



Jordan School District #717  
Regular Meeting Agenda

Monday, May 10, 2021 at 6:30 PM  
Regular Meeting  
CERC Multi-purpose Room  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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7. Resignation - Track Coach - Cody Pelowski	
8. Resignation - SOAR Paraprofessional - Krissy Yaedke	
9. Retirement - ES Administrative Assistant - Terri Oakes	
10. Contract Renewal - Assistant Wrestling Coach - Justin Reinsma	
11. Contract Renewal - Assistant Wrestling Coach - Chris Hermann	
12. Contract Renewal - Girls Basketball Head Coach - Leah Aamlid	
13. Contract Renewal - Girls Basketball Coach - Tim Bendzick	
14. Contract Renewal - MS Girls Basketball Coach - Emily Clark	
15. Contract Renewal - JV Girls Basketball Coach - Wade Wittkop	
16. Contract Renewal - Boys Basketball Head Coach - Matt Urbanek	
17. Contract Renewal - JV Boys Basketball Coach - Yuriy Malashenko	
18. Contract Renewal - 7th Grade Boys Basketball Coach - Tony Kusske	
19. Contract Renewal - 8th Grade Boys Basketball Coach - Tim Wareham	
20. Contract Renewal - Speech Head Coach - Amy Peters	
21. Contract Renewal - 1st Assistant Speech Coach - Michelle Spies	
22. Contract Renewal - Dance Head Coach - Shana Bydal	
23. Contract Renewal - JV / Assistant Dance Coach - Kaitlin O'Neill	
24. Contract Renewal - Nordic Ski Head Coach - Lisa Jamison	
25. Contract Renewal - JV / Assistant Nordic Ski Coach - Ryan Murr	
26. Contract Renewal - Competitive One Act Play Coach - Marie Wignall	
27. Contract Renewal - Non Competitive One Act Play Coach - Michelle Spies	
28. Contract Renewal - Robotics Head Coach - Joseph Huebl	
29. Contract Renewal - 1/2 Assistant Robotics Coach - Ryan Ichinose	
30. Contract Renewal - 1/2 Assistant Robotics Coach - Stephen McClellan	
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9. Adjourn Regular Meeting	





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



## School Board Meeting Minutes

Monday, April 12, 2021 at 6:30 PM  
Regular Meeting  
CERC Multi-purpose Room / Google Meet  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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### 1. Call to Order

- D. Pauly called the meeting to order at 6:30 pm.

### 2. Pledge of Allegiance

### 3. Roll Call

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

### 4. Consideration of Agenda

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

### 5. Public Comments

- None

### 6. Consent Agenda

- 6.1. Minutes
  - March 8<sup>th</sup>, 2021 – Regular
  - March 22<sup>nd</sup>, 2021 – Workshop
  - March 22<sup>nd</sup>, 2021 - Special
- 6.2. Monthly Finance Reports
  - Amy Hafemann prepared reports for the board to review.
- 6.3. Donations

○ Cliff Klehr	JPS Band Dept.	Trombone, Flute Case
○ Maureen's Readers	ES 1 School 1 Book	\$3,000.00
○ HomeTown Bank	MS Phy Ed Dept.	\$ 225.00
○ Holiday Gas Station	HS	Face Masks
- 6.4. Policies
  - 6.4.1. 535 Service Animals in Schools & Form
- 6.5. Declaration of Surplus Items – Wrestling
- 6.6. New Hire - Interim Communications Specialist - Elise Pickle
- 6.7. New Hire - LTS RtI Reading Teacher - Molly Huss
- 6.8. Retirement - ES Teacher - Joe Klatt
- 6.9. Retirement - ES Custodian - Mark Sokol

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

**7. Action / Discussion Items**

- 7.1. Activities Update
  - Joe Perkl provided an update on activities during the 20-21 school year. He thanked our staff, coaches, students, and families for being flexible and adhering to the health guidelines. One positive result among the challenges has been streaming of many of our district activities so they can be viewed remotely. He also reviewed expenses and revenues for 20-21, and the effect a fee increase could have on the district's budget.
- 7.2. Review and Act on 21-22 Activities Fee Increases
  - Upon analysis of our 20-21 fees, as well as other districts in our conference, Joe Perkl recommends an increase of \$25 per activity. This will result in a revenue increase of approximately \$25,000. The individual and family max amounts will not be increased.
  - Motion to approve the recommended activity fee increases made by C. Hennen, Seconded R. Dahnert
  - Roll Call Vote: D. Pauly – Aye, R. Dahnert – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, S. Lehnen – Aye, and M. Monyok – Aye Passed 7-0

**8. Board and Administrative Reports**

- 8.1. Superintendent's Report
- 8.2. HS Principal's Report
- 8.3. MS Principal's Report
- 8.4. ES Principal's Report
- 8.5. Director of Teaching and Learning's Report
- 8.6. Community Education & Recreation Director's Report
- 8.7. Nutritional Services Director's Report
- 8.8. Special Services Director's Report
- 8.9. Technology Director's Report
- 8.10. School Board Member Reports / Committee Reports
  - 3/12/21 & 4/9/21: SCALE
  - 3/16/21: Education Foundation
  - 3/16/21: SW Metro
  - 3/17/21: Booster Club did not meet
  - 3/24/21: Joint Powers
  - 3/25/21: AIPAC
  - 4/5/21: Community Education Advisory Council
  - Celebrate Jordan will be held on June 6<sup>th</sup>, 2021.

**9. Adjourn Regular Meeting**

- Motion to adjourn the meeting at 7:50 pm made by R. Dahnert, Seconded M. Monyok
- Roll Call Vote: D. Pauly – Aye, R. Dahnert – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, S. Lehnen – Aye, and M. Monyok – Aye Passed 7-0

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

\_\_\_\_\_  
Date



## School Board Meeting Minutes

Monday, April 26, 2021 at 6:30 PM  
Workshop Meeting  
CERC Multi-purpose Room / Google Meet  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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### 1. Superintendent Evaluation Discussion

- Deb Pauly discussed the process for the annual board evaluation of the Superintendent. The board members will each review, comment, and score an evaluation. It will then be discussed during a closed session with Superintendent Ranae Case Evenson at the 6/14/21 Regular Board Meeting and a summary will be provided at a future board meeting.

### 2. Annual Fundraiser Review Discussion

- The Admin. Team worked together with the Booster Club to update the district listing of fundraisers. The school board will review the list each April.

\_\_\_\_\_  
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

May 3, 2021

Board of Education Meeting

### **Finance Report**

May financial reports show activity that has been completed thru April, 2021.

The Vendor Payment Register gives the detailed activity of all vendors that have been paid in the month of April. The Payroll voucher register shows the payroll liability payments that were made in the month of April.

The pie chart shows the expenses by object codes in the General Fund that were paid thru April, 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 June 2021. It is still uncertain as to what school districts will receive concerning state aid for the next biennium, but will definitely keep the board of education updated with any news.

I am continuing to look into the ESSER Funds the district will be receiving and the specifics on how these funds can be used.

## 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 #:		115050	Invoice	Invoice No: S2021190	Paid Amt: \$61.90
			B 01	215 060	American Family/Flex Cancer	\$61.90
PO#:	Voucher #:		115198	Invoice	Invoice No: S2021200	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 #:		115049	Invoice	Invoice No: S2021190	Paid Amt: \$2,076.72
			B 01	215 055	Equitable Life	\$2,510.10
PO#:	Voucher #:		115053	Invoice	Invoice No: S2021190	Paid Amt: \$537.52
			B 01	215 050	ECONOMIC SERVICES	\$471.13
PO#:	Voucher #:		115054	Invoice	Invoice No: S2021190	Paid Amt: \$537.52
			B 01	215 053	Fidelity Investment	\$471.13
PO#:	Voucher #:		115056	Invoice	Invoice No: S2021190	Paid Amt: \$134.31
			B 01	215 068	ING/Aetna	\$316.68
PO#:	Voucher #:		115057	Invoice	Invoice No: S2021190	Paid Amt: \$896.16
			B 01	215 080	First Investors Corporation	\$450.99
PO#:	Voucher #:		115058	Invoice	Invoice No: S2021190	Paid Amt: \$896.16
			B 01	215 064	Franklin Templeton	\$130.00
PO#:	Voucher #:		115059	Invoice	Invoice No: S2021190	Paid Amt: \$130.00
			B 01	215 069	Orchard Trust/Great West	\$4,920.11
PO#:	Voucher #:		115060	Invoice	Invoice No: S2021190	Paid Amt: \$4,920.11
			B 01	215 078	Horace Mann	\$5,865.88
PO#:	Voucher #:		115061	Invoice	Invoice No: S2021190	Paid Amt: \$334.02
			B 01	215 068	ING/Aetna	\$391.67
PO#:	Voucher #:		115067	Invoice	Invoice No: S2021190	Paid Amt: \$334.02
			B 01	215 077	Modern Woodmen	\$391.67
PO#:	Voucher #:		115069	Invoice	Invoice No: S2021190	Paid Amt: \$1,255.13
			B 01	215 061	New York Life	\$391.67
PO#:	Voucher #:		115073	Invoice	Invoice No: S2021190	Paid Amt: \$1,255.13
			B 01	215 057	Thrivent Financial	\$813.19
PO#:	Voucher #:		115075	Invoice	Invoice No: S2021190	Paid Amt: \$813.19
			B 01	215 067	Valic	\$813.19
						Check Amount: \$20,652.62
<b>Vendor Total:</b>						<b>\$20,652.62</b>
			001			Wire
			B 01	215 056	American Express	\$2,443.39
PO#:	Voucher #:		115197	Invoice	Invoice No: S2021200	Paid Amt: \$2,443.39

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
28892	AVIBEN	0717	001		Wire	
		B 01 215 055				\$2,510.10
PO#:	Voucher #:	115201	Invoice	4/30/2021	Paid Amt:	\$2,510.10
		B 01 215 050				
PO#:	Voucher #:	115202	Invoice	4/30/2021	Paid Amt:	\$537.52
		B 01 215 053				
PO#:	Voucher #:	115204	Invoice	4/30/2021	Paid Amt:	\$471.13
		B 01 215 068				
PO#:	Voucher #:	115205	Invoice	4/30/2021	Paid Amt:	\$134.31
		B 01 215 080				
PO#:	Voucher #:	115206	Invoice	4/30/2021	Paid Amt:	\$316.68
		B 01 215 064				
PO#:	Voucher #:	115207	Invoice	4/30/2021	Paid Amt:	\$1,066.16
		B 01 215 069				
PO#:	Voucher #:	115208	Invoice	4/30/2021	Paid Amt:	\$130.00
		B 01 215 078				
PO#:	Voucher #:	115209	Invoice	4/30/2021	Paid Amt:	\$4,753.44
		B 01 215 068				
PO#:	Voucher #:	115210	Invoice	4/30/2021	Paid Amt:	\$5,791.05
		B 01 215 077				
PO#:	Voucher #:	115213	Invoice	4/30/2021	Paid Amt:	\$334.02
		B 01 215 061				
PO#:	Voucher #:	115215	Invoice	4/30/2021	Paid Amt:	\$391.67
		B 01 215 057				
PO#:	Voucher #:	115220	Invoice	4/30/2021	Paid Amt:	\$1,255.13
		B 01 215 067				
PO#:	Voucher #:	115222	Invoice	4/30/2021	Paid Amt:	\$813.19
					Check Amount:	\$20,947.79
					Vendor Total:	\$41,600.41
11747	BLUE CROSS & BLUE SHIELD	0717	001		Wire	
		B 01 215 020				\$83,912.40
PO#:	Voucher #:	115051	Invoice	4/30/2021	Paid Amt:	\$83,912.40
		B 01 215 020				
		B 01 215 020				(\$4,220.60)
		B 01 215 024				\$7,336.10
PO#:	Voucher #:	115199	Invoice	4/30/2021	Paid Amt:	\$87,027.90
					Check Amount:	\$170,940.30
					Vendor Total:	\$170,940.30

## 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		105592		
				B 01	215 039		
PO#:		Voucher #:		115062	Invoice	4/15/2021	Check
							\$12,514.82
							Paid Amt: \$12,514.82
							Check Amount: \$12,514.82
							Vendor Total: \$12,514.82
22350 FRANSEN BANK AND TRUST							
		0717	001				
				B 01	215 003		
PO#:		Voucher #:		115055	Invoice	4/15/2021	Wire
							\$43,699.24
PO#:		Voucher #:		115064	Invoice	4/15/2021	Wire
							\$15,919.78
PO#:		Voucher #:		115070	Invoice	4/15/2021	Wire
							\$68,069.32
PO#:		Voucher #:		115066	Invoice	4/15/2021	Wire
							\$21,515.77
PO#:		Voucher #:		115203	Invoice	4/30/2021	Wire
							\$42,937.91
PO#:		Voucher #:		115210	Invoice	4/30/2021	Wire
							\$15,959.28
PO#:		Voucher #:		115216	Invoice	4/30/2021	Wire
							\$68,240.96
PO#:		Voucher #:		115223	Invoice	4/30/2021	Wire
							\$8.74
PO#:		Voucher #:		115224	Invoice	4/30/2021	Wire
							\$37.38
PO#:		Voucher #:		115212	Invoice	4/30/2021	Wire
							\$21,405.43
							Paid Amt: \$21,405.43
							Check Amount: \$21,405.43
							Vendor Total: \$297,793.81

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
26288	LOCAL 284	0717	001	105593			
			B 01	215 071		Check	
					Local 284 Dues	\$1,031.08	
PO#:	Voucher #:		115063	Invoice	Invoice No: S2021190	4/15/2021	Paid Amt: \$1,031.08 Check Amount: \$1,031.08
						<b>Vendor Total:</b>	<b>\$1,031.08</b>
24948	MN CHILD SUPPORT PYMT CENTER	0717	001				
			B 01	215 029		Wire	
					Child Support	\$778.90	
PO#:	Voucher #:		115065	Invoice	Invoice No: S2021190	4/15/2021	Paid Amt: \$778.90 Check Amount: \$778.90
						<b>Vendor Total:</b>	<b>\$778.90</b>
23795	NATIONAL INSURANCE SERVICES	0717	001	105652			
			B 01	215 036		Check	
					Accident	\$1.60	
PO#:	Voucher #:		115048	Invoice	Invoice No: S2021190	4/30/2021	Paid Amt: \$1.60
			B 01	215 027	Supplemental Life Ins	\$25.21	
			B 01	215 035	Life	\$1,030.24	
			B 01	215 065	Disability	\$1,834.86	
PO#:	Voucher #:		115068	Invoice	Invoice No: S2021190	4/30/2021	Paid Amt: \$2,890.31
			B 01	215 036	Accident	\$1.60	
PO#:	Voucher #:		115196	Invoice	Invoice No: S2021200	4/30/2021	Paid Amt: \$1.60
			B 01	215 027	Supplemental Life Ins	\$25.21	
			B 01	215 027	Supplemental Life Ins-Adj to actual	(\$5.62)	
			B 01	215 035	Life	\$1,024.24	
			B 01	215 035	Life - adj to actual	(\$211.48)	
			B 01	215 065	Disability	\$1,830.85	
			B 01	215 065	Disability-adj to actual	\$81.01	
			B 01	215 026	Retiree Life Ins	\$48.00	
PO#:	Voucher #:		115214	Invoice	Invoice No: S2021200	4/30/2021	Paid Amt: \$2,792.21 Check Amount: \$5,685.72
						<b>Vendor Total:</b>	<b>\$5,685.72</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>24384</b>					
NCPERS MINNESOTA					
	0717	001	105653		
	B 01	215 032			
	Voucher #: 115218 Invoice			4/30/2021	Check
	Invoice No: S2021200				\$32.00
	PERA Life				
	PO#: 115218 Invoice				Paid Amt: \$32.00
	Invoice No: S2021200				Check Amount: \$32.00
					<b>Vendor Total: \$32.00</b>
<b>21993</b>					
PUBLIC EMPLOYEES RETIREMENT ASSN					
	0717	001			
	B 01	215 014			
	Voucher #: 115071 Invoice			4/15/2021	Wire
	Invoice No: S2021190				\$18,531.78
	PERA				
	PO#: 115071 Invoice				Paid Amt: \$18,531.78
	Invoice No: S2021190				Check Amount: \$18,531.78
					<b>Vendor Total: \$18,531.78</b>
<b>26971</b>					
Select/MII Life					
	0717	001			
	B 01	215 092			
	Voucher #: 115217 Invoice			4/30/2021	Wire
	Invoice No: S2021200				\$19,774.52
	PERA				
	PO#: 115217 Invoice				Paid Amt: \$19,774.52
	Invoice No: S2021200				\$42.19
	PERA				
	PO#: 115225 Invoice			4/30/2021	Wire
	Invoice No: S202120S0				\$42.19
	Med Care-Adj to actual claims				
	PO#: 115229 Invoice			4/30/2021	Wire
	Invoice No: S2021200				\$2,419.77
	FY2021-Flex Dep Care				
	PO#: 115227 Invoice			4/30/2021	Wire
	Invoice No: S2021190				\$747.23
	FY2021-Flex Med Care				
	PO#: 115227 Invoice			4/30/2021	Wire
	Invoice No: S2021190				\$2,419.77
	FY2021-Flex Dep Care				
	PO#: 115227 Invoice			4/30/2021	Wire
	Invoice No: S2021190				\$3,129.00
	Dep Care-Adj to actual claims				
	PO#: 115227 Invoice			4/30/2021	Wire
	Invoice No: S2021190				\$747.23
	FY2021-Med Care				
	PO#: 115229 Invoice			4/30/2021	Wire
	Invoice No: S2021200				(\$774.55)
	Med Care-Adj to actual claims				
	PO#: 115229 Invoice			4/30/2021	Wire
	Invoice No: S2021200				\$2,765.84
	Flex-Employee Contribution				
	PO#: 115226 Invoice			4/30/2021	Wire
	Invoice No: S2021190				\$2,765.84
	Flex-Employee Contribution				
	PO#: 115228 Invoice			4/30/2021	Wire
	Invoice No: S2021200				\$2,765.84
	Flex-Employee Contribution				
	PO#: 115228 Invoice			4/30/2021	Wire
	Invoice No: S2021200				\$2,765.84
	Flex-Employee Contribution				
					<b>Vendor Total: \$14,220.13</b>

**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	4/15/2021	Wire
		Voucher #:		115074	Invoice		
					Invoice No: S2021190		
							Paid Amt: \$69,502.96
							Check Amount: \$69,502.96
		0717	001	B 01	215 018	4/30/2021	Wire
		Voucher #:		115221	Invoice		
					Invoice No: S2021200		
							Paid Amt: \$69,660.33
							Check Amount: \$69,660.33
							Vendor Total: \$139,163.29
							Report Total: \$723,011.65

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5178		A & K REPAIR	0717	001	105563		
				E 01	300 810 000 350 274	HS Band Room Air Handler Unit Repair	Check
				115079	Invoice	4/16/2021	
	PO#: 51060	Voucher #:			Invoice No: 50001		
							<b>Paid Amt: \$645.00</b>
							<b>Check Amount: \$645.00</b>
							<b>Vendor Total: \$645.00</b>

