



Jordan School District #717  
 Health & Safety Meeting Agenda

Monday, March 8, 2021 at 6:30 PM  
 Regular 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. Public Comments	3
6. Consent Agenda	
1. Minutes	5
2. Monthly Finance Reports	8
3. Donations	39
4. Policies	
1. 432 Return to Work - First and Final Reading	40
2. 508 Extended School Year for Certain Students with Individualized Education Programs - First and Final Reading	50
3. 516 Student Medication - First and Final Reading	52
4. 523 Policies Incorporated by Reference - First and Final Reading	58
5. 530 Immunization Requirements & Form - First and Final Reading	60
6. 535 Service Animals in Schools & Form - First of Three Readings	67
7. 601 School District Curriculum & Instruction Goals - First and Final Reading	74
8. 602 Organization of School Calendar and School Day - First and Final Reading	81
9. 607 Organization of Grade Levels - First and Final Reading	84
10. 620 Credit for Learning - First and Final Reading	86
11. 720 Vending Machines - First and Final Reading	93
12. 825 Animals on School Property - First and Final Reading	96
5. New Hire - ES Special Education Paraprofessional - Paige Stivers	99
6. New Hire - ES LTS Teacher - Molly Huss	101
7. New Hire - LTS MS Teacher - Christina Harrison	103

8.	FMLA Request - MS Teacher - Kaylee Doherty	
9.	Resignation - HS Special Education Paraprofessional - Diane Hauer	
10.	Resignation - ES Building Administrative Assistant - Aileen Dalton	
11.	Resignation - CERC Front Desk Assistant - Claire Johnson	
12.	Resignation - Communication, Marketing, and Event Director - Kat Pass	
7.	Action / Discussion Items	
1.	2021-2022 Budget Projections	105
2.	Review and Act on Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions	124
3.	Review and Act on the AIPAC Annual Compliance Overview and Resolution	125
4.	Review and Act on FY22 Achievement and Integration Budget	133
8.	Board and Administrative Reports	
1.	Superintendent's Report	135
2.	HS Principal's Report	136
3.	MS Principal's Report	137
4.	ES Principal's Report	139
5.	Director of Teaching and Learning's Report	141
6.	Activities Director's Report	144
7.	Community Education & Recreation Director's Report	146
8.	Communication, Marketing, and Event Director's Report	148
9.	Nutritional Services Director's Report	150
10.	Special Services Director's Report	151
11.	School Board Member Reports / Committee Reports	153
9.	Adjourn Regular Meeting	



**your address, and invite you to the podium during the scheduled time for open forum/public comments.**



## School Board Meeting Agenda

**Monday, February 8, 2021 at 6:30 PM**

**Regular Meeting**

**CERC Multi-purpose Room / Google Meet**

**500 Sunset Drive; Suite 3**

**Jordan, MN 55352**

---

**1. Call to Order**

- Deb Pauly called the meeting to order at 6:31pm

**2. Pledge of Allegiance**

**3. Roll Call**

- Present: Deb Pauly, Ryan Dahnert, Sandy Burke (Remote), Connie Hennen, Lauren Pedersen (Remote), Sara Lehnen, Molly Monyok (Remote)
- Absent: Olivia Rausch (Student Rep.)

**4. Consideration of Agenda**

- Motion to approve the agenda made by S. Burke, Seconded C. Hennen
- Roll Call: D. Pauly – Aye, R. Dahnert – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, S. Lehnen – Aye, M. Monyok – Aye Passed 7-0

**5. Public Comments**

- None

**6. Consent Agenda**

- 6.1. Minutes
  - 1/4/21 – Regular / Organizational
  - 1/25/21 – Workshop
- 6.2. Monthly Finance Reports
  - Amy Hafemann prepared reports to be reviewed.
- 6.3. Donations

○ Zahler Photography	JMS	\$534.57
○ Zahler Photography	JHS	\$534.57
○ Mighty Cause	Food Shelf	\$ 45.00
○ MN MS Association	ASD Program	\$250.00
○ John or Jeanette Radick	Trap Team	\$600.00
○ Thomas or Jean Raduenz	Trap Team	\$300.00
- 6.4. Policies
  - 6.4.1. 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure, and Process - 3rd and Final Reading
- 6.5. Revised 21-22 District Calendar
- 6.6. Teacher Seniority List

- 6.7. Field Trip Request - Washington, DC
- 6.8. New Hire - Wrestling Coach - Christopher Herrmann
- 6.9. New Hire - Wrestling Coach - Justin Reinsma
- 6.10. New Hire - Long Term Substitute English Teacher - Julia Abfalter
- 6.11. New Hire - Long Term Substitute English Teacher - Amy Vizenor
- 6.12. FMLA Request - Gina Goehring Anderson
- 6.13. FMLA Request - Kimberly Pettinelli
- 6.14. Resignation - Early Learning Services Teacher - Mary Hanek
- 6.15. Resignation - MS Food Service - Christy Wessel
  - Motion to approve the consent agenda made by R. Dahnert, Seconded S. Burke
  - Roll Call: D. Pauly – Aye, R. Dahnert – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, S. Lehnen – Aye, M. Monyok – Aye Passed 7-0

## 7. Action / Discussion Items

- 7.1. School Board Recognition Week
  - The MSBA has designated February 22-26, 2021 as school board recognition week. Ranae Case Evenson thanked our board members for their tireless dedication to the district.
- 7.2. Review and Act on 21-22 JMS Registration Guide
  - Ben Bakeberg provided the 21-22 grade level guides for the board to review. Students will register for courses the week of March 22<sup>nd</sup>, 2021.
  - Motion to approve the guides made by C. Hennen, Seconded R. Dahnert
  - Roll Call: D. Pauly – Aye, R. Dahnert – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, S. Lehnen – Aye, M. Monyok – Aye Passed 7-0
- 7.3. Review and Act on 21-22 JHS Registration Guide
  - Jeff Vizenor reviewed the changes to the guide. Students will begin registering the week of February 15<sup>th</sup>.
  - Motion to approve the guide made by S. Burke, Seconded S. Lehnen
  - Roll Call: D. Pauly – Aye, R. Dahnert – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, S. Lehnen – Aye, M. Monyok – Aye Passed 7-0
- 7.4. CERC Update
  - Steven Jensen prepared an annual report to present to the Jordan City Council and shared it with the school board. Overall, due to COVID, membership and participation is significantly down, but the budget is still looking healthy.
- 7.5. Review and Act on FY21 Revised Budget
  - Amy Hafemann prepared a FY21 revised budget for the board to review and recommended its approval to the board.
  - Motion to approve the revised budget made by R. Dahnert, Seconded M. Monyok
  - Roll Call: D. Pauly – Aye, R. Dahnert – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, S. Lehnen – Aye, M. Monyok – Aye Passed 7-0

## 8. Board and Administrative Reports

- 8.1. Superintendent's Report
- 1/19/21: Jordan Education Foundation
- 1/20/21: Booster Club
- 1/25/21: Curriculum & Technology Advisory Council
- 1/26/21: Special Education Advisory Council

- 1/27/21: Joint Powers
- 2/4/21: AIPAC
- 1/19/21: SW Metro
- Board members are encouraged to attend MSBA's weekly Friday morning legislative updates and Q&A sessions.
- Winter activities are in session and going amazing. Congratulations to the One Act Play cast for a 3<sup>rd</sup> place finish in sections! It is wonderful to be able to watch games and performances online.

9. Adjourn Regular Meeting

- Motion to adjourn the meeting at 7:53 pm made by R. Dahnert, Seconded C. Hennen
- Roll Call: D. Pauly – Aye, R. Dahnert – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, S. Lehnen – Aye, M. Monyok – Aye Passed 7-0

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date



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

**AMY HAFEMANN**  
Director of Finance  
ahafemann@isd717.org

March 4, 2021

Board of Education Meeting

### **Finance Report**

March financial reports show activity that has been completed thru February, 2021.

The Vendor Payment Register gives the detailed activity of all vendors that have been paid in the month of February. For the month of February, checks written out of the Student Activity Account totaled \$281.94. The Payroll voucher register shows the payroll liability payments that were made in the month of February.

The pie chart shows the expenses by object codes in the General Fund that were paid thru February, 2021. This chart is as current as can be at this time.

I have been keeping a close eye on the approved Revised Budget for this fiscal year, and am also looking ahead and planning for the Adopted Budget which will need to be approved in May or June 2021. With the state budget forecast being better than expected, I am hoping that school districts would see an increase in state aid for the next biennium.

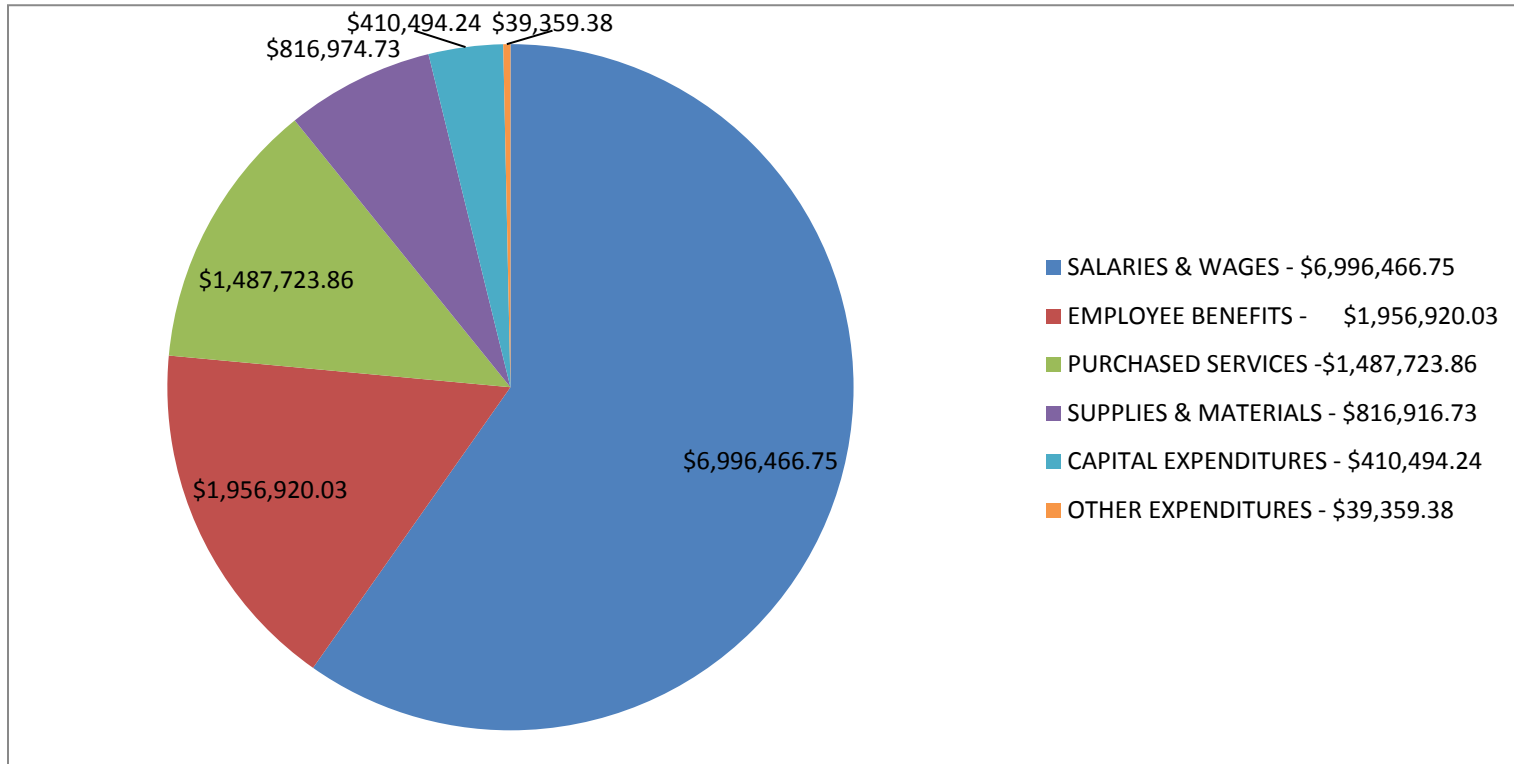
### **OUR MISSION**

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



## FUND 01 - EXP GUIDELINE BY OBJECT

MARCH 2021



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
24385	AFLAC	0717	001			
			B 01	215 060	American Family/Flex Cancer	Wire
PO#:	Voucher #:		114461	Invoice	Invoice No: S2021150	Paid Amt: \$61.90
			B 01	215 060	American Family/Flex Cancer	
PO#:	Voucher #:		114575	Invoice	Invoice No: S2021160	Paid Amt: \$61.90
						Check Amount: \$123.80
<b>Vendor Total:</b>						<b>\$123.80</b>
28892	AVIBEN	0717	001			
			B 01	215 056	American Express	Wire
PO#:	Voucher #:		114460	Invoice	Invoice No: S2021150	Paid Amt: \$2,180.89
			B 01	215 055	Equitable Life	
PO#:	Voucher #:		114464	Invoice	Invoice No: S2021150	Paid Amt: \$2,530.94
			B 01	215 050	ECONOMIC SERVICES	
PO#:	Voucher #:		114465	Invoice	Invoice No: S2021150	Paid Amt: \$537.52
			B 01	215 053	Fidelity Investment	
			B 01	215 068	ING/Aetna	\$554.47
			B 01	215 068	ING/Aetna	\$280.96
PO#:	Voucher #:		114467	Invoice	Invoice No: S2021150	Paid Amt: \$134.31
			B 01	215 068	First Investors Corporation	\$316.68
PO#:	Voucher #:		114468	Invoice	Invoice No: S2021150	Paid Amt: \$450.99
			B 01	215 064	Franklin Templeton	
PO#:	Voucher #:		114469	Invoice	Invoice No: S2021150	Paid Amt: \$531.86
			B 01	215 069	Orchard Trust/Great West	
PO#:	Voucher #:		114470	Invoice	Invoice No: S2021150	Paid Amt: \$130.00
			B 01	215 078	Horace Mann	\$4,957.61
PO#:	Voucher #:		114471	Invoice	Invoice No: S2021150	Paid Amt: \$4,957.61
			B 01	215 068	ING/Aetna	
PO#:	Voucher #:		114472	Invoice	Invoice No: S2021150	Paid Amt: \$5,957.73
			B 01	215 077	Modern Woodmen	\$334.02
PO#:	Voucher #:		114478	Invoice	Invoice No: S2021150	Paid Amt: \$291.67
			B 01	215 061	New York Life	
PO#:	Voucher #:		114480	Invoice	Invoice No: S2021150	Paid Amt: \$291.67
			B 01	215 057	Thrivent Financial	\$1,255.13
PO#:	Voucher #:		114484	Invoice	Invoice No: S2021150	Paid Amt: \$813.19
			B 01	215 067	Valic	\$813.19
PO#:	Voucher #:		114486	Invoice	Invoice No: S2021150	Paid Amt: \$813.19
						Check Amount: \$20,806.98

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Invoice No:	Pmt/Void Date	Pmt Type	Amount
28892	AVIBEN	0717	001				
		B 01	215 056	American Express		Wire	
PO#:	Voucher #:	114574	Invoice	Invoice No: S2021160	2/26/2021	Paid Amt:	\$2,180.89
PO#:	Voucher #:	B 01	215 055	Equitable Life		Paid Amt:	\$2,297.58
PO#:	Voucher #:	114578	Invoice	ECONOMIC SERVICES	2/26/2021	Paid Amt:	\$537.52
PO#:	Voucher #:	B 01	215 050	Fidelity Investment		Paid Amt:	\$471.13
PO#:	Voucher #:	114579	Invoice	ING/Aetna	2/26/2021	Paid Amt:	\$134.31
PO#:	Voucher #:	B 01	215 068	First Investors Corporation		Paid Amt:	\$316.68
PO#:	Voucher #:	114581	Invoice	Franklin Templeton	2/26/2021	Paid Amt:	\$896.16
PO#:	Voucher #:	B 01	215 080	Orchard Trust/Great West		Paid Amt:	\$130.00
PO#:	Voucher #:	114582	Invoice	Horace Mann	2/26/2021	Paid Amt:	\$5,095.13
PO#:	Voucher #:	B 01	215 064	ING/Aetna		Paid Amt:	\$5,957.65
PO#:	Voucher #:	114583	Invoice	Modern Woodmen	2/26/2021	Paid Amt:	\$334.02
PO#:	Voucher #:	B 01	215 069	New York Life		Paid Amt:	\$291.67
PO#:	Voucher #:	114584	Invoice	Thrivent Financial	2/26/2021	Paid Amt:	\$1,255.13
PO#:	Voucher #:	B 01	215 077	Valic		Paid Amt:	\$813.19
PO#:	Voucher #:	114585	Invoice	Invoice No: S2021160	2/26/2021	Paid Amt:	\$20,711.06
PO#:	Voucher #:	B 01	215 067			Check Amount:	\$20,711.06
PO#:	Voucher #:	114586	Invoice			Vendor Total:	\$41,518.04
PO#:	Voucher #:	B 01	215 078			Wire	
PO#:	Voucher #:	114587	Invoice	Health Ins		Paid Amt:	\$84,816.88
PO#:	Voucher #:	B 01	215 020	Health Ins	2/26/2021	Paid Amt:	\$84,816.88
PO#:	Voucher #:	114462	Invoice	Retiree Ins Premium		Paid Amt:	\$7,336.10
PO#:	Voucher #:	B 01	215 020	Health Ins-adj to actual premium		Paid Amt:	(\$7,242.15)
PO#:	Voucher #:	114576	Invoice	Invoice No: S2021160	2/26/2021	Paid Amt:	\$84,910.83
PO#:	Voucher #:	B 01	215 024			Check Amount:	\$169,727.71
PO#:	Voucher #:	114599	Invoice			Vendor Total:	\$169,727.71
PO#:	Voucher #:	B 01	215 024				

