



Jordan School District #717
Special Meeting Minutes

Monday, September 23, 2013 at 6:30 PM
Special Meeting
Jordan Public Schools
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Call to Order
2. Roll Call - Benko __ Brox __ Burke __ Carritt __ Pauly __ Pedersen __ Vollbrecht __
3. Pledge of Allegiance
4. Consideration of Agenda
5. Consent Agenda
 1. Second Reading of the Policies
 2. MSHSL Form A Foundation Grant
 3. New Hires
 1. Kara Breeggemann
 2. Elizabeth Fischer
 3. Tiffany Valle
6. Action Items
 1. Approve Preliminary Levy at the Maximum
 2. Declare Items as Surplus
7. Information & Discussion
 1. Area 17 School Board Delegate Nominations
 2. School Board Candidate's Forum
8. Adjourn.

School Board Clerk

Date

JORDAN DISTRICT SCHOOLS POLICY

Adopted:

Revised:

534 MEMORIALS FOR DECEASED STUDENTS OR STAFF

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 Jordan Public 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 Jordan Public Schools will provide a process for memorial decision-making.

DEFINITION

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

District Recovery Team: A designated group of staff members and resources for the district 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.

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

GENERAL STATEMENT OF POLICY

Memorial activities expressed at school need to be coordinated and approved through the school's District Recovery Team (DRT). The DRT 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. In the event a request is made, the school district will consider the request on a case-to-case basis. Only in the case of a significant impact will exceptions be considered.

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

Temporary school memorials, in common areas, 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 school memorials are banners, pictures, and locker and student desk displays. Memorial symbols on clothing or lockers displayed by individual students or staff on school grounds will be limited to two weeks past the funeral.

Permanent memorials for deceased students and staff must come from donations and be initiated by a donor or family member. Donations must be cleared by the donor with the family. These memorials will be limited to 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 may include the name of the individual. Plantings may be made in a designated location based on the discretion of the Facilities Manager and Superintendent. All trees or shrubbery can be designated with a stake or plaque. This practice allows for the memorial while respecting the well-being of all students and staff. 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.

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised:

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school commencing with the 2012-2013 school year. Also commencing with the 2013-2014 school year, the school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1. or III.B.2. Days devoted to teacher's workshops may be held before Labor Day.
1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.

- C. The Education Minnesota-Jordan teachers union shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: 2013

Revised:

626 EARLY ENTRANCE TO KINDERGARTEN PROCESS

I. PURPOSE

The purpose of this policy is to provide direction for parents/guardians interested in early admission to kindergarten.

II. GENERAL STATEMENT OF POLICY

The Jordan School District and the State (Statute M.S. 120A.20A) guidelines require that a person shall not be admitted to a public school as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; however, a child whose birth date falls on or between September 1st and October 31st may enter kindergarten if he or she meets the early entrance requirements as listed in this policy and approved by the school board.

III. REQUEST FOR EARLY ENTRANCE TO KINDERGARTEN

A written request for consideration of Early Entrance to Kindergarten must be submitted to the Jordan School District Office by May 1st, located at 500 Sunset Drive; Jordan, MN 55352. Parents/guardians new to the district should submit request by August 1st.

IV. EARLY ENTRANCE PROCESS

To increase the likelihood that your child will have a successful first year of school, he/she will be expected to meet standards approximately six months above his/her chronological age in all areas assessed. Children meeting the early entrance standards will be recommended for a six-week trial period in kindergarten beginning at the start of the following school year. Any time within the first six weeks, the school administration and the child's guardian will meet to discuss the child's progress and continued placement in the kindergarten program. To meet early entrance standards, the three phases of assessment for early entrance to kindergarten are:

A. Observation

1. The early entrance process involves an objective evaluation of your child's cognitive, gross and fine motor, visual-motor integration, communication, and social/emotional development.
2. A district administrator or advisory committee will use appropriate screening and testing assessments to determine eligibility.
3. The superintendent shall be responsible for the final determination of early entrance.

B. Review

1. The District will appoint a certified specialist to conduct a review of the child's academic readiness.
2. The District will notify the parent/guardian if the child may proceed to the evaluation process or if early entrance is not advised but may enroll in kindergarten the following fall.

C. Evaluation

For those children recommended to proceed to the evaluation process, the District may provide names of psychologists who can administer a psychological assessment for the child. The parent/guardian has the sole responsibility to schedule and pay for the child's assessment.

- a. The organization providing the assessment typically uses a sliding fee scale to adjust the cost of the assessment in relation to the parent/legal guardian's income. The school district does not have any influence on the cost of the assessment or the sliding

- fee scale.
- b. After completion of the evaluation process the District will notify the parent/legal guardian if the child may enter kindergarten early on a conditional admission or if the child will not be admitted for early entrance but may enroll in kindergarten the following fall.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)

FORM A

**RESOLUTION OF SCHOOL BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the District __717____School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the __Jordan (717)____ School Board supports the District’s application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

Date

Board Chair

Date

Board Clerk - Treasurer



Surplussing Request

What: Purple Lounge Chairs

Date Purchased: 11-15 years ago (I no longer have the original purchase order, but the chairs were purchased when I still had Capital Outlay money as part of my budget.)

Purchase Price: \$77.00 each

Reason for Surplussing: The chairs are quite worn

Replacement Price: \$84.99 each

The library currently has ten purple lounge chairs that are quite worn and are a bit of an eyesore. While several chairs are still viable, I would like to get rid of approximately seven. I'll be submitting a request to the PTA for the replacement of the chairs.