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
4220		ADVANCED IMAGING SOLUTIONS	0717	001	105564			
				E 01	100 203 302 370 000	ES Lease	Check	\$149.81
				E 01	100 203 000 335 000	ES Maintenance		\$255.01
				E 04	005 505 321 370 000	CE Lease		\$149.81
				E 04	005 505 321 335 000	CE Maintenance		\$254.99
				E 01	128 211 302 370 000	MS Lease		\$149.81
				E 01	128 211 000 335 000	MS Maintenance		\$254.99
				E 04	005 582 344 370 000	ELS Lease		\$149.80
				E 04	005 582 344 335 000	ELS Maintenance		\$254.99
				E 01	005 110 302 370 000	DO Lease		\$149.81
				E 01	005 170 000 335 000	DO Maintenance		\$254.99
				E 01	300 211 302 370 000	HS Lease		\$149.81
				E 01	300 211 000 335 000	HS Maintenance		\$254.99
				E 01	100 203 302 370 000	ES Staff Lease		\$149.80
				E 01	100 203 000 335 000	ES Staff Maintenance		\$254.99
				E 01	128 211 302 370 000	MS Staff Lease		\$149.80
				E 01	128 211 000 335 000	MS Staff Maintenance		\$254.99
				E 01	300 211 302 370 000	HS Staff Lease		\$149.81
				E 01	300 211 000 335 000	HS Staff Maintenance		\$254.99
				E 01	100 203 302 370 000	ES Front Desk Lease		\$149.80
				E 01	100 203 000 335 000	ES Front Desk Maintenance		\$254.99
				E 01	005 110 302 370 000	DO Nicky Lease		\$149.80
				E 01	005 170 000 335 000	DO Nicky Maintenance		\$254.99
				E 01	100 203 000 335 000	ES Overage		\$170.37
				E 04	005 505 321 335 000	CE Overage		\$18.93
				E 01	128 211 000 335 000	MS Overage		\$85.18
				E 04	005 582 344 335 000	EE Overage		\$9.47
				E 01	005 170 000 335 000	DO Overage		\$47.32
				E 01	300 211 000 335 000	HS Overage		\$141.97
				115078	Invoice	4/16/2021		
	PO#: 51051	Voucher #:			Invoice No: 439528076			
							<b>Paid Amt: \$4,926.01</b>	
							<b>Check Amount: \$4,926.01</b>	

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4220</b>					
ADVANCED IMAGING SOLUTIONS					
	0717	001	105594		
	E 01	005 420 419 405 000	Software Global Capture Apr 2021		
PO#: 51093	Voucher #:	115108 Invoice	Invoice No: 440104784	4/23/2021	
				\$407.48	Check
					Paid Amt: \$407.48
					Check Amount: \$407.48
				<b>Vendor Total:</b>	<b>\$5,333.49</b>
<b>3153</b>					
AIM ELECTRONICS INC.					
	0717	001	105535		
	E 01	300 292 000 401 300	Remote start/stop timer		
	E 01	300 292 000 401 300	Freight		
PO#: 51001	Voucher #:	114868 Invoice	Invoice No: 42774	4/1/2021	
				\$75.00	Check
				\$25.00	
					Paid Amt: \$100.00
					Check Amount: \$100.00
				<b>Vendor Total:</b>	<b>\$100.00</b>
<b>3529</b>					
AJMJMC, LLC					
	0717	001	105565		
	E 04	005 505 321 305 515	Winter 2021 Classic 10 kids & Premier 10 kids		
PO#: 50939	Voucher #:	115077 Invoice	Invoice No: J2021.13.03	4/16/2021	
				\$1,760.00	Check
					Paid Amt: \$1,760.00
					Check Amount: \$1,760.00
				<b>Vendor Total:</b>	<b>\$1,760.00</b>
<b>1508</b>					
APPLE INC					
	0717	001	105566		
	E 01	300 292 000 302 000	iPad		
PO#: 50866	Voucher #:	115076 Invoice	Invoice No: AE33064039	4/16/2021	
				\$598.00	Check
					Paid Amt: \$598.00
					Check Amount: \$598.00
				<b>Vendor Total:</b>	<b>\$598.00</b>
<b>4272</b>					
ASL INTERPRETING SERVICES, INC.					
	0717	001	105595		
	E 01	100 203 000 357 000	Interpreting Service at Parent/Teacher Conferen		
PO#: 51027	Voucher #:	115107 Invoice	Invoice No: 21.03913	4/23/2021	
				\$128.00	Check
					Paid Amt: \$128.00
					Check Amount: \$128.00
				<b>Vendor Total:</b>	<b>\$128.00</b>
<b>28892</b>					
AVIBEN					
	0717	001	105618		
	E 01	005 110 000 311 000	April 2021 403b Admin Fee		
PO#:	Voucher #:	115159 Invoice	Invoice No: 18325	4/29/2021	
				\$236.81	Check
					Paid Amt: \$236.81
					Check Amount: \$236.81
				<b>Vendor Total:</b>	<b>\$236.81</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
3342	BAN-KOE	0717	001	105619	Check
		E 01 005 630 302 555 000		Deposit-JMS Temp PA, Intercom Upgrade,Add (	\$8,916.12
PO#: 51146	Voucher #:	115160 Invoice	Invoice No: 306	4/29/2021	Paid Amt: \$8,916.12
PO#: 51166	Voucher #:	115161 Invoice	Invoice No: 315 000	4/8/21 Onsite Troubleshoot MS PA System	\$212.75
		115161 Invoice	Invoice No: 401199	4/29/2021	Paid Amt: \$212.75
					Check Amount: \$9,128.87
					Vendor Total: \$9,128.87
11220	BENJAMIN BUS	0717	001	105553	Check
		E 01 300 294 733 360 306		Boys Basketball	\$1,044.59
		E 01 300 211 733 360 000		Dance	\$1,069.11
		E 01 300 296 733 360 306		Girls Basketball	\$4,467.70
		E 01 128 211 320 360 000		AI Tutor	\$823.90
		E 01 300 294 733 360 310		Wrestling	\$1,559.53
		E 01 005 760 723 360 000		SPED In District	\$11,143.12
		E 01 005 760 723 360 000		SPED	\$20,014.35
		E 01 005 760 728 360 000		Care & Treatment	\$8,211.18
		E 01 300 298 733 360 373		Knowledge Bowl	\$946.49
PO#: 50933	Voucher #:	114924 Invoice	Invoice No: Feb 2021	4/9/2021	Paid Amt: \$49,279.97
					Check Amount: \$49,279.97
					Vendor Total: \$49,279.97
					Check
		0717	001	105620	Check
		E 01 300 294 733 360 306		Boy's Basketball	\$1,956.76
		E 01 300 296 733 360 306		Girl's Basketball	\$724.84
		E 01 300 298 733 360 373		HS Knowledge Bowl	\$294.25
		E 01 128 211 320 360 000		Am Indian Tutor	\$647.35
		E 01 300 294 733 360 310		HS Wrestling	\$1,637.99
		E 01 005 760 728 360 000		Care & Treatment	\$8,063.52
		E 01 005 760 723 360 000		SPED	\$15,607.02
		E 01 005 760 723 360 000		In District SPED	\$11,143.12
PO#: 51125	Voucher #:	115162 Invoice	Invoice No: March 2021	4/29/2021	Paid Amt: \$40,074.85
		E 01 005 760 720 360 000		March 2021 Contract	\$68,031.84
PO#: 51125	Voucher #:	115163 Invoice	Invoice No: March 2021 Contract	4/29/2021	Paid Amt: \$68,031.84
					Check Amount: \$108,106.69
					Vendor Total: \$157,386.66

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>11747 BLUE CROSS &amp; BLUE SHIELD</b>					
	0717	001	105567		
		B 01	215 024	May 2021 D. Swenson	Check
					\$246.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>115080</b>	<b>Invoice</b>	<b>Invoice No: 210402180304</b>	<b>4/16/2021</b>
					<b>Paid Amt: \$246.50</b>
					<b>Check Amount: \$246.50</b>
					<b>Vendor Total: \$246.50</b>
<b>2000 BRIGGS, AMY</b>					
	0717	001	105596		
		E 01	300 296 000 305 333	Softball Official 4/17/21	Check
					\$85.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>115109</b>	<b>Invoice</b>	<b>Invoice No: Softball Official</b>	<b>4/23/2021</b>
					<b>Paid Amt: \$85.00</b>
					<b>Check Amount: \$85.00</b>
					<b>Vendor Total: \$85.00</b>
<b>26916 CDW GOVERNMENT, INC.</b>					
	0717	001	105536		
		B 01	131 000	FY2022 Google Licenses-new chromebooks - 5l	Check
					\$7,540.00
<b>PO#:</b>	<b>50893</b>	<b>Voucher #:</b>	<b>114869</b>	<b>Invoice</b>	<b>Invoice No: 9051820</b>
					<b>4/1/2021</b>
					<b>Paid Amt: \$7,540.00</b>
					<b>Check Amount: \$7,540.00</b>
					<b>Vendor Total: \$7,540.00</b>
<b>5437 CENTRAL LAKES COLLEGE</b>					
	0717	001	105554		
		E 01	300 211 000 394 000	Jazz Orchestra	Check
					\$2,750.00
		E 01	300 211 000 394 000	Musicology	
					\$2,750.00
<b>PO#:</b>	<b>50992</b>	<b>Voucher #:</b>	<b>114925</b>	<b>Invoice</b>	<b>Invoice No: 00236456</b>
					<b>4/9/2021</b>
					<b>Paid Amt: \$5,500.00</b>
					<b>Check Amount: \$5,500.00</b>
					<b>Vendor Total: \$5,500.00</b>
<b>26606 CHAMBERS, COLLEEN</b>					
	0717	001	105537		
		E 01	128 240 000 430 000	Lysol Spray	Check
					\$12.74
<b>PO#:</b>	<b>51019</b>	<b>Voucher #:</b>	<b>114871</b>	<b>Invoice</b>	<b>Invoice No: Reimbursement</b>
					<b>4/1/2021</b>
					<b>Paid Amt: \$12.74</b>
					<b>Check Amount: \$12.74</b>
					<b>Vendor Total: \$12.74</b>
<b>3676 CHOICE ELECTRIC</b>					
	0717	001	105568		
		E 01	300 810 000 350 274	(24) 500W E39 Lamps	Check
					\$510.25
<b>PO#:</b>	<b>51085</b>	<b>Voucher #:</b>	<b>115082</b>	<b>Invoice</b>	<b>Invoice No: 19978</b>
					<b>4/16/2021</b>
					<b>Paid Amt: \$510.25</b>
					<b>Check Amount: \$510.25</b>
					<b>Vendor Total: \$510.25</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>10254</b>					
CITY OF JORDAN					
	0717	001	105621		Check
		E 01	100 810 000 330 204	ES	\$1,796.49
		E 01	128 810 000 330 204	MS	\$2,405.33
		E 01	300 810 000 330 204	HS	\$2,369.57
		E 01	005 810 000 330 204	Athletic Complex	\$496.21
		E 04	005 505 321 330 000	ES CE	\$40.83
		E 04	005 505 321 330 000	CE	\$103.09
		E 04	005 582 344 330 000	School Readiness	\$122.49
		E 02	100 770 701 330 000	ES Food Service	\$81.66
		E 02	128 770 701 330 000	MS Food Service	\$137.45
		E 02	300 770 701 330 000	HS Food Service	\$151.25
		E 04	005 505 321 330 550	CERC	\$790.32
<b>PO#:</b>	<b>Voucher #:</b>	<b>115165</b>	<b>Invoice</b>	<b>4/29/2021</b>	<b>Paid Amt: \$8,494.69</b>
			<b>Invoice No: 4/12/21</b>		<b>Check Amount: \$8,494.69</b>
					<b>Vendor Total: \$8,494.69</b>
<b>2629</b>					
COMCAST					
	0717	001	105538		Check
		E 04	005 505 321 320 550	CERC Service 3/18/21-4/17/21	\$2.25
<b>PO#:</b>	<b>50944</b>	<b>Voucher #:</b>	<b>114870</b>	<b>Invoice</b>	<b>4/1/2021</b>
			<b>Invoice No: 3/8/21</b>		<b>Paid Amt: \$2.25</b>
					<b>Check Amount: \$2.25</b>
<b>5182</b>					
DECOTEAU, EMILEE					
	0717	001	105539		Check
		E 01	300 211 320 366 000	Mileage-AIPEC College Visit 2/4/21 Mileage/Foc	\$202.72
		E 01	300 211 320 366 000	Dinner-AIPEC College Visit 2/4/21 Mileage/Foc	\$40.92
<b>PO#:</b>	<b>51023</b>	<b>Voucher #:</b>	<b>114872</b>	<b>Invoice</b>	<b>4/1/2021</b>
			<b>Invoice No: Reimbursement</b>		<b>Paid Amt: \$243.64</b>
		E 01	300 211 320 366 000	Hotel-AIPEC College Visit Oct 14-15, 2020	\$130.75
					<b>Check Amount: \$2.25</b>
					<b>Vendor Total: \$6.75</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5182 DECOTEAU, EMILEE</b>					
	0717	001	105539		
	E 01	300 211 320 366 000		Mileage-AIPEC College Visit Oct 14-15, 2020	Check
		114873 Invoice		4/1/2021	
	PO#: 51024	Voucher #:			
					\$203.84
					<b>Paid Amt: \$334.59</b>
					<b>Check Amount: \$578.23</b>
					<b>Vendor Total: \$578.23</b>
<b>1517 DISTRICT 112 COMM EDUCATION</b>					
	0717	001	105555		
	E 04	005 505 321 305 000		2020-2021 Magnifying Abilities Program	Check
		114926 Invoice		4/9/2021	
	PO#: 51045	Voucher #:			
					\$1,500.00
					<b>Paid Amt: \$1,500.00</b>
					<b>Check Amount: \$1,500.00</b>
					<b>Vendor Total: \$1,500.00</b>
<b>5526 FAIRMONT HIGH SCHOOL</b>					
	0717	001	105540		
	E 01	300 291 000 369 372		Speech Meet 3/27/21	Check
		114874 Invoice		4/1/2021	
	PO#: 51016	Voucher #:			
					\$143.00
					<b>Paid Amt: \$143.00</b>
					<b>Check Amount: \$143.00</b>
					<b>Vendor Total: \$143.00</b>
<b>22892 FLINN SCIENTIFIC INC.</b>					
	0717	001	105541		
	E 01	300 260 000 430 000		Magnesium Metal Ribbon, 25g, Approx. 90 feet	Check
	E 01	300 260 000 430 000		Shipping	
		114875 Invoice		4/1/2021	
	PO#: 50868	Voucher #:			
					\$12.55
					\$13.78
					<b>Paid Amt: \$26.33</b>
					<b>Check Amount: \$26.33</b>
					<b>Vendor Total: \$26.33</b>
<b>28334 FRICKE, VICKI</b>					
	0717	001	105570		
	E 04	005 505 321 305 550		Seven 30 Min Sessions	Check
		115083 Invoice		4/16/2021	
	PO#: 51065	Voucher #:			
					\$115.50
					<b>Paid Amt: \$115.50</b>
					<b>Check Amount: \$115.50</b>
					<b>Vendor Total: \$115.50</b>
<b>24160 GOPHER STAGE LIGHTING, INC.</b>					
	0717	001	105571		
	E 01	300 810 000 350 272		Control System/Light Fixture Issues	Check
		115084 Invoice		4/16/2021	
	PO#: 51087	Voucher #:			
					\$900.00
					<b>Paid Amt: \$900.00</b>
					<b>Check Amount: \$900.00</b>
					<b>Vendor Total: \$900.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>17791</b>					
HAMANN, RON					
	0717	001	105597		
		E 01	300 296 000 305 333	Softball Official 4/22/21	Check
					\$85.00
<b>PO#:</b>	<b>Voucher #:</b>	115110	Invoice	4/23/2021	<b>Paid Amt: \$85.00</b>
			Invoice No: Softball Official		<b>Check Amount: \$85.00</b>
<hr/>					
	0717	001	105623		
		E 01	300 296 000 305 333	Softball Official 4/24/21	Check
					\$85.00
<b>PO#:</b>	<b>Voucher #:</b>	115166	Invoice	4/29/2021	<b>Paid Amt: \$85.00</b>
			Invoice No: Softball Official		<b>Check Amount: \$85.00</b>
<hr/>					
<b>27447</b>					
HASTINGS CREAMERY LLC					
	0717	001	105584		
		E 02	300 770 709 495 000	JHS	Check
					\$704.25
		E 02	128 770 709 495 000	JMS	
					\$1,176.56
		E 02	100 770 709 495 000	JES	
					\$2,305.59
		E 02	300 770 709 495 000	SW Metro	
					\$267.03
		E 02	300 770 709 495 000	ST John's	
					\$303.28
<b>PO#:</b>	<b>Voucher #:</b>	115097	Invoice	4/16/2021	<b>Paid Amt: \$4,756.71</b>
			Invoice No: March 2021		<b>Check Amount: \$4,756.71</b>
<hr/>					
	0717	001	105609		
		E 02	300 770 709 495 000	HS	Check
					\$568.94
		E 02	128 770 709 495 000	MS	
					\$1,321.78
		E 02	100 770 709 495 000	ES	
					\$2,284.80
		E 02	300 770 709 495 000	SW Metro	
					\$277.04
		E 02	300 770 709 495 000	St John's	
					\$274.20
<b>PO#:</b>	<b>Voucher #:</b>	115123	Invoice	4/23/2021	<b>Paid Amt: \$4,726.76</b>
			Invoice No: Feb 2021		<b>Check Amount: \$4,726.76</b>
<hr/>					
<b>4829</b>					
HENTGES, JEREMY					
	0717	001	105556		
		E 01	100 810 000 305 299	ES Plow-March 3 & 15, 2021 Plow & Salt	Check
					\$825.00
		E 01	128 810 000 305 299	MS Plow-March 3 & 15, 2021 Plow & Salt	
					\$1,050.00
		E 01	300 810 000 305 299	HS Plow-March 3 & 15, 2021 Plow & Salt	
					\$1,350.00
		E 04	005 505 321 305 550	CERC Plow-March 3 & 15, 2021 Plow & Salt	
					\$310.00
		E 01	998 810 000 305 299	RVEC Plow-March 3 & 15, 2021 Plow & Salt	
					\$375.00
		E 01	998 810 000 305 299	Salt RVEC	
					\$280.00
		E 01	128 810 000 305 299	MS Salt	
					\$280.00
		E 01	300 810 000 305 299	HS Salt	
					\$280.00
		E 01	100 810 000 305 299	ES Salt	
					\$280.00
<hr/>					
<b>Vendor Total: \$9,483.47</b>					

