



Jordan School District #717  
Workshop Minutes

Monday, August 26, 2013 at 6:30 PM  
Workshop  
Jordan Public Schools  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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1. Board Google Docs Training
2. District Keys/Access/Facility Use
3. Bond Election Date
4. Bond Amount for MS Remodel Project
5. Role & Scope of Construction Management Firm
6. Branding Manual
7. Discuss Proposed Memorial Policy
8. Discuss changes to Early Entrance to Kindergarten Policy
9. Board Retreat

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School Board Clerk

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Date

## **Jordan Independent School District 717 Facility Use Policies**

**\*Any Association or Group using the district's facilities should provide a certificate of Liability Insurance with the following: 1) General Liability policy with limits of \$1,000,000. Each occurrence/\$2,000,000 Aggregate, 2) Jordan ISD 717 listed as Additional Insured on the General Liability policy.**

### **I. Philosophy for Community Use of Facilities**

- A. The board of Education of Independent School District 717 will seek to cooperate with the residents of the district with respect to use of school buildings, facilities and equipment.
- B. In order that the community use of school buildings and facilities be consistent, the following guidelines have been adopted.

### **II. Priority for Use of Facilities**

- A. In all cases the regular school activities or organizations for students in the K-12 program shall have first preference when requesting the use of any part of the buildings or grounds. These groups may be charged staff fees when applicable.
- B. Second priority for use will go to the education and recreation programs conducted by Community Education. The groups may be charged staff fees when applicable.
- C. Third priority for use will go to community and school district with volunteer coaches/leaders (Jordan school district based groups). These groups will not be charged rental fees. Staff and equipment fees will be charged when applicable.
  - 1. Youth leadership and development groups (i.e., Scouts, 4-H, church groups)
  - 2. Youth recreational groups (Metro basketball)
  - 3. Other non-profit/civic organizations (i.e., Sand Creek Township, churches)
- D. Fourth priority for use will go to community and school districts groups with paid coaches/leaders (Jordan School District based groups). These groups will be charged rental, staff and equipment fees.
- E. Fifth priority for use will go to all Jordan School District based commercial, business organizations, money raising events, and events when admissions are charged or collections are taken for those groups not identified above – (i.e., MVE annual meeting). These groups will be charged rental, staff and equipment fees.
- F. Sixth priority for use will go to all outside groups or organizations (non-Jordan School District groups) interested in presenting issues

relating to the Jordan residents (i.e., town meeting format). These groups will be charged rental, staff and equipment fees.

- G. Any requests for non-Jordan School District groups will be evaluated by the School Board and fees will be established by the size of the group.

**III. Facility Rental Fees for Jordan Residents**

Classrooms	\$15
Library and/or Lecture Room	\$20
Multi-purpose Rooms	\$55
JHS, JES, River Valley Gym	\$75
JHS/JES Cafeteria	\$35
Athletic Complex	\$125

**Facility Rental Fees for Non-Jordan Residents**

Classrooms	\$65
Library and/or Lecture Room	\$75
Multi-purpose Rooms	\$105
JHS, JES, River Valley Gym	\$125
JHS/JES Cafeteria	\$85
Athletic Complex	\$175

**IV. Staff Changes**

- A. Custodial fees may be assessed for groups A-G for special set-up or clean-up when facilities are not normally staffed.
- B. Food Service Supervisor – A charge will be assessed for groups A-G using the kitchen area of each building. A cook must be present anytime the kitchen is used.
- C. Security and Police Officers – Groups in categories A-G may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when a large amount of money is to be exchanged, or if valuable property will be used or featured, are such examples.

**V. Equipment Charges (daily)**

VCR/ TV	\$15
Overhead Projectors	\$15
Slide Projectors	\$15
Microphones	\$25
Choir Band Risers	\$35
Choir/Band Shells	\$35
Screens	\$25
Sound Equipment	\$50

- VI. The Jordan School District reserves the right to refuse the use of the districts facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available any group.
- VII. A \$75 fee will be held in escrow for all groups C-G to insure clean-up of buildings and grounds unless waived in the rental agreement
- VIII. All fees are subject to change depending on the size of the group

