



Jordan School District #717
 Regular Meeting Agenda

Monday, December 12, 2022 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. Jordan Pride Awards	
4. Roll Call	
5. Consideration of Agenda	
6. Public Comments	4
7. Consent Agenda	
1. Minutes	6
2. Monthly Finance Reports	10
3. Donations	38
4. Policies	
1. 206: Public Participation in School Board Meetings Complaints About Persons at School Board Meetings and Data Privacy Considerations	39
2. 211: Criminal or Civil Action Against School District, School Board Member, Employee, or Student	45
3. 423: Employee-Student Relationships	49
4. 519: Interviews of Students by Outside Agencies	52
5. 532: Use of Peace Officers and Crisis Teams to Remove Students With IEPs From School Grounds	55
6. 534: School Meals Policy	60
7. 722: Public Data Requests	63
8. 701: Establishment and Adoption of School District Budget	73
9. 702: Accounting	76
10. 704: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System	78
11. 705: Investments	79
12. 706: Acceptance of Gifts	85

13. 711: Videotaping on School Buses	87
14. 712: Video Surveillance Other than on Buses	89
5. New Hire - MS Interim Principal - Rose Gulbranson	91
6. New Hire - MS Special Education Paraprofessional - Danny McDonnell	110
7. New Hire - ES Special Education Paraprofessional - Lisa Turek	112
8. New Hire - Community Education Admin Assistant - Jamie Fremming	114
9. New Hire - ES Cooks Helper - Staci Wenger	115
10. New Hire - Head Baseball Coach - Brandon Arnold	117
11. Leave of Absence - ES Special Education Teacher - Haley Warden	
12. Leave of Absence - MS Special Education Teacher - Rose Johnson	
13. Resignation - C-Squad Girls Soccer Coach - Kacie Altermatt	
14. Resignation - 7th Grade Volleyball Coach - Amy Smith	
15. Contract Renewal - Varsity Football Coach - Ozzie Sand	
16. Contract Renewal - Assistant Varsity Coach - Brian Heller	
17. Contract Renewal - Assistant Varsity Football Coach - Nicholas Casterton	
18. Contract Renewal - B Squad Football Coach - Brandon Arnold	
19. Contract Renewal - B Squad Football Coach - Wade Olson	
20. Contract Renewal - C Squad Football Coach - Shane Peters	
21. Contract Renewal - C Squad Football Coach - Jeffrey Malek	
22. Contract Renewal - C Squad Football Coach - Nathan Olson	
23. Contract Renewal - C Squad Football Coach - Alex Beckman	
24. Contract Renewal - 8th Grade Football Coach - Nathan Kucera	
25. Contract Renewal - 8th Grade Football Coach - Joshua Altermatt	
26. Contract Renewal - 7th Grade Football Coach - Matthew Lind	
27. Contract Renewal - 7th Grade Football Coach - Anthony Kusske	
28. Contract Renewal - Varsity Girls Soccer Coach - Nathan Steele	
29. Contract Renewal - Varsity Boys Soccer Coach - Timothy Wareham	
30. Contract Renewal - JV Boys Soccer Coach - Tom Woefel	
31. Contract Renewal - Varsity Tennis Coach - Jill Bailey	
32. Contract Renewal - B Squad Tennis Coach - Bryan Martin	
33. Contract Renewal - MS Tennis Coach - Tobias Thietje	
34. Contract Renewal - Varsity Volleyball Coach - Sarah Attig	
35. Contract Renewal - JV Volleyball Coach - Tammy Stensland	
36. Contract Renewal - B Volleyball Coach - Alanna Rindahl	
37. Contract Renewal - C Volleyball Coach - Kelley Walerius	
38. Contract Renewal - 8th Grade Volleyball Coach - Bayly Grosskopf	
39. Contract Renewal - 8th Grade Volleyball Coach - Maddie Malecha	
40. Contract Renewal - Varsity Cross Country Coach - Benjamin Nylander	
41. Contract Renewal - B Squad Cross Country Coach - Hollie Penney	
42. Contract Renewal - MS Cross Country Coach - Kelly Hyer	
43. Contract Renewal - Varsity Cheerleading Coach - Chania Ruehling	
44. Contract Renewal - MS Fall Play Director - Maria Wignal	
45. Contract Renewal - MS Fall Play Assistant Director - Janice Lennox	
46. Contract Renewal - Fall Play Director - Thomas Amundsen	
47. Contract Renewal - Fall Play Assistant Director - Michelle Spies	
48. Contract Renewal - Fall Weight Room Supervisor - Drew Sinke	
8. Action / Discussion Items	
1. Review and Act on FY22 Audit	118