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4829 HENTGES, JEREMY</b>					
	0717	001	105556		
	E 04	005 505 321 305 550	CERC Salt		
PO#: 51049	Voucher #:	114927	Invoice	Invoice No: March 2021	4/9/2021
					\$280.00
					Check
					Paid Amt: \$5,310.00
					Check Amount: \$5,310.00
					Vendor Total: \$5,310.00
<b>24254 HOLIDAY CREDIT OFFICE</b>					
	0717	001	105542		
	E 01	005 790 733 440 000	Regular Fuel		
	E 01	005 810 000 440 000	Tractor/Mower/Pickup		
PO#: 51035	Voucher #:	114876	Invoice	Invoice No: 3/11/21	4/1/2021
					\$14.75
					\$339.47
					Check
					Paid Amt: \$354.22
					Check Amount: \$354.22
					Vendor Total: \$354.22
<b>26698 HOUSE OF PRINT</b>					
	0717	001	105598		
	E 01	005 110 000 305 000	Spring/Summer 2021 brochure comm ed/jps		
	E 04	005 505 321 305 000	Spring/Summer 2021 brochure comm ed/jps		
PO#: 51035	Voucher #:	115111	Invoice	Invoice No: 061286	4/23/2021
					\$2,095.32
					\$2,095.32
					Check
					Paid Amt: \$4,190.64
					Check Amount: \$4,190.64
					Vendor Total: \$4,190.64
<b>21761 IND SCH DIST #716</b>					
	0717	001	105572		
	E 01	300 294 000 305 310	2020-2021 Wrestling Costs		
PO#: 51097	Voucher #:	115086	Invoice	Invoice No: 2021-2021	4/16/2021
					\$3,483.95
					Check
					Paid Amt: \$3,483.95
					Check Amount: \$3,483.95
					Vendor Total: \$3,483.95
<b>10561 INTERMEDIATE DISTRICT #287</b>					
	0717	001	105573		
	E 01	998 203 000 390 000	FY21 Care & Treatment Mid Year Billing-Out of [		
	E 01	998 211 000 390 000	FY21 Care & Treatment Mid Year Billing-Out of [		
PO#: 51009	Voucher #:	115085	Invoice	Invoice No: 0002100255	4/16/2021
					\$2,194.20
					\$12,553.35
					Check
					Paid Amt: \$14,747.55
					Check Amount: \$14,747.55
					Vendor Total: \$14,747.55
<b>10561 INTERMEDIATE DISTRICT #287</b>					
	0717	001	105599		
	E 01	998 203 303 390 277	FY21 ESY & Periods 1-2 Billing-Targeted Servic		
	E 01	998 211 303 390 277	FY21 ESY & Periods 1-2 Billing-Target Services		
PO#: 51022	Voucher #:	115112	Invoice	Invoice No: 0002100375	4/23/2021
					\$150.60
					\$703.43
					Check
					Paid Amt: \$854.03
					Check Amount: \$854.03
					Vendor Total: \$15,601.58

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
01365	JOHNSON, KYLE	0717 001	105574		
		E 01 100 203 000 401 164	Dollar Tree 3/20/21		Check
				\$5.04	
PO#: 51091	Voucher #:	115090 Invoice	Invoice No: Reimbursement	4/16/2021	Paid Amt: \$5.04
					Check Amount: \$5.04
					Vendor Total: \$5.04

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
24970	JORDAN ACE HARDWARE	0717 001	105543		
		E 01 300 810 000 350 274	HS In House Repairs		Check
		E 01 005 810 000 350 274	District In House Repairs	\$19.95	
		E 01 128 255 000 430 000	Ind Tech Supplies MS	\$3.27	
		E 01 300 255 000 530 000	Ind Tech Equipment	\$9.76	
		E 01 300 255 000 430 000	Ind Tech Supplies HS	\$31.99	
		E 01 300 255 000 430 000	Industrial Tech Non-Individual Supplies	\$44.98	
		E 01 300 255 000 430 000	Industrial Tech Non-Individual Supplies	\$0.00	
PO#: 51091	Voucher #:	114877 Invoice	Invoice No: Feb 2021	4/1/2021	Paid Amt: \$109.95
					Check Amount: \$109.95
					Vendor Total: \$109.95

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
28607	JORDAN AREA LIONS CLUB	0717 001	105575		
		E 01 005 960 340 898 000	2017	\$523.39	Check
		E 01 005 960 340 898 000	2018	\$523.34	
		E 01 005 960 340 898 000	2019	\$523.31	
		E 01 005 960 340 898 000	2020	\$523.31	
PO#: 51101	Voucher #:	115105 Invoice	Invoice No: CD Interest	4/16/2021	Paid Amt: \$2,093.35
					Check Amount: \$2,093.35
					Vendor Total: \$2,093.35

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
1920	JORDAN DOLLARS FOR SCHOLARS	0717 001	105576		
		R 01 300 211 000 096 276	E Checks	\$10.00	Check
		R 01 300 211 000 096 276	Credit Cards	\$315.00	
		R 01 300 211 000 096 276	CC Fees	(\$12.25)	
PO#: 51101	Voucher #:	115089 Invoice	Invoice No: March 2021	4/16/2021	Paid Amt: \$312.75
					Check Amount: \$312.75
					Vendor Total: \$312.75

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
10692	JOSTENS INC	0717 001	105577		
		R 01 300 211 000 619 927	2021 Jordan High School Yearbooks payment	\$7,029.26	Check
PO#: 51038	Voucher #:	115087 Invoice	Invoice No: 1239459	4/16/2021	Paid Amt: \$7,029.26

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
10692	JOSTENS INC				
	0717	001	105577		Check
		R 01 300 211 000 619 927		Deposit for 2021 Yearbooks	\$4,080.00
PO#: 51075	Voucher #:	115088 Invoice	Invoice No: 13278	4/16/2021	
					Paid Amt: \$4,080.00
					Check Amount: \$11,109.26
					Vendor Total: \$11,109.26
3137	KOHOUT, HERB				
	0717	001	105624		Check
		E 01 005 810 000 401 000		Shoes-Custodian Clothing Allowance FY21	\$150.00
PO#: 51147	Voucher #:	115167 Invoice	Invoice No: Reimbursement	4/29/2021	
					Paid Amt: \$150.00
					Check Amount: \$150.00
					Vendor Total: \$150.00
25618	KORBA, JERRY				
	0717	001	105600		Check
		E 01 300 296 000 305 333		Softball Official 4/22/21	\$85.00
PO#: 51147	Voucher #:	115113 Invoice	Invoice No: Softball Official	4/23/2021	
					Paid Amt: \$85.00
					Check Amount: \$85.00
					Vendor Total: \$170.00
27469	KRAUTKREMER, KIMBERLY				
	0717	001	105578		Check
		E 02 128 770 701 401 000		Shoes-Kohls 4/2/21	\$48.74
PO#: 51105	Voucher #:	115091 Invoice	Invoice No: Reimbursement	4/16/2021	
					Paid Amt: \$48.74
					Check Amount: \$48.74
					Vendor Total: \$48.74
3494	KRINHOP, BRIAN				
	0717	001	105601		Check
		E 01 300 296 000 305 333		Softball Official 4/17/21	\$85.00
PO#: 51105	Voucher #:	115114 Invoice	Invoice No: Softball Official	4/23/2021	
					Paid Amt: \$85.00
					Check Amount: \$85.00
					Vendor Total: \$85.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
3141		KUBISTA, GRACE		001	105626		
		0717	E 01	300 291 000 305 372	Speech Judge 1/16/21,2/16/21,2/13/21,3/6/21		Check
							\$300.00
	PO#:	Voucher #:		115184 Invoice	Invoice No: Speech Judge	4/29/2021	
							Paid Amt: \$300.00
							Check Amount: \$300.00
							Vendor Total: \$300.00
5536		KUPHAL, BRENT		001	105579		
		0717	E 01	300 294 000 305 306	BB Official 3/20/21		Check
							\$105.00
	PO#:	Voucher #:		115092 Invoice	Invoice No: BB Official	4/16/2021	
							Paid Amt: \$105.00
							Check Amount: \$105.00
							Vendor Total: \$105.00
5541		LANGE, JEFF		001	105580		
		0717	E 01	300 294 000 305 315	Baseball Official 4/15/2021		Check
							\$90.00
	PO#:	Voucher #:		115093 Invoice	Invoice No: Baseball Official	4/16/2021	
							Paid Amt: \$90.00
							Check Amount: \$90.00
							Vendor Total: \$90.00
5440		LANGUAGE LINE TRANSLATION SOLUTIONS		001	105557		
		0717	E 01	005 211 000 358 000	General Education Language Line Services		Check
							\$272.44
			E 01	005 420 740 394 000	Special Education Language Line		\$51.43
	PO#:	Voucher #:		114928 Invoice	Invoice No: W21020701	4/9/2021	
							Paid Amt: \$323.87
							Check Amount: \$323.87
							Vendor Total: \$323.87
5550		LARSON, CYNTHIA		001	105627		
		0717	E 01	300 211 000 461 000	ACT Reimbursement-A. Larson		Check
							\$55.00
			E 01	300 211 000 461 000	ACT Reimbursement-A. Larson-Writing		\$15.00
	PO#:	Voucher #:		115169 Invoice	Invoice No: Reimbursement	4/29/2021	
							Paid Amt: \$70.00
							Check Amount: \$70.00
							Vendor Total: \$70.00
27558		LEE'S REFRIGERATION		001	105628		
		0717	E 02	300 770 701 350 000	Added Refridrant-HS Kitchen Cooler Repair		Check
							\$90.00
			E 02	300 770 701 350 000	Labor-HS Kitchen Cooler Repair		\$190.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount	
<b>27558</b>									
LEE'S REFRIGERATION									
		0717	001		105628		Check		
		E 02	300	770	350	000		\$15.00	
		Mileage-HS Kitchen Cooler Repair							
		Voucher #:	115170	Invoice	No: 34300	4/29/2021			
		PO#: 51150							Paid Amt: \$295.00
									Check Amount: \$295.00
									Vendor Total: \$295.00
<b>26777</b>									
LEONARD, MECQUE									
		0717	001		105629		Check		
		E 01	300	291	000	305	372	\$375.00	
		Speech Judge 1/16/21, 1/23/21, 2/13/21, 3/6/21, 3							
		Voucher #:	115185	Invoice	No: Speech Judge	4/29/2021			
		PO#: 51107							Paid Amt: \$375.00
									Check Amount: \$375.00
									Vendor Total: \$375.00
<b>25176</b>									
MANKATO EAST HIGH SCHOOL									
		0717	001		105602		Check		
		E 01	300	292	000	369	320	\$80.00	
		Girls Track Meet							
		Voucher #:	115118	Invoice	No: 4/29/21	4/23/2021			
		PO#: 51107							Paid Amt: \$80.00
									Check Amount: \$80.00
									Vendor Total: \$80.00
<b>28878</b>									
MEDICARE BLUE RX									
		0717	001		105630		Check		
		B 01	215	024				\$163.00	
		May 2021 D. Swenson							
		Voucher #:	115173	Invoice	No: 210960196746	4/29/2021			
		PO#: 51050							Paid Amt: \$163.00
									Check Amount: \$163.00
									Vendor Total: \$163.00
<b>26865</b>									
MID COUNTY FABRICATING INC.									
		0717	001		105603		Check		
		E 01	300	255	000	430	000	\$160.00	
		Misc Steel Angles & Tubes							
		Voucher #:	115115	Invoice	No: 38041	4/23/2021			
		PO#: 51050							Paid Amt: \$160.00
									Check Amount: \$160.00
									Vendor Total: \$160.00
<b>1488</b>									
MINNESOTA STATE UNIVERSITY, MANKATO									
		0717	001		105581		Check		
		E 01	300	211	000	394	000	\$3,300.00	
		Public Speak Sec 50							
		E 01	300	211	000	394	000	\$3,300.00	
		Symphonic Band Sec 50							
		E 01	300	211	000	394	000	\$3,300.00	
		Elem Span Sec 50							
									Paid Amt: \$260.00
									Check Amount: \$260.00
									Vendor Total: \$420.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>1488</b>							
MINNESOTA STATE UNIVERSITY, MANKATO							
		0717	001	E 01	300 211 000 394 000	105581	Int Span II Sec 50
		Voucher #:	115095	Invoice	Invoice No: 01184796	4/16/2021	Check
							\$3,300.00
							<b>Paid Amt: \$13,200.00</b>
							<b>Check Amount: \$13,200.00</b>
							<b>Vendor Total: \$13,200.00</b>
<b>3967</b>							
MINNESOTA VALLEY ELECTRIC COOPERATIVE							
		0717	001	E 01	005 810 000 330 201	105544	Ball Field Lights
		Voucher #:	114878	Invoice	Invoice No: 3/9/2021	4/1/2021	Check
							\$10.74
							<b>Paid Amt: \$10.74</b>
							<b>Check Amount: \$10.74</b>
							<b>Vendor Total: \$21.48</b>
<b>2709</b>							
MN HARVEST, LLC							
		0717	001	E 02	100 770 709 490 000	105604	ES
				E 02	128 770 709 490 000		MS
				E 02	300 770 709 490 000		HS
		Voucher #:	115117	Invoice	Invoice No: 1644	4/23/2021	Check
							\$70.00
							\$70.00
							\$70.00
							<b>Paid Amt: \$210.00</b>
							<b>Check Amount: \$210.00</b>
							<b>Vendor Total: \$210.00</b>
<b>10854</b>							
MN SCHOOL BOARDS ASSN							
		0717	001	E 01	005 010 000 366 000	105558	Ranae Case Evenson
		Voucher #:	114929	Invoice	Invoice No: 26655J1K5G2	4/9/2021	Check
				E 01	005 010 000 366 000		Ryan Dahmert
		Voucher #:	114930	Invoice	Invoice No: 26656Y1K2Q5	4/9/2021	Check
							\$195.00
							\$195.00
							\$195.00
							<b>Paid Amt: \$195.00</b>
							<b>Check Amount: \$195.00</b>
							<b>Vendor Total: \$390.00</b>
<b>50967</b>							
		0717	001	E 01	005 010 000 366 000	105582	Ryan Dahmert
				E 01	005 010 000 366 000		Sandy Burke
				E 01	005 010 000 366 000		Connie Hennen
		Voucher #:	115094	Invoice	Invoice No: 26908DZ21G3	4/16/2021	Check
							\$195.00
							\$195.00
							\$195.00
							<b>Paid Amt: \$585.00</b>
							<b>Check Amount: \$585.00</b>
							<b>Vendor Total: \$975.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>16835 MN SOUTH CENTRAL SERVICE COOP.</b>					
	0717	001	105545		
	E 01	005 865 352 305 000	EMS-Feb 2021 IEA		
PO#: 50988	Voucher #:	114879	Invoice No: 20210	4/1/2021	
				\$654.10	Check
					<b>Paid Amt: \$654.10</b>
					<b>Check Amount: \$654.10</b>
<hr/>					
	0717	001	105605		
	E 01	300 211 000 394 000	SOCRATES Online Enrollments SPR 2021		
PO#: 51098	Voucher #:	115116	Invoice No: 20237	4/23/2021	
				\$498.00	Check
					<b>Paid Amt: \$498.00</b>
					<b>Check Amount: \$498.00</b>
					<b>Vendor Total: \$1,152.10</b>
<hr/>					
<b>5539 MONSSEN, LEE</b>					
	0717	001	105583		
	E 01	300 296 000 305 333	Softball Official 4/15/21		
PO#: 51098	Voucher #:	115096	Invoice No: Softball Official	4/16/2021	
				\$85.00	Check
					<b>Paid Amt: \$85.00</b>
					<b>Check Amount: \$85.00</b>
					<b>Vendor Total: \$85.00</b>
<hr/>					
<b>27076 NEW PRAGUE HIGH SCHOOL</b>					
	0717	001	105606		
	E 01	300 292 000 369 313	Golf 04-23-21-Boys Entry Fee		
	E 01	300 292 000 369 313	Golf 04-23-21-Girls Entry Fee		
PO#: 50675	Voucher #:	115119	Invoice No: 4/23/21	4/23/2021	
				\$100.00	Check
				\$100.00	Check
					<b>Paid Amt: \$200.00</b>
					<b>Check Amount: \$200.00</b>
					<b>Vendor Total: \$200.00</b>
<hr/>					
<b>5384 NIKKI'S NUMMY TREATS</b>					
	0717	001	105633		
	E 01	300 291 000 401 384	Cookies for NHS Induction		
PO#: 51135	Voucher #:	115176	Invoice No: 000233	4/29/2021	
				\$240.50	Check
					<b>Paid Amt: \$240.50</b>
					<b>Check Amount: \$240.50</b>
					<b>Vendor Total: \$240.50</b>
<hr/>					
<b>27111 NORMANDALE COMMUNITY COLLEGE</b>					
	0717	001	105634		
	E 01	300 211 000 394 000	Multicultural Education and Human Relations in		
PO#: 50945	Voucher #:	115174	Invoice No: 00775041	4/29/2021	
	E 01	300 211 000 394 000	PSEO Spring Semester FY21		
PO#: 50960	Voucher #:	115175	Invoice No: 00775073	4/29/2021	
				\$2,750.00	Check
				\$68,850.00	Check
					<b>Paid Amt: \$2,750.00</b>
					<b>Paid Amt: \$68,850.00</b>
					<b>Check Amount: \$71,600.00</b>
					<b>Vendor Total: \$71,600.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4871 NUGENT, JOHN</b>					
	0717	001	105635		
	E 02	128 770 709 401 000		MS Kitchen Warmer Parts-Nylon Pivot Cam	Check \$11.16
	E 02	128 770 709 401 000		MS Kitchen Warmer Parts-I Save Loyalty Progre	\$8.99
	E 02	128 770 709 401 000		MS Kitchen Warmer Parts-Freight	\$6.99
<b>PO#: 51163</b>	<b>Voucher #:</b>	<b>115177</b>	<b>Invoice No:</b>	<b>Reimbursement</b>	<b>4/29/2021</b>
					<b>Paid Amt: \$27.14</b>
					<b>Check Amount: \$27.14</b>
					<b>Vendor Total: \$27.14</b>
<b>5545 O,BRIEN, JEREMY</b>					
	0717	001	105607		
	E 01	300 211 000 461 000		ACT Test-ACT Test Reimbursement D. O'Brien	Check \$55.00
	E 01	300 211 000 461 000		Add Writing-ACT Test Reimbursement D. O'Brie	\$15.00
<b>PO#: 51123</b>	<b>Voucher #:</b>	<b>115120</b>	<b>Invoice No:</b>	<b>Reimbursement</b>	<b>4/23/2021</b>
					<b>Paid Amt: \$70.00</b>
					<b>Check Amount: \$70.00</b>
					<b>Vendor Total: \$70.00</b>
<b>2498 OLINGER, MARIAH</b>					
	0717	001	105636		
	E 01	300 291 000 305 372		Speech Judge Feb 6,13,20,27 Mar 6,20,27 202-	Check \$525.00
<b>PO#: 51186</b>	<b>Voucher #:</b>	<b>115186</b>	<b>Invoice No:</b>	<b>Speech Judge</b>	<b>4/29/2021</b>
					<b>Paid Amt: \$525.00</b>
					<b>Check Amount: \$525.00</b>
					<b>Vendor Total: \$525.00</b>
<b>5529 OSBORNE, ELIZABETH</b>					
	0717	001	105637		
	E 01	300 291 000 305 372		Speech Judge 2/4/21,2/11/21,2/18/21,3/4/21	Check \$120.00
<b>PO#: 51187</b>	<b>Voucher #:</b>	<b>115187</b>	<b>Invoice No:</b>	<b>Speech Judge</b>	<b>4/29/2021</b>
					<b>Paid Amt: \$120.00</b>
					<b>Check Amount: \$120.00</b>
					<b>Vendor Total: \$120.00</b>
<b>2682 PAULSEN, TRAVIS</b>					
	0717	001	105608		
	E 01	305 361 628 366 000		Taxi 4/2/21	Check \$14.00
	E 01	305 361 628 366 000		Baggage 3/28/21	\$30.00
	E 01	305 361 628 366 000		Baggage 4/2/21	\$30.00
<b>PO#: 51124</b>	<b>Voucher #:</b>	<b>115121</b>	<b>Invoice No:</b>	<b>Reimbursement</b>	<b>4/23/2021</b>
					<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
<b>5508 PERMAUL, ALISSA</b>					
	0717	001	105638		
	E 01	300 291 000 305 372		Speech Judge 2/11/21,2/18/21	Check
		Invoice No: Speech Judge			\$60.00
PO#:	Voucher #:	115188	Invoice	4/29/2021	
					<b>Paid Amt: \$60.00</b>
					<b>Check Amount: \$60.00</b>
					<b>Vendor Total: \$60.00</b>
<b>5527 PESEK, JULIE</b>					
	0717	001	105639		
	E 01	300 291 000 305 372		Speech Judge 2/20/21,2/27/21,3/6/21,3/20/21,3	Check
		Invoice No: Speech Judge			\$375.00
PO#:	Voucher #:	115189	Invoice	4/29/2021	
					<b>Paid Amt: \$375.00</b>
					<b>Check Amount: \$375.00</b>
					<b>Vendor Total: \$375.00</b>
<b>5528 PETERS, AVERY</b>					
	0717	001	105640		
	E 01	300 291 000 305 372		Speech Judge 2/4/21,2/18/21,3/4/21	Check
		Invoice No: Speech Judge			\$90.00
PO#:	Voucher #:	115190	Invoice	4/29/2021	
					<b>Paid Amt: \$90.00</b>
					<b>Check Amount: \$90.00</b>
					<b>Vendor Total: \$90.00</b>
<b>4595 PETERSON AV CONSULTING, INC</b>					
	0717	001	105641		
	E 01	300 865 370 305 000		Mixer & DSP Proposal	Check
		Invoice No: 20110301-298			\$2,950.00
PO#:	Voucher #:	50282	Invoice	4/29/2021	
					<b>Paid Amt: \$2,950.00</b>
					<b>Check Amount: \$2,950.00</b>
					<b>Vendor Total: \$2,950.00</b>
<b>5543 PLONSKI, ALEXANDRA</b>					
	0717	001	105610		
	E 01	300 296 000 305 333		Softball Official 4/17/21	Check
		Invoice No: Softball Official			\$85.00
PO#:	Voucher #:	115122	Invoice	4/23/2021	
					<b>Paid Amt: \$85.00</b>
					<b>Check Amount: \$85.00</b>
					<b>Vendor Total: \$85.00</b>
<b>5082 PRIOR LAKE HIGH SCHOOL</b>					
	0717	001	105585		
	E 01	300 296 000 305 334		Gymnastics Participation Fee FY21	Check
		Invoice No: 33			\$643.53
PO#:	Voucher #:	51096	Invoice	4/16/2021	
					<b>Paid Amt: \$643.53</b>
					<b>Check Amount: \$643.53</b>
					<b>Vendor Total: \$643.53</b>
<b>11072 RADERMACHER FOODS INC.</b>					
	0717	001	105546		
	E 01	005 010 000 366 000		Board Retreat	Check
					\$27.24

