							5/14/2020
							Paid Amt: \$5,097.00
							Check Amount: \$5,097.00
							Vendor Total: \$5,097.00
25338 SCOTT COUNTY TREASURER							
		0717	001		104510		
		E 04	005	505	321 305 514	March 2020 Simulation Room Use	\$195.00
		PO#:	49071	Voucher #:	111522	Invoice	Invoice No: IN25709
							5/8/2020
							Paid Amt: \$195.00
							Check Amount: \$195.00
							Vendor Total: \$195.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
25338							
SCOTT COUNTY TREASURER							
		0717	001		104544		
		E	01	005	730 000 379 000	Q12020 Non-Billable Therapist Time	Check
							\$5,917.60
		PO#: 49187		Voucher #:	111584	Invoice No: 22394-5	
							Paid Amt: \$5,917.60
							Check Amount: \$5,917.60
							Vendor Total: \$6,112.60
5271							
SHUDY/JOHN&CHRISTINE							
		0717	001		104511		
		R	01	300	292 000 052 320	Track Refund	Check
							\$5.00
		PO#: 49187		Voucher #:	111487	Invoice No: Track Refund	
						5/8/2020	Paid Amt: \$5.00
							Check Amount: \$5.00
							Vendor Total: \$5.00
1363							
SIEVERS, SARA							
		0717	001		104545		
		R	01	300	292 000 052 320	Boys Track Refund B. Sievers	Check
							\$50.00
		PO#: 49180		Voucher #:	111585	Invoice No: Refund	
						5/14/2020	Paid Amt: \$50.00
							Check Amount: \$50.00
							Vendor Total: \$50.00
5270							
Smith, Julie PhD, MPHc, LPCC, NCC							
		0717	001		104546		
		E	01	005	211 320 305 000	AIPEC Professional Dev	Check
							\$2,500.00
		PO#: 49180		Voucher #:	111586	Invoice No: 2020	
						5/14/2020	Paid Amt: \$2,500.00
							Check Amount: \$2,500.00
							Vendor Total: \$2,500.00
5305							
SMOCZYK/BRIAN&DEB							
		0717	STUD		1853		
		E	27	300	298 301 899 957	Refund #2 Remainder	Check
							\$13.56
		PO#: 49180		Voucher #:	111656	Invoice No: Band Trip Refund	
						5/27/2020	Paid Amt: \$13.56
							Check Amount: \$13.56
							Vendor Total: \$13.56

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5282							
SNAPKO/DAVID&MARI							
		0717	STUD		1854		
		E 27	300	298	301 899 957	Refund #2 Remainder	Check
							\$125.71
PO#:		Voucher #:		111630	Invoice	Invoice No: Band Trip Refund	Paid Amt: \$125.71
							Check Amount: \$125.71
							Vendor Total: \$125.71
25751							
SOEFFKER, MARY BETH							
		0717	001		104576		
		R 01	300	292	000 052 320	Track Refund D. Soeffker	Check
							\$135.00
PO#:	49234	Voucher #:		111707	Invoice	Invoice No: Refund	Paid Amt: \$135.00
							Check Amount: \$135.00
							Vendor Total: \$135.00
4909							
SOKOL, MARK							
		0717	001		104547		
		E 01	100	810	000 401 000	Custodial-Clothing Allowance-Shoes	Check
							\$42.00
PO#:	49163	Voucher #:		111587	Invoice	Invoice No: Reimbursement	Paid Amt: \$42.00
							Check Amount: \$42.00
							Vendor Total: \$42.00
16835							
SOUTH CENTRAL SERVICE COOP.							
		0717	001		104512		
		E 01	005	865	352 305 000	EMS	Check
							\$916.12
PO#:	49137	Voucher #:		111524	Invoice	Invoice No: 19541	Paid Amt: \$916.12
							Check Amount: \$916.12
							Vendor Total: \$916.12
10214							
SOUTHWEST METRO INTERMEDIATE DISTRICT							
		0717	001		104548		
		E 01	998	211	000 390 000	FY20 JAF Billing S. Karlina	Check
							\$488.01
PO#:	49182	Voucher #:		111588	Invoice	Invoice No: 2412	Paid Amt: \$488.01
PO#:	49179	Voucher #:		111589	Invoice	Invoice No: 2390	Paid Amt: \$977.82
							Check Amount: \$977.82
							Vendor Total: \$1,465.83
104577							
		0717	001		104577		
		E 01	305	365	830 390 000	Auto	Check
							\$2,538.69
		E 01	305	301	830 390 000	Animal Science	\$1,358.28
		E 01	305	365	830 390 000	Criminal Justice	\$1,358.28
		E 01	305	365	830 390 000	Computer	\$679.14
		E 01	305	361	830 390 000	Construction	\$2,037.42
		E 01	305	365	830 390 000	Cosmo	\$2,716.56
		E 01	305	321	830 390 000	Med Careers	\$3,735.27

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10214							
SOUTHWEST METRO INTERMEDIATE DISTRICT							
		0717	001		104577		
		E 01	305	365	830 390 000		Check
		E 01	305	361	830 390 000		\$2,376.99
		E 01	305	361	830 390 000		\$2,037.42
		111708	Invoice		Invoice No: 2399	5/29/2020	
	PO#: 49195	E 01	998	405	740 396 000		Paid Amt: \$18,838.05
		E 01	998	405	740 397 000		\$4,620.09
		E 01	998	405	740 397 000		\$1,559.93
		E 01	998	405	740 820 000		\$309.00
		E 01	998	406	740 396 000		\$2,336.82
		E 01	998	406	740 397 000		\$714.11
		E 01	998	406	740 820 000		\$152.54
		E 01	998	401	740 396 000		\$2,425.13
		E 01	998	401	740 397 000		\$860.51
		E 01	998	401	740 397 000		\$164.28
		E 01	998	401	740 820 000		\$3,472.37
		E 01	998	420	740 396 000		\$942.61
		E 01	998	420	740 397 000		\$168.69
		E 01	998	420	740 820 000		
	PO# 49218	111709	Invoice		Invoice No: 2423	5/29/2020	
		111709	Invoice		Invoice No: 2423	5/29/2020	
							Paid Amt: \$17,726.08
							Check Amount: \$36,564.13
							Vendor Total: \$38,029.96
17589							
ST JOHN THE BAPTIST SCHOOL							
		0717	001		104513		
		E 01	701	204	414 366 000		Check
		E 01	701	204	414 366 000		\$300.00
		111525	Invoice		Invoice No: Reimbursement	5/8/2020	
	PO#: 49156	E 01	701	204	414 366 000		Paid Amt: \$300.00
		E 01	701	204	414 366 000		Check Amount: \$300.00
							Vendor Total: \$300.00
25711							
STAR GROUP, LLC/NAPA AUTO PARTS							
		0717	001		104514		
		E 01	005	810	000 350 274		Check
		E 01	005	810	000 350 274		\$33.97
		111526	Invoice		Invoice No: 763782	5/8/2020	
	PO#: 49146	E 01	128	810	000 350 274		Paid Amt: \$33.97
		E 01	128	810	000 350 274		\$6.99
		111527	Invoice		Invoice No: 762549	5/8/2020	
	PO#: 49146	E 01	128	810	000 350 274		Paid Amt: \$6.99
		E 01	128	810	000 350 274		Check Amount: \$40.96
							Vendor Total: \$40.96
104578							
		0717	001		104578		
		E 01	128	810	000 350 274		Check
		E 01	128	810	000 350 274		\$11.70
		111710	Invoice		Invoice No: 768113	5/29/2020	
	PO#: 49235	E 01	128	810	000 350 274		Paid Amt: \$11.70
		E 01	128	810	000 350 274		Check Amount: \$11.70
							Vendor Total: \$11.70

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
25711		STAR GROUP, LLC/NAPA AUTO PARTS					
		0717	001		104578		
		E 01	005	810	000 350 274	5/29/2020	Check
							\$2.15
		PO#: 49235		Voucher #:	111711 Invoice		
					Invoice No: 765819		
							Paid Amt: \$2.15
							Check Amount: \$13.85
							Vendor Total: \$54.81
14395		SWNEWSMEDIA.COM					
		0717	001		104549		
		E 01	005	110	000 305 000		Check
							\$231.50
		E 01	005	110	000 305 000	3/9/20 SB Mtg	
							\$147.32
		E 01	005	110	000 305 000	3/24/20 SB Mtg	
							\$119.26
		PO#: 49188		Voucher #:	111590 Invoice	5/14/2020	
					Invoice No: 4/30/20		
							Paid Amt: \$498.08
							Check Amount: \$498.08
							Vendor Total: \$498.08
5299		WEEDMAN/JON&NICOLE					
		0717	STUD		1855		
		E 27	300	298	301 899 957	5/27/2020	Check
							\$44.16
		PO#: 111650		Voucher #:	111650 Invoice		
					Invoice No: Band Trip Refund		
							Paid Amt: \$44.16
							Check Amount: \$44.16
							Vendor Total: \$44.16
18746		XCEL ENERGY					
		0717	001				
		E 01	100	810	000 330 201		Wire
							\$4,014.89
		E 01	128	810	000 330 201	ES	
							\$4,528.73
		E 01	300	810	000 330 201	MS	
							\$7,967.83
		E 01	005	810	000 330 201	HS	
							\$333.00
		E 04	005	505	321 330 000	Athletic Complex	
							\$91.25
		E 04	005	582	344 330 000	ES CE	
							\$273.74
		E 02	100	770	701 330 000	ECFE	
							\$182.50
		E 02	128	770	701 330 000	ES Food Service	
							\$248.15
		E 02	300	770	701 330 000	MS Food Service	
							\$508.58
		E 04	005	505	321 330 550	HS Food Service	
							\$1,426.86
		PO#: 111498		Voucher #:	111498 Invoice	5/8/2020	
					Invoice No: 681124216		
							Paid Amt: \$19,575.53
							Check Amount: \$19,575.53
							Vendor Total: \$19,575.53

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5254		YOUNG/STEVE&JENNY					
		0717	001		104550		
		R 04	005	321 050 326		River Valley United Soccer Refund	
							\$67.50
		PO#: 49165	Voucher #:	111591 Invoice		5/14/2020	
				Invoice No: Refund			
							Paid Amt: \$67.50
							Check Amount: \$67.50
							Vendor Total: \$67.50
5294		ZAMARRIPA/CARLOS&SHERRY					
		0717	STUD		1856		
		E 27	300	298 301 899 957		Refund #2 Remainder	
							\$275.71
		PO#: 49165	Voucher #:	111643 Invoice		5/27/2020	
				Invoice No: Band Trip Refund			
							Paid Amt: \$275.71
							Check Amount: \$275.71
							Vendor Total: \$275.71
5276		ZAUN/JODI					
		0717	001		104551		
		R 04	000	505 321 050 515		Z. Zaun-Legion Baseball Refund	
							\$160.00
		PO#: 49208	Voucher #:	111592 Invoice		5/14/2020	
				Invoice No: Refund			
							Paid Amt: \$160.00
							Check Amount: \$160.00
							Vendor Total: \$160.00
5250		ZOUNGRANA/RANIPOMAL&ZOE					
		0717	STUD		1825		
		E 27	300	298 301 899 957		Kouma	
							\$275.71
		PO#: 49165	Voucher #:	111551 Invoice		5/19/2020	
				Invoice No: Band Trip Refund #2			
							Paid Amt: \$275.71
							Check Amount: \$275.71
							Vendor Total: \$275.71
							Report Total: \$402,554.26

Jordan Public Schools
Detail Payment Register By Vendor
Fund Summary

Fund Description	Total
01 General Fund	\$365,213.34
02 Food Service Fund	\$8,672.78
04 Community Education	\$8,991.24
06 Building Fund	\$6,339.50
18 Custodial Fund	\$3,043.90
27 HS Student Activity Account	\$10,293.50
Report Total	\$402,554.26

Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0717	001	21993	B 01 215 014	Invoice	PUBLIC EMPLOYEES RETIREMENT ASSN PERA	5/15/2020	Wire
		Voucher #: 111599			Invoice No: S2020210		Paid Amt: \$23,588.28
							Check Amount: \$23,588.28
0717	001	21994	B 01 215 018	Invoice	TEACHERS RETIREMENT ASSN TRA	5/15/2020	Wire
		Voucher #: 111600			Invoice No: S2020210		Paid Amt: \$67,403.16
							Check Amount: \$67,403.16
0717	001	22350	B 01 215 003	Invoice	FRANSEN BANK AND TRUST Fed Tax	5/15/2020	Wire
		Voucher #: 111601			Invoice No: S2020210		Paid Amt: \$44,914.22
							Check Amount: \$44,914.22
		Voucher #: 111602			Invoice No: S2020210		Paid Amt: \$16,551.68
							Check Amount: \$16,551.68
		Voucher #: 111604			Invoice No: S2020210		Paid Amt: \$70,773.06
							Check Amount: \$70,773.06
							Check Amount: \$132,238.96
0717	001	22350	B 01 215 002	Invoice	FRANDSEN BANK AND TRUST State Tax	5/15/2020	Wire
		Voucher #: 111603			Invoice No: S2020210		Paid Amt: \$21,840.08
							Check Amount: \$21,840.08
0717	001	24948	B 01 215 029	Invoice	MN CHILD SUPPORT PYMT CENTER Child Support	5/15/2020	Wire
		Voucher #: 111607			Invoice No: S2020210		Paid Amt: \$778.90
							Check Amount: \$778.90
0717	001	27742	B 01 215 074	Invoice	MN DEPT OF REVENUE Garnishment	5/15/2020	Wire
		Voucher #: 111609			Invoice No: S2020210		Paid Amt: \$411.47
							Check Amount: \$411.47
0717	001	28892	B 01 215 056	Invoice	EDUCATORS BENEFIT CONSULTANTS American Express	5/15/2020	Wire
		Voucher #: 111610			Invoice No: S2020210		Paid Amt: \$2,446.38
							Check Amount: \$2,446.38
		Voucher #: 111611			Invoice No: S2020210		Paid Amt: \$2,812.88
							Check Amount: \$2,812.88
		Voucher #: 111612			Invoice No: S2020210		Paid Amt: \$537.52
							Check Amount: \$537.52
		Voucher #: 111613			Invoice No: S2020210		Paid Amt: \$733.35
							Check Amount: \$733.35
							Check Amount: \$1,008.51

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	068	ING/Aetna	\$129.20
			B 01	215	080	First Investors Corporation	\$500.02
		PO#:	Voucher #:	111614	Invoice No: S2020210	5/15/2020	Paid Amt: \$629.22
			B 01	215	064	Franklin Templeton	\$586.04
			B 01	215	068	ING/Aetna	\$954.33
		PO#:	Voucher #:	111615	Invoice No: S2020210	5/15/2020	Paid Amt: \$1,540.37
			B 01	215	069	Orchard Trust/Great West	\$130.00
		PO#:	Voucher #:	111616	Invoice No: S2020210	5/15/2020	Paid Amt: \$130.00
			B 01	215	078	Horace Mann	\$4,627.58
		PO#:	Voucher #:	111617	Invoice No: S2020210	5/15/2020	Paid Amt: \$4,627.58
			B 01	215	068	ING/Aetna	\$5,885.40
		PO#:	Voucher #:	111618	Invoice No: S2020210	5/15/2020	Paid Amt: \$5,885.40
			B 01	215	077	Modern Woodmen	\$334.02
		PO#:	Voucher #:	111619	Invoice No: S2020210	5/15/2020	Paid Amt: \$334.02
			B 01	215	057	Thrivent Financial	\$1,047.41
		PO#:	Voucher #:	111620	Invoice No: S2020210	5/15/2020	Paid Amt: \$1,047.41
			B 01	215	067	Valic	\$1,015.45
		PO#:	Voucher #:	111621	Invoice No: S2020210	5/15/2020	Paid Amt: \$1,015.45
							Check Amount: \$22,014.74
0717	001	11747			BLUE CROSS & BLUE SHIELD		Wire
			B 01	215	020	Health Ins	\$72,624.96
		PO#:	Voucher #:	111598	Invoice No: S2020210	5/31/2020	Paid Amt: \$72,624.96
			B 01	215	020	Health Ins	\$72,738.99
			B 01	215	024	Health Ins - retiree	\$8,120.97
			B 01	215	020	Health Ins-adj to actual premium	(\$2,679.13)
		PO#:	Voucher #:	111661	Invoice No: S2020220	5/31/2020	Paid Amt: \$78,180.83
							Check Amount: \$150,805.79
0717	001	21993			PUBLIC EMPLOYEES RETIREMENT ASSN		Wire
			B 01	215	014	PERA	\$22,852.91
		PO#:	Voucher #:	111662	Invoice No: S2020220	5/31/2020	Paid Amt: \$22,852.91
							Check Amount: \$22,852.91
0717	001	21994			TEACHERS RETIREMENT ASSN		Wire
			B 01	215	018	TRA	\$66,315.80
		PO#:	Voucher #:	111663	Invoice No: S2020220	5/31/2020	Paid Amt: \$66,315.80
							Check Amount: \$66,315.80
0717	001	22350			FRANDSEN BANK AND TRUST		Wire
			B 01	215	003	Fed Tax	\$43,774.91
		PO#:	Voucher #:	111664	Invoice No: S2020220	5/31/2020	Paid Amt: \$43,774.91

Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0717	001	22350	B 01 215 010		FRANDSEN BANK AND TRUST		Wire
		PO#: 111665	Invoice	Invoice No: S2020220	FICA	5/31/2020	Paid Amt: \$16,115.00
		PO#: 111667	Invoice	Invoice No: S2020220	FICA	5/31/2020	Paid Amt: \$68,905.22
							Check Amount: \$128,795.13
0717	001	22350	B 01 215 002		FRANDSEN BANK AND TRUST		Wire
		PO#: 111666	Invoice	Invoice No: S2020220	State Tax	5/31/2020	Paid Amt: \$21,286.05
							Check Amount: \$21,286.05
0717	001	24385	B 01 215 060		AFLAC		Wire
		PO#: 111605	Invoice	Invoice No: S2020210	American Family/Flex Cancer	5/31/2020	Paid Amt: \$61.90
		PO#: 111668	Invoice	Invoice No: S2020220	American Family/Flex Cancer	5/31/2020	Paid Amt: \$61.90
							Check Amount: \$123.80
0717	001	24948	B 01 215 029		MN CHILD SUPPORT PYMT CENTER		Wire
		PO#: 111670	Invoice	Invoice No: S2020220	Child Support	5/31/2020	Paid Amt: \$778.90
							Check Amount: \$778.90
0717	001	26971	B 01 215 090		Select/Mill Life		Wire
		PO#: 111712	Invoice	Invoice No: S2020220	Flex-Dep Care	5/31/2020	Paid Amt: \$2,435.67
					Flex-Medical Care		\$768.08
					Flex-Dep Care		\$2,560.67
					Flex-Medical Care		\$768.08
					Flex-Medical-Adj to actual claims		(\$1,350.40)
					Flex-dep care adj to actual		\$2,004.06
		PO#: 111713	Invoice	Invoice No: S2020220		5/31/2020	Paid Amt: \$3,982.41
							Check Amount: \$7,186.16
0717	001	26971	B 01 215 028		Select/Mill Life		Wire
		PO#: 111608	Invoice	Invoice No: S2020210	Flex - Employee Contributions	5/31/2020	Paid Amt: \$2,934.76
							Check Amount: \$2,934.76
0717	001	26971	B 01 215 028		Select/Mill Life		Wire
		PO#: 111671	Invoice	Invoice No: S2020220	Flex - Employee Contributions	5/31/2020	Paid Amt: \$2,934.76
							Check Amount: \$2,934.76

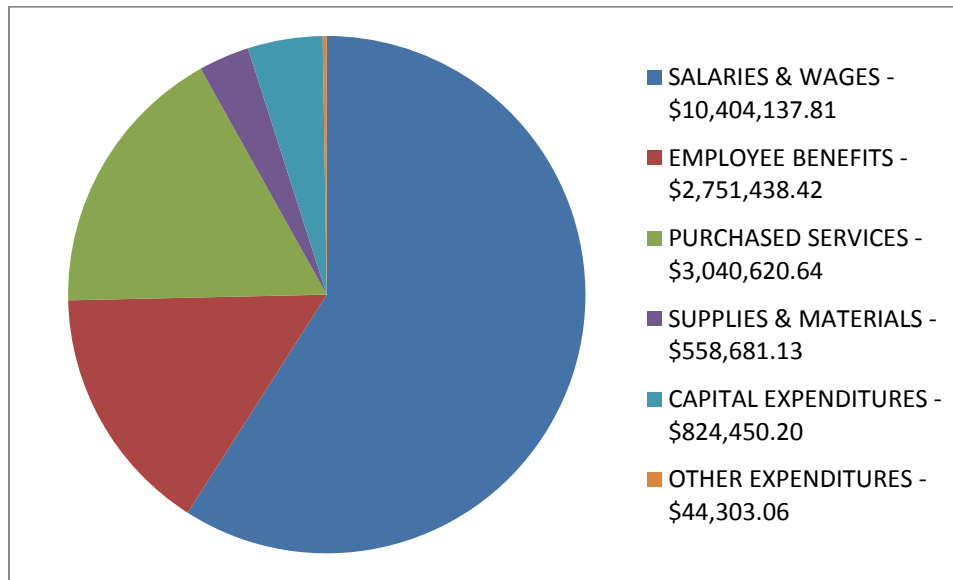
Jordan Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0717	001	27742	B 01	215 074	MN DEPT OF REVENUE	5/31/2020	Wire
		Voucher #:	111672	Invoice	Invoice No: S2020220	Garnishment	Paid Amt: \$411.47
							Check Amount: \$411.47
0717	001	28892	B 01	215 056	EDUCATORS BENEFIT CONSULTANTS	5/31/2020	Wire
		Voucher #:	111673	Invoice	Invoice No: S2020220	American Express	Paid Amt: \$2,446.38
		Voucher #:	111674	Invoice	Invoice No: S2020220	Equitable Life	Paid Amt: \$2,701.76
		Voucher #:	111675	Invoice	Invoice No: S2020220	ECONOMIC SERVICES	Paid Amt: \$537.52
		Voucher #:	111676	Invoice	Invoice No: S2020220	Fidelity Investment	Paid Amt: \$646.62
		Voucher #:	111677	Invoice	Invoice No: S2020220	ING/Aetna	Paid Amt: \$275.16
		Voucher #:	111678	Invoice	Invoice No: S2020220	ING/Aetna	Paid Amt: \$129.20
		Voucher #:	111679	Invoice	Invoice No: S2020220	First Investors Corporation	Paid Amt: \$500.02
		Voucher #:	111680	Invoice	Invoice No: S2020220	Franklin Templeton	Paid Amt: \$586.04
		Voucher #:	111681	Invoice	Invoice No: S2020220	ING/Aetna	Paid Amt: \$954.33
		Voucher #:	111682	Invoice	Invoice No: S2020220	Orchard Trust/Great West	Paid Amt: \$130.00
		Voucher #:	111683	Invoice	Invoice No: S2020220	Horace Mann	Paid Amt: \$4,627.46
		Voucher #:	111684	Invoice	Invoice No: S2020220	ING/Aetna	Paid Amt: \$5,885.22
		Voucher #:	111685	Invoice	Invoice No: S2020220	Modern Woodmen	Paid Amt: \$334.02
		Voucher #:	111686	Invoice	Invoice No: S2020220	New York Life	Paid Amt: \$400.00
		Voucher #:	111687	Invoice	Invoice No: S2020220	Thrivent Financial	Paid Amt: \$1,047.41
		Voucher #:	111688	Invoice	Invoice No: S2020220	Vaic	Paid Amt: \$1,014.93
		Voucher #:	111689	Invoice	Invoice No: S2020220		Paid Amt: \$1,014.93
							Check Amount: \$22,216.07
0717	001	104552	B 01	215 039	EDUCATION MINNESOTA - JORDAN	5/15/2020	Check
		Voucher #:	111596	Invoice	Invoice No: S2020210	Jea	Paid Amt: \$13,001.70
							Check Amount: \$13,001.70



FUND 01 - EXP GUIDELINE BY OBJECT

JUNE, 2020



TOTAL EXPENDITURES – FUND 01 - THRU MAY, 2020 - \$17,623,631.26

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Jordan Public Schools ISD 717 gratefully accepts the following donations as identified below:

Donor	Designated Purpose	Amount / Item(s)
Cathy Weeks	JHS Theater Dept.	\$23.95
Trina Dahlen	JHS	\$11.00
MightyCause / Jaqueline Westbrook-Shaw	Food Shelf	\$545.00
Tracy Skogland	JHS Band Dept.	Snare Drum & Bells
Anonymous	Food Shelf	\$35.00
Laura Weiers	Food Shelf	\$400.00
Nicholas & Megan Dahlen	Food Shelf	\$500.00
McClellan Family	Food Shelf	\$40.00
Jen St. John	Food Shelf	\$50.00
Louise Lindquist	Food Shelf	\$400.00
Rosalynn Olson	Food Shelf	\$200.00
Laurie Schmidt	Food Shelf	\$50.00
Rebecca Brewster	ES	\$200.00
Bruce Lammers	Music Dept.	2 Trombones
Denise Weber	Food Service	\$144.60

The vote on adoption of the Resolution was as follows:

Aye: _____

Nay: _____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

111
School Board Clerk

Date



EMPLOYEE DATA SHEET

Employee:	Rebecca Pauly	Date Offer Accepted:	5/27/2020
Job Title:	Teacher, Special Education	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Chad Williams	Location:	Middle School

PERSONNEL ACTION

New Hire	X	Replacement For	Jennifer St. John	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>
Minnesota State University	Mankato, MN	Special Education	5/2018	1/2014-5/2018

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>
ABS - Mild to Moderate	PELSB	June 2018	June 2021

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>
Tri-City United Public Schools	Special Education Teacher	Provide special education services to students on IEPs.	6/2018 - present

Previous Lane:	BA	Previous Step:	2
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Beginning Contract Date:	8/20/2020	Ending Contract Date:	
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Brief Description of Previous Experience: Becca has been working in Tri-City United as a special education teacher in Le Center, MN. Becca has worked with all students with various disabilities to ensure appropriate programming and services are provided to meet their IEPs.



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 **Rebecca Pauly**, 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 **8/20/2020** through **6/4/2021**.

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: 3

Days/Year: 186

Base Salary: \$47,733

Employee Signature: Rebecca Pauly

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Max Haakonson	Date Offer Accepted:	5/6/2020
Job Title:	Teacher, Special Education	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
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>
Minnesota State University	Mankato, MN	Special Education	December 2018	2016-2018
Normandale College	Edina, MN	Associates Degree	Associates Degree	2012-2016

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>
Applied Behavior Specialist	PELSB	December 2018	June 2021

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>
Burnsville Public Schools	Special Education Teacher	Taught curriculum, and created lesson plans.	12/2018 - current

Previous Lane:	BA	Previous Step:	1
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Beginning Contract Date:	8/20/2020	Ending Contract Date:	
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Brief Description of Previous Experience: Max is currently a special education in the Burnsville School District case managing 23 students. Max has also worked in MRCI in Shakopee with adults with significant disabilities in the the workforce.



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 **Max Haakonson**, 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 2020-2021 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 **8/20/2020** through **6/4/2021**.

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: 01

Days/Year: 186

Base Salary: \$45,464

Employee Signature: Max Haakonson

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



CONTRACT

between

Independent School District No. 717
Jordan, Minnesota

And

Kids Company and Early Edventures Supervisors and Group Leaders
Community Education and Recreation Front Desk Assistants
Early Learning Services Paraprofessionals

July 1, 2020 – June 30, 2022

AGREEMENT

This agreement is entered into between the Jordan School District and the employees serving in Kids Company, Early Learning Services, and the Community Education and Recreation Center.

ARTICLE I **DEFINITIONS**

Section 1. Terms and Conditions of Employment:

The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. School District:

For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

Section 3. Benefits Eligibility:

Eligibility for benefits: To qualify for benefits employees must be employed for 20 hours weekly for 35 weeks yearly. Benefits will be prorated off of 2080 hours yearly, unless specifically stated otherwise in a particular benefit. All benefits that require carrier approval must meet the carrier criteria.

Section 4. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE II **COMPENSATION**

Section 1. Wage Schedule:

Subd. 1. Rate of Pay: The salaries of all employees shall be on an hourly rate. The Board of Directors of the school district shall set the hourly rate for the two-year period of this agreement. Rates of pay shall be effective July 1st of each year and shall be paid in accordance to the rate scale in Attachment A and Attachment B. Should the district not set the salary prior to an employee commencing work for the particular school year, the employee shall work at the previous year's hourly rate until an agreement is reached on the present year's hourly rate. The employee would receive retro pay once the rate is set.

Subd. 2. Overtime: Overtime rate shall be paid when an employee works more than 40 hours per week. The overtime calculation shall be based on the employee's hourly rate. Overtime must be approved in advance, in writing, by the employee's applicable administrator.

Subd. 3. Overtime shall be at 1.5 times the employee's regular pay.

Section 2. Longevity:

Upon completion of 10 years of experience (at start of 11th year) within the district employees will receive a 20 cents per hour longevity recognition. At the start of their 15th year employees will receive an additional 10 cents per hour (a total of 30 cents). At the start of their 20th year employees will receive an additional 5 cents per hour (a total of 35 cents).

Section 3. Conferences:

Employees are encouraged to attend workshops or conferences. Each conference or workshop must receive prior approval from the community education director. The district will pay mileage reimbursement as well as cost of the conference.

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Claims Against the School District:

It is understood that the school district'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 district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution:

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contributions shall cease.

Section 4. Health, Hospitalization and Dental Insurance:

All qualifying staff will be offered a district insurance contribution of \$3,860 to be applied directly toward the premium of the approved and applicable health, hospital, and dental policies provided by the district. Paraprofessionals who elect to take insurance through the district will pay the remaining portion of the premium through payroll deduction. This is not a prorated benefit for all benefit eligible employees.

Section 5. Long Term Disability Insurance:

The district shall provide LTD insurance for eligible employees as long as the district employs them. The LTD plan will be the one used by Education Minnesota-Jordan.

Section 6. Term life Insurance:

The district shall provide term life insurance, using the same plan the district used with the JEA EMJ. The amount of insurance shall be according to the following formula based off 2080 hours yearly:

- 76-100% of 2080 hours equals \$20,000 insurance.
- 50-74% of 2080 hours equals \$10,000 insurance.
- 33-49% of 2080 hours equals \$5,000 insurance.

Section 7. Affordable Care Act/Cadillac Tax Provision:

Subd. 1. The selected group health and hospitalization plan must be in compliance with the Patient Protection Affordable Care Act. This agreement may be subject to the reopening of negotiations during the 2018-2020 contract cycle due to the regulations regarding the Affordable Care Act.

Subd. 2. In the event district offered health insurance plan(s) should reach a single premium of \$10,000 or more, the amount beyond \$10,000 would be covered 50% by the school district and 50% by the employee. The total package cost of any health insurance plan(s) offered by the district must be less than the threshold(s) allowable by the PPACA to avoid Cadillac Tax.

ARTICLE IV
LEAVES OF ABSENCE

Section 1. Sick Leave Benefits; Care of Relatives:

Subd. 1. Employees must work a minimum of 20 hours per week in order to qualify for leave. Employees who qualify shall receive 12 days of sick leave yearly, prorated according to Sec. 3 of Art.I.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

Subd. 4. An employee may use personal sick leave benefits provided by the employer for absences due to an illness or or injury to the employee's child, as defined in Minnesota State Statute 181.940, subdivision 4, adult child, spouse, sibling, parent, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This subdivision applies only to personal sick leave benefits payable to the employee from the employer's general assets.

Subd. 5. The district may limit the use of personal sick leave benefits provided by the district for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12 month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in Minnesota State Statute 181.940, subdivision 4.

Subd. 6. For purposes of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

Subd. 7. For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

Subd. 8. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days, will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the supt. The decision of the superintendent to grant additional days is final.

Subd. 9. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days, less time used, at their daily rate of pay not to exceed \$110.00 daily. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2.

Section 2. Personal Leave:

Subd. 1. Employees must work a minimum of 20 hours per week in order to qualify for leave. Employees who qualify shall be granted two days of paid personal leave yearly and one day of unpaid leave. Personal days may only be taken in half-day or full day increments. If employees working during the student day elect to use their leave in half-day increments, one must be in the A.M. and one in the P.M.

Subd. 2. Limitations:

No more than one instructional assistant in each building may use a personal day on the same day. Personal days may not be taken on the first or last day of school. The superintendent or his superintendent's designee must approve all personal days.

Subd. 3. Personal day requests must be made at least 3 days in advance, except in case of an emergency.

Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Employees must work a minimum of 20 hours per week in order to qualify for leave. Five days per year, non-accumulative, shall be available to each qualifying employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee.

Subd. 2. An employee shall provide as much prior notice of intent to use family illness leave or bereavement leave, as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the employee's accumulated sick leave bank, or if the bank is exhausted, granted with no pay.

Section 4. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers Compensation Act by the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave time, which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick-leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive sick-leave pay pursuant to this policy, he/she will receive a deduction from his/her pay in an amount equal to the Worker's Compensation check.

Section 5. General Leave:

Subd. 1. An employee in the School District may apply for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the discretion of the School District.

Subd. 2. The employee shall not accrue seniority or experience credit for the period of this leave.

Subd. 3. Applications for general leave shall be submitted in writing to the School District as soon as possible.

Section 6. Administration of Leaves:

When the school district has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part if such investigation, the district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

ARTICLE V
HOLIDAYS & VACATIONS

Section 1. Holidays:

Subd. 1. 12 month employees will have 11 paid holidays:

New Year's Day	Thanksgiving Day
New Year's Eve	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
4th of July	Floating Holiday
Labor Day	

The Floating Holiday must have the prior approval of the supervisor.

Employees working less than 52 weeks will receive 5 paid holidays:

- Thanksgiving Day
- Christmas Day
- Christmas Eve
- New Year's Day
- New Year's Eve

Subd. 2. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

Subd. 3. Holidays that fall on weekends will be observed on a day established by the school district.

Subd. 4. Payment for holidays will be made on the subsequent pay period following the holiday.

Section 2. Vacation:

Subd.1. 12 month employees: There will be 10 paid vacation days for 5 day, 52 week employees who average 40 hours week.

ARTICLE VI
HOURS OF SERVICE

Section 1. Building Hours:

The assignment of hours may vary from building to building and from program to program. Work hours are based on a week by week schedule created by the program administrator.