2.	Truth in Taxation Presentation	147
3.	Review and Act on 2022 Payable 2023 Levy Certification	174
4.	Resolution Relating To Determining The Necessity Of Issuing General Obligation Bonds And Calling A Special Election Thereon	178
5.	2023-2024 Calendar	201
6.	Review and Act on Scott West Field Trip Requests - Wrestling	202
9.	Board and Administrative Reports	
1.	Superintendent's Report	205
2.	HS Principal's Report	207
3.	MS Principal's Report	209
4.	ES Principal's Report	210
5.	Director of Teaching and Learning's Report	212
6.	Activities Director's Report	215
7.	Community Education & Recreation Director's Report	216
8.	Communication Director's Report	218
9.	Nutritional Services Director's Report	220
10.	Special Services Director's Report	222
11.	Technology Director's Report	
12.	Facilities Director's Report	224
13.	School Board Member Reports / Committee Reports	225
10.	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.

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, by noon the day 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 jfremming@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. 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.

The following conduct is prohibited during the public comment period:

- *Speakers may not discuss or disclose any private educational data on any current or former student. As a result, speakers may not identify any current or former student during public comment. The only exception is that a parent who is speaking may choose to discuss private educational data on his or her own child.*
- *Speakers may not make allegations, charges or complaints against any student or employee. If a person wishes to make an allegation or to file a charge or complaint against a student or employee, the person should make the allegation, charge, or complaint to the Superintendent in writing or in a private meeting, or to the individual designated in District policy to receive the allegation, charge or complaint.*
- *Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.*
- *Speakers may not make personal attacks against others, including, but not limited to, any student, parent, community member, employee, or School Board member.*
- *Speakers may not make comments that are defamatory or that would violate federal or state law, including laws protecting the privacy rights of an individual.*
- *Speakers may not make comments related to pending contract negotiations or to pending litigation to which the District is a party, including grievance proceedings.*
- *Speakers may not campaign for or against a political candidate during any part of a public School Board meeting.*
- *Speakers may not promote or advertise products that are for sale or purchase, unless the Board has invited the speaker to present the product as an agenda item.*



The open forum is the only opportunity for members of the audience to speak out during the meeting. Please attach the form and follow the guidelines for presenting your topic.

Name: _____ **Date:** _____
Phone Number: _____ **Email address:** _____

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

Please specify the agenda Item you will be speaking to: _____

Please specifically state your purpose for addressing the School Board.

It is highly recommended to first speak to a district employee to discuss your issue/concern.

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.

School District Clerk

Date/Time Received



Regular Meeting

Monday, November 14, 2022 at 6:30 PM

Regular Meeting

CERC Multi-purpose Room

500 Sunset Drive; Suite 3

Jordan, MN 55352

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

- Present: Deb Pauly, Ryan Dahnert, Lauren Pedersen, Connie Hennen, Molly Monyok, Sara Lehnen, Rob Langheim

4. Consideration of Agenda

- Added agenda item 6.1 Review & Act on Resolution Canvassing Returns of School Board Election.
- Motion to approve the agenda made by R. Dahnert, Seconded by C. Hennen
Passed 7/0

5. Consent Agenda

5.1. Minutes

- 10/10/22 Regular Minutes
- 10/24/22 Workshop Minutes

5.2. Monthly Finance Reports

- Amy Hafemann prepared reports for the board to review.