#### Additional Facility Use Information

- I. Practice Time Restrictions
  - A. No practice for elementary students after 8:00 PM
  - B. No activities for youth on Wednesdays after 6:15 or Sundays before noon
  - C. No practice before 7AM for school groups
- II. Building locks at 2:30 PM on no-school days ( no PM events)

**Proposed Jordan Independent School District 717  
Facility Use Policies  
Changes in "Italics"**

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**I. Philosophy for Community Use of Facilities**

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- A. In all cases the regular school activities or organizations for students in the K-12 program shall have first preference when requesting the use of any part of the buildings or grounds. These groups may be charged staff fees when applicable.
- B. Second priority for use will go to the education and recreation programs conducted by Community Education.
- C. Third priority for use will go to City of Jordan, community, and school district with volunteer coaches/leaders (Jordan school district based groups).
  - 1. Youth leadership and development groups (i.e., Scouts, 4-H, church groups)
  - 2. Youth recreational groups (Metro basketball)
  - 3. Other non-profit/civic organizations (i.e., Sand Creek Township, churches)
- D. Fourth priority for use will go to community and school districts groups with paid coaches/leaders (Jordan School District based groups).
- E. Fifth priority for use will go to all Jordan School District based commercial, business organizations, money raising events, and events when admissions are charged or collections are taken for those groups not identified above – (i.e., MVE annual meeting).
- F. Sixth priority for use will go to all outside groups or organizations (non-Jordan School District groups) interested in presenting issues relating to the Jordan residents (i.e., town meeting format). Any requests for non-Jordan School District groups will be evaluated by the *Superintendent and Community ed. Director*.

### *III. Facility Fees*

*Groups using school district facilities may be assessed a facility use charge, staff charges and/or equipment use charges. An invoice for all charges will be sent after the scheduled activity. Charges are assessed from the time a group enters the building to when they depart. A down payment may be required. Potential user groups not falling into one of the categories listed below will be assessed fees as determined by the director of community education and the Superintendent.*

<u>Category</u>	<u>User Group</u>
1	<p><i>School district sponsored and/or affiliated groups and/or activities will not be charged fees.</i></p> <p><i>City of Jordan sponsored groups and/or activities will not be charged facility rental fees.</i></p> <p><i>City of Jordan sponsored groups doing a fundraising activity, charging admission, or collecting money will be charged staff fees when district staff is normally not in the building or for special needs.</i></p>
2	<p><i>Local organizations that are quasi-public, youth serving organizations, civic and service organizations, fraternal organizations and social agencies, non-profit educational organizations, governmental entities in Scott County, religious organizations for non-worship activities, local political organizations (caucuses) will not be charged rental fees. Staff fees will be charged when facilities are not normally staffed.</i></p> <p><i>These groups who use district facilities for fund raising events or for activities for fund raising events or for activities that require admission fees, or collection of money are subject to 50% of the category 3 rental rates (unless proceeds are contributed to the local community). Religious organizations using facilities for worship or instruction are subject to 50% of the category 3 rental rates. Staff and equipment fees will be assessed per schedule.</i></p>
3	<p><i>Individuals, private agencies, businesses, companies or vendors who reside within the Jordan School District and who use district facilities for commercial purposes (sales, marketing, training) or personal profit, will be assessed 100% of the rental rates and category 3 rental, staff, and equipment fees.</i></p>
4	<p><i>Individuals, religious organizations, private agencies, businesses, organizations, companies or vendors located outside of the Jordan School District boundaries will be assessed 125% of the rental rates and reimbursable category 4 rental, staff, and equipment fees.</i></p>

<b><u>Facility Rental Fees</u></b> (per hour rate)	<b><u>Category 3</u></b>	<b><u>Category 4</u></b>
Permit	10.00	10.00
Classrooms	10.00	12.50
Library/Media Center	24.00	35.00
Computer Lab (or other room with computer access)	100.00	125.00
Gym: Single Court	25.00	35.00
Multiple Court	50.00	70.00
Auditorium	100.00	125.00
Playing Fields: Basic (fields 6, 7, 4, 3,)	25.00	35.00
Competition (field 1, 2)	50.00	65.00
Football field (varsity)	200.00	250.00
Track	50.00	65.00
Field Lights	75.00	100.00
Fitness Center	25.00	35.00
Lecture Room (High School)	50.00	65.00
Lecture Room (Middle School)	25.00	35.00
Multi-purpose/wrestling room	25.00	35.00
Concession stand (no use of equipment)	10.00	15.00
Cafeteria	25.00	35.00
Home Ec. Kitchen	50.00	65.00
High School Commons	50.00	65.00

