



Jordan School District #717
Workshop Meeting Minutes

Monday, July 22, 2013 at 6:30 PM
Workshop Meeting
Jordan Public Schools
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Jordan Community Video Project
2. Financial Controls
3. Executive Summary of Financial Controls
4. Purchase Orders - Steps for creating PO - revised 07.19.13
5. Purchase Orders - Steps for creating PO - revised 07.19.13
6. Levy Authority
7. Formation of Finance Committee
8. Retention Discussion
9. Chef Marshall O'Brien
10. Memorial Policy
11. Construction Update - Middle School
 1. Summary of Plan
 2. Election Dates
12. Board Book Resources
13. Marketing and Branding
14. Ash Tree Update

School Board Clerk

Date

Executive Summary

District 717 Financial Controls

Overview:

In an effort to gain control over the district's finances the Superintendent and DO has developed a system and set of procedures for the use of credit cards, AESOP program, and the utilization of purchase orders. It is likely that the procedures will be adjusted after it is implemented and its effectiveness can be evaluated. Listed below is an outline showing how the system will work. Oversight will be provided by the Superintendent's office and District Office Personnel.

Topics:

- **Credit Card Control**
 - All cards will be "housed" in the DO
 - In order to check out a card a PO must be obtained prior to receiving the card
 - After Staff members complete the purchase, they are required to return the PO, receipt and credit card to the DO
 - Card Distribution will be as outlined below:
 - 2 cards for AP/AR Specialist and Finance Director
 - 3 cards for Buildings – ES, MS, and HS
 - 1 card for CE
 - 1 card for District Wide use (ie: Custodial supply purchases)
- **AESOP System for Time Off**
 - We have the system but we need it to be fully implemented
 - Implementation is scheduled to take place prior to fall workshop
 - Staff will be trained on the system at fall workshop
- **Purchase Orders (POs)**
 - Approved purchase order will be required prior to all purchases. Principals or Department Managers/Administrators to review routed POs for their building or department daily in Smart Finance
Finance Director to review routed POs for general district purchases (expenses not designated to Department Managers/Administrators) as a review of coding prior to payment.
 - Superintendent to review all routed POs daily in Smart Finance as a second approval.
 - Disciplinary warning and future disciplinary action will take place if procedures are not followed.
 - Will be managed by Managers/Administration

PLEASE KEEP FOR REFERENCE – DO NOT THROW

Steps for creating PO's for District expenses

- Log onto SMART SYSTEMS **SMARTeR** website
- Enter User ID (employee ID)
- Enter Password (If logging on for first time, last four digits of SS#; if not your first time, you were prompted to change your password in the past)
- Click on “**Requests and Approvals**”
- Click on “**Purchasing**”
- Click on “**Order Request Form**”
- Click on “**Start Cart**”
 - Note: Saved carts are deleted by the system after 2 weeks.
 - All highlighted fields must be filled in.
- In comment field please give detail as to what the expense or reimbursement is for.
- Click on the “**Find**” icon to the right of the “**Vendor Code**” field. A list of letters will appear. Click on the first letter of the vendor's name. The Vendor's information will then fill in.
- Click “**Click Save to Enter Items**”
- Fill in the “**Item/Description**” field
- Fill in the “**Units**” field
- Fill in the “**Rate**” field – this is the dollars you are being reimbursed or the amount of the purchase.
- If you are requesting reimbursement for more than one item, or entering more than one line, click the “**Save**” icon.
- Then click the “**+ Add New**” icon. This will add an additional line for entry. Enter information the same as indicated above.
- “**Save**” must be clicked after each line is entered.
- When finished entering, click on the “**Transfer**” icon next to the “**Add New**” icon.
- You will receive a message at the top of your screen “**Your order request has been transferred to SMART Finance**”. If you do not receive this message, your PO has not been transferred & you must re-enter the information.
- Forward any receipts or other backup you may have to support your PO to your building secretary. Inform her that you have created a PO so she knows to complete the transfer. **You need to let her know you have created a PO or it may not get processed.**

Note to all

The Jordan School District is a tax exempt organization. In order to exercise the tax exempt benefit, a purchase must be made with either a school credit card or an order placed with a purchase order and billed to the School District. If a purchase is made with your personal funds (cash, personal check, or personal credit card), the purchase cannot be tax exempt and the cost of the tax will be your responsibility. The school will not reimburse for tax paid.