Section 2. Break Time:

For every hour worked an employee will earn 4 minutes of break time, to be taken in minimums of 15 minutes each. A maximum of two breaks will be allowed in a work day. An employee must work a minimum of three hours to qualify for break time. A non-paid 30 minute lunch break will be provided for employees working five or more hours.

Section 3. Emergency School Closing:

If a day of work is lost due to school closing, the employee will have the option of making the day up either that day or at a later day, using a personal day, or receiving no pay. If the day is made up the work will either be in their own area, or if this is not possible, other work in the district will be assigned.

ARTICLE VII
ACTIVITY PASSES

Section 1. Activity Pass Benefit:

All employees and one adult guest will receive an activities pass to be used for home events excluding MSHSL tournament events.

ARTICLE VIII
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional six (6) months with notification to the employee.

Section 2. Completion of Probationary Period:

An employee who has completed the probationary period may be disciplined or discharged only for cause. The termination of an employee will normally follow the progressive discipline steps of:

1. Formal verbal warning
2. Written warning
3. Suspension without pay
4. Termination

If a supervisor meets with an employee to discuss verbal warning, written warning, suspension without pay or termination, the employee has the right to have representation from another employee present.

This contract is effective July 1, 2020 - June 30, 2022.

Deb Pauly, Board Chairperson

Sandy Burke, Board Clerk

**Attachment A
2020-2021 Schedule**

Step	Grade						
	1	2	3	4	5	6	7
1	14.15	13.47	12.95	10.00	12.95	13.11	13.26
2	14.57	13.68	13.35	10.30	13.35	13.50	13.66
3	15.11	13.89	13.74	10.61	13.75	13.91	14.07
4	15.57	14.15	14.16	10.92	14.03	14.19	14.35
5	16.03	14.36	14.58		14.31	14.47	14.64
6	16.34	14.58	15.02		14.60	14.76	14.93
7	16.67	14.80	15.47		14.89	15.05	15.23
8	17.01	15.02	15.93		15.18	15.35	15.53
9	17.34	15.24	16.41		15.48	15.66	15.85
10	17.86	15.47	16.90		15.78	15.98	17.20
11	18.12	15.71	17.16		16.02	16.22	17.46
12	18.40	15.94	17.41		16.26	16.46	17.72
13	18.67	16.18	17.67		16.50	16.71	17.99
14	18.95	16.42	17.94		16.75	16.96	18.26
15	19.24	16.67	18.21		17.00	17.22	18.53

Group 1: Kids Company and Early Edventures Supervisor

Group 2: Kids Company Group Leaders

Group 3: Community Ed and Rec Front Desk Assistant

Group 4: Kids Company High School Group Leaders

Group 5: Early Learning Services Paraprofessional

Group 6: Early Learning Services Highly Qualified Paraprofessional

Highly Qualified - Completed at least two (2) years of study at an institute of higher education, Obtained an Associate's (or higher) degree; or Passage of the Para Pro Test

Group 7: Early Learning Services Paraprofessional with a teaching license

Summer Assistant Coordinator

\$15.45

**Attachment B
2021-2022 Schedule**

	Grade						
Step	1	2	3	4	5	6	7
1	14.22	13.54	13.01	10.05	13.01	13.18	13.33
2	14.64	13.75	13.42	10.35	13.42	13.57	13.73
3	15.19	13.96	13.81	10.66	13.82	13.98	14.14
4	15.65	14.22	14.23	10.97	14.10	14.26	14.42
5	16.11	14.43	14.65		14.38	14.54	14.71
6	16.42	14.65	15.10		14.67	14.83	15.00
7	16.75	14.87	15.55		14.96	15.13	15.31
8	17.10	15.10	16.01		15.26	15.43	15.61
9	17.43	15.32	16.49		15.56	15.74	15.93
10	17.95	15.55	16.98		15.86	16.06	17.29
11	18.21	15.79	17.25		16.10	16.30	17.55
12	18.49	16.02	17.50		16.34	16.54	17.81
13	18.76	16.26	17.76		16.58	16.79	18.08
14	19.04	16.50	18.03		16.83	17.04	18.35
15	19.34	16.75	18.30		17.09	17.31	18.62

Group 1: Kids Company and Early Edventures Supervisor

Group 2: Kids Company Group Leaders

Group 3: Community Ed and Rec Front Desk Assistant

Group 4: Kids Company High School Group Leaders

Group 5: Early Learning Services Paraprofessional

Group 6: Early Learning Services Highly Qualified Paraprofessional

Highly Qualified - Completed at least two (2) years of study at an institute of higher education, Obtained an Associate's (or higher) degree; or Passage of the Para Pro Test

Group 7: Early Learning Services Paraprofessional with a teaching license

Summer Assistant Coordinator

\$15.53



CONTRACT

between

Independent School District No. 717
Jordan, Minnesota

and

Nutrition Services Director

Effective July 1, 2020 – June 30, 2022

AGREEMENT

This agreement is entered into between the Jordan School District and the employee serving as Nutrition Services Director.

ARTICLE I DEFINITIONS

Section 1. Terms and Conditions of Employment:

The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. School District:

For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

Section 3. Benefits Eligibility:

Eligibility for benefits: To qualify for benefits employees must be employed for 20 hours weekly for 35 weeks yearly. Benefits will be prorated off of 2080 hours yearly, unless specifically stated otherwise in a particular benefit. All benefits that require carrier approval must meet the carrier criteria.

Section 4. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE II COMPENSATION

Section 1. Wage Schedule:

The salary of the employee shall be \$54,893 for 2020-2021 and \$55,716 for 2021-2022. The Board of Directors of the school district shall set the salary for the period of this agreement. Should the district not set the salary prior to the employee commencing work for the particular school year, the employee shall work at the previous year's salary until an agreement is reached on the present year's salary. The employee would receive retro pay once the rate is set. The Nutrition Services Director will work 210 days per year.

Section 2. Longevity:

Upon completion of 15 years of experience (at start of 16th year) within the district the employee will receive \$400. longevity recognition. At the start of their 21st year employees will receive an additional \$560. At the start of their 26th year employees will receive an additional \$640.

Section 3. Education Allowance:

The Nutrition Services Director is eligible for a \$200 yearly education allowance, to be used for class fees. The Supervisor may elect to use \$80 of this amount as a clothing allowance. Payment will be paid upon presentation of expense receipts to the district's Finance Director.

Section 4. Meeting Attendance

A. 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.

- A. Attendance of the Nutrition Services Director at a local, state or national conference once every two years.
- B. The attendance at a national meeting shall file a written report with the Board of Education upon their return.
- C. Information vital to the local school system should be reported orally to the Board of Education and administrative colleagues at the earliest opportunity.

B. Expense Allowance

An attendant at a local, state or 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) or mileage 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 Nutrition Services Director.

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Claims Against the School District:

It is understood that the school district'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 district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution:

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contributions shall cease.

Section 4. Health, Hospitalization and Dental Insurance:

The district will provide \$3,860 to full time employees for purposes of participation in the health, hospital, and dental plans provided by the district. Any part-time employees will be prorated from 2080 hours. Any additional premium costs are to be borne by the employee.

Section 5. Long Term Disability Insurance:

The district shall provide LTD insurance for the employee as long as the district employs them. The LTD plan will be the one used by Education Minnesota-Jordan.

Section 6. Term life Insurance:

The district shall provide \$100,000 of term life insurance, using the same plan the district uses with EMJ.

**ARTICLE IV
LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. The employee shall receive 12 days of sick leave yearly, prorated according to Sec. 3 of Art.I.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated, according to Sec. 3 of Art. I.

Subd. 3. Sick leave with pay shall be allowed whenever the employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

Subd. 4. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 5. Wellness Payment: If the employee uses 5 days or less of combined sick leave, family illness leave, personal leave, unpaid leave, or any other leave taken at the employee's choice (with the exception of bereavement leave or vacation leave) she may, at the end of the school year, request to sell back those unused days at their daily rate (pro-rated off of an 8 hour day), not to exceed \$110 per day. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2.

Section 2. Personal Leave:

Subd. 1. The employee shall be granted two (2) days of paid personal leave yearly and one day of unpaid leave. Personal days may only be taken in half-day or full day increments.

Subd. 2. Limitations: Personal days may not be taken on the first or last day of school. The superintendent or his designee must approve all personal days.

Subd. 3. Personal day requests must be made at least 3 days in advance, except in case of an emergency.

Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Five days per year, non-accumulative, shall be available to the employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee. Family illness leave, but not bereavement leave, will be deducted from the employee's accumulated sick leave.

Subd. 2. The employee shall provide as much prior notice of intent to use family illness leave or bereavement leave, as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the employee's accumulated sick leave bank, or if the bank is exhausted, granted with no pay.

Section 4. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers Compensation Act by the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave time, which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick-leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive sick-leave pay pursuant to this policy, he/she will receive a deduction from his/her pay in an amount equal to the Worker's Compensation check.

Section 5. General Leave:

Subd. 1. An employee in the School District may apply for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the discretion of the School District.

Subd. 2. The employee shall not accrue seniority or experience credit for the period of this leave.

Subd. 3. Applications for general leave shall be submitted in writing to the School District as soon as possible.

Section 6. Administration of Leaves:

When the school district has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

ARTICLE V
HOURS OF SERVICE

Section 1. Building Hours:

The superintendent or his/her designee will set the position's hours.

Section 2. Emergency School Closing:

If a day of work is lost due to school closing, the employee will have the option of making the day up either that day or at a later day, or receiving no pay. If the day is made, up the work will either be in their own area, or if this is not possible, other work in the district will be assigned.

ARTICLE VI
DEFERRED COMPENSATION & SEVERANCE

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available beginning their second (2nd) year of employment in the District. Matched deferred is pro-rated off a 2,080 hour work year.

Subd. 2. The employee 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 employee contributions as follows:

0-1 year of service in district 717	No Match
2-5 years of service in district 717	\$500
6-10 years in district 717	\$750
11-20 years in district 717	\$1,000
21-26 years in district 717	\$1,250
27+ years in district 717	\$1,500

Subd. 3. District cap: \$18,000.

Subd. 4. All deferred compensation costs to the district during the period of this contract shall be costed in to the settlement package in the subsequent agreement between the parties.

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$2,000 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$2,250 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$2,500 in payment at the rate of \$2.50 per hour.

ARTICLE VII
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

The employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar

as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional six (6) months with notification to the employee.

Section 2. Completion of Probationary Period:

An employee who has completed the probationary period may be disciplined or discharged only for cause. The termination of an employee will normally follow the progressive discipline steps of:

1. Formal verbal warning
2. Written warning
3. Suspension without pay
4. Termination

This contract is effective July 1, 2020 – June 30, 2022, subject to re-opening of negotiations to address provisions of the Affordable Care Act (ACA).

Andrea Schaak Date

Deb Pauly, Board Chair Date

Sandy Burke, Board Clerk Date



COMMUNITY EDUCATION AND RECREATION DIRECTOR

**CONDITIONS OF EMPLOYMENT
2020-2022**

The following is adopted by the Board of Education of Independent School District No. 717 Board as policy pertaining to the Community Education and Recreation Director salary, working conditions, and benefits for the 2020-2022 school years.

I. CONTRACT SALARY

Community Education and Recreation Director.....260 days

Notation: Salary and benefits for July 1, 2020 – June 30, 2022 will be prorated according to start date.

1. July 1, 2020 – June 30, 2021\$82,000
2. July 1, 2021 – June 30, 2022.....\$83,230

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

Subd. 2. Vacation earned in one fiscal year, must be used within 6 months of the year earned, or it will be forfeited.

Subd. 3. Vacation Schedule: The Community Education and Recreation 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. The premium cost for single coverage of the lowest deductible plan shall be paid by the District for health and dental insurance.

A. Health and Dental Insurance

The district will provide family health and dental coverage for 2020-2022 to be applied toward the Aware 3500 or comparable plan to the full time Community Education and Recreation 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 Community Education and Recreation Director is eligible for School Board contributions as provided in this article as long as the Community Education and Recreation 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 Community Education and Recreation Director.

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

C. Long-Term Disability

The District shall provide Long-Term Disability Insurance for each full-time Community Education and Recreation 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 Community Education and Recreation 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 Community Education and Recreation Director.

B. Workshops

The Board of Education may direct the Community Education and Recreation 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 Community Education and Recreation Director's performance in accordance with the District's reimbursement policy.

VI. ASSOCIATION MEMBERSHIP

The School District shall pay the Community Education and Recreation 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 Community Education and Recreation 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 Community Education and Recreation Directors.

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 Community Education and Recreation Director contributions as follows:

0-5 years of service in District 717	\$1,000
6-10 years of service in District 717	\$1,200
11-20 or more years of service in District 717	\$1,500
Maximum District Contribution	\$20,000

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 Community Education and Recreation 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 Community Education and Recreation 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

Community Education Director Signature

Date

Chairperson of the School Board

Date

Clerk of the Board

Date



CONTRACT

between

Independent School District No. 717
Jordan, Minnesota

and

Special Services Director

July 1, 2020 – June 30, 2022

AGREEMENT

The following is adopted by the Board of Education of Independent School District No. 717 Board as policy pertaining to the Special Services Director salary, working conditions, and benefits for the 2020-2022 school years.

I. CONTRACT COMPENSATION

SPECIAL SERVICES DIRECTOR..... 260 days

Section 1. Salary

- 1.) July 1, 2020 – June 30, 2021 \$117,720
- 2.) July 1, 2021 – June 30, 2022..... \$118,897

II. LEAVE PROVISIONS

Section 1. Sick Leave

Subd. 1. Earning: Sick leave shall be granted at the rate of twelve (12) days per year, accumulative to one hundred twenty (125) days.

Subd. 2. Use: Sick leave with pay shall be allowed whenever a director's absence is found to have been due to the director's illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Pursuant to M.S. 181.9413*, a director who performs services for at least twelve (12) consecutive months preceding the request for paid sick leave and for an average number of hours per week equal to one-half (½) of a full-time equivalent position in the director's job classification as defined by the School District's personnel policies or practices or pursuant to the provisions of this Agreement during those twelve (12) months may use sick leave for absences due to an illness of or injury to the director's child for such reasonable periods as the director's attendance to the child may be necessary on the same terms the director is able to use sick leave benefits for his/her own illness or injury.

Subd. 3. Medical Certificate: The School District may require a Director to furnish a medical certificate from a qualified physician as evidence of any illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of a Director for sick leave is reserved to the School District. In the event that a medical certificate will be required, the Director will be so advised.

Subd. 4. Deduction: Sick leave allowed shall be deducted from the accumulated sick leave days earned by the Director.

Subd. 5. Approval: Sick leave pay may be approved only upon the Director 's submission of a signed request upon the authorized sick leave pay request form available in the central District office.

Section 2. 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.

Section 3. Personal Leave: Two (2) days per year, accumulative to four (4) days may be used for business or personal business reasons which are of a nature that cannot be resolved after school hours or on a weekend.

Section 4. Workers' Compensation: Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collection workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 5. Child Care Leave:

Subd. 1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) Director -parent of a natural or adopted infant child, provided such Director -parent is caring for the child on a full-time basis.

Subd. 2. Request: A Director making application for child care leave shall inform the Superintendent, in writing, of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. Medical Statement: A Director will provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

Subd. 4. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (1.) grant any leave for more than twelve (12) months in duration;
- (2.) permit the Director to return to employment prior to the date designated in the request for child care leave.

Subd. 5. Reinstatement: A Director returning from child care leave shall be reinstated in a position for which he/she is licensed unless previously discharged or placed on unrequested leave of absence.

Subd. 6. Failure to Return: Failure of the Director to return by the date determined under this section shall constitute grounds for termination unless the School District and the Director mutually agree, in writing, to an extension in the leave.

Subd. 7. Salary and Fringe Benefits: Leave under this section shall be without pay or fringe benefits.

Section 6. General Leave of Absence:

Subd. 1. Application: Directors with a minimum of three (3) years of experience as a Director in the School District may apply, in writing, for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the School District.

Subd. 2. Purpose: Such leave may be granted by the School District for overseas teaching, participation in the Peace Corps, Vista, and/or National Teacher Corps, extended illness of the Director, extended illness in the Director's immediate family as defined in Section 3. above, civic activities, alternative occupational experiences, Director organization activity, service in public office, or other reasons deemed appropriate by the School District.

Subd. 3. Notification: A Director on such leave shall notify the Superintendent, in writing, no later than April 1st of the final leave year of the Director's intention to return at the conclusion of the leave or to request an extension of the leave. The granting of an extension shall be at the sole discretion of the School Board. The School Board may also, in its sole discretion, waive the April 1st notice date if the School Board determines special circumstances are involved. A Director who fails to notify the Superintendent as required may be subject to discipline.

Section 7. Family and Medical Leave (FMLA): FMLA leave shall be granted pursuant to applicable law.

Section 8. Jury Service: A Director who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 9. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 10. Medical Leave: Pursuant to M.S. 122A.40, Subd. 12., Directors shall have a right to a leave of absence for health reasons.

Section 11. Insurance Application: A Director on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Director shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance, except as otherwise provided in law. In the event the Director is on paid leave from the School District under Section 1 above or supplemented by sick leave pursuant to Section 2 above, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the Director must pay the entire premium for any insurance retained.