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
24229		EDUCATION MINNESOTA - JORDAN					
		0717	001	105356			
		B 01	215	039	Jea		Check
						\$103.27	
PO#:		Voucher #:	114255	Credit	Invoice No: Z2021120		Paid Amt: (\$103.27)
PO#:		Voucher #:	B 01	215	039	Jea	
						\$12,410.30	
PO#:		Voucher #:	114473	Invoice	Invoice No: S2021150		Paid Amt: \$12,410.30
							Check Amount: \$12,307.03
							Vendor Total: \$12,307.03
22350		FRANSDEN BANK AND TRUST					
		0717	001				
		B 01	215	003	Fed Tax		Wire
						\$41,762.20	
PO#:		Voucher #:	114466	Invoice	Invoice No: S2021150		Paid Amt: \$41,762.20
PO#:		Voucher #:	B 01	215	010	FICA	
						\$15,694.62	
PO#:		Voucher #:	114475	Invoice	Invoice No: S2021150		Paid Amt: \$15,694.62
						\$67,107.98	
PO#:		Voucher #:	114481	Invoice	Invoice No: S2021150		Paid Amt: \$67,107.98
							Check Amount: \$124,564.80
							Vendor Total: \$124,564.80
		0717	001				
		B 01	215	002	State Tax		Wire
						\$20,718.31	
PO#:		Voucher #:	114477	Invoice	Invoice No: S2021150		Paid Amt: \$20,718.31
							Check Amount: \$20,718.31
							Vendor Total: \$20,718.31
		0717	001				
		B 01	215	003	Fed Tax		Wire
						\$43,715.52	
PO#:		Voucher #:	114580	Invoice	Invoice No: S2021160		Paid Amt: \$43,715.52
PO#:		Voucher #:	B 01	215	010	FICA	
						\$16,168.88	
PO#:		Voucher #:	114587	Invoice	Invoice No: S2021160		Paid Amt: \$16,168.88
						\$69,136.64	
PO#:		Voucher #:	114593	Invoice	Invoice No: S2021160		Paid Amt: \$69,136.64
							Check Amount: \$129,021.04
							Vendor Total: \$129,021.04
26288		LOCAL 284					
		0717	001	105357			
		B 01	215	071	Local 284 Dues		Check
						\$1,031.08	
PO#:		Voucher #:	114474	Invoice	Invoice No: S2021150		Paid Amt: \$1,031.08
							Check Amount: \$1,031.08
							Vendor Total: \$1,031.08

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
24948	MN CHILD SUPPORT PYMT CENTER	0717	001			
			B 01	215 029	Child Support	
PO#:	Voucher #:	114476	Invoice	Invoice No: S2021150	2/15/2021	Wire
						\$778.90
						<b>Paid Amt: \$778.90</b>
						<b>Check Amount: \$778.90</b>
						<b>Vendor Total: \$1,557.80</b>
23795	NATIONAL INSURANCE SERVICES	0717	001	105422		
			B 01	215 036	Accident	
PO#:	Voucher #:	114459	Invoice	Invoice No: S2021150	2/26/2021	Check
			B 01	215 027	Supplemental Life Ins	\$1.60
			B 01	215 035	Life	\$25.21
			B 01	215 065	Disability	\$1,039.85
						\$1,852.46
PO#:	Voucher #:	114479	Invoice	Invoice No: S2021150	2/26/2021	Check
			B 01	215 036	Accident	\$1.60
			B 01	215 027	Supplemental Life Ins	\$25.21
			B 01	215 035	Life	\$1,039.85
			B 01	215 027	Supplemental Life Ins-Adj to premium	(\$8.82)
			B 01	215 035	Life Ins-adj to premium	(\$186.70)
			B 01	215 026	Retiree - Life Ins Prem	\$48.00
			B 01	215 065	Disability	\$1,852.46
			B 01	215 065	Disability-adj to premium	(\$136.67)
PO#:	Voucher #:	114573	Invoice	Invoice No: S2021160	2/26/2021	Check
			B 01	215 027	Supplemental Life Ins	\$25.21
			B 01	215 035	Life	\$1,039.85
			B 01	215 027	Supplemental Life Ins-Adj to premium	(\$8.82)
			B 01	215 035	Life Ins-adj to premium	(\$186.70)
			B 01	215 026	Retiree - Life Ins Prem	\$48.00
			B 01	215 065	Disability	\$1,852.46
			B 01	215 065	Disability-adj to premium	(\$136.67)
PO#:	Voucher #:	114591	Invoice	Invoice No: S2021160	2/26/2021	Check
						\$32.00
						<b>Paid Amt: \$32.00</b>
						<b>Check Amount: \$32.00</b>
						<b>Vendor Total: \$32.00</b>
24384	NCPERS MINNESOTA	0717	001	105423		
			B 01	215 032	PERA Life	
PO#:	Voucher #:	114595	Invoice	Invoice No: S2021160	2/26/2021	Check
						\$32.00
						<b>Paid Amt: \$32.00</b>
						<b>Check Amount: \$32.00</b>
						<b>Vendor Total: \$32.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>21993 PUBLIC EMPLOYEES RETIREMENT ASSN</b>					
	0717	001			
		B 01	215 014		
		B 01	215 014		
PO#:	Voucher #:	114482	Invoice	2/15/2021	Wire
			Invoice No: S2021150		
			PERA		
				\$18,867.00	
					Paid Amt: \$18,867.00
					Check Amount: \$18,867.00
<hr/>					
	0717	001			
		B 01	215 014		
		B 01	215 014		
PO#:	Voucher #:	114594	Invoice	2/26/2021	Wire
			Invoice No: S2021160		
			Credit #146967		
				\$20,350.29	
				(\$5.04)	
					Paid Amt: \$20,345.25
					Check Amount: \$20,345.25
					Vendor Total: \$39,212.25
<hr/>					
<b>26971 Select/MII Life</b>					
	0717	001			
		B 01	215 093		
		B 01	215 092		
PO#:	Voucher #:	114601	Invoice	2/26/2021	Wire
			Invoice No: S2021150		
			Flex-Med Care	\$747.23	
			Flex-Dep Care	\$2,310.67	
			Flex-med care	\$747.23	
			Flex-med care-adj to claims	(\$1,284.85)	
			Flex-dep care	\$2,310.67	
			Flex-dep care-adj to claims	\$1,408.70	
PO#:	Voucher #:	114604	Invoice	2/26/2021	Wire
			Invoice No: S2021160		
				\$2,865.84	
					Paid Amt: \$3,181.75
					Check Amount: \$6,239.65
<hr/>					
<b>21994 TEACHERS RETIREMENT ASSN</b>					
	0717	001			
		B 01	215 028		
		B 01	215 028		
PO#:	Voucher #:	114600	Invoice	2/26/2021	Wire
			Invoice No: S2021150		
			Flex-Employee Contributions	\$2,865.84	
					Paid Amt: \$2,865.84
					Check Amount: \$2,865.84
<hr/>					
	0717	001			
		B 01	215 028		
		B 01	215 028		
PO#:	Voucher #:	114603	Invoice	2/26/2021	Wire
			Invoice No: S2021160		
			Flex-employee contribution	\$2,865.84	
					Paid Amt: \$2,865.84
					Check Amount: \$2,865.84
					Vendor Total: \$11,971.33
<hr/>					
<b>21994 TEACHERS RETIREMENT ASSN</b>					
	0717	001			
		B 01	215 018		
		B 01	215 018		
PO#:	Voucher #:	114485	Invoice	2/15/2021	Wire
			Invoice No: S2021150		
			TRA	\$68,600.23	
					Paid Amt: \$68,600.23
					Check Amount: \$68,600.23

### Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
21994		TEACHERS RETIREMENT ASSN		0717 001				
				B 01 215 018	TRA			
PO#:		Voucher #:		114598 Invoice	Invoice No: S2021160	2/26/2021	Wire	
						\$69,424.46		
							Paid Amt:	\$69,424.46
							Check Amount:	\$69,424.46
							Vendor Total:	\$138,024.69
							Report Total:	\$716,962.81

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
26733 ACT							
	0717	001	001	105358		Check	
		E 01	300 211 000 461 000		Pre Act Testing Fall 2020	\$1,846.00	
PO#: 50715	Voucher #:	114487	Invoice	Invoice No: 12136	2/19/2021		Paid Amt: \$1,846.00 Check Amount: \$1,846.00
						<b>Vendor Total:</b>	<b>\$1,846.00</b>
3732 ACTIVE NETWORK							
	0717	001	001	105340		Check	
		B 04	131 000		2021 Annual duesfor CERC 1/1/21--12/31/21	\$230.00	
		E 04	005 505 321 820 550		2021 Annual duesfor CERC 1/1/21--12/31/21	\$230.00	
PO#: 50597	Voucher #:	114457	Invoice	Invoice No: 11112317	2/11/2021		Paid Amt: \$460.00
		E 04	005 570 321 401 000		2021 Annual Dues for Kids Co 1/1/21--12/31/21	\$1,000.00	
		B 04	131 000		2021 Annual Dues for Kids Co 1/1/21--12/31/21	\$1,000.00	
PO#: 50597	Voucher #:	114458	Invoice	Invoice No: 4100171463	2/11/2021		Paid Amt: \$2,000.00 Check Amount: \$2,460.00
						<b>Vendor Total:</b>	<b>\$2,460.00</b>
3405 ADOBE SYSTEMS, INC.							
	0717	001	001	105341		Check	
		E 01	005 630 000 405 000		FY21-Creative Cloud All MLP-K. Pass	\$244.93	
		B 01	131 000		FY22-Creative Cloud All MLP-K. Pass	\$174.95	
PO#: 50728	Voucher #:	114455	Invoice	Invoice No: 1318322717	2/11/2021		Paid Amt: \$419.88 Check Amount: \$419.88
						<b>Vendor Total:</b>	<b>\$419.88</b>
4220 ADVANCED IMAGING SOLUTIONS							
	0717	001	001	105342		Check	
		E 01	100 203 302 370 000		ES Lease	\$137.63	
		E 01	100 203 000 335 000		ES Maintenance	\$242.83	
		E 04	005 505 321 370 000		CE Lease	\$137.63	
		E 04	005 505 321 335 000		CE Maintenance	\$242.81	
		E 01	128 211 302 370 000		MS Lease	\$137.63	
		E 01	128 211 000 335 000		MS Maintenance	\$242.81	
		E 04	005 582 344 370 000		ELS Lease	\$137.62	
		E 04	005 582 344 335 000		ELS Maintenance	\$242.81	
		E 01	005 110 302 370 000		DO Lease	\$137.63	
		E 01	005 170 000 335 000		DO Maintenance	\$242.81	
		E 01	300 211 302 370 000		HS Lease	\$137.63	
		E 01	300 211 000 335 000		HS Maintenance	\$242.81	
		E 01	100 203 302 370 000		ES Staff Lease	\$137.62	
		E 01	100 203 000 335 000		ES Staff Maintenance	\$242.81	



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>3763</b>						
ASUS COMPUTER INTERNATIONAL						
	0717	001	105343		Check	\$80.00
		E 01 005 630 000 315 450	Shipping			
PO#: 50713	Voucher #:	114441	Invoice	2/11/2021		
			Invoice No: Sept-Oct 2020			
					<b>Paid Amt:</b>	<b>\$3,729.00</b>
					<b>Check Amount:</b>	<b>\$3,729.00</b>
					<b>Vendor Total:</b>	<b>\$3,729.00</b>
<b>28892</b>						
AVIBEN						
	0717	001	105390		Check	\$236.81
		E 01 005 110 000 311 000	403b Admin Fee Feb 2021			
PO#: 50713	Voucher #:	114545	Invoice	2/26/2021		
			Invoice No: 17596			
					<b>Paid Amt:</b>	<b>\$236.81</b>
					<b>Check Amount:</b>	<b>\$236.81</b>
					<b>Vendor Total:</b>	<b>\$236.81</b>
<b>11220</b>						
BENJAMIN BUS						
	0717	001	105361		Check	\$68,031.84
		E 01 005 760 720 360 000	Jan 2021 Contract			
PO#: 50713	Voucher #:	114490	Invoice	2/19/2021		
			Invoice No: Jan 2021 Contract			
					<b>Paid Amt:</b>	<b>\$68,031.84</b>
					<b>Check Amount:</b>	<b>\$68,031.84</b>
					<b>Vendor Total:</b>	<b>\$68,031.84</b>
<b>29170</b>						
BLOCK, DAN						
	0717	001	105362		Check	\$123.00
		E 01 300 294 000 305 306	BBB Official 2/9/21			
PO#: 50713	Voucher #:	114492	Invoice	2/19/2021		
			Invoice No: BBB Official			
					<b>Paid Amt:</b>	<b>\$123.00</b>
					<b>Check Amount:</b>	<b>\$123.00</b>
					<b>Vendor Total:</b>	<b>\$123.00</b>
<b>11747</b>						
BLUE CROSS & BLUE SHIELD						
	0717	001	105363		Check	\$246.50
		B 01 215 024	D. Swenson March 2021			
PO#: 50713	Voucher #:	114491	Invoice	2/19/2021		
			Invoice No: 210202159510			
					<b>Paid Amt:</b>	<b>\$246.50</b>
					<b>Check Amount:</b>	<b>\$246.50</b>
					<b>Vendor Total:</b>	<b>\$246.50</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5476		BOLTON, TAYLOR		001	105364		
			E 01	300 292 000 305 294		Dance Kick Counter 2/16/21	Check
							\$31.50
	PO#:	Voucher #:		114493 Invoice		2/19/2021	
							Paid Amt: \$31.50
							Check Amount: \$31.50
							Vendor Total: \$31.50
26637		BOROWICZ, BRUCE		001	105344		
			R 01	300 292 000 060 000		Football	Check
							\$84.00
			R 01	300 292 000 060 000		Volleyball	
							\$150.00
	PO#:	Voucher #:		114443 Invoice		2/11/2021	
							Paid Amt: \$234.00
							Check Amount: \$234.00
							Vendor Total: \$234.00
2211		BURNSIDE, LOGAN		001	105313		
			E 01	300 258 000 430 000		MuseScore Subscription Reimbursement	Check
							\$49.00
	PO#:	Voucher #:		114342 Invoice		2/5/2021	
							Paid Amt: \$49.00
							Check Amount: \$49.00
							Vendor Total: \$49.00
5179		CARTER, JEREMY		001	105365		
			E 01	300 294 000 305 306		BBB Official 2/9/21	Check
							\$123.00
	PO#:	Voucher #:		114495 Invoice		2/19/2021	
							Paid Amt: \$123.00
							Check Amount: \$123.00
							Vendor Total: \$123.00
1037		CASH		001	105314		
			E 01	300 810 000 401 000		Maintenance Car Washes	Check
							\$20.00
			E 01	005 110 000 329 000		Postage Returns	
							\$10.45
	PO#:	Voucher #:		114344 Invoice		2/5/2021	
							Paid Amt: \$30.45
							Check Amount: \$30.45
							Vendor Total: \$30.45
10873		CENTERPOINT ENERGY		001	105315		
			E 01	005 810 000 330 203		Rental Service Final Bill 12/4/20-12/13/20	Check
							\$28.47
	PO#:	Voucher #:		114343 Invoice		2/5/2021	
							Paid Amt: \$28.47
							Check Amount: \$28.47
							Vendor Total: \$28.47