If you make a purchase with the school credit card (which does qualify for tax exempt status) and are charged tax, it will be YOUR responsibility to receive credit for this tax, or reimburse the School District for the charged tax out of your personal funds.

Note to individuals who route the PO's

Following is the routing sequence to use:

Activities/Athletic expenses: Jeff Vizenor, Matt Helgerson
Community Ed expenses: Nathan Warden, Matt Helgerson
Curriculum expenses: Carol Lagergren, Matt Helgerson
Special Ed expenses: Chad Williams, Matt Helgerson
Technology expenses: Stephen Damlo, Matt Helgerson

All general building expenses that do not fall into the above departments:
Elementary School: Melissa Barnett, Beth Volk, Matt Helgerson
Middle School: Lance Chambers, Beth Volk, Matt Helgerson
High School: Barb McNulty, Beth Volk, Matt Helgerson

Executive Summary

Updates on Levy Authority based on 2013 Legislative Session Action

Overview:

ISD 717 is located in the 7 County Metro Area and thus qualifies for "Location Equity." Our Location Equity position is based on our current referendum authority (amount generated) compared with the other schools within the 7 County Metro and their current referendum authority. Location Equity is equivalent to \$424.00 per pupil unit. In addition, the legislature's actions this past spring allow all School Boards with the opportunity to take action and approve \$300.00 in referendum authority.

Under the old law, the District would have generated \$1,200,000 in revenue in FY 14. Under the new law, calculations will change based on the new weights for pupil units and a change in the way pupils are counted (from district resident students to pupils served). Factoring in the new changes, our referendum authority changes from \$550.00 per pupil unit to \$612.11 per pupil unit with NO increase to taxpayers. This is simply the new way things are calculated based on the changes in the law.

I would advise the Board to consider Option 2 based on the fact that it generates the most new revenue and does not increase taxes to the local taxpayer. This scenario maximizes the District's ability to capture new state aid based on our equity revenue position.

Outlined below are two scenarios for the District and Board to consider:

Scenario 1:

- Accept the \$424.00 in Location Equity (requires nothing to be done at the Board level)
 - \$612.11 New Local Authority - \$424.00 Location Equity = \$188.11 Remaining Authority to stay at \$612.11 (see below)
 - Allows for District to access \$.25 on every \$1.00 generated on the \$424.00 to be in the form of state aid
 - Remaining \$188.11 of authority would allow District to access \$.56 on every \$1.00 generated on the remaining \$188.11 to be in the form of state aid
 - Net result is an increase in revenue for the District of \$87,100.64 (based on equity adjustment and adding pupils based on FY 15 count)
 - Net result is a decrease in taxes in the amount of approximately \$24.00 annually based on a \$200,000 home

Scenario 2: See any specific notes from Scenario 1 also

- Accept the \$424.00 in Location Equity (requires nothing to be done at the Board level)
 - \$612.11 New Local Authority - \$424.00 Location Equity = \$188.11 (Remaining Authority) + \$111.89 (Additional “New Referendum Allowance” Authority that may be obtained via Board Action) (New Referendum Allowance can be done by Board Action and is in the amount of \$300.00)
 - Allows for District to access \$.25 on every \$1.00 generated on the \$424.00 to be in the form of state aid
 - Remaining \$300.00 of authority (\$111.89 of which is “new” would allow District to access \$.56 on every \$1.00 generated on the remaining \$188.11 + \$111.89 to be in the form of state aid)
 - Net result is an increase in revenue for the District of \$285,197.95 (based on equity adjustment and adding pupils based on FY 15 count)
 - Net result is a decrease in taxes in the amount of approximately \$2.00 annually based on a \$200,000 home

Jordan Middle school Academic Accountability Plan

Students who fail two or more year-long courses (language arts, science, math, and social studies) must successfully complete Jordan Middle School's Summer School Credit Recovery Program in order to be promoted to the next grade level.

