

Special Meeting

Monday, April 27, 2020 6:00 PM

Jordan Public Schools, 500 Sunset Drive; Suite 3, Jordan, MN 55352

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call:** __Burke__ Dahnert __Hennen __Langheim
__Pauly __Pedersen __Vogel
4. **Consideration of Agenda**
5. **Consent Agenda**
 1. Contracted Services for JES Speech Language Pathologist .2 FTE
6. **Action Item**
 1. Review and Act on Prime Food Vendor for 2020-2024
 2. Review and Act on Alternative 2019-20 District Calendar
 3. Review and Act on hosting the 2021 Minnesota Kindergarten Conference
 4. Review and Act on Alternative 2020-21 District Calendars
7. **Adjourn**



District Office
500 Sunset Drive, Suite #1
Jordan, Minnesota 55352
952-492-6200 main | 952-492-4445 fax

CHAD WILLIAMS
Director of Special Services
cwilliams@isd717.org

Executive Summary for increase in .2 FTE Speech Services

The Special Services Department is requesting a **.2 FTE increase** in Speech and Language Services for the Jordan Elementary School to help support our increase in students qualifying for speech and language services in our birth through grade 4 population. We currently have **2.3 FTE** Speech and Language Pathologists (SLPs) assigned to Jordan Elementary School. We have 1.0 FTE SLP (Jenni McDonald) for our birth – age 5 ECSE program, Barb Buthe, 1.0 FTE for grades 1-4, Lydia Anderson .2 FTE for Kindergarten, and Sarah Curren .1 FTE for overload support at JES.

In our **ECSE program**, for the past two years our numbers have grown. Numbers are shown below:

	Fall	Spring
2018-2019	35	48
2019-2020	42	62
2020-2021	43	

We have seen an average of 16.5 student increase in our ECSE program. Our ECSE SLP will start the 20-21 school year with 43 students.

At the Jordan Elementary School we have currently 1.3 FTE SLPs and the SLPs are three different service providers. We have Barb Buthe (1.0 FTE), Lydia Anderson (.2 FTE purchased from SW Metro) and due to the large workload we had to move Sarah Current (.1 FTE) from JMS/JHS to help support our JES students.

For our full-time **SLP at JES** the numbers below are for the past two years:

	Fall	Spring
2018-2019	37	48
2019-2020	41	57
2020-2021	57 (new SLP will take some off of Barb’s caseload due to high number)	

We have seen an average of 18.5 student increase in our full-time speech and language pathologist. Our full-time SLP will start the 20-21 school year with 57 students.

OUR MISSION

Inspire a caring community to ignite learning, innovation, and success for all!

The Jordan Public School District has purchased .2 FTE of speech and language pathology support for the Jordan Elementary School. Below are the numbers for the past two years:

	Fall	Spring
2018-2019	8	12
2019-2020	12	16
2020-2021	14	

We have seen an average of a 4.0 student increase in our .2 FTE speech and language pathologist. Our new .4 FTE SLP will start the 20-21 school year with **24 students**.

Because of our high numbers the past two years, we have needed to increase 0.1 FTE of support with Sarah Curren. Each year she has taken on 7 students to work with at JES. Sarah needs to be just assigned to JMS and JHS. This is due to the increase of students needing support at JMS and JHS and she currently has 44 students she services for the 19-20 school year. Sarah will start out the school year for the year in the upper 50's (55-59) in the fall of 2020. This is due to an increase of 14 students for the 20-21 school year.

Overall, the Jordan Elementary school has seen an increase of 25 students in the 18-19 school year and 39 in the 19-20 school year. I am requesting hiring one person through the Waconia Public School District as a .4 FTE working two full days a week at the Jordan Elementary School. We will have Sarah Curren work at her original building assignments at JMS and JHS. Sarah will also see an increase of 14 students at JMS for the next school year (20-21). Here is an estimated cost savings due to the unknown of the staff pay increase at SW Metro.

The purchased service will be from Waconia School District which would be estimated at \$26,000 (salary and benefits). From at SW Metro, we currently purchase .2 FTE at \$14,000 not including administrative and supervision services. If we were to purchase another .2 FTE from SW Metro it would be an additional \$14,000-\$15,000 on top of the current \$14,000. It would be a saving of up to **\$3,000** to purchase services from the Waconia School District.



Jordan High School
600 Sunset Drive
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952-492-4400 main | 952-492-4425 fax

ANDREA SCHAAK
Nutritional Services Director
aschaak@isd717.org

Nutritional Services Executive Summary Prime Food Vendor Analysis and Recommendation School Years 2020-2024 (4-year Renewal)

On Thursday April 16th, 2020, we opened our bids for a Prime Food Vendor for both Jordan and New Prague school districts. New Prague has been a part of our prime food vendor bid since 2015. We have more buying power and receive better pricing when we secure bids together.

We asked for three bids from the following vendors: Indianhead, Sysco Western, and Upper Lakes Foods. We received bid packages back from Indianhead and Sysco Western. Upper Lakes Foods emailed the day of bid opening that they were not participating in a bid at this time.