Section 12. Credit: A Director who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the

time the leave began. No credit shall accrue for the period of time that a Director was on unpaid leave.

Section 13. Eligibility: Full leave benefits provided in this article shall apply only to Directors who are employed as Directors an average of at least thirty-seven and one-half (37.5) hours* per week. Directors who are employed as Directors an average of at least twenty (20) hours* per week shall be eligible for partial benefits proportional to the extent of their employment.

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 holidays 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 Special Services 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. The premium cost for single coverage shall be paid by the District for health and dental insurance.

Section 1. Eligibility: Full benefits provided in this article are designed for directors who are employed as a director an average of at least thirty-seven and one-half (37.5) hours* per week. Directors who are employed an average of at least thirty

(30) hours* per week shall be eligible for partial benefits proportional to the extent of their employment. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Section 2. Health and Dental Insurance:

The district will provide family coverage under the Aware 3500 or comparable plan and dental coverage for 2020-2022 to be applied toward the full time Special Services 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.

Section 3. Duration of Insurance Contribution's: The Special Services Director is eligible for School Board contributions as provided in this article as long as the Director is employed by the School Board. Upon termination of employment, all Board participation and contribution shall cease.

Section 4. Life Insurance: The District shall provide group term life insurance protection in the amount of \$100,000 for the Special Services Director.

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

Section 5. Long-Term Disability

The District shall provide Long-Term Disability Insurance for each full-time Special Services 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 thirty (60) calendar days of disability.

V. MEETING ATTENDANCE

Section 1. National Meetings: The following shall be subject to the approval of the Board of Education and shall apply upon satisfactory completion of two years of employment in the School District.

Attendance of the Director at a national educational meeting once every three years.

Section 2. 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 Special Services Director.

Section 3. Workshops: The Board of Education may direct the Special Services

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 Special Services Director 's performance in accordance with the Director 's reimbursement policy.

VI. ASSOCIATION MEMBERSHIP

The School District shall pay the Special Services 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 Special Services 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 Special Services Director's beginning their sixth (4^h) year of administering in the District. The Matching Program is subject to the rules of the State of Minnesota Deferred Compensation program, as entitled under M.S. 123B, Sund 15 and IRS Code #457.

Section 1. Eligibility: Eligible Director's must use the deferred compensation election period of September 1st or lose it. The District shall pay its share of FICA taxes on the matching amount. The District shall match eligible Special Services Director contributions as follows:

Years of Service	Maximum Matching Contribution
0-3	\$1,700.00
4-6	\$2,700.00
7+	\$3,700.00
Maximum District Contribution	\$40,000

Section 2. Part-time Directors: Eligible part-time directors shall receive a matching contribution on a pro-rata basis equal to their percentage of full-time employment.

Section 3. Payment: The director's contribution shall be made by payroll deduction.

Section 4. Unpaid Status: A director on unpaid leave status may not participate in the provisions of this article

Section 5. Lifetime Limitation: The maximum lifetime School District contribution to any director pursuant to this article shall be in the amount of \$35,850.00 and, upon reaching this maximum, the director shall no longer be eligible for School District contributions.

Section 6. Deduction for Severance Pay: In the event a director is eligible for a severance or retirement payment pursuant to any other article of this Agreement, any School District contribution made pursuant to this article shall be deducted from such severance/retirement payment at the time of the Director's retirement.

Section 7. Applicable Statutes: The provisions of this article are subject to all limitations relating to such plans as provided by Federal and State laws.

IX. UNUSED SICK LEAVE

Sick leave buy back at \$125.00 per day up to 125 days at the time of retirement.

X. HEALTH INSURANCE / RETIREMENT

1. Single health insurance after retirement based on the following criteria.
 - a. Must have been administrator in district for ten years.
 - b. Eligible for one year of insurance for every four years of service to a maximum of six year of insurance.
 - c. If employee takes employment provides single insurance as an option, this benefit is voided
 - d. Administrator has the option of taking family insurance as employee option
2. 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.
3. Whenever a pay deduction is made for a director's absence, the annual salary divided by the number of days shall be deducted for each day's absence. "Annual salary" shall include the basic salary and pay for additional/extended assignments if any.

XI. LICENSURE

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

XII. GRIEVANCE PROCEDURE

Section 1. Definitions:

Subd. 1. Grievance: The word, "grievance," shall mean an allegation, in writing, by a Director that the Director has been injured as a result of a dispute or disagreement between the Director and the School District as to the interpretation or application of specific terms and conditions contained in this Agreement.

Subd. 2. Grievant: The word, "grievant," shall mean an individual Director who files a grievance as defined in Subd. 1 above.

Subd. 3. Days: Any reference to the word, "days," regarding time periods in this procedure shall refer to working days. The term, "working day," is defined as all week days not designated as holidays by state law.

Section 2. Representation: The grievant, other administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on the party's behalf.

Section 3. Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual, written agreement.

Subd. 2. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event, the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 3. Filing and Postmark: The filing or service of any notice or document required by this Agreement shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted to the School District's designee in writing, signed by the grievant, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty (20) days* after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of that grievance. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to resolve an alleged grievance informally between the Director and the School District's designee.

Section 5. Resolution of Grievance: The School District and the Director shall attempt to resolve all grievances which may arise during the course of employment as follows:

Subd. 1. Level I: If the grievance is not resolved through informal discussion, the School District's designee shall give a written decision on the grievance to the parties involved within ten (10) days* after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made, in writing, within five (5) days* after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days* after receipt of the appeal. Within twenty (20) days* after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report

the findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. Denial of Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the grievant may appeal it to the next level.

Section 7. Arbitration Procedures: In the event that the grievant and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined in this article.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved grievant, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties may, within ten (10) days* after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days* after the request for arbitration. The request shall ask that the panel be submitted within ten (10) days* after the receipt of said request. Within ten (10) days* after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided in this article shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person(s) as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision: Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives,

witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally the fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before him/her pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 8. Election of Remedies and Waiver: A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this Agreement, the Director shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

XIII PROGRESSIVE DISCIPLINE

Section 1. Discipline: Discipline shall consist of oral reprimand, written reprimand, suspension without pay, suspension without pay, and discharge. However, the School District reserves the right to impose discipline at any level as determined by the School District based upon the circumstances surrounding the action. A conference between the Director and his/her supervisor(s) shall be held prior to the imposition of a written reprimand, suspension, or discharge.

Section 2. Grounds for Disciplinary Action: The imposition of an oral reprimand shall not be subject to the grievance procedure. A Director may challenge the contents of any written materials in his/her personnel file pursuant to the provisions of M.S. 122A.40, Subd. 19. A Director shall be suspended without pay only for just cause, and such action shall be subject to the grievance procedure.

A Director who is the subject of a discharge shall be governed by M.S. 122A.40, and such action shall not be subject to the provisions of this article.

Section 3. Opportunity to Meet: Suspension with or without pay shall be imposed only by the Superintendent or his/her designee. If a suspension without pay is to be considered pursuant to Section 2. above, the Director shall be afforded an opportunity to meet with the Superintendent or his/her designee, and the Director may elect to have a representative in attendance at any such meeting.

Section 4. Subject to Arbitration: Suspension without pay shall take effect only after written notification from the Superintendent or his/her designee to the Director stating the grounds for suspension without pay. The Director shall have the right to invoke the grievance procedure set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent or his/her designee within five (5) working days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay and length thereof were appropriate considering the circumstances surrounding the action.

Section 5. Removal from Duty – Investigation: Nothing in this article shall apply to a Director who is removed from duty pending investigation of allegations, which period shall be covered by a paid suspension, unless such suspension is invoked under the provisions of M.S. 122A.40, Subd. 13., and which shall not be subject to the grievance procedure.

XIV DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June 30, 2016, and thereafter as provided by PELRA. In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, a Director shall be compensated according to the previous year's compensation until such time that a successor Agreement is ratified. If the Directors desire to modify or amend this Agreement commencing on July 1, 2016, it shall give written notice of such intent pursuant to PELRA no later than May 1, 2016, including complete language and detail of proposed changes. If such notice is not timely served, the School District shall not be required to negotiate any terms of employment for the following school year. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and Directors. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules, and regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights, functions, and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. Finality: Any matters relating to the current Agreement term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement. The exception being to discuss the terms and conditions of the health insurance section as impacted by the Affordable Care Act.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision.

This contract is effective July 1, 2020 – June 30, 2022, subject to re-opening of negotiations to address provisions of the Affordable Care Act (ACA).

Chad Williams Date

Deb Pauly, Board Chair Date

Sandy Burke, Board Clerk Date



EMPLOYEE DATA SHEET

Employee:	Garrett Glaccum	Date Offer Accepted:	6/1/2020
Job Title:	Technology Intern	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Stephen Damlo	Location:	District Wide

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	Jordan, MN	High School Diploma	High School Diploma	9/16 - 5/20

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>	6/8/2020	<u>Ending Contract Date:</u>	8/28/2020
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Brief Description of Previous Experience: Garrett has a background with assisting with technology issues.



2020-2021 - TECHNOLOGY
NOTICE OF ASSIGNMENT

Date: 06/08/2020

Name: Garrett Glaccum

Employee ID: 3517

From: District Office

Please carefully review the information below and electronically apply your signature. 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	Location	Hours / Day	Cont Days	Grade Sched	Step	Hourly Rate
Technology Asst. Intern	District Wide	6.5	Varies	N/A	N/A	\$10.00
Note:						

Employee Signature: Garrett Glaccum



EMPLOYEE DATA SHEET

Employee:	Abe Pass	Date Offer Accepted:	6/1/2020
Job Title:	Technology Intern	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Stephen Damlo	Location:	District Wide

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	Jordan, MN	High School Diploma	High School Diploma	9/16 - 5/20

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>	6/8/2020	<u>Ending Contract Date:</u>	8/28/2020
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Brief Description of Previous Experience: Quinn has experience working as an intern last summer.



2020-2021 - TECHNOLOGY
NOTICE OF ASSIGNMENT

Date: 06/08/2020

Name: Abe Pass

Employee ID: 3598

From: District Office

Please carefully review the information below and electronically apply your signature. 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	Location	Hours / Day	Cont Days	Grade Sched	Step	Hourly Rate
Technology Asst. Intern	District Wide	6.5	Varies	N/A	N/A	\$10.00
Note:						

Employee Signature: 



EMPLOYEE DATA SHEET

Employee:	Blaise Roberts	Date Offer Accepted:	6/1/2020
Job Title:	Technology Intern	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Stephen Damlo	Location:	District Wide

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	Jordan, MN	High School Diploma	High School Diploma	9/16 - 5/20

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>	6/8/2020	<u>Ending Contract Date:</u>	8/28/2020
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Brief Description of Previous Experience: Blaise has a background with assisting with technology issues.



2020-2021 - TECHNOLOGY
NOTICE OF ASSIGNMENT

Date: 06/08/2020

Name: Blaise Roberts

Employee ID: 3701

From: District Office

Please carefully review the information below and electronically apply your signature. 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	Location	Hours / Day	Cont Days	Grade Sched	Step	Hourly Rate
Technology Asst. Intern	District Wide	6.5	Varies	N/A	N/A	\$10.00
Note:						

Employee Signature: 



CONTRACT

between

Independent School District No. 717 Jordan, Minnesota

and

Kids Company Coordinator

July 1, 2020 - June 30, 2022

AGREEMENT

This agreement is entered into between the Jordan School District and the employee serving as Kids Company Coordinator.

ARTICLE I
DEFINITIONS

Section 1. Terms and Conditions of Employment:

The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. School District:

For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

Section 3. Benefits Eligibility:

Eligibility for benefits: To qualify for benefits employees must be employed for 20 hours weekly for 35 weeks yearly. Benefits will be prorated off of 2080 hours yearly, unless specifically stated otherwise in a particular benefit. All benefits that require carrier approval must meet the carrier criteria.

Section 4. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE II
COMPENSATION

Section 1. Wage Schedule:

Subd. 1. Rates of Pay: Should the district not set the salary prior to an employee commencing work for the particular school year, the employee shall work at the previous year's hourly rate until an agreement is reached on the present year's hourly rate. The employee would receive retro pay once the rate is set.

July 1, 2020 - June 30, 2021.....\$19.50/hour
July 1, 2021 - June 30, 2022.....\$19.79/hour

Subd. 2. Overtime: Overtime rate shall be paid when an employee works more than 40 hours per week. The overtime calculation shall be based on the employee's hourly rate. Overtime must be approved in advance, in writing, by the employee's appropriate administrator.

Subd. 3. Overtime shall be at 1.5 times the employee's regular pay.

Section 3. Education Allowance:

All employees are eligible for a \$200 yearly education allowance, to be used for class fees. Payment will be paid upon presentation of expense receipts to the district's Fiscal Resource Coordinator.

Section 4. Cell Phone Reimbursement

Kids Company Coordinator shall be reimbursed up to \$20/month.

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Claims Against the School District:

It is understood that the school district'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 district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution:

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contributions shall cease.

Section 4. Health, Hospitalization and Dental Insurance:

The district will provide \$3,860 yearly, prorated from 2080 hours, to eligible employees for purposes of participation in the health, hospital, and dental plans provided by the district. Any additional premium costs are to be borne by the employee.

Section 5. Long Term Disability Insurance:

The district shall provide LTD insurance for eligible employees as long as the district employs them. The LTD plan will be the one used by Education Minnesota-Jordan.

Section 6. Term life Insurance:

The district shall provide term life insurance, using the same plan the district used with EdMN-J. The amount of insurance shall be according to the following formula based off 2080 hours yearly:

76-100% of 2080 hours equals \$20,000 insurance.

50-74% of 2080 hours equals \$10,000 insurance.

33-49% of 2080 hours equals \$5,000 insurance.

ARTICLE IV
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Employees shall receive 12 days of sick leave yearly, prorated according to Sec. 3 of Art.I.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

Subd. 4. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days, will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the supt. The decision of the superintendent to grant additional days is final.

Subd. 5. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days at their daily rate, not to exceed \$110.00 daily. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2. The wellness payment will be prorated for part time employees. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2.

Section 2. Personal Leave:

Subd. 1. Each employee shall be granted two days of paid personal leave yearly and one day of unpaid leave. Personal days may only be taken in half-day or full day increments during the school year they were earned. If employees working during the student day elect to use their leave in half-day increments, one must be in the A.M. and one in the P.M.

Subd. 2. Limitations:

No more than one coordinator/secretary may use a personal day on the same day. Personal days may not be taken on the first or last day of school. The superintendent or his designee must approve all personal days.

Subd. 3. Personal day requests must be made at least 3 days in advance, except in case of an emergency.

Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Five days per year, non-accumulative (prorated for part time employees), shall be available to each employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee.

Subd. 2. An employee shall provide as much prior notice of intent to use family illness leave or bereavement leave, as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the employee's accumulated sick leave bank, or if the bank is exhausted, granted with no pay.

Section 4. Worker's Compensation:

Subd. 1. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive sick-leave pay pursuant to this policy, shall submit his/her Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for his/her absence will receive a deduction in pay in an amount equal to the Workers Compensation Check.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave time, which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick-leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Section 5. General Leave:

Subd. 1. An employee in the School District may apply for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the discretion of the School District.

Subd. 2. The employee shall not accrue seniority or experience credit for the period of this leave.

Subd. 3. Applications for general leave shall be submitted in writing to the School District as soon as possible.

Section 6. Administration of Leaves:

When the school district has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

ARTICLE V
HOURS OF SERVICE

Section 1. Program Hours:

The assignment of hours may vary from building to building. The superintendent or his/her designee will set hours.

Section 2. Break/Lunch:

The normal workday for full-time employees will be eight hours, excluding a one-half hour lunch break. A non-paid 30 minute lunch break will be provided for employees working five or more hours. For every hour worked an employee will earn 4 minutes of break time, to be taken in minimums of 15 minutes each. A maximum of two breaks will be allowed in a work day. An employee must work a minimum of three hours to qualify for break time.

Section 3. Emergency School Closing:

Employees will be expected to work on days school is closed, unless the superintendent grants permission otherwise. If a day of work is lost due to school closing, the employee will have the option of making the day up either that day or at a later day, or receiving no pay. If the day is made up the work will either be in their own area, or if this is not possible, other work in the district will be assigned.

ARTICLE VI
HOLIDAYS & VACATIONS

Section 1. Holidays:

Subd. 1. 12 month employees: There will be 11 paid holidays for 5 day, 52 week employees. Employees working less than 8 hours daily will receive holiday pay according to the number of hours worked daily.

Subd. 2. Eligible holidays are: 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 one floating holiday 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. Full time employees working 5 days, 52 weeks yearly are eligible for the full amount of vacation (10). Days will be pro-rated from 2080 hours.

Subd. 2. Employees who interact with students as an integral part of their job may take only 5 vacation days on student attendance or teacher workshop days.

Subd. 3. All vacation days must be approved in advance by the Community Ed. Director. The decision of the Director is final.

Subd. 4. Vacation earned in one fiscal year, must be used within 6 months of the year earned, or it will be forfeited

Subd. 5. Vacation Schedule:

- 10 days beginning 1st year of employment
- 13 days beginning 2nd year of employment
- 15 days beginning 8th year of employment
- 18 days beginning 11th year of employment
- 20 days beginning 16th year of employment

July 1 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.

Section 3. Vacation Accrual:

Anniversary date is determined as follows: If employee is hired between July 1 and January 31, vacation will be accrued on July 1 of qualifying year.

