



Jordan School District #717
Health & Safety Meeting Agenda

Monday, April 26, 2021 at 6:30 PM
Workshop Meeting
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

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1. Superintendent Evaluation Discussion
 2. Annual Fundraiser Review Discussion

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Buildings Involved	Fundraiser Name	Point Person	Organization	Purpose	Time of Year	\$ Generated	Where \$ are put
Green = opt in / service	Red = door to door or cold call sales	Yellow = fundraisers going out of the district	Gray = Inactive fundraisers	Blue = outside group run			
ELEMENTARY SCHOOL							
JES	JES Scholastic Book Fair	TBD	JES Media/Tech Dept.	Raise funds to purchase materials for JES Media Center	fall and spring PT conferences	\$6,000	District Account
JES	Art to Remember (Artsonia & Art Fair)	Kristin Kilgren	JES Art Dept.	Raise funds for Art supplies	Parents can purchase their child's framed art thru the company Artsonia	\$1,000-6,000	District Account
JES	Pennies for Patients	TBD	Student Council	Raise funds for LLS	February	\$4,500.00	District Account-Fund 18-\$s deposited and ck written to LLS
JES	JES PTO	JES PTO President, Becky Brewster	JES PTO "Give to the Max" and Amazon Smile	Raise funds for JES supplies and field trips	Fall	On-line selection-no selling required	PTO
JES	JES PTO Read-a-Thon	JES PTO President, Becky Brewster	PTO	Raise funds for elementary activities and resources	Fall	\$20,000	PTO
JES	Jordan Craft Fair and Boutique	JES PTO President, Becky Brewster	PTO	Raise funds for elementary activities and resources	Fall	\$10,000.00	PTO
MIDDLE SCHOOL							
JMS	Candy Bar Sales	Meredith Schuettpelz	Grade 5/6	Raise funds for Wolf Ridge	Sept-Oct	\$16,000	District SAA Account - Fund 27
JMS	Poinsettia	Meredith Schuettpelz	Grade 6	Raise funds for Wolf Ridge	November	\$4,000	District SAA Account - Fund 27
JMS	Student Council Food Shelf Drive	Chelsey Meyer	Student Council/Food Shelf	Food for Food Shelf	Fall/Spring	NA	
JMS	Pennies for Patients	Chelsey Meyer	Student Council/Luekemia	Raise funds for Luekemia and Lymphoma Society	Spring	\$500	District Account
JMS	JMS Scholastic Book Fair	TBD	JMS Media/Tech Dept.	Raise funds to purchase materials for JES Media Center	fall and spring PT conferences	\$2,500	District Account
JMS	Jump Rope for Heart	Colleen Chambers	Grades 5-6	Raise funds for American Heart Association	February	\$7,000	Parents donate directly to American Heart Association on-line
JMS	PTO Family Fun Run	Jessica Devine	PTO	Raise funds for Middle School activities and resources	Oct	?	PTO
JMS	Read a Thon	Jessica Devine	PTO	Raise funds for Middle School activities and resources	March	\$3,000 to \$15,000	PTO
MIDDLE SCHOOL & HIGH SCHOOL BAND/CHOIR PROGRAM							
JMS/JHS	Minntex Fruit Sales	Logan Burnside/Katie Mcknight	5-12 Band/Choir	Students raise funds for band trips and resources	November	\$5,000 to \$10,000 (5-12)	District SAA Account - Fund 27

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JMS/JHS	Club's Choice - cookie dough, pizza and flowers	Logan Burnside/Katie Mcknight	5-12 Band/Choir	Students raise funds for band trips and resources	September & January	\$5,000 to \$10,000 (5-12)	District SAA Account - Fund 27
JMS/JHS	Fire Department Open House	Logan Burnside	Band/Choir Trip	Students raise funds for band trips and resources	July		District SAA Account - Fund 27
JMS/JHS	Bagging at Cub Foods	Logan Burnside	Band/Choir Trip	Students raise funds for band trips and resources	July	Students working for these funds	District SAA Account - Fund 27

HIGH SCHOOL/ATHLETICS

JHS	Prom fundraiser - Candy bars	Robin Whiteside	Junior Class	Raise funds for their program	Fall		District SAA Account - Fund 27
JHS	Magazine Sales/cookie dough	Robin Whiteside	Senior Class	Raise funds for their program	Fall		District SAA Account - Fund 27
JHS	Scrip Sales	Amy Peters	Spanish Club	Raise funds for their program	Year round		District SAA Account - Fund 27
JHS	Cub - grocery bagging	Amy Peters	Spanish Club	Raise funds for their program	Aug-Sept	Students working for these funds	District SAA Account - Fund 27
JHS	Plant Sales	Amy Peters	Spanish Club	Raise fund for their program	Aug	est \$760.	District SAA Account - Fund 27
JHS	Pizza Ranch- bussing tables	Amy Peters	Spanish Club	Raise funds for their program		Students working for these funds	District SAA Account - Fund 27
JHS	Car Wash	Amy Peters	Spanish Club	Raise funds for their program	Aug	Students working for these funds	District SAA Account - Fund 27
JHS	Pumpkin Picking - Jordan Candy Store	Amy Peters	Spanish Club	Raise funds for their program	Fall	Students working for these funds	District SAA Account - Fund 27
JHS	Sell Desserts at heimatfest	Amy Peters	Spanish Club	Raise funds for their program	September		District SAA Account - Fund 27
JHS	Halloween-Frosty Dance at MS	Amy Peters	Spanish Club	Raise funds for their program	Oct/Feb	Spanish Club gets the admissions/pay for the DJ	District SAA Account - Fund 27
JHS	Distribute Yellowbooks	Amy Peters	Spanish Club	Raise funds for their program	October	Students working for these funds	District SAA Account - Fund 27
JHS/JMS	Jordan Family Outreach money donation	Amy Peters	Spanish Club	Raise money to buy gifts for local charity as a community service project			District SAA Account - Fund 27