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>11072</b>							
RADERMACHER FOODS INC.							
		0717	001		105546		
		E	01	100	212	000 430 000	Check
						ES Art	\$2.85
		E	02	128	770	709 490 000	
						Food Service MS	\$14.32
		E	01	300	331	830 433 000	
						HS Foods	\$158.58
		E	01	300	260	000 430 000	
						HS Science	\$19.21
		E	01	128	250	000 490 000	
						JMS FACS Food	\$64.21
		E	01	128	250	000 430 000	
						JMS FACS Instructional	\$35.78
		E	01	128	050	000 401 000	
						MS Non Instructional	\$30.87
		E	01	128	402	740 433 000	
						SPED MS	\$47.57
		E	01	128	410	740 433 000	
						SPED MS	\$12.76
		E	01	005	640	316 401 000	
						Staff Wrkshp	\$29.36
<b>PO#:</b>		<b>Voucher #:</b>		<b>114884</b>	<b>Invoice</b>	<b>No: Acct#26200</b>	<b>4/1/2021</b>
							<b>Paid Amt: \$442.75</b>
							<b>Check Amount: \$442.75</b>
<b>105642</b>							
		0717	001				
		E	01	128	211	313 401 000	Check
						Achievement & Integration	\$50.17
		E	01	100	212	000 430 000	
						ES Art	\$7.16
		E	02	128	770	709 490 000	
						MS Food Service	\$19.39
		E	18	128	298	301 899 000	
						Food Shelf Reimbursed	\$257.87
		E	01	300	331	830 433 000	
						HS Foods	\$242.25
		E	01	300	810	000 401 000	
						HS Maintenance	\$5.16
		E	01	300	260	000 430 000	
						HS Science	\$4.49
		E	01	128	250	000 490 000	
						JMS FACS Food	\$220.15
		E	01	128	250	000 430 000	
						JMS FACS Instructional	\$14.99
		E	01	128	211	000 401 275	
						MS Student Council	\$53.91
		E	01	128	402	740 433 000	
						SPED MS	\$12.77
		E	01	128	410	740 433 000	
						OHD Supplies	\$24.95
<b>PO#:</b>		<b>Voucher #:</b>		<b>115180</b>	<b>Invoice</b>	<b>No: Account#26200</b>	<b>4/29/2021</b>
							<b>Paid Amt: \$913.26</b>
							<b>Check Amount: \$913.26</b>
<b>1876</b>							
		0717	STUD				
		E	27	300	298	301 401 971	Check
						SA Stud Co Supplies	\$34.19
<b>PO#:</b>		<b>Voucher #:</b>		<b>114885</b>	<b>Invoice</b>	<b>No: Acct#26200</b>	<b>4/1/2021</b>
							<b>Paid Amt: \$34.19</b>
							<b>Check Amount: \$34.19</b>
							<b>Vendor Total: \$1,390.20</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>4630</b>						
RAKERS, KIIRSTEN						
	0717	001	105586		Check	
	E 01	005 420 740 366 000		Mar 2021		\$33.77
PO#: 51063	Voucher #:	115100	Invoice	Invoice No: Reimbursement	4/16/2021	Paid Amt: \$33.77 Check Amount: \$33.77
<b>Vendor Total:</b>						<b>\$33.77</b>
<b>5026</b>						
RASER, KELLY						
	0717	001	105643		Check	
	E 02	100 770 701 401 000		Pants/Shoes-Cooks Clothing Allowance FY21		\$138.28
PO#: 51173	Voucher #:	115178	Invoice	Invoice No: Reimbursement	4/29/2021	Paid Amt: \$138.28 Check Amount: \$138.28
<b>Vendor Total:</b>						<b>\$138.28</b>
<b>20698</b>						
RATWIK, ROSZAK & MALONEY, PA						
	0717	001	105644		Check	
	E 01	005 400 000 306 000		SPED-legal issues		\$493.50
	E 01	005 160 000 311 000		Legal Advice Issue		\$5,349.50
PO#: 51170	Voucher #:	115181	Invoice	Invoice No: 68623	4/29/2021	Paid Amt: \$5,843.00 Check Amount: \$5,843.00
<b>Vendor Total:</b>						<b>\$5,843.00</b>
<b>25188</b>						
REGION 2A-MSHSL						
	0717	001	105547		Check	
	E 01	300 292 000 305 311		GBB Section Tickets - 03/23		\$1,010.00
	E 01	300 292 000 305 311		BBB Section Tickets -03/24/24		\$1,000.00
PO#: 51005	Voucher #:	114880	Invoice	Invoice No: GBB & BBB Sections	4/1/2021	Paid Amt: \$2,010.00 Check Amount: \$2,010.00
<b>Vendor Total:</b>						<b>\$2,010.00</b>
<b>5026</b>						
RENNEBERG HARDWOODS						
	0717	001	105587		Check	
	R 01	128 000 000 619 924		Red Oak/Hard Maple/Blk Walnut		\$688.71
	R 01	128 000 000 619 924		Freight		\$50.00
PO#: 51061	Voucher #:	115099	Invoice	Invoice No: SINIV-052026	4/16/2021	Paid Amt: \$738.71 Check Amount: \$738.71
<b>Vendor Total:</b>						<b>\$738.71</b>
<b>4194</b>						
RITEWAY BUSINESS FORMS/DIGITAL PRINTING						
	0717	001	105645		Check	
	E 01	005 110 000 401 000		Smartfin Checks		\$158.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4194</b>					
RITEWAY BUSINESS FORMS/DIGITAL PRINTING					
	0717	001	105645		
	E 01	005	110 000 401 000	Freight	Check
				\$40.80	
PO#: 51064	Voucher #:	115179	Invoice	Invoice No: 21-85141	4/29/2021
				Paid Amt:	\$198.80
				Check Amount:	\$198.80
				Vendor Total:	\$198.80
<b>2746</b>					
SCHOLASTIC EQUIPMENT COMPANY, LLC					
	0717	001	105611		
	E 01	005	010 302 530 000	Flip-n-Go Tables 24x72 w/Casters &Modesty Pa	Check
				\$1,358.85	
PO#: 50746	Voucher #:	115124	Invoice	Invoice No: 14153	4/23/2021
				Paid Amt:	\$1,358.85
				Check Amount:	\$1,358.85
				Vendor Total:	\$1,358.85
<b>5530</b>					
SHERETTE, TYLER					
	0717	001	105646		
	E 01	300	291 000 305 372	Speech Judge 2/11/21,2/18/21,3/4/21	Check
				\$90.00	
PO#: 50746	Voucher #:	115191	Invoice	Invoice No: Speech Judge	4/29/2021
				Paid Amt:	\$90.00
				Check Amount:	\$90.00
				Vendor Total:	\$90.00
<b>2478</b>					
SIDHU, ANNIKA					
	0717	001	105647		
	E 01	300	291 000 305 372	Speech Judge 1/23/21,2/20/21	Check
				\$150.00	
PO#: 50746	Voucher #:	115192	Invoice	Invoice No: Speech Judge	4/29/2021
				Paid Amt:	\$150.00
				Check Amount:	\$150.00
				Vendor Total:	\$150.00
<b>10214</b>					
SOUTHWEST METRO INTERMEDIATE DISTRICT					
	0717	001	105548		
	E 01	305	365 830 390 000	Auto-FY21 Jan 2021 Voc Billing	Check
				\$2,506.48	
	E 01	305	365 830 390 000	Crim Justice-FY21 Jan 2021 Voc Billing	
				\$2,803.30	
	E 01	305	365 830 390 000	Computer-FY21 Jan 2021 Voc Billing	
				\$296.82	
	E 01	305	365 830 390 000	Cosmo-FY21 Jan 2021 Voc Billing	
				\$1,022.38	
	E 01	305	321 830 390 000	Med Careers-FY21 Jan 2021 Voc Billing	
				\$3,479.39	
	E 01	305	361 830 390 000	Photo-FY21 Jan 2021 Voc Billing	
				\$296.82	
	E 01	305	301 830 390 000	Ag-FY21 Jan 2021 Voc Billing	
				\$2,968.20	
PO#: 50994	Voucher #:	114881	Invoice	Invoice No: 2881	4/1/2021
				Paid Amt:	\$13,373.39
				Check Amount:	\$13,373.39
<b>105559</b>					
	0717	001	105559		
	E 01	305	365 830 390 000	Auto-FY21 Feb 2021 Voc Billing	Check
				\$2,193.17	
	E 01	305	365 830 390 000	Crim Justice-FY21 Feb 2021 Voc Billing	
				\$2,506.48	
	E 01	305	365 830 390 000	Computer-FY21 Feb 2021 Voc Billing	
				\$313.31	

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10214 SOUTHWEST METRO INTERMEDIATE DISTRICT							
		0717	001		105559		
		E 01	305	365	830	390	000
		E 01	305	321	830	390	000
		E 01	305	361	830	390	000
		E 01	305	301	830	390	000
		E 01	305	301	830	390	000
	PO#: 51052	Voucher #:	114931	Invoice		Invoice No: 2905	4/9/2021
							Paid Amt: \$11,592.47
							Check Amount: \$11,592.47
<hr/>							
		0717	001		105612		
		E 01	998	404	740	396	000
		E 01	998	404	740	397	000
		E 01	998	404	740	820	000
	PO#: 51120	Voucher #:	115125	Invoice		Invoice No: 2914	4/23/2021
							Paid Amt: \$1,298.16
							Check Amount: \$1,298.16
							Vendor Total: \$26,264.02
<hr/>							
5498 ST CROIX REC FUN PLAYGROUNDS INC.							
		0717	001		105560		
		E 01	100	810	000	350	274
		E 01	100	810	000	350	274
		E 01	100	810	000	350	274
	PO#: 50978	Voucher #:	114932	Invoice		Invoice No: 20777	4/9/2021
							Paid Amt: \$571.28
							Check Amount: \$571.28
							Vendor Total: \$571.28
<hr/>							
25711 STAR GROUP, LLC/NAPA AUTO PARTS							
		0717	001		105588		
		E 01	005	810	000	350	200
	PO#: 51062	Voucher #:	115101	Invoice		Invoice No: 796162	4/16/2021
							Paid Amt: \$20.99
							Check Amount: \$20.99
							Vendor Total: \$20.99
<hr/>							
		0717	001		105648		
		E 01	005	810	000	350	200
		E 01	005	810	000	350	200
		E 01	005	810	000	350	200
		E 01	005	810	000	350	200
		E 01	005	810	000	350	200
	PO#: 51149	Voucher #:	115182	Invoice		Invoice No: 797114/797557	4/29/2021
							Paid Amt: \$152.39
							Check Amount: \$152.39
							Vendor Total: \$173.38

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>4922 T MOBILE</b>						
	0717	001	105561		Check	
	E 01	005 630 153 320 011		Hot Spots Service 2/21/21-3/20/21	\$2,772.00	
<b>PO#: 51048</b>	<b>Voucher #:</b>	<b>114933</b>	<b>Invoice</b>	<b>No: 963842030</b>	<b>4/9/2021</b>	<b>Paid Amt: \$2,772.00</b>
					<b>Check Amount: \$2,772.00</b>	
					<b>Vendor Total: \$2,772.00</b>	
<b>5546 TATE, PAUL</b>						
	0717	001	105613		Check	
	E 01	300 294 000 305 315		Baseball Official 4/20/21	\$90.00	
<b>PO#: 51048</b>	<b>Voucher #:</b>	<b>115127</b>	<b>Invoice</b>	<b>No: Baseball Official</b>	<b>4/23/2021</b>	<b>Paid Amt: \$90.00</b>
					<b>Check Amount: \$90.00</b>	
					<b>Vendor Total: \$90.00</b>	
<b>4700 TEACHERS ON CALL</b>						
	0717	001	105549		Check	
	E 04	005 582 344 394 999		Preschool	\$174.15	
	E 01	100 203 000 394 999		JES	\$1,131.98	
	E 01	100 400 000 307 999		JES Non Licensed SPED	\$174.15	
	E 01	300 211 000 394 999		JHS	\$522.45	
	E 01	128 211 000 394 999		JMS	\$522.45	
	E 01	128 640 316 305 999		JMS Staff Dev	\$522.45	
	E 01	128 400 000 307 999		JMS Non Licensed SPED	\$87.08	
	E 01	128 211 000 394 999		JMS	\$261.23	
	E 01	128 400 000 307 999		JMS Non Licensed SPED	\$87.08	
<b>PO#: 51026</b>	<b>Voucher #:</b>	<b>114882</b>	<b>Invoice</b>	<b>No: 123692</b>	<b>4/1/2021</b>	<b>Paid Amt: \$3,483.02</b>
					<b>Check Amount: \$3,483.02</b>	
					<b>Vendor Total: \$3,483.02</b>	
<b>4700 TEACHERS ON CALL</b>						
	0717	001	105589		Check	
	E 01	100 400 000 307 999		ES Non Licensed SPED	\$87.08	
	E 01	100 203 000 394 999		ES	\$870.75	
	E 01	100 400 000 307 999		ES Non Licensed SPED	\$87.08	
	E 01	300 211 000 394 999		HS	\$609.53	
	E 01	128 211 000 394 999		MS	\$174.15	
	E 01	128 640 316 305 999		MS Staff Dev	\$348.30	
	E 01	128 408 740 307 999		MS SPED	\$174.16	
	E 01	128 400 000 307 999		MS Non Licensed SPED	\$174.15	
<b>PO#: 51099</b>	<b>Voucher #:</b>	<b>115103</b>	<b>Invoice</b>	<b>No: 123926</b>	<b>4/16/2021</b>	<b>Paid Amt: \$2,525.20</b>
					<b>Check Amount: \$2,525.20</b>	
					<b>Vendor Total: \$2,525.20</b>	
<b>4700 TEACHERS ON CALL</b>						
	0717	001	105614		Check	
	E 04	005 582 344 394 999		Preschool	\$174.15	
	E 01	100 203 000 394 999		ES	\$1,131.98	



## Jordan Public Schools Detail Payment Register By Vendor

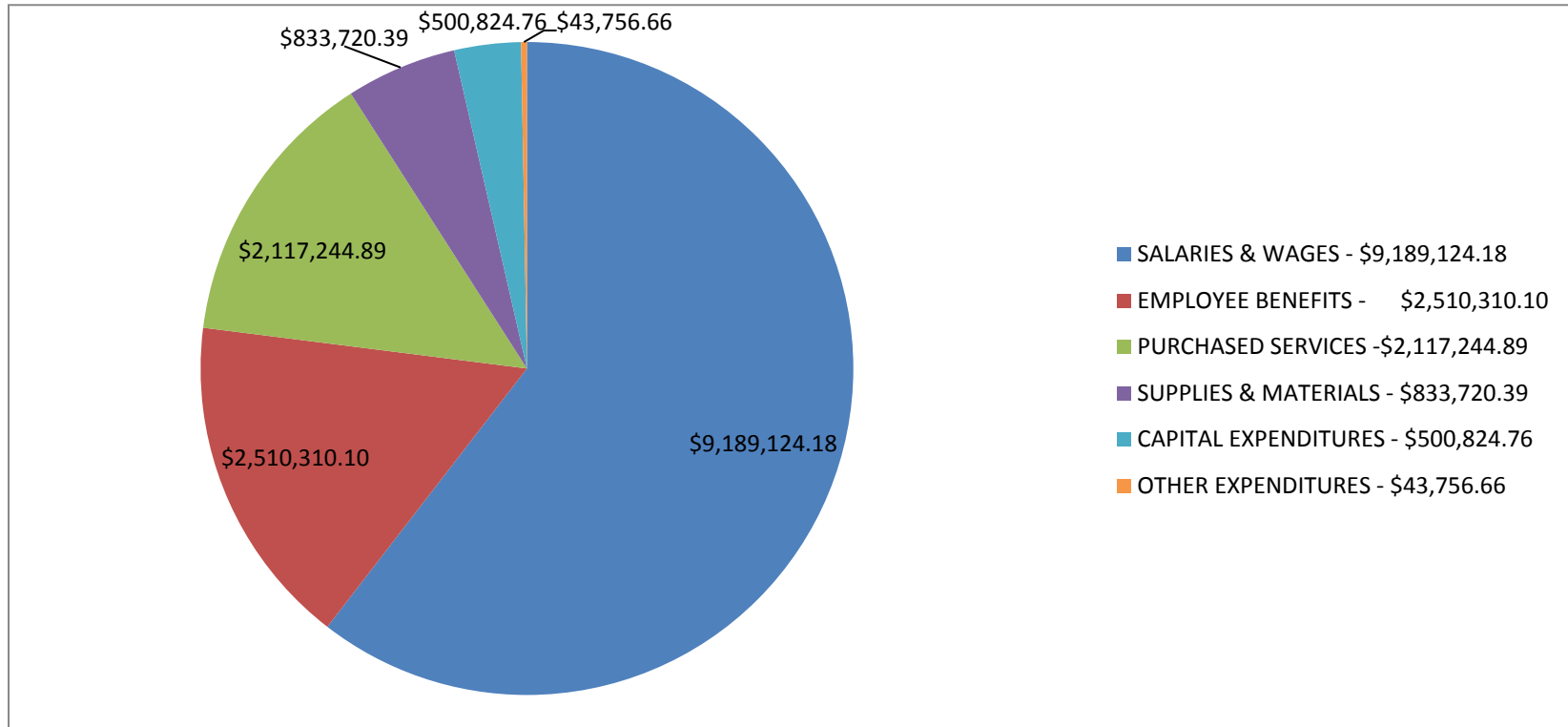
Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
5534		TLC MUSIC						
		0717	001	001	105590			
		E 04	005	505	321	305	503	
		Jan-Mar 2021 Music Classes						
	PO#: 51057	Voucher #:	115102	Invoice	Invoice No:	Instructor	4/16/2021	
							Paid Amt: \$86.10	
							Check Amount: \$86.10	
							Vendor Total: \$86.10	
5514		UNITED SOUTH CENTRAL PUBLIC SCHOOLS						
		0717	001	105550				
		E 01	005	020	000	820	000	
		20/21 MASA Dues R. Evanson						
	PO#: 50942	Voucher #:	114883	Invoice	Invoice No:	1276	4/1/2021	
							Paid Amt: \$35.00	
							Check Amount: \$35.00	
							Vendor Total: \$35.00	
28149		UNITED STATES TREASURY						
		0717	001	105562				
		E 01	005	110	000	305	000	
		Unpaid Taxes 9/30/20						
	PO#: 50942	Voucher #:	114951	Invoice	Invoice No:	41-6003790	9/30/20	
							4/12/2021	
							Paid Amt: \$8,313.85	
							Check Amount: \$8,313.85	
							Vendor Total: \$8,313.85	
5540		WALKER, ALEXIS						
		0717	001	105591				
		E 01	300	296	000	305	333	
		SB Official 4/15/21						
	PO#: 51082	Voucher #:	115104	Invoice	Invoice No:	SB Official	4/16/2021	
							Paid Amt: \$85.00	
							Check Amount: \$85.00	
							Vendor Total: \$85.00	
4624		WAYNE DAUWALTER PLUMBING						
		0717	001	105616				
		E 01	128	810	000	350	272	
		MS Toilet Maintenance Part 3/1/21-1" Brass Nip						
	PO#: 51082	Voucher #:	115129	Invoice	Invoice No:	6678	4/23/2021	
							Paid Amt: \$160.00	
							Check Amount: \$160.00	
							Vendor Total: \$160.00	
3108		WORM, MARK						
		0717	001	105617				
		E 01	300	294	000	305	315	
		Baseball Official 4/16/21						
	PO#: 51082	Voucher #:	115130	Invoice	Invoice No:	Baseball Official	4/23/2021	
							Paid Amt: \$180.00	
							Check Amount: \$180.00	
							Vendor Total: \$180.00	
							Report Total: \$414,114.93	