If employee is hired between February 1 and June 30, vacation will be accrued on July 1 following the qualifying year.

ARTICLE VII
DEFERRED COMPENSATION & SEVERANCE

Subd. 1. Matched deferred compensation is available to employee beginning their second (2nd) year of employment in the District. Matched deferred is pro-rated off a 2080 hours work year.

Subd. 2. Employees 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 employee contributions as follows:

0-1 year of service in district 717	No Match
2-5 years of service in district 717	\$500
6-10 years in district 717	\$750
11-20 years in district 717	\$1,000
21-26 years in district 717	\$1,250
27+ years in district 717	\$1,500

Subd. 3. District cap: \$18,000

Subd. 4. All deferred compensation costs to the district during the period of this contract shall be costed in to the settlement package in the subsequent agreement between the parties.

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$2,000 in payment for unused sick leave. This will be paid at a rate of \$1.50 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$2,250 in payment at the rate of \$1.75 per hour. After 20 years of service the employee will be eligible for up to \$2,500 in payment at the rate of \$2.00 per hour.

ARTICLE VIII
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional six (6) months with notification to the employee.

Section 2. Completion of Probationary Period:

An employee who has completed the probationary period may be disciplined or discharged only for cause. The termination of an employee will normally follow the progressive discipline steps of:

1. Formal verbal warning
2. Written warning
3. Suspension without pay
4. Termination



CONTRACT

between

Independent School District No. 717
Jordan, Minnesota

and

District Equity and Outreach Specialist
July 1, 2020 - June 30, 2022

AGREEMENT

This agreement is entered into between the Jordan School District and the employee serving as District Equity and Outreach Specialist starting July 1, 2020 through June 30, 2022.

ARTICLE I DEFINITIONS

Section 1. Terms and Conditions of Employment:

The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. School District:

For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

Section 3. Benefits Eligibility:

Eligibility for benefits: To qualify for benefits employees must be employed for 20 hours weekly for 35 weeks yearly. Benefits will be prorated off of 2080 hours yearly, unless specifically stated otherwise in a particular benefit. All benefits that require carrier approval must meet the carrier criteria.

Section 4. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE II COMPENSATION

Section 1. Wage Schedule:

Subd. 1. The District Equity and Outreach Specialist shall be paid an hourly rate of \$30.26 per hour for the 2020-2021 and \$30.71 per hour for the 2021-2022 school year. The District Equity and Outreach Specialist will be required to clock in and out using the clock system. This position will work 8 hours a day with the ability to flex hours based on duties assigned by supervising administrator. Total hours for this position will be 1520 hours in a ten month contract.

ARTICLE III GROUP INSURANCE

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Claims Against the School District:

It is understood that the school district'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 district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution:

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contributions shall cease.

Section 4. Health, Hospitalization and Dental Insurance:

The district will provide \$3,860 yearly, for purposes of participation in health, hospital, and dental plans provided by the district. Any additional premium costs are to be borne by the employee.

Section 5. Long Term Disability Insurance:

The district shall provide LTD insurance for eligible employees as long as the district employs them. The LTD plan will be the one used by the Jordan Education Association.

Section 6. Term life Insurance:

The district shall provide term life insurance, using the same plan the district used with the JEA. The amount of insurance shall be according to the following formula based off 2080 hours yearly:

76-100% of 2080 hours equals \$20,000 insurance.

50-74% of 2080 hours equals \$10,000 insurance.

33-49% of 2080 hours equals \$5,000 insurance.

**ARTICLE IV
LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. Employees shall receive 12 days of sick leave yearly, prorated according to Sec. 3 of Art.I.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

Subd. 4. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days, will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the supt. The decision of the superintendent to grant additional days is final.

Section 2. Personal Leave:

Subd. 1. Each employee shall be granted two days of paid personal leave yearly and one day of unpaid leave. Personal days may only be taken in half-day or full day increments.

Subd. 2. Limitations:

Personal days may not be taken on the first or last day of school. The superintendent or his designee must approve all personal days.

Subd. 3. Personal day requests must be made at least 3 days in advance, except in case of an emergency.

Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Five days per year, non-accumulative, shall be available to each employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee.

Subd. 2. An employee shall provide as much prior notice of intent to use family illness leave or bereavement leave, as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the employee's accumulated sick leave bank, or if the bank is exhausted, granted with no pay.

Section 4. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers Compensation Act by the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave time, which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick-leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive sick-leave pay pursuant to this policy, shall submit his/her Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for his/her absence.

Section 5. General Leave:

Subd. 1. An employee in the School District may apply for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the

discretion of the School District.

Subd. 2. The employee shall not accrue seniority or experience credit for the period of this leave.

Subd. 3. Applications for general leave shall be submitted in writing to the School District as soon as possible.

Section 6. Administration of Leaves:

When the school district has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

ARTICLE V
HOURS OF SERVICE

Section 1. Building Hours:

The assignment of hours may vary from building to building. The superintendent or his/her designee will set hours.

Section 2. Break Time:

For every hour worked an employee will earn 4 minutes of break time, to be taken in minimums of 15 minutes each. A maximum of two breaks will be allowed in a work day. An employee must work a minimum of three hours to qualify for break time. A non-paid 30 minute lunch break will be provided for employees working five or more hours.

Section 3. Emergency School Closing:

Employees will be expected to work on days school is closed, unless the superintendent grants permission otherwise. If a day of work is lost due to school closing, the employee will have the option of making the day up either that day or at a later day, or receiving no pay. If the day is made up the work will either be in their own area, or if this is not possible, other work in the district will be assigned.

Section 4. Consulting

The school district will release the District Equity and Outreach Specialist from their duties to provide consultation work to other districts or entities. The District Equity and Outreach Specialist must clock out during these times of consultation and the time must not interrupt the work being done within the district, unless permission has been granted by the Superintendent or his designee. The Superintendent or his designee must be notified prior to clocking out.

ARTICLE VI
HOLIDAYS & VACATIONS

Section 1. Holidays:

Subd. 1. 12 month employees will have 11 paid holidays:

New Year's Day

Thanksgiving Day

New Year's Eve

Day after Thanksgiving

Good Friday	Christmas Eve
Memorial Day	Christmas Day
4 th of July	Floating Holiday
Labor Day	

The Floating Holiday must have the prior approval of the supervisor.

Employees working less than 52 weeks will receive 5 paid holidays:

Thanksgiving Day	New Year's Day
Christmas Day	New Year's Eve
Christmas Eve	

Subd. 2. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

**ARTICLE VII
DEFERRED COMPENSATION & SEVERANCE**

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available to all beginning their sixth (6th) year of employment in the District. Matched deferred is pro-rated off a 2080 hours work year.

Subd. 2. Employees 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 employee contributions as follows:

0- 5 years of service in district 717	No Match
6-10 years in district 717	\$750
11-20 years in district 717	\$1,000
21-26 years in district 717	\$1,250
27+ years in district 717	\$1,500

Subd. 3. District cap: \$18,000

Subd. 4. All deferred compensation costs to the district during the period of this contract shall be costed in to the settlement package in the subsequent agreement between the parties.

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$2,000 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$2,250 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$4,000 in payment at the rate of \$4.00 per hour.

**ARTICLE VIII
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD**

Section 1. Probationary Period:

An employee under the provisions of this Agreement shall serve a probationary period of twelve (12) months of continuous service in the school district during which time the school

district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional twelve (12) months with notification to the employee.

Section 2. Completion of Probationary Period:

An employee who has completed the probationary period may be disciplined or discharged only for cause.

JORDAN PUBLIC SCHOOLS
INTERIM SUPERINTENDENT CONTRACT

ARTICLE I
PURPOSE

This Contract is entered into between Independent School District No.717, Jordan, Minnesota, hereinafter referred to as the School District, and Ranae Marie Case Evenson, hereinafter referred to as the Interim Superintendent, a legally qualified and licensed superintendent who agrees to perform the duties of the Interim Superintendent of the School District.

ARTICLE II
APPLICABLE STATUTE

This Contract is entered into between the School District and the Interim Superintendent in conformance with M.S. 123B.143.

ARTICLE III
LICENSE

The Interim Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

ARTICLE IV
DURATION, EXPIRATION, TERMINATION
DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of 1 year commencing on July 1, 2020 and ending on June 30, 2021. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Interim Superintendent or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Interim Superintendent shall cease, unless a subsequent Contract is entered into in accordance with M.S. 123B.143, Subd. 1.

Section 3. Termination During the Term: The Interim Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Interim Superintendent during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Interim Superintendent in writing of the proposed grounds for termination. The Interim Superintendent

shall be entitled to a hearing before an arbitrator provided the Interim Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Interim Superintendent may be suspended with pay pending final determination by the arbitrator. If the Interim Superintendent fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Interim Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Interim Superintendent.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Interim Superintendent completing the terms of the existing Contract.

ARTICLE V DUTIES

The Interim Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Interim Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Interim Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Interim Superintendent and such other duties as may be prescribed by the School Board from time to time. The Interim Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Interim Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Interim Superintendent's duty year shall be for the entire twelve (12)-month contract year, and the Interim Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Interim Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Paid Time Off: The Interim Superintendent shall be entitled to 15 working days of paid time off over the course of the contract term. Upon voluntary termination of employment or expiration of the contract, if not offered a subsequent contract, the Interim Superintendent shall be entitled to payment for any unused paid time off pursuant to the provisions of this section; however, if the Interim Superintendent is involuntarily terminated, he/she shall not be entitled to payment for unused paid time off.

Section 3. Holidays: The Interim Superintendent shall be entitled to 12 paid holidays, including 2 floating holidays, as designated by the School Board each Contract year.

Section 4. Workers' Compensation: Pursuant to M.S. Chapter 176, the Interim Superintendent injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 5. Emergency Leave: The Interim Superintendent may be granted paid emergency leave at the discretion of the School Board.

Section 6. Jury Service: The Interim Superintendent who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 7. Military Leave: Military leave shall be granted pursuant to applicable law.

ARTICLE VII INSURANCE

Section 1. Health and Hospitalization Insurance: The School District shall pay the cost of the full premium for the Interim Superintendent and the Interim Superintendent's dependents for health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan at the expense of the School District. During the term of this contract, if it is determined that the School District's payment of the full premium for family coverage for the Interim Superintendent and her dependents is a discriminatory practice under the Federal Affordable Care Act and would negatively impact the School District, as determined by the School Board, the School District may elect to contribute the same dollar amount toward the premium as is contributed to all other fulltime employees. If this reduction in health premium payment occurs, the Interim Superintendent's salary will be increased by a dollar amount equaling the difference between the cost of the full family premium and the School District's premium payment for family insurance for all fulltime employees.

Section 2. Dental Insurance: The School District shall pay the cost of the full premium for the Interim Superintendent and the Interim Superintendent's dependents for dental insurance under the School District's group plan.

Section 3. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Interim Superintendent under the School District's group term life insurance plan in the amount of \$150,000, payable to the Interim Superintendent's named beneficiary(ies).

Section 4. Long-Term Disability Insurance: The School District shall provide, at its own expense, long-term disability insurance for the Interim Superintendent under the School District's group long-term disability insurance plan.

Section 5. Eligibility: The eligibility of the Interim Superintendent and the Interim Superintendent's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 6. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

ARTICLE VIII OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Interim Superintendent is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law.

Section 2. Vehicle Allowance: The School District shall provide the Interim Superintendent with a monthly allowance of \$200 for business use of her private vehicle pursuant to M.S. 471.665, Subd. 3. Any additional mileage reimbursement for district related business in her private vehicle will not be allowed.

Section 3. Cell Phone: The School District shall provide a cell phone and pay the monthly charges for the phone.

Section 4. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Interim Superintendent's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Interim Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Interim Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

ARTICLE IX SALARY

The Interim Superintendent shall be paid an annual salary of \$150,500 for the 2020-2021 Contract year. The annual salary shall be paid in 24 equal installments during the Contract year.

ARTICLE X EVALUATE PERFORMANCE

The School Board shall oversee, direct, and evaluate the Interim Superintendent's performance as the School Board sees fit.

**ARTICLE XI
OTHER PROVISIONS**

Section 1. Outside Activities: While the Interim Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Interim Superintendent's ability to perform the duties of the superintendency. However, the Interim Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Interim Superintendent arising out of or in connection with her employment and the Interim Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Interim Superintendent to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Interim Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Interim Superintendent shall present appropriate statements for approval as provided by law.

Section 4. Medical Examination: The Interim Superintendent shall have a comprehensive medical examination not less than once every year. A summary document from the physician certifying the fitness of the Interim Superintendent to perform the duties of the position shall be provided to the School Board Chair. The cost of said examination not covered by the School District's insurance program shall be paid by the School District.

**ARTICLE XII
SEVERABILITY**

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed
subscribed
my signature this ____ day of
_____, 20____.

Interim Superintendent

IN WITNESS WHEREOF, we have
our signatures this ____ day of
_____, 20____.

School Board Chair

School Board Clerk

**Designation of Identified Official with Authority for the
MDE External User Access Recertification System**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Ranae Case Evenson to act as the Identified Official with Authority (IOwA) and Hope Mack to act as the IOwA to add and remove names only for Jordan Public School District 0717-01.

WITNESS MY HAND officially as such Clerk this 8th day of June, 2020.

By: _____

School Board Clerk



Executive Summary: 2020-2021 Adopted Budget

Submitted by: Amy Hafemann, Director of Finance

Creating an adopted budget for FY2020-2021 has been very challenging to say the least. At the time this budget is being approved, there are still so many unknown factors that will play into this. As we all know, everything may change at the drop of a hat. I have consulted with directors as to how they are going to create their adopted budgets and many are just rolling their revised budgets forward. One factor that is partially known for this next fiscal year are salaries and benefits. Below are my projections for this next fiscal year. Be prepared, by the time school is set to begin, these may all change.

Fund 01 - General Fund

- Revenue is based on enrollment of 1,846. This number is made up of K-12 students, 25 ECSE students, and 13 tuitioned students. I only estimated 90 kindergarten students because at this point, we just do not know how many kindergarteners there will be at the start of the school year. As of today, there are only 46 registrations. The remaining grades were just rolled forward.
- Federal \$ amounts are not known at this time, but should be similar to past years.
- Local sources dropped from the Revised Budget because bringing the scholarship \$s into Fund 01 was a one time entry.
- Supplies and Materials increased because a decision was made to also purchase devices for grades K-2.
- Capital Expenditures decreased because there are not as many LTFM projects that will be done in FY2020-2021. The decision has been made to only do projects that are needed, in case the district would need to “transfer” LTFM \$s to cover areas.

At this point in time, I am projecting the district of overspend by an estimated \$114,773 and the Unassigned Fund Balance to be an estimated \$1,836,000. This brings the estimated fund balance down to around 8.8%.

These numbers are just a projection and will change based on what direction MDE takes in starting the school year. Also, the district audit will be in early October and that is when the #s for FY2019-2020 will be finalized; giving a better look into FY2020-2021.

Fund 27 (Student Activities - crosswalked to Fund 01 - now under board control)

The Student Activities Account is projected to have a fund balance of \$232,833. This number is made up of various student activities including Music, Spanish, Wolf Ridge, and other accounts. This is just a projection and will change once the school year gets started and activities and fundraisers start to begin.

Fund 02 (Food Service)

Projecting the revenue and expenditures for the Food Service fund is more difficult this year because there are so many unknown factors that remain unknown. When doing the revenue budget, I based these projections on the previous years actual #s. As of now, I am projecting the food service fund to have revenue exceed expenditures for FY2020-2021 by an estimated \$7,994. This is a very rough projection. Until the school district knows more of what next year's school year will look like, these projections are a very rough estimate.

Andrea also received a grant from the National School Lunch Program in the amount of \$8,081. The revenue and expenses are not included in the Adopted Budget.

Fund 04 (Community Education)

Community Education is also a very rough projection. Because ComEd relies on the revenue collected from fees, I based the revenue for Kids Co, ECFE, and Preschool on revenue collected in prior years, and also with the presumption that these programs will be offered this coming school year.

Revenues are still estimated to be lower than in past years due to the fact there are so many unknowns. As of right now, the opening of the CERC is still unknown, so I am projecting membership revenues to be significantly lower. I am projecting the expenses to be lower because at this point we do not know what youth programs, camps, and other classes will be able to be offered.

Fund 07 (Debt Service)

Debt Service will use a portion of the fund balance for FY2020-2021.

Fund 20 (Self-Insured Dental)

Fund 20 (Self-Insured Dental Fund) is projected to remain healthy and the projected fund balance on June 30 is to be around \$398,600.

Fund 06 (Construction Fund)

The \$s remaining in Fund 06 are the COP Land Purchase \$s. These \$s can be used for anything related to that land. The projection at June 30, 2021 is an estimated \$14,384.

It is my recommendation that the 2019-2020 Budget Revision #2 (which was presented at the May 26th Board Work Session) and the 2020-2021 Adopted Budget be approved.

***Also, there will be more information regarding the CARES Act Funding available on June 8, 2020. I will update with more information as I get it.