**Equipment** (Daily Charge. School equipment cannot leave school property)

Television/DVD	20.00	25.00
LCD Projectors	20.00	25.00
Microphones	20.00	25.00
Coffee Maker	10.00	15.00
Ice Machine	25.00	35.00
Piano	25.00	35.00
Grand Piano	100.00	150.00
Keyboard	50.00	65.00
Sound System	100.00	125.00
Lighting boards	150.00	190.00
Other....	Determined by the CE director	

**Staffing Charges**

*Custodian Fees: A charge may be assessed to categories 2, 3 and 4 groups for special set-up and or clean up. Category 2 and 3 groups will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed. Category 4 groups will be charged a custodial fee for all activities*

*Food Service Supervisor: A charge will be assessed to categories 2, 3, and 4 groups using the kitchen area of any building.*

*Building Supervisor: A charge may be assessed to categories 2, 3, and 4 groups per agreement*

*Security and Police Officers: Groups in categories 2, 3, and 4 may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when an unusual amount of money is to be exchanged, or if valuable property will be used or featured are examples of such activities.*

*Auditorium Technician: Groups in categories 2, 3, and 4 will be charged for staff time, including preparation and restoration.*

- IV. The Jordan School District reserves the right to refuse the use of the districts facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available any group.
- V. A \$75 fee will be held in escrow for all groups C-G to insure clean-up of buildings and grounds unless waived in the rental agreement.  
*(Currently does not happen)*
- VI. All fees are subject to change depending on the size of the group

#### Additional Facility Use Information

- I. Practice Time Restrictions
  - A. No practice for elementary students after 8:00 PM
  - B. No activities for youth on Wednesdays after 6:15 or Sundays before noon
  - C. No practice before 7AM for school groups Thinking about adding intramurals before school starts for high school students – around 6:30 a.m.
- II. Building locks at 2:30 PM on no-school days (no PM events) Is this a necessary part of the policy?

1. Firm name and overview of services provided, including the number of years the firm has provided construction management services
2. Provide a statement from your surety stating that you are capable of providing a performance and payment bond for this project if bonds are required.
3. Is your firm currently involved or named in any arbitration or litigation proceedings. If so, provide pertinent details.
4. Provide a listing of no more than four (4) school construction management projects that your firm has completed within the past ten (10) years. Provide the following for each project:
  - a. Name and location of project
  - c. School district contact
  - d. Project description including size in square feet
  - e. Number of prime contractors
  - f. Project schedule including start and completion dates
  - g. Construction document estimate and actual bid total
  - h. Final construction costs including change orders
  - i. Additional information
5. Provide names of project team, to include Project Executive, Project Manager, and Superintendent. Please included for each position: educational background, years of experience, length of employment with firm and previous related project experience.
6. Provide an organizational chart showing how your firm would staff and organize the planning, public communication, and construction/design phases of the project.
7. Discuss the steps your firm will take to ensure maximum participation of the local community (contractors, labor, vendors, suppliers) in this project.
8. Describe your in-house capabilities and approach in the following specialized areas:
  - a. Cost Estimating
  - b. Construction & Pre-Construction Scheduling
  - c. Value Engineering/Constructability
  - d. Bid and Award Process
  - e. Project Quality
  - f. Project Safety
  - g. Project Close-out
  - h. Project Cost Control
  - i. Management Reporting
9. Describe how your firm will work with the district to establish the leadership of the project team, consisting of the architect, specialty consultants, engineers and contractors involved in the project.
10. Discuss your firm's role in the development, presentation, and promotion of information related to the facilities projects or plans developed.
11. List of up to five (5) client references for similar projects.

12. Construction Management Fee:
  - a. State your percentage fee based on a \_\_\_\_\_ construction cost to provide the Pre-Construction and Construction phase services which shall include all field and home office, project management, clerical, accounting, support staff and safety manager/consultant. The cost of general/professional liability and all other insurances shall be included in the CM percentage fee.
  