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$394,819.48
02 Food Service Fund	\$10,606.70
04 Community Education	\$8,396.69
18 Custodial Fund	\$257.87
27 Student Activity Accounts	\$34.19
<b>Report Total</b>	<b>\$414,114.93</b>



**FUND 01 - EXP GUIDELINE BY OBJECT**  
**MAY 2021**



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>
Holiday Gas Station – Jordan	High School	Plastic Gloves / Sanitizer
Fish Lake Sportsmen’s Club	Trap Team	\$300.00
Herman’s Landscape Supplies	Trap Team	\$200.00
The Pickled Pig	Trap Team	\$200.00
Wolf Motors	Trap Team	\$300.00
JTK Farms, LLC	Trap Team	\$100.00
Jordan Transformer	Trap Team	\$300.00
Lawns Are Us	Trap Team	\$100.00
Innovative Insurance	Trap Team	\$300.00
Superior Stucco	Trap Team	\$300.00
Ahlbrecht Masonry, Inc.	Trap Team	\$300.00

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: Sept. 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**202 SCHOOL BOARD OFFICERS**

**I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

**III. ORGANIZATION**

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

**IV. OFFICER'S RESPONSIBILITIES**

- A. Chair
  - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs. 42

2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of

each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

***Legal References:*** Minn. Stat. § 123B.12 (Finance)  
Minn. Stat. § 123B.14 (Officers)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)

Minn. Stat. Ch. 205A (School District Elections)

***Cross References:*** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 203 (Operation of the School Board –  
Governing Rules)  
MSBA Service Manual, Chapter 1, School District Governance, Powers  
and Duties

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**203.5 SCHOOL BOARD MEETING AGENDA**

**I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

**III. PROCEDURES**

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers

their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

***Legal References:*** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**204 SCHOOL BOARD MEETING MINUTES**

**I. PURPOSE**

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

**III. MAINTENANCE OF MINUTES AND RECORDS**

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
  - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
  - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
  - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
  - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational

data, etc.); and

- c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### **IV. PUBLICATION OF OFFICIAL PROCEEDINGS**

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:** Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)  
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)  
Minn. Stat. § 331A.01 (Definition)  
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)  
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)  
Op. Atty. Gen. 161-a-20, December 17, 1970

*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)

***Cross References:*** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

JORDAN DISTRICT SCHOOLS  
POLICY

*Adopted: Sept. 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**207 PUBLIC HEARINGS**

**I. PURPOSE**

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

**II. GENERAL STATEMENT OF POLICY**

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

**III. PROCEDURES**

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

***Legal References:*** Minn. Stat. § 123A.15 (Education District Establishment)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123B.51 (School Closings)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**209 CODE OF ETHICS**

**I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

**II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

**A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

**B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with

jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

**III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
  - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only

newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
  - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
  - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;
    - (5) The interest of the school board member in the contract; and
    - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate

commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

## **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

***Legal References:*** Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

***Cross References:*** MSBA/MASA Model Policy 101 (Legal Status of the School Board)  
MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**212 SCHOOL BOARD MEMBER DEVELOPMENT**

**I. PURPOSE**

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

**II. GENERAL STATEMENT OF POLICY**

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

***Cross References:*** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

**II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

**III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

**IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

**V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

**VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

***Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**301 SCHOOL DISTRICT ADMINISTRATION**

**I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

**II. GENERAL STATEMENT OF POLICY**

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**302 SUPERINTENDENT**

**I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

**II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

**III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)

***Cross References:*** MSBA/MASA Model Policy 202 (School Board Officers)  
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 301 (School District Administration)  
MSBA/MASA Model Policy 303 (Superintendent Selection)

MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)  
MSBA/MASA Model Policy 305 (Policy Implementation)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)  
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
MSBA/MASA Model Policy 905 (Advertising)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)  
MSBA/MASA Model Policy 907 (Rewards)  
MSBA Service Manual, Chapter 3, Superintendent of Schools

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**303 SUPERINTENDENT SELECTION**

**I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

**II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

**III. QUALIFICATIONS**

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

**IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**306 ADMINISTRATOR CODE OF ETHICS**

**I. PURPOSE**

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

**II. GENERAL STATEMENT OF POLICY**

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

***Legal References:*** Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***

**JORDAN DISTRICT SCHOOLS**  
**POLICY**

*Adopted: November 14<sup>th</sup>, 2016*

*Revised: May 10<sup>th</sup>, 2021*

**721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

**I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

**II. DEFINITIONS**

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a

federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
  3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
  2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
  3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost

which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related

organization because of relationships with a parent company, affiliate, or subsidiary organization.

- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

#### **IV. ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals must be solicited from an adequate number of qualified sources;
  - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;

- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

**V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the

equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

**B. Equipment**

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

**VI. FINANCIAL MANAGEMENT REQUIREMENTS**

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

- B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;

11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);

9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

- a. Necessary for the proper and efficient performance or administration of the program.
- b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:

- a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

- 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
- 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

- 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
- 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

**VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

- 1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal

and non-federal activities; and

2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an

acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
  6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

***Legal References:*** 2 C.F.R. § 200.12 (Capital Assets)  
2 C.F.R. § 200.112 (Conflict of Interest)  
2 C.F.R. § 200.113 (Mandatory Disclosures)  
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)  
2 C.F.R. § 200.212 (Suspension and Debarment)  
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
2 C.F.R. § 200.302 (Financial Management)  
2 C.F.R. § 200.303 (Internal Controls)  
2 C.F.R. § 200.305(b)(1) (Payment)  
2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (Real Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(c) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)  
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)  
2 C.F.R. § 200.338 (Remedies for Noncompliance)  
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)

2 C.F.R. § 200.473 (Transportation Costs)  
2 C.F.R. § 200.474 (Travel Costs)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**801 EQUAL ACCESS TO SCHOOL FACILITIES**

**I. PURPOSE**

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
  - 1. influence the form or content of any prayer or other religious activity;
  - 2. require any person to participate in prayer or other religious activity;
  - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
  - 5. sanction meetings that are otherwise unlawful;

6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

### **III. DEFINITIONS**

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

### **IV. FAIR OPPORTUNITY CRITERIA**

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

## V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
  2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
  2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
  3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal, through the Community Education Facilities Scheduler, has responsibility to:
1. Keep a log of application information.
  2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
  3. Note the condition of the facilities and equipment before and after use.
  4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
  5. Assure that the meeting or activity does not interfere with the school's

regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

**Legal References:** 20 U.S.C. §§ 4071-74 (Equal Access Act)  
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)  
*Board of Educ. of Westside Community Schools v. Mergens*, 496 U.S. 226, 1105 S.Ct. 2356 (1990)  
*Good News Club v. Milford Central School*, 533 U.S. 98, 1215 S.Ct. 2093 (2001)  
*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)  
*Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist.* 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

**Cross References:** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)  
MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

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*The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.*

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

**II. GENERAL STATEMENT OF POLICY**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

**III. DEFINITIONS**

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

**IV. MANNER OF DISPOSITION**

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;
  - c. the board of trustees of Minnesota State Colleges and Universities;

- d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. A charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general’s office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

***Legal References:*** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: July 10, 2014*

*Revised: May 10<sup>th</sup>, 2021*

**807 HEALTH AND SAFETY POLICY**

**I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
  
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 10. Infectious Waste/Bloodborne Pathogens
  - 11. Community Right to Know
  - 12. Compressed Gas Safety
  - 13. Confined Space Standard
  - 14. Electrical Safety
  - 15. First Aid/CPR/AED
  - 16. Food Safety Inspection

17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

***Legal References:*** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Applicability)  
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

## **JORDAN DISTRICT SCHOOLS POLICY**

*Adopted: September 12<sup>th</sup>, 2007*

*Revised: May 10<sup>th</sup>, 2021*

### **902.1 Facility Use Policy**

\*Any association or group using the district's facilities should provide a Certificate of Liability Insurance with the following:

- A.** General Liability Policy with limits of \$1,000,000.  
Each occurrence/\$2,000,000 Aggregate.
- B.** Jordan ISD 717 listed as Additional Insured on the General Liability Policy.

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

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

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

- A.** In all cases, regular school activities or organizations for students in the Jordan K-12 program shall have first preference when requesting the use of any part of the buildings or grounds.
- B.** Second priority for use will go to the education and recreation programs conducted by the Jordan Community Education Department.
- C.** Third priority for use will go to the City of Jordan, Jordan community members, and groups in the Jordan school district with volunteer coaches/leaders (Jordan School District based groups).
  - 1.** Youth leadership and development groups (i.e., Scouts, 4-H, church groups)
  - 2.** Youth recreational groups (Metro basketball ie: JBA / JABA)
  - 3.** Other non-profit/civic organizations (i.e., Sand Creek Township, churches)
- D.** Fourth priority for use will go to community and school district groups with paid coaches/leaders (Jordan School District based groups).
- E.** Fifth priority for use will go to all Jordan School District based commercial, business organizations, money raising events, and events

when admissions are charged or collections are taken for those groups not identified above – (i.e., MVE annual meeting).

- F. Sixth priority for use will go to all outside groups or organizations (non-Jordan School District groups) interested in presenting issues relating to Jordan residents (i.e., town meeting format). Any requests for non-Jordan School District groups will be evaluated by the Superintendent and Community Education Director.

### III. Facility Use Procedures

- A. User group reviews the Facility Use Policy
- B. User group completes the online Facilities Rental request
- C. Large events may require a scheduled walk-through
- D. A pre-event invoice is sent to the user group for review
- E. A post-event final invoice will be sent to user group after all charges are known, including emergency calls. The Finance Director will review the invoice prior to delivery.

### IV. Facility Fees

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

**Tier 1:**           **School Events:** Anything that is scheduled through the activities department. Examples include games, concerts, plays, or other competitions. No facility rental fees will be charged. Staffing fees would come out of the activities budget if the event occurs outside of normally scheduled work hours.

**Tier 2:**           **School Sponsored Activity:** Organized groups such as Student led activities, Board approved clubs or Varsity Teams (ex: spaghetti dinner fundraiser) will not be charged facility rental fees, but will be subject to staffing fees if the event occurs outside of normally scheduled work hours.

**City of Jordan sponsored groups and/or activities:** These will not be charged facility rental fees. Staffing fees will apply if the event occurs outside of normally scheduled work hours.

**Tier 3:**           **Local organizations** that are quasi-public, youth-serving organizations, civic and service organizations, fraternal organizations and social agencies, non-profit educational

organizations, governmental entities in Scott County, religious organizations for non-worship activities, or local political organizations (caucuses) are subject to rental rates. Staffing fees will be charged if the event occurs outside of normally scheduled work hours.

Groups who use district facilities for fundraising events or for activities that require admission fees or collection of money are subject to Tier 3 rental rates. Religious organizations using facilities for worship or instruction are subject to Tier 3 rental rates. Staffing and equipment fees will be assessed per schedule.

- Tier 4:** **Individuals, private agencies, businesses, companies or vendors who reside WITHIN the Jordan School District** and who use district facilities for commercial purposes (sales, marketing, training), personal use or personal profit will be assessed Tier 4 rental rates, staffing, and equipment fees.
- Tier 5:** **Individuals, religious organizations, private agencies, businesses, organizations, companies, or vendors located OUTSIDE of the Jordan School District boundaries** will be assessed Tier 5 rental rates, staffing, and equipment fees.
- Tier 6:** **Local Sport/Athletic Associations/ Non School Sponsored Youth Associations:** These will be charged Tier 3 rental rates when holding tournaments, fundraisers, events etc. Staffing and equipment fees will be assessed per schedule. Sport/Athletic Associations will be charged a flat rate of \$100 per team per year for the use of district facilities for practices or games that do not produce revenue. Non School Sponsored Youth Associations will be charged a flat rate of \$25 per group per year for the use of classroom space. If additional practices, games or meetings occur after the season's practice and game schedule is set, a \$10 processing fee occurs for each additional practice, game or meeting.

<b>Facility Rental / Utility Fees (per hour)</b>			
	<b>Tier 3</b>	<b>Tier 4</b>	<b>Tier 5</b>
<b>Permit</b>	10.00	20.00	40.00
<b>Classrooms</b>	12.00	18.00	36.00
<b>Library / Media Center</b>	15.00	30.00	60.00
<b>Computer Lab</b>	60.00	120.00	240.00
<b>Gym (per court)</b>	25.00	48.00	96.00
<b>Auditorium</b>	60.00	120.00	180.00
<b>Playing Fields: Basic (3,4,5,6,7)</b>	12.50	25.00	50.00
<b>Playing Fields: Competition (1,2, The Den)</b>	25.00	50.00	100.00
<b>Playing Fields: Ames Field**</b>	100.00	200.00	250.00
<b>Track</b>	25.00	50.00	100.00
<b>Field Lights</b>	37.50	75.00	150.00
<b>Fitness Center</b>	15.00	30.00	60.00
<b>Lecture Room (High School)</b>	25.00	50.00	100.00
<b>Multi-purpose / Wrestling Room</b>	15.00	30.00	60.00
<b>Concession Stand</b>	20.00	25.00	50.00
<b>Kitchen</b>	15.00	30.00	60.00
<b>FACS Kitchen</b>	30.00	60.00	90.00
<b>High School Commons</b>	30.00	60.00	90.00
<b>Middle School Commons</b>	30.00	60.00	90.00
<b>Tennis Courts (4/ rental)</b>	15.00	50.00	100.00
<b>Bounce house (age 6 and under)</b>	10.00	15.00	20.00
<b>Elementary Gym Equipment</b>	10.00	20.00	30.00
<b>Elementary Cafeteria</b>	15.00	30.00	60.00
<b>CERC Multi-Purpose room</b>	20.00	25.00	50.00
<b>*Stadium/Gym, Press Box and Sound System</b>	40.00	50.00	60.00
<b>*Stadium/Gym, Score Board</b>	20.00	30.00	50.00

\*includes Supervisor or technician

<b>Equipment</b> (Daily Charge: School equipment cannot leave school property) (We will ask for a \$50 damage deposit for all equipment used.)			
	<b>Tier 3</b>	<b>Tier 4</b>	<b>Tier 5</b>
<b>Television / DVD</b>	12.00	25.00	50.00
<b>LCD Projectors</b>	12.00	25.00	50.00
<b>Microphones</b>	7.00	12.00	24.00
<b>Piano</b>	15.00	30.00	60.00
<b>Grand Piano</b>	100.00	150.00	300.00
<b>Keyboard</b>	30.00	60.00	120.00
<b>Computer</b>	15.00	30.00	60.00
<b>Auditorium Sound System</b>	60.00	120.00	240.00
<b>Lighting Boards</b>	90.00	180.00	360.00
<b>Golf Cart</b>	\$50.00	\$75.00	\$100.00
<b>Other</b>	Determined by the Community Education Director		

### Sales Tax

Athletic fields, recreational facilities, and equipment will be charged applicable MN State sales tax. Organizations that are tax exempt must have a copy of their tax-exempt certificate on file with the Community Education office before applicable taxes can be waived.

## V. Staffing Charges

**Custodian Fees:** A charge will be assessed to Tiers 2, 3, 4, 5, and 6 for special set-up and/or clean-up. Tiers 2, 3, and 4 will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed. Tier 5 groups will be charged a custodial fee for all activities. The charge for all tiers will be \$40.00 per hour with a two-hour minimum charge.

**Food Service Supervisor:** A charge will be assessed to Tiers 2, 3, 4, 5, and 6 who use the kitchen area of any building. Groups in Tier 2, 3, 4, 5, and 6 must use a food service supervisor if using district kitchen space. The charge for all tiers will be \$40.00 per hour.

**Building Supervisor:** A charge will be assessed to Tiers 2, 3, 4, 5, and 6 per agreement. The charge for all tiers will be \$20.00 per hour.

**Security and Police Officers / Fire Department:** Groups in Tiers 2, 3, 4, 5, and 6 may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when a large amount of money is to be exchanged, or if valuable property will be used or featured are examples of such activities. The Jordan Police and/or Fire

Department will invoice the District, and the charge will be assessed to the user based on the Police/Fire Department's invoice. This charge will be reflected on the final invoice to the user.

**Auditorium Technician:** Groups in Tiers 2, 3, 4, 5, and 6 will be charged for staffing time, including preparation and restoration. The charge for all tiers will be \$40.00 per hour.

## **VI. Additional Facility Use Information**

- A.** The Jordan School District reserves the right to deny the use of the district's facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available to any group.
- B.** Any damages that occur during an event to school district property or equipment will be the responsibility of the user group.
- C.** A \$50 deposit is required for each set of River Valley Educational Center keys. The deposit will be returned when the keys are turned in.
- D.** Failure to fill out a Facility Use Form will incur a \$100 fine and any setup needs will not be fulfilled. Any associated fees will be paid by the user.
- E.** Fees incurred for unforeseen emergency calls will be billed to the user group plus a fee of \$100 paid to the District.
- F.** Groups of 100 or more require a 2-month reservation notice.
- G.** Facility Request Forms must be turned in at least one week before the reservation date.
- H.** Groups that cancel 72 hours or less before their event or do not show up for their scheduled event will be charged a \$70 custodial fee.

