



Jordan School District #717  
 Regular Meeting Agenda

Monday, November 8, 2021 at 6:30 PM  
 Regular Meeting  
 CERC Multi-purpose Room  
 500 Sunset Drive; Suite 3  
 Jordan, MN 55352

1. Call to Order	
2. Pledge of Allegiance	
3. Roll Call	
4. Consideration of Agenda	
5. Public Comments	3
6. Consent Agenda	
1. Minutes	4
2. Monthly Finance Reports	8
3. Donations	48
4. Resignation - Paraprofessional - Erica Negen	
5. Resignation - District Office Administrative Assistant / MARSS Coordinator - Hope Mack	
6. New Hire - Special Education Paraprofessional - Hunter VanSoest	49
7. New Hire - Paraprofessional - Alec Holbeck	51
8. New Hire - Technology Assistant - Tyler Nelson	53
7. Action / Discussion Items	
1. Review and Act on 2022 Spanish Club Field Trip Update	63
2. Review and Act on Addition of Speech for 6th Graders	65
3. Review and Act on EMJ Contract 2021-2023	66
4. Review and Act on SY 21-22 American Indian Education Aid Application	114
8. Board and Administrative Reports	
1. Superintendent's Report	126
2. HS Principal's Report	128
3. MS Principal's Report	129
4. ES Principal's Report	131
5. Director of Teaching and Learning's Report	133
6. Activities Director's Report	136

7. Community Education & Recreation Director's Report	137
8. Communication Specialist's Report	139
9. Nutritional Services Director's Report	141
10. Special Services Director's Report	142
11. School Board Member Reports / Committee Reports	144
9. Adjourn Regular Meeting	



## Request to Address the School Board

According to School Board Policies 206 & 207, if a citizen wishes to speak to the School Board about an agenda item, the Superintendent's office must be notified. For all other purposes, citizens must complete the 'Request to Address the School Board' form, which must be submitted in person or email to the School District Clerk, or other designee, any time up to ten (10) minutes prior to the start of the School Board meeting. The form may be dropped off at the District Office at 500 Sunset Drive, Jordan, MN 55352 or emailed to hmack@isd717.org.

*'During the public comment part of each regular board meeting, up to 30 minutes of time will be allowed for district constituents to address the board. Each person may have up to 3 minutes of time to speak. This is a time of "listening" by the school board. The board is here to listen only and will not take action or discuss topics brought forward during the open forum. It may, at its discretion, ask questions for clarification of issues. The board may, if it deems appropriate, bring said issues forward at a subsequent meeting. NO PERSONAL ATTACKS WILL BE ALLOWED. The open forum is the only opportunity for members of the audience to speak out during the meeting. Please attach form and follow the guidelines for presenting your topic.'*

Name: \_\_\_\_\_

Residence (city only): \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*\*This will only be used for follow-up to your shared issue/concern.*

Please specifically state your purpose for addressing the School Board.

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It is highly recommended to first speak to a district employee. Have you previously contacted a School Board member and/or school employee about this issue/concern?      YES      NO

If so, please state name of board member/school employee: \_\_\_\_\_

**If proper procedures have been followed and the School District Clerk, or other designee, has determined that proper communication channels have been followed, your request will be submitted to the Board Chair. The Board Chair will then call you by name, state the purpose of your address, and invite you to the podium during the scheduled time for open forum/public comments.**



## Regular Meeting Agenda

Tuesday, October 12, 2021 at 6:30 PM

Regular Meeting

CERC Multi-purpose Room

500 Sunset Drive; Suite 3

Jordan, MN 55352

- 
1. Call to Order
    - Deb Pauly called the meeting to order at 6:30 pm.
  2. Pledge of Allegiance
  3. Roll Call
    - Present: Deb Pauly, Ryan Dahnert, Sandy Burke, Connie Hennen, Molly Monyok
    - Absent: Lauren Pedersen and Sara Lehnen
  4. Consideration of Agenda
    - Motion to approve the agenda made by R. Dahnert, Seconded S. Burke  
Passed 5-0
  5. Public Comments
    - None
  6. Consent Agenda
    - 6.1. Minutes
      - 9/13/21 - Regular
    - 6.2. Monthly Finance Reports
      - Amy Hafemann presented reports for the board to review.
    - 6.3. Donations

• Mighty Cause	Food Shelf	\$ 45.00
• Anonymous	Boys Basketball Shorts	\$285.00
• Angie McMahon	MS Student Council	\$150.00
• Anonymous	ES Birthday Book Club	\$250.00
    - 6.4. Resignation - WIN Room Paraprofessional - Jodi DiMaggio
    - 6.5. Resignation - Special Education Paraprofessional - Billie Jo Johnson
    - 6.6. Resignation - Special Education Paraprofessional - Alexandra Bergman
    - 6.7. Resignation - Building Engineer - Eugene Hein
    - 6.8. Resignation - ES Playground Supervisor Paraprofessional - Sarah Mollenhoff
    - 6.9. Resignation - School Psychologist - Tracy Eddington
    - 6.10. Resignation - Head Dance Coach - Shana Bydal
    - 6.11. Resignation - Assistant Nordic Coach - Ryan Murr
    - 6.12. Resignation - Girls Soccer Coach - Dennis Yunke
    - 6.13. New Hire - Building Nurse / Administrative Assistant - Jennifer Passe

- 6.14.** New Hire - LTS Special Education Teacher - Heather Briese
  - 6.15.** New Hire - LTS Grade 2 Teacher - Barbara Sheplee
  - 6.16.** New Hire - Social Worker - Tiffany Ogren
  - 6.17.** FMLA Leave Request - 2nd Grade Teacher - Drew Sinke
  - 6.18.** Contracted Employee - School Psychologist - Patrick Geraghty
  - 6.19.** Declaration of Surplus Items - Industrial Technology
    - Motion to approve the consent agenda made by S. Burke, Seconded M. Monyok Passed 5-0
- 7. Action / Discussion Items**
- 7.1** Review and Act on 21-22 Assurance of Compliance
    - This is an annual requirement which reports to MDE that the district is compliant with all employee related policies.
    - Motion to approve made by R. Dahnert, Seconded C. Hennen Passed 5-0
  - 7.2** Review and Act on 21-22 World's Best Workforce Plan
    - Erin Hjelmeland presented the district's 21-22 plan. The plan focuses on continuous improvement efforts on instruction and achievement for all students. She also reviewed the results from the 20-21 plan.
    - Motion to approve made by S. Burke, Seconded C. Hennen Passed 5-0
  - 7.3** Student School Board Representative Update
    - Jeff Vizenor sent out a form to all 10<sup>th</sup>-12<sup>th</sup> graders to indicate if they were interested in the position. The top candidate was Cailin Friary, a junior. The term will be 7/1/21-6/30/22 and the student will be expected to attend the monthly regular meetings as they are able.
    - Motion to approve made by M. Monyok, Seconded S. Burke Passed 5-0
  - 7.4** Review and Act on 2022 Band/Choir Trip Revisions
    - Jeff Vizenor, Logan Burnside, and Katie McKnight explained that due to multiple concerns regarding the trip to New Orleans, a survey was sent out to families to gather feedback. Based on the results and staff direction, it is recommended that the board continues to support the trip to New Orleans in 2022.
    - Motion to approve a 2022 trip to New Orleans made by S. Burke, Seconded C. Hennen Passed 5-0
- 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.** Activities Director's Report
  - 8.7.** Community Education & Recreation Director's Report
  - 8.8.** Communication Specialist's Report
  - 8.9.** Nutritional Services Director's Report
  - 8.10.** Special Services Director's Report
  - 8.11.** Technology Director's Report
  - 8.12.** School Board Member Reports / Committee Reports
    - 9/15/21: Booster Club
    - 9/20/21: City – School Meeting
    - 9/21/21: Jordan Education Foundation
    - 9/22/21: Facilities Committee

- 9/23/21: AIPAC
- 10/4/21: Curriculum & Technology Advisory Committee
- 10/5/21: Health & Safety
- 10/6/21: Negotiations
- 10/8/21: SCALE
- The Homecoming festivities and Hall of Fame ceremony were wonderful events.

9. Adjourn Regular Meeting

- Motion to adjourn the meeting at 7:40 pm made by R. Dahnert, Seconded C. Hennen Passed 5-0

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

\_\_\_\_\_  
Date



## Workshop Meeting Minutes

Monday, October 25, 2021 at 7:00 PM  
Workshop Meeting  
New Prague High School Auditorium  
221 12th Street NE  
New Prague, MN 56071

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1. Duck Cup Presentation at New Prague High School
  - The board attended a presentation sponsored by the Duck Cup Memorial focused on mental health concerns in adolescents. Cindy Doth from the Hazelden Betty Ford Foundation addressed signs to be on the look out for, coping skills, and tips on having discussions with those experiencing mental health concerns. The foundation released a recording of the presentation which is available at [https://us02web.zoom.us/rec/share/4cXldK82-NCDrn\\_SbnPVPJE5McknvyWQGNC6GvdcM9A2\\_X6rLt6UT\\_xQNb5RVZQu.O7w2MAhtJL95cKhK](https://us02web.zoom.us/rec/share/4cXldK82-NCDrn_SbnPVPJE5McknvyWQGNC6GvdcM9A2_X6rLt6UT_xQNb5RVZQu.O7w2MAhtJL95cKhK). The passcode to watch is H.0qGbDV. The slides are also attached below.

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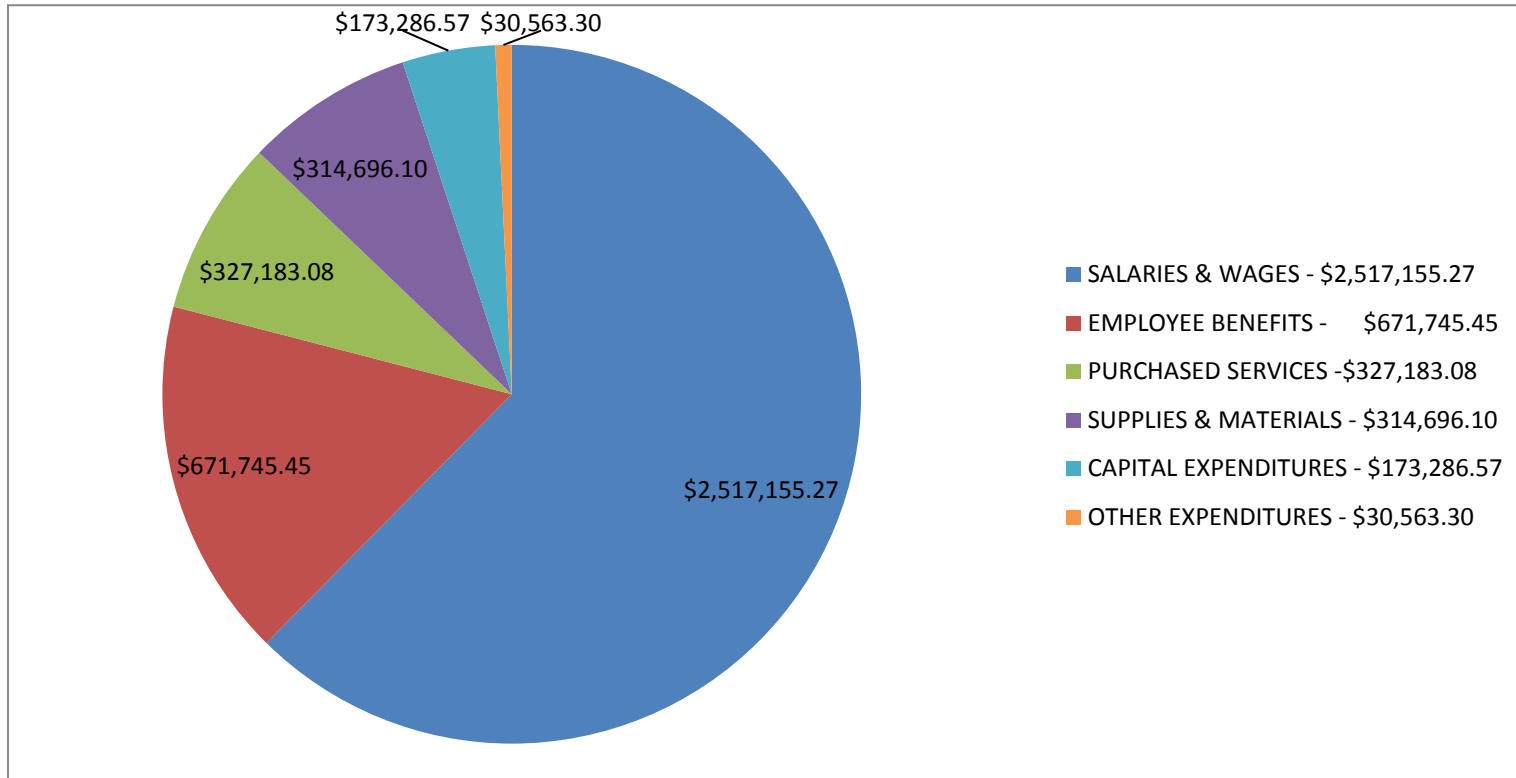
School Board Clerk

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Date



**FUND 01 - EXP GUIDELINE BY OBJECT**  
**NOVEMBER, 2021**



TOTAL EXPENDITURES – FUND 01 - THRU OCTOBER, 2021 - \$4,034,629.77



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

November 3, 2021

Board of Education Meeting

### **Finance Report**

November financial reports show activity that has been completed for FY2021-2022 thru October, 2021. There will be more invoices that will be paid out in the next couple of months.

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

The pie chart shows the expenses by object codes in the General Fund that were paid thru October, 2021. This chart is as current as can be at this time and is for the current year – FY2021-2022.

FY2020-2021 audit work is in the final stages and the audit will be presented at the December 13, 2021 board meeting.

## 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 #:		116925	Invoice	10/31/2021	Paid Amt: \$52.95	
PO#:	Voucher #:		B 01	215 060	American Family/Flex Cancer	Paid Amt: \$52.95	
			117074	Invoice	10/31/2021	Paid Amt: \$52.95	
						Check Amount: \$105.90	
						<b>Vendor Total:</b>	<b>\$105.90</b>
28892	AVIBEN	0717	001				
			B 01	215 056	American Express	Wire	
PO#:	Voucher #:		116924	Invoice	10/15/2021	Paid Amt: \$2,497.55	
PO#:	Voucher #:		B 01	215 055	Equitable Life	Paid Amt: \$1,779.21	
PO#:	Voucher #:		116928	Invoice	10/15/2021	Paid Amt: \$616.68	
PO#:	Voucher #:		B 01	215 050	ECONOMIC SERVICES	Paid Amt: \$613.13	
PO#:	Voucher #:		116929	Invoice	10/15/2021	Paid Amt: \$134.31	
PO#:	Voucher #:		B 01	215 053	Fidelity Investment	Paid Amt: \$316.68	
PO#:	Voucher #:		116931	Invoice	10/15/2021	Paid Amt: \$1,874.05	
PO#:	Voucher #:		B 01	215 068	ING/Aetna	Paid Amt: \$80.17	
PO#:	Voucher #:		B 01	215 080	First Investors Corporation	Paid Amt: \$130.00	
PO#:	Voucher #:		116932	Invoice	10/15/2021	Paid Amt: \$1,954.22	
PO#:	Voucher #:		B 01	215 064	Franklin Templeton	Paid Amt: \$130.00	
PO#:	Voucher #:		B 01	215 068	ING/Aetna	Paid Amt: \$4,254.75	
PO#:	Voucher #:		116933	Invoice	10/15/2021	Paid Amt: \$4,265.95	
PO#:	Voucher #:		B 01	215 069	Orchard Trust/Great West	Paid Amt: \$250.68	
PO#:	Voucher #:		116934	Invoice	10/15/2021	Paid Amt: \$191.67	
PO#:	Voucher #:		B 01	215 078	Horace Mann	Paid Amt: \$1,032.91	
PO#:	Voucher #:		116935	Invoice	10/15/2021	Paid Amt: \$792.35	
PO#:	Voucher #:		B 01	215 068	ING/Aetna	Paid Amt: \$792.35	
PO#:	Voucher #:		116936	Invoice	10/15/2021	Paid Amt: \$250.68	
PO#:	Voucher #:		B 01	215 077	Modern Woodmen	Paid Amt: \$191.67	
PO#:	Voucher #:		116942	Invoice	10/15/2021	Paid Amt: \$191.67	
PO#:	Voucher #:		B 01	215 061	New York Life	Paid Amt: \$1,032.91	
PO#:	Voucher #:		116944	Invoice	10/15/2021	Paid Amt: \$1,032.91	
PO#:	Voucher #:		B 01	215 057	Thrivent Financial	Paid Amt: \$792.35	
PO#:	Voucher #:		116948	Invoice	10/15/2021	Paid Amt: \$792.35	
PO#:	Voucher #:		B 01	215 067	Valic	Paid Amt: \$792.35	
PO#:	Voucher #:		116950	Invoice	10/15/2021	Paid Amt: \$792.35	
						Check Amount: \$18,830.09	

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Invoice No:	Pmt/Void Date	Pmt Type	Amount
28892	AVIBEN	0717	001					
			B 01	215 056	American Express		Wire	
PO#:	Voucher #:		117073	Invoice	10/31/2021		Paid Amt:	\$2,789.21
			B 01	215 055	Equitable Life			
PO#:	Voucher #:		117077	Invoice	10/31/2021		Paid Amt:	\$1,779.21
			B 01	215 050	ECONOMIC SERVICES			
PO#:	Voucher #:		117078	Invoice	10/31/2021		Paid Amt:	\$616.68
			B 01	215 053	Fidelity Investment			
PO#:	Voucher #:		117080	Invoice	10/31/2021		Paid Amt:	\$613.13
			B 01	215 068	ING/Aetna			
			B 01	215 080	First Investors Corporation			
PO#:	Voucher #:		117081	Invoice	10/31/2021		Paid Amt:	\$450.99
			B 01	215 064	Franklin Templeton			
			B 01	215 068	ING/Aetna			
PO#:	Voucher #:		117082	Invoice	10/31/2021		Paid Amt:	\$1,874.05
			B 01	215 069	Orchard Trust/Great West			
PO#:	Voucher #:		117083	Invoice	10/31/2021		Paid Amt:	\$72.88
			B 01	215 078	Horace Mann			
PO#:	Voucher #:		117084	Invoice	10/31/2021		Paid Amt:	\$130.00
			B 01	215 068	ING/Aetna			
PO#:	Voucher #:		117085	Invoice	10/31/2021		Paid Amt:	\$4,254.75
			B 01	215 077	Modern Woodmen			
PO#:	Voucher #:		117089	Invoice	10/31/2021		Paid Amt:	\$6,432.39
			B 01	215 061	New York Life			
PO#:	Voucher #:		117091	Invoice	10/31/2021		Paid Amt:	\$250.68
			B 01	215 057	Thrivent Financial			
PO#:	Voucher #:		117096	Invoice	10/31/2021		Paid Amt:	\$191.67
			B 01	215 067	Valic			
PO#:	Voucher #:		117098	Invoice	10/31/2021		Paid Amt:	\$1,032.91
			B 01	215 067	Valic			
							Paid Amt:	\$792.35
							Check Amount:	\$21,280.90
							Vendor Total:	\$40,110.99
11747	BLUE CROSS & BLUE SHIELD	0717	001					
			B 01	215 020	Health Ins		Wire	
PO#:	Voucher #:		116926	Invoice	10/31/2021		Paid Amt:	\$79,582.80
			B 01	215 020	Health Ins			
			B 01	215 024	Health Ins-retiree			
							Paid Amt:	\$78,451.08
								\$10,807.51

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank No	Check No	Pmt/Void Date	Pmt Type
11747	BLUE CROSS & BLUE SHIELD	0717 001			
		B 01 215 020		Health Ins-adj to actual premium	Wire
PO#:	Voucher #:	117075 Invoice		10/31/2021	
			\$8,489.08		
					Paid Amt: \$97,747.67
					Check Amount: \$177,330.47
					Vendor Total: \$177,330.47
24229	EDUCATION MINNESOTA - JORDAN				
		0717 001	106352		
		B 01 215 039		Jea	Check
PO#:	Voucher #:	116937 Invoice		10/15/2021	
			\$12,357.90		
					Paid Amt: \$12,357.90
					Check Amount: \$12,357.90
					Vendor Total: \$12,357.90
22350	FRANSDEN BANK AND TRUST				
		0717 001			
		B 01 215 003		Fed Tax	Wire
PO#:	Voucher #:	116930 Invoice		10/15/2021	
			\$42,669.65		
					Paid Amt: \$42,669.65
PO#:	Voucher #:	116939 Invoice		10/15/2021	
			\$16,489.08		
					Paid Amt: \$16,489.08
PO#:	Voucher #:	116945 Invoice		10/15/2021	
			\$70,504.78		
					Paid Amt: \$70,504.78
					Check Amount: \$129,663.51
		0717 001			
		B 01 215 002		State Tax	Wire
PO#:	Voucher #:	116941 Invoice		10/15/2021	
			\$22,139.70		
					Paid Amt: \$22,139.70
					Check Amount: \$22,139.70
		0717 001			
		B 01 215 003		Fed Tax	Wire
PO#:	Voucher #:	117079 Invoice		10/31/2021	
			\$41,360.73		
					Paid Amt: \$41,360.73
PO#:	Voucher #:	117086 Invoice		10/31/2021	
			\$16,223.28		
					Paid Amt: \$16,223.28
PO#:	Voucher #:	117092 Invoice		10/31/2021	
			\$69,368.60		
					Paid Amt: \$69,368.60
					Check Amount: \$126,952.61
		0717 001			
		B 01 215 002		State Tax	Wire
PO#:	Voucher #:	117088 Invoice		10/31/2021	
			\$21,639.05		
					Paid Amt: \$21,639.05
					Check Amount: \$21,639.05
					Vendor Total: \$300,394.87

## 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	106353			
				B 01	215 071	Local 284 Dues	Check	
							\$854.98	
PO#:		Voucher #:		116938	Invoice	Invoice No: S2022070	10/15/2021	Paid Amt: \$854.98
								Check Amount: \$854.98
								Vendor Total: \$854.98
24948		MN CHILD SUPPORT PYMT CENTER	0717	001				
				B 01	215 029	Child Support	Wire	
							\$778.90	
PO#:		Voucher #:		116940	Invoice	Invoice No: S2022070	10/15/2021	Paid Amt: \$778.90
								Check Amount: \$778.90
								Vendor Total: \$778.90
23795		NATIONAL INSURANCE SERVICES	0717	001	106400			
				B 01	215 036	Accident	Check	
							\$1.60	
PO#:		Voucher #:		116923	Invoice	Invoice No: S2022070	10/31/2021	Paid Amt: \$1.60
				B 01	215 027	Supplemental Life Ins		
				B 01	215 035	Life		\$25.21
				B 01	215 065	Disability		\$990.58
								\$1,703.37
PO#:		Voucher #:		116943	Invoice	Invoice No: S2022070	10/31/2021	Paid Amt: \$2,719.16
				B 01	215 036	Accident		\$1.60
PO#:		Voucher #:		117072	Invoice	Invoice No: S2022080	10/31/2021	Paid Amt: \$1.60
				B 01	215 027	Supplemental Life Ins		\$25.21
				B 01	215 035	Life		\$989.38
				B 01	215 026	Retiree Life INs		\$60.00
				B 01	215 027	Supplemental Life Ins-adj to premium		(\$8.82)
				B 01	215 035	Life Ins-adj to premium		(\$263.36)
				B 01	215 065	Disability		\$1,696.51
				B 01	215 065	Disability-adj to premium		\$100.63
PO#:		Voucher #:		117090	Invoice	Invoice No: S2022080	10/31/2021	Paid Amt: \$2,599.55
								Check Amount: \$5,321.91
								Vendor Total: \$5,321.91

## 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	106401		
		B 01 215 032			Check
					\$32.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>10/31/2021</b>	<b>Paid Amt: \$32.00</b>
					<b>Check Amount: \$32.00</b>
					<b>Vendor Total: \$32.00</b>
<b>21993</b> PUBLIC EMPLOYEES RETIREMENT ASSN					
	0717	001			
		B 01 215 014			Wire
					\$22,245.20
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>10/15/2021</b>	<b>Paid Amt: \$22,245.20</b>
					<b>Check Amount: \$22,245.20</b>
					<b>Vendor Total: \$21,489.77</b>
<b>26971</b> SELECT/MII LIFE					
	0717	001			
		B 01 215 090			Wire
					\$4,442.74
		B 01 215 090			(\$4,301.60)
		B 01 215 091			\$702.10
		B 01 215 091			\$2,104.34
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>10/31/2021</b>	<b>Paid Amt: \$2,947.58</b>
		B 01 215 090			\$4,442.74
		B 01 215 091			\$702.10
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>10/31/2021</b>	<b>Paid Amt: \$5,144.84</b>
					<b>Check Amount: \$8,092.42</b>
					<b>Vendor Total: \$43,734.97</b>
	0717	001			
		B 01 215 028			Wire
					\$0.00
		B 04 215 000			\$50.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>10/31/2021</b>	<b>Paid Amt: \$50.00</b>
					<b>Check Amount: \$50.00</b>
					<b>Vendor Total: \$2,855.01</b>
	0717	001			
		B 01 215 028			Wire
					\$2,855.01
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>10/31/2021</b>	<b>Paid Amt: \$2,855.01</b>
					<b>Check Amount: \$2,855.01</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No		Pmt/Void Date	Pmt Type
26971	SELECT/MII LIFE	0717 001				
		B 04 215 000		Payroll Deductions		Wire
PO#:	Voucher #:	117102 Invoice	Invoice No: S2022070		10/31/2021	Paid Amt: \$50.00
						Check Amount: \$50.00
<hr/>						
	0717 001					Wire
PO#:	Voucher #:	B 01 215 028	Invoice No: S2022080	Pay Ded & Emp Contrib	10/31/2021	Paid Amt: \$2,855.01
		117104 Invoice				Check Amount: \$2,855.01
						Vendor Total: \$13,902.44
<hr/>						
21994	TEACHERS RETIREMENT ASSN	0717 001				
		B 01 215 018		TRA		Wire
PO#:	Voucher #:	116949 Invoice	Invoice No: S2022070		10/15/2021	Paid Amt: \$68,214.31
						Check Amount: \$68,214.31
<hr/>						
	0717 001					Wire
PO#:	Voucher #:	B 01 215 018	Invoice No: S2022080	TRA	10/31/2021	Paid Amt: \$68,292.85
		117097 Invoice				Check Amount: \$68,292.85
						Vendor Total: \$136,507.16
						Report Total: \$732,211.39