13. Home Office Reimbursable Expenses:
  - a. Provide an estimated total cost for all home office reimbursable expenses including travel/mileage, fax/copy, messenger/shipping, postage, phone, hotel/meal expenses and office supplies. This cost is not to include bid document and plan reproduction which will be paid directly by the Owner.
  
14. Construction Phase Site Costs:
  - a. Provide a monthly cost for site supervision and expenses based on a \_\_\_ month construction phase that is in addition to the Construction Management Fee which shall include; full time site supervision, pick-up truck, fuel, jobsite trailer, mobilization/demobilization, jobsite office furniture/equipment/supplies, phone equipment/service, copier, fax, internet service, computer, etc..
  
15. Construction Support:
  - a. Construction Support items procured by the Construction Manager such as temporary toilets, drinking water, temporary power, temporary heat/fuel, trash removal, construction fencing, general/final clean-up, site security services, surveying, materials testing, special inspections, SWPPP consulting, snow removal, traffic control, medical supplies and construction signage will be paid for by the owner through the Construction Manager at the actual invoice cost for such items procured by the Construction Manager. The Owner will also procure and pay for all building permits and builders risk insurance.

Sibley East Public Schools

ISD #2310

# Request for Proposal

Pre-Referendum Facilitation

February 2012

## I. Overview

Sibley East Public Schools is soliciting proposals from qualified firms to facilitate a pre-referendum process in preparation for a Facilities Bond referendum tentatively considered for late-2012/early 2013.

## II. Background/History

Although it has been a frequent conversation piece since a failed bond referendum from the late 1980s which would have resulted in a new K-12 facility for the Arlington-Green Isle District and the Henderson School District, very little had been done since that failure until October 2009. The School Board approved the start of a comprehensive facilities process. SGN Architects were engaged as the architectural and the district managed the pre-referendum process. Through more than 18 months of preparation, multiple tours, listening sessions, and public relations/marketing information was provided to the residents of the district. The Steering Committee had chosen a new K-12 one-site facility to appear on the ballot in May 2011; the referendum was defeated by a 2-1 margin.

Following the election, the district engaged Springsted, Inc., to conduct a post-referendum survey analysis of district residents. The results of this analysis were delivered to the Board in October 2011; the Board accepted the results but tabled any further action until after the holidays. (To receive an electronic copy of the post-referendum analysis, please contact Mr. Stephen Jones—contact information located in Section V of this RFP). The District was also asking its voters to approve a \$600 per pupil Operating Referendum renewal; this did meet voter passage by a 72% rate. The Facilities Committee of the Sibley East School Board did recommend to the full Board on January 17, 2012, to commence the Request for Proposal process to consider engaging a firm to manage the pre-referendum campaign.

It is also understood through this RFP that some or all of the firms that respond may also desire to serve as the Construction Manager once a Sibley East project gains voter approval. Firms that choose to respond to this RFP may unite a response encompassing the pre-referendum facilitation and Construction Management.

### III. RFP Response Requirements

Each response should include the following information:

A. Cover Letter

Each response must identify one or more firm representatives who will act as the primary contact(s) throughout the RFP process. This response should include the following: name; position in the organization; mailing address; telephone numbers; fax number; e-mail address; and other pertinent information.

B. Facilitator/Consultant Background and Qualification

Response shall provide a summary of professional background and other information necessary to critically analyze the RFP response including:

- Firm's history and recent projects relevant to this RFP
- Qualifications/professional resume of proposed facilitator(s)

C. Facilitator/Consultant Approach

This shall include a description of the philosophy and methodology of the facilitator's approach to the pre-referendum process. It should provide detailed information as to the format for engaging community members and school personnel in meaningful dialogue concerning the facilities issues at Sibley East.

D. Supporting Documentation

This may include but not limited to: prior presentations; publications; other documentation that supports the facilitator's expertise managing community pre-referendum discussions.

E. References

Submit a list of references and contact information similar in nature to the services requested in this RFP.

F. Construction Management

Although not a mandatory aspect of this specific RFP, a firm may wish to unite this RFP to a future opportunity to serve as the Construction Manager should the project move into the construction phase. Firms may provide pertinent information related to its Construction Management services in this section.

G. Pricing

Provide a specific price structure for the services requested through this RFP.