## **VII. Practice Time Restrictions**

- A.** No practice for elementary students after 8:00 p.m.
- B.** No activities for youth (K-12) on Wednesdays after 6:15 p.m. September – April.
- C.** No practices for youth (K-12) before noon on Sundays
  - i.** Practices are exempt from Building Supervisor and Custodial fees.

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: May 10<sup>th</sup>, 2021*

**905 ADVERTISING**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

**II. GENERAL STATEMENT OF POLICY**

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

**III. ADVERTISING GUIDELINES**

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.

- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

#### **IV. ACCOUNTING**

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

***Legal References:*** Minn. Stat. § 123B.93 (Advertising on School Buses)  
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)  
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

***Cross References:*** MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)  
MSBA/MASA Model Policy 702 (Accounting)

**JORDAN DISTRICT SCHOOLS POLICY**

*Adopted: April 2016*

*Revised: May 10<sup>th</sup>, 2021*

**906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS**

**I. PURPOSE**

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

**III. DEFINITIONS**

- A. The "Sex Offender Community Notification Act," Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. "Risk Level Assessment" is the level of danger to the community as established

by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)

C. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of re-offense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of re-offense.
3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of re-offense.

(Minn. Stat. § 244.052, Subd. 3(e))

D. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
2. Level III Offender Fact Sheets will be distributed at a community meeting

conducted by the local law enforcement agency.

- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(3))
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

#### **IV. PROCEDURES**

##### **A. Level II Notification**

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district’s care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 244.052 (Community Notification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 16901 *et seq.* (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)  
Dept. of Admin. Advisory Op. No. 98-004

***Cross References:*** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

MARSS GRADUATE STUDENT REPORT

USING EOY DATA

2020-2021 SCHOOL YEAR

Serving District 0717:01 JORDAN PUBLIC SCHOOL DISTRICT

School 127 Jordan High School

Information contained in this report must be treated as private data on students.

Student name	Local Use	State Reporting Number	Birth Date	Status		Begin Date	End Date	SAC	Resident District
				End	Grade				
Ahearn,Zachary,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Aho,Michael,Andrew				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Alatorre,Cristian,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Anton,Gabriel,A				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Asano,Aziel,Deazul				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Backlund,Aaron,J				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Backlund,Julia,R				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Baima,Isabella,Irene				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Bedney,Huntter,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Benage,Brayden,Joseph				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Beuch,Eric,Draven				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Biagi,Zackary,				08	12	08/31/2020	06/03/2021	01	0720:01 - SHAKOPEE PUBLIC SCHOOL DISTRICT
Bolster,Kyley,R				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Bounds,Ella,S				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Breeggemann,Tristan,B				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Brule,Jacob,M				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Butler,Brenden,Avery				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Cepress,Kaylee,Nicole				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Colling,Leo,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Cook,Lydia,R				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Cooley,Hannah,Elizabeth				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Cornell,Ethan,David				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Cromie,Samuel,Michael				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Daak,Madalynn,Rae				08	12	01/25/2021	06/03/2021	01	0716:01 - BELLE PLAINE PUBLIC SCHOOL DISTRICT
Day,Amanda,E				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Dean,Camden,E				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Debban,Faith,Jael				08	12	01/25/2021	06/03/2021	01	0720:01 - SHAKOPEE PUBLIC SCHOOL DISTRICT
Debol,Jaxon,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Decoteau,Lucinda,Rose				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Doheny,Aanika,R				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Dold,Isaac,Anthony				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Dorey,Andrew,				08	12	01/25/2021	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Doucette,Leon,Richard				08	12	08/31/2020	06/03/2021	01	0720:01 - SHAKOPEE PUBLIC SCHOOL DISTRICT
Downs,Eric,R				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Draheim,Nicole,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Driemeyer,Ramona,Violet				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT

MARSS GRADUATE STUDENT REPORT

USING EOY DATA

2020-2021 SCHOOL YEAR

Serving District 0717:01 JORDAN PUBLIC SCHOOL DISTRICT

School 127 Jordan High School

Information contained in this report must be treated as private data on students.

Student name	Local Use	State Reporting Number	Birth Date	Status		Begin Date	End Date	SAC	Resident District
				End	Grade				
Elke,Daniel,Thomas				08	12	01/25/2021	03/18/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Elsenpeter,Mackenzie,Ariana				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Ferber,Andrew,David				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Ferrotto,Apollo,Jacob				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Flynn,Riley,Ann				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Fremming,Logan,John				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Fries,Casey,Sharron				08	12	01/25/2021	06/03/2021	01	0721:01 - NEW PRAGUE AREA SCHOOLS
Galang,Vin Gabriel,Mallari				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Geis,Jailyn,Mary				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Genskay,Makayla,Rae				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Goebel,Abigail,Rebecca				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Golay,Karin,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Gregor,Tate,Isaac				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Gregoria,Lucas,J				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Groothausen,Elizabeth,M				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Hagen,Alexia,Noelle				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Hagen,Jordan,K				08	12	01/25/2021	06/03/2021	01	0716:01 - BELLE PLAINE PUBLIC SCHOOL DISTRICT
Hamman,Dominic,Lee				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Hanson-Lorenzen,Mikayla,Joy				08	12	08/31/2020	06/03/2021	01	0719:01 - PRIOR LAKE-SAVAGE AREA SCHOOLS
Harcey,Katie,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Heitzman,Kaia,Elizabeth				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Helgeson,Ellie,Grace				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Hennen,Ian,Michael				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Hentges,Ethan,L				08	12	08/31/2020	06/03/2021	01	0194:01 - LAKEVILLE PUBLIC SCHOOL DISTRICT
Hentges,Gabrielle,Eva				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Hentges,Holly,Ann				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Highet,Isabella,Mary				08	12	08/31/2020	06/03/2021	01	0720:01 - SHAKOPEE PUBLIC SCHOOL DISTRICT
Holt,Nicholas,J				08	12	08/31/2020	06/03/2021	01	0719:01 - PRIOR LAKE-SAVAGE AREA SCHOOLS
Hulet,Joseph,B				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Iverson,Emily,Ruth				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Jandl,Karissa,D				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Johnson,Grace,Ann				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Jones,John,David				08	12	08/31/2020	06/03/2021	01	0716:01 - BELLE PLAINE PUBLIC SCHOOL DISTRICT
Kahn,Fletcher,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Kalow,Samuel,Benjamin				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Karline,Colby,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT

MARSS GRADUATE STUDENT REPORT

USING EOY DATA

2020-2021 SCHOOL YEAR

Serving District 0717:01 JORDAN PUBLIC SCHOOL DISTRICT

School 127 Jordan High School

Information contained in this report must be treated as private data on students.

Student name	Local Use	State Reporting Number	Birth Date	Status		Begin Date	End Date	SAC	Resident District
				End	Grade				
Kelvington,Adam,Richard				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Kinkeade,Grace,V				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Kirkpatrick-Theis,Dylan,Thomas				08	12	01/25/2021	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Kloeppel,Joachim,				08	12	08/31/2020	06/03/2021	01	0720:01 - SHAKOPEE PUBLIC SCHOOL DISTRICT
Kluxdal,Hailey,M				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Koch,Reagan,Steven				08	12	08/31/2020	06/03/2021	01	0112:01 - EASTERN CARVER COUNTY PUBLIC SCHOOL
Koenig,Madison,Rose				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Kopylov,Maxim,Alex				08	12	08/31/2020	06/03/2021	01	0720:01 - SHAKOPEE PUBLIC SCHOOL DISTRICT
Kvasnicka,Hunter,Philip				08	12	01/25/2021	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Lang,Hailey,Elizabeth				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Lopez,Mikayla,J				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Luskey,Emily,Anne				08	12	01/25/2021	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Lynch,Avery,Lynn				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Mazanec,Nicole,L				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
McGarry,Madalyn,Gabriell				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
McLaury,Houston,B				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
McLeod,Isaac,Henry				08	12	01/25/2021	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Mederos,Akira,Thea				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Mederos,Bishop,Eugene Joseph				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Mendez,Joe,Alberto				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Menke,Olivia,G				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Meuwissen,Madeline,Marie				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Monyok,Brooklyn,Jean				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Morales,James,Adrien				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Muelken,Wil,Deal				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Mullen,Elizabeth,S				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Murray,Reihle,Augustine				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Ngeno,Tyler,J				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Nickle-Salo,Madelyn,Elizabeth				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Noyes,Kade,Thomas				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Olsen,Jacob,Michael				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Opatz,Alexia,Rose				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Ortiz,Dominick,Joseph				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Parvey,Taylor,L				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Pekarna,Michelle,Rae				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Pelowski,Grahm,J				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT

MARSS GRADUATE STUDENT REPORT

USING EOY DATA

2020-2021 SCHOOL YEAR

Serving District 0717:01 JORDAN PUBLIC SCHOOL DISTRICT

School 127 Jordan High School

Information contained in this report must be treated as private data on students.

Student name	Local Use	State Reporting Number	Birth Date	Status		Begin Date	End Date	SAC	Resident District
				End	Grade				
Penland,Joshua,Dale				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Ramirez Villanueva,Jaqueline,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Ridgeway,Owen,Michael				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Riemer,Blake,R				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Rogers,Parker,Michael				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Roman,Karina,Graciella				08	12	01/25/2021	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Rook,Leah,L				08	12	10/14/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Rutoski,Emily,Rose				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Sanchez,Jonathan,Daniel				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Schmidt,Lauren,Dona				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Schmit,Riley,Thomas				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Schmitt,Cheylub,W				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Shaver,Katherine,Elizabeth				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Shimek,Sloane,Alexandra				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Shimota,Emma,Rose				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Simms,Tyrone,Lajeno				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Smith,Hunter,Gregory				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Smoczyk,Tesia,C				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Snapko,Mandi,Anne				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Stay,Jacob,Christian				08	12	01/25/2021	06/03/2021	01	0716:01 - BELLE PLAINE PUBLIC SCHOOL DISTRICT
Stowell,Abigail,Jean				08	12	08/31/2020	06/03/2021	01	2397:01 - LE SUEUR-HENDERSON SCHOOL DISTRICT
Streefland,Bailey,H				08	12	08/31/2020	06/03/2021	01	0721:01 - NEW PRAGUE AREA SCHOOLS
Szulim,Shelby,Lynn				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Tupy,Alyssa,M				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Vivar,Jocelyn,				08	12	01/25/2021	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Vizenor,Abigail,Satterlee				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Walters,Taylor,Marie				08	12	08/31/2020	06/03/2021	01	0721:01 - NEW PRAGUE AREA SCHOOLS
Watson,Chandler,Thomas				08	12	08/31/2020	06/03/2021	01	0719:01 - PRIOR LAKE-SAVAGE AREA SCHOOLS
Weber,Joelle,Lea				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Wermerskirchen,Alivia,Irene				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Wesala,Hope,Bernice				08	12	01/25/2021	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Whitby,Justin,David				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Willey,Dylan,Jon				08	12	08/31/2020	06/03/2021	01	0716:01 - BELLE PLAINE PUBLIC SCHOOL DISTRICT
Yelisseyeva,Mary,Petrovna				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT
Yurchyshyna,Veronika,				08	12	08/31/2020	06/03/2021	00	0717:01 - JORDAN PUBLIC SCHOOL DISTRICT

School Count Total 143

MARSS GRADUATE STUDENT REPORT

USING EOY DATA

2020-2021 SCHOOL YEAR

Serving District 0717:01 JORDAN PUBLIC SCHOOL DISTRICT

School 127 Jordan High School

Information contained in this report must be treated as private data on students.

Student name	Local Use	State Reporting Number	Birth Date	Status End	Grade	Begin Date	End Date	SAC	Resident District	District Count Total	143
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### FIELD TRIP REQUEST FORM

Day Field Trip  
(Submit 30 days in advance)

Overnight/Extended Field Trip (Requires Board Approval)  
(Submit 60 days in advance)

**Day Trip Procedures:**

- Check with the main office to confirm the date of the trip
- Complete this form, include an itinerary, and submit to principal for approval
- Arrange appropriate transportation
- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a volunteer background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff

**Overnight/Extended Procedures:**

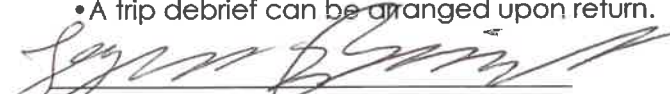
- Check with the main office to confirm the date of the trip
- Complete this form, include an itinerary, submit to Principal for approval, and wait for board approval
- Arrange appropriate transportation/lodging **(do not book until board approval is given)**
- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff
- Waiver of Liability (See Policy 610)

Name of Group: JHS Band & Choir	Date of trip: March 24 - March 30, 2022
Destination: New Orleans, Louisiana	Amount charged to students: \$950 - \$1,200
Trip Supervisor: Logan Burnside, Kathryn McKnight	Cell phone #: 952-913-5154 (Logan), 920-246-2087 (Katie)
Number of Adults: 1 Adult : 10 students	Number of Students: Estimated 160
Depart from School: Morning March 24	Estimated time of return: Evening March 30
Transportation Type*: Coach Bus	Lodging: Hotel, Quad capacity (some options for triples)
Transportation Cost Total: Included in total cost	Field Trip Cost Total: \$950 - \$1,200

\*School-owned vehicles may only be used for trips 400 miles or less away.

- Learning Objectives / Educational Purposes:
  - To reinforce day-to-day classroom learning objectives through preparation and presentation of a concert to be performed out of state and provide "real-life" performance opportunities and learning for students.
  - Connect students to meaningful and relevant cultural history surrounding New Orleans including
  
- Outcomes students will gain from this trip:
  - Experience performing in a performance space for an audience outside of the Twin Cities.
  - Gain a greater appreciation for music making, develop a deeper level of ensembleship and teamwork, and see how music making fits into "real life".
  - Have the opportunity to work with professional musicians
  - Visit numerous cultural and historical landmarks in NOLA
  
- Educational alternatives with similar outcomes for students who do not attend:
  - This is an optional trip. Students are not required to participate.
  
- Review / Evaluation upon returning to school: 118

- Trip updates will be reported regularly through social media and regular updates will be communicated to Mr. Vizenor (JHS Principal) throughout the trip.
- A trip debrief can be arranged upon return.

  
 \_\_\_\_\_  
 Trip Supervisor Signature

5/6/21  
 \_\_\_\_\_  
 Date

Approved       Denied

  
 \_\_\_\_\_  
 Administrator Signature

5/6/21  
 \_\_\_\_\_  
 Date

**ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS**

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.
  - Only one day of school will be missed. Due to it being the last day of the quarter, students not traveling on the trip will not be assigned new work but instead have time to finish up work for other classes.
  - Students traveling on the trip will need to have all Q3 coursework turned in prior to departure.
- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.
  - A parent night (likely virtual) will be organized to dispense initial information. Parents will sign an agreement indicating their student interest in the trip and begin the deposit and payment process. (See attached agreement form from NYC 2018)
- Describe steps taken to inform and assist disadvantaged students participating in the trip:
  - Pertinent and relevant medical information will be collected and carried with the directors on the trip. This includes phone numbers for primary care physicians and any condition that might impact the trip.
- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)
  - Cost of the trip is still being finalized but will approximate \$950 - \$1,200.
  - No substitutes will be needed for either Mr. Burnside or Mrs. McKnight's classes during the day of school that is missed.
- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)
  - Depending upon student needs, paraprofessionals will be requested to act as chaperones during the trip. A "best fit" approach will be discussed when a student with these particular needs signs up to travel on the trip.
- If fund raising activities are part of financing, briefly describe fund raising plans and attach a copy of the fund raising request.
  - Students have been fundraising for trips like this since 7th grade and have rolling student activity accounts.
  - Traditionally we run 2-3 sales-based fundraisers during a travel year.
    - Frozen food (cookie dough, etc) - Fall of 2021
    - MinnTex Fruit - Winter 2021
    - Frozen food - January of 2021 (TBD)
  - We seek out and work with students who want to travel but have trouble meeting the costs. In the past there have been some generous families who have donated partial and full trips to the music program to allow us to award "scholarships" to students who need help.
  - Every student who has ever wanted to travel has been able to go on one of these trips.
- Describe how funds will be collected.

• Families will be able to pay the school directly OR submit payment via an electronic payment system directly to the company. This process is still being figured out and will be finalized before the first payment is due.

- Adults accompanying students on the trip:

Name:

Logan Burnside

Kathryn McKnight

Additional chaperones TBD


Status: Teacher, parent/guardian, etc.

8-12 Band Director

9-12 Choir Director



\_\_\_\_\_  
Administrator Signature



\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Signature

\_\_\_\_\_  
Date



# CHAPERONE APPLICATION FORM

## JHS Band – Winnipeg, Canada 2020

We need chaperones! Adult chaperones are required for all school sponsored trips. We are required to have one chaperone per ten to eleven students.

NOTE: If you are a chaperone, your trip expenses may be tax deductible, per IRS rules. Also your cost for the trip will also be approximately half of that of the final student cost.

As a Chaperone, you will be expected to:

- Oversee a group of grade 9-12 students.
- Manage several check-in points throughout each day including breakfast, bus departures, sightseeing tours, bed checks, room checks, etc.
- Supervise students during unstructured time. (There may be times when you will be in charge of a group of students for shopping, sightseeing etc. Official events will be arranged in advance.)

=====

**CHAPERONE APPLICANT NAME:** \_\_\_\_\_

**Describe** your experience chaperoning middle or high school students: \_\_\_\_\_

(continue on back if needed)

**Check all that apply:**  Police Officer  Nurse  Teacher  Certified in CPR/First Aid  Other: \_\_\_\_\_

**As a chaperone, will you ...**

... put the needs of the students as a first priority over your own while on the trip?  Yes  No

**Do you understand that while chaperoning on this trip ...**

... your first responsibility is the safety and security of the students, and that you must be ready to act at all times of the day and night?  Yes  No

... your duties for the 5 days may be quite demanding, both physically and mentally?  Yes  No

... your trip experience may be impacted by your chaperone duties (i.e., caring for ill students) and you may not be able to visit all the places that you are interested in?  Yes  No

... you will be required to follow the direction of the Trip Leadership Team?  Yes  No

... you may be required to participate in discipline, evening checks, and asked to help in various ways when the need arises?  Yes  No

... you must be a positive role model at all times, even while socializing?  Yes  No

**As a chaperone, would you function well ...**

... on limited sleep?  Yes  No

... in a large crowd?  Yes  No

... in a large city and be able to navigate with or without the help of a GPS?  Yes  No

Please use the back for additional comments.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# New Orleans 2022

## JHS Band & Choir

### School Board Highlights

**Dates:** March 24 – 30, 2022

**Approximate Cost:** \$1,000 - \$1,200

#### **Fundraising:**

- Students have been fundraising for trips like this since 7<sup>th</sup> grade and have rolling student activity accounts.
- Traditionally we run 2-3 sales-based fundraisers during a travel year.
  - Frozen food (cookie dough, etc) - Fall of 2021
  - MinnTex Fruit - Winter 2021
  - Frozen food - January of 2021 (TBD)
- We seek out and work with students who want to travel but have trouble meeting the costs. In the past there have been some generous families who have donated partial and full trips to the music program to allow us to award “scholarships” to students who need help.
- Every student who has ever wanted to travel has been able to go on one of these trips.

#### **Travel Company Quotes:**

- Performance Tours: \$900-\$950 (Includes travel credit from cancelled Winnipeg 2020 trip)
  - Orlando 2014, Chicago 2016, NYC 2018, Winnipeg 2020 (Canceled)
- Group Travel Planners: \$1,080-\$1,150
- Music Festivals & Tours: TBD
- Music Celebrations International: \$1,200 - \$1,500
- \*\*\*Airfare adds around \$400 per traveler due to the need to rent buses upon arriving in NOLA.