Goal

- All students in grades five, six, seven, and eight will demonstrate a core set of knowledge before moving on to the next grade level.

Intervention Steps

- Every grade level / subject area has a core set of knowledge criteria each student should be able to learn. Assessments that are administered throughout the year will be used to identify objectives that students have mastered or are lacking.
- At the beginning of the third quarter, students that are at risk for failing two or more year-long core classes will attend a mandatory meeting arranged by the principal with teachers, student, and parents. A learning contract will be written, signed and agreed upon for the remainder of the year. If the student successfully completes the learning contract, he or she will be eligible to go on to the next grade level without summer school.
- Students will be required to attend summer school if they do not successfully complete the learning contract.
- Summer school offerings and learning goals will be specific for each student. Teachers will identify the objectives for the student's summer school program. Materials, resources, and assessments will be collected and distributed to the summer school teacher.
- Summer school will be performance-based. Students will complete summer school and be promoted to the next grade level when they successfully meet the objectives set up by the classroom teacher.
- Students will be retained at the current grade level if they do not successfully complete the objectives set up by the classroom teacher in the summer school program.
- Students may be exempted from this policy due to reasons involving an IEP or a 504 plan.

- The school district provides limited transportation. We have three pick-up areas only. If you are not located in these areas, you will need to provide your own transportation.
- Parents and guardians do have the option to do this summer work at home. Materials and resources will be provided by the middle school. Arrangements will be made for students to take any required assessments at the middle school campus.

Chef Marshall O'Brien's Role with ISD 717

- Provide assistance with compliance of Federal Regulations as it relates to School Nutrition
- Phase in Competitive Food Regulations (Required in 2014-2015 School Year)
- Assist in food presentation and recipe creation
- Implementation of Taste Testing with students to build interest in School District Food Service
- Marketing School Lunch Programming
- Obtain SHIP Grant for ISD 717
 - Focus on Healthy Eating (Competitive Regulations)
 - Focus on A La Carte Programming
 - Address District Vending Machines
 - Work Cooperatively with the District to focus on a Farm to School Initiative
 - Chef Marshall is involved with working on Little Falls program (modeled after Sibley East Farm to School Program)

Chef Marshall O'Brien Agreement

THIS AGREEMENT is made and entered into as of July 8, 2013, by and between Chef Marshall O'Brien LLC, a Minnesota LLC (herein called "CMO") and Jordan Independent School District No. 717 (herein called the "District").

The District hereby employs CMO for a term of three months (3), commencing on August 1, 2013, and continuing until October 31, 2013. This agreement shall renew upon mutual agreement of both parties. The cost to renew this agreement shall be determined at that time.

1). Duties of CMO

During this period CMO shall assist the District in improving K-12 students' diet and awareness of healthy foods through an enhanced school lunch (and breakfast program if appropriate) and an aggressive plan to enroll parents to reinforce and encourage students to continue these healthy eating habits when they are not in school. The school (breakfast and) lunch program will provide nutritious meals that will meet the USDA regulations.

The details of this plan are described on Attachment A.

2). Duties of District

During this period the District shall support CMO in its efforts described above and in Attachment A. Depending upon the services contracted this support may include school websites, newsletters, school staff and assistance with the school PTA's/PTO's.

3). Compensation

The District shall compensate CMO per the payment schedule detailed on Attachment B. Payments will be due on the first of the month starting August 1, 2013. CMO shall issue an invoice each month to the required location for payment.

4.) Termination

A. Contract Cancellation by District - This contract or any item in this contract may be cancelled or terminated for any reason after giving thirty (30) calendar days advanced notification in writing of intent to cancel or terminate the contract or any item in the contract.

B. Contract Cancellation by CMO – In the event CMO elects to cancel or terminate the contract advanced written notification of at least forty five (45) calendar days prior to date of cancellation or at the end of the contract period is required. This contract may be terminated at any time on thirty (30) days notice upon mutual agreement of both parties or upon the discretion of the district in a shorter period of time if the terms of the contract are violated in any way, including

but not limited to dishonesty or misconduct that is detrimental to the best interest and reputation of the school district.