## IV. Evaluation and Selection Procedure

Completed responses will be evaluated by a Committee approved by the Sibley East School Board which may include Board members, administration, faculty, and community stakeholders. The Committee may also wish to conduct interviews with a specific number of the firms that submit proposals.

The information presented in Section III—RFP Response Requirements—will provide the basis of evaluation. Complete vetting of firms will occur throughout the evaluation process.

The Sibley East School Board is anticipating the confirmation of a selected firm at its March 19, 2012, meeting.

## V. Instructions for Submitting Proposals

A total of ten (10) copies of completed proposals should be submitted by 3:00 P.M. on Thursday, March 1, 2012. Proposals should be sent to:

Stephen Jones, Superintendent  
Sibley East Schools  
202 3<sup>rd</sup> Avenue NW  
P.O. Box 1000  
Arlington, MN 55307

Inquiries related to this RFP may be directed to Mr. Jones:

Office: (507)964-8224

Cell: (507)828-0708

E-Mail: [sjones@sibley-east.k12.mn.us](mailto:sjones@sibley-east.k12.mn.us)

**REQUEST FOR PROPOSAL  
AGENCY CONSTRUCTION MANAGEMENT SERVICES**

(enter project name)

**I. Project Description**

(Owner) is requesting proposals from interested firms to provide agency construction management services for (project and scope).

(Owner) seeks to select an agency construction management firm to manage and complete this project within the defined time schedule, within a prescribed budget, and within specific quality and program guidelines. (Owner has/will) contract separately with (architect and engineering firms). A tentative project schedule is as follows:

- Selection of Agency Construction Management Firm
- Schematic Design Complete
- Design Development Complete
- Construction Documents Complete
- Bid and Award Contracts
- Construction
- Owner Move-In

**II. Schedule for Contracting with Agency Construction Management Firm**

- RFP's Mailed
- Last Date for Receipt of CM Proposals
- Shortlist Developed by Owner
- Interviews Held for Selected Proposals
- Contract Awarded

### **III. Contract Between Owner and Construction Manger**

The STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER WHERE THE CONSTRUCTION MANAGER IS NOT A CONSTRUCTOR (AIA Document C132 -2009 edition) will be used as the basic contract for construction management services. The Owner reserves the right to make modifications to this document. In the event of any conflict between the terms and conditions stated in any amendments and those in any part of the AIA Document C132-2009, the amended document shall supersede the AIA Document and shall govern in all respects.

### **IV. Scope of Work of the Construction Manger**

- 1) Prepare a management plan and strategy based on the Owner's project master budget and proposed schedule.
- 2) Work in a Team environment with Owner and other consultants.
- 3) Communicate with Owner's representatives.
- 4) Provide estimates of probable project cost at the end of each phase of design.
- 5) Application of value engineering including direction in "constructability" and "contractibility" decisions.
- 6) Scheduling of project delivery from design through construction.
- 7) Identification of Owner-direct purchase items.
- 8) Review designs during their development.
- 9) Formation of contract documents to facilitate the use of the construction management delivery system.
- 10) Review of the contract documents prior to issuance to bidders for proposals.
- 11) Determination of divisions of work to facilitate the multiple bidding process.
- 12) Survey and analysis of the labor pool and local contracting practices.
- 13) Development of bidding competition to generate favorable pricing.
- 14) Communicate with and assist the architect with bidding contractors to clarify conditions and resolve discrepancies in bidding documents.
- 15) Review of proposals to determine if those being considered are complete and in the Owner's best interest.
- 16) Negotiate with contractors on behalf of the Owner and in the best interest of the Owner.

- 17) Preparation of contracts and the accumulation of required documents.
- 18) Organize and chair pre-construction meetings with contractors.
- 19) Develop and implementation of the on-site construction schedule.
- 20) Organize and chair project and progress meetings with contractors.
- 21) Organize and administer a contractor system for expediting material and equipment.
- 22) Establish and administer a project reporting system.
- 23) Institute and coordinate a progress payment procedure for contractors.
- 24) Coordinate and control construction support requirements for the project.
- 25) Assist the owner and contractors with respect to any labor relations efforts connected with the project.
- 26) Prepare and implement the project's quality management program.
- 27) Administer contract changes and change order procedures.
- 28) Maintain and administer a tracking system for the owner's cost accounting program.
- 29) Assist in resolution disputes arising from the performance of the contractors.
- 30) Monitor work site for safe working conditions.
- 31) Coordinate securing of all appropriate building permits.
- 32) Coordinate the administration and filing of warranties and guarantees.
- 33) Coordinate with the contractors for all required inspections by the Owner.
- 34) Coordinate the submittals of operating and maintenance manuals for the Owner.

