



Jordan School District #717
Special Meeting Agenda

Monday, August 23, 2021 at 6:45 PM
Special Meeting
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consideration of Agenda
5. Consent Agenda
 1. New Hire - Nutrition Services Director - Kelly Raser 2
 2. New Hire - MS Site Lead - Maya Buss 11
 3. New Hire - ES Site Lead - Stacie Gander 13
 4. New Hire - ELS Teacher - Katie Angel 15
 5. New Hire - ES Teacher - Molly Huss 17
 6. New Hire - ES Teacher - Alexandria Hillman 19
 7. New Hire - ES Teacher - Michael Roiger 21
 8. New Hire - MS Paraprofessional - Vikki Smith 23
 9. New Hire - ES Paraprofessional - Erica Negan 25
 10. New Hire - ELS Paraprofessional - Deborah Weierke 27
 11. New Hire - MS Paraprofessional - Jodi DiMaggio 29
 12. Resignation - ES Paraprofessional - Alexis Fuhrman
 13. Resignation - CERC Front Desk Assistant - LouEric White
 14. Resignation - CERC Front Desk Assistant - Ellie Helgerson
 15. Resignation - CERC Front Desk Assistant - Abigail Vizenor
 16. Leave of Absence Request - ES Paraprofessional - Janae Vogel
6. Action / Discussion Items
 1. Review and Act on Resolution to Adopt Health & Safety Measures for the 2021-2022 School Year 31
7. Adjourn Special Meeting



EMPLOYEE DATA SHEET

Employee:	Kelly Raser	Date Offer Accepted:	8/16/2021
Job Title:	Nutrition Services Director	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Ranae Case Evenson	Location:	District Wide

PERSONNEL ACTION

New Hire	X	Replacement For	Andrea Schaak	Change		Additional Assignment	
-----------------	---	------------------------	---------------	---------------	--	------------------------------	--

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>
Jordan Public Schools	Kitchen Site Lead	Provide a clean, safe and positive environment for students, staff and the public.	1/2/2020-current
Anytime Fitness	Club Manager	Manager	9/2018-5/2019
Oak Ridge Hotel and Conference center		Food and Beverage manager	8/2007-2/2014

<u>Beginning Contract Date:</u>	8/18/2021	<u>Ending Contract Date:</u>	
--	-----------	-------------------------------------	--

Brief Description of Previous Experience: Kelly has experience in food service, finance and customer service.



CONTRACT

between

Independent School District No. 717
Jordan, Minnesota

and

Nutrition Services Director

Effective July 1, 2021 – June 30, 2022

AGREEMENT

This agreement is entered into between the Jordan School District and the employee serving as Nutrition Services Director.

ARTICLE I DEFINITIONS

Section 1. Terms and Conditions of Employment:

The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. School District:

For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

Section 3. Benefits Eligibility:

Eligibility for benefits: To qualify for benefits employees must be employed for 20 hours weekly for 35 weeks yearly. Benefits will be prorated off of 2080 hours yearly, unless specifically stated otherwise in a particular benefit. All benefits that require carrier approval must meet the carrier criteria.

Section 4. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE II COMPENSATION

Section 1. Wage Schedule:

The salary of the Nutrition Services Director shall be \$50,000 for 2021-2022. The Board of Directors of the school district shall set the salary for the period of this agreement. Should the district not set the salary prior to the employee commencing work for the particular school year, the employee shall work at the previous year's salary until an agreement is reached on the present year's salary. The employee would receive retro pay once the rate is set. The Nutrition Services Director will work 220 days per fiscal year.

Section 2. Summer Work:

The Nutrition Services Director shall receive the hourly rate of \$28.41 for work completed outside of their scheduled 220 days. All extra time must be approved in advance by the Superintendent.

Section 3. Cell Phone Allowance:

The Nutrition Services Director will have cellular service provided by the District or will receive a stipend for use of personal phone at the rate of \$50.00 per month.