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JHS/JMS/JES/St. John's	Sell homecoming beads and bracelets	Amy Peters/Michelle Spies	Student Council	Raise money for program, to give back to the schools	Fall	Not door to door - in school sales	District SAA Account - Fund 27
JHS	Food Drive	Amy Peters/Michelle Spies	Student Council	Food for Food Shelf	Fall/Spring		District SAA Account - Fund 27
JES/JHS/JMS	APIEC Food Booth	Ann Hiegel	American Indian Ed. Council	Raise funds for American Indian Students	September and Marh/April	\$351	District Account
JHS	Stadium Clean Up-\$s are from Custodial Instr Budget - instead of paying a custodial OT	Varies by group	Various Groups	Groups pick up stadium to assist custodians	Fall and Spring after events at stadium	Students are doing work for these \$s	Funds are deposited into appropriate Booster Club or SAA Fund run thru District's Fund 27
JHS	Stadium Chair Sales	Kevin Gutzmer	Golf/Booster Club	Raise funds for their program	Year round		Booster Club
JHS	Drive One from Wolf Motors	Varies	All Programs participate/ BC	Raise funds for their program	Fall/Spring		Booster Club
JHS	Concessions at Football	Dwayne Read	Softball / BC	Raise funds for their program	Fall		Booster Club
JHS	Varsity Gold Cards	Head Coach	Football /BC	Raise funds for their program	August		Booster Club
JHS	Promotional Spot in Program	Tina Davis	Jordan Booster Club	Raised funds for their program	Summer/Fall		Booster Club
JHS	Pekarnas Meat Sales	Bryan Martin	Softball / BC	raise funds for softball trip	Spring		Booster Club
JHS/JMS	Pizza Sales	Ben Nylander	Track / BC	Raise funds for their program	Spring	\$3,000	Booster Club
JHS	Concessions at Track	Ben Nylander	Track / BC	Raise funds for their program	Spring	\$2,000	Booster Club
JHS	J.O. Volleyball Tourney	Head Coach	Volleyball / BC	Raise funds for their program	Spring		Booster Club
JHS	Softener Salt Sales	Bryan Martin	Softball / BC	Raise funds for their program	Fall		Booster Club
JHS	Gold Card Sales	Brent Goracke	Baseball / BC	Raise funds for their program	March/April		Booster Club
JHS	Football Golf Tournament	Head Coach	Football / BC	Raise funds for their program	Fall		Booster Club
JHS	Tailgate Party	Daryl Karsky	Booster Club	Raise funds for all programs	Fall	0	Booster Club
JHS	Car Wash	Cheer/Dance Coaches	Cheerleading	Raise funds for their program	Summer		Booster Club
JHS	Craft Fair - Cheer Booth	Cheer/Dance Coaches	Cheerleading	Raise money selling crafts	Fall		Booster Club
JHS	Pampered Chef	Cheer/Dance Coaches	Cheerleading & Dance Team	raise money to pay for wardrobe	late fall		Booster Club
JHS/JMS	Pizza Sales	Heach Coach	Volleyball / BC	Raise funds for their program	Fall		Booster Club
JHS	Tackle Cancer FB Game	Head Coach	Football / BC	Raise funds for cancer research	Fall		Funds run thru Booster Club & check written to Cancer Fund
JHS	Bagging at Cub Foods	Tammy Randolph	Wrestling BC	Raise funds for their program			Scott West Booster Club
JHS	McNamara Tournament	Tammy Randolph	Scott West Wrestling BC	Raise funds for their program	TBD?		Scott West Booster Club
JHS	Poster Ad sales	Contact?	Scott West Wrestling / BC	Raise funds for their program	Fall		Scott West Boosters
JHS	All Night Grad Party	Senior Parent	Parent Committee	Raise funds for senior all-night grad party	Fall/Winter/Spring		All Night Grad Party

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Fundraiser Procedures:							
Any newly requested school or district fundraisers must be approved prior to communication and coordination of said fundraiser.							
1) Fundraiser must be reviewed and conditionally approved by appropriate Administrator (Activities Director, Principal etc.)							
2) Fundraisers must be reviewed with District Office Staff and approved to move forward. (Finance Director/Superintendent)							
3) Approved Fundraisers must be listed on District Fundraiser List, to be annually reviewed at the Board Level.							
** Fundraisers coordinated by outside groups (Boosters/PTO) must be communicated to appropriate Administration and listed on the District Fundraiser List. The district assumes that outside groups would ensure the school, program or district has been consulted to ensure they are in support of said fundraiser.							

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: November 13th, 2018

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)