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$197,928.71
02 Food Service Fund	\$8,475.31
04 Community Education	\$42,265.39
18 Custodial Fund	\$128.87
27 Student Activity Accounts	\$2,631.14
<b>Report Total</b>	<b>\$251,429.42</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5670 A+ DRIVING SCHOOL</b>							
		0717	001		106354		
		R	04	005	505 321 050 507	Fall 2021 2 students for behind the wheel	\$510.00
		R	04	005	505 321 050 507	Fall 2021 2 students for behind the wheel	(\$510.00)
		E	04	005	505 321 305 507	Fall 2021 2 students for behind the wheel	\$510.00
PO#: 52416		Voucher #:		117014	Invoice	Invoice No: Sept 2021	
							<b>Paid Amt: \$510.00</b>
							<b>Check Amount: \$510.00</b>
							<b>Vendor Total: \$510.00</b>
<b>3732 ACTIVE NETWORK</b>							
		0717	001		106338		
		E	04	005	570 321 366 000	Kids Co Activenet-training-completion/initiation	\$1,400.00
PO#: 52248		Voucher #:		116951	Invoice	Invoice No: 1014703	
							<b>Paid Amt: \$1,400.00</b>
							<b>Check Amount: \$1,400.00</b>
							<b>Vendor Total: \$1,400.00</b>
<b>3157 ALL FLAGS, LLC</b>							
		0717	001		106339		
		E	01	005	810 000 401 000	Jordan PS Flags	\$387.90
		E	01	005	810 000 401 000	Shipping	\$5.95
PO#: 52382		Voucher #:		116952	Invoice	Invoice No: 988737	
							<b>Paid Amt: \$393.85</b>
							<b>Check Amount: \$393.85</b>
							<b>Vendor Total: \$393.85</b>
<b>28102 ALLER, ANDREW</b>							
		0717	001		106355		
		E	01	300	294 000 305 303	FB Official 10/1/21	\$92.00
PO#: 51945		Voucher #:		117061	Invoice	Invoice No: FB Official	
							<b>Paid Amt: \$92.00</b>
							<b>Check Amount: \$92.00</b>
							<b>Vendor Total: \$92.00</b>
<b>26895 AMAZON CAPITAL SERVICES</b>							
		0717	001		106281		
		E	01	300	211 000 460 000	0134736923 Your Introduction to Education: Exp	\$1,866.50
		E	01	300	211 000 460 000	Amazon Shipping Charge	\$0.00
PO#: 51945		Voucher #:		116863	Invoice	Invoice No: 16L4-JJHT-KG37	
							<b>Paid Amt: \$1,866.50</b>
							<b>Check Amount: \$1,866.50</b>
							<b>Vendor Total: \$1,866.50</b>
<b>106282</b>							
		0717	001		106282		
		E	02	100	770 709 401 000	B08PF5YQYN Acrylic Sign Holder, 8.5 x 11 incl	\$24.59
		E	02	100	770 709 401 000	Amazon Shipping Charge	\$0.00
		E	02	100	770 709 401 000	B08PF5YQYN Acrylic Sign Holder, 8.5 x 11 incl	(\$24.59)
		E	02	005	770 701 401 000	Food Serv Signholders-B08PF5YQYN Acrylic Si	\$24.59
		E	02	100	770 709 401 000	Amazon Shipping Charge	\$0.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
26895	AMAZON CAPITAL SERVICES				
	0717 001		106282		
	E 02 005 770 701 401 000			Amazon Shipping Charge	Check \$0.00
PO#: 52135	Voucher #: 116864	Invoice	Invoice No: 14vj-v3cg-cr1w	10/8/2021	Paid Amt: \$24.59 Check Amount: \$24.59
	0717 001		106316		
	E 01 300 341 830 433 000			B09479Z7ZR HP EliteDesk 705 G3 Mini Tiny Bt	Check \$2,774.85
PO#: 52149	Voucher #: 116901	Invoice	Invoice No: 1DRR-GN39-TGD7	10/15/2021	Paid Amt: \$2,774.85
PO#: 52136	Voucher #: 116902	Invoice	Invoice No: 1M6N-QYG7-G3J	10/15/2021	Paid Amt: \$4,199.85
	E 01 128 240 000 430 000			B002R0DYY0 Pentel EnerGel RTX Retractable	Check \$22.82
	E 01 128 240 000 430 000			B000N4A18M Post-it Super Sticky Easel Pad, 2f	Check \$61.83
	E 01 128 240 000 430 000			B07GJNN6HK Clipboard with Storage, Plastic S	Check \$12.29
	E 01 128 240 000 430 000			B002R0DYYK Pentel EnerGel Deluxe RTX Retr	Check \$19.39
	E 01 128 240 000 430 000			B002R0DYYA Pentel EnerGel Deluxe RTX Retr	Check \$20.25
	E 01 128 240 000 430 000			Amazon Shipping Charge	Check \$0.00
PO#: 52188	Voucher #: 116903	Invoice	Invoice No: 1TN4-GL13-WTQJ	10/15/2021	Paid Amt: \$136.58 Check Amount: \$7,111.28
	0717 001		106356		
	E 01 128 255 000 430 000			B078NZRXSC BISON LIFE Safety Glasses   Oi	Check \$163.00
	E 01 128 255 000 430 000			Amazon Shipping Charge	Check \$0.00
PO#: 52242	Voucher #: 117012	Invoice	Invoice No: 1HHD-D9JT-G1HG	10/29/2021	Paid Amt: \$163.00
	E 01 100 256 000 401 350			B09BJLW6H Astrobrights Colored Sentence S	Check \$7.99
	E 01 100 256 000 401 350			B0722L14L3 Pendaflex File Folders, Letter Size	Check \$11.00
	E 01 100 256 000 401 350			B07D4YF3K4 Neenah Cardstock, 8.5" x 11", 90	Check \$12.49
	E 01 100 256 000 401 350			B098KX4M65 Sweetzer & Orange Reward Stick	Check \$15.98
	E 01 100 256 000 401 350			Amazon Shipping Charge	Check \$0.00
PO#: 52293	Voucher #: 117013	Invoice	Invoice No: 1HJ9-T1YW-TTJP	10/29/2021	Paid Amt: \$47.46 Check Amount: \$210.46
	0717 001		106255		
5694	ANDERSON, DARON				
	R 04 000 000 321 621 550			CERC Membership Cancellation	Check \$38.00
PO#: 52275	Voucher #: 116816	Invoice	Invoice No: Refund	10/1/2021	Paid Amt: \$38.00 Check Amount: \$38.00
					Vendor Total: \$9,212.83

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3558 ANOKA-HENNEPIN SCHOOL DISTRICT NO. 11</b>					
	0717	001	106317		
		E 02	005 770 701 820 000	Food Service Discounted Pricing	Check
					\$450.00
<b>PO#:</b>	51602	<b>Voucher #:</b>	116900	Invoice No: MSFEBG 21/22-053	
				10/15/2021	
					<b>Paid Amt: \$450.00</b>
					<b>Check Amount: \$450.00</b>
					<b>Vendor Total: \$450.00</b>
<b>28892 AVIBEN</b>					
	0717	001	106256		
		E 01	005 110 000 305 000	403b Admin Fee Sept 2021	Check
					\$236.81
<b>PO#:</b>		<b>Voucher #:</b>	116820	Invoice No: 20259	
				10/1/2021	
					<b>Paid Amt: \$236.81</b>
					<b>Check Amount: \$236.81</b>
					<b>Vendor Total: \$473.62</b>
<b>5686 AYINDE, MOSLEU</b>					
	0717	001	106358		
		E 01	300 294 000 305 326	Boys	Check
					\$62.00
		E 01	300 296 000 305 326	Girls	Check
					\$62.00
<b>PO#:</b>		<b>Voucher #:</b>	117069	Invoice No: Soccer Official	
				10/29/2021	
					<b>Paid Amt: \$124.00</b>
					<b>Check Amount: \$124.00</b>
					<b>Vendor Total: \$124.00</b>
<b>5718 BARNETT, DAVE</b>					
	0717	001	106359		
		R 04	000 000 321 621 550	CERC Membership Refund	Check
					\$26.00
<b>PO#:</b>	52407	<b>Voucher #:</b>	117016	Invoice No: Refund	
				10/29/2021	
					<b>Paid Amt: \$26.00</b>
					<b>Check Amount: \$26.00</b>
					<b>Vendor Total: \$26.00</b>
<b>5685 BAUER, COLTON</b>					
	0717	001	106257		
		E 01	300 294 000 305 303	FB Official 9/17/21	Check
					\$92.00
<b>PO#:</b>		<b>Voucher #:</b>	116821	Invoice No: FB Official	
				10/1/2021	
					<b>Paid Amt: \$92.00</b>
					<b>Check Amount: \$92.00</b>
					<b>Vendor Total: \$92.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
2546		BELLE PLAINE PUBLIC SCHOOLS						
		0717	001		106283			
		E 01	100	412	740	366	000	
		ECSE A & M Training						
	PO#:	52304	Voucher #:	116866	Invoice	Invoice No:	5818	
						10/8/2021		
							\$165.25	
							Check	
							Paid Amt: \$165.25	
							Check Amount: \$165.25	
							Vendor Total: \$165.25	
11220		BENJAMIN BUS						
		0717	001		106258			
		E 01	005	760	720	360	000	
		Sept 2021 Contract						
	PO#:		Voucher #:	116817	Invoice	Invoice No:	Sept 2021 Contact	
						10/1/2021		
							\$69,392.49	
							Check	
							Paid Amt: \$69,392.49	
							Check Amount: \$69,392.49	
							Vendor Total: \$69,392.49	
5730		BERARD, LEAH						
		0717	001		106360			
		E 01	300	292	000	305	311	
		FB Section Official 10/26/21						
	PO#:		Voucher #:	117064	Invoice	Invoice No:	FB Section Official	
						10/29/2021		
							\$97.00	
							Check	
							Paid Amt: \$97.00	
							Check Amount: \$97.00	
							Vendor Total: \$97.00	

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5699	BIEHL, DANIEL	0717	001		
		E 01	300 294 000 305 303	Football Official 10/1/21	Check
					\$92.00
	<b>PO#:</b> 51646	<b>Voucher #:</b> 116865	Invoice	<b>Invoice No:</b> Football Official	<b>Paid Amt:</b> \$92.00
				<b>10/8/2021</b>	<b>Check Amount:</b> \$92.00
					<b>Vendor Total:</b> \$92.00
5630	BLOOMINGTON JEFFERSON HIGH SCHOOL	0717	001		
		E 01	300 296 000 369 342	Volleyball Tournament	Check
					\$195.00
	<b>PO#:</b> 51646	<b>Voucher #:</b> 116904	Invoice	<b>Invoice No:</b> 10/16/21 VB	<b>Paid Amt:</b> \$195.00
				<b>10/15/2021</b>	<b>Check Amount:</b> \$195.00
					<b>Vendor Total:</b> \$195.00
11747	BLUE CROSS & BLUE SHIELD	0717	001		
		E 01	300 292 000 302 000	Volleyball Tournament - C-squad	Check
		E 01	300 292 000 302 000	Volleyball Tournament - B-squad	Check
					\$180.00
					\$180.00
	<b>PO#:</b> 52301	<b>Voucher #:</b> 117015	Invoice	<b>Invoice No:</b> 9/25/21	<b>Paid Amt:</b> \$360.00
				<b>10/29/2021</b>	<b>Check Amount:</b> \$360.00
					<b>Vendor Total:</b> \$555.00
4669	CAPS NETWORK, INC	0717	001		
		B 01	215 024	D. Swenson Nov 2021	Check
					\$246.50
	<b>PO#:</b> 52219	<b>Voucher #:</b> 116905	Invoice	<b>Invoice No:</b> 211001166224	<b>Paid Amt:</b> \$246.50
				<b>10/15/2021</b>	<b>Check Amount:</b> \$246.50
					<b>Vendor Total:</b> \$246.50
4669	CAPS NETWORK, INC	0717	001		
		E 01	300 211 000 406 211	Summitt Academy Software License FY22	Check
					\$1,500.00
	<b>PO#:</b> 52219	<b>Voucher #:</b> 117017	Invoice	<b>Invoice No:</b> CAPS NW 262	<b>Paid Amt:</b> \$1,500.00
				<b>10/29/2021</b>	<b>Check Amount:</b> \$1,500.00
					<b>Vendor Total:</b> \$1,500.00
5698	CASE-EVENSON, RANAE	0717	001		
		E 01	005 020 000 366 000	MASA Conference 2021 Mileage	Check
					\$213.92
	<b>PO#:</b> 52286	<b>Voucher #:</b> 116818	Invoice	<b>Invoice No:</b> Reimbursement	<b>Paid Amt:</b> \$213.92
				<b>10/1/2021</b>	<b>Check Amount:</b> \$213.92
					<b>Vendor Total:</b> \$213.92

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26916		CDW GOVERNMENT, INC.					
		0717	001		106285		
		E 01	005	630	155	406	011
		Google Apps Aug 21-Aug 22					\$5,088.00
		PO#: 52311	Voucher #:	116867	Invoice	Invoice No: ZR00196669	10/8/2021
							Paid Amt: \$5,088.00
							Check Amount: \$5,088.00
							Vendor Total: \$5,088.00
1112		CEDERSTROM, TRACY					
		0717	001		106363		
		R 04	000	000	321	621	550
		CERC Membership Refund					\$41.00
		PO#: 52408	Voucher #:	117020	Invoice	Invoice No: Reimbursement	10/29/2021
							Paid Amt: \$41.00
							Check Amount: \$41.00
							Vendor Total: \$41.00
26606		CHAMBERS, COLLEEN					
		0717	001		106364		
		E 01	128	240	000	430	000
		Candy-Phy Ed Prizes					\$39.42
		PO#: 52466	Voucher #:	117021	Invoice	Invoice No: Reimbursement	10/29/2021
							Paid Amt: \$39.42
							Check Amount: \$39.42
							Vendor Total: \$39.42
3676		CHOICE ELECTRIC					
		0717	001		106340		
		E 01	005	810	000	350	272
		Stadium Pole Light Repair					\$245.00
		PO#: 52393	Voucher #:	116953	Invoice	Invoice No: 20671	10/18/2021
		E 01	100	810	000	350	272
		ES Reprogram VFD on Rooftop Unit					\$288.75
		PO#: 52392	Voucher #:	116954	Invoice	Invoice No: 20572	10/18/2021
		E 01	128	810	000	350	272
		VFD Roof Top Failure					\$2,026.55
		PO#: 52394	Voucher #:	116955	Invoice	Invoice No: 20517	10/18/2021
		E 01	128	810	000	350	272
		Program VFD					\$346.25
		PO#: 52394	Voucher #:	116956	Invoice	Invoice No: 20571	10/18/2021
		E 01	128	420	740	350	000
		SPED Changing Table Hookup					\$482.53
		PO#: 52394	Voucher #:	116957	Invoice	Invoice No: 20552	10/18/2021
		E 01	128	810	000	350	272
		Breaker Repair					\$130.00
		PO#: 52394	Voucher #:	116958	Invoice	Invoice No: 20670	10/18/2021
		E 01	300	292	000	350	300
		Athletic Camera-HUDL Outside					\$699.52
		PO#: 52395	Voucher #:	116959	Invoice	Invoice No: 20551	10/18/2021
		E 01	300	810	000	350	272
		Main Service Loss					\$145.00
		PO#: 52395	Voucher #:	116960	Invoice	Invoice No: 20549	10/18/2021
		E 01	300	810	000	350	272
		VFD Repair					\$1,184.23
		PO#: 52395	Voucher #:	116961	Invoice	Invoice No: 20570	10/18/2021
		E 01	300	865	380	520	000
		Portable Chiller Cable Rental					\$885.86
		PO#: 52395	Voucher #:	116962	Invoice	Invoice No: 20561	10/18/2021
							Paid Amt: \$885.86

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3676 CHOICE ELECTRIC</b>							
		0717	001		106340		
		E 01	300	292	000 350 300	HUDL Camera	Check
							\$491.79
		<b>PO#:</b> 52395	<b>Voucher #:</b>	116963	Invoice	Invoice No: 20568	
						10/18/2021	
							<b>Paid Amt: \$491.79</b>
							<b>Check Amount: \$6,925.48</b>
							<b>Vendor Total: \$6,925.48</b>
<b>10254 CITY OF JORDAN</b>							
		0717	001		106260		
		E 18	300	298	301 899 000	Summer Soccer Bible Camp	Check
							\$75.00
		<b>PO#:</b> 52272	<b>Voucher #:</b>	116819	Invoice	Invoice No: Permit#2107-0075	
						10/1/2021	
							<b>Paid Amt: \$75.00</b>
							<b>Check Amount: \$75.00</b>
<b>2629 COMCAST</b>							
		0717	001		106261		
		E 04	005	505	321 320 550	CERC Service 9/1/21 to 10/17/21	Check
							\$2.25
		<b>PO#:</b>	<b>Voucher #:</b>	116822	Invoice	Invoice No: 9/8/21	
						10/1/2021	
							<b>Paid Amt: \$2.25</b>
							<b>Check Amount: \$2.25</b>
							<b>Vendor Total: \$10,700.87</b>
<b>5717 D. ERVASTI SALES CO., LLC</b>							
		0717	001		106341		
		E 01	300	810	000 350 199	Mound & Home Plate Clay	Check
							\$510.00
							<b>Paid Amt: \$2.25</b>
							<b>Check Amount: \$2.25</b>
							<b>Vendor Total: \$4.50</b>



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5713 FLEMING, RICHARD</b>					
	0717	001	106323		
	E 01	300	292 000 305 311	Section Soccer Officer 10/12/21	Check
					\$110.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	Section Soccer	<b>Paid Amt:</b>
	116909		305 311	10/15/2021	<b>\$110.00</b>
					<b>Check Amount:</b>
					<b>\$110.00</b>
<hr/>					
<b>5012 FORSYTHE, JOSHUA</b>					
	0717	001	106262		
	E 01	300	294 000 305 326	Boys	Check
					\$69.50
	E 01	300	296 000 305 326	Girls	Check
					\$69.50
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	Soccer Official	<b>Paid Amt:</b>
	116823		305 326	10/1/2021	<b>\$139.00</b>
					<b>Check Amount:</b>
					<b>\$139.00</b>
<hr/>					
<b>5575 FOSS, BEN</b>					
	0717	001	106287		
	E 04	005	505 321 305 550	Sept 2021 Personal Training CERC	Check
					\$185.50
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	Sept 2021	<b>Paid Amt:</b>
	116869		305 550	10/8/2021	<b>\$185.50</b>
					<b>Check Amount:</b>
					<b>\$185.50</b>
<hr/>					
<b>4666 FREMMING, JAMIE</b>					
	0717	001	106288		
	E 04	005	505 321 401 000	Permanent Markers	Check
					\$8.98
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	Reimbursement	<b>Paid Amt:</b>
	116870		401 000	10/8/2021	<b>\$8.98</b>
					<b>Check Amount:</b>
					<b>\$8.98</b>
<hr/>					
<b>4656 GOPHER STATE EVENTS</b>					
	0717	001	106369		
	E 01	300	292 000 305 314	Base timing fee-Cross country event 10/12/21	Check
					\$500.00
	E 01	300	292 000 305 314	Per participant fee for cross country meet	Check
					\$242.45
	E 01	300	292 000 305 314	Per team fee for cross country event	Check
					\$230.00
	E 01	300	292 000 305 314	Mileage to and from event	Check
					\$21.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	1102	<b>Paid Amt:</b>
	117060		305 314	10/29/2021	<b>\$993.45</b>
					<b>Check Amount:</b>
					<b>\$993.45</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>27120</b>					
GOPHER STATE ONE-CALL					
	0717	001	106289		
	E 01	005 810 000 305 000	Sept 2021 Emailed Tickets		Check
				10/8/2021	\$4.05
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>		<b>Paid Amt:</b>
	116871	1091074			\$4.05
					<b>Check Amount:</b>
					\$4.05
					<b>Vendor Total:</b>
					\$4.05
<b>26897</b>					
GULBRANSON, ROSE					
	0717	001	106324		
	E 01	128 211 000 401 275	Sam's-Candy/Gatorade		Check
			Reimbursement	10/15/2021	\$71.34
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>		<b>Paid Amt:</b>
52323	116910				\$71.34
					<b>Check Amount:</b>
					\$71.34
					<b>Vendor Total:</b>
					\$71.34
<b>4015</b>					
HARRIS SCHOOL SOLUTIONS-MEDIA X					
	0717	001	106370		
	E 01	005 420 419 405 000	C. Williams-eWalk User Licenses FY22		Check
	E 01	300 211 000 405 000	J. Vizenor-eWalk User Licenses FY22		\$359.55
	E 01	128 211 000 405 000	B. Bakeberg-eWalk User Licenses FY22		\$359.55
	E 01	100 203 000 405 000	M. Barnett-eWalk User Licenses FY22		\$359.55
	E 01	005 420 419 405 000	J. Wendorff-eWalk User Licenses FY22		\$359.55
	E 01	005 610 000 405 000	E. Hjemelnd-eWalk User Licenses FY22		\$359.55
	E 01	005 020 000 405 000	R. Evenson-eWalk User Licenses FY22		\$359.55
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>		<b>Paid Amt:</b>
51961	117055		10292021		\$2,516.85
					<b>Check Amount:</b>
					\$2,516.85
					<b>Vendor Total:</b>
					\$2,516.85
<b>27447</b>					
HASTINGS CREAMERY, LLC					
	0717	001	106290		
	E 02	300 770 709 495 000	St Johns		Check
	E 02	300 770 709 495 000	HS		\$436.40
	E 02	128 770 709 495 000	MS		\$1,288.12
	E 02	100 770 709 495 000	ES		\$1,834.95
	E 02	300 770 709 495 000	SW Metro		\$2,877.24
	E 02	300 770 709 495 000	St Johns		\$304.19
	E 02	300 770 701 495 000	St. Johns-Sept 2021 Milk Billing		(\$436.40)
	E 02	300 770 709 495 000	HS		\$436.40
	E 02	300 770 701 495 000	HS-Sept 2021 Milk Billing		(\$1,288.12)
	E 02	128 770 709 495 000	MS		\$1,288.12
	E 02	128 770 701 495 000	MS-Sept 2021 Milk Billing		(\$1,834.95)
	E 02	100 770 709 495 000	ES		\$1,834.95
	E 02	100 770 701 495 000	ES-Sept 2021 Milk Billing		(\$2,877.24)
	E 02	100 770 701 495 000	ES-Sept 2021 Milk Billing		\$2,877.24

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>27447 HASTINGS CREAMERY, LLC</b>					
	0717	001	106290		Check
	E 02	300 770 709 495 000	SW Metro		
	E 02	300 770 701 495 000	SW Metro-Sept 2021 Milk Billing		
<b>PO#:</b>	<b>Voucher #:</b>	<b>116873 Invoice</b>	<b>Invoice No: Sept 2021</b>	<b>10/8/2021</b>	
					<b>Paid Amt: \$6,740.90</b>
					<b>Check Amount: \$6,740.90</b>
					<b>Vendor Total: \$6,740.90</b>
<b>23188 HEIMATFEST</b>					
	0717	001	106263		Check
	E 04	005 505 321 401 000	Fall 2021 run of the mill 232 heimatfest bucks	\$116.00	
<b>PO#:</b>	<b>52247</b>	<b>Voucher #:</b>	<b>116824 Invoice</b>	<b>Invoice No: 9/23/21</b>	<b>10/1/2021</b>
					<b>Paid Amt: \$116.00</b>
					<b>Check Amount: \$116.00</b>
					<b>Vendor Total: \$116.00</b>
<b>4523 HIGH POINT NETWORKS</b>					
	0717	001	106371		Check
	E 01	005 630 155 556 011	ESSER II-Outdoor Access-Aruba AP-577 Outdc	\$9,451.40	
	E 01	005 630 155 556 011	ESSER II-Outdoor Access-AP-270-MNT-H1 Ou	\$580.00	
	E 01	005 630 155 556 011	ESSER II-Outdoor Access-Aruba AP-575Dual F	\$945.14	
	E 01	005 630 155 556 011	ESSER II-Outdoor Access-AP-270-MNT-V1 AP	\$68.73	
	E 01	005 630 155 556 011	ESSER II-Outdoor Access-Aruba Central 5yr E-	\$1,299.54	
<b>PO#:</b>	<b>51457</b>	<b>Voucher #:</b>	<b>117024 Invoice</b>	<b>Invoice No: 184141</b>	<b>10/29/2021</b>
					<b>Paid Amt: \$12,344.81</b>
					<b>Check Amount: \$12,344.81</b>
					<b>Vendor Total: \$12,344.81</b>
<b>3369 HOBART SERVICE</b>					
	0717	001	106343		Check
	E 02	300 770 701 350 000	9/7/21-HS Kitchen Steamer Repair	\$154.90	
<b>PO#:</b>	<b>52376</b>	<b>Voucher #:</b>	<b>116966 Invoice</b>	<b>Invoice No: 35218145</b>	<b>10/18/2021</b>
					<b>Paid Amt: \$154.90</b>
					<b>Check Amount: \$154.90</b>
					<b>Vendor Total: \$154.90</b>
<b>5715 HOCOKATA TI</b>					
	0717	001	106325		Check
	E 01	005 211 320 305 000	AIPAC Meeting/Tour 10/7/21	\$48.00	
<b>PO#:</b>	<b>52342</b>	<b>Voucher #:</b>	<b>116915 Invoice</b>	<b>Invoice No: 12220</b>	<b>10/15/2021</b>
					<b>Paid Amt: \$48.00</b>
					<b>Check Amount: \$48.00</b>
					<b>Vendor Total: \$48.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5702</b>							
HOLZER, DAVE							
		0717		001	106291		Check
			R 04	005 507 321 050 000	AARP Class Refund	\$70.00	
PO#: 52307		Voucher #:		116874	Invoice	Invoice No: Refund	10/8/2021
							<b>Paid Amt: \$70.00</b>
							<b>Check Amount: \$70.00</b>
							<b>Vendor Total: \$70.00</b>
<b>5695</b>							
HUNTER, SHAWN							
		0717		001	106292		Check
			E 01	300 294 000 305 303	Football Official 10/1/21	\$92.00	
PO#: 52307		Voucher #:		116872	Invoice	Invoice No: Football Official	10/8/2021
							<b>Paid Amt: \$92.00</b>
							<b>Check Amount: \$92.00</b>
							<b>Vendor Total: \$92.00</b>
<b>2193</b>							
HUTCHINSON SCHOOL DISTRICT							
		0717		001	106372		Check
			E 01	300 292 000 302 000	10/02/21 - C-squad Volleyball Invitational	\$125.00	
PO#: 52423		Voucher #:		117025	Invoice	Invoice No: 10/2/21	10/29/2021
			E 01	300 292 000 369 314	Boys Cross Country Meet Entry Fee-Cross Cour	\$135.00	
PO#: 52421		Voucher #:		117026	Invoice	Invoice No: 9/16/21	10/29/2021
							<b>Paid Amt: \$125.00</b>
							<b>Paid Amt: \$135.00</b>
							<b>Check Amount: \$260.00</b>
							<b>Vendor Total: \$260.00</b>
<b>26302</b>							
JANS, ANNE							
		0717		001	106293		Check
			E 01	300 331 830 433 000	Walmart 10/4/21-FACS Supplies	\$87.00	
PO#: 52321		Voucher #:		116875	Invoice	Invoice No: Reimbursement	10/8/2021
							<b>Paid Amt: \$87.00</b>
							<b>Check Amount: \$87.00</b>
							<b>Vendor Total: \$87.00</b>
<b>1920</b>							
JORDAN DOLLARS FOR SCHOLARS							
		0717		001	106373		Check
			R 01	300 211 000 096 276	Sept 2021	\$28.95	
PO#: 52406		Voucher #:		117027	Invoice	Invoice No: Sept 2021	10/29/2021
							<b>Paid Amt: \$28.95</b>
							<b>Check Amount: \$28.95</b>
							<b>Vendor Total: \$28.95</b>
<b>4998</b>							
JORDAN FOOTBALL ASSOCIATION							
		0717		001	106264		Check
			E 04	005 505 321 305 515	2021 Youth Football Proceeds	\$18,297.00	
PO#: 52285		Voucher #:		116826	Invoice	Invoice No: 2021 Football	10/1/2021
							<b>Paid Amt: \$18,297.00</b>
							<b>Check Amount: \$18,297.00</b>
							<b>Vendor Total: \$18,297.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>27738 KALOW, BEN</b>					
	0717	001	106344		
		E 04	005 505 321 401 000	Fall 2021 Run of the Mill tshirt design	Check
					\$100.00
	<b>PO#:</b> 52326	<b>Voucher #:</b> 116967	Invoice	<b>Invoice No:</b> 21079	
					<b>Paid Amt: \$100.00</b>
					<b>Check Amount: \$100.00</b>
					<b>Vendor Total: \$100.00</b>
<b>4667 KESSLER, DEB</b>					
	0717	001	106265		
		E 02	300 770 709 401 000	Shoes-FY22 Cooks Clothing Allowance	Check
		E 02	300 770 709 401 000	Shoes-FY22 Cooks Clothing Allowance	\$110.00
		E 02	300 770 701 401 000	Shoes-FY22 Cooks Clothing Allowance	(\$110.00)
		E 02	300 770 701 401 000	Shoes-FY22 Cooks Clothing Allowance	\$110.00
	<b>PO#:</b> 52268	<b>Voucher #:</b> 116827	Invoice	<b>Invoice No:</b> Reimbursement	
				10/1/2021	
					<b>Paid Amt: \$110.00</b>
					<b>Check Amount: \$110.00</b>
					<b>Vendor Total: \$110.00</b>
<b>5690 KLEIST, DOUGLAS</b>					
	0717	001	106266		
		E 01	300 294 000 305 326	Boys	Check
		E 01	300 296 000 305 326	Girls	\$69.50
					\$69.50
	<b>PO#:</b> 52475	<b>Voucher #:</b> 116828	Invoice	<b>Invoice No:</b> Soccer Official	
				10/1/2021	
					<b>Paid Amt: \$139.00</b>
					<b>Check Amount: \$139.00</b>
					<b>Vendor Total: \$139.00</b>
<b>01284 KOCH, RANDY</b>					
	0717	001	106374		
		E 01	300 640 316 366 000	U of MN PD Day Mileage 10/14/21	Check
					\$27.33
	<b>PO#:</b> 52475	<b>Voucher #:</b> 117028	Invoice	<b>Invoice No:</b> Reimbursement	
				10/29/2021	
					<b>Paid Amt: \$27.33</b>
					<b>Check Amount: \$27.33</b>
					<b>Vendor Total: \$27.33</b>
<b>22573 KROELLS, LINDA</b>					
	0717	001	106295		
		E 04	005 505 321 305 000	Session 1	Check
		E 04	005 505 321 305 000	Session 2	\$352.80
		E 04	005 505 321 305 000	Summer Session 1	\$323.40
		E 04	005 505 321 305 000	Summer Session 2	\$205.80
		E 04	005 505 321 305 000	Summer Session 2	\$294.00
	<b>PO#:</b> 52475	<b>Voucher #:</b> 116877	Invoice	<b>Invoice No:</b> Tae Kwon Do Instr.	
				10/8/2021	
					<b>Paid Amt: \$1,176.00</b>
					<b>Check Amount: \$1,176.00</b>
					<b>Vendor Total: \$1,176.00</b>
<b>5734 KROONBLAWD, DAVID</b>					
	0717	001	106375		
		E 01	300 294 000 305 326	Boys	Check
					\$69.50