We used the RFP Bid Scoring Analysis document to score each vendor on various aspects of their bids. Important criteria we assign points to are listed below. Please [click here](#) to view the analysis document. A point system is attached to all areas of the bid. There are a total of 200 points. The vendor that has the most points is awarded the bid. My recommendation is to continue with Indianhead Foods.

- Fixed Fee per Case
- Commodity Fixed Fee
- Market Basket Totals
 - Market Basket is a list of our top 70 items we buy consistently. Both vendors take our top items and price the products out according to their pricing.

Vendor	Fixed Fee per Case	Commodity Fixed Fee	Market Basket Totals	Points Awarded
Indianhead	\$1.20	\$1.80	\$331,678.37	199.05
Sysco Western	\$1.05	\$2.25	\$350,262.55	178.32

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Executive Summary:

Schools will continue with Distance Learning for the remainder of the 2019-2020 as ordered by the MDE. In response, the administration has developed the following plan.

Facts:

- Jordan Schools was scheduled to host the annual Minnesota State Kindergarten Conference on Friday, May 1st. This was set to be a professional development day on our district's calendar and will continue as a professional development day along with Monday, May 4th.
 - The State of Minnesota has now mandated that May 1st and May 4th are professional development days. The district's staff will be required to participate in MDE led webinars.
- If the district were following the approved calendar, the last day with K-11 students was scheduled for Thursday, June 4th, and the last day for staff was scheduled for Friday, June 5th.
- The district's instructional hours and days requirement will be satisfied by Friday, May 29th.
 - Please see attached Instructional Hours and Days What-ifs spreadsheet.

Proposal:

- We propose to continue with instruction of new material through Friday, May 22nd.
 - Interventions/remedial instruction/make-ups would occur through Wednesday, May 27th.
 - Grading would occur on May 28th and 29th. Final grades would be due on the 29th.
- Chromebook collection and distribution of students' desk and locker material would take place from May 27th through the 29th. A distribution and collection plan similar to the distribution that took place with 3rd and 4th grade Chromebooks would occur. A limited number of staff would use two-way radios to coordinate the distribution of the pre-bagged and labeled student materials and to collect the Chromebooks at all three buildings.
- All ISD 717 staff will sign up for limited time slots (designed to maintain social distancing), beginning on May 4th through May 29th to obtain personal items and prepare classrooms for summer cleaning and maintenance. Sign-up will occur using a Google Form.

- All ISD 717 staff would take part in a form of professional development during the week of June 1st through the 5th. The purpose of this professional development would be to complete the following tasks:
 - Debrief on the distance learning model and prepare for a similar future event if required.
 - Complete the development of proficiency scales based on the power standards. This is part of our focus on standards based instruction.
 - Provide an opportunity to convert instructional material from the Schoology LMS to the Google Classroom LMS.
 - Complete other tasks associated with the end of the school year.
- The National Honor Society Ceremony will take place in the fall of 2020. This event was scheduled to take place on Monday, April 20th.
- The annual Awards Ceremony will occur in virtual format. Mr. Vizenor is working on the details of this event and will share information soon.
- Seniors would graduate in a modified ceremony to be held at Ames Field with specific details yet to be determined. Social distancing guidelines will need to be followed, which will limit guest attendance and some of the traditional commencement ceremony activities (assuming the stay at home order is lifted or modified by the time the graduation ceremony occurs). Administration is proposing to hold graduation at 6:00 PM on Friday, May 29th, Saturday, May 30th, or Sunday, May 31st (weather dependent). Having three possible dates allows for the district to choose the best “weather date.” Administration is waiting for additional guidance from the State of Minnesota, and due to the unknown factors, graduation details are highly subject to change.

Other Distance Learning Operations/Provisions

- Lunches will be served through Thursday, June 4th unless directed differently by the State of Minnesota.
- Childcare for Essential Workers' children will continue through Thursday, June 4th unless directed differently by the State of Minnesota.
- Summer Kids' Company, CERC operations, summer school, ESY (extended school year), and other CE programming will be determined based on the Governor's orders and rules associated with social distancing as dictated by the State of Minnesota.

** **Note:** This plan has been created as a “what-if” scenario and is subject to change pending additional decisions made by the governor and State of Minnesota. The purpose in creating this plan is allow the district to take a proactive approach to the end of the school year.*

		LAST INSTRUCTIONAL DAY				
	Minimum	6/4/20	5/29/20	5/22/20	5/15/20	5/1/20
K	850	1035	1022	980	955	893
1-4	935	1048	1035	992	967	905
5-6	935	1117	1103	1058	1032	967
7-8	1020	1117	1103	1058	1032	967
9	1020	1084	1071	1028	1003	940
10	1020	1078	1065	1021	996	934
11	1020	1078	1065	1021	996	934
12	1020	1049	1058	1024	993	930
			-4	-9	-13	-23
	165 Days	174	170	165	161	151
	Gr. 1-11					



Adopted by Jordan School Board on: 4/27/20
District Calendar 2020-2021

July 2020

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

0

July

3 4th of July Recognized

January 2021

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19

January

1 No School: Winter Break
21 End of 2nd Quarter and 1st Semester
22 No School: Professional Development

August 2020

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

0

August

20 5th Grade Jumpstart
27 No School: New Staff Workshop
28 No School: Professional Development (Flex Day)
31 No School: Professional Development