Section 4. Education Allowance:

The Nutrition Services Director is eligible for a \$200 yearly education allowance, to be used for class fees. The Supervisor may elect to use \$80 of this amount as a clothing

allowance. Payment will be paid upon presentation of expense receipts to the district's Finance Director.

Section 4. Meeting Attendance

A. Meetings

The following shall be subject to the approval of the Board of Education and shall apply upon satisfactory completion of one year of employment in the School District.

- A. Attendance of the Nutrition Services Director at a local, state or national conference once every two years.
- B. The attendance at a national meeting shall file a written report with the Board of Education upon their return.

B. Expense Allowance

An attendant at a local, state or national meeting shall submit to the School District office an itemized accounting of expenses incurred upon the return from the meeting. Only actual expenses in each area listed below:

- 1. registration fees,
- 2. round-trip air transportation (commercial) or mileage to the meeting site,
- 3. room, meals and transportation allowance while at the location of the meeting.

All meeting expenses shall be a part of the regular budget of the Nutrition Services Director.

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Claims Against the School District:

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution:

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contributions shall cease.

Section 4. Health, Hospitalization and Dental Insurance:

The district shall provide family coverage under the Aware 3500 or comparable health insurance plan and family dental coverage for 2021-2022, to be applied toward the full time Nutrition Services Director for purposes of participation in the health, hospital, and dental coverages provided by the district. Any additional premium costs for other plan designs/coverages are to be borne by the employee.

Section 5. Long Term Disability Insurance:

The district shall provide LTD insurance for the employee as long as the district employs them. The LTD plan will be the one used by Education Minnesota-Jordan.

Section 6. Term life Insurance:

The district shall provide \$100,000 of term life insurance, using the same plan the district uses with EMJ.

**ARTICLE IV
LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. The employee shall receive 12 days of sick leave yearly, prorated according to Sec. 3 of Art.I.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated, according to Sec. 3 of Art. I.

Subd. 3. Sick leave with pay shall be allowed whenever the employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

Subd. 4. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 5. Wellness Payment: If the employee uses 5 days or less of combined sick leave, family illness leave, personal leave, unpaid leave, or any other leave taken at the employee's choice (with the exception of bereavement leave or vacation leave) she may, at the end of the school year, request to sell back those unused days at their daily rate (pro-rated off of an 8 hour day), not to exceed \$110 per day. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2.

Section 2. Personal Leave:

Subd. 1. The employee shall be granted two (2) days of paid personal leave yearly and one day of unpaid leave. Personal days may only be taken in half-day or full day increments.

Subd. 2. Limitations: Personal days may not be taken on the first or last day of school. The superintendent or his designee must approve all personal days.

Subd. 3. Personal day requests must be made at least 3 days in advance, except in case of an emergency.

Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Five days per year, non-accumulative, shall be available to the employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee. Family illness leave, but not bereavement leave, will be deducted from the employee's accumulated sick leave.

Subd. 2. The employee shall provide as much prior notice of intent to use family illness leave or bereavement leave, as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the employee's accumulated sick leave bank, or if the bank is exhausted, granted with no pay.

Section 4. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers Compensation Act by the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave time, which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick-leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive sick-leave pay pursuant to this policy, he/she will receive a deduction from his/her pay in an amount equal to the Worker's Compensation check.

Section 5. General Leave:

Subd. 1. An employee in the School District may apply for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the discretion of the School District.

Subd. 2. The employee shall not accrue seniority or experience credit for the period of this leave.

Subd. 3. Applications for general leave shall be submitted in writing to the School District as soon as possible.

Section 6. Administration of Leaves:

When the school district has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

ARTICLE V
HOLIDAYS & VACATIONS

Section 1. Holidays:

Subd. 1. The Nutrition Services Director shall receive 9 paid holidays:

New Year's Day	Thanksgiving Day
New Year's Eve	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Labor Day	

Subd. 2. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

Subd. 3. Holidays that fall on weekends will be observed on a day established by the school district.

ARTICLE VI
HOURS OF SERVICE

Section 1. Building Hours:

The superintendent or his/her designee will set the position's hours.