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
<b>3676 CHOICE ELECTRIC</b>							
	0717	001	105316		Check		
		E 01	300 810 000 350 272	Labor		\$168.00	
		E 01	300 810 000 350 272	Truck Charge		\$30.00	
<b>PO#:</b>	50698	<b>Voucher #:</b>	114367 Invoice	<b>Invoice No:</b> 19684		<b>Paid Amt:</b>	<b>\$198.00</b>
				2/5/2021		<b>Check Amount:</b>	<b>\$198.00</b>
<hr/>							
	0717	001	105392		Check		
		E 01	300 810 000 350 274	Labor-HS Data Logger/Gym Lights		\$112.00	
<b>PO#:</b>	50814	<b>Voucher #:</b>	114542 Invoice	<b>Invoice No:</b> 19816		<b>Paid Amt:</b>	<b>\$112.00</b>
				2/26/2021		<b>Check Amount:</b>	<b>\$112.00</b>
						<b>Vendor Total:</b>	<b>\$310.00</b>
<hr/>							
<b>10254 CITY OF JORDAN</b>							
	0717	001	105393		Check		
		E 01	100 810 000 330 204	ES		\$1,427.07	
		E 01	128 810 000 330 204	MS		\$2,031.87	
		E 01	300 810 000 330 204	HS		\$1,924.30	
		E 01	005 810 000 330 204	Athletic Complex		\$495.13	
		E 04	005 505 321 330 000	ES CE		\$32.43	
		E 04	005 505 321 330 000	CE		\$87.08	
		E 04	005 582 344 330 000	School Readiness		\$97.30	
		E 02	100 770 701 330 000	ES Food Service		\$64.87	
		E 02	128 770 701 330 000	MS Food Service		\$116.11	
		E 02	300 770 701 330 000	HS Food Service		\$122.83	
		E 04	005 505 321 330 550	CERC		\$667.61	
<b>PO#:</b>		<b>Voucher #:</b>	114543 Invoice	<b>Invoice No:</b> 2/8/21		<b>Paid Amt:</b>	<b>\$7,066.60</b>
				2/26/2021		<b>Check Amount:</b>	<b>\$7,066.60</b>
						<b>Vendor Total:</b>	<b>\$7,066.60</b>
<hr/>							
<b>2629 COMCAST</b>							
	0717	001	105366		Check		
		E 04	005 505 321 320 550	CERC Service 2/4/21 to 3/3/21		\$2.25	
<b>PO#:</b>		<b>Voucher #:</b>	114494 Invoice	<b>Invoice No:</b> 1/25/21		<b>Paid Amt:</b>	<b>\$2.25</b>
				2/19/2021		<b>Check Amount:</b>	<b>\$2.25</b>
						<b>Vendor Total:</b>	<b>\$2.25</b>
<hr/>							
<b>4635 CURREN,SARAH</b>							
	0717	001	105394		Check		
		R 01	128 211 000 619 000	MS Student Council Candy Gram Supplies		\$313.62	
<b>PO#:</b>	50762	<b>Voucher #:</b>	114544 Invoice	<b>Invoice No:</b> Reimbursement		<b>Paid Amt:</b>	<b>\$313.62</b>
				2/26/2021		<b>Check Amount:</b>	<b>\$313.62</b>
						<b>Vendor Total:</b>	<b>\$313.62</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>28906</b>							
DISTRIBUTED WEBSITE CORP.							
		0717	001	105317			
		E 01	300	292 000 405 000	Jan-June 2021		Check
		B 01	131 000		July 2021-Jan 2022	\$297.48	
						\$297.52	
<b>PO#:</b>	50683	<b>Voucher #:</b>	114370	Invoice	<b>Invoice No:</b> 56843	<b>2/5/2021</b>	
							<b>Paid Amt: \$595.00</b>
							<b>Check Amount: \$595.00</b>
							<b>Vendor Total: \$595.00</b>
<b>5490</b>							
DOLD, JANET							
		0717	001	105395			
		R 01	300	292 000 052 320	I. Dold FY20 Boys Track Refund	\$135.00	Check
<b>PO#:</b>		<b>Voucher #:</b>	114572	Invoice	<b>Invoice No:</b> Refund	<b>2/26/2021</b>	
							<b>Paid Amt: \$135.00</b>
							<b>Check Amount: \$135.00</b>
							<b>Vendor Total: \$135.00</b>
<b>28840</b>							
DUGUAY, TAMMY							
		0717	001	105318			
		E 02	005	770 701 820 000	Cooks SNA Membership FY21	\$53.50	Check
<b>PO#:</b>	50668	<b>Voucher #:</b>	114345	Invoice	<b>Invoice No:</b> Reimbursement	<b>2/5/2021</b>	
							<b>Paid Amt: \$53.50</b>
							<b>Check Amount: \$53.50</b>
							<b>Vendor Total: \$53.50</b>
<b>5452</b>							
DYNAMIC SPACES							
		0717	001	105367			
		E 04	005	505 321 350 550	CERC Replacement Window Tint	\$103.04	Check
		E 04	005	505 321 350 550	Install	\$80.00	
<b>PO#:</b>	50488	<b>Voucher #:</b>	114496	Invoice	<b>Invoice No:</b> INV-0110-1	<b>2/19/2021</b>	
			E 01	100 865 363 350 000	Window Tint 6 Doors	\$672.00	<b>Paid Amt: \$183.04</b>
			E 01	100 865 363 350 000	Install	\$576.00	
<b>PO#:</b>	50486	<b>Voucher #:</b>	114497	Invoice	<b>Invoice No:</b> INV-0110-1-Part Two	<b>2/19/2021</b>	
							<b>Paid Amt: \$1,248.00</b>
							<b>Check Amount: \$1,431.04</b>
							<b>Vendor Total: \$1,431.04</b>
<b>4184</b>							
FARMINGTON SPEECH							
		0717	001	105396			
		E 01	300	291 000 369 372	Speech fees-Virtual Speech Competition	\$154.00	Check
<b>PO#:</b>	50645	<b>Voucher #:</b>	114546	Invoice	<b>Invoice No:</b> Speech Meet	<b>2/26/2021</b>	
							<b>Paid Amt: \$154.00</b>
							<b>Check Amount: \$154.00</b>
							<b>Vendor Total: \$154.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
4666	FREMIMING, JAMIE	0717 001	105397		
		E 04 005 505 321 305 503		Certificates-Babysitting Clinic Supplies	Check
		114547 Invoice		2/26/2021	
PO#: 50798	Voucher #:				
					Paid Amt: \$320.00
					Check Amount: \$320.00
					Vendor Total: \$320.00
4830	GLAZIER, SHERRI	0717 001	105319		
		E 02 005 770 701 366 000		Cooks Certificate in School Nutrition FY21	Check
		114347 Invoice		2/15/2021	
PO#: 50666	Voucher #:				
					Paid Amt: \$18.00
					Check Amount: \$18.00
					Vendor Total: \$18.00
5113	GUGGISBERG, RICHARD	0717 001	105368		
		E 01 300 294 000 305 306		BBB Official 2/16/21	Check
		114498 Invoice		2/19/2021	
PO#: 50666	Voucher #:				
					Paid Amt: \$123.00
					Check Amount: \$123.00
					Vendor Total: \$123.00
17791	HAMANN, RON	0717 001	105369		
		E 01 300 294 000 305 306		BBB Official 2/16/21	Check
		114501 Invoice		2/19/2021	
PO#: 50666	Voucher #:				
					Paid Amt: \$123.00
					Check Amount: \$123.00
					Vendor Total: \$123.00
4186	HARRIS, PAUL	0717 001	105370		
		E 01 300 294 000 305 306		BBB Official 2/18/21	Check
		114499 Invoice		2/19/2021	
PO#: 50666	Voucher #:				
					Paid Amt: \$123.00
					Check Amount: \$123.00
					Vendor Total: \$123.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5482</b>							
HENDERSON, RACHEL							
		0717	001		105371		
	E	01	005	960	340	898	000
						2020 Pitschneider Scholarship	
							2/19/2021
	PO#:	50760	Voucher #:	114503	Invoice	Invoice No:	Scholarship
							<b>Paid Amt: \$500.00</b>
							<b>Check Amount: \$500.00</b>
							<b>Vendor Total: \$500.00</b>
<b>4829</b>							
HENTGES, JEREMY							
		0717	001		105320		
	E	01	100	810	000	305	299
						Snow Plow/Salt 1/15/21,1/21/21,1/24/21-ES Snc	\$1,175.00
	E	01	128	810	000	305	299
						Snow Plow/Salt 1/15/21,1/21/21,1/24/21-MS Snc	\$1,525.00
	E	01	300	810	000	305	299
						Snow Plow/Salt 1/15/21,1/21/21,1/24/21-HS Snc	\$1,925.00
	E	04	005	505	321	305	550
						Snow Plow/Salt 1/15/21,1/21/21,1/24/21-CERC	\$440.00
	E	01	998	810	000	305	299
						RVEC Snow Plow	\$525.00
	E	01	998	810	000	305	299
						RVEC Salt	\$460.00
	E	04	005	505	321	305	550
						CERC Salt	\$460.00
	E	01	100	810	000	305	299
						ES Salt	\$560.00
	E	01	128	810	000	305	299
						MS Salt	\$660.00
	E	01	300	810	000	305	299
						HS Salt	\$660.00
	PO#:	50685	Voucher #:	114348	Invoice	Invoice No:	0000200-0000205
							<b>Paid Amt: \$8,390.00</b>
							<b>Check Amount: \$8,390.00</b>
							<b>Vendor Total: \$8,390.00</b>
<b>24254</b>							
HOLIDAY CREDIT OFFICE							
		0717	001		105345		
	E	01	005	790	733	440	000
						Regular	\$20.93
	E	01	005	810	000	440	000
						Tractor/Mower/Pickup	\$226.56
	PO#:		Voucher #:	114444	Invoice	Invoice No:	Jan 2021
							<b>Paid Amt: \$247.49</b>
							<b>Check Amount: \$247.49</b>
<b>2329</b>							
HOVICK, NICK							
		0717	001		105373		
	E	01	300	294	000	305	306
						BBB Official 2/12/21	\$123.00
	PO#:		Voucher #:	114500	Invoice	Invoice No:	BBB Official
							<b>Paid Amt: \$123.00</b>
							<b>Check Amount: \$123.00</b>
							<b>Vendor Total: \$123.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5353 INCUBATE TO INOVATE, LLC							
		0717	001		105399		
		E 01	005	640	316	305	000
		Science Standards Work Balance					\$750.00
		PO#: 50528	Voucher #:	114549	Invoice	Invoice No:	1123
							2/26/2021
							Paid Amt: \$750.00
							Check Amount: \$750.00
							Vendor Total: \$750.00
5487 ISD 277							
		0717	001		105400		
		E 01	300	291	000	369	372
		Speech-Westonka MS/Jr High Tournament 2/18					\$96.00
		PO#: 50805	Voucher #:	114550	Invoice	Invoice No:	Speech Meet
							2/26/2021
							Paid Amt: \$96.00
							Check Amount: \$96.00
							Vendor Total: \$96.00
26302 JANS, ANNE							
		0717	001		105321		
		E 01	300	331	830	433	000
		1/31/21 Baking&Pastry Supplies					\$105.93
		E 01	300	331	830	433	000
		1/31/21 Foods Equipment					\$57.77
		E 01	300	331	830	433	000
		1/28/21 Baking&Pastry Equipment					\$91.36
		PO#: 50690	Voucher #:	114351	Invoice	Invoice No:	Reimbursement
							2/5/2021
		E 01	300	211	000	401	217
		Walmart 12/17/20					\$24.82
		E 01	300	211	000	401	217
		Joann 12/13/20					\$57.47
		E 01	300	211	000	401	217
		Joann 12/14/20					\$91.44
		E 01	300	211	000	401	217
		Joann 12/14/20					\$54.97
		PO#: 50779	Voucher #:	114369	Invoice	Invoice No:	Reimbursement
							2/5/2021
							Paid Amt: \$228.70
							Check Amount: \$483.76
							Vendor Total: \$483.76
3279 JAYBA							
		0717	001		105374		
		R 04	000	505	321	050	515
		Baseball Tryouts Registration Proceeds					\$1,078.00
		PO#: 50779	Voucher #:	114505	Invoice	Invoice No:	Baseball Tryouts
							2/19/2021
							Paid Amt: \$1,078.00
							Check Amount: \$1,078.00
							Vendor Total: \$1,078.00
28855 JOE & SON'S SHEET METAL, INC.							
		0717	001		105322		
		E 01	128	810	000	350	272
		Fix Hood on CERC Roof-Materials					\$405.38
		E 01	128	810	000	350	272
		Fix Hood on CERC Roof-Labor					\$583.00
		PO#: 50614	Voucher #:	114350	Invoice	Invoice No:	29231
							2/5/2021
							Paid Amt: \$988.38
							Check Amount: \$988.38
							Vendor Total: \$988.38

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>24970</b>							
JORDAN ACE HARDWARE							
		0717	001		105346		
		E 04	005	505	321 401 000	CE	Check
		E 01	100	810	000 350 274	ES In House Repairs	\$41.97
		E 01	300	810	000 350 274	HS In House Repairs	\$66.27
		E 01	005	810	000 350 274	District In House Repairs	\$50.12
		E 01	300	810	000 401 000	HS Maintenance Supplies	\$40.39
		E 01	128	810	000 401 000	MS Maintenance Supplies	\$20.57
		E 01	100	810	000 401 000	ES Maintenance Supplies	\$184.23
		E 01	300	212	000 430 000	HS Art	\$25.44
		E 01	300	255	000 430 000	Ind Tech Supplies	\$7.98
		E 01	005	850	000 350 000	District Rental	\$7.20
		E 01	300	294	000 401 326	Boys Soccer	\$166.07
		E 01	300	296	000 401 326	Girls Soccer	\$22.36
							\$22.37
<b>PO#:</b>		<b>Voucher #:</b>		<b>114442</b>	<b>Invoice No:</b>	<b>Dec 2020</b>	<b>2/11/2021</b>
							<b>Paid Amt: \$654.97</b>
							<b>Check Amount: \$654.97</b>
<b>25</b>							
		0717	001		105401		
		E 01	300	292	000 401 300	Athletic Complex	Check
		E 01	100	810	000 350 274	ES In House Repairs	\$71.97
		E 01	300	810	000 350 274	HS In House Repairs	\$96.58
		E 01	128	810	000 350 274	MS In House Repairs	\$103.65
		E 01	005	810	000 350 274	District In House Repairs	\$97.38
		E 01	005	810	000 350 274	Vehicle/Grounds Equip Repair	\$19.99
		E 01	300	292	000 401 317	Nordic Ski	\$0.70
							\$4.79
<b>PO#:</b>		<b>Voucher #:</b>		<b>114551</b>	<b>Invoice No:</b>	<b>Jan 2021</b>	<b>2/26/2021</b>
							<b>Paid Amt: \$395.06</b>
							<b>Check Amount: \$395.06</b>
							<b>Vendor Total: \$1,050.03</b>
<b>29171</b>							
JORDAN AREA FOOD SHELF							
		0717	001		105375		
		E 18	100	298	301 899 000	Jan 2021 Mightcause Donation	Check
							\$45.00
<b>PO#:</b>	50780	<b>Voucher #:</b>		<b>114504</b>	<b>Invoice No:</b>	<b>Donation</b>	<b>2/19/2021</b>
							<b>Paid Amt: \$45.00</b>
							<b>Check Amount: \$45.00</b>
							<b>Vendor Total: \$45.00</b>
<b>4179</b>							
JORDAN BASKETBALL ASSOCIATION							
		0717	001		105347		
		R 04	000	505	321 050 515	JBA GBB Proceeds 2/6-7, 2021	Check
							\$11,200.00
<b>PO#:</b>	50736	<b>Voucher #:</b>		<b>114456</b>	<b>Invoice No:</b>	<b>JBA Girls Tourney</b>	<b>2/11/2021</b>
							<b>Paid Amt: \$11,200.00</b>
							<b>Check Amount: \$11,200.00</b>
							<b>Vendor Total: \$11,200.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>1920 JORDAN DOLLARS FOR SCHOLARS</b>					
	0717	001	105323		
	E 01	100 203 000 401 942	SCHOLARSHIPS		Check
	E 01	128 211 000 401 934	SCHOLARSHIPS	\$333.33	
	E 01	300 211 000 401 933	SCHOLARSHIPS	\$333.33	
	E 01	300 211 000 401 933	SCHOLARSHIPS	\$333.34	
PO#: 50699	Voucher #:	114371 Invoice	Invoice No: EMJ Scholarships	2/5/2021	
				<b>Paid Amt: \$1,000.00</b>	
				<b>Check Amount: \$1,000.00</b>	
				<b>Vendor Total: \$1,000.00</b>	
<b>25144 JORDAN INDEPENDENT</b>					
	0717	001	105324		
	E 01	005 110 000 489 000	1 Year-FY21 Subscription Renewal	\$48.00	Check
PO#: 50564	Voucher #:	114349 Invoice	Invoice No: 2001417	2/5/2021	
				<b>Paid Amt: \$48.00</b>	
				<b>Check Amount: \$48.00</b>	
				<b>Vendor Total: \$48.00</b>	
<b>2914 KORTENHOF, JILL</b>					
	0717	001	105376		
	E 01	300 292 000 305 294	Dance Judge 2/16/21	\$59.00	Check
PO#: 50669	Voucher #:	114506 Invoice	Invoice No: Dance Official	2/19/2021	
				<b>Paid Amt: \$59.00</b>	
				<b>Check Amount: \$59.00</b>	
				<b>Vendor Total: \$59.00</b>	
<b>4171 KRAMLINGER PIANO SERVICE</b>					
	0717	001	105325		
	E 01	300 258 000 350 000	Band	\$145.00	Check
	E 01	300 259 000 350 000	Choir	\$145.00	
PO#: 50671	Voucher #:	114352 Invoice	Invoice No: 1/27/21	2/5/2021	
				<b>Paid Amt: \$290.00</b>	
				<b>Check Amount: \$290.00</b>	
				<b>Vendor Total: \$290.00</b>	
<b>5485 LANZ, SYDNEY</b>					
	0717	001	105377		
	E 01	300 292 000 305 294	Dance Judge 2/16/21	\$89.00	Check
PO#: 50671	Voucher #:	114508 Invoice	Invoice No: Dance Official	2/19/2021	
				<b>Paid Amt: \$89.00</b>	
				<b>Check Amount: \$89.00</b>	
				<b>Vendor Total: \$89.00</b>	
<b>5489 LEASURE, KIM</b>					
	0717	001	105402		
	R 01	300 292 000 052 320	E. Labatte FY20 Boys Track	\$150.00	Check
PO#: 50671	Voucher #:	114571 Invoice	Invoice No: Refund	2/26/2021	
				<b>Paid Amt: \$150.00</b>	
				<b>Check Amount: \$150.00</b>	
				<b>Vendor Total: \$150.00</b>	

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
01372		LEHNEN, BARB	0717	001	105326			
		E 02 005 770 701 820 000					Check	
		Cooks SNA Membership FY21					\$53.50	
	PO#: 50667	Voucher #:	114353	Invoice	Invoice No: Reimbursement	2/15/2021		
							Paid Amt: \$53.50	
							Check Amount: \$53.50	
							Vendor Total: \$53.50	
5486		LITCHFIELD HIGH SCHOOL	0717	001	105403			
		R 01 300 292 000 060 000					Check	
		Dance Meet Tickets					\$21.00	
	PO#: 50797	Voucher #:	114552	Invoice	Invoice No: WCC Kick Meet	2/26/2021		
							Paid Amt: \$21.00	
							Check Amount: \$21.00	
							Vendor Total: \$21.00	
5478		MALISOW, LAUREN	0717	001	105378			
		E 01 300 292 000 305 294					Check	
		Dance Judge 2/16/21					\$89.00	
	PO#: 50833	Voucher #:	114509	Invoice	Invoice No: Dance Official	2/19/2021		
							Paid Amt: \$89.00	
							Check Amount: \$89.00	
							Vendor Total: \$89.00	
1919		MASA	0717	001	105404			
		E 01 005 020 000 366 000					Check	
		2021 MASA Virtual Spring Conference-Ranae C					\$149.00	
	PO#: 50833	Voucher #:	114556	Invoice	Invoice No: 21-13644	2/26/2021		
							Paid Amt: \$149.00	
							Check Amount: \$149.00	
							Vendor Total: \$149.00	
23240		MASBO	0717	001	105405			
		E 01 005 110 000 366 000					Check	
		Tax Levy Workshop A. Hafemann 9/10/20					\$50.00	
	PO#: 50833	Voucher #:	114557	Invoice	Invoice No: 3456700	2/26/2021		
							Paid Amt: \$50.00	
							Check Amount: \$50.00	
							Vendor Total: \$50.00	
5099		MINNEAPOLIS ATHENA AWARDS	0717	001	105406			
		E 01 300 292 000 820 300					Check	
		2021 Athena Award-Annual Participation Fee					\$100.00	
	PO#: 50651	Voucher #:	114554	Invoice	Invoice No: 2020-2021	2/26/2021		
							Paid Amt: \$100.00	
							Check Amount: \$100.00	
							Vendor Total: \$100.00	