5.3. Donations

- | | | |
|--------------------------|-------------------------|----------|
| • Kristine Rausch | JHS Band | \$500 |
| • Jordan Area Lions Club | JHS Gameball | \$358 |
| • Jordan Fire Department | Community Ed - Scooters | \$469.28 |
| • Diane & Mike Anhalt | Jordan Trap Team | \$100 |

5.4. Resignation - MS Special Education Paraprofessional - Alissa Knoblach

5.5. Resignation - CERC Administrative Assistant - Annie Mattson

5.6. Resignation - Head Baseball Coach - Brent Goracke

5.7. Resignation - MS Boys Basketball Coach - Tony Kusske

5.8. Leave of Absence - MS Principal - Benjamin Bakeberg

5.9. Declaration of Surplus Items - CERC Row Machines

5.10. Declaration of Surplus Items - Volleyball Uniforms 2022

5.11. Declaration of Surplus Items - Ellipticals 2022

5.12. Declaration of Surplus Items - Trophies 2022

5.13. Declaration of Surplus Items - Kitchen Items

- Motion to approve the consent agenda made by M. Monyok, Seconded by L. Pedersen Passed 7/0

6. Action / Discussion Items

6.1. Review & Act on Resolution Canvassing Returns of School Board Election

- Scott County provided the district with the Abstract Votes Cast for the school board member election which was held on 11/8/22. The board reviewed the counts and certified that upon receiving the highest number of votes, Deb Pauly, Corinne Hennen, Rob Langheim, and Jennifer Kusske were elected.
- Motion to approve Review & Act on Resolution Canvassing Returns of School Board Election made by S. Lehnen, Seconded by R. Dahnert
- Roll call: D. Pauly - Aye, R. Dahnert - Aye, L. Pedersen - Aye, C. Hennen - Aye, S. Lehnen - Aye, M. Monyok - Aye, R. Langheim - Aye Passed 7/0
- Motion to approve the Resolution Authorization of Issuance of Certification made by M. Monyok, Seconded by R. Dahnert
- Roll call: D. Pauly - Aye, R. Dahnert - Aye, L. Pedersen - Aye, C. Hennen - Aye, S. Lehnen - Aye, M. Monyok - Aye, R. Langheim - Aye Passed 7/0

6.2. Review & Act on SY 2022-23 American Indian Education Aid Application & Budget

- Allen Houdek explained the importance of these supportive programs for students. The total FY22 estimated budget is \$33,604.
- Motion to approve Review & Act on SY 2022-23 American Indian Education Aid Application & Budget made by R. Dahnert, Seconded by R. Langheim Passed 7/0

6.3. Review & Act on World's Best Workforce Plan & Achievement and Integration

- Erin Hjelmeland presented the district's 22-23 plan. The plan focuses on continuous improvement on instruction and achievement for all students. She also reviewed the results from the 21-22 plan.
- Motion to approve Review & Act on World's Best Workforce Plan & Achievement and Integration made by C. Hennen, Seconded by S. Lehnen Passed 7/0

6.4. CERC Update

- Director of Community Education Steven Jensen presented to the board with the 10% increase to the cost of memberships. This is an increase that will be effective starting in 2023.
- Motion to approve the CERC Update made by M. Monyok, Seconded by R. Dahnert Passed 7/0

6.5. Resolution Establishing Combined Polling Places for Multiple Precincts

- This is an annual resolution to establish a combined polling place in the event that a district has an election that is not held on a statewide election day.
- Motion to approve Resolution Establishing Combined Polling Places for Multiple Precincts made by L. Pederson, Seconded by S. Lehnen
- Roll call: D. Pauly - Aye, R. Dahnert - Aye, L. Pedersen - Aye, C. Hennen - Aye, S. Lehnen - Aye, M. Monyok - Aye, R. Langheim - Aye Passed 7/0