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5734	KROONBLAWD, DAVID				
	0717 001		106375		
	E 01 300 296 000 305 326		Girls		Check
					\$69.50
PO#:	Voucher #:	117070 Invoice	Invoice No: Soccer Official	10/29/2021	
					Paid Amt: \$139.00
					Check Amount: \$139.00
					Vendor Total: \$139.00
4285	LAGERGREN, CHRISTOPHER				
	0717 001		106376		
	E 01 300 292 000 305 314		Cross country meet starter		Check
					\$100.00
PO#:	Voucher #:	117056 Invoice	Invoice No: 10/21/21	10/29/2021	
					Paid Amt: \$100.00
					Check Amount: \$100.00
					Vendor Total: \$100.00
28792	MANN, KEVIN				
	0717 001		106296		
	E 01 300 294 000 305 303		Football Official 10/1/21		Check
					\$92.00
PO#:	Voucher #:	116880 Invoice	Invoice No: Football Official	10/8/2021	
					Paid Amt: \$92.00
					Check Amount: \$92.00
					Vendor Total: \$92.00
5722	MAR, KALEB				
	0717 001		106377		
	E 01 300 292 000 305 311		Section FB Official 10/26/21		Check
					\$97.00
PO#:	Voucher #:	117062 Invoice	Invoice No: Section FB Official	10/29/2021	
					Paid Amt: \$97.00
					Check Amount: \$97.00
					Vendor Total: \$97.00
23305	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC				
	0717 001		106326		
	E 01 128 211 302 460 000		Spanish Pre Algebra Workbook		Check
	E 01 128 211 302 460 000		Shipping and Handling		\$11.10
					\$14.06
PO#:	Voucher #:	116912 Invoice	Invoice No: 119346549001	10/15/2021	
					Paid Amt: \$25.16
					Check Amount: \$25.16
					Vendor Total: \$25.16
5731	MCNAUGHTON, NATHAN				
	0717 001		106378		
	E 01 300 292 000 305 311		FB Section Official 10/26/21		Check
					\$97.00
PO#:	Voucher #:	117063 Invoice	Invoice No: FB Section Official	10/29/2021	
					Paid Amt: \$97.00
					Check Amount: \$97.00
					Vendor Total: \$97.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>28878</b> MEDICARE BLUE RX					
	0717	001	106267		Check
	B 01	215 024			\$163.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>		<b>10/1/2021</b>	<b>Paid Amt: \$163.00</b>
					<b>Check Amount: \$163.00</b>
<b>Vendor Total: \$326.00</b>					
<b>5393</b> METRO VOLLEYBALL OFFICIAL ASSN, LLC					
	0717	001	106268		Check
	E 01	300 296 000 305 342		9/13/21-VB Officials Sept 13,21,23 2021	\$220.00
	E 01	300 296 000 305 342		9/21/21-VB Officials Sept 13,21,23 2021	\$257.00
	E 01	300 296 000 305 342		9/23/21-VB Officials Sept 13,21,23 2021	\$257.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>		<b>10/1/2021</b>	<b>Paid Amt: \$734.00</b>
					<b>Check Amount: \$734.00</b>
<b>Vendor Total: \$1,529.00</b>					
<b>1683</b> MILACA HIGH SCHOOL					
	0717	001	106381		Check
	E 01	300 292 000 369 314		Boys Entry Fee-Cross Country Meet 09/25/21	\$90.00
	E 01	300 292 000 369 314		Girls Entry Fee-Cross Country Meet 09/25/21	\$90.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>		<b>10/29/2021</b>	<b>Paid Amt: \$180.00</b>
					<b>Check Amount: \$180.00</b>
<b>Vendor Total: \$180.00</b>					
<b>29035</b> MILLER, SARAH					
	0717	001	106297		Check
	E 01	005 203 320 430 000		10" Drum Kit	\$140.00
	E 01	005 203 320 430 000		Shipping	\$85.55
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>		<b>10/8/2021</b>	<b>Paid Amt: \$225.55</b>
					<b>Check Amount: \$225.55</b>
<b>Vendor Total: \$225.55</b>					

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>15218 MN DEPT OF LABOR &amp; INDUSTRY</b>						
	0717	001	106345			
	E 01	128 865 347 305 000	MS Elevator Annual License		Check	
				\$200.00		
<b>PO#:</b>	52390	<b>Voucher #:</b>	116968 Invoice	<b>Invoice No:</b> ALR0124214X	<b>10/18/2021</b>	<b>Paid Amt: \$200.00</b>
					<b>Check Amount: \$200.00</b>	<b>Vendor Total: \$200.00</b>
<b>27090 MN HARVEST, LLC</b>						
	0717	001	106346			
	E 02	100 770 701 490 000	ES	\$70.00	Check	
	E 02	128 770 701 490 000	MS	\$70.00		
	E 02	300 770 701 490 000	HS	\$70.00		
<b>PO#:</b>		<b>Voucher #:</b>	116979 Invoice	<b>Invoice No:</b> 1874	<b>10/18/2021</b>	<b>Paid Amt: \$210.00</b>
					<b>Check Amount: \$210.00</b>	<b>Vendor Total: \$210.00</b>
<b>4016 MN HORSE AND HUNT CLUB</b>						
	0717	001	106269			
	E 04	005 505 321 401 514	Clay targets Fall 2021 Trap League	\$650.00	Check	
<b>PO#:</b>	52231	<b>Voucher #:</b>	116836 Invoice	<b>Invoice No:</b> 9/17/21	<b>10/1/2021</b>	<b>Paid Amt: \$650.00</b>
					<b>Check Amount: \$650.00</b>	<b>Vendor Total: \$650.00</b>
<b>10854 MN SCHOOL BOARDS ASSN</b>						
	0717	001	106327			
	E 01	005 020 000 489 000	School Attorneys Newsletter Renewal FY22	\$60.00	Check	
<b>PO#:</b>	52220	<b>Voucher #:</b>	116911 Invoice	<b>Invoice No:</b> 28365V3M5N3	<b>10/15/2021</b>	<b>Paid Amt: \$60.00</b>
					<b>Check Amount: \$60.00</b>	<b>Vendor Total: \$60.00</b>
<b>16835 MN SOUTH CENTRAL SERVICE COOP.</b>						
	0717	001	106298			
	E 01	005 865 352 305 000	EMS-Aug 2021 IEA	\$860.02	Check	
<b>PO#:</b>	52163	<b>Voucher #:</b>	116879 Invoice	<b>Invoice No:</b> 20606	<b>10/8/2021</b>	<b>Paid Amt: \$860.02</b>
					<b>Check Amount: \$860.02</b>	<b>Vendor Total: \$860.02</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
16835	MN SOUTH CENTRAL SERVICE COOP.				
	0717	001	106383		
PO#: 52491	Voucher #: 117059	Invoice	Invoice No: MS Knowledge Bowl	10/29/2021	
		E 01	128 298 000 369 373	6 team registration fee	Check
					\$370.00
<b>Paid Amt: \$370.00</b>					
<b>Check Amount: \$370.00</b>					
<b>Vendor Total: \$1,230.02</b>					

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
10857	MN STATE HIGH SCHOOL LEAGUE					
	0717	001	106270			
		E 01	300 292 000 820 300	Activity Fee Credit 2021-2022	Check	(\$1,865.00)
		E 01	300 292 000 820 300	Annual Membership Fee		\$100.00
		E 01	300 292 000 820 300	Baseball		\$225.00
		E 01	300 292 000 820 300	Boys Basketball		\$225.00
		E 01	300 292 000 820 300	Girls Basketball		\$225.00
		E 01	300 292 000 820 300	Boys Cross Country		\$225.00
		E 01	300 292 000 820 300	Girls Cross Country		\$225.00
		E 01	300 292 000 820 300	Football		\$225.00
		E 01	300 292 000 820 300	Boys Golf		\$225.00
		E 01	300 292 000 820 300	Girls Golf		\$225.00
		E 01	300 292 000 820 300	Gymnastics		\$225.00
		E 01	300 292 000 820 300	Boys Nordic Ski		\$225.00
		E 01	300 292 000 820 300	Girls Nordic Ski		\$225.00
		E 01	300 292 000 820 300	Girls Soccer		\$225.00
		E 01	300 292 000 820 300	Boys Soccer		\$225.00
		E 01	300 292 000 820 300	Speech		\$225.00
		E 01	300 292 000 820 300	Softball		\$225.00
		E 01	300 292 000 820 300	Tennis		\$225.00
		E 01	300 292 000 820 300	One Act Play		\$225.00
		E 01	300 292 000 820 300	Boys Track and Field		\$225.00
		E 01	300 292 000 820 300	Girls Track and Field		\$225.00
		E 01	300 292 000 820 300	Volleyball		\$225.00
		E 01	300 292 000 820 300	Wrestling		\$225.00
		E 01	300 292 000 820 300	Music		\$225.00
		E 01	300 292 000 820 300	Adapted Floor Hockey		\$225.00
		E 01	300 292 000 820 300	Adapted Softball		\$225.00
		E 01	300 292 000 820 300	Cheerleading		\$225.00
		E 01	300 292 000 820 300	Dance		\$225.00
		E 01	300 292 000 820 300	Visual Arts		\$225.00

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>10857 MN STATE HIGH SCHOOL LEAGUE</b>							
	0717	001		106270			
	E 01	300	292	000 820 300		Check	
						\$2,764.60	
<b>PO#:</b>	52031	<b>Voucher #:</b>	116829	Invoice	10/1/2021	<b>Paid Amt:</b>	\$7,054.60
						<b>Check Amount:</b>	\$7,054.60
						<b>Vendor Total:</b>	\$7,054.60
<b>3967 MN VALLEY ELECTRIC COOPERATIVE</b>							
	0717	001		106271			
	E 01	005	810	000 330 201		Check	
						\$10.88	
<b>PO#:</b>		<b>Voucher #:</b>	116830	Invoice	10/1/2021	<b>Paid Amt:</b>	\$10.88
						<b>Check Amount:</b>	\$10.88
						<b>Vendor Total:</b>	\$21.75
<b>5689 MONTES, GABRIEL</b>							
	0717	001		106272			
	E 01	300	294	000 305 326		Check	
						\$74.50	
	E 01	300	296	000 305 326		Check	
						\$74.50	
<b>PO#:</b>		<b>Voucher #:</b>	116837	Invoice	10/1/2021	<b>Paid Amt:</b>	\$149.00
						<b>Check Amount:</b>	\$149.00
						<b>Vendor Total:</b>	\$298.00
<b>5710 MUNGER, MICHAEL</b>							
	0717	001		106328			
	E 01	300	294	000 305 303		Check	
						\$92.00	
<b>PO#:</b>		<b>Voucher #:</b>	116913	Invoice	10/15/2021	<b>Paid Amt:</b>	\$92.00
						<b>Check Amount:</b>	\$92.00
						<b>Vendor Total:</b>	\$92.00



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>26451 MUSIC MART</b>						
	0717	001	106385		Check	
	R 01	300 000 000	619 923	Bell Covers (3)	\$21.45	
PO#: 52405	Voucher #:	117041	Invoice	Invoice No: 1323748	10/29/2021	Paid Amt: \$21.45 Check Amount: \$897.04
					<b>Vendor Total:</b>	<b>\$1,365.79</b>
<b>26428 NORTHFIELD LINES, INC.</b>						
	0717	STUD	1885		Check	
	E 27	128 298 301 401 807	Down payment for Wolf Ridge busing , Due Oct.			\$2,568.81
PO#: 52261	Voucher #:	116862	Invoice	Invoice No: Charter #121748	10/8/2021	Paid Amt: \$2,568.81 Check Amount: \$2,568.81
					<b>Vendor Total:</b>	<b>\$2,568.81</b>
<b>5720 Northland Groomers</b>						
	0717	001	106386		Check	
	E 01	300 292 000 302 000	4 foot trail groomer		\$750.00	
PO#: 52431	Voucher #:	117046	Invoice	Invoice No: 101821	10/29/2021	Paid Amt: \$750.00 Check Amount: \$750.00
					<b>Vendor Total:</b>	<b>\$750.00</b>
<b>4422 NWAOFUNE, PETER</b>						
	0717	001	106274		Check	
	E 01	300 294 000 305 326	Boys		\$69.50	
	E 01	300 296 000 305 326	Girls		\$69.50	
PO#: 52234	Voucher #:	116838	Invoice	Invoice No: Soccer Official	10/1/2021	Paid Amt: \$139.00 Check Amount: \$139.00
					<b>Vendor Total:</b>	<b>\$139.00</b>
<b>5340 OFFICE OF MNIT SERVICES</b>						
	0717	001	106329		Check	
	E 01	005 211 000 358 000	General Education Translation Services C. Light		\$122.32	
	E 01	005 420 740 394 000	Special Education Translation C. Lightfoot		\$23.63	
PO#: 52234	Voucher #:	116914	Invoice	Invoice No: W21080692	10/15/2021	Paid Amt: \$145.95 Check Amount: \$145.95
					<b>Vendor Total:</b>	<b>\$145.95</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5059</b>					
PELLETIER, DANIEL					
	0717	001	106387		
	E 01	300 292 000 305 311		10/26/21	Check
					\$97.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Paid Amt:</b>
	117066	FB Section Official	10/29/2021		<b>\$97.00</b>
					<b>Check Amount: \$97.00</b>
					<b>Vendor Total: \$97.00</b>
<b>5703</b>					
PFLEGHAR, ALICE					
	0717	001	106301		
	R 04	005 507 321 050 000			Check
					\$35.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Paid Amt:</b>
52308	116883	Refund	10/8/2021		<b>\$35.00</b>
					<b>Check Amount: \$35.00</b>
					<b>Vendor Total: \$35.00</b>
<b>3341</b>					
POLITZ, JORDAN					
	0717	001	106302		
	E 01	300 294 000 305 326			Check
					\$69.50
	E 01	300 296 000 305 326			\$69.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Paid Amt:</b>
52308	116884	Soccer Official	10/8/2021		<b>\$139.00</b>
					<b>Check Amount: \$139.00</b>
					<b>Vendor Total: \$139.00</b>
<b>11072</b>					
RADERMACHER FOODS INC.					
	0717	001	106303		
	E 04	005 570 321 401 000			Check
					\$43.97
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Paid Amt:</b>
52308	116887	Acct#26211	10/8/2021		<b>\$43.97</b>
	E 01	005 010 000 401 000			\$7.96
	E 01	300 292 000 302 000			\$1,087.80
	E 01	100 810 000 401 000			\$3.87
	E 01	100 203 000 401 000			\$100.02
	E 18	128 298 301 899 000			\$53.87
	E 01	300 331 830 433 000			\$45.62
	E 01	300 260 000 430 000			\$67.37
	E 01	128 050 000 401 000			\$45.60
	E 01	128 211 000 401 000			\$64.14
	E 01	005 110 000 401 000			\$36.40
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Invoice No:</b>	<b>Paid Amt:</b>
52308	116888	Acct#26200	10/8/2021		<b>\$1,512.65</b>
					<b>Check Amount: \$1,556.62</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>11072 RADERMACHER FOODS INC.</b>					
	0717	STUD	1886		
	E 27	300 298 301 401 971			Check
		Invoice No: Act#26200			\$37.33
<b>PO#:</b>	<b>Voucher #:</b>			<b>10/11/2021</b>	<b>Paid Amt: \$37.33</b>
					<b>Check Amount: \$37.33</b>
				<b>Vendor Total:</b>	<b>\$1,593.95</b>
<b>4630 RAKERS, KIIRSTEN</b>					
	0717	001	106304		
	E 01	005 420 740 366 000			Check
		Invoice No: Reimbursement			\$81.70
<b>PO#:</b> 52322	<b>Voucher #:</b>			<b>10/8/2021</b>	<b>Paid Amt: \$81.70</b>
					<b>Check Amount: \$81.70</b>
				<b>Vendor Total:</b>	<b>\$81.70</b>
<b>20698 RATWIK, ROSZAK &amp; MALONEY, PA</b>					
	0717	001	106305		
	E 01	005 160 000 305 000			Check
		Invoice No: 69606			\$4,331.06
<b>PO#:</b> 52309	<b>Voucher #:</b>			<b>10/8/2021</b>	<b>Paid Amt: \$4,331.06</b>
					<b>Check Amount: \$4,331.06</b>
				<b>Vendor Total:</b>	<b>\$4,331.06</b>
<b>2460 REGION 2AA</b>					
	0717	001	106347		
	R 01	300 292 000 060 311			Check
		Invoice No: Soccer Section			\$774.00
<b>PO#:</b> 52355	<b>Voucher #:</b>			<b>10/18/2021</b>	<b>Paid Amt: \$774.00</b>
					<b>Check Amount: \$774.00</b>
				<b>Vendor Total:</b>	<b>\$774.00</b>
<b>25188 REGION 2A-MSHSL</b>					
	0717	001	106388		
	E 01	300 292 000 305 311			Check
	E 01	300 292 000 305 311			\$2,328.00
		Invoice No: FB Sections			\$2,065.00
<b>PO#:</b> 52488	<b>Voucher #:</b>			<b>10/29/2021</b>	<b>Paid Amt: \$4,393.00</b>
					<b>Check Amount: \$4,393.00</b>
				<b>Vendor Total:</b>	<b>\$5,167.00</b>
<b>25188 REGION 2A-MSHSL</b>					
	0717	001	106306		
	E 01	300 292 000 820 300			Check
	E 01	300 292 000 820 300			\$150.00
		Invoice No: Region 2A Entry Fees			\$150.00
<b>PO#:</b> 51874	<b>Voucher #:</b>			<b>10/8/2021</b>	<b>Paid Amt: \$300.00</b>
					<b>Check Amount: \$300.00</b>
				<b>Vendor Total:</b>	<b>\$300.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5034</b>							
RIDGEVIEW MEDICAL CENTER							
		0717	001	106389			
		E 04	005	505	321 305 000	Fall 2021 run of the mill ambulance services	Check
		Voucher #:	117047	Invoice	Invoice No: ROTM Ambulance	10/29/2021	
		PO#: 52417					
							Paid Amt: \$966.80
							Check Amount: \$966.80
							Vendor Total: \$966.80
<b>5370</b>							
SAILER'S GREENHOUSE							
		0717	STUD	1887			
		E 27	300	298	301 401 963	Delivery Fee	Check
		E 27	300	298	301 401 963	Delivery Fee	\$25.00
		R 27	300	298	301 619 963	Spanish Club Plant Sale FY22-delivery fee	(\$25.00)
		Voucher #:	116980	Invoice	Invoice No: 9/17/21	10/18/2021	\$25.00
		PO#: 52349					
							Paid Amt: \$25.00
							Check Amount: \$25.00
							Vendor Total: \$25.00
<b>5629</b>							
SAUK RAPIDS-RICE HIGH SCHOOL							
		0717	001	106307			
		E 01	300	296	000 369 342	Volleyball Tournament Varsity & JV	Check
		Voucher #:	116890	Invoice	Invoice No: 10/9/21	10/8/2021	
		PO#: 51645					
							Paid Amt: \$200.00
							Check Amount: \$200.00
							Vendor Total: \$200.00
<b>5711</b>							
SCHEUBLE, TODD							
		0717	001	106330			
		E 01	300	292	000 305 311	Section Soccer Official 10/12/21	Check
		Voucher #:	116916	Invoice	Invoice No: Section Soccer	10/15/2021	
		PO#: 51645					
							Paid Amt: \$100.00
							Check Amount: \$100.00
							Vendor Total: \$100.00
<b>3233</b>							
SCHLEIS, JOE							
		0717	001	106275			
		E 01	300	294	000 305 326	Boys	Check
		E 01	300	296	000 305 326	Girls	\$69.50
		Voucher #:	116839	Invoice	Invoice No: Soccer Official	10/1/2021	
		PO#: 51645					
							Paid Amt: \$139.00
							Check Amount: \$139.00
							Vendor Total: \$139.00
<b>5711</b>							
SCHLEIS, JOE							
		0717	001	106308			
		E 01	300	294	000 305 326	Boys	Check
		E 01	300	296	000 305 326	Girls	\$69.50
		Voucher #:	116891	Invoice	Invoice No: Soccer Official	10/8/2021	
		PO#: 51645					
							Paid Amt: \$139.00
							Check Amount: \$139.00
							Vendor Total: \$278.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1800		SEVER'S CORN MAZE						
		0717	001		106390			
		E 04	005	570	321	369	000	
		Tickets-Kids Co Field Trip 10/21/21					\$574.00	Check
	PO#:	52481	Voucher #:	117048	Invoice	No: 1021212	10/29/2021	
								<b>Paid Amt: \$574.00</b>
								<b>Check Amount: \$574.00</b>
								<b>Vendor Total: \$574.00</b>
5732		SMITH, ELIZA						
		0717	001		106391			
		E 01	300	296	000	401	312	
		Cheer uniform					\$141.98	Check
	PO#:	52490	Voucher #:	117058	Invoice	No: Refund	10/29/2021	
								<b>Paid Amt: \$141.98</b>
								<b>Check Amount: \$141.98</b>
								<b>Vendor Total: \$141.98</b>
5719		SpeedPro						
		0717	001		106392			
		E 01	300	292	000	302	000	
		Outdoor Banner					\$90.00	Check
		E 01	300	292	000	302	000	
		Freight					\$18.00	Check
	PO#:	52430	Voucher #:	117049	Invoice	No: INV-23356	10/29/2021	
								<b>Paid Amt: \$108.00</b>
								<b>Check Amount: \$108.00</b>
								<b>Vendor Total: \$108.00</b>
17589		ST JOHN THE BAPTIST SCHOOL						
		0717	001		106331			
		E 04	701	590	351	460	000	
		Textbook Purchases FY22					\$8,783.43	Check
	PO#:	52114	Voucher #:	116917	Invoice	No: Textbooks FY22	10/15/2021	
								<b>Paid Amt: \$8,783.43</b>
								<b>Check Amount: \$8,783.43</b>
								<b>Vendor Total: \$8,783.43</b>
25711		STAR GROUP, LLC/NAPA AUTO PARTS						
		0717	001		106348			
		E 01	005	810	000	350	200	
		Toro Battery					\$58.49	Check
	PO#:	52375	Voucher #:	116970	Invoice	No: 811356	10/18/2021	
								<b>Paid Amt: \$58.49</b>
	PO#:	52375	Voucher #:	116971	Invoice	No: 812675	10/18/2021	
								<b>Paid Amt: \$39.80</b>
								<b>Vendor Total: \$15,138.43</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
25711		STAR GROUP, LLC/NAPA AUTO PARTS					
		0717 001			106348		
		E 01 005 810 000 350 200			Trailer Hitch		Check
						\$20.98	
	PO#:	52375	Voucher #:	116972	Invoice	Invoice No: 810754	
						10/18/2021	
							Paid Amt: \$20.98
							Check Amount: \$119.27
							Vendor Total: \$119.27
5671		SUNBELT RENTALS, INC					
		0717 001			106349		
		E 01 300 865 380 520 000			LTFM HS Chiller Rental 8/19/21-9/15/21	\$6,191.50	Check
	PO#:	52378	Voucher #:	116973	Invoice	Invoice No: 115819076-0003	
						10/18/2021	
							Paid Amt: \$6,191.50
							Check Amount: \$6,191.50
							Vendor Total: \$6,191.50
4922		T MOBILE					
		0717 001			106332		
		E 01 005 630 155 320 011			7/21/21 to 8/20/21	\$93.06	Check
		E 01 005 630 155 320 011			8/21/21 to 9/20/21	\$2,805.00	
	PO#:	52350	Voucher #:	116918	Invoice	Invoice No: 963842030	
						10/15/2021	
							Paid Amt: \$2,898.06
							Check Amount: \$2,898.06
							Vendor Total: \$2,898.06
5707		TANAKA, MICHAEL					
		0717 001			106309		
		E 01 300 294 000 305 303			Football Official 10/7/21	\$92.00	Check
	PO#:		Voucher #:	116892	Invoice	Invoice No: Football Official	
						10/8/2021	
							Paid Amt: \$92.00
							Check Amount: \$92.00
							Vendor Total: \$92.00
4700		TEACHERS ON CALL					
		0717 001			106276		
		E 01 300 211 000 394 999			HS	\$1,235.78	Check
		E 01 100 203 000 394 999			ES	\$353.08	
		E 01 100 400 000 307 999			ES Non Licensed SPED	\$529.62	
		E 01 300 211 000 394 999			HS	\$176.54	
		E 01 128 400 000 307 999			MS Non Licensed SPED	\$176.54	
		E 01 128 211 000 394 999			MS	\$176.54	
	PO#:	52274	Voucher #:	116840	Invoice	Invoice No: 127784	
						10/1/2021	
							Paid Amt: \$2,648.10
							Check Amount: \$2,648.10
							Vendor Total: \$2,648.10
		0717 001			106310		
		E 01 100 203 000 394 999			ES	\$617.89	Check
		E 04 005 582 344 394 999			Preschool	\$176.54	
		E 01 300 211 000 394 999			HS	\$617.89	