February 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

19

February

12 2 Hour Early Release: Professional Development
15 No School: Professional Development
25 Middle School Conf. (Digital Learning Day Gr. 5-8)

September 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

17

September

1-3 No School: Professional Development
4,7 No School - Labor Day Weekend
8-9 Gr. 1-4 Back to School Conf. and Curriculum Sharing
8-9 Kick Start to Kindergarten
8 First Day Gr. 5-12 (9 Freshman Focus) (10-12 online)
9 First Day in building grades 10-12
10 First Day Gr. 1-4 / Kindergarten Conferences
11 Kindergarten Conferences
14 First Day Gr. K and PreK
25 2 Hour Early Release: Professional Development

March 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

23

March

11 High School Conferences
18 Middle School Conferences
31 End of 3rd Qtr / Midterm / ES Conf. PM / Full Day

October 2020

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

20

October

15-16 No School: Education Minnesota Conference
19 HS Conf. / MS Conf. (Digital Learning Day Gr. 5-8)

April 2021

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

18

April

1 No School: Professional Development / ES Conf. AM
2,5 No School: Spring Break
30 No School: Professional Development

November 2020

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

18

November

5 End of 1st Quarter / ES Conferences
6 No School: Professional Development / ES Conf.
12 High School Conferences
19 Middle School Conferences
25 2 Hour Early Release: Professional Development
26-27 No School: Thanksgiving Break

May 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20

May

29 Commencement
31 No School: Memorial Day

December 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

16

December

23-31 No School: Winter Break

June 2021

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

3

June

3 Last Student Day / Early Out
4 No School: Professional Development

Student Contact Day Summary

Quarter Summary	
1st Quarter	41
2nd Quarter	44
3rd Quarter	47
4th Quarter	41
Total Student Days	173

Teacher Workshop Days	11
Days for PT Conf.	2
Total Teacher Days	186

- No School
- No School (Professional Development Day)
- 2 Hour Early Release - Staff Development (4)
- 1-4 No School (1-4 Pre-School Conferences)
- Kick Start to Kindergarten
- 5th Grade Jumpstart
- Kindergarten Pre-School Conferences
- Parent-Teacher Conferences
- End of Quarter / Midterm

District Office: 952-492-6200
Jordan ES: 952-492-2336
Jordan MS: 952-492-2332
Jordan HS: 952-492-4400



Adopted by Jordan School Board on: 4/27/2020
FLY District Calendar 2020-2021

July 2020

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

0

July

- 3 4th of July Recognized

August

- 19 5th Grade WEB/ Jumpstart
- 20 No School: New Staff Workshop
- 20 No School: New Staff Workshop
- 21 No School: Professional Development (Flex Day)
- 24-27 No School: Professional Development
- 26 Middle and High School Open House/Resource Night
- 28 No School
- 31 Gr. 1-4 Back to School Conf. and Curriculum Sharing
- 31 First Day Gr. 5-12 (9 Freshman Focus) (10-12 online)
- 31 Kick Start to Kindergarten

August 2020

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

1

September 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

21

September

- 1 Gr. 1-4 Back to School Conf. and Curriculum Sharing
- 1 Kick Start to Kindergarten
- 1 First Day in building grades 10-12
- 2 First Day Gr. 1-4 / Kindergarten Conferences
- 4 Kindergarten Conferences
- 7 No School: Labor Day
- 8 First Day Kindergarten Preschool

October 2020

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

20

October

- 9 2 Hour Early Release: Professional Development
- 12 HS Conf. / MS Conf. (Digital Learning Day Gr. 5-8)
- 15-16 No School: Education Minnesota Conference

November 2020

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

17

November

- 5 End of 1st Quarter / ES Conferences
- 6 No School: Professional Development / ES Conf.
- 12 High School Conferences
- 19 Middle School Conferences
- 25-27 No School: Thanksgiving Break

December 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

16

December

- 11 2 Hour Early Release: Professional Development
- 23-31 No School: Winter Break

January 2021

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

18

January

- 1 No School: Winter Break
- 18 No School: MLK Day/ Professional Development
- 21 End of 2nd Quarter and 1st Semester
- 22 No School: Professional Development

February 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

19

February

- 12 2 Hour Early Release: Professional Development
- 15 No School: President's Day
- 25 Middle School Conf. (Digital Learning Day Gr. 5-8)

March 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

19

March

- 11 High School Conferences
- 18 Middle School Conferences
- 25 End of 3rd Qtr / Midterm / ES Conf. PM / Full Day
- 26 No School: Professional Development / ES Conf. AM
- 29-31 No School: Spring Break

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			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19

April

- 1-2 No School: Spring Break
- 30 No School: Professional Development

May 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
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24	25	26	27	28
31				

20

May

- 29 Commencement
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3

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- 3 Last Student Day / Early Out
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- 5th Grade WEB/Jumpstart
- Kindergarten Pre-School Conferences
- Parent-Teacher Conferences
- End of Quarter / Midterm

- District Office:** 952-492-6200
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