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3967 MINNESOTA VALLEY ELECTRIC COOPERATIVE</b>					
	0717	001	105407		
		E 01 005 810 000 330 201	Ball Field Lights		
PO#:	Voucher #:	114555	Invoice No: 2/18/21	2/26/2021	
					\$10.74
					Paid Amt: \$10.74
					Check Amount: \$10.74
					Vendor Total: \$10.74
<b>4157 MISENER, DENNY</b>					
	0717	001	105408		
		E 01 300 294 000 305 306	BBB Official 2/23/21		
PO#:	Voucher #:	114560	Invoice No: BBB Official	2/26/2021	
					\$123.00
					Paid Amt: \$123.00
					Check Amount: \$123.00
					Vendor Total: \$123.00
<b>4997 MN COMMUNITY ED ASSN</b>					
	0717	001	105409		
		E 04 005 505 321 366 000	Comm Ed virtual conference 2/17-2/18/21		
PO#:	Voucher #:	114559	Invoice No: 00006230	2/26/2021	
					\$120.00
					Paid Amt: \$120.00
					Check Amount: \$120.00
					Vendor Total: \$120.00
<b>18835 MN SOUTH CENTRAL SERVICE COOP.</b>					
	0717	001	105327		
		E 01 300 298 000 369 373	Knowledge bowl registration		
PO#:	Voucher #:	114354	Invoice No: Knowledge Bowl	2/15/2021	
		E 01 005 865 352 305 000	EMS-Dec 2020 IEA		
PO#:	Voucher #:	114360	Invoice No: 20142	2/15/2021	
					\$245.00
					Paid Amt: \$245.00
					Check Amount: \$282.28
					Paid Amt: \$282.28
					Check Amount: \$527.28
					Vendor Total: \$527.28
<b>10857 MN STATE HIGH SCHOOL LEAGUE</b>					
	0717	001	105411		
		E 01 300 292 000 820 300	2020-2021 Dues Installment 2		
PO#:	Voucher #:	114553	Invoice No: Installment #2	2/26/2021	
					\$4,500.00
					Paid Amt: \$4,500.00
					Check Amount: \$4,500.00
					Vendor Total: \$4,500.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>2184</b>							
MOUND WESTONKA HIGH SCHOOL							
		0717	001	E	01 300 291 000 369 372	105328	Check
					Invoice No: Speech Meet Fee		
					2/5/2021		
					Speech fees-Virtual Speech Competition		
							\$96.00
							<b>Paid Amt: \$96.00</b>
							<b>Check Amount: \$96.00</b>
							<b>Vendor Total: \$96.00</b>
<b>5473</b>							
MOWER-GULDEN, HOLLY							
		0717	001	E	01 005 010 000 401 000	105339	Check
					Invoice No: Board Appreciation		
					2/8/2021		
					Cookies		
							\$28.00
							<b>Paid Amt: \$28.00</b>
							<b>Check Amount: \$28.00</b>
							<b>Vendor Total: \$28.00</b>
<b>27076</b>							
NEW PRAGUE HIGH SCHOOL							
		0717	001	E	01 300 291 000 369 372	105348	Check
					Invoice No: Speech Meet		
					2/11/2021		
					Speech fees-Virtual Speech Competition		
							\$90.00
							<b>Paid Amt: \$90.00</b>
							<b>Check Amount: \$90.00</b>
							<b>Vendor Total: \$90.00</b>
<b>3860</b>							
NEY NATURE CENTER							
		0717	001	E	04 005 505 321 305 515	105412	Check
					Invoice No: 2/1/21		
					2/26/2021		
					Nordic Ski Club class Winter 2020-2021		
							\$60.00
							<b>Paid Amt: \$60.00</b>
							<b>Check Amount: \$60.00</b>
							<b>Vendor Total: \$60.00</b>
<b>5340</b>							
OFFICE OF MNIT SERVICES							
		0717	001	E	01 005 211 000 358 000	105349	Check
					Invoice No: W20120709		
					2/11/2021		
					General Ed Translation		
							\$155.68
							\$6.95
							<b>Paid Amt: \$162.63</b>
							<b>Check Amount: \$162.63</b>
							<b>Vendor Total: \$162.63</b>
<b>5472</b>							
OLIVER, JOSEPH							
		0717	001	E	01 300 296 000 305 306	105350	Check
					Invoice No: GBB Official		
					2/11/2021		
					GBB Official 2/5/21		
							\$123.00
							<b>Paid Amt: \$123.00</b>
							<b>Check Amount: \$123.00</b>
							<b>Vendor Total: \$123.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>5471</b>						
PATTERSON, JAMES						
	0717	001	105329		Check	
	E 01	300 294 000 305 306		BBB Official 2/2/21		\$123.00
PO#:	Voucher #:	114373	Invoice	Invoice No: BBB Official		Paid Amt: \$123.00 Check Amount: \$123.00
						<b>Vendor Total: \$123.00</b>
<b>27434</b>						
PETERS, AMY						
	0717	STUD	1874		Check	
	E 27	300 298 301 401 971		Reimbursement for Subway for the grup who we		\$225.14
PO#:	Voucher #:	114539	Invoice	Invoice No: Reimbursement		Paid Amt: \$225.14
	E 27	300 298 301 401 964		Concord Theatricals - Brigh,Apple, Curch Off Br		\$14.80
	E 27	300 298 301 401 964		Brooklyn Publishers Dwarf in Tights		\$8.75
	E 27	300 298 301 401 964		Brooklyn Publishers - Too Late for Sorry		\$14.50
	E 27	300 298 301 401 964		Brooklyn Publishers - Stars		\$8.75
	E 27	300 298 301 401 964		Shipping		\$10.00
PO#:	Voucher #:	114540	Invoice	Invoice No: Reimbursement		Paid Amt: \$56.80 Check Amount: \$281.94
						<b>Vendor Total: \$281.94</b>
<b>5477</b>						
PIKET, JOSEPH						
	0717	001	105379		Check	
	E 01	300 294 000 305 306		BBB Official 2/12/21		\$123.00
PO#:	Voucher #:	114510	Invoice	Invoice No: BBB Official		Paid Amt: \$123.00 Check Amount: \$123.00
						<b>Vendor Total: \$123.00</b>
<b>25684</b>						
PRIOR LAKE HIGH SCHOOL SPEECH						
	0717	001	105330		Check	
	E 01	300 291 000 369 372		Speech fees-Virtual Speech Competition		\$182.00
PO#:	Voucher #:	114356	Invoice	Invoice No: Speech Meet Fee		Paid Amt: \$182.00 Check Amount: \$182.00
						<b>Vendor Total: \$182.00</b>
<b>11072</b>						
RADERMACHER FOODS INC.						
	0717	001	105380		Check	
	E 01	100 810 000 401 000		ES Maintenance		\$2.30
	E 01	300 212 000 430 000		HS Art		\$5.30
	E 01	300 331 830 433 000		HS Foods		\$45.97
	E 01	300 050 000 401 000		HS Supplies		\$5.67
	E 01	128 250 000 490 000		JMS FACS Food		\$60.41
	E 01	128 250 000 430 000		JMS FACS Instructional		\$16.26



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>24638 REGION V COMPUTER SERVICES</b>					
	0717	001	105332		
	E 01	005 110	302 316 000	FY21 3rd Quarter Membership Fee-Oper Capita	\$1,390.55
	E 01	005 110	000 316 000	FY21 3rd Quarter Membership Fee-Region V Uj	\$5,562.20
<b>PO#: 50571</b>	<b>Voucher #:</b>	<b>114357</b>	<b>Invoice No:</b>	<b>13817</b>	
	0717	001	105415		
	E 01	005 110	000 401 000	W-2/1095/1099 Envelopes	\$31.00
<b>PO#: 50731</b>	<b>Voucher #:</b>	<b>114563</b>	<b>Invoice No:</b>	<b>13956</b>	
				2/26/2021	
<b>Paid Amt: \$6,952.75</b>					<b>Check Amount: \$6,952.75</b>
<b>26128 RIDGES AT SAND CREEK</b>					
	0717	001	105416		
	E 01	005 020	000 401 000	2/9/21 & 2/22/21-2021 Board & Admin. Retreats	\$862.43
<b>PO#: 50836</b>	<b>Voucher #:</b>	<b>114565</b>	<b>Invoice No:</b>	<b>22321</b>	
				2/26/2021	
<b>Paid Amt: \$862.43</b>					<b>Check Amount: \$862.43</b>
<b>Vendor Total: \$862.43</b>					
<b>5475 ROCHA-LANDKAMMER, TIFFANY</b>					
	0717	001	105382		
	E 01	300 292	000 305 294	Dance Judge 2/16/21	\$59.00
<b>PO#: 50648</b>	<b>Voucher #:</b>	<b>114507</b>	<b>Invoice No:</b>	<b>Dance Official</b>	
				2/19/2021	
<b>Paid Amt: \$59.00</b>					<b>Check Amount: \$59.00</b>
<b>Vendor Total: \$59.00</b>					
<b>5466 ROCHESTER JOHN MARSHALL HIGH SCHOOL</b>					
	0717	001	105352		
	E 01	300 291	000 369 372	Virtual Speech Competition	\$138.00
<b>PO#: 50648</b>	<b>Voucher #:</b>	<b>114449</b>	<b>Invoice No:</b>	<b>Speech Meet</b>	
				2/11/2021	
<b>Paid Amt: \$138.00</b>					<b>Check Amount: \$138.00</b>
<b>Vendor Total: \$138.00</b>					
<b>27005 RYAN, SCOTT</b>					
	0717	001	105353		
	E 01	300 296	000 305 306	GBB Official 2/5/21	\$123.00
<b>PO#: 50648</b>	<b>Voucher #:</b>	<b>114450</b>	<b>Invoice No:</b>	<b>GBB Official</b>	
				2/11/2021	
<b>Paid Amt: \$123.00</b>					<b>Check Amount: \$123.00</b>
<b>Vendor Total: \$123.00</b>					

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>27005 RYAN, SCOTT</b>					
	0717	001	105383		
		E 01 300 294 000 305 306	2/12/21		
PO#:	Voucher #:	114511 Invoice	Invoice No: BBB Official	2/19/2021	
					\$123.00
					Paid Amt: \$246.00
					Check Amount: \$246.00
					Vendor Total: \$369.00
<b>1695 SCHEERHOORN, MEGAN</b>					
	0717	001	105333		
		R 04 000 505 321 050 515	Little League Refund		
PO#:	Voucher #:	114361 Invoice	Invoice No: Refund	2/15/2021	
					\$30.00
					Paid Amt: \$30.00
					Check Amount: \$30.00
					Vendor Total: \$30.00
<b>25338 SCOTT COUNTY TREASURER</b>					
	0717	001	105417		
		E 01 005 730 000 379 000	4th Quarter Non-Billable Therapist		
PO#:	Voucher #:	114566 Invoice	Invoice No: 22394-8	2/26/2021	
					\$3,951.13
					Paid Amt: \$3,951.13
					Check Amount: \$3,951.13
					Vendor Total: \$3,951.13
<b>10214 SOUTHWEST METRO INTERMEDIATE DISTRICT</b>					
	0717	001	105384		
		E 01 998 211 000 390 000	Godfrey		
		E 01 998 211 000 390 000	Klegstad		
PO#:	Voucher #:	114517 Invoice	Invoice No: 2784	2/19/2021	
		E 01 998 211 000 390 000	Johnson		
		E 01 998 211 000 390 000	Morin		
		E 01 998 211 000 390 000	Zwach		
		E 01 998 211 000 390 000	Floyd		
PO#:	Voucher #:	114518 Invoice	Invoice No: 2803	2/19/2021	
					\$5,437.01
					\$11,006.63
					\$4,906.57
					\$11,006.63
					Paid Amt: \$6,472.80
					Check Amount: \$6,472.80
					Vendor Total: \$38,829.64
<b>5481 ST JAMES YOUTH BASKETBALL ASSN</b>					
	0717	001	105385		
		R 04 000 505 321 050 515	BBB Holiday Tournament Refund-Feb-20-21, 20		
PO#:	Voucher #:	114516 Invoice	Invoice No: Refund	2/19/2021	
					\$275.00
					Paid Amt: \$275.00
					Check Amount: \$275.00
					Vendor Total: \$275.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
25711 STAR GROUP, LLC/NAPA AUTO PARTS							
	0717	001	105334				
	E 01	005	810	000 350 200	Blstr PK Miniatures	\$6.60	
PO#: 50696	Voucher #:	114366	Invoice	Invoice No: 789672	2/15/2021	Paid Amt: \$6.60	Check Amount: \$6.60
	0717	001	105386				
	E 01	005	810	000 350 200	Tool Cat Repair Supplies-Blistar Pack Capsules	\$26.38	
PO#: 50774	Voucher #:	114519	Invoice	Invoice No: 791673	2/19/2021	Paid Amt: \$26.38	
PO#: 50774	Voucher #:	114520	Invoice	Invoice No: 790448	2/19/2021	Paid Amt: \$6.29	
PO#: 50774	Voucher #:	114521	Invoice	Invoice No: 790448	2/19/2021	Paid Amt: \$4.99	
PO#: 50774	Voucher #:	114522	Invoice	Invoice No: 790459	2/19/2021	Paid Amt: \$6.29	
						Paid Amt: \$43.95	Check Amount: \$43.95
						Vendor Total:	\$50.55
5153 SULLIVAN, THOMAS							
	0717	001	105335				
	E 01	300	296	000 305 306	GBB Official 1/29/21	\$123.00	
PO#:	Voucher #:	114363	Invoice	Invoice No: GBB Official	2/15/2021	Paid Amt: \$123.00	Check Amount: \$123.00
						Vendor Total:	\$123.00
3364 SWANSON, DAR							
	0717	001	105387				
	E 01	300	292	000 305 294	Dance Kick Counter 2/16/21	\$31.50	
PO#:	Voucher #:	114515	Invoice	Invoice No: Dance Official	2/19/2021	Paid Amt: \$31.50	Check Amount: \$31.50
						Vendor Total:	\$31.50
4283 SWANSON/JESSI							
	0717	001	105336				
	B 02	230	000		Lunch Account Refund FY21	\$56.95	
PO#:	Voucher #:	114362	Invoice	Invoice No: Lunch Account Refund	2/15/2021	Paid Amt: \$56.95	Check Amount: \$56.95
						Vendor Total:	\$56.95

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4922 T MOBILE							
		0717	001	001	105354		Check
		E 01	005	630	000 320 000	Hot Spot Service 12/21/20-1/20/21	\$2,772.00
	PO#: 50672	Voucher #:	114451	Invoice	Invoice No: 963842030	2/11/2021	
							<b>Paid Amt: \$2,772.00</b>
							<b>Check Amount: \$2,772.00</b>
							<b>Vendor Total: \$2,772.00</b>
4700 TEACHERS ON CALL							
		0717	001	001	105337		Check
		E 01	128	640	316 305 999	JMS-Substitute Expense W/E 1/22/21	\$348.30
		E 01	128	400	000 307 999	JMS SPED-Substitute Expense W/E 1/22/21	\$87.08
	PO#: 50670	Voucher #:	114364	Invoice	Invoice No: 121819	2/15/2021	
		E 01	300	211	000 394 999	JHS-Substitute Expense W/E 1/15/21	\$696.60
	PO#: 50664	Voucher #:	114365	Invoice	Invoice No: 121543	2/15/2021	
							<b>Paid Amt: \$696.60</b>
							<b>Paid Amt: \$696.60</b>
							<b>Check Amount: \$1,131.98</b>
50730 TEACHERS ON CALL							
		0717	001	001	105355		Check
		E 01	128	211	000 394 999	MS	\$174.15
		E 01	128	640	316 305 999	MS Staff Dev	\$348.30
		E 01	128	400	000 307 999	MS SPED Non Licensed	\$174.16
		E 04	005	582	344 394 999	ECFE	\$984.69
		E 01	100	203	000 394 999	ES	\$174.15
	PO#: 50730	Voucher #:	114452	Invoice	Invoice No: 121981	2/11/2021	
							<b>Paid Amt: \$1,855.45</b>
							<b>Check Amount: \$1,855.45</b>
50753 TEACHERS ON CALL							
		0717	001	001	105388		Check
		E 01	100	203	000 394 999	ES	\$435.38
		E 01	300	211	000 394 999	HS	\$174.15
		E 01	128	211	000 394 999	MS	\$348.30
		E 01	128	640	316 305 999	MS Staff Dev	\$435.38
		E 01	128	402	740 307 999	MS SPED Para	\$67.52
		E 01	128	400	000 307 999	MS SPED Unlicensed	\$261.23
	PO#: 50753	Voucher #:	114523	Invoice	Invoice No: 122204	2/19/2021	
							<b>Paid Amt: \$1,721.96</b>
							<b>Check Amount: \$1,721.96</b>
50418 TEACHERS ON CALL							
		0717	001	001	105418		Check
		E 01	100	400	000 307 999	ES Non Licensed SPED	\$87.08
		E 01	128	211	000 394 999	MS	\$696.60
		E 01	128	640	316 305 999	MS Staff Dev	\$348.30
		E 01	100	203	000 394 999	ES	\$1,219.05
		E 01	128	402	740 307 999	MS DCD SPED	\$135.04
		E 01	128	408	740 307 999	MS EBD SPED	\$130.82
		E 01	128	411	740 307 999	MS ASD SPED	\$206.78

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4700</b> TEACHERS ON CALL					
	0717	001	105418		
	E 01	128 211 000 394 999	MS		Check
	E 01	128 400 000 307 999	MS Non Licensed SPED		\$174.15
PO#: 50802	Voucher #:	114568 Invoice	Invoice No: 122425	2/26/2021	\$87.08
					<b>Paid Amt: \$3,084.90</b>
					<b>Check Amount: \$3,084.90</b>
					<b>Vendor Total: \$7,794.29</b>
<b>26683</b> TWIN CITY GARAGE DOOR					
	0717	001	105419		
	E 01	300 810 000 350 272	Service-HS Kitchen Fire Door Repair		Check
	E 01	300 810 000 350 272	Shop Supplies-HS Kitchen Fire Door Repair		\$187.50
PO#: 50788	Voucher #:	114567 Invoice	Invoice No: Z166835	2/26/2021	\$25.00
					<b>Paid Amt: \$212.50</b>
					<b>Check Amount: \$212.50</b>
					<b>Vendor Total: \$212.50</b>
<b>4615</b> VARSITY ATHLETIC					
	0717	001	105420		
	E 01	300 292 000 401 300	Skiing		Check
	E 01	300 292 000 401 300	Robotics		\$19.50
	E 04	005 505 321 401 514	Rifles Crossed		\$19.50
	E 01	300 292 000 401 300	Small Service Bar		\$78.00
	E 04	005 505 321 401 518	Bass Fishing		\$9.75
	E 01	300 292 000 401 300	Shipping		\$12.50
	E 04	005 505 321 401 518	Shipping		\$6.25
	E 04	005 505 321 401 514	Shipping		\$6.25
PO#: 50711	Voucher #:	114570 Invoice	Invoice No: 27284	2/26/2021	
					<b>Paid Amt: \$171.25</b>
					<b>Check Amount: \$171.25</b>
					<b>Vendor Total: \$171.25</b>
<b>1479</b> VISTA OUTDOOR INC					
	0717	001	105338		
	E 04	005 505 321 401 514	Spring Trap 12/15/20-1/29/21 ammunition progr.		Check
PO#: 50621	Voucher #:	114346 Invoice	Invoice No: Youth Shotgun	2/5/2021	\$5,620.00
					<b>Paid Amt: \$5,620.00</b>
					<b>Check Amount: \$5,620.00</b>
					<b>Vendor Total: \$5,620.00</b>
<b>5479</b> WEEGMAN, TRICIA					
	0717	001	105389		
	E 01	300 292 000 305 294	Dance Tabulator 2/16/21		Check
PO#: 50621	Voucher #:	114524 Invoice	Invoice No: Dance Official	2/19/2021	\$74.00
					<b>Paid Amt: \$74.00</b>
					<b>Check Amount: \$74.00</b>
					<b>Vendor Total: \$74.00</b>

### Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5087		WORM, ANITA	0717	001	105421		
				E 02	100 770 701 401 000	10/31/21 Shoes	Check
				114569	Invoice	Invoice No: Reimbursement	
	PO#: 50792	Voucher #:				2/26/2021	
							Paid Amt: \$59.99
							Check Amount: \$59.99
							Vendor Total: \$59.99
							Report Total: \$240,476.52

**Jordan Public Schools**  
**Detail Payment Register By Vendor**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$214,600.67
02 Food Service Fund	\$545.75
04 Community Education	\$25,003.16
18 Custodial Fund	\$45.00
27 Student Activity Accounts	\$281.94
<b>Report Total</b>	<b>\$240,476.52</b>

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Jordan Public Schools ISD 717 gratefully accepts the following donations as identified below:

<b>Donor</b>	<b>Designated Purpose</b>	<b>Amount / Item(s)</b>
Cliff Klehr	JPS Band Program	Flute
Mighty Cause	Food Shelf	\$45.00
Marilyn Cepress	Band Dept.	\$50.00
MN Valley Electric Trust	MS Backpack Program	\$500.00

The vote on adoption of the Resolution was as follows:

Aye: \_\_\_\_\_

\_\_\_\_\_

Nay: \_\_\_\_\_

Absent: \_\_\_\_\_

Whereupon, said Resolution was declared duly adopted.