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4700 TEACHERS ON CALL</b>					
	0717	001	106310		
	E 01	300	403 740 307 999	HS SPED	Check
	E 01	305	361 628 145 000	CP Grant	\$68.44
	E 01	128	211 000 394 999	MS	\$176.54
	E 01	128	400 000 307 999	MS Non Licensed SPED	\$441.35
<b>PO#: 52310</b>	<b>Voucher #:</b>	<b>116898</b>	<b>Invoice No:</b>	<b>128112</b>	<b>10/8/2021</b>
					<b>Paid Amt: \$2,804.81</b>
					<b>Check Amount: \$2,804.81</b>
<b>0717 001 106333</b>					
	E 01	100	203 000 394 999	ES	Check
	E 01	100	400 000 307 999	ES Non Licensed SPED	\$882.70
	E 01	300	211 000 394 999	HS	\$88.27
	E 01	128	400 000 307 999	MS Non Licensed SPED	\$353.08
<b>PO#: 52335</b>	<b>Voucher #:</b>	<b>116919</b>	<b>Invoice No:</b>	<b>128362</b>	<b>10/15/2021</b>
					<b>Paid Amt: \$1,412.32</b>
					<b>Check Amount: \$1,412.32</b>
<b>0717 001 106393</b>					
	E 01	100	203 000 394 999	ES	Check
	E 01	300	400 000 307 999	HS Non Licensed SPED	\$706.16
	E 01	300	211 000 394 999	HS	\$176.54
	E 01	128	400 000 307 999	MS Non Licensed SPED	\$353.08
	E 01	128	211 000 394 999	MS	\$88.27
<b>PO#: 52409</b>	<b>Voucher #:</b>	<b>117050</b>	<b>Invoice No:</b>	<b>128551</b>	<b>10/29/2021</b>
	E 04	005	582 344 394 999	Preschool	\$176.54
	E 01	100	203 000 394 999	ES	\$88.27
	E 01	100	408 740 307 999	ES EBD Para	\$111.22
	E 01	100	640 316 305 999	ES Staff Dev	\$176.54
	E 01	100	203 000 394 999	ES	\$706.16
	E 01	100	640 316 305 999	ES Staff Dev	\$88.27
	E 01	300	211 000 394 999	HS	\$529.62
	E 01	128	640 316 305 999	MS Staff Dev	\$529.62
	E 01	128	211 000 394 999	MS	\$529.62
<b>PO#: 52473</b>	<b>Voucher #:</b>	<b>117051</b>	<b>Invoice No:</b>	<b>128879</b>	<b>10/29/2021</b>
					<b>Paid Amt: \$2,847.59</b>
					<b>Check Amount: \$4,348.18</b>
					<b>Vendor Total: \$11,213.41</b>



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
3238	VU, HIEP	0717 001	106311		Check
		E 01 300 296 000 305 326	Girls		\$74.50
PO#:	Voucher #:	116893 Invoice	Invoice No: Soccer Official	10/8/2021	Paid Amt: \$149.00 Check Amount: \$149.00
<b>Vendor Total:</b>					<b>\$298.00</b>
2816	WACONIA COMMUNITY ED	0717 001	106397		Check
		E 04 005 505 321 305 515	Fall 2021 Volleyball league 5th & 6th grade		\$250.00
PO#:	Voucher #:	117054 Invoice	Invoice No: 10/13/21	10/29/2021	Paid Amt: \$250.00 Check Amount: \$250.00
<b>Vendor Total:</b>					<b>\$250.00</b>
27930	WAGNER PRESS & GRAPHICS	0717 001	106278		Check
		E 01 300 211 000 401 000	JHS envelopes a case		\$270.00
PO#:	Voucher #:	116841 Invoice	Invoice No: 34549	10/1/2021	Paid Amt: \$270.00 Check Amount: \$270.00
<b>Vendor Total:</b>					<b>\$270.00</b>
4624	WAYNE DAUWALTER PLUMBING	0717 001	106350		Check
		E 01 128 810 000 350 272	MS Sinks and Faucets 7/30/21		\$2,566.91
PO#:	Voucher #:	116974 Invoice	Invoice No: 7111	10/18/2021	Paid Amt: \$2,566.91
		E 01 300 810 000 350 274	Handles/Toilet Mount		\$908.31
PO#:	Voucher #:	116975 Invoice	Invoice No: 7138	10/18/2021	Paid Amt: \$908.31
		E 02 300 770 701 350 000	HS Dishwasher Repair 8/27/21		\$160.00
PO#:	Voucher #:	116976 Invoice	Invoice No: 7125	10/18/2021	Paid Amt: \$160.00
		E 01 128 810 000 350 272	Glycol Leak CERC 8/23-24/21		\$3,020.52
PO#:	Voucher #:	116977 Invoice	Invoice No: 7137	10/18/2021	Paid Amt: \$3,020.52 Check Amount: \$6,655.74
<b>Vendor Total:</b>					<b>\$6,655.74</b>
5729	WEHR, TIMOTHY	0717 001	106398		Check
		E 01 300 294 000 305 303	FB Official 10/20/21		\$92.00
PO#:	Voucher #:	117067 Invoice	Invoice No: FB Official	10/29/2021	Paid Amt: \$92.00 Check Amount: \$92.00
<b>Vendor Total:</b>					<b>\$92.00</b>
3263	WINTER, CLARENCE	0717 001	106312		Check
		E 01 300 294 000 305 326	Boys		\$69.50

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3263 WINTER, CLARENCE</b>					
	0717	001	106312		
	E 01	300 296 000 305 326	Girls		\$69.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>116894</b>	<b>Invoice No:</b>	<b>10/8/2021</b>	<b>Check Amt: \$139.00</b>
					<b>Vendor Total: \$139.00</b>
<b>11454 WOLF MOTOR CO INC</b>					
	0717	001	106351		
	E 01	005 810 000 350 200	F 150 Key		\$110.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>116978</b>	<b>Invoice No:</b>	<b>10/18/2021</b>	<b>Check Amt: \$110.00</b>
					<b>Vendor Total: \$110.00</b>
<b>5708 WOLLAN JR, THOMAS</b>					
	0717	001	106313		
	E 01	300 294 000 305 303	Football Official 10/7/21		\$92.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>116896</b>	<b>Invoice No:</b>	<b>10/8/2021</b>	<b>Check Amt: \$92.00</b>
					<b>Vendor Total: \$92.00</b>
<b>27502 WOLLAN, TOM</b>					
	0717	001	106314		
	E 01	300 294 000 305 303	Football Official 10/7/21		\$92.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>116895</b>	<b>Invoice No:</b>	<b>10/8/2021</b>	<b>Check Amt: \$92.00</b>
					<b>Vendor Total: \$92.00</b>
<b>4436 WORM, PHILIP</b>					
	0717	001	106315		
	E 01	300 294 000 305 303	Football Official 10/7/21		\$92.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>116897</b>	<b>Invoice No:</b>	<b>10/8/2021</b>	<b>Check Amt: \$92.00</b>
					<b>Vendor Total: \$92.00</b>
<b>5712 YOUNG, LISA</b>					
	0717	001	106336		
	E 04	005 505 321 305 515	2021 Youth Cross Country Coach-Sept 13-Oct 1		\$395.60
<b>PO#:</b>	<b>Voucher #:</b>	<b>116921</b>	<b>Invoice No:</b>	<b>10/15/2021</b>	<b>Check Amt: \$395.60</b>
					<b>Vendor Total: \$395.60</b>

### Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5724	ZANDER, JASON	0717 001	106399		
		E 01 300 294 000 305 303		FB Official 10/20/21	Check
		117068 Invoice		10/29/2021	
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice No:</b>			<b>Paid Amt: \$92.00</b>
					<b>Check Amount: \$92.00</b>
<b>Vendor Total:</b>					<b>\$92.00</b>
<b>Report Total:</b>					<b>\$251,429.42</b>

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

**RESOLUTION ACCEPTING DONATIONS**

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

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

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

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

<b>Donor</b>	<b>Designated Purpose</b>	<b>Amount / Item(s)</b>
Gary Schettl	Food for Friends	\$100.00
HomeTown Bank	Food for Friends	\$500.00
Larry & Mary Kauzlarich	MS & ES Clothes / Misc.	\$500.00

The vote on adoption of the Resolution was as follows:

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

\_\_\_\_\_

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

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

Whereupon, said Resolution was declared duly adopted.

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

\_\_\_\_\_  
Date



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Hunter VanSoest	<b>Date Offer Accepted:</b>	10/8/2021
<b>Job Title:</b>	Paraprofessional, Special Education	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Full-time
<b>Hiring Supervisor:</b>	Ben Bakeberg	<b>Location:</b>	Middle School

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Billie Jo Johnson	<b>Change</b>		<b>Additional Assignment</b>	
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### EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Normandale Community College	Bloomington, MN	Associates Degree	5/2019	8/16 - 5/19

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

### RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Mains'l Services Inc.	Support Coordinator	I care for four young ladies that have various emotional/mental/physical disabilities.	4/20 - current
Oak Terrace Senior Living	Care Manager	Taking care of the elderly and assisting them in activities of daily living such as bathing, dressing, feeding, etc.	

<b><u>Beginning Contract Date:</u></b>	11/15/2021	<b><u>Ending Contract Date:</u></b>	
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**Brief Description of Previous Experience:** Previous work Hunter had done can be carried over into the educational setting.



**2021-2022 PARAPROFESSIONAL  
NOTICE OF ASSIGNMENT**

**DATE: 10/20/2021**

**NAME: VANSOEST, HUNTER**

**EMPLOYEE ID: 3787**

**LOCATION: MIDDLE SCHOOL**

**FROM: DISTRICT OFFICE**

*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

Position	Hours/Day	Contract Days
<i>Para, Special Education</i>	7	180 <i>(Including 5 Paid Holidays)</i>

Schedule	Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
A	2	3	\$16.00	\$0.00	\$0.00	\$16.00

  
 \_\_\_\_\_  
 Employee Signature



**2021-2022 PARAPROFESSIONAL  
NOTICE OF ASSIGNMENT**

**DATE: 10/21/2021**

**NAME: HOLBECK, ALEC**

**EMPLOYEE ID: 3555**

**LOCATION: ELEMENTARY SCHOOL**

**FROM: DISTRICT OFFICE**

*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

Position	Hours/Day	Contract Days
<i>Para, Playground Supervisor</i>	3	180 <i>(Including 5 Paid Holidays)</i>

Schedule	Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
A	2	2	\$15.72	\$0.00	\$0.00	\$15.72

\_\_\_\_\_  
Employee Signature



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Alec Holbeck	<b>Date Offer Accepted:</b>	10/4/2021
<b>Job Title:</b>	Paraprofessional, Playground Supervisor	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Part-time
<b>Hiring Supervisor:</b>	Melissa Barnett	<b>Location:</b>	Elementary School

**PERSONNEL ACTION**

<b>New Hire</b>	X	<b>Replacement For</b>		<b>Change</b>		<b>Additional Assignment</b>	
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**EDUCATION INFORMATION**

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

**RELEVANT EXPERIENCE**

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Three Rivers Park District	Custodian	Cleaning, grounds and building maintenance	5/21-present
Jordan Public Schools	Playground Paraprofessional	Supervise and ensure the safety and well-being of students outside and indoors during recess.	3/19-6/20

<b><u>Beginning Contract Date:</u></b>	10/18/2021	<b><u>Ending Contract Date:</u></b>	
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**Note:**

**Brief Description of Previous Experience:** Was a playground paraprofessional at JES prior to this and also helped maintain building and grounds at a regional park.



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Tyler Nelson	<b>Date Offer Accepted:</b>	10/7/2021
<b>Job Title:</b>	Technology Assistant	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Full-time
<b>Hiring Supervisor:</b>	Stephen Damlo	<b>Location:</b>	District Wide

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Bryan Stewart	<b>Change</b>		<b>Additional Assignment</b>	
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### EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Jordan High School	Jordan, MN	N/A	High School Diploma, 6/2019	2015-2019

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

### RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Jordan Public Schools	Technology Intern	Fixing devices, Helping Teachers, Helping Students, Manning the Help Desk	5/2019-9/2021

<b><u>Beginning Contract Date:</u></b>	10/7/2021	<b><u>Ending Contract Date:</u></b>	
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**Note:**

**Brief Description of Previous Experience:** Was a technology intern that supported staff and students over the last two years.



## **CONTRACT**

between

Independent School District No. 717  
Jordan, Minnesota

And

Technology Support Assistant

July 1, 2021 - June 30, 2023

**AGREEMENT**

This agreement is entered into between the Jordan School District and the employee serving as Technology Support Assistant.

**ARTICLE I**  
**DEFINITIONS**

Section 1. Terms and Conditions of Employment:

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

Section 2. School District:

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

Section 3. Benefits Eligibility:

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

Section 4. Contract Period:

The Technology Support Assistant shall perform the basic services throughout the term of this contract and on those legal holidays on which the school district is authorized to conduct school if the school board so determines. The work year is 260 days.

Section 5. Other Terms:

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

**ARTICLE II**  
**COMPENSATION**

Section 1. Wage Schedule:

The annual contract may be modified, but shall not be reduced, during the term of this contract.. Should the district not set the rate of pay prior to an employee commencing work for the particular school year, the employee shall work at the previous year's rate of pay until an agreement is reached on the present year's rate of pay. The employee would receive retro pay once the rate of pay is set.

October 7, 2021 – June 30, 2022.....	\$18.00
July 1, 2022 – June 30, 2023.....	\$18.36

Subd. 2. Overtime:

Overtime rate shall be paid when an employee works more than 40 hours per week. The overtime calculation shall be based on the employee's hourly rate. Overtime must be approved in advance, in writing, by the employee's immediate supervisor.

Subd. 3. Overtime shall be at 1.5 times the employee's regular pay.

Section 2. Cell Phone Allowance:

Employee shall receive a \$480.00 annual cell phone allowance.

**ARTICLE III**  
**GROUP INSURANCE**

Section 1. Selection of Carrier:

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

Section 2. Claims Against the School District:

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

Section 3. Duration of Insurance Contribution:

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

Section 4. Health, Hospitalization and Dental Insurance:

The district will provide \$4,200 yearly to the full time Technology Support Assistant for purposes of participation in the health, hospital, and dental plans provided by the district. Any additional premium costs are to be borne by the employee.

Section 5. Married Couples Employed by the District:

In the event that two school district employees are married and eligible for School District provided health and hospitalization insurance, the School District may, at the request of the employee, contribute the amount up to equal to what each employee is eligible for, but not to exceed, the premium coverage they are seeking together.

Section 6. Long Term Disability Insurance:

The district shall provide LTD insurance for employee as long as the district employs him/her. The LTD plan will be the one used by the Education Minnesota, Jordan.

Section 7. Term life Insurance:

The district shall provide term life insurance in the amount of \$20,000, using the same plan the district used with the Education Minnesota, Jordan.

**ARTICLE IV**  
**LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. The Employee shall receive 12 days of sick leave yearly.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours.

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

Subd. 4. An employee may use personal sick leave benefits provided by the employer for absences due to an illness or injury to the employee's child, as defined in Minnesota State Statute 181.940, subdivision 4, adult child, spouse, sibling, parent, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This subdivision applies only to personal sick leave benefits payable to the employee from the employer's general assets.

Subd. 5. The district may limit the use of personal sick leave benefits provided by the district for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12 month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in Minnesota State Statute 181,940, subdivision 4.

Subd. 6. For purpose of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

Subd. 7. For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

Subd. 8. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. If the employee has exhausted their sick leave days, any additional days missed will be deducted from their pay at an hourly rate, pro-rated from their salary calculated from 2080 hours. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 9. Wellness Payment: If the employee uses 5 days or less of sick leave, he/she may, at the end of the fiscal year for 12 month employees, request to sell back those unused days at their daily rate, not to exceed \$110.00 daily. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2. Wellness pay will be prorated for part time employees.

## Section 2. Personal Leave:

Subd. 1. The employee shall be granted three (3) days of paid personal leave yearly and one day of unpaid leave.

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

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

Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Five days per year, non-accumulative, shall be available to the employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee.

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

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

Section 4. Worker's Compensation:

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

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

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

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

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

Section 5. General Leave:

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

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

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

Section 6. Administration of Leaves:

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

**ARTICLE V**  
**HOURS OF SERVICE**

Section 1. Work Hours:

The superintendent or his/her designee will set hours.

Section 2. Break:

The normal workday for full-time employees will be eight hours, excluding a one-half hour lunch break. In each four hours work segment an employee will be entitled to one 15-minute break.

Section 3. Emergency School Closing:

The employee will be expected to work on days school is closed, unless the superintendent grants permission otherwise. If a day of work is lost due to school closing, the employee will have the option of making the day up either that day or at a later day, using a personal day, or receiving no pay. If the day is made up the work will either be in their own area, or if this is not possible, other work in the district will be assigned.

**ARTICLE VI**  
**HOLIDAYS & VACATIONS**

Section 1. Holidays

Subd. 1. 12 month employees: There are 11 paid holidays for 5 day, 52 week employees.

Subd. 2. Eligible holidays are: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Day after Thanksgiving, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and one floating holiday approved by the superintendent.

Subd. 3. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

Subd. 4. Holidays that fall on weekends will be observed on a day established by the school district

Section 2. Vacation:

Subd. 1. Only 5 vacation days on student attendance or teacher workshop days may be taken.

Subd. 2. All vacation days must be approved in advance by the superintendent. The decision of the superintendent is final.

Subd. 3. Vacation earned in one fiscal year, must be used within 6 months of the year earned, or it will be forfeited.

Subd. 4. Vacation Schedule:

- 10 days beginning 1<sup>st</sup> year of employment
- 13 days beginning 2<sup>nd</sup> year of employment
- 15 days beginning 8<sup>th</sup> year of employment
- 18 days beginning 11<sup>th</sup> year of employment
- 20 days beginning 16<sup>th</sup> year of employment

July 1st will be the anniversary date by which an employee's days of vacation shall be computed, based upon hire date.

Vacation is based off 2080 hours, yearly. Any employee using their vacation during the year, but who terminates their employment prior to completion of the 2080 hours will have their used, but unearned vacation deducted from their final paycheck, pro-rated from 2080 hours.

Section 3. Vacation Accrual:

Anniversary date is determined as follows: If employee is hired between July 1 and January 31, vacation will be accrued on July 1 of qualifying year. If employee is hired between February 1 and June 30, vacation will be accrued on July 1 following the qualifying year.

**ARTICLE VII  
DEFERRED COMPENSATION & SEVERANCE**

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available beginning the second (2<sup>nd</sup>) year of employment in the District.

Subd. 2. Employees must use the deferred compensation election during the election period or wait until the next eligible enrollment period. The District shall pay its share of FICA taxes on the matching amount. The District shall match employee contributions (pro-rated from 2080 hours) as follows:

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

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

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

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$1,500 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$1,750 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$2,000 in payment at the rate of \$2.50 per hour.

**ARTICLE IX**  
**OTHER PROVISIONS: TRAINING AND EDUCATION**

The Technology Support Assistant is required to participate in and remain current on appropriate trainings within educational and professional organizations where such expertise will serve the best interest of the School District. Accordingly, the School District will pay such fees for trainings as are required, directed, or permitted, by the Technology Director/Superintendent and/or School Board.

**ARTICLE X**  
**SENIORITY/LAYOFF/RECALL**

Section 1. Seniority:

The district will recognize seniority rights as to order of layoff and recall.

Section 2. Layoff:

An employee whose position is being abolished may displace the employee with the least continuous service within the same category. The employee must have the necessary skills and abilities to meet the conditions of employment for the new position, as determined by the district.

Section 3. Recall:

Employees on layoff shall retain their recall for a period of one year. Call back by categories will be based on seniority. A laid off employee will have ten working days after being recalled to work to elect to do so, failing to do so within the ten-day will forfeit their rights of recall.

**ARTICLE XI**  
**DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD**

Section 1. Probationary Period:

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

Section 2. Completion of Probationary Period:

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

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





**Peru Trip Summary  
November 8, 2021**

**Background:**

The board approved a Spanish Club overnight trip in the spring of 2019. It was agreed that a trip to Peru would be a great language and cultural experience for our students. Since the time of the approval there have been challenges due to COVID-19 and its variants around the country and specifically in Peru.

This [letter](#) was sent out to families on June 16, 2021. The letter explains the facts of the trip as we knew them at that time. Here is our most recent [update](#), sent in October of 2022. Here are the highlights of the most recent update:

- Traveler's need **proof of a completed vaccine series (update as of 11/4)** or proof of a negative covid test to enter Peru.
- Traveler's need proof of a negative covid test to re-enter the U.S.
- If a participant tests positive for covid they would need to receive a sanitary/health order from a specified medical professional in order to return to the US.
- At this time, quarantines normally range from 7-10 days.
- If a participant was not able to return to the USA with the group for any reason, one of the group leaders would be required to stay with the student until their return, or until a parent/guardian was able to relieve the group leader. Any expenses are the responsibility of the participant, including any changes or purchase of airline tickets (for parents/guardian, for example), and lodging/meals/medical for themselves or the group leader/parent/guardian.
- **There has yet to be any information regarding the possibility of requiring vaccines to enter non-essential establishments. Mandates continue to change. (update as of 11/4)**

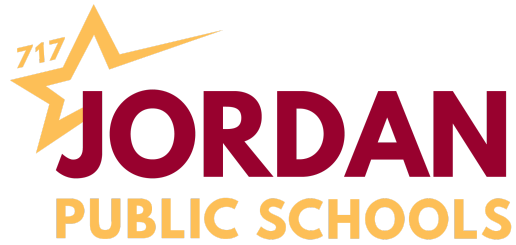
**Options:**

1. Continue to plan and prepare for the board approved trip to Peru.
2. Plan to go to Spain or Costa Rica, not knowing if Covid requirements will shift at any time prior to departure or arrival at that destination. All other countries have similar travel restrictions/guidelines. Some are even more restrictive.
3. Cancel the trip or postpone it to spring break of 2023 (we already have a trip planned for the summer of 2023).

**Our recommendation is:**

It is the recommendation to continue planning and moving forward with the trip to Peru. The reasons for this recommendation are as follows:

- It is not a curriculum requirement for students to go on this trip.
- There are no other options with fewer restrictions.
- We already know and will have planned for the restrictions that the trip to Peru would require. People will be able to make a well informed decision.
  - Will will recommend that students and chaperones get vaccinated.
  - We will strongly recommend that students and chaperones purchase [traveler's insurance](#) with a cancel for any reason clause.
  - We will strongly recommend that students and chaperones review their health insurance policies for information regarding coverage outside of the U.S.



## **Executive Summary: Adding 6th Graders to the Speech Team**

**Submitted by: Joe Perkl & Amy Peters**

**Rationale:** Students currently do not have an opportunity to participate in an activity like speech until they are in seventh grade. We would like to offer them the opportunity to participate on a limited level as sixth graders. We would invite the sixth graders to compete in the 4 junior high meets plus our home varsity meet. The first year is definitely a learning curve, so being able to start your 7th grade year with a season under your belt may help boost confidence.

**Fees:** Since we cannot adjust fee schedules mid year, we would keep the consistent fee of \$160 that is currently in place for 7-12th grade speech students. We would adjust and propose an updated fee structure for speech in the 22-23 school year.



## **CONTRACT**

between

Independent School District No. 717  
Jordan, Minnesota

And

Education Minnesota, Jordan

July 1, 2021 - June 30, 2023

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**CONTRACT  
INDEPENDENT SCHOOL DISTRICT NO. 717  
Jordan, Minnesota**

**ARTICLE 1  
PURPOSE**

**Section 1. Parties:** THIS CONTRACT is entered into between Independent School District 717, Jordan, Minnesota, hereinafter referred to as the School District and the exclusive representative, Education Minnesota, Jordan, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as P.E.L.R.A., to provide the terms and conditions of employment for teachers during the duration of this Contract.

**ARTICLE 2  
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**Section 1. Recognition:** In accordance with P.E.L.R.A., the School District recognizes Education Minnesota, Jordan as the Exclusive Representative of teachers employed by the School District, which Exclusive Representative shall have those rights and duties as prescribed by P.E.L.R.A. and as described in the provisions of this Contract.

**Section 2. Appropriate Unit:** The Exclusive Representative shall represent all the teachers of the District as defined in this Contract and in the P.E.L.R.A.

**ARTICLE 3  
DEFINITIONS**

**Section 1. Terms and Conditions of Employment:** "Terms and conditions of employment" means the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to premiums for group insurance coverage for retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of the teachers, the term does not mean educational policies of a school district. The term is subject to the provisions of P.E.L.R.A. regarding the rights of public employees and the scope of negotiations.

**Section 2. Teacher:** The term "teacher" shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota or any agency thereof, including substitute teachers substituting for the same teachers more than thirty (30) days; but shall not include superintendent, assistant superintendents, principals and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

**Section 3. School District:** Any reference to the School District in the Contract shall mean the School Board or its designated representatives.

**Section 4. Other Terms:** Terms not defined in this Contract shall have those meanings as defined by P.E.L.R.A.

**ARTICLE 4**  
**SCHOOL DISTRICT RIGHTS AND OBLIGATIONS**

**Section 1. Inherent Managerial Rights:** The Exclusive Representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

**Section 2.** The School District has an obligation to meet and negotiate in good faith with the Exclusive Representative regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the School District to agree to a proposal or require the making of a concession.

**Section 3. Effect of Laws, Rules and Regulations:** The Exclusive Representative recognizes that all employees covered by this Contract shall perform the teaching and other teacher related services prescribed by the School District and shall be governed by the laws of the State of Minnesota and by School District rules, regulations, directives and orders, issued by properly designated officials of the School District. The Exclusive Representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Contract and recognizes that the School District, all employees covered by this Contract, and all provisions of this Contract are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of state and federal governmental agencies. Any provision of this Contract found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**Section 4. Rights Reserved:** The School Board has been granted by the State Legislature the power to manage and control the School District. The School Board reserves these delegated powers to itself, except as they may be expressly limited by this Contract.

**ARTICLE 5**  
**ASSOCIATION-TEACHER RIGHTS**

**Section 1. Right to Views:** Nothing contained in this Contract shall be construed to limit, impair or affect the right of any teacher or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment, or circumvent the rights of the Exclusive Representative, nor shall it be construed to require any public employee to perform labor or services against their will.

**Section 2.** The School District has the obligation to meet and confer with professional employees to discuss policies and school operations.

**Section 3.** Teachers, through their Exclusive Representative, have the right and obligation to meet and negotiate in good faith with the School District regarding grievance procedures and the terms and conditions of employment, but such

obligation does not compel the Exclusive Representative to agree to a proposal or require the making of a concession.

**Section 4. Right to Join:** Teachers have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an Exclusive Representative for the purposes of negotiating grievance procedures and the terms and conditions of employment for such teachers with the School District.

**Section 5. Request for Dues Check Off:** Teachers shall have the right to request and be allowed dues check off for the teacher organization of their selection, provided that dues check off and the proceeds thereof shall not be allowed any teacher organization that has lost its right to dues check off pursuant to P.E.L.R.A. Upon receipt of a properly executed authorization card of the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization during the period provided in said authorization. Pursuant to said authorization, the District shall deduct 1/8 of such dues from the monthly salary check of the teacher of the first regular salary check of each month for eight (8) months, beginning in October and ending in May of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately pro-rated to complete payments by the following May. Deductions may be terminated by the teacher by giving thirty (30) days written notice to the School District Business Office. The Business Office shall notify the Association when a teacher terminates the authorization for dues deduction. Deductions shall be made and transmitted each month to the designated organizations together with a list of names of the teachers from whose pay deductions were made.

**Section 6.** Sums withheld by the School District as either dues or fair share fee shall be promptly transmitted to the Association, except as provided in Section 6.

**Section 7.** Duly authorized representatives of the Association and their affiliates shall be permitted to transact official Association business on school property outside of the normal teacher day. If a representative of the Association who is not an employee of this District desires to meet with a teacher during the non-student contact portion of a teacher day, the teacher shall first obtain the permission of the Superintendent of Schools, or his/her designee.

**Section 8. Use of Facilities:** The Association shall have the right to use the building, equipment and mailboxes of the school district after prior consultation with and approval of the Superintendent or their designee. The purpose of the prior consultation with and approval by the Superintendent is to avoid conflicts in the use of district property.