Section 2. Calendar Days:

Each fiscal year the Nutrition Services Director shall provide the district with a calendar highlighting their 220 working days.

Section 3. Emergency School Closing:

If a day of work is lost due to school closing, the employee will have the option of making the day up either that day or at a later day, or receiving no pay. If the day is made, up the work will either be in their own area, or if this is not possible, other work in the district will be assigned.

ARTICLE VII
DEFERRED COMPENSATION & SEVERANCE

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available beginning their second (2nd) year of employment in the District. Matched deferred is pro-rated off a 2,080 hour work year.

Subd. 2. The employee must use the deferred compensation election during the election period or lose it. The District shall pay its share of FICA taxes on the matching amount. The District shall match employee contributions as follows:

0-1 year of service in district 717	No Match
2-5 years of service in district 717	\$500
6-10 years in district 717	\$750
11-20 years in district 717	\$1,000
21-26 years in district 717	\$1,250
27+ years in district 717	\$1,500

Subd. 3. District cap: \$18,000.

Subd. 4. All deferred compensation costs to the district during the period of this contract shall be costed in to the settlement package in the subsequent agreement between the parties.

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$2,000 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$2,250 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$2,500 in payment at the rate of \$2.50 per hour.

ARTICLE VIII
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

The employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional six (6) months with notification to the employee.

Section 2. Completion of Probationary Period:

An employee who has completed the probationary period may be disciplined or discharged only for cause. The termination of an employee will normally follow the progressive discipline steps of:

1. Formal verbal warning
2. Written warning
3. Suspension without pay
4. Termination



EMPLOYEE DATA SHEET

Employee:	Maya Buss	Date Offer Accepted:	8/11/2021
Job Title:	Food Service Site Lead	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Kelly Raser	Location:	Middle School

PERSONNEL ACTION

New Hire	X	Replacement For	Sherri Glazer	Change		Additional Assignment	
-----------------	---	------------------------	---------------	---------------	--	------------------------------	--

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>
New Prague Schools	Assistant Lead	Food prep, service, clean up of school lunch and breakfast. Provided leadership and support to other staff that included ordering, inventory, staffing and building communications.	09/2020-07-2021
Richfield Schools	Kitchen Assistant	Prepared and served lunch and ran computer system.	

<u>Beginning Contract Date:</u>	8/23/2021	<u>Ending Contract Date:</u>	6/3/2022
--	-----------	-------------------------------------	----------

Brief Description of Previous Experience: Maya has school kitchen experience in New Prague and Richfield as well as experience working in a local restaurant as a cook, server and running the kitchen.



2021-2022 FOOD SERVICE
NOTICE OF ASSIGNMENT

DATE: 8/18/2021

NAME: BUSS, MAYA

EMPLOYEE #3768

LOCATION: MIDDLE 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	Grade Sched	Step	Hourly Rate
Site Lead	7	182 <i>(Including 6 Paid Holidays)</i>	GRADE 2	5	\$18.52

Notes: Hourly rate includes \$1.25/hour for Site Lead and \$.20/hour for SNA Level I certificate


Employee Signature


Date



EMPLOYEE DATA SHEET

Employee:	Stacie Gander	Date Offer Accepted:	8/20/2021
Job Title:	Site Lead	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Kelly Raser	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Kelly Raser	Change		Additional Assignment	
-----------------	---	------------------------	-------------	---------------	--	------------------------------	--

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>
Park Falls WI High School	Culinary Arts	Associate Degree	2005	

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>
Aramark	Food Service Lead	FOH and BOH Cook, inventory, deli, grill cook, catering, ordering, cashier	03/2014- 07/2021

<u>Beginning Contract Date:</u>	8/23/2021	<u>Ending Contract Date:</u>	
--	-----------	-------------------------------------	--

Brief Description of Previous Experience: Stacie has had many years working in the food industry doing Lead duties and catering manager duties



2021-2022 FOOD SERVICE
NOTICE OF ASSIGNMENT

DATE: 8/20/2021

NAME: GANDER, STACIE

EMPLOYEE #3766

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	Grade Sched	Step	Hourly Rate
Site Lead	7	182 <i>(Including 6 Paid Holidays)</i>	2	7	\$18.85