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

JORDAN DISTRICT SCHOOLS  
POLICY

*Adopted: August 2nd, 2016*

*Revised: March 8th, 2021*

**432 RETURN TO WORK POLICY**

**I. PURPOSE**

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

**II. SCOPE**

This program applies to all employees who sustain an occupational illness or injury. Employees will receive assignments upon availability.

**III. DEFINITIONS**

- 1. Occupational Illness/Injury:** For the purpose of this program, an occupational injury or illness means an injury or disease arising out of the employment with the Jordan School District and compensable under the workers' compensation laws of the State of Minnesota.
- 2. Temporary Totally Disabled (TTD):** An employee who is temporarily totally disabled is one who is medically incapable of performing any work.
- 3. Temporary Partially Disabled (TPD):** An employee who is temporarily partially disabled is one who is medically capable of performing some occupational function within their physician's medical restrictions.
- 4. Transitional Duty:** Is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though Jordan District Schools permits multiple 90-day assignments back-to-back if medically warranted.

5. **Alternate Duty:** Is a part of Jordan School District's Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

#### IV. GOAL

1. To provide work for employees with job related injuries or illnesses that restrict their ability to perform the essential functions of their regular.
2. To assist employees in the transition from injury or illness to recovery while continuing to be a productive part of the workforce.
3. To prevent the deterioration of employees' work skills, health, and attitude that may result from prolonged work absence.
4. To demonstrate the district's commitment to employee recovery.
5. To minimize the loss of productivity.

#### V. ROLES AND RESPONSIBILITIES

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

1. Employer/Administration Roles and Responsibilities
  - a. Develop a written policy with clear defined procedure (that is signed by top management).
  - b. Hold all managers/supervisors/employees accountable for their participation in the program.
  - c. Select a Return to Work Coordinator.
  - d. Inform the insured and healthcare providers that the Jordan School District has a Return to Work Program.
2. Return to Work Coordinator Responsibilities
  - a. Understand and promote RTW (disability management) program
  - b. Monitor progress of the returning injured/ill employees to work and monitor problems that may occur to ensure that they are addressed.
  - c. If an employee is released to work with restrictions that prohibit a return to regular job duties, identify temporary, transitional work opportunities that meet the physician's restrictions.

- d. Notify the employee if temporary, transitional work is available and send a copy of the job offer to the claims adjuster.
  - e. Notify the claims adjuster of the employee's acceptance or rejection of temporary, transitional work.
  - f. Document the temporary, transitional work duties to show compliance with the physician's restrictions.
  - g. Review any needed accommodations with Administration and the supervisor prior to the injured worker starting work.
3. Manager/Supervisor Responsibilities
- a. Understand and support the district's written policies/procedures.
  - b. Complete accident investigation as soon as possible after the injury and forward report to the RTW Coordinator.
  - c. Meet with the RTW Coordinator and employee to review the restrictions from the provider and identify accommodations or temporary, transitional work assignments.
  - d. Maintain daily/weekly contact with the employee.
  - e. Assure that the employee does not exceed work restrictions.
  - f. Provide the employee with an employee claim form and complete the supervisor's report form.
4. Employee Responsibilities
- a. Follow procedures for reporting all injuries and illnesses immediately.
  - b. Communicate with managers/supervisors about your ability to return to work.
  - c. Cooperate with the medical provider regarding ability to return to work.
  - d. Work within the physical capabilities outlined in the temporary, transitional work plan by the medical provider.
  - e. Support coworkers and provide a positive environment when injured employees return to transitional positions.
  - f. Abide by the work/safety rules at the location of the temporary, transitional work assignment.

## **VI. PROCEDURES**

1. Post-Injury Procedure
  - a. Immediately following an injury send the employee for medical treatment to an approved medical provider.
  - b. Immediately following an injury complete an accident investigation form.
  - c. Report the claim by phone, fax or email within 24 hours, so handling of the claim can begin in a timely manner.
  - d. Contact the Return to Work Coordinator and forward the accident investigation documents.
  - e. Provide an Information Packet to the physician's office at the time of the initial visit. The prepared packet should include:
    - 1) Letter to the treating physician explaining the return to work program in place, providing information and identifying an employer contact
    - 2) Description of the injured worker's regular job, including job duties
    - 3) Physician's Return to Work Status (Return to Work Capabilities) Form: It is critical to know the work restrictions that may be placed on an injured worker by the physician.
    - 4) Temporary, Transitional Work Job Assignment
  - f. The Return to Work Status Form should immediately be emailed to the Return to Work Coordinator for review and placement determination.
  - g. Administration will review restrictions and review the temporary, transitional work assignment.
  - h. Once the temporary, transitional work assignment has been determined, the Return to Work Coordinator will contact the physician to review the position and get approval. Once approval has been received from the physician, the employee will be notified.
  - i. Inform the employee of the temporary, transitional work assignment and ask the employee to sign a "Transitional Offer of Employment" agreement. (See appendix C)
  - j. A temporary, transitional work assignment will be determined based on job analysis and the injured worker's work capabilities.

- k. The physician will be contacted regarding the position for verification and approval.
- l. The employee will be contacted regarding the position.
- m. The employee will have 3 days to accept the position after a work related injury.
- n. The RTW coordinator will contact the employee on day 3 to determine acceptance and provide instructions.
- o. Signed acceptance will be given to the employee's Supervisor/Manager.

2. Transitional Offer of Employment

- a. If the employee refuses to work in the return to work program, temporary disability benefits or industrial accident leave benefits may not be payable.
- b. The employee will be returned to work within the restrictions given by the physician with the first priority being to assign the employee to the same job observing the prescribed restrictions.
- c. If appropriate tasks cannot be found within the same job, the employee may be placed in another job that meets the prescribed restrictions.
- d. If the physician determines the employee is not able to perform the temporary, transitional/return to work tasks, the employee will be placed on leave until appropriate work can be assigned or the restrictions are lifted.
- e. Under the RTW Program, the Jordan School District does not intend to create long-term jobs for accommodation of permanent disability. The length of a temporary, transitional work assignment is based on several factors including medical recovery, compliance with medical treatment plan, physician input and availability of work. (See Appendix D for Transitional Work)

3. Monitoring of Temporary, Transitional Work Assignment

- a. The RTW Coordinator will assist the supervisor in maintaining weekly contact with employees while in temporary, transitional work assignments.
- b. The RTW Coordinator will assist the supervisors in monitoring the assignment for appropriateness and will contact administration if there are any issues.
- c. The claims adjuster and any other involved parties will be kept informed if any changes are necessary.

- d. The RTW Coordinator should evaluate the employee's status on a monthly basis. If the restrictions are short duration, the RTW Coordinator should evaluate the employee on a weekly basis.

4. Conclusion of Temporary, Transitional Work Assignments

- a. Temporary, transitional work assignments conclude when one of the following occurs:
  - 1) Upon receipt by the Jordan District Schools of a medical report stating the employee can return to regular duties.
  - 2) Upon receipt by the Jordan District Schools of medical report stating the employee can return to regular duties.
  - 3) Upon receipt by the Jordan District Schools of a medical report stating that the employee will be permanently unable to return to the job performed at the time of injury.
  - 4) The termination date specified in the "Transitional Offer of Employment" Agreement.

## APPENDIX A

### Return to Work Policy

The primary goal of Jordan District Schools #717 is to accommodate injured workers by identifying or modifying jobs to meet their physical capacities and allowing them to return to work as quickly and smoothly as possible. The district is committed to individualizing return to work programs based around the individual's physical capabilities and will review all task assignments regularly to ensure duties are appropriate.

We are committed to early return to work and recognize that it speeds up the recovery process and reduces the likelihood of permanent disability. Employees are expected to show the same commitment to the program by following the Return to Work Policy and all guidelines of the Return to Work Program. The Return to Work Program requires a team approach, so employees are expected to cooperate with the management team, supervisors and medical staff should they ever become injured and unable to perform their full job duties.

Prior to working on any job site, each employee is expected to have read the entire Return to Work Policy, which includes the following sections:

- Purpose
- Scope
- Definitions
- Goals
- Roles and Responsibilities
- Procedures

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Return to Work Policy.

I am aware of and have read the Jordan District School's Return to Work Policy, and I understand the requirements and expectations of me as an employee. Should I become injured or ill and unable to carry out my regular duties, whether it happens inside or outside the workplace, I fully recognize Jordan School District's expectations of me during my recovery.

I understand that if I choose not to participate in the Return to Work Program or follow this policy's guidelines, I may become ineligible for state worker's compensation benefits and, in some cases, my refusal may be grounds for termination.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX B**

**Return to Work Letter to Employee**

[Insert employee name and address]

RE: [Insert name]

Return to Work

[Insert date of injury]

Dear [Insert employee name],

As per our recent conversation, [insert physician's name] released you to return to modified duty work. Modified duties are available for you starting on [insert day of week], [insert date]. We expect you to begin work at [insert time]. Please report to [insert supervisor's name] in the [insert department].

During modified duty, your hours will be from [insert start time] to [insert end time] each day for a total of [number] of hours per week. Your wage will be \$[insert amount] per hour while you are on light duty work. We will coordinate your worker's compensation benefits with your wages for the hours that you work.

It is important to recognize that, as it states in Jordan School District's Return to Work Policy, you may jeopardize our workers' compensation benefits if you fail to report to modified duty work. Please contact me immediately if you have any questions, concerns or problems with these requirements.

Sincerely,

[Insert Supervisor name]

[Insert Supervisor title]

**APPENDIX C**

**Temporary, Transitional Work Job Agreement Letter**

My doctor has advised me that my physical activities at work are to be restricted on a temporary basis on my return to work for Jordan District Schools. I understand that these physical limitations are as follows:

By cosigning this agreement with me, my Manager/Supervisor acknowledges the above temporary restrictions and is able to temporarily modify my usual job or provide temporary alternative work for me as long as I continue with medical treatment. When my doctor assesses maximum medical improvement, any permanent restrictions imposed by my doctor will be used to evaluate my ability to meet the essential functions of my regular job.

I understand that it is my personal responsibility to follow my doctor's restrictions at all times, on the job and off. Therefore, if I am asked to perform a task at work which is outside the restrictions outlined above, I must notify my Manager/Supervisor immediately.

This agreement is in effect until \_\_\_\_\_, at which time I will return to Dr. \_\_\_\_\_ for recheck. After my appointment I will return to the District Office/RTW Coordinator with an updated list of restrictions or a full medical release.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treating Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D**

**Temporary, Transitional Work**

**APPENDIX E**

**Return to Work Capabilities Form to be Completed by Physician**

Patient Name:

---

Physician Name:

---

Date:

---

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

**508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

**I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

**II. GENERAL STATEMENT OF POLICY**

A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;
2. Observations of the student's tendency to regress over extended breaks in

instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

**Legal References:** Minn. Stat. § 125A.14 (Extended School Year)  
Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
34 C.F.R. Part 300 (IDEA Regulations)

**Cross References:**

**JORDAN PUBLIC SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

**516 STUDENT MEDICATION**

**I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

**II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

**III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medicines used at school in connection with services for which a

minor may give effective consent are not governed by this policy;

5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student; and
  - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
  
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain

relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- N. Procedure regarding Unclaimed drugs or medications.
1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
  2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
  3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.223 (Possession and use of Sunscreen)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education

Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

***Cross References:*** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

**523 POLICIES INCORPORATED BY REFERENCE**

**PURPOSE**

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 801	Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to

students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

*Legal References:*

*Cross References:*

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

**530 IMMUNIZATION REQUIREMENTS**

**I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

**II. GENERAL STATEMENT OF POLICY**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

**III. STUDENT IMMUNIZATION REQUIREMENTS**

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
  2. a medical statement, affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

## **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:
1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
  2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  3. review student health records to determine whether the required information has been provided; and
  4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, C, and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

## **VI. IMMUNIZATION RECORDS**

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

## **VII. OTHER**

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students

receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

- Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 121A.17 (School Board Responsibilities)  
Minn. Stat. § 144.29 (Health Records; Children of School Age)  
Minn. Stat. § 144.3351 (Immunization Data)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 144.442 (Testing in Schools)  
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)  
*McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)  
Op. Atty. Gen. 169-W (July 23, 1980)  
Op. Atty. Gen. 169-W (Jan. 17, 1968)
- Cross References:*** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school begins on [date]. Before your child, [name of child], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards and return the form to [name of school official], *before school begins*. By state law, we cannot allow [name of child] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact the District Nurse at 952-492-4232 to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [date], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact Ranae Case Evenson at 952-492-6200.

Thank you for your cooperation.

Respectfully,

Ranae Case Evenson

**SAMPLE LETTER B**

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school began today. To date, we have no immunization records for your child nor any record of a request for an exception. In order for your child, [name of child], to remain enrolled, we must receive proof that he/she has received immunization against a number of diseases as required by state law or that he/she qualifies for one of the statutory exceptions. By this letter, we wish to verify that our records concerning your child are accurate and complete.

Please submit a statement on the enclosed form to the Jordan District Nurse from a physician or a public clinic verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards. By state law, we cannot allow [name of child] to stay in school unless we have received proof that he/she has had the required immunizations or has satisfied one of the statutorily recognized exceptions.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact the Jordan District Nurse at 952-492-4232 to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If you have already submitted a statement to us, please indicate how the statement was submitted (i.e. hand-delivered, mailed), when it was delivered and to whom. It may be necessary for you to obtain a duplicate statement if the original cannot be found. If additional time to obtain a duplicate is required, please so indicate in your response.

If we do not receive proof of immunization or exception by [ten school days], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact Ranae Case Evenson at 952-492-6200.

Thank you for your cooperation.

Respectfully,

Ranae Case Evenson

530-6F

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]  
[Address]

Re: Non-Enrollment for Lack of Immunization Proof

Dear Parent:

We are sending your child, [name of child], home today because we have not yet received proof that he or she has received appropriate immunizations or is excepted therefrom. Minnesota law does not allow us to enroll an elementary or secondary school student without proof that the student has received the required immunizations or is excepted therefrom.

As we advised earlier, State law and School District policy allow for a thirty-day grace period and a ten-day due process period during which your child may attend school. Those grace periods have now expired.

[Name of child] may re-enroll as soon as we have received appropriate proof of immunizations. If you have any questions about the proof or the immunizations required, please contact the Jordan District Nurse at 952-492-4232 as soon as possible.

We look forward to having [name of child] back in school soon.

Respectfully,  
Ranae Case Evenson

*DISTRICT NOTES:*

Previous notices sent on \_\_\_\_\_ by \_\_\_\_\_  
Phone contacts on \_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ by \_\_\_\_\_

JORDAN PUBLIC SCHOOLS  
POLICY

*Adopted: December 14<sup>th</sup>, 2020*

*Revised: March 8<sup>th</sup>, 2021*

**535 SERVICE ANIMALS IN SCHOOLS**

**I. PURPOSE**

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

**II. GENERAL STATEMENT OF POLICY**

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

**III. DEFINITIONS**

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.

2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
3. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship are not “work or tasks” for the purposes of this policy.

D. Trainer

A “trainer” is a person who is training a service animal and is affiliated with a recognized training program for service animals.

#### **IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES**

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person’s disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
  1. Is the service animal required because of a disability; and
  2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.

- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

**V. REQUIREMENTS FOR ALL SERVICE ANIMALS**

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

**VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL**

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

**VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL**

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
  - 1. Any of the requirements described in Part V., above, are not met.
  - 2. The service animal is out of control and/or the handler does not effectively control the animal’s behavior;
  - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
  - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

**VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES**

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse’s presence in a specific building or on school grounds compromises legitimate health and safety requirements.

**IX. ALLERGIES; FEAR OF ANIMALS**

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

**X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS**

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

**XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES**

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

**XII. LIABILITY**

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

**Legal References:** Section 504 of the Rehabilitation Act of 1973  
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136  
(ADA Regulations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)  
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)  
Minn. Stat. § 609.226 (Harm Caused by Dog)  
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

***Cross References:*** MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

## APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the [Superintendent] OR [Director of Student Services] (Students)  
or the [Superintendent] OR [Director of Human Resources] (Employees)

Student/Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): \_\_\_\_\_

Building: \_\_\_\_\_

Type of service animal: \_\_\_\_\_

Name of service animal: \_\_\_\_\_ Name of handler: \_\_\_\_\_

Is the service animal required because of a disability: \_\_\_\_\_

What work or tasks is the service animal trained to perform: \_\_\_\_\_

### Checklist for Completion of Form

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

# JORDAN PUBLIC SCHOOLS POLICY

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
  - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;

2. student performance on the Minnesota Comprehensive Assessments;
  3. high school graduation rates; and
  4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### **IV. LONG-TERM STRATEGIC PLAN**

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
  2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
  3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students

under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:
  - a. reading, writing, speaking, listening, and viewing in the English language;
  - b. mathematical and scientific concepts;
  - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
  - d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
  - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;
  - c. develop an appreciation and respect for democratic institutions;

- d. communicate and relate effectively in languages and with cultures other than the student's own;
  - e. practice stewardship of the land, natural resources, and environment;
  - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
  4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
    - a. establishing and achieving personal and career goals;
    - b. adapting to change;
    - c. leading a healthy and fulfilling life, both physically and mentally;
    - d. living a life that will contribute to the well-being of society;
    - e. becoming a self-directed learner;
    - f. exercising ethical behavior.
  5. Students will be given the opportunity to acquire human relations skills necessary to:
    - a. appreciate, understand, and accept human diversity and interdependence;
    - b. address human problems through team effort;
    - c. resolve conflicts with and among others;
    - d. function constructively within a family unit;
    - e. promote a multicultural, gender-fair, disability-sensitive society.

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
  2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
  3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
  4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:
    - a. A summary of the district's efforts to screen for dyslexia;
    - b. The number of students screened for that reporting year; and
    - c. The number of students demonstrating characteristics of dyslexia for that year.
  5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat § 125A.56, Subd. 1.

6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
  - a. the student’s reading proficiency as measured by a locally adopted assessment;
  - b. reading-related services currently being provided to the student and the student’s progress; and
  - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student’s right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students’ cultural connections.