The Association shall reimburse the district for the cost of all materials and supplies and for its use of district equipment. In the event special custodial services are required because of the Association's use of the school buildings, the School District may make a reasonable charge on the same basis as charged other non-commercial users. Provided, however, district buildings, equipment and mailboxes shall not be used for preparation of materials to be used in any strike, withholding of services, for picketing or

bannering, or for the purpose of publicly attacking the School District, its Board, or its agents and employees.

In addition, district buildings, equipment and mailboxes shall not be used by the association or any teacher to support or oppose any candidate for any public elective office or any question that is being submitted to the voters of the district, county or state.

**Section 9.** The District agrees to furnish the Association all information concerning its budget, both present and proposed, revenues, and other financial information. If the Association wishes to make copies of this material, and other copies are not available, it shall pay for the cost of reproduction.

**Section 10. Association Leave:** At the beginning of each odd numbered school year, the Association shall be credited with ten (10) days to be used in the manner as designated by the Association. These days shall be used during the duration of the contract and shall be non-accumulative. The Association agrees to notify the Superintendent of Schools at least two (2) working days prior to the intended use of the leave.

**Section 11.** Nothing contained herein shall be construed to deny or restrict any teacher rights he/she may have under the existing laws of Minnesota or valid regulations promulgated by any state department or agency. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by such laws and valid regulations.

**Section 12.** The School District will make payroll deductions from the teacher's basic salary for the credit union of the teacher's choice. Deductions shall be made only upon written authorization of the teacher. Such authorization may be given by a teacher at any time during the school year and shall be effective for the remainder of the school year. The amount to be withheld from each check shall be stipulated by the teacher.

## **ARTICLE 6 PERSONNEL FILES**

**Section 1.** All evaluations and files relating to each individual teacher shall be available during regular school business hours to each individual teacher upon his/her written request to the extent the teacher's access to any such document is not limited by applicable law. A representative of the Association may, at the teacher's request, accompany the teacher in this review. An appointment must be made in advance for the teacher to review his/her file. The official personnel file for each teacher shall reside at the District office.

**Section 2.** The individual teacher involved will be provided with a copy of any material that is placed in the teacher's personnel file.

**Section 3.** The teacher shall have the right to reproduce any of the contents in his/her file at his/her own expense.

**Section 4.** A teacher may submit for inclusion in his/her file written information in response to any material contained therein, and such response shall become part of the teacher's file.

**Section 5.** The School District may destroy such files as otherwise provided by law and shall expunge from the teacher's file any material found to be false or inaccurate through the grievance procedure provided in Article 17. Expungement proceedings shall be commenced within the time period provided in Article 17, Section 4, for the commencement of a grievance.

## **ARTICLE 7 VACANT POSITIONS**

**Section 1.** All vacancies or new positions in the certified staff, including, but not limited to, classroom teachers, specialists, and positions in programs funded by the federal government, will be adequately publicized by the Superintendent to the existing District teaching staff as such vacancies may occur. The vacancies shall be publicized by electronic communication to all certified staff.

## **ARTICLE 8 LENGTH OF THE SCHOOL YEAR**

**Section 1. Teacher Duty Days:** The School Board shall establish the number of school days and teacher duty days for the coming school year, and the teacher shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school and pursuant to such authority has determined to conduct school. The School District and the Association shall meet and confer on the calendar.

**Section 2. Emergency Closings:** When schools are closed for emergency reasons such as inclement weather, teachers are instructed as follows:

Subd. 1. On days the school starting time is delayed, teachers' starting time is delayed correspondingly.

Subd. 2. On the days school is dismissed early, the teachers may leave after the buses have left.

Subd. 3. On days school is canceled and not rescheduled, the following procedure will be observed:

- a. On the first school closing of the school year, teachers will not be expected to report to school.
- b. On the second through sixth school closing of the year teachers in grades 5-12 will post assignments on Schoology or any other District endorsed Learning Management System. Teachers will be available via email to answer questions about the assignment from 7:20 AM to 3:20 PM. Specialists and teachers in grades PreK-4 will utilize the time for paperwork.

Subd. 4. In the event that school is closed for more than six (6) days in a school year, additional classroom days will be scheduled. The School District, upon request from EMJ, shall meet and confer with EMJ prior to rescheduling any days lost greater than six (6).

**Section 3.** Through the length of the 2021-2023 contract, the school calendar will consist of 186 teacher duty days, 174 of which will be student contact days. New staff members will be required to fulfill 187 teacher duty days. The School District reserves the right to call a teacher to service for all or any part of one additional day. Pay for the same shall be pro-rated as indicated in Article 11, Section 9, Subd. 1.

**ARTICLE 9  
MODIFICATIONS IN CALENDAR, LENGTH OF SCHOOL DAY**

**Section 1.** In the event of energy shortage, severe weather, or other exigency, the School District reserves the right to modify the length of the school calendar, and, if school is closed on a normal duty day(s) the teacher shall perform duties on such other day(s) in lieu thereof as the School District or its designated representative shall determine, if any. The District understands that the total number of hours shall not be increased, e.g., a four day week with increased hours per day, but the total weekly hours are not to exceed the regular five day week.

**Section 2.** Prior to modifying the scheduled length of the school day pursuant to Section 1 hereof, or scheduling make up days pursuant to Section 1 hereof, the School District shall afford the Association the opportunity to meet and confer on such matters.

**ARTICLE 10  
HOURS OF SERVICE**

**Section 1. Building Hours:** The specific hours at any individual building may vary according to the needs of the educational program of the School District. The specific hours for each building will be designated by the School District.

**Section 2. Basic Day:**

Subd. 1. The teacher's basic day, inclusive of a "duty free" lunch, shall be eight (8) hours. In accordance with past practices, on Fridays, or days before a school holiday, teachers may leave school buildings at a reasonable time after the close of the student contact portion of the day. A teacher may "flex" his/her day to encompass an eight (8) hour block (ie: 7:20 – 3:20 or 7:45 – 3:45) with the understanding that when morning 7:20 AM meetings are scheduled, he/she is responsible for being at the meeting at the designated time and the flex option is not available on the designated meeting dates.

**Section 3. Prep Period:** Each teacher shall have a continuous preparation time equivalent to a standard secondary class period within each student contact day, during the individual building hours.

**ARTICLE 11  
RATES OF PAY**

**Section 1. Basic Compensation:**

Subd. 1. 2021-2023 Rates of Pay: The wages and salaries reflected in Schedule A and Schedule B, attached hereto, shall be effective only for the applicable school years and teachers shall advance one increment on the salary schedule.

Subd. 2. Teachers will receive a one-time payment of \$2,000 pro-rated to the employees FTE and hire date in the 2021-2022 school year.

**Section 2. Status of Salary Schedule:** The salary schedule is not to be construed as a part of a teacher's continuing contract, and advancement on the salary schedule shall be governed by the provisions of this Contract.

**Section 3. Placement on Salary Schedule:** The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule: All courses must be pre-approved by superintendent.

Subd. 1. PRIOR APPROVAL: All credits, in order to be considered for application on the salary schedule, must be approved by the Superintendent in writing prior to the taking of the course. Once a degree program has been approved by a teacher's advisor and the Superintendent, the teacher can continue taking courses set forth in that degree plan without individual approval for each course. Any credits mandated by the State Board of Education shall be considered germane credits as described in this Article.

Subd. 2. Germane and Curriculum Related: Credits to be considered for application on any lane of the salary schedule must be germane or related to the teaching assignment as determined by the superintendent. Each teacher's lane change request of ten (10) semester credits may include two (2) workshop/in service experience credits in the field related to his/her teaching assignment. Quarter credits equal 2/3 (.677) semester credits. Fifteen (15) hours of workshop time equals one (1) semester credit. Criteria for workshop credit: If a workshop is sponsored or conducted by the district, no credit may be earned. If a teacher attends a workshop on a school day, and the district pays expenses, no credit may be earned. If a workshop is attended on a school day, but the teacher pays all expenses (except sub teacher), credit may be earned. Workshop credits may not be banked from one lane change to another. All courses approved must be the credit granting institution's own courses.

Subd. 3. Grade and Credits: To apply on the salary schedule, all credits beyond the bachelor's degree should normally be graduate credits. The Superintendent may, however, in cases where the educational program of the School District would be furthered, approve undergraduate credits. Only one grade below 3.0 will be allowed for any lane change, or as a part of any block of credits. In a course graded on a pass/fail basis, a pass grade shall be deemed to be a 3.0, or its equivalent. In no circumstance will a grade lower than a "C" be accepted for movement on the salary schedule.

Subd. 4. At the time a block of credits are considered for a lane change, no credits more than seven-years old will be counted toward the lane change.

Subd. 5. All credits counted toward lane changes beyond the BA lane must be earned after a teacher has received the BA degree. All credits counted toward lane changes after the MA degree must be earned after a teacher has received the MA degree.

Subd. 6. Advanced Degree Program: A teacher shall be paid on the master's degree lane or higher degree lane only if the degree program is germane to the teaching assignment as approved by the Superintendent.

Subd. 7. The training level of teachers as of the beginning of each school year will be the basis of pay for that school year. Applications due to qualified lane changes shall be made to the Superintendent by submission of a transcript or course grade report. A payroll change shall be effective at the following pay period or within thirty (30) days as approved by the Superintendent of Schools. The payroll change will be based on the number of days remaining in the school year from the date of the lane change submission to the district office.

Subd. 8. Payment of Present Salary: The rules contained herein relating to the application of credits on the salary schedule shall not deprive any teacher of any salary schedule payment already recognized and actually being paid for the applicable school year.

Subd. 9. Prior Experience: A teacher who has had experience in other school systems may receive credit for such past teaching experience or experience in other fields of endeavor at the discretion of the Superintendent of Schools, if it is in the interest of the District and the candidate.

Subd. 10. Experience Credit: To receive a year of credit for experience, teachers must work at least 100 days of the total number of teacher duty days as specified in the school calendar. To receive a full year credit for experience, half-time teachers must work at least 100 four hour days of the total number of teacher duty days as specified in the school calendar.

Subd. 11. Lane changes on the salary schedule will be limited to twice a year on September 1 and March 1.

Subd. 12: District Requested Certification: Based upon the needs of the School District for Concurrent Enrollment (College in Schools – CIS), Advanced Placement (AP) or other academic programs, a teacher may be asked to earn additional college credit for certification to qualify to teach these classes.

- A. To be eligible for participation in this program, teachers must be selected by district or building administration. Teachers who are hired with the expectation of getting a licensure or certification as a condition of employment, do not qualify for this program.
- B. Teachers selected for this program have two choices for credit reimbursement.
  - i. Reimbursement of 100% tuition (not to exceed the cost of a graduate credit at the University of Minnesota), books application fees, course fees, and any other required fees associated with needed classes. Credits earned will not count toward a lane change.
  - ii. Reimbursement of 50% tuition (not to exceed the cost of a graduate credit at the University of Minnesota) books, application fees, course fees, and any other required fees associated with needed classes. Credits earned will count toward a lane change.

- C. The number of credits and total cost of the certification shall be agreed upon in advance by the teacher and the School District. The certifying college must agree that the credits will lead to desired certification prior to any financial support being provided.
- D. The teacher agrees to teach the Concurrent Enrollment, CIS, AP, or other academic program for a minimum of five (5) years in the district.
- E. If the teacher leaves the district or declines the Concurrent Enrollment, CIS, AP, or other academic program assignment(s), the teacher shall reimburse the District an amount equal to 20% of the total certification amount per year for each year remaining of the five (5) year period. The teacher will not be required to repay the district if failure to teach the required class(s) during the five (5) year period is caused by School District action.
- F. Classes approved by administration and started after July 1, 2021 will be eligible for reimbursement under this section.

**Section 4. Payroll Deductions:** Teachers absent in excess of leave provisions during the school year shall have their salary reduced by the amount of 1/186 of their total salary for each day of absence.

**Section 5.** Direct deposits of contracted salary shall be issued on the 15th and last day of each month. If either payday falls on a Saturday, or a Sunday, direct deposits shall be distributed on the last school day preceding the 15th or the last day of the month. Extra-curricular salaries shall be paid either over the length of the season, or at the end of the season.

**Section 6.** Payments and insurance deductions will be made on the basis of twenty-four (24) installments.

**Section 7.** The School Board will approve tax sheltered annuity programs for staff members. However, no more than fifteen (15) active companies will be allowed.

**Section 8.** Teachers who have prior approval of their building principal to use their personal automobiles on District business shall be reimbursed at the federal mileage reimbursement rate.

**Section 9. Additional Assignments:**

Subd. 1. Teachers assigned to work beyond the regular school year shall be paid 1/186 of their annual salary for 2021-2023 for each additional day worked for the 2021-2023 school years. Exceptions to this is work beyond the school year mentioned specifically, with a stipulated rate of pay, in this Agreement. Partial days shall also be pro-rated.

**Section 10. Part-Time Teachers:** Part-time teachers shall be placed on Salary Schedule A or Schedule B for the applicable school year. All benefits will be pro-rata for all part-time teachers. Part-time teachers will also be prorated for VEBA, if they choose to be enrolled in the medical insurance plan offered by the District.

**Section 11.** A faculty member teaching 80% or more of a typical full-time assignment shall be considered full-time and the teacher assigned the appropriate additional duties and time.

## **ARTICLE 12 EXTRA COMPENSATION**

**Section 1. Additional Assignments:** Extra assignments associated with additional compensation shall not be construed to be a part of a teacher's continuing contract, unless expressly provided in the individual contract.

**Section 2. Extra-Curricular Compensation:** The wages and salaries reflected in Schedule C, and Schedule D attached hereto, shall be part of the Contract for the applicable school years.

**Section 3. Assignment of Extra-Curricular Duties:** The School District may assign the teacher to extra-curricular, co-curricular, or other assignments subject to established compensation of such services. An assignment shall not be made without agreement of the teacher except where no qualified teacher is willing to assume the assignment. In such case, the assignment shall be only on an annual basis with a limit of two (2) years. In the event that there is more than one qualified teacher, the Superintendent will discuss the matter with the individuals involved and the Association prior to making the assignment. Said extracurricular or other assignments shall, insofar as possible, be described in the individual contract, together with a recitation of the compensation, if any, to be paid for said assignment during the term of the contract.

### **Section 4. Extra Duty Payment:**

#### Subd. 1.

- A. Payment of thirty dollars (\$30) per hour will be paid for attendance at workshops outside the normal workday, where the staff member is receiving information.
- B. Payment of thirty dollars (\$30) per hour will be paid for curriculum work connected with the graduation standards or other curriculum work not directly associated with the normal curriculum preparation expected as part of the teacher's regular assignment, including Homebound Instruction.
- C. Payment of thirty dollars (\$30) per hour will be paid for teaching remedial (i.e., homebound instruction) or enrichment classes on Saturdays, after school, or during the summer. These are classes not a part of the teacher's regular assignment. For every hour of teaching the teacher shall receive twelve (12) minutes of preparation time.
- D. Payment of thirty dollars (\$30) per hour will be paid for time spent doing peer reviews.
- E. A stipend will be paid for each teacher participating in each of the programs listed below:
  - a. Wolf Ridge - \$1,000.00
  - b. Carl Perkins Coordinator - \$2,000.00
  - c. School Site Assessment Coordinators - \$437.00
  - d. Mentoring Experienced Mentees - \$219.00
  - e. Mentoring New Mentees - \$437.00

Subd. 2: Payment of thirty dollars (\$30) per hour, or compensatory time at the mutual agreement of the teacher and District, shall be made for any administrative assigned or requested extra-duty assignment not listed in this contract. In no case shall compensatory time be taken during student contact time. This agreement as to how the teacher shall be compensated will be made ahead of the scheduled event between the principal/superintendent and teacher/s.

Subd. 3: AP Course/CIS/CE teachers - \$1,000 per semester – Teachers who teach more than one section of a subject (i.e. two sections of AP Calculus), in the same semester, shall receive the entire stipend for the first section taught and ½ the stipend for any additional sections. If a teacher teaches more than one AP/CIS/CE subject in the same semester (i.e. 1 section of CIS Calculus and 1 section of CIS Statistics) they will receive the stipend for each individual prep. Because of the added and elevated expectations of students in an AP/CIS/CE class, these teachers will have the right to decline the assignment of a sixth period class.

Teachers who agree to teach a 6th class shall receive the 6th class stipend and the AP/CIS/CE stipend.

A tutoring hour will be assigned but need may necessitate this hour being replaced with a supervisory period such as a study hall.

**Section 5.** Middle school and secondary classroom teachers who teach a 6<sup>th</sup> class period during a 7 period day, shall be paid one-twelfth (1/12) of their base salary. Elementary specialists in Music, Art, and Physical Ed. will be compensated with sixth period pay when they teach a 6<sup>th</sup> period. A semester length assignment would be 1/2 this amount. For the purposes of this section, payment would be for non-supervisory (i.e. classroom teaching) assignment as opposed to supervisory (i.e. study hall, lunchroom, or the like) assignments.

#### **Section 6:**

Subd. 1: Prep Time Substituting: Whenever a teacher agrees to use their prep time, with administrative approval, to sub for another teacher, they shall be compensated at thirty dollars (\$30) per hour.

Subd. 2: Payment for covering classes when no sub available:

- A. If several teachers cover another teacher's class for the entire day, while still having their classes, they will split thirty dollars (\$30) per hour for the hour(s) of when combining classes occurred.
- B. If there is a teacher to teacher agreement (approved by the administration) to cover a teacher's class for a short period of time, no extra pay will be received.
- C. Teachers are granted a prep period daily and cannot be required to sub during the guaranteed prep period. All efforts will be made to try and find alternate coverage with a hired sub and/or by requesting coverage from building staff prior to cancellation of a partial or full specialist course load

for a day. If a specialist course is cancelled and students remain in their classroom, and the classroom teacher agrees to sub, the classroom teacher will receive thirty dollars (\$30) compensation for supervising their students during their prep.

**ARTICLE 13  
GROUP INSURANCE**

**Section 1. Selection of the Carrier:** The selection of an insurance carrier shall be made by the School District pursuant to law. The school district hereby establishes VEBA With Health Reimbursement Arrangement for Active Employees for the 2019-2021 school years.

**Section 2. Establishment of VEBA:** Effective July 1, 2003, ISD #717 adapted the MN Service Cooperative's VEBA Plan and the Employees Benefits Trust Agreement for the benefit of qualifying employees who are members of this Collective Bargaining Agreement. The employer and the employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501 I(9) of the Internal Revenue Code.

**Section 3. Health and Hospitalization and Dental Insurance:**

Subd. 1. Enrollment: All full-time teachers are required to enroll in the health and dental insurance pools.

Subd. 2. District Contribution: The district will make the following contribution for single and family insurance plans for the school years listed below, with teachers being responsible for the remaining portion of their premiums paid by payroll deduction automatically via the Flex Benefits Program as per federal and state statutes.

2021-2022		2022-2023	
Single	\$4,800	Single	4,950
Family	\$8,000	Family	9,350

Subd. 3. HSA and VEBA: The School District shall contribute \$1,000.00 each fiscal year toward each full time teacher's HSA or VEBA Trust Account.

Sud. 4. Flex Spending Account: Teachers will also have the choice of additional monies being held from their paycheck and placed in the Flex Benefit Plan. Eligible health expenses will be reimbursed from the flex benefits cafeteria plan (Health FSA) until a participant's account is exhausted (except for required insurance premiums). Only then will eligible health expenses be reimbursed from the participant's VEBA account.

Subd. 5. In the event that two teachers employed by the School District are married, only one member of the couple is required to enroll in the health and dental insurance pools. Said member must enroll in a family plan. The School District shall contribute \$2,000 to the VEBA trust account of the employee

carrying the family plan. The couple member not carrying a plan will receive no VEBA contribution. If the couple's marriage status changes due to death or divorce, each surviving member must carry at least a single policy. If the married teachers choose to retain or return to single plans as their dependent status changes, they may do so if allowed by the insurance company.

**Section 4:** Fees applicable to the administration of the health insurance and allocable to individual accounts of employees shall be paid by the employer.

**Section 5. Life Insurance:** The School District shall provide group-term life insurance protection in the amount of One Hundred Thousand and no/100 (\$100,000) Dollars per full-time staff teacher for the 2021-2023 school years for whomever qualifies for and is enrolled in the School District group term life insurance plan. The policy will also provide for double indemnity payment in the event of a teacher's accidental death, and settlement on the policy will be made with the teacher's beneficiary, if any, otherwise to the teacher's estate.

**Section 6. Long-Term Disability:** The School District shall provide long-term disability for each full-time teacher who qualifies and is enrolled in the School District long-term disability plan. The contract shall provide that sixty-six and 2/3 percent (66.667%) of a teacher's basic compensation shall be paid in the event of disability in an amount not to exceed \$5,000 per month. Benefits shall become available after sixty (60) calendar days of disability.

**Section 7. Duration of Insurance Contributions:** An employee is eligible for District contributions as provided in this Article as long as the employee is employed by the School District. If an employee is on a leave of absence not covered under FMLA, the employee shall pay the cost of the entire premium until returning to work. Upon termination of employment during the school year, all District participation and contributions shall cease, effective on the teacher's last working day. If a teacher leaves the system at the end of the school year, his/her insurance coverage will continue until the following September 1.

**Section 8. Claims Against the School District:** It is understood that the School District's only obligation is to purchase an insurance policy, provided the teacher has requested such insurance in writing and the Superintendent has acknowledged receipt of such request in writing, and pay such amounts as agreed to herein, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

## **ARTICLE 14 LEAVES OF ABSENCE**

### **Section 1. Sick Leave:**

Subd. 1. Each staff member shall receive 72 hours of paid sick leave per year. Sick leave may be granted for reasons of personal illness or family illness as outlined in MS 181.9413. A new staff member may use all 72 hours of sick leave (beginning with the first day of workshop) even if he or she has not earned or

accumulated 72 hours. A teacher who has used more than his/her proportionate accumulation of sick leave hours at the time of his/her resignation or termination from the School District shall have his/her daily pay for any unearned sick leave hours deducted from his/her final paycheck.

Subd. 2. Unused sick leave hours may accumulate to a maximum credit of 1,000 hours. New hires as of March 2012 will not have a cap on unused sick leave.

Subd. 3. Sick leave allowed shall be deducted from the accrued sick leave hours earned by the teacher.

Subd. 4. Teachers are presently credited with nine (9) days of sick leave accumulation yearly. Teachers using less than five (5) days of combined sick leave, family illness leave, or any other leave taken at the teacher's choice may, at the end of the regular school year, request to sell back those unused days at \$110 per day. Bereavement leave and one (1) personal day will be excluded from days missed when calculating this benefit. The following formula will be used to calculate each teacher's sell-back:  $(5 \text{ days}) - (\text{number of days used}) \times (\$110) = \text{sell-back amount}$ . Days sold back shall be deducted from the accumulated sick leave specified in Article 14, Sec. 1, subd. 2.

## **Section 2. Family Illness Leave/Bereavement Leave:**

Subd. 1. Five (5) days per year, non-accumulative, shall be available to each teacher for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of a teacher's spouse, parent or adult child, or the illness of a teacher's minor child. Bereavement leave may be used because of the death of a teacher's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the teacher.

Subd. 2. A teacher shall provide as much prior notice of intent to use family-illness leave or bereavement leave as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the teacher's accumulated sick leave bank.

## **Section 3. Personal Leave:**

Subd. 1. A teacher shall be granted two (2) days for personal leave with pay yearly. If the two days are not used, the teacher will be paid the substitute rate of pay for the earned days, to be paid in June. A third personal day without pay may be taken. Personal days may be taken in 1/2 day increments, but if so taken, one must be in the a.m. and one in the p.m.

Subd. 2. Limitations: Not more than five percent (5%) of the staff in any one building will be approved or compensated for personal leave on any one day. The number of teachers eligible in a particular building will increase when the number of teachers times five percent reaches a factor of .5 without rounding up. Example:  $2.48 = 2$  teachers, but  $2.52$  equal 3 teachers. Teachers shared between more than one building, if 50/50 share, may go to the building having

an available slot. Anything other than a 50/50 share must go with the building in which the highest percent of their time is spent. Personal leave shall not be granted for purposes of appearing before a court, grievance arbitrator or any other proceeding in which the petitioner for personal leave is a participating individual, through membership in an organization, in any action against the School District.

Subd. 3. Request for personal leave must be made in writing to the School District at least three (3) days in advance, except in cases of emergency. Requests for multiple personal day leaves, after Sept. 15<sup>th</sup>, must be made to the district thirty (30) calendar days in advance of the desired leave.

Subd. 4. A personal day may not be used the first week of school, nor the last three weeks of school. Exceptions may be made at the discretion of the superintendent.

Sub. 5 Banked Personal Days:

- A. Teachers may bank their two paid personal days to a maximum of four (4) days.
- B. Each year, by June 1<sup>st</sup>, each teacher must select either to accept payment for his/her unused day, per subd. 1 of this section, or bank it. Once banked, this day is not eligible at a later date for payment, except as stated in Letter "D" below.
- C. Multiple requests for personal days for the same time period shall be honored as follows:
  - (1) All requests submitted before Sept. 15<sup>th</sup> of the school year in which the leave will be used will be considered to have been filed on Sept. 15<sup>th</sup> of that year.
  - (2) Date of request.
  - (3) Staff member with most recent use of multiple consecutive days will receive the lowest priority.
  - (4) Seniority.
  - (5) File folder number, with lowest number having priority.
  - (6) Spouses will be treated as one for use purposes, if leave is requested together, with the lowest folder number being used as the guide. Once spouses have used multiple leave together, in the subsequent year they will not be eligible for this "unique" treatment, but will be treated as single employees for that year in implementing this criteria.
- D. Teachers, eligible for the district's early retirement program, may, at the time of their retirement, sell back their banked days at \$110. per day.

Exceptions to the above may be made at the superintendent's discretion.

**Section 4. Workers Compensation:**

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers Compensation Act, the School District will pay the difference between the compensation received

pursuant to the Workers Compensation Act by the employee and the employee's regular rate of pay, to the extent of the employee's earned accrual of sick leave.

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

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

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

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

**Section 5. Jury Duty:** Any teacher who is called to serve jury duty or as a subpoenaed witness for a municipal, county, state or federal court proceeding shall be provided leave with pay for each day of required service. The teacher shall notify the District of the dates pending absence as soon as possible following notice of jury duty, but in no event later than one week prior to commencing jury duty service. The teacher shall reimburse to the district any per diem paid.

**Section 6. Military Leave:** Military leave shall be granted to a teacher pursuant to M.S., Chapter 192, and other applicable law.

**Section 7. Summer Session Sick Leave:** One day of non-accumulative sick leave will be allowed for every six-week summer session.

**Section 8. Child Care Leave:**

Subd. 1. A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full-time basis during normal school hours.

Subd. 2. A teacher making application for child care leave shall inform the School District in writing of intention to take the leave at least three calendar months before commencement of the intended leave.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick-leave provisions of the Contract during a period of physical disability. Said period of disability occasioned by pregnancy or delivery shall not exceed a period of six consecutive weeks. In the event of complications related thereto, the disability shall qualify for sick leave provisions under Article 14, Section 1, upon recommendation of a properly licensed medical doctor. The School District

reserves the right to verify the disability designation by a doctor of its own choice and shall pay for the same. A teacher shall not be eligible for sick leave during a period of time covered by a child care leave. A pregnant teacher will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are related to maintaining the continuity of classroom instruction.

Subd. 5. In making a determination concerning the commencement and duration of a child care leave, the School District shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the teacher to return to his/her employment prior to the date designated in the request for child care leave.

Subd. 6. Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination, unless the School District and the teacher mutually agree to an extension in the leave.

Subd. 7. The parties agree that the applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 8. A teacher who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Contract at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave. Teachers shall retain their seniority rights during the leave covered by this section.