6.6. Facilities Update

- Superintendent Ranae Case Evenson presented information from the community survey that was completed this Fall. There was a great level of engagement with over 900 responses from our community which is over a 20% response rate. The facility priorities were very clear and consistent from the survey results. Renovate the elementary and add an addition, rather than rebuild the oldest section. The renovation of the Elementary school would be adding an enhanced

secure entrance, additional classrooms, a cafeteria/multi purpose space and gym space. Additionally the survey indicated strong support for an enhanced secure entrance at Jordan high School. The survey indicated that the community would be supportive of a 36 million dollar bond referendum or less to accomplish these priorities.

- John Huenink with Kraus Anderson presented the renovation model of square footage for the renovation of the Elementary school.
- Motion to approve Kraus Anderson to Develop and Submit to MDE made by M. Monyok, Seconded by R. Langheim Passed 7/0

6.7. Review & Act on Local 284 Contract

- Superintendent Ranae Case Evenson presented the contract as negotiated for the Local 284 employees.
- Motion to approve Review & Act on Local 284 Contract made by R. Dahnert, Seconded by C. Hennen Passed 7/0

6.8. Review and Act on Superintendent Contract

- Board Member Ryan Dahnert shared that the Superintendent contract has been negotiated, renewing for a 3 year contract.
- Motion to approve Review & Act on Superintendent Contract made by M. Monyok, Seconded by R. Langheim

7. 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. Teaching and Learning Director's Report
- 8.6. Activities Director's Report
- 8.7. Community Education & Recreation Director's Report
- 8.8. Communications and Marketing Director's Report
- 8.9. Nutritional Services Director's Report
- 8.10. Special Services Director's Report
- 8.11. Facilities Director's Report
- 8.12. School Board Member Reports / Committee Reports

- SCALE
- Negotiations
- Health & Safety
- Facilities Committee
- Jordan Education Foundation
- SW Metro
- Booster Club
- AIPAC
- Community Education Advisory Council

9. Adjourn Regular Meeting

- Motion to adjourn the meeting at 8:01 pm made by R. Dahnert

School Board Clerk

Date



Workshop Meeting

Monday, November 28th, 2022 at 5:30 PM
Workshop Meeting
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

Present: Deb Pauly, Ryan Dahnert, Connie Hennen, Sarah Lehnen, Molly Monyok, Rob Langheim
Absent: Lauren Pedersen

Board Chair D. Pauly and the board members honored Ryan Dahnert and Connie Hennen for their time and commitment to the school board.

1. Facilities Discussion
 - Steve Pumper and Michael Hart from PMA presented the board with the preliminary bond schedule and assumptions with capital interests and tax impact in the event the board adopts a resolution for a bond referendum. The board will consider the information presented and will consider a resolution at the December meeting.
2. Calendar Discussion
 - Superintendent Ranae Case Evenson reviewed the annual Calendar Committee process for the development of the school district calendar. The upcoming calendar will look different than previous years, as the district was under a special provision for Flexible Learning Years the past three years. That has expired. The calendar considered much input and feedback regarding the calendar and feel the calendar they will bring forward for approval provides the best educational experience, considers flexibility for families and eliminates challenges of multiple early dismissals. The calendar will be brought to the December meeting for final approval.
3. Website Update Discussion
 - Director of Communications Elise Pickle presented the board with information regarding updates to our school website. Goals are to increase website capability and ensure our website is more user friendly for parents and community. The board provided input and feedback to inform next steps in the website development and upgrade.

School Board Clerk

Date



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

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

December 5, 2022

Board of Education Meeting

Finance Report

December, 2022 financial reports show activity that has been completed for FY2022-2023 thru November, 2022. 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 November.

The Payroll Report shows the payroll liabilities that were paid during November, 2022.