***Legal References:***

- Minn. Stat. § 120B.018 (Definitions)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
- Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
- Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
- Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
- Minn. Stat. § 123B.147, Subd. 3 (Principals)
- Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
- 20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
- 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

**602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. CALENDAR RESPONSIBILITY**

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

*[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]*

*[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development,*

*of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The 602-2 school board may schedule additional staff development days throughout the calendar year.]*

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in this section. Days devoted to teacher's workshops may be held before Labor Day.

The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.

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

#### **IV. SCHOOL DAY RESPONSIBILITY**

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

#### **V. E-LEARNING DAYS**

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. 602-3
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the

beginning of each school year.

- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

***Legal References:*** Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

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

**JORDAN PUBLIC SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

**607 ORGANIZATION OF GRADE LEVELS**

**I. PURPOSE**

The purpose of this policy is to address the grade level organization of schools within the school district.

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Elementary: Grades prekindergarten through 4

Middle: Grades 5 through 8

Secondary: Grades 9-12

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school’s minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician’s certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

**III. DEFINITIONS**

A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

***Legal References:*** Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)  
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

***Cross References:***

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

**620 CREDIT FOR LEARNING**

**I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

**III. DEFINITIONS**

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or

four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted Grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

#### **IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS**

##### **A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools**

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least 4 credits from the Jordan School District.

##### **B. Transfer of Academic Requirements from Other Schools**

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
  - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least

4 credits from the Jordan school district.

- c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
  - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
  - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
  - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

## V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
  - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
  - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
  - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
  - 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

## **VI. CREDIT FROM ONLINE LEARNING COURSES**

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

## **VII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

## **VIII. WEIGHTED GRADES**

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:
  - 1. A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.1.
  - 2. A grade awarded in an Honors course will be multiplied by a factor of 1.
  - 3. A grade awarded in a College In the Schools / Concurrent Enrollment course will be multiplied by a factor of 1.1.
- B. The school district's high school course registration guide will list the courses for which a student may earn a weighted grade.

## **IX. PROCESS FOR AWARDING CREDIT**

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

***Legal References:*** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 624 (Online Learning Options)

# **JORDAN DISTRICT SCHOOLS POLICY**

*Adopted: September 12, 2007*

*Revised: March 8<sup>th</sup>, 2021*

## **720 VENDING MACHINES**

### **I. PURPOSE**

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

### **III. AUTHORIZATION**

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

### **IV. SUPERVISION; APPROVAL; LOCATION**

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be

operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

## **V. CONTRACT APPROVAL**

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.
- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.
- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.
- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

## **VI. ACCOUNTING**

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

***Legal References:*** Minn. Stat. § 123B.20 (Dealing in Supplies)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Contracts)  
Minn. Stat. § 471.87 (Conflict of Interest)

***Cross References:*** MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 702 (Accounting)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: August 11, 2014*

*Revised: March 8<sup>th</sup>, 2021*

**825 ANIMALS ON SCHOOL PROPERTY**

**I. PURPOSE**

The purpose of this policy is to define what animals are allowed on District #717 school property.

**II. GENERAL STATEMENT OF POLICY**

Due to health and air quality concerns, dogs, cats, rodents, rabbits, reptiles, fish, birds or exotic animals are not allowed in indoor spaces and at all outdoor events on school property, unless pre-arranged with the principal. The animal must be confined or on a leash and under adult supervision. Certified service animals will be permitted based on a student's disability as defined by Minn. Stat 28 C.F.R. § 35.136.

**III. PROCEDURES FOR NON-CERTIFIED SERVICE ANIMALS**

- A. For purposes of instruction, the teaching staff is encouraged to use alternative methods and avoid the use of live animals when possible.
- B. Request permission in writing from the building administrator by using form labeled Appendix A.
- C. Habitats must be cleaned regularly (including vacations and holidays) according to the guidelines associated with the particular animal. Waste must be disposed of properly (double bagged and immediately removed to outside dumpster).
- D. Locate animals and their habitats as far away from ventilation systems as possible to avoid circulating allergens.
- E. When approval has been given for an animal to be brought into a school, notification will be given to parents of the students who will be present. Upon notification of sensitivity by students or teacher, a classroom will be kept animal free, or the student/students with a sensitivity will be given an alternate activity to participate in outside of the classroom.
- F. If an administrator feels that the animals in the classroom are not in the best interest of the district, the animal must be removed from the classroom.
- G. Students and staff are not allowed to bring or keep animals in school without the permission of the building administrator.

- H. Animals are not allowed on buses.
- I. Animals used for the purposes of assisting individuals must be registered in the building office upon arrival.
- J. Animal use for administrative purposes is allowed.
- K. Organizations that may be approved for presentations may include, but are not limited to Critters & Co., Raptor Center, and Humane Society. Students with a sensitivity will be given an alternate activity to participate in outside of the classroom.
- L. Animals brought in for “show and tell” should be scheduled for fall or spring, thus permitting the viewing of these animals in an outside location of the school.

**Appendix A to Policy 825  
Jordan District Schools  
Request for Animals on School Property**

School \_\_\_\_\_ Date \_\_\_\_\_

Staff Person \_\_\_\_\_ Room # \_\_\_\_\_

Type of animal(s) to be used in classroom \_\_\_\_\_

Number of animals \_\_\_\_\_

Date animal is to be brought into classroom \_\_\_\_\_

Date animal is to be removed from classroom \_\_\_\_\_

Are animal's vaccinations up to date? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ *If no, animal will not be allowed into the building. Please attach proof of vaccinations.*

Who will be responsible for cleaning cages? \_\_\_\_\_

What is the educational purpose of having the animal in your classroom?

Request Approved \_\_\_\_\_ Denied \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**AS DISTRICT POLICY STATE:**

Use alternatives to animals if possible for purpose of instruction. Request in writing permission from the building administrator using form labeled Appendix A. Cages must be cleaned regularly (including vacations and holidays) and according to the guidelines associated with the particular animal. Dispose of waste properly (double bagged and removed immediately to outside dumpster). Locate animal habitats away from ventilation systems to avoid circulating allergens. Students sensitive to animals will be located away from animals and habitats. If an administrator feels that the animals in the classroom are not in the best interest of the district, the animal must be removed from the classroom. Students are not allowed to bring animals to school without the permission of the building administrator. Animals are not allowed on buses with the exception of service animals. Animals used for the purpose of assisting individuals must be registered in the building office upon arrival. Animals may be used for administrative purposes.

Staff Person Signature \_\_\_\_\_ Date \_\_\_\_\_



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Paige Stivers	<b>Date Offer Accepted:</b>	2/19/2021
<b>Job Title:</b>	Paraprofessional, Special Education	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Temporary
<b>Hiring Supervisor:</b>	Chad Williams	<b>Location:</b>	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>
Hennepin Tech College	Eden Prairie, MN			8/2015-8/2016

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>
Eagle Creek Townhomes	Maintenance Tech.	Perform property maintenance or repairs as needed or requested by residents and property management.	9/2018-10/2020

<b><u>Beginning Contract Date:</u></b>	2/23/2021	<b><u>Ending Contract Date:</u></b>	6/3/2021
--	-----------	-------------------------------------	----------

**Note:** Two new one on one students moved into Jordan School District.

**Brief Description of Previous Experience:** Paige has personally worked with families members that are disabled. She has provided care and support for functional and daily living skills.



**2020-2021 PARAPROFESSIONAL  
NOTICE OF ASSIGNMENT**

**DATE: 2/22/2021**

**NAME: PAIGE STIVERS**

**EMPLOYEE ID: 3743**

**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>	6.5	180 <i>(Including 5 Paid Holidays)</i>

Schedule	Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
A	1	1	\$14.69	\$0.00	\$0.00	\$14.69

Employee Signature



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Molly Huss	<b>Date Offer Accepted:</b>	1/25/2021
<b>Job Title:</b>	LTS - Teacher, Grade 1	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Temporary
<b>Hiring Supervisor:</b>	Melissa Barnett	<b>Location:</b>	Elementary School

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Ariane Jensen	<b>Change</b>		<b>Additional Assignment</b>	
-----------------	---	------------------------	---------------	---------------	--	------------------------------	--

### 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>
Minnesota State University	Mankato, MN	Elementary Education K-6	Bachelor of Science, Dec. 2020	8/2016-12/2020

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>
ELEM K-6	MDE	Application in process	Application in process

### 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>
Lil Bee's LLC	Lead Teacher	Created a safe and welcoming environment and communicated with families and staff on a regular basis.	9/2019-5/2020
Jordan Public Schools	Kids Company Group Leader	Monitored students in program	8/15-8/19

<b><u>Beginning Contract Date:</u></b>	2/11/2021	<b><u>Ending Contract Date:</u></b>	4/20/2021
--	-----------	-------------------------------------	-----------

**Note:** Leave of absence for Ariane Jensen

**Brief Description of Previous Experience:** Molly has been a 1st grade student teacher and also worked in child care settings with school-age children.

## 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 2020-2021 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 **2/11/2021** through **4/21/2021**. 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: \$244.43**

**Employee Signature:** \_\_\_\_\_



**Board Chair Signature of Receipt:** \_\_\_\_\_

**Board Clerk Signature of Receipt:** \_\_\_\_\_



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Christina Harrison	<b>Date Offer Accepted:</b>	2/24/2021
<b>Job Title:</b>	LTS - Teacher, Academic Interventionist/RTI Reading	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Temporary
<b>Hiring Supervisor:</b>	Ben Bakeberg	<b>Location:</b>	Middle School

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Gina Goehring Anderson	<b>Change</b>		<b>Additional Assignment</b>	
-----------------	---	------------------------	------------------------	---------------	--	------------------------------	--

### 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>
Minnesota State University	Mankato, MN	Psychology	Bachelors of Science, 12/1994	08/1992-12/1994
Northern Arizona University	Flagstaff, AZ	English/Teacher Education	Masters of Science, 12/2005	01/2004-12/2005

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>
COMMUNICATION ARTS/LITERATURE	PELSB	05/26/17	6/3/2022

### 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>
ISD 191 - Burnsville Public Schools	Middle School Language Arts Teacher	Followed curriculum standards to instruct middle school students.	08/2019 - 06/2020

<b><u>Beginning Contract Date:</u></b>	3/15/2021	<b><u>Ending Contract Date:</u></b>	6/4/2021
--	-----------	-------------------------------------	----------

**Note:** Leave of Absence for Gina Goehring Anderson

**Brief Description of Previous Experience:** Christaina most recently taught in the Burnsville district. Her building was closed and the position was eliminated. She has experience in teaching language arts and interventions overseas, Florida and Montana.



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

## 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 **Christina Harrison**, 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 2020-2021 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 **3/15/2021** through **6/4/2021**. 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: \$244.43**

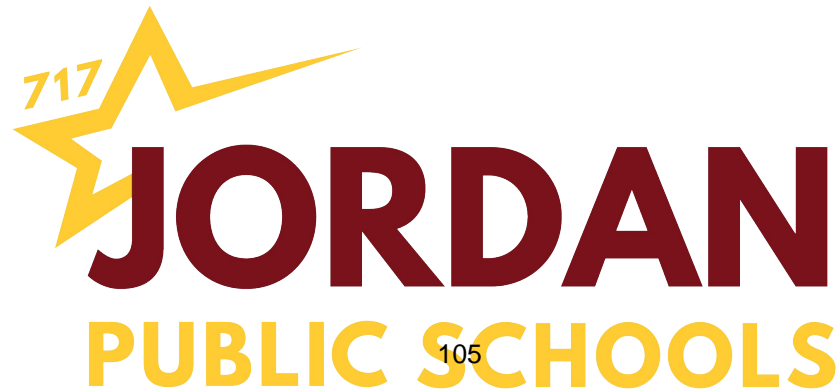
Employee Signature: Christina Harrison

Board Chair Signature of Receipt: \_\_\_\_\_

Board Clerk Signature of Receipt: \_\_\_\_\_

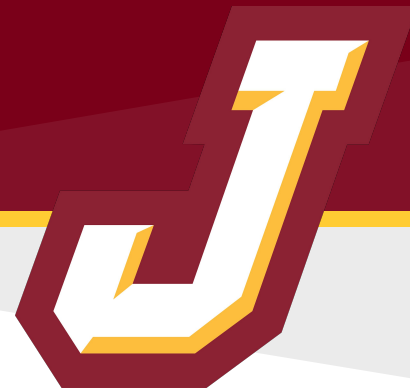
# FY2021-2022 Budget Projections Update

Amy Hafemann, Director of Finance  
Ranae Case Evenson, Superintendent



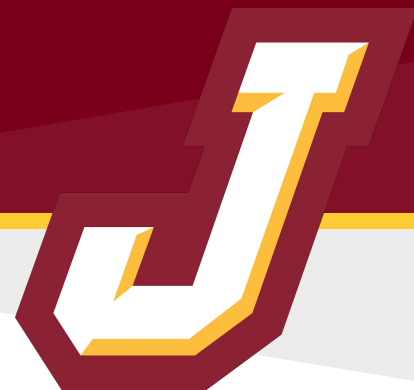
# FY2020-2021 *(Current Year Budget)*

- General Fund (01) not including LTFM and Capital \$s
- Revised Revenue budget
  - included \$670,471 CARES Funding
  - Included 1 time revenue from SW METRO - \$81,000 (loan repayment from 1985)
- Revised Expenditure budget
  - Increase in salaries - JVA teacher payments
  - Increase in other expenses due to the COVID Pandemic
  - Decrease in expenditures due to cancellations from COVID and also less spending in sub costs



# FY2020-2021 *(Current Year Budget)*

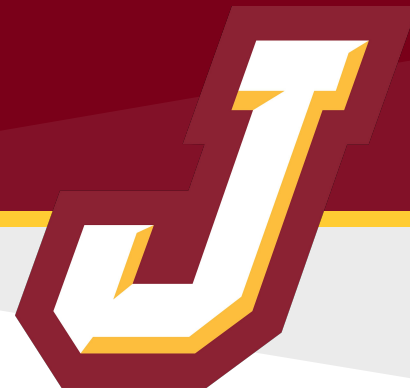
- Projection at June 30, 2021
  - **Overspend by an estimated \$157,000**
  - CARES, GEERS, ESSR Funds have masked a larger deficit
- Projected Unassigned Fund Balance at June 30, 2021
  - \$1,833,000
- Estimated Decrease in Unassigned Fund Balance from 2019-2020
  - \$33,750



# FY2021-2022 Projections *(Next Year Budget)*

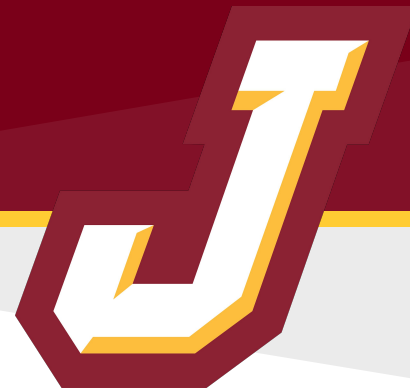
- **FY2021-2022**

- The numbers that follow are only very rough projections with data that is known at this point in time
- These numbers are live and will change based on a variety of unknowns
- Enrollment is based on 1,850
  - 1,815 K-12
  - 22 ECSE preschoolers
  - 13 Tuition students



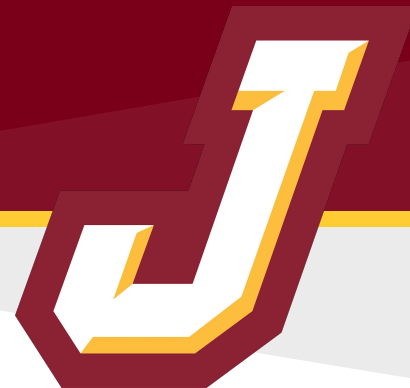
# FY2021-2022 Projections

- **Projected Revenue** - not including LTFM and Capital \$s
  - \$19,523,760
    - Less \$81,000 - projected loss of Compensatory Revenue
    - Includes \$264,000 ESSER II Funds (expected)
    - 0% increase in State Aid
- **Projected Expenditures** - not including LTFM & Capital \$s
  - \$20,314,791
    - Considerations
      - Negotiations year for most groups
      - Expenses brought back into budget from cancellations in 2020-2021
        - Sports & transportation exp
        - Sub costs
        - etc...



# FY2021-2022 Projections

- **Projected to overspend - (\$790,000)**
  - Considerations
    - These are only projections with data that is known at this point in time
    - 0% in state aid - could definitely change, but that may not be known until June, 2021
    - Legislature could “hold harmless” the district enrollment (meaning districts would get the state aid from 2019-2020 enrollment)
    - Legislature could “hold harmless” the districts Compensatory Revenue (meaning districts will not receive less than FY2019-2020)



# FY2021-2022 Projections

- **Considerations**

- If state were to give 1.5% increase in state aid:
  - \$182,200 increase in revenue based on 1,850 students
- If state were to give 2% increase in state aid:
  - \$242,979 increase in revenue based on 1,850 students
- If state were to “hold harmless” based on 2019-2020 enrollment
  - \$269,247 increase in revenue



# Jordan Public Schools



- The trend of the District's General Fund unassigned fund balance (shown as a June 30 ending year figure) is shown below:
  - 2017 unassigned fund balance was \$1,928,525
  - 2018 unassigned fund balance was \$2,011,984
  - 2019 unassigned fund balance was \$2,121,733
  - 2020 unassigned fund balance was \$1,866,975

# Thinking Further About Fund Balance



- Districts maintain a fund balance, so they do not have to borrow money to make payroll and other monthly expenses
- Fund balance money is one-time money
- **ONCE IT IS SPENT, IT IS GONE**
- Every year a school district deficit spends on recurring expenditures (i.e. ongoing staffing positions) **it creates an unstable future, long-range budget situation**
- Most districts establish a year end fund balance policy based on percentage of general fund expenditures
- Jordan's policy is to maintain a 12% fund balance
  - FY2018-19 the district was at 10%
  - FY2019-20 the district was at 8%

# 2021-2022 Considerations



- Jordan Public Schools budget is becoming increasingly tight with increasing costs and multiple factors impacting revenue
- Projected Overspend- \$790,000

# Balancing Our Budget



- Many districts start this process by **making lists of things they can reduce based on what they perceive they can live without.**
- The challenge with this approach:
  - Strong feelings and emotions are often attached to these reductions with little to no evidence that supports why the reduction was made
  - What might be important to one person might not be important to another

# Balancing Our Budget



- The second challenge:
  - Making cuts in areas **not** having a negative impact on your budget in the first place
  - Just reducing does not mean you are solving a long-term budget constraint that continually erodes the budget year-after-year
- Systemic process
  - Areas the district is out of financial alignment in comparison to other districts to right size the district
  - Evidence of why reductions are needed and the areas in which they are needed

# Balancing Our Budget- Systemic Process



## **What can we actually afford as a district?**

1. Examine Jordan Public School District's current financial position as it relates to comparable districts
2. Examine expenditures and rank comparable districts by average per pupil spending in seven categorical areas
3. Identify additional operating levy available to for each of the comparable districts (if applicable)
4. Examine areas of overspending as it relates to rank comparison and additional operating referendum available
5. Make recommendations of which categorical areas need to be reduced

# Determining Comparable Districts



- These characteristics are often used to determine potential comparison districts:
  - ADM count
  - Geographical location
  - Referendum \$
  - Special Education
  - Students of Color
  - English Language Learners
  - Free & Reduced Lunch Count
  - Facilities

# Jordan Comparables



Who are our **best comparables** for the purpose of balancing our budget and maintaining efficiencies in future years?