Thank you for your consideration of this request.

Sincerely,

Diane Hesse
Media Specialist

Physical Education Surplussing

What: 22 (1' x 1') Wooden Scooters

Date Purchased: Sometime in the 1980's

Condition: Heavily used with a little life left in them.

Approximate value: New = \$30.00
Current Condition: Less than \$10.00
(if all wheels work)

September 16, 2013

Mr. Helgerson,

The Middle School Media Center has the following equipment that I would like to recycle or trash.

Eight Overheads
Eight carts
Two TVs
One record player
One reel-to-reel
Nine VCRs
Two TV carts

*Declare
as
Surplus*

Thank you,

Joyce Hennager
Middle School Librarian

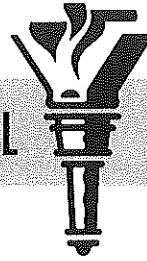
1900 W. Jefferson Ave.
St. Peter, Minnesota
56082-3015

Leadership Conference January 16 & 17, 2014

Tel: 507.934.2450
MN: 800.324.4459

Fax: 507.931.1515
www.mnmsba.org

MINNESOTA SCHOOL BOARDS ASSOCIATION



September 6, 2013

Dear Superintendent and Chairperson of the Board:

We have received more school board delegate nominations than delegate seats available from **Area 17** school districts. Under these circumstances, our Bylaws require us to hold an election for your area. Enclosed you will find the ballots for the 2013 delegate election. The Chairperson is receiving this letter for informational purposes only.

Please instruct each board member to complete a ballot and insert all ballots in the postage-paid self-addressed envelope provided. Please use the following guidelines:

- Only school board members are entitled to vote.
- MSBA has received **6** individual board member nominations from your area.
- Each school board member should vote for **5** of the nominees.
- The remaining nominee(s) will serve as alternates.
- All delegates and alternates must be school board members.
- Elected delegates and alternates will serve a two-year term (2013-2014).

Ballots must be returned to MSBA postmarked by Tuesday, October 1.

If you have any questions or need further assistance, please contact the MSBA office at 800-324-4459, or email Grace Keliher (gkeliher@mnmsba.org) or Denise Dittrich (ddittrich@mnmsba.org).

We appreciate your assistance in helping elect the delegates who will vote on MSBA's legislative positions.

Sincerely,

Grace Keliher
Director of Governmental Relations

Denise Dittrich
Associate Director of Governmental Relations

Enclosures

OFFICERS AND DIRECTORS

PRESIDENT
Walter Hautala
Mesabi East

PAST PRESIDENT
Kent Thlesse
Lake Crystal Wellcome Memorial

DIRECTOR DISTRICT 1
Kathy Green
Austin

DIRECTOR DISTRICT 2
Jodi Sapp
Mankato Area

DIRECTOR DISTRICT 3
Linden Olson
Worthington

DIRECTOR DISTRICT 4
Betsy Anderson
Hopkins

DIRECTOR DISTRICT 5
Missy Lee
Columbia Heights

DIRECTOR DISTRICT 6
Kevin Donovan
Mahtomedi

DIRECTOR DISTRICT 7
Rez Peterson
Lakeville Area

DIRECTOR DISTRICT 8
Elona Street-Stewart
St. Paul

DIRECTOR DISTRICT 9
Karen Kirschner
Mora

DIRECTOR DISTRICT 10
Michael Domin
Crosby-Ironton

DIRECTOR DISTRICT 11
Tim Riordan
Virginia

DIRECTOR DISTRICT 12
Ann Long Voelkner
Bemidji Area

DIRECTOR DISTRICT 13
Deborah Pauly
Jordan

NSBA Board
Jackie Magnuson
Rosemount-Apple Valley-Eagan

EXECUTIVE DIRECTOR
Kirk Schneidawind
St. Peter

MSBA's Mission:
Support, promote, and
enhance the work of
public school boards
and public education.



**Minnesota School Boards Association Delegate Assembly Election
 Official Ballot for Delegate Area 17**

PLEASE VOTE FOR **5** CANDIDATES

| Candidate | Previous DA Experience | Background <small>*All nominees were provided an opportunity to submit background information.</small> |
|---|-------------------------------|---|
| <input type="checkbox"/> Joe Benko Jordan | Yes | |
| <input type="checkbox"/> Naomi Erickson Waconia | No | I believe Democracy requires its citizens to be educated. In order to produce an educated citizenry, the public schools have to not just be maintained but flourish. If our schools are functioning at their highest potential, our democracy, nation and future will be ensured. That's why I will serve as a delegate for my area if I am chosen. |
| <input type="checkbox"/> Matt McKeand Shakopee | Yes | I was able to serve as an alternate last year. I found it to be very educational. |
| <input type="checkbox"/> Mary Romansky Shakopee | Yes | I have been a board member for sixteen years and on our cooperative school board for fourteen years. I have served as a delegate for two years. |
| <input type="checkbox"/> Carla Shutrop Shakopee | No | I have served as Chair for a year in my time on the board. Very politically involved and pay close attention specifically to the legislation that affects education. |
| <input type="checkbox"/> James Spille Central Schools | Yes | |
| RETURN BALLOT BY OCTOBER 1 in postage paid envelope | | |