5.) Contact

A. All correspondence to CMO shall be sent to

Chef Marshall O'Brien LLC

PO Box 24858

Minneapolis, MN 55424

B. All correspondence to the District shall be sent to

Cheryl Schmieg – Head Cook

Jordan Independent School District

600 Sunset Drive

Jordan, MN 55352

6). This Agreement shall be interpreted and its validity and effect determined under and in accordance with the laws of the State of Minnesota.

7). This Agreement embodies the entire agreement and understanding between CMO and the District and supersedes all prior agreements and understandings relating to this matter between CMO and the District. This Agreement may be modified or amended only in writing signed by CMO and the District.

("CMO")

("District")

By: _____

By: _____

It's President

Date: _____

Date: _____

ATTACHMENT A

Healthy Living Enhancement Program:

1. Existing lunch program – CMO will provide new recipes to enhance flavor, enhance vegetable and fruit variety and increase nutrients, while complying with USDA and budgetary guidelines. These will be provided on a monthly basis via electronic means – either email or via secure server access.
2. CMO will assist in the training of individual schools’ food service staff to implement healthy eating through better preparation and healthy flavor substitutions. Training tips to staff will be provided via a monthly e-newsletter that the district may distribute. Periodic training videos also will be available for download via a secure web server.
3. On a quarterly basis, CMO will conduct a review of the program with the District via email survey and, if deemed necessary, via teleconference or web conference. The District may institute a feedback procedure to evaluate the progress in their moves to healthy eating and the students’ attitude on the taste and appearance of the food being served. If they do so they will share the results of the feedback with CMO so that CMO can be of greater assistance in the future.
4. The District may institute a feedback procedure to evaluate the progress in their moves to healthy eating and the students’ attitude on the taste and appearance of the food being served. If they do so they will share the results of the feedback with CMO so that CMO can be of greater assistance in the future.
5. Parents - Engage parents on importance of incorporating healthy eating into daily meals.
 - a. Work with school PTA’s/PTO’s to help deliver the healthy eating messages.
 - b. Get parents and students to visit CMO’s web site for weekly tips on healthy eating and cooking
 - c. Create a place on the CMO web site for parent/student healthy eating and cooking tips
 - d. All communication through the schools and the district will be approved through the district communication office.
6. Communication channels – Contact parents/students using existing school newsletters and websites, social media platforms (FaceBook, twitter, Google +), CMO’s web site and the PTA/PTO to reinforce our message consistently and thoughtfully. Examples – weekly simple, comments with CMO sharing a tip or announcement. The cafeteria staff will be asked to assist in getting out the proper message. All communication through the schools and the district will be approved through the district communication office.

7. Chef Marshall O'Brien – Work with the District to create a relationship between the District and the students to build trust, and have the district be the “face”/consistent resource/messenger that healthy eating can taste great and be a wonderful choice to help maximize learning potential and lead a happy life. The District shall use Chef Marshall O'Brien as they see fit to achieve these goals.
8. The District may institute a feedback procedure to evaluate the progress in their moves to healthy eating and the students' attitude on the taste and appearance of the food being served. If they do so they will share the results of the feedback with CMO so that CMO can be of greater assistance in the future.
9. CMO will supply a monthly timeline which the District shall review and modify to implement the plans and procedures of the District.

ATTACHMENT B

Compensation shall be paid at the following rates:

Monthly Invoice - \$1200 August through October

Total Cost (for a 3 month period) - \$3,600

Invoices are due on the 1st of each month

706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise that contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References:

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**531 MEMORIALS FOR DECEASED STUDENTS OR STAFF****I. PURPOSE**

It is recognized that the loss of a member of the school community is deeply felt by students, staff and families. The purpose of this policy is to ensure that the Prior Lake-Savage Area Schools will support staff, students and families impacted from a death through assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, the Prior Lake- Savage Area Schools will provide a process for memorial decision-making.