Subd. 9. A teacher on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the district pursuant to this section.

Subd. 10. Leave under this section shall be without pay or fringe benefits.

Subd. 11. A teacher may use up to 5 sick days and 5 personal days for the purpose of Paternity Leave.

**Section 9. Adoption Leave:** The District shall grant an adoption leave to any teacher who makes a written application for such leave. Adoption leave will apply to both married and unmarried teachers.

Subd. 1. Upon learning of the date of placement, the teacher shall submit a written application for adoption leave to the School District. Every effort shall be made to permit a teacher to commence his or her leave effective on the date of placement, in all events, the teacher shall be able to commence the leave five (5) working days after such a placement.

Subd. 2. Adoption leave shall be granted under the same terms and conditions specified in Section 8.

Subd. 3. A teacher may use up to 5 sick days and 5 personal days for the purpose of Adoption Leave.

**Section 10. General Leave:**

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

Subd. 2. Teachers who intend to return to their employment with the School District must notify the School District of their intention to return by April 1 of the year preceding the year in which the leave is sought. Teachers who do not comply with this subdivision shall waive their right to return and their right of employment in the School District.

Subd. 3. Such leave may be granted by the School District for overseas teaching, Peace Corps, Vista, National Teacher Corps, extended illness of the teacher, care of family, study germane to the teacher's assignment, travel, exchange teaching, holding a full-time office in Education Minnesota or United Educators, or for other reasons deemed appropriate by the School District.

Subd. 4. The teacher shall accrue seniority credit for the period of general leave, but shall not receive experience credit for the period of this leave unless the leave involves actual teaching experience. In such case, experience shall be granted.

Subd. 5. Applications for general leave shall be submitted in writing to the School District as soon as possible.

**Section 11. Sabbatical Leave:**

Subd. 1. A sabbatical leave may be granted to full-time teachers in the School District for the purpose of professional improvement subject to the conditions established by the School District and subject and pursuant to M.S. 122A.49. Sabbatical leave is not a right but a privilege which may be granted by the School District. Sabbatical leave may be granted to teachers who have

demonstrated by their performance and their application for sabbatical leave, that such experience would enable them to make a contribution to the improvement of the instructional program of District 717.

Subd. 2. To be eligible for sabbatical leave, an individual must have been continuously employed at least six (6) years in the School District or at least four (4) continuous years in this District plus four (4) or more years in another school district.

Subd. 3. Sabbatical leave for study shall be limited to an individual centering his/her study in his/her area of employment in the School District and shall not be used for retraining in a new area unless at the request of the School District.

Subd. 4. The proposed program of study must be approved in advance by the School District.

Subd. 5. Applications for sabbatical leave shall be submitted in writing to the School District at the earliest possible date, but in no case shall this be after March 10 of the year preceding the school year in which the leave is sought.

Subd. 6. The number of teachers on sabbatical leave shall be limited to two teachers in any one year. The granting of sabbatical leave, however, is purely within the discretion of the School District. The School District reserves the right to refuse to grant any and all sabbatical leaves, if, in the judgment of the School District, such leaves should not be granted.

Subd. 7. The allowance granted to a teacher on sabbatical leave shall be one-half of the basic contract salary (not including any extracurricular pay) of the individual for the school term for which the application for the sabbatical leave is made. The District shall make the same contribution toward a teacher's fringe benefits as made for a teacher on the active teaching staff during the year of the sabbatical leave.

Subd. 8. A teacher receiving a sabbatical leave of absence must agree in writing to return to the School District for at least two (2) years of service after completion of the sabbatical leave. A teacher who has received a sabbatical leave and fails to complete two (2) years of service with the School District shall refund on a prorated basis those monies received from the School District for sabbatical leave, and said monies shall be due and payable to the School District forthwith upon cessation of employment in the School District.

Subd. 9. The application for a sabbatical leave shall contain a detailed description of the intended activity and expected benefit to the School District, including, but not limited to, the institution where study will take place, courses and number of credits to be carried, and all other details surrounding the program.

Subd. 10. Sabbatical leave shall not exceed one (1) contract year and shall be awarded not more than once to any teacher in the School District.

Subd. 11. The School District reserves the right to rescind a sabbatical leave approval in the event of an emergency.

Subd. 12. Upon satisfactory completion of a sabbatical leave, the individual shall be assigned an equivalent contractual position.

Subd. 13. A teacher on sabbatical leave shall retain such amount of sick leave days and other accrued benefits which he/she had accrued, if any, at the time he/she went on sabbatical leave for use upon his/her return pursuant to the sick-leave policy. No additional sick leave shall accrue for the period of time that a teacher is on sabbatical leave.

Subd. 14. A teacher who returns from a sabbatical leave shall advance to the next step on the salary schedule.

**Section 12. Administration of Leaves:** When the School District has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the School District may prospectively require a doctor-signed certificate of any teacher claiming sick leave. Education Minnesota, Jordan shall be informed of any investigation and of possible abuse of leaves.

## **ARTICLE 15 DEFERRED COMPENSATION/RETIREMENT BENEFITS**

**Section 1.** Severance/Early Retirement incentives pay shall be paid in two (2) annual installments when the qualifying teacher reaches the Rule of Ninety. If a qualifying teacher dies before reaching the Rule of Ninety, his/her severance shall be paid to the teacher's named beneficiary, if any, otherwise to the teacher's estate.

**Section 2.** Severance pay shall not be granted to a teacher whose employment is terminated pursuant to M.S. 122A.40. A teacher placed on unrequested leave who is subsequently rehired shall have his/her severance pay accrual restored.

**Section 3.** Matched deferred compensation is available to all full-time teachers beginning their third (3rd) year of teaching in the District. All District teachers who began their tenth (10th) year of teaching in the District prior to 7-1-91 are eligible to participate in the matching program in addition to the severance program. Should these teachers participate in the matching program and be eligible for severance pay, the total District matching contribution shall be subtracted from the severance amount.

- A. Teachers with over ten (10) years of service shall be eligible to pre-purchase from their earned severance pay balance as of 6-30-93. Once a teacher qualifies and receives severance benefits under Sec. 2 above, they will no longer be eligible to participate in the Deferred Match Program.
- B. Eligibility: Beginning with the third (3<sup>rd</sup>) year of employment, teachers will be eligible for a \$500 yearly match. Starting with the sixth (6<sup>th</sup>) year, teachers will be eligible for a \$2,000 yearly match. The district shall pay its share of FICA on the matching amount. The district's lifetime match will not exceed \$21,500 for the 2021-2022 school year and \$22,000 for the 2022-2023 school year.

- C. A minimum of fifteen (15) investment companies, selected by the EMJ, will be allowed in District 717.
- D. Any teacher desiring to participate in the matching program must notify the district office in writing by September 1<sup>st</sup> of the amount they wish to match. A teacher may not change this amount during the year; however, they may drop out at any time, if the district office is notified in writing.

**Section 4. Early Retirement Program:** Window will be yearly from January 1st to April 1st. This is the period of time when an employee desiring to take advantage of this program for the following school year must notify the district, in writing, that they desire to participate in the program. The board must take action to approve the request not more than one month from the date of the request.

- A. Goal: Enhance severance package for qualifying faculty.
- B. Eligibility: (1) District 717 employee for 25 years, or (2) Teachers with at least 20 years of experience in District 717 but less than 25 years in District 717 and 30 years total teaching experience will qualify on a pro-rated basis of 4% reduction per year.
- C. Incentives:
  - 1. Sick leave buy back at \$10 per hour, up to 1,000 hours at the time of retirement, payable in same units as severance pay.
  - 2. Six years or to full Social Security/Medicare, whichever comes first of District Plan for:
    - a. single dental
      - i. In the event that the retired employee passes away prior to receiving the full benefit the remaining benefit will cease.
    - b. \$100,000 of life insurance
  - 3. Insurance Plan: Lump sum payment for single health insurance. Sum will be determined by adding \$1,100 (District VEBA contribution for retirees) to the single health insurance premium at the time of retirement and multiplied by six years, or the number of years employee has to reach full Social Security/Medicare. This lump sum payment will be placed in the retiree's VEBA account. If the district discontinues the VEBA plan, only the single premium under the old plan will be multiplied by six.
  - 4. Insurance will not be provided to retirees hired after March 12, 2012. Retirees may purchase insurance through the district at their own expense at the time of their retirement.

## **ARTICLE 16 UNREQUESTED LEAVE OF ABSENCE (ULA) AND SENIORITY AGREEMENT**

**Section 1. Purpose:** The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10, which article, when adopted, shall constitute a plan for unrequested leave because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidation of districts.

**Section 2. Definitions:** For purposes of this article, the terms defined shall have the meaning respectively ascribed to them.

Subd. 1. Teacher: "Teacher" means a member of the appropriate unit as defined in this Contract.

Subd. 2. Qualified: "Qualified" shall mean a teacher who is certified and has either taught within this area of certification as a Jordan staff member within the last ten (10) years or has taken course work within this area of certification.

Subd. 3. Seniority: Seniority applies only to Tier 3 and Tier 4 qualified teachers and commences with the first day of continuous teaching service in the School District. Teachers teaching less than a full contract day or year shall accrue seniority in their existing assignments, but shall not be able to either displace full-time teachers or claim full-time positions that may become vacant.

In determining the length of seniority, a teacher whose employment has been legally terminated by resignation, or termination pursuant to M.S. 122A.40, but whose employment was subsequently reinstated by the action of the School District and the teacher, without interruption of regular service, shall retain his/her seniority.

Subd. 4. School Board: "School Board" means the local governing board of the School District.

### **Section 3. Unrequested Leave of Absence:**

Subd. 1. Terms: The School District may place on unrequested leave of absence for a period not to exceed four (4) calendar years from the time such leave is commenced, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation with another district or districts after which the right to reinstatement shall terminate provided the teacher's right to reinstatement shall also terminate if the teacher fails to file a written statement requesting reinstatement with the Superintendent by April 1<sup>st</sup> of each year.

Subd. 2. Notice: Continuing contract teachers: A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1 – licensed, Tier 2 – licensed, Tier 3 licensed or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3 and 4 continuing contract teachers shall be placed on unrequested leave of absence in inverse order of seniority as calculated by the most recent date of hire as a licensed teacher with the exception of those teachers in whom the District has invested funds to send to specialized training or who have been hired with specialized academic training as a

CIS or CE certified teacher. Teachers placed on ULA who have more seniority than another teacher in the same subject field, but do not have approval to teach CIS or CE courses, must receive notice by February 15<sup>th</sup> of that year that they are being proposed for ULA due to the fact that another teacher has been approved to teach CIS or CE courses. The teacher being proposed for ULA has until March 15<sup>th</sup> to notify the district of their ability to obtain certification to teach the CIS or CE course/s in question the following school year, and thus avoid ULA.

Subd. 3. Placement: Exceptions for licensure: Notwithstanding the provisions above, a teacher is not entitled to exercise any seniority when that exercise results in that teacher being retained by the district in a field for which the teacher holds only a provisional license, as defined by PELSB, unless that exercise of seniority results in the placement of unrequested leave of absence of another teacher who also holds a provisional license in the same field.

Subd. 4. Affirmative Action Program: The provisions herein shall not apply if it will result in any violation of the District's affirmative action program which shall include ethnic, race, color or sex, and any person employed in an affirmative action program may be retained in the same field or subject matter of a teacher with greater seniority if it is necessary to effectuate the purposes of such affirmative action programs.

Subd. 5. Tie Breaker: If there are teachers with identical seniority, the teacher or teachers to be placed on unrequested leave shall be those with fewer total years of teaching in public or private schools. If, after the application of the above criteria, there is still a tie, the teacher or teachers to be placed on unrequested leave shall be determined by the teacher or teachers having the higher license number being placed on unrequested leave first.

Subd. 6. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period, and may be eligible for unemployment compensation if otherwise eligible under that law for such compensation, and such leave will not result in a loss of credit for years of service in the district earned prior to the commencement of such leave if the teacher is reinstated. Teachers on authorized leaves, including unrequested leave, shall continue to accrue seniority credit for the period of time spent on leave, up to the total of four (4) years.

#### **Section 4. Reinstatement:**

Subd. 1. Process: No new teacher shall be employed by the School District while any qualified teacher is on unrequested leave of absence in the same field or subject matter. Teachers placed on unrequested leave of

absence shall be reinstated to the position from which they have been given leave, or any other available position in the School District for which the teacher is certified and qualified. The order of reinstatement shall be in inverse order in which teachers were placed on unrequested leave.

Subd. 2. Notices: When placed on unrequested leave, a teacher shall file his/her name and address with the School District personnel office to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the teacher by registered mail at the teacher's last known address shall be sufficient and it shall be the responsibility of any teacher on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided herein.

Subd. 3. Acceptance of Reemployment: If a position becomes available for a qualified teacher on unrequested leave, the School District shall mail the notice to such teacher who shall have fifteen (15) working days from the date of the postmarked notice to accept the re-employment. Failure to reply in writing within such fifteen (15) working days period shall constitute waiver on the part of the teacher to any further rights of employment or reinstatement, he/she shall forfeit any future reinstatement or employment rights. Provided, however, that if notice of an available position is given to any teacher on or after August 16 of any school year, such teacher shall have the right to defer the effective date of return to actual service until the beginning of the next succeeding school year if he/she is employed by another public or private school or school district that will not release him/her from an existing contract. A teacher so deferring the date of her/his return to actual service shall sign an individual teacher contract for such next succeeding school year. In the event a teacher accepts a position but defers his/her effective date of return as provided herein, the School District shall be free to fill the vacant position on a temporary basis from any source, without regard to teachers remaining on unrequested leave of absence. The School District shall also be free to fill any position on a temporary basis pending completion of the recall procedure.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease four (4) years from the date unrequested leave was commenced and no further rights to reinstatement shall exist unless extended by written mutual consent with each qualified teacher.

## **Section 5. Establishment of Seniority List:**

Subd. 1. Preparation: The School District shall cause a seniority list (by name, amount of seniority, areas of certification and qualification within those areas of certification, salary lane, and total years of teaching) to be prepared from its records as soon as practicable, but no later than December 15. It shall thereupon post such list in an official place in each school building of the district. Part-time teachers will receive seniority as part-time teachers on the part-time teacher seniority list. Teachers who have been full-time teachers and who become part-time teachers due to the ULA process shall not lose seniority on the full-time teacher seniority list, but shall establish seniority as both full-time and part-time teachers. Teachers who request a volunteer reduction in assignment will no longer accrue seniority on the full-time seniority list beginning on February 11<sup>th</sup>, 2019.

Subd. 2. Request for Change: Any person whose name appears on such list and who may disagree with the findings of the School District and the order of seniority in said list shall have twenty (20) days from the date of posting to supply written documentation, proof and request for seniority change to the School District.

Subd. 3. Final List: Within twenty (20) days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes. A final seniority list shall thereupon be prepared by the School District, which list, as revised, shall be binding on the School District and any teacher. Each year thereafter, the School District shall cause such Seniority List to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. Such yearly revised list shall govern the application of the unrequested leave of absence policy until thereafter revised.

**Section 6. Filing of Licenses:** In any year in which a reduction of teaching positions is occurring and the School Board is placing teachers on ULA, only those licenses actually received in the Superintendent's office for filing as of March 15<sup>th</sup> of such year shall be considered for purposes of determining lay-off within areas of licensure for the following school year. A license filed after March 15<sup>th</sup> shall be considered for purposes of recall but not for the current reduction.

**Section 7. Effect:** This Article shall be effective at the beginning of this Contract and shall govern all unrequested leaves until a new contract between the Jordan School District and the Association is officially signed and ratified. This Article shall govern all teachers as defined therein and shall not be construed to limit the rights of any other certified employee not covered by the Contract or other agreement affecting such certified employees.

**Section 8. Review:** For purposes of review of the School District decision placing a teacher on unrequested leave of absence, the provisions of M.S. 122A.40 shall apply and, therefore, shall not be subject to the grievance procedure.

## **ARTICLE 17 GRIEVANCE PROCEDURE**

**Section 1. Grievance Definition:** A "Grievance" shall mean an allegation by a teacher of the Association resulting from a dispute or disagreement between the teacher and/or the Association and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Contract.

**Section 2. Representative:** The administrator, School District, or teacher may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

### **Section 3. Definitions and Interpretations:**

Subd. 1. Extension: Time limits specified in this Contract may be extended by written mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law or District action.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

**Section 4. Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Contract allegedly violated and the particular relief sought, within twenty (20) working days after the date the event giving rise to the grievance occurred. Failure to file a grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. The parties agree that the time limits specified herein are maximum time limits and further agree that the prompt resolution of all grievances is to their mutual interest. Every effort will, therefore, be made by both parties to complete each step of the grievance procedure as promptly as possible.

**Section 5. Adjustment of Grievance:** The School District and the teacher shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the building principal shall give a written decision on the grievances to the parties involved within five (5) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet, mutually convenient to the aggrieved, regarding the grievance within seven (7) days after receipt of the appeal. Within five (5) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: If the grievance is not resolved satisfactorily in Levels I and II, the Bureau of Mediation Services (BMS) will be petitioned to provide grievance mediation before the District's review of the grievance.

**Section 6. School District Review:** The School District reserves the right to review any decision issued under Level I, Level II, or Level III of this procedure providing the School District notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School District reviews a grievance under this section, the School District reserves the right to reverse or modify such decision.

**Section 7. Denial of Grievance:** Failure by the School District or its representative to issue a decision within the time periods provided herein, shall constitute a denial of the grievance, and the teacher may appeal it to the next level.

**Section 8. Arbitration Procedures:** In the event that the teacher and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the BMS to appoint an arbitrator, pursuant to P.E.L.R.A., providing such request is made within twenty (20) days after the request for arbitration. The request shall ask that

the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing, at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision: Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by P.E.L.R.A.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording, if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitration shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Contract; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of this grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

## **ARTICLE 18 PUBLICATION OF THE CONTRACT**

**Section 1:** Copies of this Agreement titled "Contract" between the School District and the Association shall be electronically delivered within (30) days after the Contract is signed, and copies shall be made available upon request to all teachers now employed or hereafter employed.

**ARTICLE 19**  
**DURATION**

**Section 1. Term and Reopening Negotiations:** This Contract shall remain in full force and effect for a period commencing on July 1, 2021, through June 30, 2023, and thereafter until mutual modifications are made pursuant to P.E.L.R.A. In the event a successor Contract is not entered into prior to the commencement of school in 2023, a teacher shall be compensated according to the last individual contract executed between the teacher and the School District until such a time as a successor Master Contract is executed. If either party desires to modify or amend this Contract commencing on July 1, 2021, it shall give written notice of such intent no later than May 1, 2023. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Contract.

**Section 2. Effect:** This Contract constitutes the full and complete Contract between the School District and the Association representing the teachers of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning the terms and conditions of employment inconsistent with these provisions.

**Section 3. Finality:** Unless otherwise agreed, any matters relating to the current Contract term, whether or not referred to in this Contract, shall not be open for negotiation during the term of this Contract.

**Section 4. Severability:** The provisions of this Contract shall be severable and if any provision thereof or the application of any such provisions under any circumstances is held invalid, it shall not affect any other provision of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Contract as follows:

For:  
JORDAN EDUCATION ASSOCIATION

\_\_\_\_\_  
Sara Sievers, Union President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Mangone, Union Negotiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Olson, Union Negotiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephanie Olstad, Union Negotiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amy Peters, Union Negotiator

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT 717

\_\_\_\_\_  
Deb Pauly, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandy Burke, Clerk

\_\_\_\_\_  
Date

**SCHEDULE A  
SALARY SCHEDULE 2021-2022**

2021- 22		LANES								
		BA	BA+10	BA+20	BA+30	BA+40/ MA	MA+10	MA+20	MA+30	MA+40
<b>STEPS</b>	1	\$46,373	\$46,891	\$47,412	\$48,448	\$49,485	\$50,268	\$51,045	\$51,822	\$52,372
	2	\$47,942	\$48,471	\$49,002	\$50,060	\$51,119	\$51,916	\$52,711	\$53,504	\$54,063
	3	\$48,688	\$49,218	\$49,748	\$50,809	\$51,867	\$52,664	\$53,455	\$54,252	\$55,045
	4	\$49,609	\$50,136	\$50,667	\$51,727	\$52,788	\$53,582	\$54,375	\$55,172	\$55,965
	5	\$50,403	\$50,935	\$51,727	\$52,788	\$54,112	\$54,906	\$55,965	\$57,026	\$58,084
	6	\$51,198	\$51,993	\$52,788	\$53,848	\$55,434	\$56,229	\$57,555	\$58,880	\$60,202
	7	\$52,224	\$53,283	\$54,078	\$55,136	\$56,989	\$57,786	\$59,374	\$60,964	\$62,553
	8	\$53,313	\$54,343	\$55,136	\$56,196	\$58,314	\$59,374	\$61,227	\$62,818	\$64,672
	9	\$54,884	\$55,954	\$57,022	\$58,097	\$60,501	\$61,838	\$63,712	\$65,585	\$67,458
	10	\$56,128	\$57,199	\$58,537	\$59,874	\$62,281	\$63,889	\$65,759	\$67,899	\$69,773
	11	\$57,199	\$58,271	\$59,874	\$61,479	\$63,889	\$66,027	\$67,899	\$70,040	\$71,913
	12	\$58,271	\$59,608	\$61,211	\$63,353	\$65,759	\$68,169	\$70,040	\$72,450	\$74,334
	13	\$61,883	\$63,275	\$65,194	\$67,829	\$70,454	\$72,975	\$74,932	\$77,285	\$79,138
	14	\$63,244	\$64,651	\$66,590	\$69,250	\$71,902	\$74,447	\$76,425	\$78,801	\$80,672
	15	\$63,987	\$65,393	\$67,332	\$69,992	\$72,643	\$75,189	\$77,167	\$79,544	\$81,414
	16	\$64,729	\$66,137	\$68,075	\$70,735	\$73,386	\$75,931	\$77,910	\$80,285	\$82,157
	17	\$65,796	\$67,209	\$69,157	\$71,831	\$74,495	\$77,053	\$79,041	\$81,429	\$83,310
	18	\$66,542	\$67,954	\$69,904	\$72,577	\$75,241	\$77,802	\$79,787	\$82,174	\$84,055
	19	\$67,288	\$68,700	\$70,649	\$73,323	\$75,987	\$78,547	\$80,533	\$82,922	\$84,801
	20	\$68,034	\$69,446	\$71,396	\$74,070	\$76,733	\$79,293	\$81,279	\$83,669	\$85,548
	21	\$68,780	\$70,193	\$72,142	\$74,816	\$77,479	\$80,038	\$82,024	\$84,414	\$86,294
	22	\$69,527	\$70,939	\$72,887	\$75,562	\$78,225	\$80,784	\$82,771	\$85,160	\$87,040
	23	\$70,273	\$71,686	\$73,634	\$76,307	\$78,971	\$81,531	\$83,518	\$85,905	\$87,785
	24	\$71,019	\$72,431	\$74,379	\$77,053	\$79,718	\$82,277	\$84,263	\$86,653	\$88,531
	25	\$72,464	\$73,906	\$75,897	\$78,634	\$81,358	\$83,969	\$86,002	\$88,444	\$90,364

**SCHEDULE B  
SALARY SCHEDULE 2022-2023**

2022-23		LANES								
		BA	BA+10	BA+20	BA+30	BA+40/ MA	MA+10	MA+20	MA+30	MA+40
<b>STEPS</b>	<b>1</b>	\$47,069	\$47,595	\$48,123	\$49,175	\$50,228	\$51,022	\$51,811	\$52,599	\$53,157
	<b>2</b>	\$48,661	\$49,198	\$49,737	\$50,810	\$51,886	\$52,695	\$53,501	\$54,307	\$54,874
	<b>3</b>	\$49,418	\$49,956	\$50,495	\$51,571	\$52,645	\$53,454	\$54,257	\$55,066	\$55,871
	<b>4</b>	\$50,353	\$50,888	\$51,427	\$52,503	\$53,580	\$54,385	\$55,191	\$55,999	\$56,805
	<b>5</b>	\$51,159	\$51,699	\$52,503	\$53,580	\$54,924	\$55,729	\$56,805	\$57,882	\$58,955
	<b>6</b>	\$51,966	\$52,773	\$53,580	\$54,656	\$56,265	\$57,072	\$58,418	\$59,763	\$61,105
	<b>7</b>	\$53,007	\$54,082	\$54,890	\$55,963	\$57,844	\$58,653	\$60,265	\$61,879	\$63,491
	<b>8</b>	\$54,113	\$55,158	\$55,963	\$57,039	\$59,189	\$60,265	\$62,145	\$63,760	\$65,642
	<b>9</b>	\$55,707	\$56,793	\$57,877	\$58,969	\$61,409	\$62,765	\$64,668	\$66,569	\$68,470
	<b>10</b>	\$56,969	\$58,057	\$59,415	\$60,772	\$63,215	\$64,847	\$66,746	\$68,918	\$70,820
	<b>11</b>	\$58,057	\$59,145	\$60,772	\$62,402	\$64,847	\$67,017	\$68,918	\$71,091	\$72,992
	<b>12</b>	\$59,145	\$60,502	\$62,129	\$64,304	\$66,746	\$69,191	\$71,091	\$73,536	\$75,449
	<b>13</b>	\$62,812	\$64,224	\$66,172	\$68,846	\$71,511	\$74,070	\$76,056	\$78,445	\$80,325
	<b>14</b>	\$64,193	\$65,620	\$67,589	\$70,289	\$72,980	\$75,563	\$77,571	\$79,983	\$81,882
	<b>15</b>	\$64,946	\$66,374	\$68,342	\$71,042	\$73,733	\$76,317	\$78,325	\$80,737	\$82,636
	<b>16</b>	\$65,700	\$67,129	\$69,096	\$71,796	\$74,487	\$77,070	\$79,078	\$81,489	\$83,389
	<b>17</b>	\$66,783	\$68,217	\$70,194	\$72,909	\$75,612	\$78,209	\$80,226	\$82,650	\$84,559
	<b>18</b>	\$67,540	\$68,974	\$70,952	\$73,666	\$76,370	\$78,969	\$80,984	\$83,407	\$85,316
	<b>19</b>	\$68,298	\$69,731	\$71,709	\$74,423	\$77,127	\$79,725	\$81,741	\$84,166	\$86,073
	<b>20</b>	\$69,055	\$70,487	\$72,467	\$75,181	\$77,884	\$80,482	\$82,498	\$84,924	\$86,832
	<b>21</b>	\$69,811	\$71,246	\$73,224	\$75,938	\$78,641	\$81,239	\$83,255	\$85,680	\$87,588
	<b>22</b>	\$70,570	\$72,003	\$73,980	\$76,695	\$79,398	\$81,996	\$84,013	\$86,437	\$88,345
	<b>23</b>	\$71,327	\$72,761	\$74,738	\$77,452	\$80,156	\$82,754	\$84,770	\$87,194	\$89,102
	<b>24</b>	\$72,084	\$73,518	\$75,495	\$78,209	\$80,914	\$83,511	\$85,527	\$87,953	\$89,859
	<b>25</b>	\$73,551	\$75,015	\$77,036	\$79,813	\$82,579	\$85,229	\$87,292	\$89,771	\$91,719

**SCHEDULE C  
EXTRA-CURRICULAR SCHEDULE  
2021-2023**

Coaches' and director's' salaries will increase for the 2021-2022 and 2022-2023 contract years at the same percentage rates as the teachers' salaries.