#### **Possible Itinerary Inclusions:**

- Stopping in St.Louis, MO to visit Gateway Arch
- Swamp Tour
- Preservation Hall Museum & Concert
- Steamboat Dinner (Group Performances)
- Authentic NOLA Dinners: New Orleans Cooking, Mulate's, Jazz Cafe, Crawfish Boil, Parkway's Po Boys.
- Outreach performance (school/exchange)
- Mardi Gras World Museum
- WWII Museum
- Audubon Aquarium of the Americas
- Still very much in the planning process, this list will continue to change and grow.

### **Cancellations & Travel Insurance:**

- All travel companies have said that hospitality industry has relaxed contracts significantly with regards to cancellations. It is now “easier” to cancel and get most/if not all money back.
- Entire trip can be cancelled with most company’s 90 days out and get 90% of money back.
  - Another COVID-style emergency cancellation would result in anywhere from 75-85% of money back.
- Individuals can purchase additional travel insurance for around \$75 per person to cancel at any for any reason up until 2 days before the trip.

# Summer Programming Update

Presented By: Chad Williams



*Monday, May 10, 2021*

# Summer Programming per Building



## Jordan Elementary School:

- Targeted Services K-4
- Extended School Year (SpEd) EC - 4

## Jordan Middle School:

- Targeted Services 5-8
- Extended School Year (SpEd) 5-8

## Jordan High School:

- Credit Recovery 9-12
- Extended School Year (SpEd) 9-12

# What is Extended School Year Services (ESY)?



Extended School year (ESY) is an extension of special education services to students with disabilities whose Individual Education Program (IEP) indicates that they qualify and are in need of those services over the summer months or during other periods of extended breaks in instruction.

# ESY Eligibility



## Who is eligible for ESY services?

- All students with disabilities who have a current IEP must be considered for ESY services at least annually. To ensure FAPE, the IEP team must consider and document whether ESY services are needed for each student regardless of the student's disability. A school may not limit ESY services to particular categories of disability or unilaterally limit the type, amount, or duration of those services. These requirements apply to all students with a disability between the ages of three and 21.

# ESY Eligibility



## Who determines the need for ESY services?

- Determination of need rests with the IEP team, which must be composed of the following individuals: parent/guardian(s) of the student, the student if appropriate, general education teacher(s), special education and related service providers, administrator or school representative, and others as appropriate. All persons involved in the IEP process should be active participants. Each person fulfills an important role by bringing and sharing information regarding the student and their needs.

# Factors to Consider for ESY



**Regression** - All students, disabled and non-disabled alike, experience regression during breaks in instruction. For purposes of ESY determination, regression is a decline in the performance of a skill or acquired knowledge as specified in the annual goals in the students IEP that occurs during a break in instruction. That is, ESY applies only to annual goals in the students current IEP.

**Recoupment** - A students ability to regain the skill performance or relearn the acquired knowledge to approximately the same level that existed just prior to the break-in instruction.

**Significant - Regression/recoupment** is significant when the recoupment period is longer than the length of the break-in instruction unless the IEP team determines a shorter time for recoupment is more appropriate. For example, to be considered significant, the time needed to recoup/relearn a skill in the fall would need to be greater than three months - the length of the summer break.

**Self-Sufficiency** - Those functional skills necessary for a student to achieve a reasonable degree of personal independence as identified in the annual IEP goals for a student requiring a functional curriculum. Self-sufficiency goals include such areas as toileting, eating, dressing, muscular control, personal mobility, impulse control, maintaining stable relationships with peers and adults, basic communication skills and functional academic competency. A student must have functional goals and participate in a functional curriculum.

# What ESY is NOT:



- ESY is not summer school, summer camp, or other such programs districts choose to offer. Such programs are permissive and are offered at the option of district boards. Furthermore, summer school is not a substitute for ESY. Students who participate in summer programs may also qualify for ESY during the gaps in general education programming.
- While ESY services would undoubtedly benefit most learners with or without disabilities, criteria for eligibility are not met simply because the child would derive benefit. ESY is not mandated for all learners with disabilities. It is not meant to replace permissive summer school or to provide summer activities for students. It is not intended to maximize educational benefit, but to <sup>130</sup> MAINTAIN skills.

# Things to know about ESY



- ESY will be provided Monday through Thursday June 14<sup>th</sup> through July 1<sup>st</sup> from 8:30 AM – 11:00 AM.
- ESY will be provided at the Jordan Middle School for students in grades K-12.
- Early Childhood ESY will be provided at JES in the Early Childhood Center.
- Currently we have around 70 students eligible for ESY services this school year.
- Transportation is provided to ALL our students for ESY services.

# What is Targeted Services?



- Targeted services provides before school, after school and summer programs for students in grades 1-8 who may be struggling in the regular school program and need additional time to develop skills and abilities. Targeted services are designed for meeting the needs of the whole child.
- Jordan's Targeted Services will include an academic (reading, writing, math and credit recovery) and social skills services for the summer of 2021.<sup>182</sup>

# HOW IS TARGETED SERVICES FUNDED?



- For funding purposes, student's attendance and membership are reported in hours. Funding is a proration of the general education revenue, generated by student instruction time (membership). We get reimbursed from the state of MN per student for the amount of membership hours (# of hrs. class is offered, beginning with the student's first attendance day) and attendance hours (# of hrs. student is in attendance).

# JPS Targeted Services



- Summer Targeted Services is a program that includes students in 1st through 8<sup>th</sup> grades. The Summer Targeted Services program will begin Monday, June 14<sup>th</sup> and end Thursday July 1<sup>st</sup>. Time will be from 8:30 AM – 11:00 AM. Location will be at the Jordan Middle School.
- Other Targeted Services include our Jordan High School Credit Recovery.
  - Session 1 June 7-25 Mon.-Thurs. from 8:00 AM - 1:00 PM
  - Session 2 July 12-31 Mon.-Thurs. from 8:00 AM - 1:00 PM

# JPS Targeted Services



- During the Targeted Service sessions, teachers engage students in activities for the purpose of reinforcing specific reading, writing, spelling and math skills. The program provides students with extra time to work with teachers on core skills and concepts in a smaller group setting. Some homework completion may also possibly take place in the upper grade classrooms.

# JPS Targeted Services



- Targeted Services are offered to students who are referred to the program by a teacher who has contact with him/her during the school day and feels that the extra time spent on academics would be beneficial. Students can be referred to Targeted Services by state and local assessment data or other outside factors that impact the students academic achievement.



**QUESTIONS?**

## May 10, 2021 Board Report

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

## ESSER Fund Updates

- Round Three ESSER (Elementary and Secondary School Emergency Relief) funds have been allocated to Jordan Public Schools.
- Total Allocation: \$988,164
- Funds one-time money, available until September 30, 2023 and must be used within defined parameters.
  - Coordinating preparedness and response efforts
  - Training and professional development on sanitizing and minimizing spread of infectious disease
  - Purchasing supplies to sanitize and clean facilities
  - Repairing and improving school facilities to reduce risk of virus transmission
  - Addressing needs of children from low income families, children with disabilities, English language learners, racial and ethnic minorities, students experiencing homelessness and foster care youth
  - Developing and implementing procedures and systems to improve preparedness and response
  - Planning for implementing activities during long-term closures, including providing meals and technology
  - Educational technology
  - Providing mental health services and supports
  - Planning and implementing activities related to summer learning and supplemental afterschool programs
  - Addressing learning loss (20% of funds must be used here)
  - Other activities that are necessary to maintain operation and continuity of services
- *What do these funds mean to our overall budget?*  
*With these ESSER funds, can't we just use that to reinstate all of the reductions made this spring?*
  - ESSER funds are one time funds.
  - There are specific parameters provided for use of these funds due to Covid-19.
  - Additionally, the budget reductions and staffing adjustments based on annual enrollment are still necessary as we work to align our on-going expenditures with our on-going revenue streams. We still have the need to continually monitor our staffing based on enrollment and areas of on-going costs in our efforts to avoid a cycle of annual budget reductions.

## 2021- 2022 School Year Planning Update

- Updated Guidance From MDE/MDH: This week we learned about the three-step process that will lead to an end of all COVID-19 restrictions by May 28, and an end to the masking requirement by July 1.
- What does this mean for schools?
  - Safe Learning Plan

- The Safe Learning Plan will continue to be in full effect for the remainder of the 2020-21 school year.
    - Summer School, Graduation, Face Coverings updated within the Guidance
  - Looking Ahead
    - MDE has shared they remain hopeful that we won't need to have a Safe Learning Plan for the 2021-22 school year. MDE and MDH will continue to provide guidance and recommendations for schools to ensure learning can safely continue. They will provide more information in the coming weeks.
- Online Options: As a district we are pursuing an online option through our SWMetro Consortium for K-12. In late April, we sent a Virtual, Online Learning Interest Survey for 2021-2022 School Year to our Jordan families. The purpose of the survey was simply to gather initial estimates on the potential number of students/families wishing to pursue a virtual, online learning option for the 2021-2022 school year.
  - Based on our initial results, working with the consortium will be a great support for our district and students as we would not have a critical mass of students to support Jordan Public Schools building our own model.
  - In the fall we anticipate operating with all staff and students in-person as we will no longer continue our current JVA model. We anticipate knowing more details in the coming weeks and will be sharing information at that time more broadly.

#### **Senior Schedules: Reducing Exposure/Quarantine and Commencement**

- We have discussed special considerations for senior students in an effort to remove one layer of possible exposure/quarantine, to give kids the best chance to walk at commencement.
- We have developed a revised senior "end of year plan" to provide a Hybrid opportunity for seniors to reduce potential exposure, reducing the possibility of being quarantined during Commencement.
  - Shifts 3 days to Hybrid (May 24-26)
  - While this Hybrid option reduces potential exposure within the typical school day and lunch, we know that sports, activities and choices students make on their own are something we cannot control.
  - Principal Vizenor will be finalizing and communicating more broadly this week.

#### **Special shout out to our teachers, nurses and kitchen staff this month!**

- Teacher Appreciation Week is May 3rd-May 7th
- National Nurse Week is May 6th-12th
- Lunch Hero Day is May 7th

#### **Enrollment Update**

- As of May 3, 2021 our EC-12 monthly enrollment was 1845 students.
- We continue to monitor enrollment and provide ongoing updates to the board.

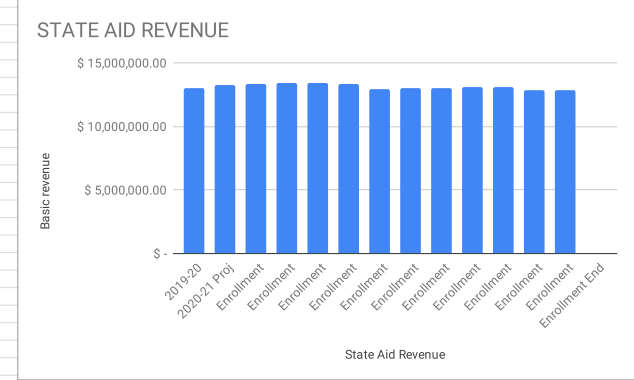
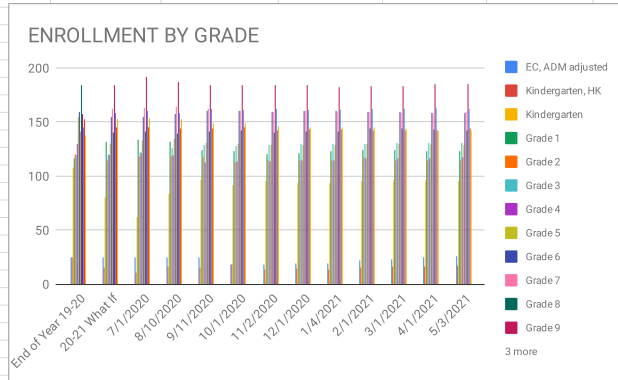
20-21 EC-12 Monthly Jordan Enrollment

	End of Year 19-20	20-21 What If ADMs	7/1/2020	8/10/2020	8/31/2020	9/11/2020	10/1/2020	11/2/2020	12/1/2020	1/4/2021	2/1/2021	3/1/2021	4/1/2021	5/3/2021	End of Year	ADM FY21 What Ifs vs. Actual FY21 (Based on Monthly Child Count)
<b>0-5</b>																
Early Childhood EC, ADM adj.	50 [1] 25	50 25	50 [2] 25	50 [3] 25	50 [4] 25	50 [5] 25	36 [6] 18	37 18	38 19	39 19	44 22	47 23	50 25	53 26		-25
Kindergarten, HK	25	15	11	16	17	15	18	13	14	13	15	16	16	17		-15
Kindergarten	108	80	62	84	91	96	92	95	94	94	95	96	96	95		-80
Grade 1	116	134	134	132	134	124	123	120	121	123	124	124	123	123		-134
Grade 2	120	117	118	118	126	117	113	115	115	115	117	115	115	115		-117
Grade 3	119	120	122	126	131	129	128	129	130	130	130	131	131	131		-120
Grade 4	130	121	121	119	120	113	114	114	115	115	116	116	116	117		-121
<b>K-4 Total</b>	<b>618</b>	<b>587</b>	<b>568</b>	<b>595</b>	<b>619</b>	<b>594</b>	<b>588</b>	<b>586</b>	<b>589</b>	<b>590</b>	<b>597</b>	<b>598</b>	<b>597</b>	<b>598</b>	<b>0</b>	<b>-587</b>
Grade 5	155	132	133	135	139	131	130	129	129	129	130	130	130	129		-132
Grade 6	159	155	155	157	161	160	160	159	160	160	159	159	158	158		-155
Grade 7	141	164	163	164	166	162	160	159	160	159	159	158	158	159		-164
Grade 8	184	140	141	139	142	141	142	140	141	141	144	144	143	142		-140
<b>5-8 Total</b>	<b>639</b>	<b>591</b>	<b>592</b>	<b>595</b>	<b>608</b>	<b>594</b>	<b>592</b>	<b>587</b>	<b>590</b>	<b>589</b>	<b>592</b>	<b>591</b>	<b>589</b>	<b>588</b>	<b>0</b>	<b>-591</b>
Grade 9	157	188	192	187	189	184	184	184	184	182	183	183	185	185		-188
Grade 10	145	159	160	158	162	162	161	162	161	161	162	162	163	162		-159
Grade 11	153	145	145	144	146	144	146	142	143	143	142	142	142	144		-145
Grade 12	137	151	154	153	151	149	147	146	145	145	145	144	143	142		-151
<b>9-12 Total</b>	<b>592</b>	<b>643</b>	<b>651</b>	<b>642</b>	<b>648</b>	<b>639</b>	<b>638</b>	<b>634</b>	<b>633</b>	<b>631</b>	<b>632</b>	<b>631</b>	<b>633</b>	<b>633</b>	<b>0</b>	<b>-643</b>
<b>K-12 Total</b>	<b>1849</b>	<b>1821</b>	<b>1811</b>	<b>1832</b>	<b>1875</b>	<b>1827</b>	<b>1818</b>	<b>1807</b>	<b>1812</b>	<b>1810</b>	<b>1821</b>	<b>1820</b>	<b>1819</b>	<b>1819</b>	<b>0</b>	<b>-1821</b>
<b>EC-12 Total</b>	<b>1874</b>	<b>1846</b>	<b>1836</b>	<b>1857</b>	<b>1900</b>	<b>1852</b>	<b>1836</b>	<b>1825</b>	<b>1831</b>	<b>1829</b>	<b>1843</b>	<b>1843</b>	<b>1844</b>	<b>1845</b>	<b>0</b>	<b>-1846</b>

20-21 EC-12 Monthly Jordan Enrollment

	End of Year 19-20	20-21 What If ADMs	7/1/2020	8/10/2020	9/11/2020	10/1/2020	11/2/2020	12/1/2020	1/4/2021	2/1/2021	3/1/2021	4/1/2021	5/3/2021	End of Year
EC, ADM adjusted	25	25	25	25	25	18	18	19	19	22	23	25	26	
Kindergarten, HK	25	15	11	16	15	18	13	14	13	15	16	16	17	
Kindergarten	108	80	62	84	96	92	95	94	94	95	96	96	95	
Grade 1	116	132	134	132	124	123	120	121	123	124	124	123	123	
Grade 2	120	115	118	118	117	113	115	115	115	117	115	115	115	
Grade 3	119	120	122	126	129	128	129	130	130	130	131	131	131	
Grade 4	130	119	121	119	113	114	114	115	115	116	116	116	117	
Grade 5	155	130	133	135	131	130	129	129	129	130	130	130	129	
Grade 6	159	155	155	157	160	160	159	160	160	159	159	158	158	
Grade 7	141	162	163	164	162	160	159	160	159	159	158	158	159	
Grade 8	184	140	141	139	141	142	140	141	141	144	144	143	142	
Grade 9	157	184	192	187	184	184	184	184	182	183	183	185	185	
Grade 10	145	158	160	158	162	161	162	161	161	162	162	163	162	
Grade 11	153	145	145	144	144	145	142	143	143	142	142	142	144	
Grade 12	137	153	154	153	149	149	146	145	145	145	144	142	142	
<b>Pre K-12 Total</b>	<b>1874</b>	<b>1833</b>	<b>1836</b>	<b>1857</b>	<b>1852</b>	<b>1852</b>	<b>1825</b>	<b>1831</b>	<b>1829</b>	<b>1843</b>	<b>1843</b>	<b>1843</b>	<b>1845</b>	<b>0</b>

State Aid Revenue	2019-20	2020-21 Proj	Enrollment 7/1/20	Enrollment 8/5/20	Enrollment 9/11/20	Enrollment 10/1/20	Enrollment 11/2/20	Enrollment 12/1/20	Enrollment 1/4/21	Enrollment 2/1/21	Enrollment 3/1/21	Enrollment 4/1/21	Enrollment 5/3/21	Enrollment End of Year
Basic revenue	\$ 12,985,815.02	\$13,239,901.51	\$ 13,310,822.52	\$ 13,435,590.96	\$ 13,398,817.10	\$ 13,299,002.35	\$ 12,950,680.80	\$ 12,990,596.40	\$ 12,973,857.60	\$ 13,069,140.00	\$ 13,066,564.80	\$ 12,810,348.10	\$ 12,824,233.97	





**High School Board Notes  
May 10, 2021**

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

- Most testing has been completed. Juniors took the ACT test and MCA Math test and sophomores took the MCA Reading and science tests. The Advanced Placement Chemistry, US History and the Advanced Placement World History test will be administered in the next few weeks. Our results have been positive, so far. There is definitely a lag from previous years that I would contribute to student engagement and COVID.
- The Faculty Council has been discussing if any revisions need to be made to the implementation of the Ramp Up to Readiness and SNAP program during the 2021-2022 school year.
- We continue to look at ways to increase the engagement and achievement of our freshman students through our 1st day of school activities and throughout the year. We are looking at multiple touch points to see what we can do for improved performance in 9th grade. Prior to COVID-19 learning model changes, we had some good ideas that we were going to implement. We hope to add those in for 2021-2022.

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

- Data will be collected regarding the success of the high school's implementation of PBIS. We believe that the results will show the implementation has been effective.
- We continue to do our best to keep our staff and students safe. COVID protocols are in place for students and most are following the standards very well.
- It has been an extremely tough year. In regards to multiple learning models and quarantining students. Our students and staff have been resilient!