- Belle Plaine
- Watertown-Mayer
- Tri-City United
- Sibley East
- Glencoe- Silver Lake
- Annandale

# Jordan Comparables



- Jordan's expenditures are among the highest in several key areas compared to districts with similar ADM and revenue.
- Reductions in key expenditure areas will improve our efforts of efficiency and stabilization of our district finances.
- Key areas to compare:
  - District Level Administration
  - School Level Administration
  - Instruction Regular \*\*
  - Instructional Support \*\*
  - Pupil Support Services \*\*
  - Operational Maintenance
  - Transportation

**\*\*Indicates our highest spending categories per pupil compared to our comparison districts.**

# Steps Moving Forward



## **March 8 School Board Meeting:**

- School Board considers resolution to reduce programs and staffing, Action

## **March 2021:**

- Administrative Team reviews initial FTE needs
  - Staffing in alignment to class size ranges adopted in 2019-2020 school year
  - Student registration at JMS/JHS
- Administrative work sessions to finalize draft budget, review expenditures and develop recommendations for reductions of expenditures
- LTFM, Capital, Safe Schools, Buildings and Grounds, Staff Development, Curriculum, Food Service, Community Education projects mapped out

# Steps Moving Forward



## **March 22 School Board Meeting:**

- Review Draft FY2021-2022 Budget and Recommended Reductions presented to School Board, Action

## **March 23**

- Employee Notices provided, as needed

## **April 12 Board Meeting**

- School Board/ Administrative team finalize any additional staffing adjustments as needed

## **May 2021**

- Administrative Team prepares final budget

## **June 7 School Board Meeting:**

- School Board 2021-2022 Budget (June 30 last day for Employee notices to be finalized by Board)

# Supporting our Students



**We all have a common goal of supporting our students.**

**This work is important to be able to provide a stable and secure learning environment for our kids.**

**Thank you for dedication, trust and willingness to do this hard work for our kids!**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION  
TO MAKE RECOMMENDATIONS FOR REDUCTIONS  
IN PROGRAMS AND POSITIONS AND REASONS  
THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, this reduction in expenditure must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

\_\_\_\_\_  
\_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

## Annual Compliance Overview

[Minnesota Statutes, section 124D.78](#) requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

## The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

## Completing and Submitting the Documents

***The following items are required when submitting annual compliance:***

- ✓ The annual compliance/vote of concurrence or nonconcurrence document
- ✓ The AIPAC resolution document
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage)

***All items are fillable PDF forms. When completing, remember to:***

- Include the district or school name and identifying number.
- Place a check mark next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. *\*Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

***The District or School Does Not Have an AIPAC:***

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

***Submission Deadline:***

Email all three required items **by March 1** to: [mde.indian-education@state.mn.us](mailto:mde.indian-education@state.mn.us)

# Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: JORDAN PUBLIC SCHOOLS

## The American Indian Parent Advisory Committee Vote

**The AIPAC Issued a Vote of Concurrence**

Date of Concurrent Vote: FRIDAY, FEBRUARY 26, 2021

Date the AIPAC presented to the school board: MONDAY, MARCH 8, 2021

**The AIPAC Issued a Vote of Nonconcurrence**

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote:

Date the AIPAC presented to the school board:

Date the written response from the school board is due:

**The District/School Does Not Have an AIPAC**

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

## Required signatures

*\*Digital signatures are accepted*

Deborah M Pauly 2-26-2021  
School Board Chairperson Date

Ranase Case Evenson 2-26-21  
Superintendent or Charter/Tribal School Director Date

Ann Higel 2-26-21  
AIPAC Chairperson Date

# The American Indian Parent Advisory Committee Resolution

**WHEREAS**, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

**WHEREAS**, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

**WHEREAS**, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

**WHEREAS**, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

**THEREFORE BE IT RESOLVED**, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

**We, the American Indian Parent Advisory Committee, issue a Vote of Concurrence.** We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or,**

**We, the American Indian Parent Advisory Committee, issue a Vote of Nonconcurrence.** We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.



\_\_\_\_\_  
AIPAC Chairperson Printed Name and Signature

2-26-21

\_\_\_\_\_  
Date



## The American Indian Parent Advisory Committee

### About Membership

Minnesota Statutes, section 124D.78, subdivision 3 cites, *The American Indian education parent advisory committee must be composed of parents of children eligible to be enrolled in American Indian education programs; secondary students eligible to be served; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. A majority of each committee must be parents of children enrolled or eligible to be enrolled in the programs. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups enrolled in the programs.*

### About the Roster and Sign-in Sheet

The <sup>1</sup>roster is for committee members only. This form is electronic and fillable. Please type the committee member's name, email, and phone in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

The sign-in sheet is for district employees is also fillable. District employees often participate in committee meetings and serve as a bridge between the committee and the district, helping to navigate district processes while furthering the goals and initiatives of the committee members. Employee participation levels vary depending on the district. If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district sign-in sheet.

### Submission

The American Indian Parent Advisory Committee roster is due twice each school year:

- October 1: For districts with 20 or more American Indian students as part of the American Indian Education Aid application.
- March 1: For districts with 10 or more American Indian students as part of the annual compliance process.
- Submit to: [mde.indian-education@state.mn.us](mailto:mde.indian-education@state.mn.us)

# American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Ann Hiegele	Yes	Chair/Co-chair	Parent/Guardian of an American Indian Student
Allen Houdek	Yes	Vice Chair	Parent/Guardian of an American Indian Student
Jeff Vizenor	Yes	Secretary	American Indian District Employee
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Debra Tilberg	No	General Member	Family Member of an American Indian Student
Nicole Bellanger	Yes	General Member	Parent/Guardian of an American Indian Student
Emilee DeCoteau	No	General Member	Parent/Guardian of an American Indian Student
Student Members (rotation of students when available to attend meetings)	Yes	General Member	American Indian Student
131	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

# District Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
Sarah Miller, smiller@isd717.org, 952-492-4305	AIPAC Coordinator
Chad Williams, cwilliams@isd717.org, 952-492-4230	Special Services Director (Supervisor of AIPAC Coordinator)
Ranae Case Evenson, revenson@isd717.org, 952-492-4226	Superintendent of Jordan Public Schools
Sandy Burke, sburke@isd717.org, NA	School Board Member
132	

**Achievement and Integration**  
**Presented March 8, 2021 on the 2020-2023 Plan Cycle**  
**Updated Budget Summary for FY22**

**Achievement and Integration Overview**

The purpose of the *Achievement and Integration for Minnesota* (A&I) program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools. Jordan Public Schools is a part of the Minnesota River Valley Cooperative, along with Shakopee Public Schools and Prior Lake-Savage Public Schools. An aspect of the A&I three year plan must include opportunities for students from all three districts to work together on a common initiative.

Goals outlined in the *Achievement and Integration* plan should also support and reinforce goals outlined in the district's *World's Best Workforce* plan.

**A&I 2020-2023 Plan Goals**

**Minnesota River Valley Cooperative: Combined Goal with Shakopee, Prior Lake-Savage, and Jordan**

- Students in grades 6-12 who participate in Caring and Committed Conversations will self-report an increase in their level of comfort with initiating and maintaining positive relationships with students different from themselves (racially/ethnically diverse, socioeconomically) from baseline data in 2020 to an average comfort level of 4 out of 5 on a 5-point likert scale by the end of the 2022-23 school year.

**Jordan Public Schools: Specific Goals**

- Integrate MTSS Tier One Instruction focused on best practices that honor diversity, promote integration skills, and support academic achievement from novice level in 2020 to 70% of teachers self-reporting *proficient* measured by a developed proficiency scale in 2023.

- Hire and retain a K-12 Equity Specialist of color from one FTE in 2020 to continue 1 FTE through 2023.
- Hire and retain a K-12 CRT specialist with professional development focus across the district from zero FTEs in 2020 to .5 FTE through 2023.
- Implement elective guided study halls (REACH) grades 7-12 focused on academic achievement and social emotional learning from zero REACH offerings in 2020 to five offerings in grades 7-12 by 2023.

### **Specific Plan Interventions to Support Goals**

- Jordan Public Schools will hire and retain REACH teacher(s) in grades 7-12 who will provide academic support coinciding with social and emotional instruction for all students.
- Jordan Public Schools will hire and retain a 1.0 FTE Equity Specialist to serve as a bridge between students to other students, to school, to family, and to community. The focus will be on family engagement, intervention time, and collaborative training time.
- Jordan Public Schools will hire and retain a .5 FTE Culturally Responsive Teaching specialist to embed CRT best practices throughout the district. The CRT specialist will focus on professional development, community development, and school development to support students, staff, and families.
- Jordan Public Schools will focus on supporting MTSS Tier One instruction K-12 to support diversity and meet the needs of all students in the classroom.
- Each district in the collaborative will identify student leadership groups that will engage in leadership development and training focused on diversity and equity within schools.

### **Achievement and Integration Budget**

The budget available for these goals and interventions for the **2021-2022 (FY22) school year is \$174,434**. The budget is divided into specific spending categories:

- **Direct Student Services**
  - 93% of the total spending falls in this category. Expenditures such as curriculum, staff positions, and materials come out of this category.
- **Improvement Funding**
  - This category is set to specifically work on goals not achieved in previous A&I cycles.
- **Professional Development**
  - This category goes to making sure our staff has the background and learning opportunities needed to serve all students.

## March 8, 2021 Board Report

Thank you for your incredible support and partnership! Below you will find the Superintendent's Monthly Board Report.

### Learning Model Update: K-12 In-Person

- Jordan Public Schools has welcomed back our 7-12 students to an In-Person model on March 3rd, 2021.
- At this time all of our schools are implementing In-Person Instruction, following the Governor's Order and MDE update to the Safe Learning Plan on February 17th.
- Schools are implementing our Health and Safety Roadmap successfully, with social distancing, cleaning protocols, masking, good hand sanitation and monitoring student contacts/seating to support any contact tracing.
- Thank you to our families for your support in these transitions!

### Vaccinations Update

- After a slow start with vaccinations through the Minnesota Department of Education, we have made great strides in staff receiving opportunities for vaccinations for Covid-19.
- At this time all Jordan Public Schools staff that would like to be immunized have been offered the opportunity through MDE or through our Scott County Public Health and have received at least their first dose.
- We had hoped our full staff would have this opportunity prior to April and we have actualized this by March 5th!

### 2021- 2022 School Year Planning Update

- Our team has begun planning for the upcoming school year.
- While we do not know what unique elements may or may not be in place with MDE requirements, we are looking forward to a school year with all of the possibilities to be healthy and less restrictive. As our school community has demonstrated, we will rise to any occasion and offer a great learning experience for our students.
- We have begun registering Kindergarten students and already have 100 registered as of March 1st. We are so excited to welcome these students into JES!
- Budgets and staffing according to our student enrollment are our current focus.

### Enrollment Update

- As of March 1, 2021 our EC-12 monthly enrollment was 1843 students.
- We continue to monitor enrollment and will provide ongoing updates to the board.



### Jordan High School Board Report for March 8, 2021

#### **Improve Student Achievement, Learning and Career and College Readiness**

- Teachers have begun working more specifically on test preparation for the MCA Science, Math, Reading, and the ACT tests.
- 3 grades of students have completed the registration process for 2020-2021 classes.
- Parents were invited to attend a virtual registration information evening in February. We had 65 families attend.
- Staff is working on a possible math ACT prep night that we have hosted in the past for juniors. More information to come.
- Saturday School for 1st semester credit recovery was a big success. Prior to the last session, students had changed 110 grades from incompletes to passes.

#### **Provide a safe and collaborative culture in which to learn and work**

- The PBIS Team continues to meet and discuss ways to improve building culture.
- Our team has continued to find ways to honor students through all of our different learning models.
- We continue to highlight social emotional strategies into our advisory time.
- We are excited to have students back in person on March 3rd. We will work diligently to keep all students and staff safe as we change learning models.

#### **Improve Community Connection, Satisfaction, and Engagement**

- The Jordan Dollars for Scholars Chapter will be hosting a virtual phone a thon this year. We will be reaching out to sponsors via Go Fund Me to raise money for scholarships. Due to the limitations of social distancing, it was determined to do the fundraising virtually. Special thanks to Angela Gutzmer for her work organizing the event.
- Parent-teacher conferences will be held on March 11th virtually.

#### **Integrate data-informed instruction, assessment and learning as a core competency in every classroom**

- Staff will be reviewing registration data and assuring that students are placed in the appropriate courses.
- We look to take time in the spring to research what we did in our different learning models that were successful and implement it in 2021-2022.

**Jordan Middle School Board Report  
March 8<sup>th</sup>, 2020**

**Improve Student Achievement, Learning and Career and College Readiness**

- Planned and transitioned to full in person learning!
  - Student and staff mental health is a key part of planning
  - [5-8 Schedule and FAQ](#) for students and families
  - Planned for students returning from JVA
- Student Support Services (Counselor, Social Worker, School Psychologist) provide ongoing mental health training for students and staff via Advisory, small group sessions and individual sessions in person and virtual.
- Planning for the 2021-2022 school year is underway.
  - Course registration, master schedule design and staffing considerations are currently the focus.
  - Budget considerations are taken into consideration as well.

**Integrate data-informed instruction, assessment, and learning as a core competency in every classroom**

- MTSS team meets weekly to review at-risk students and progress on building goals.
  - Planning on-site support for students in distance learning.
  - Small group and individual intervention plans are developed and monitored.
  - [JMS Building Goals 2020-2021](#)
- Grading guidance implemented based on staff feedback and MDE guidance.
- Academic and behavioral intervention staff connecting and supporting students virtually and in person during distance learning.

**Provide a safe and collaborative culture in which to learn and work**

- Holding on-going meetings with teams and employee groups to collaborate and brainstorm solutions to issues for students and staff.
- We continue to update the [2020-2021 School Opening Ongoing](#) document to address routine items for students, staff and families.
  - Most recent conversations center around returning to in person learning.
- Staff continue to enforce and remind students of health protocols outlined in the health and safety guidance when students are on-site.

**Improve community connections, satisfaction, and engagement**

- Provided [Family Communication](#), on 2-24-21, to outline return to in person learning.
- Planned, adjusted and communicated pick up/drop off change with return to in person learning and increase in students being picked up and dropped off.
- Hosted Invitation conference with great success.
  - Sixty five families signed up and sixty five families attended their conference.
  - 100% attendance

- Staff will email, call or hold a Zoom session with each Advisory family for open house conferences.
- Duck Cup Mental Health presentation will be hosted on March 9th for students and families.
- Planned for 2021-2022 Registration.
  - Middle School Course Registration Overview
    - March 18th during Open House Conferences
    - Virtual and In Person Option
  - Advisory Virtual Course Overview
    - March 17th-7th Grade
    - March 18th-6th Grade
    - March 19th-5th Grade
  - Student Course Requests-In Science Class
    - March 23rd-7th Grade
    - March 24th-6th Grade
    - March 25th-5th Grade

### **Past COVID Resources/Links/Videos**

- [Hybrid Learning-Typical Day Schedule with FAQ](#)
- [JMS Back to School Video Overview](#)
- [Grade 5 Video Overview](#)
- [Grade 6 Video Overview](#)
- [Grade 7 Video Overview](#)
- [Grade 8 Video Overview](#)
- **Conference Information**
  - Families received the following [communication](#) regarding invitation conferences.
  - Staff received the following [communication](#) on the invitation hybrid conference model.
- **Schedules**
  - [In-Person Learning](#)
  - [Complete Hybrid Model](#)
  - [Complete Distance Learning](#)
  - [Jordan Virtual Academy](#)
  - [Academic Roadmap](#)
  - [Health and Safety Roadmap](#)
  - [Return to Learn-Orientation Week](#)
  - [Health and Safety Protocols](#)
  - [Jordan Virtual Academy](#)
  - [COVID 19 Tech Help](#)
  - [COVID 19 Mindfulness](#)
  - [COVID 19 Family Resources](#)
  - [Take-Home Meals](#)
- **Past Planning Guidance**
  - [COVID Distance Learning Guidelines](#)
  - [Distance Learning Instructional Matrix](#)
  - [Distance Learning Teacher Resources](#)

## Jordan Elementary School Principal Update March 8, 2021

We had a very busy month of February at JES, with March also having its fair share of upcoming events. Students and staff were excited to celebrate "I Love to Read" month in February where special guest readers came to share the joy of reading. The month ended with Read Across America week where students celebrated Dr. Suess' birthday on March 2nd. We have also been participating in our One School, One Book event by having everyone reading, "The Adventures of a South Pole Pig." I just heard from Dr. Dennis Wavrin, who helped fund the purchase of the books for our One School, One Book event. He is willing to donate money for the purchase of additional books for a spring event where each grade level would choose their own book to read as a grade level community. Thanks to Dennis and the *Maureen's Readers Foundation* for providing funds for the JES One School, One Book program!

We have just over 100 Kindergarten students registered for the 2021-2022 school year. On March 1st, Sarah Miller, Kat Pass and I will be hosting a virtual parent information session to share about our Kindergarten programming and important dates coming up for the spring and summer months. We are holding two sessions during the day and evening to accommodate families' schedules.

Below is an executive summary of what we have done in February and the work coming up in March to address the JPS Strategic Plan and JES Building Goals:

### JPS Strategic Plan Goals:

- **Improve student achievement, learning and career and college readiness**
- **Integrate data-informed instruction, assessment and learning as a core competency in every classroom**
  - Teachers continue to implement culturally responsive teaching practices, such as READO and lessons related to Black History month, to ensure we are meeting the diverse academic and social-emotional learning needs of our students. Plans for lessons related to Women in History month are well underway.
  - Teachers continue to meet in PLCs to analyze data and evaluate effective teaching practices. Our MTSS behavior and academic processes continue to challenge teachers to reflect on Tier I instruction and how to best support the needs of all students.
  - Teachers are supporting our school literacy goal of encouraging a love and passion for reading by once again participating in our One School, One Book event.