	<b>2021-2022</b>	<b>2022-2023</b>
Weight Room Supervision *	\$3,240.00	\$3,288.00
Max Training Coordinator	\$5,105.00	\$5,182.00
<b>Group 1</b>		
Head Football	\$5,499.00	\$5,581.00
Head Volleyball	\$4,681.00	\$4,751.00
Head Boy's/Girl's Basketball	\$5,842.00	\$5,929.00
Head Wrestling	\$5,014.00	\$5,090.00
Head Baseball	\$4,514.00	\$4,581.00
Head Softball	\$4,514.00	\$4,581.00
Head Speech	\$5,032.00	\$5,107.00
<b>Group 2</b>		
Head Tennis	\$3,950.00	\$4,010.00
Head Boy's/Girl's Track	\$4,249.00	\$4,313.00
Head Boy's/Girl's Golf	\$3,950.00	\$4,010.00
Head Cross Country	\$3,563.00	\$3,616.00
Head Boy's/Girl's Soccer	\$4,196.00	\$4,259.00
Head Dance	\$4,795.00	\$4,867.00
Head Nordic Ski	\$4,260.00	\$4,324.00
<b>Group 3</b>		
Asst. Varsity Football	\$3,574.00	\$3,628.00
JV Football	\$3,574.00	\$3,628.00
JV Volleyball	\$3,043.00	\$3,088.00
JV Boy's/Girl's Basketball	\$3,797.00	\$3,854.00
JV Wrestling	\$3,260.00	\$3,309.00
JV Baseball	\$2,934.00	\$2,978.00
JV Softball	\$2,934.00	\$2,978.00
B Volleyball	\$3,043.00	\$3,088.00
B Boy's/Girl's Basketball	\$3,797.00	\$3,854.00
First Assistant Speech	\$3,270.00	\$3,319.00
<b>Group 4</b>		
JV Tennis	\$2,567.00	\$2,606.00
JV Track, Boy's/Girl's	\$2,762.00	\$2,804.00
Assistant Golf Boy's/Girl's	\$2,567.00	\$2,606.00
Assistant Cross Country Boy's/Girl's	\$2,316.00	\$2,351.00
JV Soccer	\$2,727.00	\$2,768.00
JV Dance	\$3,116.00	\$3,163.00
Assistant Nordic Ski	\$2,769.00	\$2,811.00

**Group 5**

C Football	\$3,024.00	\$3,070.00
C Volleyball	\$2,574.00	\$2,613.00
C Boy's/Girl's Basketball	\$3,213.00	\$3,261.00
C Wrestling	\$2,758.00	\$2,799.00
C Baseball	\$2,483.00	\$2,520.00
C Softball	\$2,483.00	\$2,520.00

**Group 6**

MS Football	\$2,199.00	\$2,232.00
MS Volleyball	\$1,872.00	\$1,900.00
MS Boy's/Girl's Basketball	\$2,337.00	\$2,372.00
MS Wrestling	\$2,006.00	\$2,036.00
MS Baseball	\$1,805.00	\$1,832.00
MS Softball	\$1,805.00	\$1,832.00
MS Boy's/Girl's Track	\$1,699.00	\$1,725.00
MS Assistant Boy's/Girl's Track	\$1,105.00	\$1,121.00
MS Boy's/Girl's Golf	\$1,580.00	\$1,604.00
MS Assistant Boy's/Girl's Golf	\$1,027.00	\$1,043.00
MS Boy's/Girl's Soccer	\$1,679.00	\$1,704.00
MS Assistant Boy's/Girl's Soccer	\$1,091.00	\$1,108.00
MS Boy's/Girl's Cross Country	\$1,425.00	\$1,446.00
Second Assistant Speech	\$2,012.00	\$2,043.00

**Group 7**

School Newspaper, Sr. High	\$801.00	\$813.00
School Newspaper, Middle School	\$801.00	\$813.00
HS Yearbook	\$3,102.00	\$3,148.00
Senior Class Advisor	\$1,468.00	\$1,490.00
Prom Advisor	\$1,591.00	\$1,615.00
Concessions Advisor	\$2,652.00	\$2,692.00
Class Advisors	\$270.00	\$274.00
High School Instrumental Music	\$3,044.00	\$3,089.00
Middle School Instrumental Music	\$432.00	\$439.00
High School Vocal Music	\$1,973.00	\$2,002.00
Middle School Vocal Music	\$432.00	\$439.00
Elementary Vocal Music	\$1,159.00	\$1,176.00
Show Choir	\$1,282.00	\$1,301.00
Fall Cheerleading	\$2,887.00	\$2,930.00
Senior High Student Council	\$2,490.00	\$2,527.00
Middle School Student Council	\$1,457.00	\$1,478.00
SADD Leadership	\$1,593.00	\$1,617.00
Fall Play	\$3,962.00	\$4,021.00
Fall Play Assistant	\$2,576.00	\$2,614.00
Fall Musical (Vocal Director)	\$2,860.00	\$2,903.00
Fall Musical Pit Orchestra Director	\$1,859.00	\$1,887.00
Fall Musical Choreographer	\$1,144.00	\$1,162.00
Fall Musical Artistic Director	\$5,167.00	\$5,245.00
Fall Musical Assistant Director	\$3,359.00	\$3,409.00
Spring Play	\$3,962.00	\$4,021.00

Spring Play Assistant	\$2,576.00	\$2,614.00
One Act Play	\$3,194.00	\$3,242.00
One Act Play Assistant	\$2,076.00	\$2,107.00
Middle School Play Director	\$2,199.00	\$2,232.00
Middle School Play Assistant	\$1,585.00	\$1,609.00
Spanish Club	\$678.00	\$688.00
FCCLA	\$1,593.00	\$1,617.00
National Honor Society	\$977.00	\$992.00
Knowledge Bowl Coach	\$1,823.00	\$1,850.00
Middle School Knowledge Bowl	\$729.00	\$740.00
Middle School Yearbook	\$490.00	\$497.00
Robotics Coach	\$3,839.00	\$3,897.00
Assistant Robotics Coach	\$2,496.00	\$2,533.00
Safety Patrol Advisor	\$2,122.00	\$2,153.00
Math Masters	\$490.00	\$497.00
Elementary School Yearbook	\$424.00	\$431.00

- o Head Coaches of varsity sports are given one day for their sport's state tournament.
- o Those individuals hired prior to January, 2018 will receive the greater stipend when comparing the Schedule C stipends that existed prior to January 2018 or the Schedule C stipends that were agreed upon in January, 2018.
- o The Schedule C Committee will meet annually to review the Activity/Athletics Compensation Model and any concerns or questions brought forth to the committee's attention. The committee will be comprised of the Superintendent, HS Principal, AD, three members of EMJ, and School Board Negotiators.

**SCHEDULE C**  
**PLAYOFF COMPENSATION**

- o After the week of the first playoff game or contest, head coaches or advisors of a team sport/activity will be compensated at a rate of \$150 per week. Any game or practice held during the additional week of post-season play will count as one full week, even if the team does not participate during the entire week. When no team is involved and individuals are competing, compensation for the head coach or advisor will be \$100 per week. If both team and individuals are competing, the head coach/advisor will receive the \$150 stipend only. Essential varsity coaches (as determined by the contract) will be compensated at a rate of \$100 per week regardless of whether it is a team or individual sport.
- o The pep band director will be compensated an additional \$75 per pep band appearance to support teams in the post-season

**SCHEDULE C  
EXTRA CURRICULAR LONGEVITY  
2021-2023**

Longevity Criteria:

Longevity may be gained as an activity head or assistant, however the following criteria applies:

- a. If an activity head moves the following year to an assistant's position, he/she will be given credit for his/her years of experience in the activity.
- b. An activity assistant, who becomes the activity head for the same activity, will be given 1 year of credit for each year of experience as an assistant.
- c. An activity head or assistant who quits that activity, except for the longevity leave explained below, loses his/her longevity years.
- d. Longevity is counted only in each specific activity. An activity head or assistant cannot transfer longevity in one activity to another activity.

Longevity Leave:

An activity head or assistant may ask for a 1 year leave of absence from his/her activity. Approval of this request will be at the discretion of the Board of Education. If granted the activity head or assistant must agree to reassignment to that activity the following year, or he/she loses longevity standing.

**LONGEVITY SCALE FOR SCHEDULE C**

**2021-2023**

GROUPS 1-6					
<b>YEARS</b>	<b>0-5</b>	\$0	<b>YEARS</b>	<b>16-17</b>	\$70.00
	<b>6-7</b>	\$70.00		<b>18-19</b>	\$70.00
	<b>8-9</b>	\$70.00		<b>20-21</b>	\$70.00
	<b>10-11</b>	\$70.00		<b>22-23</b>	\$70.00
	<b>12-13</b>	\$70.00		<b>24-25</b>	\$70.00
	<b>14-15</b>	\$70.00		<b>26-27</b>	\$70.00

GROUPS 7					
<b>YEARS</b>	<b>0-5</b>	\$0	<b>YEARS</b>	<b>16-17</b>	Equivalent to 6-7 years
	<b>6-7</b>	Salary x 1.8%		<b>18-19</b>	Equivalent to 6-7 years
	<b>8-9</b>	Equivalent to 6-7 years		<b>20-21</b>	Equivalent to 6-7 years
	<b>10-11</b>	Equivalent to 6-7 years		<b>22-23</b>	Equivalent to 6-7 years
	<b>12-13</b>	Equivalent to 6-7 years		<b>24-25</b>	Equivalent to 6-7 years
	<b>14-15</b>	Equivalent to 6-7 years		<b>26-27</b>	Equivalent to 6-7 years

Each teacher shall receive a 1+1 athletic pass.

## **ARTICLE 20 EARLY CHILDHOOD FAMILY EDUCATION**

### **Section 1. Statutory Considerations**

Pursuant to MN Statute 122A.26, An ECFE teacher who teaches in an ECFE program, which is offered through a community education program which qualifies for community ed. aid or ECFE aid, must meet licensure requirements as a teacher. However, MN Statute.122A.15 specifically provides that such licensure shall not be construed to bring such an ECFE teacher within the definition of a teacher for purposes of MN Statute 122A.40, Subd.1.

### **Section 2. Application of contract**

The parties recognize that the employment of ECFE teachers is unique and market driven, and accordingly requires particular consideration in the contract because of this unique employment relationship.

### **Section 3. Probationary period**

The probationary period for ECFE teachers shall be three (3) school years of continuous service. During the probationary period the district shall have the right to suspend, discharge, or otherwise discipline an employee, and the employee shall have access to the grievance procedure. Upon completion of the probationary period, an employee may be suspended or discharged only for just cause and such employee shall have access to the grievance procedure.

### **Section 4. Seniority List**

ECFE teachers shall have seniority only as an ECFE teacher and shall have a separate seniority list consisting only of ECFE teachers. An ECFE teacher shall not have any rights to any other teaching position in the district. ECFE teachers shall be laid off and recalled within the order of seniority with other ECFE teachers. The district will follow Article 16, Section 3, regarding timelines for ECFE teachers.

### **Section 5 Basic Compensation**

ECFE teachers shall be compensated pursuant to the specific ECFE salary schedule in Schedule F, and shall not be entitled to compensation on the regular teacher salary schedule.

### **Section 6 Extra Compensation**

- A. Teachers will be compensated at their regular teacher rate of pay when providing services for non-teaching related activities, such as ECFE activity nights, non class parties, programs, field trips, etc. For field trips, pay will be calculated from the time the trip leaves the school to the time the trip returns to the school, to a maximum of eight hrs daily.
- B. Teachers will receive their regular hourly rate for student conferences and home visits. Home visits will be paid at a rate of one hour per home visit.

### **Section 7 Prep Time**

ECFE teachers shall be paid thirty minutes of prep time for each class taught. In addition, they will receive thirty minutes of set-up time and thirty minutes of take-down time for each class.

## **Section 8 Hours of Service**

- A. Recognizing the unique changing and irregular nature of the ECFE program, hours of service, duty day, duty week, and duty year shall be assigned by the district and modified from time to time based upon the needs of the program.
- B. All positions under this contract will have flexible hours that may include evening assignments and/or occasionally weekend events. The flexibility is critical to the success of the programs by allowing them to meet the scheduling needs of the clients.
- C. Schedules will be developed by the ECFE Coordinator at the beginning of each programming period. Every effort will be made to match teaching schedules with the personal preferences of teachers, within limits of providing program services.
- D. Hourly teacher hours may be added or reduced during the course of a programming period depending upon enrollments or other needs.

## **Section 9 Staff Development**

ECFE teachers are eligible to receive staff development training, as approved by the ECFE coordinator. Money for staff development will come from ECFE funds. Payment for staff development will be at the teacher's rate of pay, or the district's payment for such activities, whichever is less, as explained in the district's contract, Article 12, Section 4.

## **Section 10 Group Insurance**

ECFE teachers will receive insurance benefits according to Article 13, Section 3, subd.1. To receive full benefits a teacher must work 1,488 hours in the school year from August 20th through August 19th of the subsequent year. Hours worked less than 1,488 will result in prorated benefits from the 1488 hours per year. No benefits will be available for teachers working less than 540 hours per year. All benefits are subject to any hours limits for eligibility the insurance company may set as a criteria for eligibility. If a teacher's work schedule results in a reduction of hours, that would result in an overpayment of benefits, an adjustment will be made in the subsequent month/months salary to correct this overpayment.

## **Section 12 Articles of Master Contract applying to ECFE Teachers**

Articles 1,2,3,4,5,6,17,18,19, 20, Schedule C, Schedule D, Schedule E, Schedule F.

## **Section 13 Articles of Master Contract not applying to ECFE teachers**

Articles 7,8,9,10,11,12 (except as referenced above),13 (except as referenced above),14,15,16, Schedules A and B .

**ARTICLE 21  
PRESCHOOL TEACHERS**

All provisions of Article 20 found in the Master Agreement between the District and Union apply to Preschool Teachers with the following exceptions:

**Section 1. Statutory Considerations**

Statutory Considerations from Article 20 do not apply to Preschool Teachers.

**Section 4. Seniority List**

Preschool teachers shall have seniority only as a preschool teacher and shall have a separate seniority list consisting only of preschool teachers. A preschool teacher shall not have any rights to any other teaching position in the district. Preschool teachers shall be laid off and recalled within the order of seniority with other preschool teachers. The district will follow Article 16, Section 3, regarding timelines for preschool teachers.

**Section 8. Hours of Service**

The hours of service will have a Subsection E added outlining that Preschool Teachers' working days and the maximum hours per day/week will be based on enrollment and will be determined by August 15th of each year. Evening preschool classes may be included within the weekly maximum hours. This maximum hours designation will include the addition of Prep Time as outlined in Article 20, Section 7.

Subsections AD are specific to ECFE teachers.

Subsection E is specific to Preschool teachers.

**Emergency Closings:**

When schools are closed for a full day for emergency reasons such as inclement weather, preschool teachers are instructed as follows: 1.

1. On days the preschool starting time is delayed, teachers' starting time is delayed correspondingly.
2. On the days preschool is dismissed early, the teachers may leave after the students have left.
3. On days preschool is cancelled and not rescheduled, the following procedure will be observed: On the first preschool closing of the school year, teachers will not be expected to report to preschool and shall be paid. On the 2nd preschool closing the preschool teacher may report to school and be paid or if cannot make it into school, make up the hours on a later day or have the option of not getting paid.
4. In the event that preschool is closed more than two days in a school year, the preschool program may choose to add a makeup day or days.

**Article 14 Leaves of Absence Section 1. Sick Leave:**

Subd. 1. Preschool teachers shall receive prorated sick leave based on hours worked.

Subd. 2. Same

Subd. 3. Same

Subd. 4. Preschool teachers shall receive prorated sick leave sellback based on hours worked.

**Section 2. Family Illness Leave/Bereavement Leave:**

Subd. 1. Same

Subd. 2. Same

Subd. 3. Same

**Section 3. Personal Leave:**

Subd. 1. Preschool teachers shall receive prorated personal leave based on hours worked.

Subd. 2. NA

Subd. 3. Same

Subd. 4. Same

Subd. 5 Banked Personal Days.

A. Same

B. Same

C. NA

D. Same

E. Same

**SCHEDULE F  
ECFE/PRESCHOOL TEACHER SALARY SCHEDULE**

**2021-2022**

		LANES	
		BA	MA
<b>STEPS</b>	<b>1</b>	\$28.42	\$29.67
	<b>2</b>	\$28.81	\$30.11
	<b>3</b>	\$29.31	\$30.59
	<b>4</b>	\$29.76	\$31.05
	<b>5</b>	\$30.21	\$31.50
	<b>6</b>	\$30.67	\$31.95
	<b>7</b>	\$31.12	\$32.41
	<b>8</b>	\$31.57	\$32.85
	<b>9</b>	\$32.02	\$33.30
	<b>10</b>	\$32.48	\$33.76
	<b>11</b>	\$32.92	\$34.22
	<b>12</b>	\$33.39	\$34.67
	<b>13</b>	\$33.79	\$35.08
	<b>14</b>	\$34.28	\$35.57
	<b>15</b>	\$34.73	\$36.03

**2022-2023**

		LANES	
		BA	MA
<b>STEPS</b>	<b>1</b>	\$29.42	\$30.71
	<b>2</b>	\$29.82	\$31.16
	<b>3</b>	\$30.34	\$31.67
	<b>4</b>	\$30.80	\$32.14
	<b>5</b>	\$31.27	\$32.60
	<b>6</b>	\$31.74	\$33.07
	<b>7</b>	\$32.21	\$33.54
	<b>8</b>	\$32.67	\$34.00
	<b>9</b>	\$33.14	\$34.46
	<b>10</b>	\$33.62	\$34.94
	<b>11</b>	\$34.08	\$35.41
	<b>12</b>	\$34.56	\$35.89
	<b>13</b>	\$34.98	\$36.30
	<b>14</b>	\$35.48	\$36.82
	<b>15</b>	\$35.95	\$37.29

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# American Indian Education Aid Application

School Year (SY) 2021-22 | Fiscal Year (FY) 2022

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## American Indian Education Aid)

The American Indian Education Aid (AIEA) program is administered by the Minnesota Department of Education (MDE) and provides per-pupil funding to districts, charter schools, and tribal schools that report an American Indian student count of 20 or more on the October 1 MARSS reporting deadline. Twenty American Indian students generate a base award of \$20,000, and each American Indian student beyond that generates an additional \$358.

Districts and schools that meet the 20-student threshold are notified of their aid eligibility the spring prior to the school year in which they are eligible to receive the aid. This communication includes the American Indian student count along with the maximum aid award that those students generate.

Please carefully review the American Indian Education Aid guidance document located on the [American Indian Education Aid webpage](#) to prior to completing this application. This document provides in-depth information about American Indian student counts, aid awards and distribution and expenditures, and it will help to inform staff and American Indian Parent Advisory Committees (AIPACs) as they collaborate on the required application narratives and budgeting.

## The Application Overview

This application is comprised of three required sections. Incomplete applications will be returned for revision.

### Section 1: Applicant Information

This section asks for pertinent information including the name and number of the school or district, the name and contact information for applicable staff, and the name and contact information for the American Indian Parent Advisory Committee (AIPAC) chairperson.

### Section 2: The Program Plan

This affords applicants with the opportunity to provide a thorough narrative on the operations and goals of the American Indian Education program within the district or school. This section is governed by six areas of focus found within [Minnesota Statutes 124D.74, subdivision 1](#):

1. Support postsecondary preparation for pupils;
2. Support the academic achievement of American Indian students;
3. Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils;
4. Provide positive reinforcement of the self-image of American Indian pupils;
5. Develop intercultural awareness among pupils, parents, and staff; and,
6. Supplement (not supplant) state and federal educational and co-curricular programs.

The six areas of focus must contain the details of the program(s) that are to be implemented. The bulk of the budget may not be funneled into just one of the areas of focus. The program details must align to [Minnesota Statutes 124D.81, subdivision 2](#), and must specifically address each of the following:

- a. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
- b. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
- c. Describe the district goals and objectives, and how those objectives will be achieved;
- d. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and
- e. Describe how the program will be organized, staffed, coordinated, and monitored; and,
- f. Project expenditures for programs under sections 124D.71 to 124D.82 (see required supplements below).

### **Section 3: The Certification Statement**

This section is a signed declaration, affirming that the program plan was created collaboratively, and in full consultation with the AIPAC, and that the AIPAC was afforded the opportunity to make suggestions, review data, and collaborate with staff on the goals, initiatives, and expenditures outlined within the application narrative. It requires the signatures of the superintendent or charter/tribal school director, the American Indian Education primary staff person, and the AIPAC chair.

### **Required Supplements**

In addition to this application, participants are required to fill out and submit a budget worksheet and an AIPAC roster. Both items are available as separate downloads on the [American Indian Education Aid webpage](#). Applications that are submitted without both of these required items will not be accepted.

#### **The Program Budget Worksheet**

The budget worksheet is a downloadable excel workbook that must accompany the AIEA application at the time of submission, and it must align to the AIEA award estimate. It is formatted for ease of use. Budget worksheets must detail the projected expenditures that will support the activities and initiatives outlined within the program plan narrative, and it supports adherence to item “f” above.

Applicants that propose using 50% or more of AIEA on staff salaries must also fill out the Budget Supplement tab. See the Salaries section of the program guidance document for more information.

#### **The AIPAC Roster**

The AIPAC roster is a downloadable supplement that must accompany the AIEA application at the time of submission.

## The Application Deadline

In order to afford participants more flexibility to collaborate with their AIPACs and write their program plans, the American Indian Education Aid Program now uses a submission window.

All applications must be submitted September 25-November 30. Extensions beyond November 30 will not be granted.

### Submit

Submit your completed application, your budget worksheet, and your AIPAC roster to: [MDE.AIEA@state.mn.us](mailto:MDE.AIEA@state.mn.us).

## **Applicant Information**

### **District, Charter School or Tribal School Information**

District/School Name: Jordan Public Schools

District/School Number: 0717

### **Superintendent or Charter/Tribal School Director**

Name: Ranae Case Evenson

Email: [revenson@isd717.org](mailto:revenson@isd717.org)

### **American Indian Education Staff**

Primary Staff Name: Chad Williams

Email: [cwilliams@isd717.org](mailto:cwilliams@isd717.org)

Secondary Staff Name: Sarah Miller

Email: [smiller@isd717.org](mailto:smiller@isd717.org)

### **American Indian Parent Advisory Committee Chairperson**

Name: Ann Hiegel

Email: [annhiegel@gmail.com](mailto:annhiegel@gmail.com)

## **Area 1: Support Postsecondary Preparation for American Indian Pupils**

**Provide a program narrative for how the district will support postsecondary preparation for American Indian pupils. This narrative must address items a-e, and is limited to 350 words.**

1. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
2. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
3. Describe the district goals and objectives, and how those objectives will be achieved;
4. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
5. Describe how the program will be organized, staffed, coordinated and monitored.

### **Narrative:**

JHS provides Native American students with support for postsecondary preparation through the staff of the AIPAC coordinator and the high school counselor. The AIPAC coordinator meets with the students weekly to guide them through a goal setting process and explain opportunities that the students can attend or apply for. The high school counselor formally meets with the senior and junior students twice a year to explain college options, scholarship opportunities, financial aid assistance, ACT preparation tutoring, and discuss other options for post-graduation. The AIPAC coordinator uses the resources to support identified students to ensure they are given the opportunity for post-secondary options and success. During the 2020-2021 school year, 100% of the identified American Indian students reached the benchmark on the Pre-ACT and ACT college readiness assessments.

### **District Goal/Objectives:**

During the 2021-2022 school year, 100% of American Indian students in the Jordan School District will reach benchmark on the Pre-ACT and ACT college readiness assessments. The identified American Indian students in grades 9-12 may take/re-take the ACT exam, ACT prep courses, visit colleges they are interested in attending, and prepare students for post-secondary and career options. The Jordan School District will create and provide post-secondary folders that will help students become career and post-secondary ready prior to their graduation from JHS by June 2022.

The Jordan School District will strongly encourage career readiness and post-secondary college visits for 18 American Indian students in grades 9-12. The district will strongly encourage students in 11th and 12th grade to visit up to 3 colleges of interest. The AIPAC Coordinator will work one on one or in small groups based on post-secondary interests. This will be done through supporting students who elect to take/re-take the ACT exam, ACT prep courses, and/or visit colleges they are interested in attending. Students will work with the equity specialist and be provided a resource folder that provides information on post-secondary and career options. American Indian Program Coordinator will meet monthly by documenting meeting times with students and their school counselor and report this to the AIPAC Council. Students are provided a year by year checklist to ensure needs are being met for career and college readiness. **American Indian Program Coordinator will report to AIPAC Council on student engagement at JHS.**

## **Area 2: Support the Academic Achievement of American Indian Students**

**Provide a program narrative for how the district will support the academic achievement of American Indian students. This narrative must address items a-e, and is limited to 350 words.**

1. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
2. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
3. Describe the district goals and objectives, and how those objectives will be achieved;
4. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
5. Describe how the program will be organized, staffed, coordinated and monitored.

**Narrative:**

The AIPAC coordinator along with academic coaches provide after school academic coaching for identified American Indian students in need of support. Students will be identified through our FAST BRIDGE Assessments in reading and math and along with classroom teacher referral based on classroom data. Transportation home is provided to participating students. Academic coaches keep track of individual students' grades and missing assignments. Once a coach notices a student is missing several assignments or failing, the AIPAC coordinator is responsible for contacting parents to offer after school academic support. The afterschool program runs Monday through Thursday from 3:00 pm to 4:00 pm.

**Goal/Objectives:**

During the 2021-2022 school year with 100% accuracy, the Jordan School District with the AIPAC council increase the social and emotional learning through cultural activities and trainings to decrease the achievement gap in reading and math. Due to the COVID-19 Pandemic, our goal is to maintain our current status with no achievement gap from fall testing data to spring testing data by using our FAST BRIDGE assessment tool. During the 2021-2022 school year, the district will use FAST BRIDGE data along with data collected by our AIPAC Coordinator when meeting with students during the school day and supervising the after school support groups for the identified American Indian students. The district along with the AIPAC council will be providing cultural activities and events during the 2021-2022 school year (i.e. Native Pride Dancers, basket making activity, etc.)

The Jordan School District along with the AIPAC council will increase and review detailed local assessment test scores, review trend data and make decisions on services being provided to our identified American Indian students through targeted after school services. The district and AIPAC council will provide instructional resources through our American Indian trunks (i.e. books, buffalo hide, and other collected artifacts) for identified American Indian students in grades K-12 and participating in cultural activities throughout the 20-21 school year.

**Area 3: Make Curriculum Relevant to the Needs, Interests, and Cultural Heritage of American Indian Pupils**

**Provide a program narrative for making curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils. This narrative must address items a-e, and is limited to 350 words.**

1. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
2. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
3. Describe the district goals and objectives, and how those objectives will be achieved;

4. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
5. Describe how the program will be organized, staffed, coordinated and monitored.

**Narrative:**

Teachers in grades k-12 working with the AIPAC coordinator purchase literature and supplies to enhance and supplement the curriculum with Native American perspective, history, and current events. Books have all been purchased from the Birchbark Bookstore, owned by Ojibwe author, Loiuise Erdrich. K- 4 purchased materials promoting Indigenous games and activities. The 6th grade teacher supplements the Reading curriculum with Birch Bark House. The 6th grade social studies curriculum is supplemented with historical fiction and nonfiction books pertaining to the boarding school era. At the high school level Night Flying Woman is read by 10th graders.

**District Goals/Objective:**

With 100% accuracy, during the 2021-2022 school year, the Jordan School District with the AIPAC council will support and increase the awareness and curriculum relevant to the needs, interests, and cultural heritage of our American Indian students through staff develop and curriculum writing events that will bring cultural activities and training to our students in our K-12 buildings. This will help to incorporate the cultural heritage of American Indian pupils to our school curriculum and lessons.

**Area 4: Provide Positive Reinforcement of the Self-Image of American Indian Pupils**

**Provide a program narrative for how the district will provide positive reinforcement of the self-image of American Indian pupils. This narrative must address items a-e, and is limited to 350 words.**

1. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
2. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
3. Describe the district goals and objectives, and how those objectives will be achieved;
4. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
5. Describe how the program will be organized, staffed, coordinated and monitored.