**General Fund Budget
2020-2021 School Year**

	2019-2020		2020-2021
	Budget Revision #2		Adopted Budget
BEGINNING FUND BALANCE, JUNE 30	\$ 2,439,336		\$ 1,951,523
REVENUES:			
Local Sources	3,014,694		2,863,407
State Sources-	17,441,964		17,212,766
Federal Sources	500,033		484,000
Local Sales and Reimbursements	47,600		25,600
TOTAL FUND 01	21,004,291		20,585,773
TOTAL REVENUES	\$ 21,004,291		\$ 20,585,773
EXPENDITURES:			
Salaries and Wages	13,008,779		12,729,199
Employee Benefits	3,361,194		3,425,830
Purchased Services	3,439,007		3,349,520
Supplies and Materials	651,234		715,047
Capital Expenditures	933,130		424,531
Debt Service			
Other Expenditures	98,760		56,419
TOTAL EXPENDITURES	\$ 21,492,104		\$ 20,700,546
SURPLUS OR (DEFICIT)	\$ (487,813)		\$ (114,773)
ENDING FUND BALANCE, JUNE 30	\$ 1,951,523		\$ 1,836,750
Analysis of Equity Balances as of:	06/30/20		06/30/21
Nonspendable	46,000		25,000
Restricted/Reserved			
Staff Development	5,000		5,000
Scholarships - Beginning FY2019-2020	140,000		140,000
LTFM	5,000		100,000
Learning and Development	2,000		2,000
Achievement & Integration	-		
Area Learning Center	15,000		20,000
Gifted and Talented	2,500		2,500
Basic Skills	-		
Basic Skills - Extended time	2,000		2,000
Operating Capital	5,000		5,000
Safe Schools	(70,000)		(65,000)
Medical Assistance	15,000		20,000
Teacher Dev & Evaluation	10,000		-
Total Restricted/Reserved	131,500		231,500
Unassigned	1,774,023		1,580,250
Total Equity Balances	1,951,523		1,836,750



**STUDENT ACTIVITIES
2020-2021 School Year**

	2019-2020		2020-2021
	Budget Revision #2		Adopted Budget
FUND BALANCE, JUNE 30	\$ 85,233		\$ 190,233
REVENUES:			
Revenues: Local Sources	\$ 205,000		94300
TOTAL REVENUES	\$ 205,000		\$ 94,300
EXPENDITURES:			
Supplies & Purchases	100,000		51,700
TOTAL EXPENDITURES	\$ 100,000		\$ 51,700
SURPLUS OR (DEFICIT)	\$ 105,000		\$ 42,600
FUND BALANCE, JUNE 30	\$ 190,233		\$ 232,833



**FOOD SERVICE
2020-2021 School Year**

	2019-2020		2020-2021
	Revised Budget #2		Adopted Budget
FUND BALANCE, JUNE 30	\$ -		(\$27,760)
REVENUES:			
Revenues: State - Fed - Local Sources	\$ 895,697		880900
TOTAL REVENUES	\$ 895,697		\$ 880,900
EXPENDITURES:			
Salaries and Wages	\$ 373,527		368,863
Employee Benefits	67,836		60,533
Purchased Services	44,940		45,560
Supplies and Materials	436,406		397,200
Capital Expenditures	-		
Other Expenditures	748		750
TOTAL EXPENDITURES	\$ 923,457		\$ 872,906
SURPLUS OR (DEFICIT)	\$ (27,760)		\$ 7,994
FUND BALANCE, JUNE 30	\$ (27,760)		\$ (19,766)



**COMMUNITY EDUCATION
2020-2021 SCHOOL YEAR**

	2019-2020		2020-2021
	Budget Revision #2		Budget Revision #2
BEGINNING FUND BALANCE, JUNE 30	\$ 290,101		\$ 138,367
REVENUES:			
Local Sources	\$ 1,022,629		\$ 948,970
State Sources	144,627		132,636
Federal Sources	-		-
Local Sales and Reimbursements	140,000		125,000
TOTAL REVENUES	\$ 1,307,256		\$ 1,206,606
EXPENDITURES:			
Salaries and Wages	\$ 946,464		\$ 843,835
Employee Benefits	203,085		185,722
Purchased Services	221,376		185,716
Supplies and Materials	67,380		50,285
Capital Expenditures	11,330		1,000
Other Expenditures	38,070		25,920
TOTAL EXPENDITURES	\$ 1,487,705		\$ 1,292,478
SURPLUS OR (DEFICIT)	\$ (180,449)		\$ (85,872)
FUND BALANCE, JUNE 30	\$ 109,652		\$ 52,495
Analysis of Equity Balances as of:	6/30/2020		6/30/2021
Nonspendable	2,288		2,288
Reserved for Community Education	(160,000)		(159,829)
Reserved for ECFE	54,000		54,036
Reserved for School Readiness	185,000		97,000
Reserved/Restricted	79,000		(8,793)
Reserved for Other Purposes	57,079		59,000
Total Equity Balances	\$ 138,367		\$ 52,495



**DEBT SERVICE
2020-2021 SCHOOL YEAR**

	2019-2020		2020-2021
	Budget Revision #2		Adopted Budget
TOTAL FUND BALANCE, JUNE 30	\$ 19,840,594		\$ 19,819,363
REVENUES:			
Local Sources	\$ 3,343,610		\$ 3,255,838
State Sources	23,999		23,000
Sale of Bonds			
TOTAL REVENUES	\$ 3,367,609		\$ 3,278,838
EXPENDITURES:			
Debt Service Expenditures	\$ 3,388,840		\$ 3,389,840
TOTAL EXPENDITURES	\$ 3,388,840		\$ 3,389,840
SURPLUS OR (DEFICIT)	\$ (21,231)		\$ (111,002)
FUND BALANCE, JUNE 30	\$ 19,819,363		\$ 19,708,361



**DENTAL INS-SELF INS FUND
2020-2021 SCHOOL YEAR**

	2019-2020		2020-2021
	Budget Revision #2		Adopted Budget
TOTAL FUND BALANCE, JUNE 30	\$ 23,644		\$ 29,244
REVENUES:			
Revenue - Dental Ins Premiums	\$ 105,600		\$ 115,000
TOTAL REVENUES	\$ 105,600		\$ 115,000
EXPENDITURES:			
Expenditures-Dental Ins Fees & Claims	100,000		105,000
TOTAL EXPENDITURES	\$ 100,000		\$ 105,000
SURPLUS OR (DEFICIT)	5,600		10,000
FUND BALANCE, JUNE 30	\$ 29,244		\$ 39,244



**CONSTRUCTION FUND
2020-2021 SCHOOL YEAR**

	2019-2020		2020-2021
	Budget		Adopted
	Revision #2		Budget
TOTAL FUND BALANCE, JUNE 30	\$ 53,584		\$ 33,984
REVENUES:			
Revenue - bldg const fund	\$ 400		\$ 400
TOTAL REVENUES	\$ 400		\$ 400
EXPENDITURES:			
Bldg Fund Expenses	\$ 20,000		\$ 20,000
TOTAL EXPENDITURES	\$ 20,000		\$ 20,000
SURPLUS OR (DEFICIT)	(19,600)		(19,600)
FUND BALANCE, JUNE 30	\$ 33,984		\$ 14,384



Executive Summary: 2020-2021 Adopted Budget

Submitted by: Amy Hafemann, Director of Finance

Creating an adopted budget for FY2020-2021 has been very challenging to say the least. At the time this budget is being approved, there are still so many unknown factors that will play into this. As we all know, everything may change at the drop of a hat. I have consulted with directors as to how they are going to create their adopted budgets and many are just rolling their revised budgets forward. One factor that is partially known for this next fiscal year are salaries and benefits. Below are my projections for this next fiscal year. Be prepared, by the time school is set to begin, these may all change.

Fund 01 - General Fund

- Revenue is based on enrollment of 1,846. This number is made up of K-12 students, 25 ECSE students, and 13 tuitioned students. I only estimated 90 kindergarten students because at this point, we just do not know how many kindergarteners there will be at the start of the school year. As of today, there are only 46 registrations. The remaining grades were just rolled forward.
- Federal \$ amounts are not known at this time, but should be similar to past years.
- Local sources dropped from the Revised Budget because bringing the scholarship \$s into Fund 01 was a one time entry.
- Supplies and Materials increased because a decision was made to also purchase devices for grades K-2.
- Capital Expenditures decreased because there are not as many LTFM projects that will be done in FY2020-2021. The decision has been made to only do projects that are needed, in case the district would need to “transfer” LTFM \$s to cover areas.

At this point in time, I am projecting the district of overspend by an estimated \$114,773 and the Unassigned Fund Balance to be an estimated \$1,836,000. This brings the estimated fund balance down to around 8.8%.

These numbers are just a projection and will change based on what direction MDE takes in starting the school year. Also, the district audit will be in early October and that is when the #s for FY2019-2020 will be finalized; giving a better look into FY2020-2021.

Fund 27 (Student Activities - crosswalked to Fund 01 - now under board control)

The Student Activities Account is projected to have a fund balance of \$232,833. This number is made up of various student activities including Music, Spanish, Wolf Ridge, and other accounts. This is just a projection and will change once the school year gets started and activities and fundraisers start to begin.

Fund 02 (Food Service)

Projecting the revenue and expenditures for the Food Service fund is more difficult this year because there are so many unknown factors that remain unknown. When doing the revenue budget, I based these projections on the previous years actual #s. As of now, I am projecting the food service fund to have revenue exceed expenditures for FY2020-2021 by an estimated \$7,994. This is a very rough projection. Until the school district knows more of what next year's school year will look like, these projections are a very rough estimate.

Andrea also received a grant from the National School Lunch Program in the amount of \$8,081. The revenue and expenses are not included in the Adopted Budget.

Fund 04 (Community Education)

Community Education is also a very rough projection. Because ComEd relies on the revenue collected from fees, I based the revenue for Kids Co, ECFE, and Preschool on revenue collected in prior years, and also with the presumption that these programs will be offered this coming school year.

Revenues are still estimated to be lower than in past years due to the fact there are so many unknowns. As of right now, the opening of the CERC is still unknown, so I am projecting membership revenues to be significantly lower. I am projecting the expenses to be lower because at this point we do not know what youth programs, camps, and other classes will be able to be offered.

Fund 07 (Debt Service)

Debt Service will use a portion of the fund balance for FY2020-2021.

Fund 20 (Self-Insured Dental)

Fund 20 (Self-Insured Dental Fund) is projected to remain healthy and the projected fund balance on June 30 is to be around \$39,600.

Fund 06 (Construction Fund)

The \$s remaining in Fund 06 are the COP Land Purchase \$s. These \$s can be used for anything related to that land. The projection at June 30, 2021 is an estimated \$14,384.

It is my recommendation that the 2019-2020 Budget Revision #2 (which was presented at the May 26th Board Work Session) and the 2020-2021 Adopted Budget be approved.

***Also, there will be more information regarding the CARES Act Funding available on June 8, 2020. I will update with more information as I get it.



**General Fund Budget
2020-2021 School Year**

	2019-2020		2020-2021
	Budget Revision #2		Adopted Budget
BEGINNING FUND BALANCE, JUNE 30	\$ 2,439,336		\$ 1,951,523
REVENUES:			
Local Sources	3,014,694		2,863,407
State Sources-	17,441,964		17,212,766
Federal Sources	500,033		484,000
Local Sales and Reimbursements	47,600		25,600
TOTAL FUND 01	21,004,291		20,585,773
TOTAL REVENUES	\$ 21,004,291		\$ 20,585,773
EXPENDITURES:			
Salaries and Wages	13,008,779		12,729,199
Employee Benefits	3,361,194		3,425,830
Purchased Services	3,439,007		3,349,520
Supplies and Materials	651,234		715,047
Capital Expenditures	933,130		424,531
Debt Service			
Other Expenditures	98,760		56,419
TOTAL EXPENDITURES	\$ 21,492,104		\$ 20,700,546
SURPLUS OR (DEFICIT)	\$ (487,813)		\$ (114,773)
ENDING FUND BALANCE, JUNE 30	\$ 1,951,523		\$ 1,836,750
Analysis of Equity Balances as of:	06/30/20		06/30/21
Nonspendable	46,000		25,000
Restricted/Reserved			
Staff Development	5,000		5,000
Scholarships - Beginning FY2019-2020	140,000		140,000
LTFM	5,000		100,000
Learning and Development	2,000		2,000
Achievement & Integration	-		
Area Learning Center	15,000		20,000
Gifted and Talented	2,500		2,500
Basic Skills	-		
Basic Skills - Extended time	2,000		2,000
Operating Capital	5,000		5,000
Safe Schools	(70,000)		(65,000)
Medical Assistance	15,000		20,000
Teacher Dev & Evaluation	10,000		-
Total Restricted/Reserved	131,500		231,500
Unassigned	1,774,023		1,580,250
Total Equity Balances	1,951,523		1,836,750



**STUDENT ACTIVITIES
2020-2021 School Year**

	2019-2020		2020-2021
	Budget Revision #2		Adopted Budget
FUND BALANCE, JUNE 30	\$ 85,233		\$ 190,233
REVENUES:			
Revenues: Local Sources	\$ 205,000		94300
TOTAL REVENUES	\$ 205,000		\$ 94,300
EXPENDITURES:			
Supplies & Purchases	100,000		51,700
TOTAL EXPENDITURES	\$ 100,000		\$ 51,700
SURPLUS OR (DEFICIT)	\$ 105,000		\$ 42,600
FUND BALANCE, JUNE 30	\$ 190,233		\$ 232,833



**FOOD SERVICE
2020-2021 School Year**

	2019-2020		2020-2021
	Revised Budget #2		Adopted Budget
FUND BALANCE, JUNE 30	\$ -		(\$27,760)
REVENUES:			
Revenues: State - Fed - Local Sources	\$ 895,697		880900
TOTAL REVENUES	\$ 895,697		\$ 880,900
EXPENDITURES:			
Salaries and Wages	\$ 373,527		368,863
Employee Benefits	67,836		60,533
Purchased Services	44,940		45,560
Supplies and Materials	436,406		397,200
Capital Expenditures	-		
Other Expenditures	748		750
TOTAL EXPENDITURES	\$ 923,457		\$ 872,906
SURPLUS OR (DEFICIT)	\$ (27,760)		\$ 7,994
FUND BALANCE, JUNE 30	\$ (27,760)		\$ (19,766)



**COMMUNITY EDUCATION
2020-2021 SCHOOL YEAR**

	2019-2020		2020-2021
	Budget Revision #2		Budget Revision #2
BEGINNING FUND BALANCE, JUNE 30	\$ 290,101		\$ 138,367
REVENUES:			
Local Sources	\$ 1,022,629		\$ 948,970
State Sources	144,627		132,636
Federal Sources	-		-
Local Sales and Reimbursements	140,000		125,000
TOTAL REVENUES	\$ 1,307,256		\$ 1,206,606
EXPENDITURES:			
Salaries and Wages	\$ 946,464		\$ 843,835
Employee Benefits	203,085		185,722
Purchased Services	221,376		185,716
Supplies and Materials	67,380		50,285
Capital Expenditures	11,330		1,000
Other Expenditures	38,070		25,920
TOTAL EXPENDITURES	\$ 1,487,705		\$ 1,292,478
SURPLUS OR (DEFICIT)	\$ (180,449)		\$ (85,872)
FUND BALANCE, JUNE 30	\$ 109,652		\$ 52,495
Analysis of Equity Balances as of:	6/30/2020		6/30/2021
Nonspendable	2,288		2,288
Reserved for Community Education	(160,000)		(159,829)
Reserved for ECFE	54,000		54,036
Reserved for School Readiness	185,000		97,000
Reserved/Restricted	79,000		(8,793)
Reserved for Other Purposes	57,079		59,000
Total Equity Balances	\$ 138,367		\$ 52,495



**DEBT SERVICE
2020-2021 SCHOOL YEAR**

	2019-2020		2020-2021
	Budget Revision #2		Adopted Budget
TOTAL FUND BALANCE, JUNE 30	\$ 19,840,594		\$ 19,819,363
REVENUES:			
Local Sources	\$ 3,343,610		\$ 3,255,838
State Sources	23,999		23,000
Sale of Bonds			
TOTAL REVENUES	\$ 3,367,609		\$ 3,278,838
EXPENDITURES:			
Debt Service Expenditures	\$ 3,388,840		\$ 3,389,840
TOTAL EXPENDITURES	\$ 3,388,840		\$ 3,389,840
SURPLUS OR (DEFICIT)	\$ (21,231)		\$ (111,002)
FUND BALANCE, JUNE 30	\$ 19,819,363		\$ 19,708,361



**DENTAL INS-SELF INS FUND
2020-2021 SCHOOL YEAR**

	2019-2020		2020-2021
	Budget Revision #2		Adopted Budget
TOTAL FUND BALANCE, JUNE 30	\$ 23,644		\$ 29,244
REVENUES:			
Revenue - Dental Ins Premiums	\$ 105,600		\$ 115,000
TOTAL REVENUES	\$ 105,600		\$ 115,000
EXPENDITURES:			
Expenditures-Dental Ins Fees & Claims	100,000		105,000
TOTAL EXPENDITURES	\$ 100,000		\$ 105,000
SURPLUS OR (DEFICIT)	5,600		10,000
FUND BALANCE, JUNE 30	\$ 29,244		\$ 39,244



**CONSTRUCTION FUND
2020-2021 SCHOOL YEAR**

	2019-2020		2020-2021
	Budget		Adopted
	Revision #2		Budget
TOTAL FUND BALANCE, JUNE 30	\$ 53,584		\$ 33,984
REVENUES:			
Revenue - bldg const fund	\$ 400		\$ 400
TOTAL REVENUES	\$ 400		\$ 400
EXPENDITURES:			
Bldg Fund Expenses	\$ 20,000		\$ 20,000
TOTAL EXPENDITURES	\$ 20,000		\$ 20,000
SURPLUS OR (DEFICIT)	(19,600)		(19,600)
FUND BALANCE, JUNE 30	\$ 33,984		\$ 14,384

2019-20 TEACHER TENURE LIST

JES

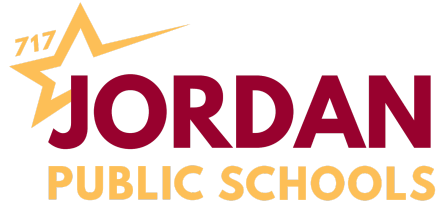
Leah Aamlid
Tracy Eddington
Lindsay Johnson
Adam Larson
Laura Theis

JMS

Tobias Thietje
Kelley Walerius
Rachel Rydberg
Brandon Arnold

JHS

Elizabeth Beckman
Chase Buthe
Megan Pivec
Kelley Walerius



Executive Summary: 2020-2021 Property/Casual & Workers' Compensation Insurance Proposals

Matt Helgerson, Superintendent
Amy Hafemann, Finance Director

The district's property/casualty & workers' compensation insurance is up for renewal July 1, 2020. Due to the chaotic spring with the COVID-19 Pandemic, it was decided that the district would just have our insurance agent obtain quotes from the companies he had access to.