Notes: Hourly rate includes \$1.25/hour for Site Lead

Stacie Gander
Employee Signature

8-20-21
Date



EMPLOYEE DATA SHEET

Employee:	Katie Angel	Date Offer Accepted:	8/11/2021
Job Title:	Teacher, Preschool/ECFE	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Jenna Wendorff	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For		Change		Additional Assignment	
-----------------	---	------------------------	--	---------------	--	------------------------------	--

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>
Western State College of Colorado	Colorado	Elementary Education	BA 6/2008	2006-2008

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>
Elementary Education	PELSB	working on it	current one expired 2019

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>
St. Louis Park School District	Sped Para	para duties	08/2019-06/2021
Kid Zone Early Learning Center	Preschool Teacher	co-teach 16 three and four year olds	08-2016-06-2019
Creative Kids Academy	Preschool/Toddler TEacher	lead toddler teacher	06/2014-06/2015

<u>Beginning Contract Date:</u>	8/19/2021	<u>Ending Contract Date:</u>	
--	-----------	-------------------------------------	--

Note: Additional preschool classes - need for an ECFE teacher since we didn't hire one last year.

Brief Description of Previous Experience: Sped para, years of preschool teaching experience in both CO and MN in school and daycare settings



EMPLOYEE DATA SHEET

Employee:	Molly Huss	Date Offer Accepted:	8/16/2021
Job Title:	Teacher, Grade 3	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Melissa Barnett	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For		Change		Additional Assignment	
----------	---	-----------------	--	--------	--	-----------------------	--

EDUCATION INFORMATION

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

Name of Institution	Location	Major	Degree and Date Received	Dates Attended
Minnesota State University	Mankato, MN	Elementary Education	Bachelor of Science	8/16-12/20

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

Name of Certificate/License	Name of Provider	Date Received	Expiration Date
Elementary Education, K-6	PELSB	5/18/21	6/30/24

RELEVANT EXPERIENCE

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

Name of Employer	Title	Nature of Duties	Dates Employed
Jordan Public Schools	LTS Teacher, Grade 1 and RTI	Supported the academic and emotional needs of students in a general education classroom; provided reading interventions to at risk students in grades K-4	2/21-6/21

Beginning Contract Date:	8/19/2021	Ending Contract Date:	
---------------------------------	-----------	------------------------------	--

Note: Increase in student enrollment

Brief Description of Previous Experience: Molly has been a long-term substitute at JES in 1st grade and RTI Reading. She also is a group leader in our Jordan Kids' Co. summer program



**INDEPENDENT SCHOOL DISTRICT #717
TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Molly Huss**, a leagally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2021-2022 school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. **Duration:** This contract covers the time period of **8/19/2021** through **6/3/2022**. Dates of assignment are approximate and may change due to licensure requirements and potential changes.

3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA

Step: 01

Days/Year: 186

Base Salary: \$45,464

Employee Signature:  _____

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Alexandrea Hillman	Date Offer Accepted:	8/16/2021
Job Title:	Teacher, Grade 4	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Melissa Barnett	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Kyle Johnson	Change		Additional Assignment	
-----------------	---	------------------------	--------------	---------------	--	------------------------------	--

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 Minnesota	Mankato, MN	Elementary Education	Bachelor of Science	8/15-5/20

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>
Elementary Education K-6, Science 5-8	PELSB	7/17/20	6/30/23
STEM Certificate	University of MN, Mankato	5/2020	

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>
Jordan Public Schools	SPED Paraprofessional, Summer School Teacher	Supported the academic and SEL needs of SPED students and was a substitute teacher the past two years at JES. Also taught 3rd grade summer school for JPS.	8/19-5/21

Beginning Contract Date:	8/19/2021	Ending Contract Date:	
---------------------------------	-----------	------------------------------	--

Brief Description of Previous Experience: Allie has been a substitute teacher at JES for the past two years as well as a SPED paraprofessional.