**V. Instructions to Applicants**

- a. Applicants must submit (Amount) copies of their proposal by (Time). (Date).
- b. Proposals should be mailed/delivered to:  
(Owner)  
(Owner's Title)  
(Owner's Address)  
(City, State, Zip)  
(Phone)

Questions concerning the RFP may be directed to the above mentioned person(s) until (Time) (Date). Responses to questions will not be honored after this time. The package

containing the (# of Proposals) copies of proposals should be clearly marked “Agency Construction Management Services Proposal.” (Project)

- c. The successful bidder will not be permitted to provide any of the construction or contracting services for the project.
- d. The Owner shall not be liable for any expenses incurred by the proposer in preparing the proposal or making presentation in its regard.
- e. Proposals must provide the following information in this order.

#### Business Organization

How many years has your firm provided agency construction management services?

What other services (if any) does your firm presently provide, besides agency construction management?

#### Professional Organization

How many people are in your organization?

How many of these are assigned to full-time agency construction management activity?

Of those listed above, how many are in-house personnel?

List the number of in-house agency construction management personnel in the following categories and their years of experience in that area:

- Principals
- Project Managers
- Site Construction Managers or Superintendents
- Resource Personnel
- Support or Administrative Personnel
- Other

#### Project Team

List your proposed key team members indicating their responsibilities, years of experience and relevant experience and other qualifications for this project.

#### Qualifications and Experience of the Firm

List and briefly describe relevant construction management project completed, including size, components and other pertinent information.

Workload

List your firm's current construction management projects stating the following:

Project & Type      Location      Size      Completion Date

Agency Construction Management Scope of Services

Provide your firm's approach to the scope of services.

Design Phase

Bid and Award Phase

Construction Phase

Post-Construction Phase

Construction Management Approach

How do you propose to administer this project?

Relation to the Architect in Preparing Project Manual

Value Engineering

Bid Phase Administration

Project Scheduling

On-site Project Coordination

Cost Control during Construction

Change Order Procedures

Safety Program

Management and Coordination of Final Start-Up, Testing and Occupancy

Any Additional Information Proposer Wishes to Submit

Basis for Compensation

Provide a fixed lump-sum fee for agency construction management services during design, bidding, construction and post-construction phases, including all home and on-site personnel, travel, living expenses, overhead and profit. This is a "flat fee" for services and not a percentage.

Identify any reimbursables to be paid to the Construction Manger above and beyond any items identified listed above.

All construction support, general conditions, and site support items to be procured by the agency construction manager after the firm has been selected. These items will be competitively bid by support vendors and paid direct via the monthly payment process.

List of References

List Five Public Client references that your firm has provided Construction Management services for:

Certification of Information Provided

Company:  
Address:  
By:  
Title:  
Date:

**VI. Selection Criteria**

In making its selection of designers, the Board shall consider the following criteria:

- a. Project understanding and construction management approach with the requirements of this specific project.
- b. Cost Control methods, fees, and demonstrated ability to effectively and efficiently manage the project within the (Owner) stated requirements.
- c. Previous experience in agency construction management with other public facilities.
- d. Availability of appropriate personnel.
- e. Fee structure.

*The above criteria do not necessarily have the same weight.*

**VII. Rights Reserved**

The (Owner) reserves the right to waive any irregularities in any proposal and to select the proposal evaluated to be most advantageous to the (Owner). Further, the (Owner) reserves the right to disqualify any proposal or to reject all proposals if it is deemed to be in its best interest.

The (Owner) shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposals.

The (Owner) reserves the right to reject any and all proposals or to request additional information from all proposers.

## **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, 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 two weeks past the funeral.

Permanent memorials for deceased students and staff 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: 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 1<sup>st</sup>, 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. Following the six-week trial period, a meeting involving school administration and the child's guardian(s) will take place in order to assess and determine the child's 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)