**Narrative:**

Identified American Indian JHS and JMS students will be provided the opportunity to meet once a month with Travis Decory, Lakota tribe member, and an associate to partake in cultural activities such as: drumming, beading, and making ribbon dresses, rattles, moccasins, breast plates, jingle dressers, and dreamcatchers. The students' time with Travis will be supported in attendance by the AIPAC coordinator. Students at JES will have weekly meetings with the AIPAC coordinator. During the 45-minute weekly meeting students will: share during circle time (talking stick), learn language (simple greetings and phrases), participate in cultural activities, and read Native American books with reading buddies from middle school and high school.

**District Goals/Objective:**

During the 2021-2022 school year with 100% accuracy, the Jordan Public Schools with the AIPAC council will support and provide positive reinforcement of the self-image of American Indian pupils by providing 100% of identified American Indian students with the opportunity to take part in district cultural activities (i.e. drumming, beading, Horse Camp, etc.) by emailing, calling and sending out various communications and notifications to parents/guardians of students. Our AIPAC Coordinator will personally reach out to our students and families consistently throughout the school year on the activities provided to our students. The goal is to have all students take part in one activity during this school year.

## **Area 5: Develop Intercultural Awareness Among Pupils, Parents, and Staff**

**Please provide a program narrative explaining how the district will develop intercultural awareness among pupils, parents, and staff. This narrative must address items a-e, and is limited to 350 words.**

1. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
2. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
3. Describe the district goals and objectives, and how those objectives will be achieved;
4. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
5. Describe how the program will be organized, staffed, coordinated and monitored.

### **Narrative:**

JPS school district hosts 3 family dinners where teachers, administrators, and families are invited to dine together and learn about Native American traditions and rituals; saging, land acknowledgement, and traditional blessings. The AIPAC coordinator along with the AIPAC council will plan the dates, dinners, and eagle feather ceremony. The eagle feather ceremony will have a traditional dinner and student involvement. Classroom teachers have supplemental materials to enhance curriculum with Native American voice and perspective.

The district and AIPAC council will provide instructional resources for identified American Indian students in grades K-12 and participating in cultural activities throughout the 20-21 school year. The AIPAC will provide identified American Indian students with culturally appropriate activities to help engage in learning. Activities included are: a banquet for identified American Indian students to provide awards/recognition with participation in district activities, cultural events through the diverse leadership group, Native American Horse Camp and other activities throughout the 20-21 school year. The projected students to participate in the Native American Horse Camp will be 8 students in grades 5-12 and projected American Indian Awards/Recognition banquet of 30 or more families in attendance. All activities will be determined on district procedures related to the COVID-19 Pandemic and the guidance of MDH and MDE.

### **District Goals/Objective:**

During the 2021-2022 school year with 100% accuracy, the Jordan School District and AIPAC council will provide district staff with culturally responsive teacher training, program development, and time for

curriculum writing so our identified American Indian students will become well rounded and meet their unique educational needs with 100% accuracy. The goal is to provide our identified American Indian families/students four culturally relevant events. Families will be sent a satisfaction survey to gather data and feedback based on the events provided to their families and students through the 2021-2022 school year. Survey will be send after the final banquet of the school year.

## **Area 6: Supplement (not supplant) State and Federal Educational and Co-curricular Programs**

**Please provide a program narrative for how the initiatives outlined in program areas 1-5 will supplement (not supplant) state and federal educational and co-curricular programs, specific to American Indian students. This narrative is limited to 350 words.**

### **Narrative:**

The Jordan Public Schools continue to grow current programs and activities for our American Indian students. We continue to provide after school tutor programs for our American Indian students to support academic needs but bring in cultural experiences and activities while our staff meet with students after school. We are excited about the continued experience with our annual summer Horse Camp for our students. Students will continue to learn about their culture and the power of the horse to their culture. We are very excited to partner with area school districts on resources they have brought into their school district(s) that we can also bring into Jordan. We specifically have contracted with Travis Decoy to work with our American Indian students with culturally appropriate activities to help engage in learning in the Jordan Schools. Along with this service we are continuing on preparing our students for life after high school by supporting college visits, preparing for the ACT exams, etc. Overall, we have built a strong program for our identified students and will continue to support them with rich cultural experiences through our AIPAC funds.

## The Certification Statement

By signing or inserting your electronic signature below, you hereby certify that the American Indian Education Aid application components have been developed in full collaboration with the district or school's American Indian Parent Advisory Committee, pursuant to [Minnesota Statutes, section 124D.78](#), and you attest that:

- All goals, narratives, and budgets were discussed in detail and agreed upon by all parties, and,
- All programming initiatives supplement, and do not supplant any state or federal educational or co-curricular programs.
- Superintendent or Charter/Tribal School Director: *Ranae Case Evenson*
- Director of American Indian Education: *Chad Williams*
- American Indian Parent Advisory Committee Chair: *Ann Hiegel*

<b>American Indian Education Aid Budget Projections</b>		<b>SY21-22   FY22</b>
<b>District/School Name and #: Jordan Public Schools #717</b>		<b>\$ 34,678.00</b>
<b>Expense</b>	<b>Area(s) of Focus</b>	<b>Budget</b>
AIPAC Coordination Salary	Staff will work across all 5 focus areas (1-5)	\$ 9,338.00
After School Academic Support	Area(s) 1 and 2	\$ 2,390.00
Transportation	Area 1, 2, 4 and 5	\$ 5,000.00
College Visist/Post-Secondary Support (ACT PREP, etc.)	Area 1 and 2	\$ 3,000.00
Eagle Feather Ceremony	Area 4	\$ 150.00
School Cultural Activity/Supplies (smudge, beads, etc.)	Area 2, 3 and 4	\$ 2,700.00
Cultural Family Gatherings Activity/Night	Area 4 and 5	\$ 4,000.00
School Cultural Programming (Drum, Turtle Rattle, etc.)	Area 3, 4 and 5	\$ 4,600.00
Cultural Relevant Field Trips (Horse Camp)	Area 3, 4 and 5	\$ 3,500.00
<b>Total Expenses</b>		<b>\$ 34,678.00</b>

## November 8, 2021 Board Report

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

### Now Hiring:

- Like many businesses, organizations and school districts we are continually looking for ways to fill open positions.
- Currently we have open positions in Clerical, Paraprofessionals, Buildings and Grounds, Kids Company and School Psychologist. While we are in a better position than many districts, it is critical that we make every effort to find the right staff and get these positions filled.
- Substitutes are an essential part of our organization. We have unfilled substitute positions almost every day, and often multiple unfilled positions.
  - This is occurring nationally and across the state.
  - Covid has impacted people's willingness to sub in schools.
  - Rates of Pay can also be a consideration.
- Our staff step up every day, taking additional teaching positions during their preps, covering where they can. We have had principals teaching and serving lunches, District Office Staff subbing in classrooms and some teaching staff have subbed 22 plus days already this year. We are so appreciative of the teamwork we see on a daily basis. It is important to note however, that when our staff do fill in, their typical work goes undone or is delayed.
- Each building has had solutions seeking conversations, as we have within leadership. We all understand that this is not unique to Jordan Public Schools. We will continue to seek solutions to entice people to want to sub here in Jordan. Examples we are considering to implement include:
  - Incentives for subbing:
    - Welcome kits, water bottle, lunch provided
    - Increased rate of pay for subbing multiple days in a row.
  - Additional marketing and advertising of open positions
    - Communications on KCHK, The Jordan Independent, MASA, Edpost, MSBA, Indeed and Jordan Social Media.
    - We will have a new ad coming out on November 11 and 13 that will be distributed within all SW News publications (eight southwest metro cities) highlighting areas of need.

### Supporting Family Communication:

- Last month I shared how we might add additional layers of communication support for our families. For parents that are new to the district or new to having students in the school setting, they may not know the best ways to communicate with staff or find information when they have questions.
- We always encourage our families to reach out to their closest points of contact (coach, teacher, principal etc).

- We have now added supportive guidance for families on our website (Live on Monday November 8th) in the form of Frequently Asked Questions and points of contact. We hope our families find this helpful!

### **Enrollment Update**

- As of October 1, 2021:
  - 21-22 [EC-12 monthly enrollment](#) was 1833 students.
  - [21-22 Open Enrollment information](#)



**High School Board Notes  
November 8, 2021**

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

- The staff continues to work on improving their craft. We will spend time on November 5th during our professional development time working on a number of topics based on learning modules created by JPS staff.
- Jeff Vizenor met with other area principals for a short conference on what is working and what could be improved as we continue to move forward in another unique school year.
- We are working with area manufacturing companies to look at how we can build partnerships for our students in the community. It is our goal to continue to grow the number of partnerships we have with our business community.

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

- Student council worked on the month of Kindness in October. There were great ideas and many good tweets about kindness and treating others with respect. There were also lessons shared in SNAP.

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

- Invitation Conferences went well. Parents and students responded well to the high school teachers' attempts to help students find greater success. We had 100% attendance from our invited and confirmed list. We will continue to look at this intervention and try to find the best strategy to help the most students.
- Conferences will be held on November 11th. These conferences will be in person in the high school commons.
- We held the first Reward and Intervention program on October 29th. It was a successful day for those students that stayed and took advantage of the opportunity. 66% of students were able to leave at 1pm as part of the "reward" piece of the day.
- We had our first large group concerts since the pandemic began. It was great to see students and families together enjoying music! We are working to find a new date for the rescheduled band concert.

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

- Sophomores took the Pre-ACT test on October 20. Core area teachers will use the results to help students decide what courses to take in their areas and students will use results during Ramp Up to Readiness activities.
- Juniors took the ASVAB test on October 20. Representatives from the military will present results to students. The focus will be on career aptitude and students will use the information during the registration process.

**Jordan Middle School Board Report  
November 8<sup>th</sup>, 2021**

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

- The first quarter of school has gone very well. As a staff we continue to focus on effective tier one instruction, strong relationships, clear expectations and community building.
- The MTSS team meets to review student data and adjust accordingly.
  - All students are benchmarked at the start of the year, middle of the year and at the end of the year.
  - Students showing concern were/are given support and progress is monitored to gauge the effectiveness of the support.

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

- Building goals are finalized and implemented.
  - 80% of students will meet their individual growth goal in reading and math, as measured on FASTBridge from fall to spring.
  - PBIS/Grade level teams will review monthly discipline data and plan instruction to address behaviors.
  - Grade level team will communicate monthly with families in a proactive manner.
- Grade level teams continue to review academic and behavioral data to support students.
- JMS will continue to focus on effective Tier 1 instructional strategies.
  - Staff development committee surveyed staff and are modeling effective tier one strategies to support student learning.
  - This month focused on formative and summative assessment tools.

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

- PBIS committee continues to review data and share schoolwide data with staff.
- November's building wide theme is respect. Grade level advisory focus will be on teaching what respect looks like at JMS.
- We continue to look for candidate for the following positions:
  - WIN Room paraprofessional

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

- Invitation conferences were held on October 18th. This is always a powerful time of planning and collaboration with families to support students.
  - Building wide participation was 92 percent.
  - Each advisory teacher continues to connect with students and families to support student learning.
- Open house conferences will be held on November 18th from 3:30-7:30 pm. Families will have options to meet their needs on this night.
  - Families can get general grade level information and curriculum in grade level videos that will be emailed out.
  - Families will have the option to meet with teachers face to face.
  - Parents will have the option of attending Parent Education Opportunities on technology, anxiety and other topics.

- The 6th grade team is moving forward with planning for Wolf Ridge Trip. We are in constant communication with Wolf Ridge staff about health and safety requirements and costs.
  - The 6th grade held a [digital parent information night](#) to get information out to families.
  - Wolf Ridge costs have gone up. The trip cost will be around \$210 dollars per person.
  - Wolf Ridge requires masks indoors. Most classes will be outdoors
  - As of 11/3/21, Wolf Ridge is not requiring vaccinations or negative tests.
  - Sheila Jenc, District Nurse will be attending the trip to handle all medical issues.
  - We will be providing a Wolf Ride update on 11/22/21 for the board.

## Jordan Elementary School Principal Update November 8, 2021

Staff and students are setting in, and are excited to be finding a rhythm to the school year regarding academics and the rituals and routines that support a strong teaching and learning environment. Our staff continues to **UNITE** in our efforts of supporting students, families and fellow colleagues. It's a pleasure to work with such an amazing group of dedicated people!

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

### **Improve student achievement, learning and career and college readiness**

- Teachers will be incorporating more inquiry-based learning practices into their daily instruction through the use of our Project Lead the Way (PLTW) science curriculum. Mr. Kevin Sayers, JES Media Specialist, will be facilitating PD for teachers on PLTW in the upcoming months.
- Teachers have been excited about implementing the updated Wonders curriculum in classrooms. The rigorous curriculum and additional focus on writing has been a challenging transition for some students, however, we know it will truly benefit our students in the long-term by increasing their capacity and skill-set as readers and writers. Teachers are looking forward to future PD opportunities and discussions related to Wonders.
- Teachers continue to implement culturally responsive pedagogical practices to ensure we are meeting the diverse academic and social-emotional learning needs of our students.
- The first round of tenured teacher observations have begun during the month of November. I'm excited to see the amazing work teachers are doing in the classroom.

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

- Teachers are meeting on a regular basis in professional learning communities and at MTSS meetings to review data and discuss the next steps in supporting students' academic needs.
- RTI Teachers have been pushing into K-2 classrooms to co-teach with classroom teachers. They are implementing classwide reading interventions using FastBridge. The assessment data thus far is showing these interventions have been highly effective.

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

- One of my goals is to meet with every team/dept. at least once a month to check in on how people are doing in their professional and personal lives. The purpose of these informal meetings is to connect and maintain positive relationships that will promote a positive school culture.
- Our Special Events committee is hard at work bringing old and new activities forward for staff to participate in during and after school.
- I have been meeting with various teams and committees to gain feedback on addressing the substitute shortage issue. The feedback has been honest and personal as to how students and staff are being impacted, and we have come up with some reasonable and creative solutions to try in the future.

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

- Teachers will come together at our November staff meetings to further discuss Restorative Practices. Restorative practices include ways of creating community that honors the importance of relationships amongst all members in the community; as well as practices to repair relationships when harm has been caused. These practices are being implemented not only in school with our students and staff, but also when we invite families in to discuss their child's progress related to social-emotional learning and how we can build a stronger partnership between home and school.
- Families and teachers will meet virtually or in-person for fall conferences on Nov. 4th and 5th to discuss students' progress and goals for the school year. We appreciate the JES PTO providing dinner for teachers during evening conferences.
- Administration continues to communicate at least two times/month with families on news, notes and important events happening at JES via Blackboard platform (email).
- We continue to be creative with ways to have students connect with our local and regional communities. We will be honoring and celebrating Veterans Day just within our school community this year due to the health and safety concerns still present with the pandemic.

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

**PRIMARY FOCUS = Professional Development, Introduction to Education, Classroom Support, and Reporting**

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

● **Professional Development**

- Friday, November 5, 2021, marks the end of the first quarter! Although the majority of Friday's time will be designated for teacher preparation and elementary conferences, there also is two hours of designated professional development time worked into the schedule.
- **Friday's Staff Development Focus**
  - **Middle and High School Teachers --** The designated **two hours** of Friday's staff development time will be focused on Restorative Practices coinciding with some behavior patterns experienced this school year.
    - **AGENDA:**
      - **Who:** All middle and high school teachers and staff
      - **WHERE:** Middle School 7th and 8th Grade Pod
      - **Time:** 8am-10am
      - **Topics:** Behavioral Incidents Protocol, Background Information, and Restorative Process Overview
    - **Elementary Teachers --** Elementary teachers will focus on conferences and conference prep throughout the day.
  - **Additional Opportunities**
    - **JPS Professional Development Google Classroom --** Feel free to explore the Google Classroom Professional Development opportunities and complete any of the available learning modules (optional).
      - This [\*\*communication\*\*](#) was sent on November 1, 2021 to provide an overview of the live learning modules.

**OUR MISSION**

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

- **Team Meetings --** Feel free to use this time to meet in teams (grade level or content area) to discuss any needed topics or issues.
- **Jordan Public Schools Professional Development Course**
  - All teachers were previously asked to join this Professional Development Google Classroom. The purpose of the professional development folder is to house general Professional Development information for teacher use and offer self-paced learning modules for license renewal and general staff development.
  - **CEU Licensure Learning Modules**
    - The purpose of the CEU Licensure Learning Modules is to provide ongoing and flexible professional development for everyone to access as needed for lifelong learning and licensure needs. These learning modules are optional unless specifically utilized on a “Flexible Learning Day.” All CEUs from the modules will be sent at the end of semester one and again at the end of semester two (*staff should make sure to track their own CEUs*).
    - The learning modules will be a learning focus to cover CEU requirements and are now LIVE on the Google Classroom site.
      - These modules are **optional** to complete for continuing education (CEUs) and additional learning opportunities of interest.
- **SW Metro E-Learning Enterprise (SEE)**
  - Continually working with SW Metro to track enrollment and try to “smooth” some procedures with this new program.
    - Specifically, tracking enrollment changes, students with IEPs, and sharing student information has been a challenge. We are all working through the bumps to offer our families a great virtual option!
  - Currently, the discussions are focused on grading and grade reporting between SW Metro and Jordan’s reporting systems.

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

- **eduCLIMBER and Infinite Campus --**
  - The data warehouse, eduCLIMBER, is being updated with all , ELL ACCESS, MCA, and FAST scores along with other behavior and academic scores for teachers to access for data driven instruction.
    - Once eduCLIMBER is fully updated, professional development will take place to ensure all teachers know how to use this data tool to help guide instruction.
  - The student specific test scores will also be entered into Infinite Campus and each student's Cumulative File.

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

- **Collaborative Culture --**

- District Staff Development -- The quarter two district staff development meeting will take place on Wednesday, November 10, at 3:15.
- The agenda will focus on building PD budgets, district wide PD, school specific PD, and future planning.

## Improve Community Connection, Satisfaction, and Engagement

- **Curriculum and Technology Integration Advisory Council --**

- Information Available on the Website - <https://www.jordan.k12.mn.us/domain/60>
- Meeting Schedule (also posted on the website and district calendar):
  - Monday, November 15 at 5pm
    - Technology Integration Overview
  - Monday, December 13 at 5pm
  - Monday, January 10 at 5pm
  - Monday, February 7 at 5pm
  - Monday, March 21 at 5pm
  - Monday, April 18 at 5pm

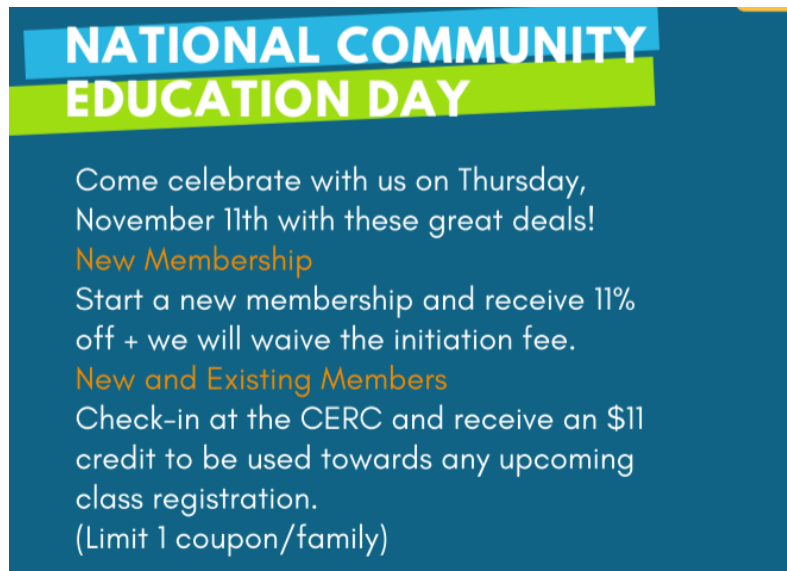
**All meetings will take place in the CERC multipurpose room.**

## Activities Director's Board Report 11/8/21

- **Fall Theater**
  - Our fall theater productions are scheduled and ready to perform without any covid-19 restrictions at this time.
  - JHS - Afraid of The Dark - Nov 18-20
  - JMS - Christmas Shorts - Dec 9-11
  
- **Lacrosse Co-op**
  - The Southwest Christian / Jordan Stars head boys and girls lacrosse coaches had an information meeting last week at Jordan, and they were well attended. 22 boys and about 30 girls from Jordan attended the meeting. If our numbers are bigger than predicted, we would like to provide transportation daily so we can maximize numbers to allow our non driving students the opportunity to participate.
  
- **6th Grade Speech Participation**
  - Students currently do not have an opportunity to participate in an activity like speech until they are in seventh grade. We would like to offer them the opportunity to participate on a limited level as sixth graders. We would invite the sixth graders to compete in the 4 junior high meets plus our home varsity meet. The first year is definitely a learning curve, so being able to start your 7th grade year with a season under your belt may help boost confidence.
  
- **Hosting State Football**
  - Jordan Activities Department is proudly hosting MSHSL Class A state quarterfinal football at Ames field on November 12th at 7pm.

## COMMUNITY EDUCATION 11/08/2021 BOARD REPORT

**Director's Message:** National Community Education day is coming up on November 11. We will be celebrating by offering some great deals to our community.



**NATIONAL COMMUNITY  
EDUCATION DAY**

Come celebrate with us on Thursday,  
November 11th with these great deals!

**New Membership**  
Start a new membership and receive 11%  
off + we will waive the initiation fee.

**New and Existing Members**  
Check-in at the CERC and receive an \$11  
credit to be used towards any upcoming  
class registration.  
(Limit 1 coupon/family)

**Joint Powers:** met this past week to work on updating the Joint Powers Agreement with the City of Jordan. The current agreement was signed before the CERC opened and there is language in the agreement that is based on an estimate. We are updating to reflect actual numbers annually.

**Partnerships:** I met with Molly Nefstead as a part of the Jordan Family Outreach organization this week. Community Education will be partnering with this organization to help serve the needs of our families in the community. The CERC will host a drop off site for winter outerwear, as well as work with them to offer holiday opportunities through CE to families in need.

Last week I met with Family Resource Centers of Scott County. They have a site at the local food shelf location on Wednesday evenings. Community Education will be partnering with this organization to help provide resources to families. Currently our early childhood screening program is working with them to offer tablets to families that sign up for screening. We are looking at some possible

classes for parents with teenagers in the future. This would be similar to the ECFE model, but for our school age families.

**Trap Shooting team:** Our Community Education trap shooting team finished up their fall season with another strong performance.

- Sporting Clays Team - Conference 2nd Place
- Trap Team - Conference 3rd Place
- Nicole Ray - 2nd place conference female in Trap
- Ben Swanson - 3rd place conference male & 4th place state overall in Sporting Clays
- Hunter Lenzmeier - 4th place conference male in Trap
- Karly Breeggemann - 6th place conference female in Trap
- Nick McConnell - 9th place conference male in Trap
- John Lenzmeier - 25th place conference male in Trap

**Preschool:** We celebrated Halloween trick or treating at Oak Terrace with a few of our classes. The residents and students enjoyed the experience. Our full day 4/5s classes wrapped up their fall field trip to Luceline Orchard this past week. The half day 4/5s will attend the Works museum for an afternoon of fun.

**ECFE:** Second session has started with many of our classes seeing new participants. Our first one time special class was held on Oct 29 with 10 families registered.

**Kids Co:** Wrapped up MEA week with two fun field trips that were enjoyed by those who registered. They will be going to Edinborough on November 5. We no longer have a waitlist for students to enroll. We are still working on the system (ActiveNet) to make sure our families are getting an email notification that a bill is coming due.



## **Communications and Marketing Monthly Summary (11/1/21)**

**Elise Pickle**

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

- Created and mailed reminder for Annual Verification to all families.
- Wrote talking points for October KCHK interview.
- Drafted and sent a press release for the Nutritional Services Director.
- Created social media posts and flyer for Unity Day t-shirt ordering.
- Wrote communication for winter activities registration.
- Trained JES office staff in Blackboard Communications.
- Created flyer and social media post for JES Scholastic Book Fair.
- Drafted messaging for JHS Choir and Band concert postponements.

### **Events Attended for Photography Needs:**

- Kindness in Chalk at JMS and JHS
- Walk/Bike to School Day
- Football Game v. Belle Plaine
- Cross Country Invitational at JHS
- Halloween at JES
- ECFE Halloween Party
- Soccer Shots for Community Ed/Rec
- Preschool Playtime for Community Ed/Rec
- Senior Coffee Talk for Community Ed/Rec

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

- Creating a Parent FAQ section for the website.
- Assist Special Services with updates for the SEAC brochure and adding resources to the website.
- Updating outdated signage throughout JES.
- Designing signage for JHS Office and JMS Front Entry.
- Creating signage for the Activities Department.
- Updating signage needs in MS and HS Kitchens.

- Creating communications plans for athletics, and potential crisis communications scenarios.
- Winter Community Ed Brochure - will be delivered to homes the week of December 13.

**Ongoing (Daily/Weekly Activities):**

- Meeting with district leadership to determine upcoming communication needs.
- 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.

## **Nutritional Services Director's Report**

### **11/1/2021**

#### **October Highlights**

- New hot line fixtures were installed at the Elementary School. They are AMAZING! They have made serving much safer and more convenient for the staff.
- I attended the SNIP (School Nutrition Industry Partner) Conference in Brainerd from 10/27-10/29. The message was fantastic and I was also able to meet a lot of new, helpful contacts.
- Breakfast remains extremely popular at the HS. While numbers aren't necessarily bad at the MS and ES, we are looking into new options to increase them.
- I was able to calculate our first month's MPLH (meals per labor hour) numbers and we are doing very well in regards to our labor hours. Significant increase from previous years.
- Dairy Free and Gluten Free menus are now posted online with the regular lunch menu.
- ES alternate lunch options began on 10/4 and will continue moving forward

#### **Upcoming projects**

- Continued training with food service staff, scheduled meeting for 11/8 to review allergy policies
- Wellness Committee Meeting with our SHIP Grant Coordinator on 11/2
- During November, I will be working to submit our SHIP Grant application. This will have an emphasis on our a la carte areas as well as upgrades to our breakfast cart.

October has been another busy but great month. Elementary students were particularly excited with the addition of a daily alternative lunch choice. Supply chain issues continue to pop up, but we made it through another month with very few changes to our menus!

## **Board Meeting 11.8.21**

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

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

- I went to visit our students in the SOAR program. Our transition students ages 18-21 are already out volunteering. They are also continuing to take advantage of our PAES Lab and First Step Program for their employment skills. Students are starting a Coffee Shop for the Belle Plaine Schools and are creating advertisements, menus and ordering details.
- Our EL and SpEd staff are hard at work utilizing purchased supplemental resources for our students in service. Staff are doing a great job proving quality services for our students on IEPs and who qualify for EL support.
- Our AIPAC Coordinator has been supporting our identified American Indian students in their after-school program. Our students have already participated in an after-school drumming activity. Students will be provided other activities throughout the school year based on our AIPAC Plan submitted into MDE.

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

- On Tuesday, November 2<sup>nd</sup> the district Special Education Advisory Council will meet from 3:45 – 4:45 PM and discuss the state of special education services in the district, MDE updates, updates with Community Education, Early Childhood, and possibly bringing in speakers for our families this school year either in person or remotely.
- This month our American Indian Parent Advisory Council will meet and will discuss our current expenditures, current programming, and services being provided to our identified American Indian students.
- I am continuing to meet with the different departments throughout the district monthly; building sped departments, OT & PT, nurses, paraprofessionals, ELL, SOAR transition program, mental health, school psychologists, assistive technology, and district administration to ensure we are providing and receiving the same message.

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

- Our American Indian Aid Application and Budget was approved by MDE and will be presented to the school board in detail.
- Amy Hafemann and I are continuing discussing and reviewing our 21-22 special education budget, achievement and integration dollars, and American Indian dollars.

# 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.