**INDEPENDENT SCHOOL DISTRICT #717
TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Alexandra Hillman**, a leagally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2021-2022 school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. **Duration:** This contract covers the time period of **8/19/2021** through **6/3/2022**. Dates of assignment are approximate and may change due to licensure requirements and potential changes.

3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA

Step: 01

Days/Year: 186

Base Salary: \$45,464

Employee Signature: 

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Michael Roiger	Date Offer Accepted:	8/17/2021
Job Title:	Teacher, Kindergarten	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Melissa Barnett	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For		Change		Additional Assignment	
----------	---	-----------------	--	--------	--	-----------------------	--

EDUCATION INFORMATION

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

Name of Institution	Location	Major	Degree and Date Received	Dates Attended
Augsburg University	Minneapolis, MN	Elementary Education	Bachelor of Science	9/14-12/17

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

Name of Certificate/License	Name of Provider	Date Received	Expiration Date
Elementary Education, K-6	MDE	2/13/18	6/30/23

RELEVANT EXPERIENCE

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

Name of Employer	Title	Nature of Duties	Dates Employed
Burnsville-Eagan-Savage Schools	2nd Grade Teacher	Supported students in classroom.	9/20-8/21
Gateway STEM Academy	Kindergarten Teacher	Supported students in classroom.	8/19-8/20
Prior Lake Savage Area Schools	1st Grade Teacher	Supported students in classroom.	8/18-6/19

Previous Lane:	BA	Previous Step:	1
-----------------------	----	-----------------------	---

Beginning Contract Date:	8/19/2021	Ending Contract Date:	
---------------------------------	-----------	------------------------------	--

Note: Increase in enrollment

Brief Description of Previous Experience: Michael has taught primary-age students over the past three years in an in-person and virtual platform.



**INDEPENDENT SCHOOL DISTRICT #717
TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Michael Roiger**, a legally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2021-2022 school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. **Duration:** This contract covers the time period of **8/19/2021** through **6/3/2022**. Dates of assignment are approximate and may change due to licensure requirements and potential changes.

3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA

Step: 01

Days/Year: 186

Base Salary: \$45,464

Employee Signature: Michael Roiger

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Vikki Smith	Date Offer Accepted:	8/18/2021
Job Title:	Paraprofessional, Special Education	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Chad Williams	Location:	Middle School

PERSONNEL ACTION

New Hire	X	Replacement For		Change		Additional Assignment	
----------	---	-----------------	--	--------	--	-----------------------	--

EDUCATION INFORMATION

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

Name of Institution	Location	Major	Degree and Date Received	Dates Attended
Minnesota State University	Mankato, MN	Spanish	BA	1989-1994

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

Name of Certificate/License	Name of Provider	Date Received	Expiration Date

RELEVANT EXPERIENCE

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

Name of Employer	Title	Nature of Duties	Dates Employed
Hy-Vee	Clerk, Cook, Sushi Chef	Cook orders, prepare food, help customers, fill orders, comply with safety standards, comply with food safety regulations	2020-current
Day Care Provider	Self-employed	Owner/operator of in-home child care. Prepared menus and lesson plans for children. Created curriculum and adapted curriculum for children	2001-2014

<u>Beginning Contract Date:</u>	8/23/2021	<u>Ending Contract Date:</u>	
--	-----------	-------------------------------------	--

Brief Description of Previous Experience: Was the owner/operator of in-home child care. Prepared menus and lesson plans for children. Created curriculum and adapted curriculum for children



2021-2022 PARAPROFESSIONAL
NOTICE OF ASSIGNMENT

DATE: 8/19/2021

NAME: SMITH, VIKKI

EMPLOYEE ID: 3772

LOCATION: MIDDLE 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
Para, Special Education	7	180 <i>(Including 5 Paid Holidays)</i>

Schedule	Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
A	2	1	\$14.84	\$0.00	\$0.00	\$14.84