The district is currently insured with EMC Insurance for the property and liability insurance; and RAS (Risk Administrators Services, Inc.) for the workers compensation insurance. Our agency of record is Choice Insurance.

With the marketing that our agent did for the district, it was decided to stay with both EMC for property and liability insurance; and also RAS for workers compensation. As the attached proposal explains, the companies that our agent reached out to either declined to bid or could not be competitive.

The district's Workers Compensation premium decreased again by \$11,084 due to our mod going from 1.28 1.03. However, the district's property/liability insurance increased by \$9,612. The agent expressed that most businesses saw an increase in this insurance over the past year.

The total insurance package for the FY2020-2021 is \$146,317, which is \$1,472 less than the last fiscal year.

Recommendation:

Accept insurance proposal from Choice Insurance Group for the following:

- EMC Insurance - Property, Liability and Casualty Insurance: **\$83,980.79** and RAS - Workers Compensation Insurance: **\$62,337.00**
 - Total Premium for 2020-2021: **\$146,317.79**

I am attaching a Premium Comparison report showing the difference in premiums from FY2019-2020 to FY2020-2021.

PREMIUM COMPARISON

COVERAGE	Expiring	Renewal
Property	\$50,768.00	\$57,222.00
General Liability	\$5,568.00	\$5,577.00
Linebacker/D&O	\$4,125.00	\$6,065.00
CyberSolutions	\$1,348.00	\$1,348.00
Crime	\$474.00	\$473.00
Inland Marine	\$1,167.00	\$1,167.00
Business Auto	\$7,154.00	\$8,032.00
Workers Compensation	\$73,421.00	\$62,337.00
Umbrella	\$3,764.00	\$4,096.00
TOTAL	\$147,789.00	\$146,317.00
TOTAL W/O WORK COMP	\$74,368.00	\$83,980.00

Renewal Notes:

- * Total Work Comp estimated payroll increased from \$13,379,000 to \$14,269,059
- * Experience Mod decreased from 1.28 to 1.03

Marketing:

- * Hanover – Not Competitive with EMC
- * SFM (Work Comp) – Declined – Not Competitive
- * Accident Fund (Work Comp) – Not Competitive
- * AmTrust (Work Comp) - Declined



Executive Summary: SW Metro Intermediate-Levy \$s- LTFM & Safe Schools

Submitted by: Amy Hafemann, Director of Finance

For the last years SW Metro Intermediate District members levy \$s for SW Metro to use for the upkeep of their buildings. The levy amounts are based on the members usage %; for Jordan that is 5.10%. It was recently decided that SW Metro would also use levy \$s for Safe Schools. The amounts for FY2021-2022 are:

LTFM - 15,286.85

Safe Schools - 11,434

The school board needs to approve the resolutions for SW Metro's proportionate share to be included in our LTFM and Safe School applications.

It is my recommendation that these resolutions be approved.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT #717
JORDAN
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No.717, State of Minnesota, was held on June 8th, 2020 at 6:00 pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Safe School Program and authorizing the inclusion of a proportionate share of Intermediate School District's Safe School Program in the district's application for Safe Schools Revenue.

Director _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT
NO. 288'S SAFE SCHOOL PROGRAM AND AUTHORIZING THE INCLUSION OF
A PROPORTIONATE SHARE OF THIS PROGRAM IN THE DISTRICT'S
APPLICATION FOR SAFE SCHOOL REVENUE

BE IT RESOLVED by the School Board of District No. 717, State of Minnesota, as follows:

1. The School Board of SW Metro Intermediate School District No. 288 has approved a Safe School program for the 2021-2022 school year in the amount of \$224,400.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programing its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's Safe School program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district Safe school program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The Safe school costs shall be funded through annual levy. The inclusion of this proportionate share in the district's Safe School revenue application for the fiscal year 2022 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of Safe School revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director _____ and, upon vote taken thereon, the following voted in favor thereof:

And the following voted against the same: _____

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. 717, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 717, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF SW Metro Intermediate School District's Safe School Program in the district's application for Safe School revenue.

WITNESS MY HAND officially as such Clerk this 8th day of June, 2020

Clerk

School District No. 717

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT # 717
JORDAN
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. 717, State of Minnesota, was held on June 8th, 2020 at 6:00 pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Long-Term Facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT NO. 288'S LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY MAINTENANCE REVENUE

BE IT RESOLVED by the School Board of District No. 717, State of Minnesota, as follows:

1. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the 2021-2022 school year in the amount of **\$300,000.00**. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programing its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue

application for the fiscal year 2022 is hereby approved, subject to approval by the Commissioner of Education.

- 4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director _____ and, upon vote taken thereon, the following voted in favor thereof:

And the following voted against the same: _____

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. 717 State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 717 , held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF SW Metro Intermediate School District’s long-term facility maintenance projects in the district’s application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this 8th day of June 2020

Clerk

School District No. 717

June 2020 Board Report

Monthly Enrollment Update

- As of the final day of the 2019-2020 school year, our PreK-12 monthly enrollment was 1874 students. Since the April update, we're up 2 elementary students, down 1 middle school student and down 1 high school student. This number is 38 students less than what we built our FY 2020 budget on back in June 2019.

2019-2020 School Year Wrap

- We made it! The end of the 19-20 school year was anything but normal, but I believe our district performed admirably during the distance learning period. I'd like to thank all of our hard working employees for their dedication to our students and families. Many went above and beyond by delivering meals, supplies, goodie bags, and graduate signs. Many staff put their own health on the line to care for the children of emergency and essential workers and to make sure that the children were healthy enough to be here. Our custodians arrived each day to keep our buildings thoroughly cleaned. Many other staff came to work every day to prepare thousands of meals for children throughout the district. Teaching staff and paraprofessionals changed how they deliver education to students literally within one week and became creative with how they worked to reach kids. Our leaders and support staff showed up each day with a "can do" attitude and provided critical leadership and support to ensure that we transitioned smoothly to a distance learning model. I could continue to go on and on about the pride I feel for our district and employees.
- Prior to COVID-19 and distance learning, our district had another successful year. Our athletic programs experienced more success and state tournament appearances, our fine arts programming continued to entertain and shine, and our innovative academic programming provided growth opportunities for students in all grade levels.
- It is important to note once again that all of this positive work occurred despite having the lowest operating levy in the state (no voter approved levy) and having budget concerns. The district was forced to reduce spending by \$750,000 and will be faced with difficult decisions for the foreseeable future unless a voter approved local operating levy can be secured. It is not possible to maintain the high level of programming and service our families have grown to appreciate over the past seven years without additional, local voter approved funds. With a state average of around \$1,500 per pupil unit, and Jordan's board approved

levy of \$724 per pupil unit (the amount all MN districts are eligible to receive without voter approval), it is clear to see the disparity that exists between our district and the state average. Yet, despite this disparity, I can tell you without a doubt that our district was one of the highest performing in the state during the distance learning period. We have a lot to be proud of, and I'm very grateful to our employees for their efforts during this incredibly challenging time. The reason why Jordan is successful despite the lack of appropriate funding is due to the fact that there are many dedicated, hard working employees who just won't accept mediocrity. I hope that this is recognized in our community and is celebrated and appreciated.

Thank You and Goodbye

- I'm very grateful for the opportunity to serve the community and our students. I'm thankful to have had moments, events, and conversations that have helped me grow as a person and as a leader. I'm so appreciative of the community for passing the bond referendum that led to the remodeling of the middle school and construction of the CERC. That vote changed the trajectory of education and recreation in our community forever. I'll be forever grateful to my friend and community icon Mr. Dick Ames and the Ames family for the once in a lifetime gift in the form of the turf field and concession stand/ticket booth. To be a part of something that generous and momentous in a community the size of Jordan is special. I'm so appreciative of the wonderful leaders I've been able to hire and work beside during my tenure. The growth in diverse elective programming, creation of our Summit Academy, 1:1 device program, and innovative/creative academic programming such as the First Grade Foresters program has been a joy to witness. I'm most proud of the innovative practices we've developed such as the staggered start to the school year which includes our Kick Start to Kindergarten, the Freshmen FOCUS, and Jump Start/WEB for 5th grade have all been programs that have been developed over the past seven years. These programs provide excellent transitions for all of our students arriving in their first year at a new building.
- I'd like to share a special message of thanks to three groups in particular. My colleagues and support system in the district office are some of the best people around. They truly care about the students, families, and employees of the district. They are talented individuals who work to provide stability for the district and guidance on district affairs. They are the best! Thank you to my leadership team "cabinet." This group of leaders was always willing to drop what they're doing no matter what and when to deliver for the community of Jordan. I'll never forget that Sunday in March of 2020 when they gave up their weekend, eagerly jumped into a stressful period of planning and decision making, and

developed a distance learning model that was equitable, inclusive, and fit our community. This is just one example of the selflessness I saw displayed by the leaders in the ISD #717 district over the past seven years. Finally, I would like to thank our school board and all of the members who have served the district during my tenure. Thank you for hiring me in the spring of 2013 and for trusting and guiding the decisions which have built our district into one that is looked upon favorably not only in the community, but in the region and state. Your dedicated work for kids has been done out of pure love and devotion to a great cause. Being a board member in a public school district is not glamorous or lucrative. You have all served for the right reasons and I will be forever grateful for your support.

I look forward to watching the district continue to progress as a parent and community member. I will be the biggest cheerleader for you as you continue to innovate and move forward with foresight and positivity.

It has been a great seven year run!

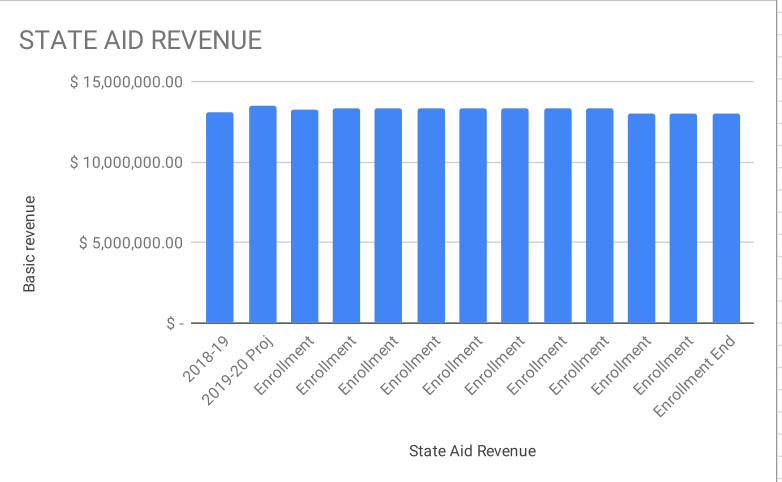
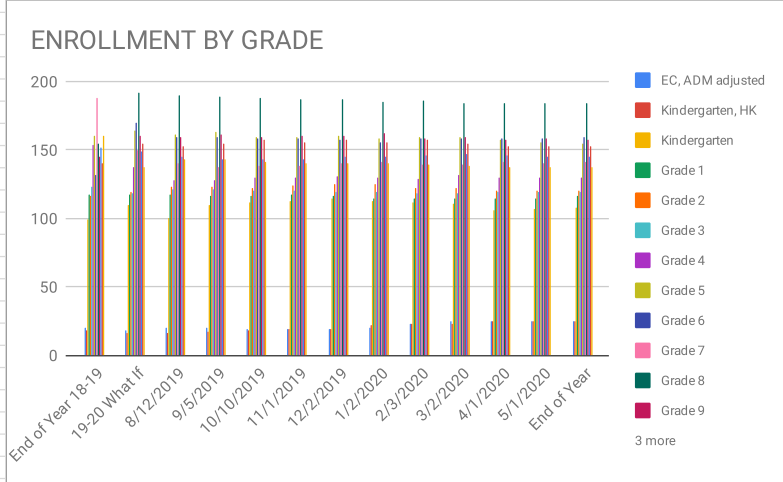
With Gratitude,

Matt

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	2/3/2020	3/2/2020	4/1/2020	5/1/2020	End of Year
EC, ADM adjusted	20	18	20	20	19	19	19	20	23	25	25	25	25
Kindergarten, HK	18	16	16	17	18	19	19	22	23	23	25	25	25
Kindergarten	99	110	100	110	112	113	115	113	112	111	106	107	108
Grade 1	117	117	117	116	116	117	116	115	115	115	115	115	116
Grade 2	116	119	123	123	122	124	125	125	122	122	120	120	120
Grade 3	123	118	121	121	120	120	119	119	118	118	119	119	119
Grade 4	154	137	128	128	130	130	131	130	129	132	130	130	130
Grade 5	160	164	161	163	159	159	160	158	159	159	157	156	155
Grade 6	132	170	159	159	158	158	157	156	158	158	158	158	159
Grade 7	188	150	140	137	138	138	140	141	139	139	141	140	141
Grade 8	155	192	190	189	188	187	187	185	186	184	184	184	184
Grade 9	145	160	159	161	159	160	160	162	158	159	157	158	157
Grade 10	152	149	145	143	143	143	145	145	146	147	146	145	145
Grade 11	140	155	153	155	157	156	157	156	157	155	153	153	153
Grade 12	160	137	143	143	141	140	140	140	139	138	137	137	137
Pre K-12 Total	1879	1912	1875	1885	1880	1883	1890	1887	1884	1885	1873	1872	1874

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 02/03/2020	Enrollment 03/02/2020	Enrollment 04/01/2020	Enrollment 05/01/2020	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	\$ 13,320,222.00	\$ 13,322,797.20	\$ 12,980,765.62	\$ 12,973,191.50	\$ 12,985,815.02





**High School Board Notes
June 8, 2020**

Improve Student Achievement, Learning and Career and College Readiness

- The ACT test for juniors was moved to October for the class of 2021. Communication about this has been sent to families. Students are also welcome to take a national test (pay on their own) during July or August. Those sites have not been finalized and are awaiting approval from MDE to open buildings.
- We will be offering summer school for credit recovery in July. Parents will be notified via letter in the mail and students will be notified via email. We are also looking to have a June intervention plan summer school session in place next week to help students complete work for the end of the 2019-2020 school year in person.

Provide a safe and collaborative culture in which to learn and work

- The PBIS Committee is looking at plans for next year. The Committee will look at creating a video at the beginning of the school year, reinforcing culture expectations during SNAP, and soliciting local businesses for donations.
- We have had a successful year in the areas of classroom management and student discipline. We have awesome students at JHS.
- It was an odd end of the school year. It is hard to not have that final day to wish kids well and say goodbye. It is also hard to not have all staff together for one final send off!

Improve Community Connection, Satisfaction, and Engagement

- In looking back on the spring, many of our greatest connections are done in the month of May. Pops concerts, awards night, etc. There was definitely a hole with missing those events.
- I received positive feedback from families regarding the virtual Awards night. People liked to have the choice on what and when to watch the different presentations.
- Graduation was certainly different than any other year. The weather was perfect! The set up and execution of the drive through ceremony was good. The video was excellent. Again, it was an opportunity for families to make the day what they wanted for themselves. The decorations, honking, cheering during the reading of names was fun. People enjoyed being so close to the stage to take pictures of their student.

Integrate data-informed instruction, assessment and learning as a core competency in every classroom

- In the month of June, I will be attending the following conferences:
 - MASSP will be hosting a virtual conference for 6 afternoons. I am looking forward to the conversations about what school could look like next year.

**Jordan Middle School Board Report
June 8th, 2020**

The 2019-2020 school year will be remembered for years to come. The JMS staff has much to be proud of as we rallied together to support our students and families during these times. As we close out this school year with uncertainty ahead, I am certain that the JMS staff will do whatever it takes to support our students and families in the days ahead.