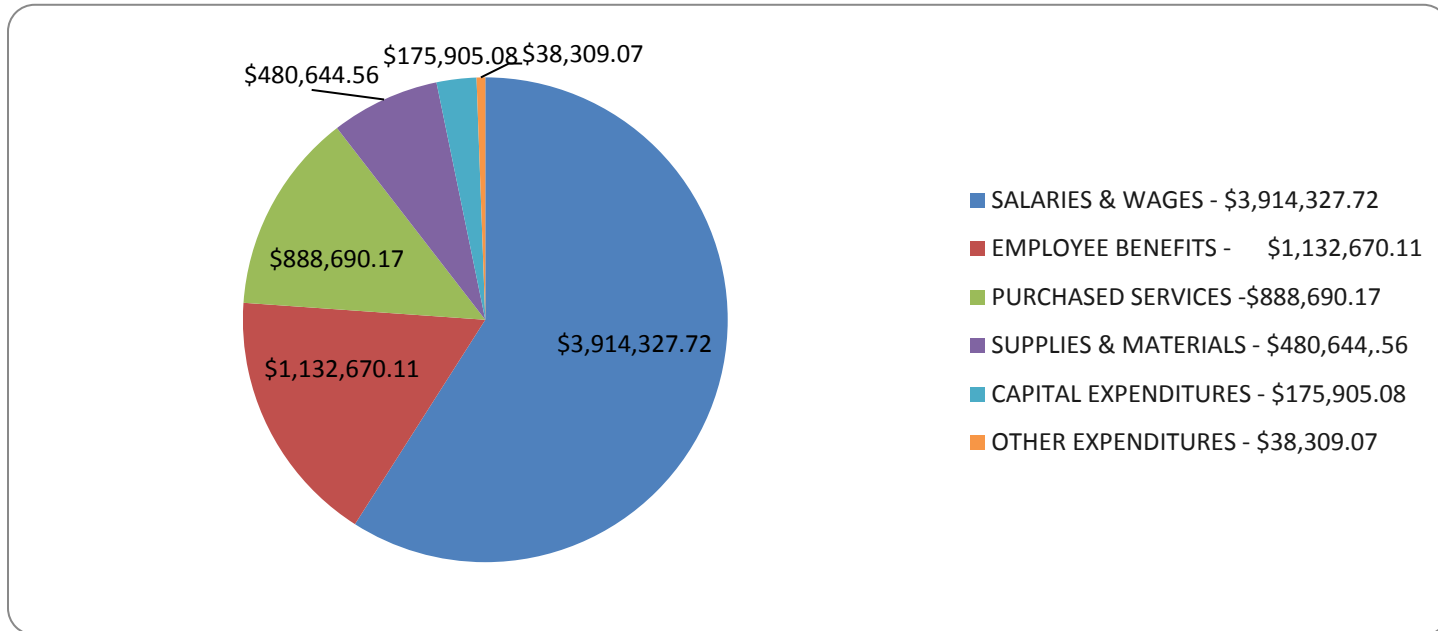
The pie chart shows the expenses by object codes in the General Fund that were paid thru November, 2022. This chart is as current as can be at this time and is for the current year – FY2022-2023.

Auditing work for FY2022 is complete. As you will see in the presentation, the audit went very smoothly and the financial standing of the district is good. The fund balance increased; and that in itself is always a good thing.

As always, if there any questions, please feel free to contact me.



FUND 01 - EXP GUIDELINE BY OBJECT
DECEMBER, 2022



TOTAL EXPENDITURES – FUND 01 - THROUGH NOVEMBER, 2022 - \$6,630,546.71

Jordan Public Schools
Detail Payment Register By Vendor
Fund Summary

Fund	Description	Total
01	General Fund	\$309,745.83
02	Food Service Fund	\$7,685.53
04	Community Education	\$10,278.17
18	Custodial Fund	\$963.00
27	Student Activity Accounts	\$326.82
Report Total		\$328,999.35