Vikki Smith

 Employee Signature



EMPLOYEE DATA SHEET

Employee:	Erica Negan	Date Offer Accepted:	8/13/2021
Job Title:	Paraprofessional, 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	Heather Fry	Change		Additional Assignment	
-----------------	---	------------------------	-------------	---------------	--	------------------------------	--

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	Twin Cities	Business Industry Ed.		1998-2000
Ridgewater Comm. College	Hutchinson	Associate of Arts	1998	1996-1998

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>
Hometown Bank	Central Processor	Process and prepare loan documents.	2020-current

<u>Beginning Contract Date:</u>	8/23/2021	<u>Ending Contract Date:</u>	
--	-----------	-------------------------------------	--

Brief Description of Previous Experience: Erica enjoys working with kids and feels that her skills would benefit JES.



**2021-2022 PARAPROFESSIONAL
NOTICE OF ASSIGNMENT**

DATE: 8/19/2021

NAME: NEGAN, ERICA

EMPLOYEE ID: 3771

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	2	1	\$14.84	\$0.00	\$0.00	\$14.84



 Employee Signature



EMPLOYEE DATA SHEET

Employee:	Deb Weierke	Date Offer Accepted:	8/12/2021
Job Title:	Paraprofessional	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Jenna Wendorff	Location:	Early Learning Services

PERSONNEL ACTION

New Hire	X	Replacement For	Jeri Cieluch	Change		Additional Assignment	
-----------------	---	------------------------	--------------	---------------	--	------------------------------	--

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>
Tim and Tresa Larkin	Nanny	Nanny	2016 until present
Jordan ELS	Para	Para	2000-2016

<u>Beginning Contract Date:</u>	8/23/2021	<u>Ending Contract Date:</u>	
--	-----------	-------------------------------------	--

Brief Description of Previous Experience: Assisting students, caring for students



2021-2022 PARAPROFESSIONAL
NOTICE OF ASSIGNMENT

DATE: 8/20/2021

NAME: WEIERKE, DEBRAH

EMPLOYEE #1872

LOCATION: EARLY LEARNING SERVICES

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	Grade Sched	Step	Hourly Rate
Para, Preschool	6.5	180 <i>(Including 5 Paid Holidays)</i>	6	6	\$14.83

Notes:



 Employee Signature

8.20.21

 Date



EMPLOYEE DATA SHEET

Employee:	Jodi DiMaggio	Date Offer Accepted:	8/11/2021
Job Title:	Paraprofessional, WIN Room	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Ben Bakeberg	Location:	Middle School

PERSONNEL ACTION

New Hire	X	Replacement For	Kevin Way	Change		Additional Assignment	
-----------------	---	------------------------	-----------	---------------	--	------------------------------	--

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>
Valley City State University	Valley City, ND	Occupational Therapy Assistant Program	A.A.S. Occupational Therapy	09/2004-05/2007

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>
Epic Enterprise Inc	Program Director	Program Director for a department that provided community integrated employment services for people with disabilities.	11/2016 - 12/2020
Aegis Therapies	Certified Occupational Therapy Assistant	Provided therapy services to the geriatric population in a transitional care unit.	03/2015 - 03/2017
Rehabcare Therapy	Certified Occupational Therapy Assistant	Provided therapy services to the geriatric population in a transitional care unit. Administrated Cognitive Performance Assessments.	01/2015 - 03/2015

Brief Description of Previous Experience: Jodi has extensive experience working with individuals and providing occupational therapy. She also has leadership experience supervising others and leading teams providing employment services to others.



**2021-2022 PARAPROFESSIONAL
NOTICE OF ASSIGNMENT**

DATE: 8/20/2021

NAME: DIMAGGIO, JODI

EMPLOYEE ID: 1872

LOCATION: MIDDLE 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
Para, WIN Room	7	180 <i>(Including 5 Paid Holidays)</i>

Schedule	Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
A	2	8	\$17.38	\$0.00	\$0.00	\$17.38



 Employee Signature



Executive Summary: JPS Resolution-Adoption Of Health And Safety Measures 2021-2022

Submitted by: Ranae Case Evenson, Superintendent

It is strongly recommended by MSBA that school boards pass a resolution that addresses the needs of our local school district and clearly identifies what strategy the board is implementing as it takes the Health and Safety of students and staff seriously.

