



Jordan School District #717
Health & Safety Meeting Agenda

Monday, November 23, 2020 at 6:30 PM

Special Meeting

Google Meet / Live Stream

500 Sunset Drive; Suite 3

Jordan, MN 55352

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1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Consideration of Agenda
 5. Consent Agenda
 1. Donations 2
 2. New Hire - ES Special Education Paraprofessional - Caitlin Wilde 3
 3. New Hire - Assistant Dance Coach - Kaitlin O'Neill 5
 4. New Hire - HS Nurse / Administrative Assistant - Glenda Grant 7
 5. Resignation - Head Wrestling Coach - Darren Ripley
 6. Action Items
 1. Review and Act on Certificates of Election & Issuance of Acceptance of Office and Oath Forms 9
 7. Adjourn Special Meeting

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)
Wolf Motors	Scott West Fishing Club	\$250.00
Mighty Cause	Food Shelf	\$45.00
Jordan Booster Club	Assistant Coach Funding Theater Sound System Weight Room Equipment New Huddle Camera Insulated Capes Basketball Shooting Machine Basketball Shooting Shirts	\$57,100

The vote on adoption of the Resolution was as follows:

Aye: _____

Nay: _____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

School Board Clerk

Date



EMPLOYEE DATA SHEET

Employee:	Caitlin Wilde	Date Offer Accepted:	11/10/2020
Job Title:	Para, 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	Jacob Allen	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>
University of MN - Morris	Morris, MN	Speech Communications	Bachelors of Arts	1999-2003

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>
Two Rivers Public Schools	Sub. Teacher	Spent a lot of time in special education room during the second year.	9/17-6/19

<u>Beginning Contract Date:</u>	11/16/2020	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Caitlin has been a substitute teacher in the special education classroom in Two Rivers Schools in Wisconsin. Caitlin has an understanding of supporting students with special needs.



**2019-2020 PARAPROFESSIONAL
NOTICE OF ASSIGNMENT**

DATE: 11/10/2020

NAME: CAITLIN WILDE

EMPLOYEE ID: 3732

LOCATION: ELEMENTARY SCHOOL

FROM: DISTRICT OFFICE

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

Position	Hours/Day	Contract Days
<i>Para, Special Education</i>	6.75	180 <i>(Including 5 Paid Holidays)</i>

Schedule	Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
A	3	2	\$15.89	\$0.00	\$0.00	\$15.89

Caitlin M. Wilde

 Employee Signature



EMPLOYEE DATA SHEET

Employee:	Kaitlin O'Neill	Date Offer Accepted:	9/17/2020
Job Title:	Coach, Assistant Dance	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Joe Perkl	Location:	District Wide

PERSONNEL ACTION

New Hire	X	Replacement For	Ashley Jurik	Change		Additional Assignment	
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EDUCATION INFORMATION

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

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

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

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

RELEVANT EXPERIENCE

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

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

<u>Beginning Contract Date:</u>	10/19/2020	<u>Ending Contract Date:</u>	2/6/2021
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Brief Description of Previous Experience: Former dancer and instructor



**Extra-Curricular Assignment
2020-2021**

To: O'Neill, Kaitlin

You have been assigned the following extra-curricular assignment:

Assignment: Assistant Dance

Group: 4

Year Started: 2020

Longevity: 0 years

Location: JHS

Stipend Paid: \$3,055.00

Longevity: \$0.00

Total Stipend to be paid: \$3,055.00

In consideration thereof, the School Board agrees to pay said employee a fixed stipend based on the information above. Payments will begin with the 11/13/2020 payroll and will end with the 1/15/2021 payroll. If the season is canceled due to COVID payroll payments will be stopped immediately.

Employee Signature: _____ Date: _____

Activities Director Signature: _____ Date: _____



EMPLOYEE DATA SHEET

Employee:	Glenda Grant	Date Offer Accepted:	11/17/2020
Job Title:	Nurse/Admin Asst.	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Chad Williams and Jeff Vizenor	Location:	High School

PERSONNEL ACTION

New Hire	X	Replacement For	LuAnne Buerkle	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>
MN College of Arts and Design	Minneapolis, MN	Nursing	LPN License	8/2000 - 12/2002

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>
LPN License	Board of Nursing	12/2002	

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>
Park Nicollet	LPN	Family practice, Cardiology & General Surgery room patients, assist with procedures & documents in EMR.	9/14-8/20

Beginning Contract Date:	12/7/2020	Ending Contract Date:	
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Note: We are combining a nurse position and administrative assistant position to have a full time position for nursing and admin support at JHS.

Brief Description of Previous Experience: Glenda has years of experience as an LPN and has also done some front desk work prior to her career as an LPN



2020-2021 BUILDING NURSE / ADMINISTRATIVE ASSISTANT
NOTICE OF ASSIGNMENT

DATE: 11/19/2020

NAME: GLENDA GRANT


EMPLOYEE ID: 3733

LOCATION: HIGH SCHOOL

FROM: DISTRICT OFFICE

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

Position	Hours/Day	Step	Hourly Rate	Contract Days
<i>Nurse/Building Admin Asst</i>	<i>8</i>	<i>5</i>	<i>\$23.20</i>	<i>180</i>



Employee Signature

11.19.20

Date

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 717 on November 12th, 2020, canvassed the general election of school board members held on November 3rd, 2020.
2. Sara Lehnen received the third largest number of votes cast for the office of school board member of Independent School District No. 717 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Sara Lehnen is elected to the office of school board member of Independent School District No. 717 for a full four-year term beginning the first Monday in January, 2021 and expiring the first Monday in January, 2025.

By authority of the School Board of Independent School District No. 717, pursuant to resolution dated November 12th, 2020.

Date

School Board Chair

Date

School Board Clerk

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 717 on November 12th, 2020, canvassed the general election of school board members held on November 3rd, 2020.
2. Molly Monyok received the second largest number of votes cast for the office of school board member of Independent School District No. 717 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Molly Monyok is elected to the office of school board member of Independent School District No. 717 for a full four-year term beginning the first Monday in January, 2021 and expiring the first Monday in January, 2025.

By authority of the School Board of Independent School District No. 717, pursuant to resolution dated November 12th, 2020.

Date

School Board Chair

Date

School Board Clerk

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 717 on November 12th, 2020, canvassed the general election of school board members held on November 3rd, 2020.
2. Lauren Pedersen received the largest number of votes cast for the office of school board member of Independent School District No. 717 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Lauren Pedersen is elected to the office of school board member of Independent School District No. 717 for a full four-year term beginning the first Monday in January, 2021 and expiring the first Monday in January, 2025.

By authority of the School Board of Independent School District No. 717, pursuant to resolution dated November 12th, 2020.

Date

School Board Chair

Date

School Board Clerk

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To Sara Lehen:

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election or upon board appointment.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 717 for a term beginning the first Monday in January, 2021 and expiring the first Monday in January, 2025.

Date: _____

Signature

STATE OF MINNESOTA)
)
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020 by Sara Lehen.

Notary Public

OATH OF OFFICE

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

Date: _____

Signature

STATE OF MINNESOTA)
)
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this this _____ day of _____, 2020 by Sara Lehen.

Notary Public

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To Lauren Pedersen:

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election or upon board appointment.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 717 for a term beginning the first Monday in January, 2021 and expiring the first Monday in January, 2025.

Date: _____
Signature _____

STATE OF MINNESOTA)
)
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020 by Lauren Pedersen.

Notary Public

OATH OF OFFICE

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

Date: _____
Signature _____

STATE OF MINNESOTA)
)
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this this _____ day of _____, 2020 by Lauren Pedersen.

Notary Public