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

- There are a number of events in May, some of these events are earlier than usual with the earlier out for our students this year. Some communication messages have gone out about a week later than normal due to me not making adjustments to posting dates.
- The Awards Night celebration will be held on May 17. It will be held virtually.
- Graduation will be held on May 29th at 8pm. The goal is to have it at the stadium.
- The final performances of the season are on the calendar. Reserve tickets are required for the Pops Concert and can be accessed through the website.
  - Spring Play: April 30-May 2

- o Band Concert: May 12
- o Jazz Band and Ensemble Band Concert May 14
- o Awards Night (virtual) May 17
- o Pops Concert: May 19

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

- Teachers will use the results of the standardized tests when they meet as a data team this summer.
- Math teachers will begin reviewing test scores to see which students need additional math help next year.
- We are looking to add extra support for incoming 9th grade students with a summer school course that offers a ½ credit of HS elective. This course would be a kick start to high school.

**Graduation Update:**

This update was sent to parents on Tuesday, May 4, 2021.

**Tickets for Graduates:** The ceremony will be held outdoors at Ames Field (weather permitting).

- Due to Covid 19 restrictions, the number of guests at the ceremony on May 29th at Jordan High School must be limited. Consequently, each student will be allowed up to six tickets. Seating will still be general admission, and guests will be required to wear a mask and sit in pods with their six ticket holders. Each group should be seated six feet from others groups to allow for physical distancing. Please complete this form to assist the district in contact tracing in the circumstance that a positive COVID case is reported at the graduation ceremony.
- Please complete the Google Form (look for an email with link) requesting tickets by May 25th at 3:00pm. Students will be given the requested number of tickets on May 27th at graduation practice.
- The plan is to be outside even if there is some, light rain. If the weather is too severe, the ceremony will be forced to move inside to the JHS gym. In that case we are limited by MDH/MDE guidelines to two guests per graduate. Consequently, students will be given two tickets of a different color for use inside. However, if the ceremony has to be moved inside the gym, there will be a live streaming option.

**Jordan Middle School Board Report  
May 11<sup>th</sup>, 2021**

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

- Full in person learning is going well. When students quarantine, they are given the option of joining via Google Classroom or joining with JVA students.
- JMS completed MCA testing. Thanks to Rose Gulbranson for planning and organizing testing for both JVA and on site students.
  - Reading (Grades 5-8)
    - April 18-24
  - Math (Grade 5-8)
    - April 26-29
  - Science (Grade 5 and 8)
    - May 3-7
- 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 virtually.
- Planning for the 2021-2022 school year is underway.
  - Staff continue to plan based on student needs.
  - Course registration is complete. Master scheduling is being built.
  - We are mindful of budget considerations.

**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](#)
- Academic and behavioral intervention staff are connecting and supporting JVA students and in person students.
  - 16 students were recently exited from reading intervention based on progress monitoring data.

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

- The 8th grade team recently planned a JMS version of the annual Courage Retreat.
  - This is typically hosted by Youth Frontiers but they have cancelled all retreats because of COVID.
- Holding ongoing meetings with teams and employee groups to collaborate and brainstorm solutions to issues for students and staff.
- Staff continue to enforce and remind students of health protocols outlined in the health and safety guidance when students are on-site.
- Held annual faculty council retreat to brainstorm and plan for the 2021-2022 school year.

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

- We are beginning conversations about Wolf Ridge, the future and other options for this trip.
- Provided Family Communication in an ongoing manner about spring activities and end of school year information.
- Jason Arras presented virtually on Courageous Parenting on April 26th. This was recorded and will be made available to families.
- Hosted Jordan Middle School play on Thursday, April 29th, Friday April 30th and Saturday, May 1st. The cast did a wonderful job!
- Planned Virtual New Families Night on May 4th at 6:00 pm including the following resources:
  - [5th & 6th Grade Pod Tour](#)
  - [JMS Introductory Choir Video](#)
  - [JMS Introductory Band Video](#)
  - [Band Instrument Signup Genius](#)
  - [How To Open a Lock](#)
  - [Enroll at Jordan Public Schools](#)
  - [JMS Registration Documents](#)
- Choir concerts are being held virtually. Planned health and safety protocols for band concert on the following dates:
  - May 17th at 7:00 pm-Grade 5
  - May 17th at 8:00 pm -Grade 6
  - May 18th at 7:30 pm -Grades 7 and 8

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

- [2/24/2021 Family Communication](#)
- [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 May 10, 2021**

I am very proud of our staff for all of their effort, dedication, and passion they've put into this school year. I know we are honoring our teachers for "Teacher Appreciation Week" however, a week is not enough to say how grateful we are for them. I continue to get phone calls and emails from families on how much all of our staff is appreciated by our school community. Below is an executive summary of what we have done in April and the beginning of May to best address the needs of students, staff, and families that aligns to our JPS Strategic Plan and JES Building Goals:

- **Improve student achievement, learning and career and college readiness**
- **Integrate data-informed instruction, assessment and learning as a core competency in every classroom**
- Students and staff members in grades 3-4 are wrapping up MCA Reading and Math assessments, with make-ups occurring over the next two weeks due to student absences and quarantines.
- FASTBridge Reading and Math benchmark assessments will be taken by all K-4 students during the month of May.
- Teachers took time during our April PD day to discuss our updated Reading curriculum, Wonders. We are excited about the updates made to our current curriculum and how we can best utilize this resource for not only literacy, but also for teaching Science and Social Studies content through a literacy lens.
- I will be working on finalizing staffing and room assignments in the upcoming weeks, and will be interviewing for a classroom teacher and Media Specialist in the near future due to Mr. Joe Klatt and Ms. Diane Hesse's retirement.
- JES teaching staff will be completing personal reflections on their "One Word" for the school year and how it helped them to support our building goals.
- Grade level/dept. teams will also meet with me to discuss their efforts, successes and challenges throughout the year as it relates to student achievement and professional growth. This conversation will be a springboard with what we want to work towards in best supporting students and families for the 2021-2022 school year.
- **Provide a safe and collaborative culture in which to learn and work**
- **Improve community connections, satisfaction, and engagement**
- Even though our end of the year celebrations will look different this school year, we are determined to make them happen while following COVID guidelines.
  - Teachers are planning classroom/grade level picnics at Lagoon Park

- Our K classrooms are once again meeting with the JHS Summit Academy Health Care and Medicine class on May 12th for the Teddy Bear Clinic. This is a great experience for both our youngest and oldest learners!
- Phy. Ed. Fun Days will take place the week of May 17th.
- We will have a drive thru Kindergarten Round Up event at the end of May, which will look similar to last year. We can't wait to welcome our newest students and families to JES!
- We're also looking to have a school-wide picnic out at the stadium in order for us to gather as a whole school, since we haven't been able to do so indoors this year.
- The Senior Walk is back, and we can't wait to show our support and excitement for our JHS Seniors on May 27th.
- The JHS Cheer team will help to send our students off for the summer on the last day of school
- JES staff will also have an end of the year gathering on June 3rd to celebrate our accomplishments, big and small, this school year.

**Executive Summary**  
**Director of Teaching and Learning**  
**May 2021**

**PRIMARY FOCUS = Federal Testing, Professional Development, MTSS, and Summit Academy**

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

- **MTSS Bootcamp** - Planning is underway for the MTSS district wide boot camp on August 2-3. The purpose of this training is to create a vertically aligned MTSS process across the district. Key stakeholders ranging from administrators to teachers will attend this boot camp to help create a strong MTSS system to better support our students and staff.
  - MTSS (multi tiered systems of support -- learn more about MTSS [here](#) and [here](#)) is an integral part of our district and serving students.
- **Southwest Metro Online Offering** - Serving as the teacher contact for Southwest Metro's planning of an online offering, which is still in development.
- **Professional Development** -
  - **Future Planning** - Focusing on planning the summer FLEX WORKSHOP dates, new teacher workshop, and mapping out the focus of the 2021-2022 school year.
  - **April 30, 2021** -- The professional development activities focused on building specific training; ES to MS and MS to HS student transitions meetings; SEL scope and sequence work time; and, an all staff Caring and Committed Conversation focused on Understanding Self to Understand Others, and SEL in staff.
  - **Ongoing Professional Development** -- Staff will revisit curriculum objectives from previous years to look for holes, incomplete tasks, disorganization, and curricular needs. [2020-2021 Curriculum Review](#)
  - **Learning Modules** -- The purpose of the CEU learning modules is to provide ongoing and flexible Staff Development.

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

- **Federal Accountability Tests (MCA, MTAS, and ACCESS)** - Testing is coming to a

**OUR MISSION**

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

close this week with some makeup dates to follow. The testing window closes on May 21. Thank you to the three school assessment coordinators -- Robin Whiteside, Rose Gulbranson, and Renae Milwaski for supporting a smooth testing season.

- **Literacy Curriculum** - The WONDERS Kick off on April 30 was a success. Here is a [link](#) to the WONDERS Overview and Professional Development Plan for implementation.
- **Curriculum Requests for the 2020-2021 School Year --** The curriculum requests were due on Monday. Throughout the month of May, I will meet with Stephen Damlo and the principals to go through the requests.
  - **Goal --** teachers will know what resources they have for the upcoming school year before they leave for summer vacation.

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

- **District Wide Plans --** Since taking over the role of Director of Teaching and Learning a primary goal has been to solidify various district areas into specific plans / overviews. Having specific overviews in place offers clarity in programming and transparency for staff, students, families, and interested community members.
  - Curriculum Review Process -- Draft Complete.
  - Equity Education (working in collaboration with Sarah Miller and Malik Peer) -- Draft Complete.
  - Social and Emotional Learning (working in collaboration with the SEL team district wide) -- Draft in process.
- **Collaborative Culture --**
  - District Staff Development -- The quarter four district staff development meeting will take place on May 11 at 3:15pm.
    - Wrap up the school year budgets and focus on future planning.

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

- **Curriculum and Technology Integration Advisory Council --**
  - The final session focused on a brainstorming / ideation session -- view the agenda [here](#).
  - This was a great session focused on WHERE our district can keep innovating and improving. I love talking about how great Jordan is and how great we can continue to be!
    - Summary of some of the ideation topics shared:

*\*\* This was a brainstorm session for BIG IDEAS. Members were invited to offer ANYTHING even if it isn't in the realm of possibilities right now. The point is to dream and potentially some of those dreams can come to fruition in some form. \*\**

- Continue and Expand the Summit Academy -- keep that authentic learning focus in the district.

- Expansion Ideas -- hospitality, Informational tech, emergency services, ethnic studies, etc.
- Career Paths -- Help students define career paths and prepare students for the workforce and post secondary options.
  - Internship as a part of a grad requirement
  - Capstone type Project
- Critical Thinking -- Continue providing opportunities for true critical thinking and innovative learning.
- Inclusive Education for ALL
- Continue and increase a Project Based Learning approach
- Language -- more language options, language immersion school, etc.
- Building and Grounds -- continue developing and growing our facilities to meet the increasing and changing needs of learners.

## **ACTIVITIES DIRECTOR BOARD UPDATE 5/10/21**

On Wednesday May 5th Jordan HS will be holding the first ever **Music Commitment Day** for Jordan seniors committed to either band, orchestra or choir as part of their college decision. There will be a brief "signing" ceremony on Wednesday 5/5/21 at 3:15pm in the JHS gym. Underclass band members will be playing the school song as our signees are introduced.

On May 12th, the Jordan Activities Hall of Fame committee will be meeting to discuss potential nominees for the **2021 Hall of Fame Class**. We hope to have an in person ceremony in the auditorium prior to the 2021 homecoming football game, which is still TBD as of today. Our committee is excited and honored to nominate the second ever class for the HoF.

The middle school Spring **Play** and high school **Musical** were both a success and it was great to see live audiences taking in their performances. We continued using online ticketing similar to what we had done this past winter for athletics. It worked well!

The **spring sports update** needs to include praise for our coaches doing their best to adapt to the ever changing guidance and policies. Although we haven't been perfect, we are working hard to ensure our students are safe and feel comfortable at all times while participating. We have hosted events for all sports and traveled as well. We continue to add more to their "protocol plates", while not taking anything away. We will ensure each team has seating charts in buses, in dugouts and clearly marked pods in an effort to avoid mass quarantines.

**Winter Coaching Renewals** - You will notice our sub varsity level coaches below listed as "JV instead of "B." This is the terminology we use in the WCC and what you will see going forward. We do hope to add a "B squad" in addition to the other 3 levels next year for boys basketball and volleyball.

- **Wrestling**
  - **Renew** Justin Reinsma (Asst), Chris Herrmann (asst)
  - **Non Renew** Chad Williams (MS)
  
- **Girls Basketball**
  - **Renew** Leah Aamlid (HC), Tim Bendzick (C), Andria Nold (V Asst- booster funded), Emily Clark (MS), Wade Wittkop (JV)

- **Boys Basketball**
  - **Renew** Matt Urbanek (HC), Yuriy Malashenko (JV), Tony Kusske (7th), Tim Wareham (8th) David Samuelson (booster asst)
- **Speech**
  - **Renew** Amy Peters (HC), Michelle Spies (1st asst), Sandy Burke (2nd asst), Jenna Leonard (2nd Asst)
- **Dance Team**
  - **Renew** Shana Bydal (HC), Kaitlin O'Neill (JV/Asst)
- **Nordic Ski**
  - **Renew** Lisa Jamison (HC), Ryan Murr (JV/Asst)
- **One Act Play**
  - **Renew** Marie Wignall (competitive) Michelle Spies (non competitive)
- **Robotics**
  - **Renew** Joseph Huebl (HC), Ryan Ichinose (½ Asst), Stephen McClellan (½ Asst)
- **Winter Weight Room Supervisor**
  - **Renew** Ozzie Sand

## **COMMUNITY EDUCATION 5/10/2021 BOARD REPORT**

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

Community Education has had a great month. The brochure is out and many membership renewals are coming in. Most of our membership grace period, due to COVID, is now expiring, so we should be getting back on track for the year.

Registration numbers are looking good for summer programming. There is still room for more people, so please check the website for opportunities. Our youth soccer program is up and running. We have 6 HS students coaching our youth. This is exciting to see them give back to the youth in our community.

Community Education partnered with students from the Summit Academy, Intro to Coaching and Leadership class and Matt Urbanek to offer a multi sport camp for grades 3rd - 5th. Summit Academy students were responsible for the preparation of the camp including promotion and designing t-shirts. Students were assigned groups and picked a specific sport to coach. Students were responsible to create the coaching plan for the session and also prepare the support coaches involved. Students were responsible to be a lead coach for a session and also a support coach for a session. This was a great hands on way for students to implement their newly learned coaching and leadership skills.

Our youth recreation programs are so important to our community and these programs do not happen without the support of our volunteer coaches. It has been a struggle to get adults to help out with the program. All of our volunteer coaches attend a coaches clinic led by experienced staff. These clinics will give you the tools you need to provide a positive experience in our programs. You do not need to be well versed in a sport and Community Education is here to support all coaches. If volunteer coaches have a child in the program, that child receives half off the tuition to participate. We know people are busy, but if we don't have the support of our parents, this makes it hard for us to run successful programs for our students.

### **Celebrate Jordan:**

We will be hosting the event in the JES parking lot on June 6 from 1:00pm-4:00pm. It will be great to host this again. We know it may not be what has been done in the past, but this will be better than canceling again. Vendor registration deadline is May 21. [Celebrate Jordan Registration](#). If you know anyone looking to participate please have them reach out to me at [sjensen@isd717.org](mailto:sjensen@isd717.org).



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

### **Early Learning:**

Preschool graduation will be taking place on June 1. Each class will have a separate ceremony lasting roughly one hour. We have parameters in place to keep each parent/guardian socially distanced from each other as well as from the students.

Sarah Lund has accepted the full time preschool teacher position. She brings 9 years of preschool experience as well as owning/operating an in home daycare program for the last ten years.

We offered the part time preschool/ECFE position to two different candidates, but both have turned them down as they want to pursue full time hours. We will continue to keep the position open and interview again at a later date.

We will be interviewing for the part time Parent Educator position on Wednesday, May 5. We have three applicants and are awaiting their confirmation of an interview time.

### **Kids Co:**

Kids Company is currently planning their summer activities. Our numbers are low once again this summer which will provide an opportunity to do some new things with those participating. The J-Town Crew program will be run by Molly Huss and she has some great ideas for this older age group.



## **Communications and Marketing Monthly Summary (05/10/2021)**

**Elise Pickle**

### **Projects Completed / Highlights:**

- Training on the website, communications dashboard and the lighted sign.
- Created Teacher Appreciation week and Nurse Appreciation Day materials.

### **Projects / Events In-Progress:**

- Meeting with district administration and employees to determine communications and event needs.
- Assist JHS with Senior Awards Night materials and communications.
- Assist JHS in communicating Graduation Commencement Ceremony details.
- Assist JES with Countdown to Kindergarten communications.
- Creating the Fall/Winter Community Ed & Rec brochure. This should arrive at homes during the week of August 9.

### **Ongoing (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.



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

## **Nutrition Services School Board Report May 3rd, 2021 Andrea Schaak**

Last week during a MDE webinar, directors were notified that Minnesota will be utilizing the latest waiver from USDA to provide free meals through the 21-22 school year. More information will follow in regards to how sponsors sign up under the new program. USDA will have sponsors use the Seamless Summer Option (SSO) for counting and claiming meals in the Clics system. This will provide the same reimbursement we are receiving currently for meals while also being able to use the same menu/portion components necessary for reimbursement. When more information is finalized, we will then communicate out to parents the new waiver extension.

Friday, May 7th is Lunch Hero Day! I always try to celebrate this recognition with staff every year. I will spread some cheer around to all the staff on Friday with some goodies to let them know how much they are appreciated!

I will begin staff performance appraisals in a few weeks. This formal appraisal is done once a year and I always look forward to meeting with staff and discussing their performance in their positions. I try to make it a positive experience for both of us.

Summer is fast approaching. We will be starting inventory of our kitchens the last week of school along with kitchen cleaning and prep work for next year. Everyone is looking forward to summer where staff can recharge. Enjoy May!

Andrea Schaak

## **Board Meeting 5.10.21**

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

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

- Each building's special education department is starting to plan and work on next year's caseloads and services for students on IEPs. We will be continuing to work on programming and services for our students as we move towards the 2021-2022 school year.
- The Special Services Department is continuing to prepare for Extended School Year (ESY). Letters have been sent to families of students who qualify for ESY. We will be working on room locations/space availability as we move towards the end of the school year.

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

- The American Indian Parent Advisory Council met on Tuesday, April 20, 2021. The council discussed options for our annual AIPAC banquet and our Eagle Feather Ceremony for this year's graduates. The council is also setting up summer Horse Camp. Students have been invited to the Horse Camp and reminded to turn in their registration form. The plan is to have the Horse Camp in June.

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

- The SOAR Transition Program will be wrapping up its school year at the end of the month. We are planning a small graduation ceremony and will follow the Belle Plaine School District guidelines. Our graduation ceremony for our SOAR students will be Monday, May 24<sup>th</sup>.

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

- Amy Hafemann and I continue to meet and review our special education budget to ensure we are on track with our budgeted federal dollars. We are currently looking at the budget and staffing for the 2021-2022 school year.



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**TIM BISEK**  
Facilities and Grounds Director  
tbisek@isd717.org

## Facilities and Grounds Director's Report

**5-10-2021**

### LTFM and Capital projects

- Meeting with Krause Anderson to go over their evaluation of the buildings and grounds.

### Springtime

- Mowing and trimming is under way
- Getting fields ready for daily games

### Rental house

- New renter will be moving in on June 1st

## OUR MISSION

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

# 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.