The Jordan Public School District's Safe Learning Plan follows guidance developed by the Minnesota Department of Education (MDE) and Minnesota Department of Health (MDH), in conjunction with monitoring local data, Centers for Disease Control (CDC) guidelines, Federal requirements, consultation with Scott County Public Health and stakeholder input and feedback. We require what is required and recommend what is recommended.

Tonight's agenda contains the Resolution Action Item JPS Resolution-Adoption Of Health And Safety Measures 2021-2022. **In passing this resolution, it formally confirms the health and safety planning our district has previously communicated to families.**

As noted, any major shift in health and safety planning that is not a state or federal requirement would be discussed with the School Board Chair and potentially acted on by the Jordan School Board.

A summary of our Fall Health and Safety Planning is noted below:

Face Coverings/Masks

- Face coverings/masks are not required for both staff and students, but are recommended and left to the discretion of each individual/family. This recommendation applies only for indoor settings.
- Face coverings/masks are required on student transportation. This is a federal requirement and not a rule under the authority of the state or school district.
- This is a federal requirement and not a rule under the authority of the state or school district. We will inform families if and when the mandate is lifted.

Health and Safety Protocols

- Jordan Public Schools will maintain and continue to use Needlepoint Bipolar Ionization systems on all air handlers within each school district facility. Our district will also continue to offer hand sanitizer stations,

encourage frequent hand washing, and use enhanced cleaning methods to protect students and staff.

- Students, staff, and family members within the same household with confirmed cases of COVID-19 will be required to quarantine or isolate based on recommendations from the Minnesota Department of Health. Please notify health services at your student's school if symptoms or positive tests for COVID-19 occur.
- Students and staff who have been fully vaccinated do not need to quarantine after close contact, as long as they do not have symptoms and do not test positive.
- Families will receive a signs and symptoms letter if their child is exposed to a positive COVID-19 case.
 - Exposed individuals will not need to quarantine and may continue to attend school as long as they remain symptom free, unless required by state or federal orders.
 - Social distancing is not required and there are no group size limits (assemblies, concerts, athletic events, etc).
 - We will make efforts to provide social distancing as space allows. This will continue to be monitored and could change based on conditions in the school setting.

Vaccinations and Testing

- COVID-19 vaccinations and testing for COVID-19 are not required by the school district, but are strongly encouraged by MDH.

Member _____ introduced this resolution and moved its adoption:

Health and Safety Measures for the 2021-2022 School Year

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 717 [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, *Superintendent*; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) and the Minnesota Department of Health (“MDH”) have determined that the COVID-19 pandemic is currently ongoing and may remain ongoing for an unknown time; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the MDH has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding COVID-19 health and safety measures, the current CDC, MDE, and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that all staff, students, and visitors within Independent School District 717 buildings are recommended, but not required, to wear a mask, regardless of vaccination status, All staff, students, and visitors within Independent School District 717 buildings, regardless of vaccination status, are recommended to follow the strategies of physical distancing, handwashing and respiratory etiquette, cleaning and disinfection, and staying home when sick be implemented at the commencement of the 2021-2022 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 717 as follows:

Section 1: The Superintendent is hereby directed to implement the following health and safety measures to open the 2021-2022 school year: all staff, students, and visitors within Independent School District 717 buildings are recommended, but not required, to wear a mask, regardless of vaccination status, All staff, students, and visitors within Independent School District 717 buildings, regardless of vaccination status, are recommended to follow the strategies of physical distancing, handwashing and respiratory etiquette, cleaning and disinfection, and staying home when sick.

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement different health and safety measures for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of different health and safety measures is necessary and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Member _____ seconded the resolution and the following members voted in support of the resolution:

And the following members voted against the resolution:

Therefore the resolution is/not passed.

Adopted this _____ day of _____, 2021.

Roll Call Vote

School Board Chair

School Board Clerk