- Chad Williams and I are wrapping up teacher evaluations for the year, and have really enjoyed seeing teachers in action and providing feedback to help them grow as professionals.
- **Provide a safe and collaborative culture in which to learn and work**
- **Improve community connections, satisfaction, and engagement**
  - Our JES students and staff just completed our annual Pennies for Patients LLS campaign, and I'm so excited to share that we raised over \$8000.00! This is the most money we have ever raised for this cause. I am so proud of our school community for coming together to support this amazing organization, which means even more to us this year with Mr. Drew Sinke's personal battle with cancer.
  - Our JES PTO is working on organizing this year's Read-a-Thon fundraiser. I'll share more about this in an upcoming board report.

**Executive Summary**  
**Director of Teaching and Learning**  
**December 2020**

**PRIMARY FOCUS = Federal Testing, MDE Learning Models, Professional Development, Return to On-Site Instruction, MTSS, and Summit Academy**

**Improve Student Achievement, Learning, and Career and College Readiness**

- **MTSS Bootcamp** - The MTSS (multi tiered systems of support -- learn more about MTSS in general [here](#) and [here](#)) is an integral part of our district and serving students; however, the district does not currently have a vertically aligned model throughout the district. Great pieces of MTSS are happening throughout the district, but a cohesive model is required. I am working with the equity leadership team and will soon collaborate with the entire administration team to create an MTSS bootcamp this summer to focus on MTSS alignment.
- **Professional Development** - Although full approval of the new Science standards is slightly stalled due to COVID, an implementation plan focused on how these new standards will be phased into the curriculum is required. On Friday, February 19, I worked with Incubate to Innovate to start the unpacking process with the K-12 science teachers and elementary team representatives.
  - I created a tentative implementation draft (3-year process) based on best practice and MDE's guidelines.
- **Professional Development** - Because of the current COVID state of education, the primary priority throughout this year is simply supporting teachers throughout the various learning models including now supporting teachers in grades 7-12 transitioning students back on-site for daily instruction. The priority continues to be giving teachers the support and resources they need to successfully navigate distance learning.
  - Curriculum Review - Beyond supporting teacher needs during the pandemic, another professional development focus this year is to complete a district-wide curriculum review of past tasks.
    - This process will be completed via a checklist for staff and teams to review during teacher work time throughout the year including early release and professional development time.
    - **[2020-2021 Curriculum Review](#)**

**OUR MISSION**

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

## **Integrate Data-Informed Instruction, Assessment, and Learning as a Core Competency in Every Classroom**

- **Federal Accountability Tests (MCA, MTAS, and ACCESS)** - Even in the midst of a pandemic, spring signals the beginning of standardized testing season in public schools around the State of Minnesota and the nation. Minnesota public schools are bound by state and federal guidelines to administer the MCA and/or MTAS standardized tests. Last year the federal government issued waivers to states regarding accountability measures; therefore, these tests were not given last year. However, recent federal communication reiterated the need to gather student achievement data in order to truly understand the impacts of the COVID-19 pandemic on our students; therefore, waivers will NOT be granted this year. MDE is working with the newest federal guidance to allow district flexibility in testing windows and student exemptions.
  - **Current Focus** -- I am currently working through the federal and state guidance to set up this year's MCA, MTAS, and ACCESS testing in the district. This includes logistics of on-site testing for JVA students, safety mitigation strategies, testing compliance, etc.
  - **Federal Testing Overview** - The Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) are reading, mathematics, and science standards-based assessments used to meet federal and state legislative requirements. These assessments measure achievement of the Minnesota Academic Standards. Most students take the MCA, but students who receive special education services and meet the MTAS eligibility requirements may instead take the MTAS. MCAs/MTAS are administered for reading to students in grade 3-8 and grade 10; MCAs/MTAS for mathematics in grades 3-8 and grade 11; and MCAs/MTAS for science in grades 5, 8, and grade 10.
    - MCA and MTAS results provide information about how well students have mastered concepts and skills from the academic standards. Educators and schools can use the results to plan instruction and evaluate their curriculum. Moreover, school- and district-level test results are used in federal and state accountability measurements.

## **Provide a Safe and Collaborative Culture in which to Learn and Work.**

- **Literacy Curriculum** - Jordan Elementary School currently uses an old (2013) version of McGraw Hill's Wonders; at the end of this year, online resources will expire for the older version of Wonders. Therefore, an upgrade or refresh of the current Wonders 2013 Literacy Curriculum to the updated 2020 Wonders curriculum is required. (*Note - this is an update of the current curriculum, not a new curriculum adoption.*)
  - **Goal:** Move from more of a Balanced Literacy approach to a model based on the science of reading, including a stress on phonics awareness at the foundational level.
  - **Wonders Overview:** Wonders is designed based on the science of reading to foster a love of reading in all children. By providing a comprehensive set of

connected resources for all learners in grades K–4, *Wonders* offers elementary school educators the ability to adapt instruction with confidence as students grow. *Wonders'* focus on teaching the whole child—and every child—prepares students to be lifelong learners and critical thinkers. Combining the work of literacy experts with research on social emotional learning, *Wonders* helps you strengthen skills, bolster learning, and encourage independence, enhancing the important and inspiring work you do in your elementary school classroom, every day.

- **On-Site and JVA Enrollment --** With the change to on-site, daily instruction in grades K-12 starting in January with our youngest learners to now transitioning grades 7-12 back on-site, there has been some fluidity between on-site and JVA enrollment. I am working with the high school and middle school counselors and Terri Oakes at the elementary school to help foster a smoother transition for these students.
  - Challenges: Moving between on-site and JVA learning models has presented challenges in schedules and logistics, but we are working to support students and make these transitions as smooth as possible.
  
- **Collaborative Culture --**
  - District Staff Development -- The quarter two district staff development meeting took place on February 3, at 3:15pm.
    - Meeting [Agenda](#)

## Improve Community Connection, Satisfaction, and Engagement.

- **Curriculum and Technology Integration Advisory Council --**
  - Information Available on the [Website](#)
  - If board members have specific topics for discussion, please email them to me at ehjelmeland@isd717.org. I will add those ideas to future agenda items.
  - Meeting Dates:
    - Monday, March 15 at 5pm
      - Topic: Testing Overview
    - Monday, April 19 at 5pm

### Activities Director Report 3/8/21

- **Speech Update** - Jordan placed 3rd place in the Wright County Conference, just 2 points behind Orono for 2nd. How sections will run is still TBD, but will be a virtual meet. There are talks of potentially going right to sections and skipping subsections. We had two conference champions:
  - Avery Peters (10) - Great Speeches
  - Tyler Churette (10) - Extemporaneous Speaking
- **Nordic Ski Update** - Jordan has 5 skiers competing on the Scott West section roster. Similar to cross country running, a certain number of competitors are allowed per team. For skiing, the number is seven per gender, and we have two girls and three boys from Jordan who will compete in the section meet.
  - Girls - Basia Babcock (10), Addison Kraus (9)
  - Boys - Kaleb Sharp (10), Nick Weedman (10), Andrew Norberg (10)
- **MSHSL Classification Update** - It appears that both basketball and volleyball will move up from 2A to 3A. We will also see all activities in a two class system, compete in AA and not A. That cut off number seems to be 597 and Jordan's MSHSL number is 601. This is still all being finalized as opt ups are happening this week. Section placement to come in the next month.
- **Wrestling Update** - Scott West will compete in the section team tournament starting March 10th. Tournament processes will look very different this year, with a culminating state tournament happening at St. Michael-Albertville March 26th.
- **Basketball Update**- Both boys/girls basketball will finish off the Wright County Conference portion of the schedule on March 12th, with playoffs running the next 2 weeks. The north sub section (Jordan's side) will host the section final. Both teams have a chance of hosting most, if not all playoff basketball games this season.



- **Winter National Signing Day** - We celebrated the winter signing period with 8 student athletes committing to play collegiate athletics.
  - Kyley Bolster – Winona State – Tennis
  - Isaac Dold – U of Sioux Falls – Track / CC
  - Nicole Draheim – Vermillion CC – Softball
  - Riley Flynn – Bethel – Volleyball
  - Mikayla Hanson – Winona State – Tennis
  - JoJo Kloeppel – SMSU – Football
  - Reagan Koch – Colorado School of Mines – Basketball
  - Abby Vizenor – Gustavus Adolphus – Track /CC
  
- **Athena Award** - The Jordan Athena Award Committee reviewed our top 5 candidates, and voted Abby Vizenor as our 2021 Athena Award Winner. Abby is a cross country and track athlete, and a captain in both. We are very proud of her! The Athena award was created in 1972 and this is Jordan's second year involved in this prestigious award program. Madi Kes was our recipient last year.

## **COMMUNITY EDUCATION 3/08/2021 BOARD REPORT**

### **Director's Message:**

Spring is on the horizon and warm weather is on its way. Community Education is extremely excited for this upcoming Spring/Summer season. We all know this year has been crazy, and we are ready for a little bit of normalcy. Our department has been working extremely hard to get us back to a more normal season in Community Education. We will be back on track with all the great opportunities for you. We will still have some rules in procedures in place to keep us safe, and we will continue to monitor all the regulations to make sure you and all our participants are safe.

I have started shopping for a few new pieces of cardio equipment to replace some of the current pieces. This will be the beginning of a slow process to updating our fitness equipment.

We participated in an Active Net Training for a new piece of software to help with our Kids Co. program and possibly more programming. This program will create more efficiencies within Kids Co. on billing and scheduling. Parents will be able to select the days their students will be attending electronically. There will also be an electronic sign in sign out system for our families. This will help better track when our students are attending, and this will create a timestamp for better tracking purposes. More information will be coming soon as we will try and implement this starting this summer.

### **Early Learning:**

The Preschool Family Information Night video went live on Thursday, February 25 with roughly 50 views that evening. Registration will open on March 3 for families. We will be utilizing the online registration system just like K-12 which we hope will provide a seamless transition for parents as well as offer a contactless option.

We have started the planning process for the next ECFE classes starting this fall. We will be looking at staffing and possibly partnering with some neighboring districts to fill our parent educator role. There is a huge shortage of licensed parent educators in the state. This role requires many evenings and minimal hours, thus not being a very ideal job for people to get their license. Partnering with neighboring districts will possibly give us an opportunity to fill the needs while helping other districts out as well.



Jordan Community Education and Recreation  
500 Sunset Drive, Suite #3  
Jordan, Minnesota 55352  
952-492-6211 main | 952-492-4494 fax

**STEVEN JENSEN**  
Director of Community Education and Recreation  
sjensen@isd717.org

**Kids Co:**

Kids Co is busy prepping for the summer schedule and having some new options of on-site events such as the Raptor Center. Registration will open on March 16. We are looking into a new online system for registration and determining days of care needed. That training is taking place on March 5 to determine if this is something we can start using.



## Communications and Marketing Monthly Summary (03/08/2021)

Kat Pass

### Projects Completed / Highlights

- Community Engagement Opportunities:
  - Collaborated with Jenna W. for Preschool Virtual Information Event presentation and video: This was a pre taped video event that went live to families on February 25. It will remain available to families on the [Early Explorers Preschool](#) website and the [District YouTube](#).
  - Collaborated with Melissa B. for Kindergarten Virtual Information Events - presentation and video: Two live zoom events were held on March 1 for incoming Kindergarten families. One session was recorded and will be available on the [Countdown to Kindergarten](#) website and the [District YouTube](#).
- Created JPS branded wallpaper backgrounds for staff to use when presenting to students or families.
- Updated Health and Safety Roadmap to reflect the newest Safe Learning Plan and the return of Grade 7-12 students.
- Populate and market the ["Senior Celebration" Class of 2021 website](#). This website will continue to be updated as graduation approaches.
- Extensive cross promotion of [Kindergarten 2021-22 enrollment](#). The efforts are working.
- Winter 2021 Community Ed & Rec [online brochure](#) completed and released to the public. The online brochure is interactive and allows users to click on a class and go directly to registration. A postcard announcing the brochure (and Kindergarten registration) was also sent to all district residents.
- Worked with team on the community desk project - close to 60 have been picked up or delivered. We will continue to reach out to families to make sure the remaining desks have a home.
- Update new [school board member information](#) on district website.
- Create "rolling start" calendar graphics and reminders for families - email and social media.
- Update website to reflect students transitioning from distance learning to on-site learning.
- Assist in cross promoting the [Dollars for Scholars](#) program for our seniors.
- Assist ELS in making marketing materials for their new Creative Kits for ages 1-5.
- Coordinate Jordan Independent article ideas and pictures with their reporter. [Article](#) on Kindergarten registration.

### Projects/Events In-Progress

- Creating the Spring/Summer Community Ed & Rec brochure. Our plan is for this one to be in print. Should arrive at homes approximately the week of March 22.

**On-Going (Daily/Weekly activities)**

- Send any required COVID communication on behalf of the district nurses and Chad Williams.
- Craft district messaging
- Manage content for District [Facebook](#), [Twitter](#), [Instagram](#), and [YouTube](#) as well as the [Staff Development Twitter](#) account
- Continual maintenance of District [website](#) and Smartphone App
- Maintain updated postings for lighted marquee sign
- Flyer/marketing production for in-house activities



Jordan High School  
600 Sunset Drive  
Jordan, Minnesota 55352  
952-492-4400 main | 952-492-4425 fax

**ANDREA SCHAAK**  
Nutritional Services Director  
aschaak@isd717.org

**Nutritional Services School Board Report**  
**March 1st, 2021**  
**Andrea Schaak**

All kitchens are preparing for all students returning to school this Wed. the 3rd. We continue to focus on safe processes to serve student meals. We will continue to hand students their lunch trays for sanitation reasons. We will also be using student ID badges, when all schools have received them, to scan their lunch numbers so students are not using keypads. We are hoping that this will help speed students through the lunch line. We will continue, according to MDE, to feed Elementary students in their classrooms. Our MS and HS have looked at their cafeteria seating and spaces and have made accommodations for students to eat in the cafeteria to the best of our ability.

Our Grab and Go Breakfast cart at our Elementary school has been a great success. We have doubled our breakfast participation in the first week. National School Breakfast Week is March 8th-12th. We will be celebrating at all of our schools. We will be having guest servers, including Mike Franklin, Jordan's mayor, to help serve breakfast to our students. If you would like to be a guest server for any school this week, please reach out to me. We still have open days! This year's theme is: Score Big with School Breakfast!

We are all looking forward to having students back in our buildings again!  
As always you are welcome to come have breakfast or lunch with us anytime.  
Have a great March, Spring is coming!

Andrea Schaak

**OUR MISSION**

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

## **Board Meeting 3.8.21**

### **Jordan School District #0717 Special Services Department Update:**

#### **Improve Student Achievement, Learning and Career and College Readiness:**

- This month I will be providing tours for our senior students who need to continue their educational programming through our SOAR Transition Program. Tours have been set up with parents/guardians.
- Extended School Year (ESY) planning is happening as we speak! Dates scheduled for ESY will be **Monday through Thursday, June 14th through July 1st**. Times will be from **8:30 AM to 11:00 AM**. Primary locations will be the Jordan Middle School with the High School Life Skills ESY at Jordan High School.
- Our EL team is reviewing and updating current resources to ensure we are aligning to district and state standards/expectations.
- As we are preparing for the end of the school year, we will be working on programming and services for our students for the 2021-2022 school year.

#### **Improve Community Connection, Satisfaction, and Engagement**

- The American Indian Parent Advisory Council met on Thursday, February 4, 2021. The council discussed the after school tutoring program, educational data for compliance review, and other activities budgeted for this school year.

#### **Provide a safe and collaborative culture in which to learn and work**

- I have been holding my monthly special education department meetings, EL meetings, nurse meetings, and mental health meetings. We will be starting to discuss the preparation of next school year, programming/services, curricular resources, and current workloads.
- On March 1<sup>st</sup> through March 4<sup>th</sup>, 2021 it was MASE Day at the Capital. There we had area Directors of Special Education meet with local law makers on how we can 1) Increase Educational Efficiency, 2) Recruit and Retain Qualified Teachers, and 3) Provide Equitable and Sustainable Funding Systems (see link)  
[https://www.mnase.org/uploads/4/7/7/9/47793163/usemase\\_brochure20-1-5-2021.pdf](https://www.mnase.org/uploads/4/7/7/9/47793163/usemase_brochure20-1-5-2021.pdf)

## **Be Fiscally Responsible and Maintain Quality Facilities**

- Amy Hafemann and I will be meeting to review our special education budget to ensure we are on track with our budgeted federal and state dollars.
- Amy Hafemann, Erin Hjelmeland, Building Principals and I will be working on completing an application and budget for the **Alternative Delivery of Specialized Instructional Services (ADSIS)** through MDE. ADSIS is an application process for districts to apply for state special education aid. The purpose of ADSIS is to provide instruction to assist students who need additional academic or behavioral support to succeed in the general education environment. The goal is to reduce the number of unnecessary referrals to special education by providing supports early to struggling students.

# 2021 Board Committee & Liaison Assignments

## Standing Committee Assignments

Committee Name	School Board Member
Budget/Finance	Deb Pauly, Ryan Dahnert, Sandy Burke, Connie Hennen, Lauren Pedersen, Sara Lehnen, Molly Monyok
Calendar	Lauren Pedersen
City/School	Deb Pauly, Ryan Dahnert, Lauren Pedersen
Communications	Sandy Burke, Lauren Pedersen
Community Education/Recreation/Joint Powers	Lauren Pedersen, Sara Lehnen
Curriculum & Technology Integration Committee	Deb Pauly, Connie Hennen, Sandy Burke (Student Board representative)
Facilities	Deb Pauly, Ryan Dahnert, Molly Monyok
Meet and Confer/Continuing Education/Staff Development/Personnel	Deb Pauly, Ryan Dahnert (alternate - Connie Hennen)
Negotiations	Deb Pauly, Ryan Dahnert (Alternate - Lauren Pedersen)
Policy	Deb Pauly, Sandy Burke, Sara Lehnen

## Liaison/Points of Contact and Ad-Hoc Assignments

Committee Name	School Board Member
American Indian Parent Advisory Council (AIPAC)	Sandy Burke (alternate - Deb Pauly)
Booster Club	Sara Lehnen (alternate - Lauren Pedersen)
Education Foundation	Connie Hennen, Molly Monyok
Legislative	Deb Pauly
MSHSL	Deb Pauly
SCALE	Ryan Dahnert (alternate - Deb Pauly)
SCSC/Metro ECSU	Lauren Pedersen (alternate - Sandy Burke)
Special Education Advisory Council (SEAC)	Connie Hennen
SW Metro Intermediate District	Deb Pauly (alternate - Molly Monyok)

The Jordan Board of Education is comprised of seven elected members who govern the Jordan School District #717. The board hires the superintendent, sets policy, collaboratively sets the strategic plan for the district, approves staff hirings, resignations, terminations and leaves of absence, sets the annual local school levy, approves expenditures, oversees the district's budget and district facilities and equipment. **Learn more about each member by clicking on their Board Member Profile page.**

School Board Meetings are the 2nd and 4th Monday of each month unless posted differently. The meeting on the second Monday is a regular business meeting. The fourth Monday meeting is a workshop meeting.