Improve Student Achievement, Learning and Career and College Readiness

- Staff delivered high-quality instruction in the distance learning following the below format:
 - [Grade 5](#)
 - [Grade 6](#)
 - [Grade 7](#)
 - [Grade 8](#)
- School Counselor and Social worker sent weekly Mindfulness challenges to support student mental health.
- The Student Support Team (Counselor, Social Worker, School Psychologist) continues to work to support the mental health needs of students and staff during distance learning and into the summer.
- Advisory teachers held weekly Zoom calls with their individual Advisory classes to continue to have students feel connected to the school community.
- The Leadership team and staff collaborated to develop and continue to tweak the following COVID Documents:
 - [COVID Distance Learning Guidelines](#)
 - [Distance Learning Instructional Matrix](#)
 - [Distance Learning Teacher Resources](#)

Integrate data-informed instruction, assessment, and learning as a core competency in every classroom

- Weekly administrative support meetings continued with grade level teams and departments so students and staff were supported in distance learning.
- Students with passing grades completed the 2019-2020 school year on May 22nd, allowing staff to focus and support other students.
 - This support structure allowed numerous students to receive passing grades.

Provide a safe and collaborative culture in which to learn and work

- A team of staff have volunteered to assist in the building of the master schedule for the 2020-2021 school year.
- The bell schedule for the 2020-2021 school year has been adjusted to allow for social distancing if needed in the fall of 2020.
- The Faculty Council held our annual faculty council retreat to discuss and solve questions for the 2020-2021 school year.
 - Student send-off
 - Distance learning matrix
 - End of year checkout
 - What will the fall look like?

- Results of budget reductions
 - Media Center
 - Less Paraprofessional staff
 - Substitutes
 - Google Classroom
- Each staff member has had the opportunity to provide feedback on the potential options for the fall of 2020.
- Summer programming planning is complete and information has been sent to families.

Improve community connections, satisfaction, and engagement

- Jordan Schools held device/book collection and student materials distribution on May 28th and 29th. Thanks to all the staff that helped with this!
- JMS held a “Drive-by Parade” for students and families on June 1st to allow for staff, students, and families to wrap up the school year.
- The technology team has done an amazing job supporting students and families during distance learning.
- Food Service staff and paraprofessionals have done an amazing job serving meals to students on a daily basis.
 - Teachers continue to join these lunch stops to connect with students.
- Colleen Chambers, Lisa Ruehling, Heather Davis, Brandon Arnold and others continue to pack and deliver food to family’s doorsteps as part of the backpack program.
- 5th and 6th grade delivered individual gifts to students to wrap up the school year. Thanks to the JMS PTO for the donation of these supplies.
- Jordan Middle School held three different options for virtual JMS New Families Night on May 11th at 9:00 am, 12th at 1:00 pm and 13th at 6 :00 pm. This includes interviews of current JMS 5th grade students, staff and parents.

Jordan Elementary School JES Principal Summary for 2019-2020 School Year

Throughout the course of the school year, JES staff committed time and effort into following the JPS Strategic Plan and working towards achieving building goals. At our last staff meeting in May, as well as in small group team meetings the last week of school, the staff reflected on the progress and accomplishments we made this school year and what we'd like to build upon for next year. With the uncertainties still present in our world with COVID-19, we also discussed the possible options for teaching and learning for the 2020-2021 school year.

Improve student achievement, learning and career and college readiness

- Integrated standards-based instruction in all content areas, with the intent of starting standards-based grading next school year
- Received in-house PD on Culturally Responsive Teaching (CRT) and embedded the practice into all K-4 classrooms
- Instructional Coach co-taught and regularly met with classroom teachers to implement READO curriculum and best practices (CRT)
- Created a new building leadership team (Staff Support Team, SST) that discussed ways to support staff in the building, classroom, and as an individual in the areas of equity, CRT, restorative practices, and social-emotional learning (SEL) practices such as mindfulness and social thinking
- Teachers created inquiry-based lessons and project -based learning opportunities for students to show evidence of learning
- Teachers designed proficiency scales to use when assessing evidence of student learning
- Distance Learning provided unique learning opportunities and discovery of new instructional resources and practices, technology, and communication tools to utilize in future years

Integrate data-informed instruction, assessment and learning as a core competency in every classroom

- Revised MTSS Academic model to best support the academic needs of students through an equity and CRT lens
- Instructional Leadership Team created "Learning Lab" in-house PD model for staff to participate in and grow as professionals
- Instructional staff learned more about FAST Bridge assessment tool (compared to NWEA) and implemented pilot program in 3rd grade to compare assessment tools for next school year

- Teachers aligned formative and summative assessments to content area standards

Provide a safe and collaborative culture in which to learn and work

- Behavior Specialist created and facilitated new MTSS Behavior model with collaboration from administration and teachers to best support the SEL needs of students, staff, and families through an equity, CRT and restorative justice lens
- Staff maintained Mindfulness practices to help students learn self-regulation strategies to use when emotions get big
- Collaboration Contracts used for classroom and building-wide behavior expectations (CRT model)
- Continued weekly student and staff recognitions for showing J-Town Pride

Improve community connections, satisfaction, and engagement

- School-wide events, news, and activities at JES shared with families and community members via monthly newsletters, email, and through JES/JPS Facebook and Twitter
- Volunteers from the community regularly supported staff and students during the school day
- Supportive and actively engaged PTO partnered with school and District: Read-a-Thon, Family Fun events, monetary donations to teachers for classroom supplies and field trips

Executive Summary
Director of Teaching and Learning
June 2020

Primary Focus = Distance Learning Wrap and Fall Planning

Improve Student Achievement, Learning, and Career and College Readiness

- **End of 2019-2020 Professional Development Plan**
 - Beyond end of year wrap up (for example, device collection), teachers will close out the year following this [staff development plan](#).
- **Summer Professional Development**
 - Many of the summer professional development options have been cancelled completely or shorted and created in a virtual format.
 - The [Summer Professional Development Options](#) was shared with district staff development to disseminate to building teachers.

Integrate Data-Informed Instruction, Assessment, and Learning as a Core Competency in Every Classroom

- **MCA Testing --** Per federal and state guidelines, MCA testing was cancelled for the 2019-2020 school year due to COVID-19.
 - **Post Test Editing** - The required posttest editing for MCA testing is complete.
- **ACCESS Scores --** Preliminary ACCESS scores were shared with the special education director and EL teachers.
 - Note -- ACCESS is the standardized test given to students qualifying for English Language services. The test is administered by the WIDA Consortium, and it meets the government's requirements for the Every Student Succeeds Act (ESSA). For a student to be considered proficient on ACCESS 2.0, a student must have at least a 4.5 overall composite score and any three of the four domains (listening, speaking, reading, writing) must be at or above 3.5.
- **Resource Database --**
 - In order to stay up-to-date on the resources being used, teachers will fill out [this google form](#) that will also serve as the foundation for compiling an instructional resources data bank. This data bank will also be used to continually look for updates needed in district resources and to make sure the district has a handle on what is being used and where.

Provide a Safe and Collaborative Culture in which to Learn and Work

- **Collaborative Culture --**
 - **District Staff Development --** the final district staff development meeting took place virtually on Wednesday, May 6, 2020. The focus of the discussion was wrapping up this school year and looking ahead into an ambiguous fall. Quarter
 - [Virtual Meeting Agenda](#)
- **Fall Planning --**
 - **Survey -** To garner staff and teacher input and support, a [Distance Learning: Reflect and Look Ahead](#) survey was sent to all staff.
 - Survey results will be used by the leadership team to plan for an ambiguous fall start to the school year.
 - **MS Brainstorm -** I also took part in the middle school faculty council retreat brainstorming session, which discussed possible fall plans: onsite, hybrid, distance, online option.

Improve Community Connection, Satisfaction, and Engagement

- **Curriculum and Technology Integration Advisory Council --**
 - Information Available on the Website - <https://www.jordan.k12.mn.us/domain/60>
 - The final Curriculum and Technology Advisory meeting took place on Monday, April 20, 2020.
 - [Curriculum and Technology Advisory Council April Meeting Minutes](#)
 - The meeting primarily focused on feedback for the district's current Distance Learning experience / plan and feedback for the Technology and Integration Plan.
 - The council meetings will resume in October of the 2020-2021 School Year.

Activities Director Update 6/8/20

- Effective this season, the Activities Department will begin providing a varsity letter for trap shooting (clay target) as an Independent Provider Program. This will be similar to what we do with Figure Skating and Future Farmers of America, where the outside organization creates lettering standards and provides the Activities Department with a list of names of those who met the requirements to be letter winners. Trap coach Jeff Radick has already created the lettering policy and we will honor those students for the 2020 season.
- The golf team purchased 12 push carts for the 2020 season. Since they were new in boxes (11, we did open 1), and there was a major demand for push carts, we were able to sell eleven carts to 2nd swing golf for the full price. 2nd Swing will be giving us eleven carts back at zero cost. Essentially, we loaned our never used carts for \$2,035. The check will be earmarked for the golf program.
- I have been in conversation with Andy Price at Prepspotlight.tv regarding broadcasting Jordan athletic events in the 20-21 school year. Prepspotlight is looking to expand their broadcast market and my relationship with School Space Media had Andy reach out to Jordan to gauge the interest in a full season broadcast schedule. This would be turnkey for the district. We would provide space for the filmer and broadcast team in our gym/stadium. We would also collect an estimated 15% of advertisement money. This would be a nice option for people with immune deficiencies even if we are allowed to have fans in the stands. If we can't have fans, it may be the only way for people to view our events.
- We will be unrolling a new activities website in the coming weeks. This will be a one stop shop for all activities where each team will have their own team page to provide information. It is also linked to our social media, and Rschool scheduling. This site is being built at a very minimal cost (because we added fine arts & MS athletics) thanks to a grant from Chad Greenway and Twin Cities Orthopedics. Here is an example of a varsity news network site:
<https://stmaknights.com/>
- The MSHSL summer coaching waiver period has been moved back from June 1 to June 15. This is okay, and will allow us a little more time to plan summer camps. This does not affect MAX performance camp, however, we are still planning on moving everything back to at least June 15th for consistency.

COMMUNITY EDUCATION DIRECTOR

6/8/2020 BOARD REPORT

Director's Message

As Community Education continues to battle the storm that is a pandemic, it is sad we had to make some tough decisions this month. We continue to be dedicated to serving our families the best way we can in whatever capacity under the guidelines given.

Some good news from our department, we will have summer programming! We have been busy building plans so that we can keep our staff and participants safe during programming.

- Summer Drivers Education class and behind the wheel have started and communication has been shared with those registered.
- Varsity coaches are busy altering their camps to fit the guidelines for sanitation and social distancing. Communication will be coming out for these camps.
- Enrichment classes will be happening with new parameters and a Max of 9 students in each class.
- Tutoring will be happening again, please email cetutor@isd717.org for more information.
- Adult Classes are on the horizon. We are working with our instructors to map out what their class will look like.

Facilities

Outdoor facilities will be available for rent starting June 8th. All indoor facilities will be available starting July 1st. We need a little more time to make sure we have the right parameters in place for the safety of our building, staff, and renters when using the indoor spaces.

CERC

It looks as fitness facilities are one of the last businesses to open up according to the Governor's Stay Safe grid. We will continue to monitor the Governor's orders and will be ready when the time comes to open.

Early Learning Services

Preschool Graduation

We had a drive-through graduation/pick up materials for our 4/5 preschool classes on June 1st. It started at 4:30 and went every 1/2 hour for our 6 classes. This took place in the back loop. Families stayed in their cars the whole time, drove through, and picked up their materials from their teacher.

Summer Kids Co. (Summer Adventures)

Summer Kids Co (Summer Adventures) will start on June 8th. We have training taking place on June 5th for staff. Numbers are low for June, but will hopefully pick up in July. We will be housed at JES this summer which is different from years past. Each group will have their own homeroom. We will continue to follow the procedures set by the district nurse for COVID.



Communications and Marketing Monthly Summary (06/05/2020)

Kat Pass

Projects Completed / Highlights

- **Graduation/Awards Night:**

- Created the [Senior Celebration](#) website to house final senior announcements and graduation plans.
- Created [digital invitations](#) for seniors and families for announcing the graduation virtual video.
- Completed the [virtual graduation video](#) project to include recording of speeches (with the assistance of Stephen Damlo) and gathering all candid photos, and music.
- Produced an online [digital program](#) for graduation.
- Created academic and scholarship slideshow for Jeff for use on [awards night](#).

- **Communications/Website:**

- Communications to families regarding final plans for graduation and distance learning.
- Create graphics and email communications for JES grade level end of the year drive-thru events.
- Starting to populate the website calendars for next academic school year.
- Sent targeted email regarding the "Kindergarten Round Up Drive-thru" to families that have students who are the age for Kindergarten next year.

**Nutrition Services School Board Report
June 8th, 2020
Andrea Schaak**

I received word last week that we were awarded a grant I applied for when COVID feeding started in March. The grant is through “No Kids Hungry” and we received \$5,000 dollars to help with the costs of feeding students during distance learning.

We are down to 4 days of serving students at all of our pick up sites going into next week. We have been able to utilize most of our frozen food items in meals and have used up most dry good items as well. Staff will be conducting inventory on the last few days of operation next week.

I have finished writing up staff yearly reviews and have started to give them to the staff. As of now, I do not have anyone retiring, but I am waiting for one staff member to give me her answer. I have heard that staff who were not working the last couple of months due to underlying health issues should be back this fall. This includes Kim Krautkramer who is doing much better and hopes to start back with us.

During the summer I will be coordinating once a month virtual meetings with the Southern Minn. Directors Group that I head to share information and to learn from each other going into the fall. I am also attending a School Nutrition Association four day webinar in June that focuses on various issues with COVID feeding and procedures that will be a big part of how we will be feeding students this fall. I hope the information will be helpful to our district and other districts that I share information with.

I hope you all have a great summer and I look forward to working with Ranae in the coming months!

Board Meeting 06.11.20

Jordan School District #0717 Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness:

- The Special Services Department is happy to announce two new staff Max Haakonson will be our Life Skills Teacher at JES and Rebecca Pauly will be our Life Skills Teacher at JMS. Max comes to us after teaching special education in Burnsville and Becca comes to us from Tri-City United as a special education teacher.
- Extended School Year services will start this summer on Monday, July 6th. Our ESY letters went out to parents the week of May 25th. Services will be for 4 weeks Monday through Thursday from 8:30AM – 10:30AM. We will be providing a Hybrid Model with a Group A and Group B of students alternating days of services on site at the Jordan Middle School.
- In the months of June and July, I will be meeting with our JMS and JHS special education departments on scheduling students.
- The special services department received a grant from the Jordan Education Foundation to purchase a “SMART ROOM” for our hallway at the Jordan Middle School. Kiirsten Rakers helped write the grant and put the mobile “SMART ROOM” together with the custodial staff outside our Life Skills Classroom at JMS.



OUR MISSION

Inspire a caring community to ignite learning, innovation, and success for all!

- Our SOAR Program held its drive through graduation on Wednesday, May 20th. We had two students graduate from the SOAR Transition Program.

Improve Community Connection, Satisfaction, and Engagement

- On June 26th, 29th, and 30th, we will be having our American Indian Education Council's sponsored Sunka Wakan Horse camp for our Native American students. Both parents and students are excited to have the camp this summer.

Provide a safe and collaborative culture in which to learn and work

- This past month I have been meeting with departments and staff on closing out the school year and collaborating on what we need to work on for the 20-21 school year. Staff continue to be very open and honest about what we need to work on and what supports need to be in place for our students to be successful in each building and department.
- The Jordan District will continue to work with Scott County Human Services on the support for mental health in our schools. An agreement between JPS and Scott County was signed to provide colocated services to our students in need.

Be Fiscally Responsible and Maintain Quality Facilities

- Amy Hafemann and I continue to communicate and develop our 20-21 special education budget to ensure we are utilizing our federal dollars appropriately.
- Amy Hafemann and I are working on our Achievement and Integration, CEIS, American Indian, and Title III funding applications and working with the staff and council members involved in the funding grants.

Technology Update 6/8/2020

Device Collection

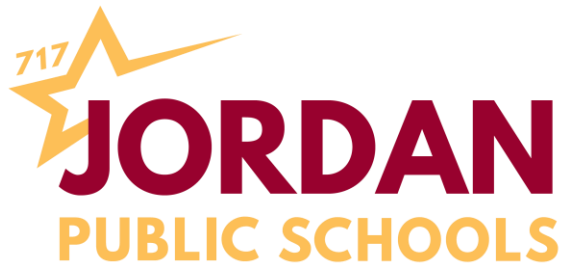
We had Chromebook collection and material distribution on May 28th and 29th and it went very well. Thank you to all the staff that volunteered to make those days go smoothly. There are only about 50-75 Chromebooks out of 1500 left to collect. We are working with building staff and as they bring locker contents back to families they are also collecting the remaining student Chromebooks.

Summer Technology Internship

The technology department is again hiring interns to help with summer projects. I would like to thank the board for continuing to support this program. It is a win/win for both the district and the students. We get extra help to make sure all the summer projects are completed before the start of next year and the students get helpdesk experience that many have used to obtain similar jobs in their post-secondary life.

Camera Replacement at High School

This week we received new cameras to replace the original ones installed at the High School. The current system was installed when the building was built and getting replacement parts is becoming more and more expensive. There will be more cameras to cover all the areas of the building and with the staff we had available during distance learning we were able to run the cabling in-house and save the money of hiring a company to do it.



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, L. Pedersen

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) – R. Langheim, C. Hennen (alternate – L. Pedersen)

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, R. Dahnert

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) L. Pedersen - (alternate – S. Burke)

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.