II. DEFINITION

Memorials: Objects or activities to remember an event or deceased person(s).

Building Recovery Team: A designated group of staff members within each school building who plan and implement mental health support for grief recovery.

Crisis: Any natural disaster or unexpected event that negatively affects a student, a staff member or a significant group of the school population and usually involves serious emotional, psychological and/or physical injury or death.

Impact: The magnitude of the potential loss or seriousness of the crisis.

District Recovery Team: A designated group of staff members who develop and execute district-wide procedures for the handling of mental health needs in the recovery phase of a crisis situation needing grief support.

III. GENERAL STATEMENT OF POLICY

Memorial activities expressed at school need to be coordinated and approved through the school's Building Recovery Team (BRT). The BRT will assist families and students in selecting memorial activities that are appropriate for school and assist students in healthy bereavement.

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff.

Temporary school memorials, as approved by school administration, may be displayed until the day of the funeral and will then be given to the family. Any selling of memorial items must receive prior approval from administration. Allowable temporary memorials are banners, pictures, and locker and student desk displays. Memorial symbols displayed by individual students or staff on school grounds will be limited to one month past the funeral.

Permanent memorials for deceased students and staff will be limited to living memorials, endowments, scholarships, plantings and books or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship and not in the name of the individual. Plantings may be made in a designated location on a perimeter location of the school grounds. This practice allows for the memorial while respecting the well-being of all students and staff. Planting memorials may not require district resources to maintain. Permanent memorials may not include the retirement, alteration, or discontinued use of school property. Existing memorials established prior to the implementation of this policy will not be affected.

Memorials following a death from suicide must not glamorize, romanticize or stigmatize the act of suicide.

School district facilities will not be used for memorial services or funerals. However, the superintendent, in consultation with the District Recovery Team, has the discretion to consider school-wide memorial activities when a crisis event or death of a student or staff member has a significant impact on a majority of students, staff and community.

School staff will monitor anniversary dates and may provide friends of the deceased small group or individual counseling and other supportive activities to assist with grief recovery. School wide recognition of anniversary dates will not occur.

School Board Adoption: March 12, 2007

An Equal Opportunity School District

7/8/13 Meeting with Chris Gibbs and Board Facilities Committee Representatives

Summary Points:

- On 7/8 Chris Gibbs from DLR presented two (2) MS remodel plans based on conversations about program needs with Lance and Matt.
- Chris will adjust the documents (program and plans). Chris will also complete a mock drawing and cost for a new MS (apples to apples comparison).
- The School Board will discuss a new bond referendum date with the following options:
 - March 11th –Same as Township Election
 - Late May (Date TBD)
 - Early June (Date TBD)
- Matt will discuss a “no obligation analysis” with two (2) CM firms and in exchange, the CM firms will be provided an RFP for CM Services should the District choose the CM route.
- The CM firms will meet on site at the MS for a walk-through with Matt and Chris
- After third party cost analysis is complete and Chris has completed the adjusted program and plan documents, a Facilities Committee meeting will be scheduled with concrete plans, validation on numbers and a well-defined plan going forward for the MS Project including the bond referendum date.
- The Facilities Committee will provide input/feedback.
- Adjustments to concept model will be made.
- Board Approval of the “Final Model.”
- Begin Review and Comment.
- Election Planning to begin.
- Hold Election (based on date chosen above).

District Office
500 Sunset Drive
Jordan, MN 55352
952-492-6200
952-492-4445 fax

Dear Mr. Jones,

On behalf of the Jordan School District, we want to thank your company for the generous donation to our new playground...

business card sample



Sincerely,

Matt Helgerson

Pantone 490c



Pantone 124c

District Office
500 Sunset Drive
Jordan, MN 55352
952-492-6200
952-492-4445 fax

Dear Mr. Jones,

On behalf of the Jordan School District, we want to thank your company for the generous donation to our new playground...

business card sample



Sincerely,

Matt Helgerson

Pantone 490c



Pantone 124c

Current logo in use
at Community Ed



thin line



thick line