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
24385		AFLAC							
			0717	001			Wire		
				B 01	215 060	American Family/Flex Cancer	\$52.95		
PO#:		Voucher #:		122080	Invoice	Invoice No: S2023090	11/30/2022	Paid Amt:	\$52.95
				B 01	215 060	American Family/Flex Cancer	\$52.95		
PO#:		Voucher #:		122327	Invoice	Invoice No: S2023100	11/30/2022	Paid Amt:	\$52.95
								Check Amount:	\$105.90
								Vendor Total:	\$105.90
28892		AVIBEN							
			0717	001			Wire		
				B 01	215 056	American Express	\$2,091.71		
PO#:		Voucher #:		122079	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$2,091.71
				B 01	215 055	Equitable Life	\$1,770.86		
PO#:		Voucher #:		122083	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$1,770.86
				B 01	215 050	ECONOMIC SERVICES	\$637.51		
PO#:		Voucher #:		122084	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$637.51
				B 01	215 053	Fidelity Investment	\$1,139.51		
PO#:		Voucher #:		122086	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$1,139.51
				B 01	215 068	ING/Aetna	\$152.04		
				B 01	215 080	First Investors Corporation	\$316.68		
PO#:		Voucher #:		122087	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$468.72
				B 01	215 064	Franklin Templeton	\$2,571.55		
				B 01	215 068	ING/Aetna	\$567.33		
PO#:		Voucher #:		122088	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$3,138.88
				B 01	215 069	Orchard Trust/Great West	\$100.00		
PO#:		Voucher #:		122089	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$100.00
				B 01	215 078	Horace Mann	\$4,045.87		
PO#:		Voucher #:		122090	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$4,045.87
				B 01	215 068	ING/Aetna	\$8,342.64		
PO#:		Voucher #:		122091	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$8,342.64
				B 01	215 077	Modern Woodmen	\$104.83		
PO#:		Voucher #:		122099	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$104.83
				B 01	215 061	New York Life	\$205.55		
PO#:		Voucher #:		122101	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$205.55
				B 01	215 057	Thrivent Financial	\$951.66		
PO#:		Voucher #:		122104	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$951.66
				B 01	215 067	Valic	\$813.18		
PO#:		Voucher #:		122106	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$813.18
								Check Amount:	\$23,810.92

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
28892		AVIBEN							
			0717	001			Wire		
				B 01 215 056	American Express			\$2,091.71	
PO#:	Voucher #:	122326	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$2,091.71	
			B 01 215 055	Equitable Life				\$1,770.86	
PO#:	Voucher #:	122330	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$1,770.86	
			B 01 215 050	ECONOMIC SERVICES				\$637.51	
PO#:	Voucher #:	122331	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$637.51	
			B 01 215 053	Fidelity Investment				\$1,139.51	
PO#:	Voucher #:	122333	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$1,139.51	
			B 01 215 068	ING/Aetna				\$152.04	
			B 01 215 080	First Investors Corporation				\$316.68	
PO#:	Voucher #:	122334	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$468.72	
			B 01 215 064	Franklin Templeton				\$2,571.55	
			B 01 215 068	ING/Aetna				\$915.31	
PO#:	Voucher #:	122335	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$3,486.86	
			B 01 215 069	Orchard Trust/Great West				\$100.00	
PO#:	Voucher #:	122336	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$100.00	
			B 01 215 078	Horace Mann				\$4,045.87	
PO#:	Voucher #:	122337	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$4,045.87	
			B 01 215 068	ING/Aetna				\$8,342.64	
PO#:	Voucher #:	122338	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$8,342.64	
			B 01 215 077	Modern Woodmen				\$104.83	
PO#:	Voucher #:	122344	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$104.83	
			B 01 215 061	New York Life				\$205.55	
PO#:	Voucher #:	122346	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$205.55	
			B 01 215 057	Thrivent Financial				\$951.66	
PO#:	Voucher #:	122350	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$951.66	
			B 01 215 067	Valic				\$813.18	
PO#:	Voucher #:	122352	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$813.18	
								Check Amount:	\$24,158.90
								Vendor Total:	\$47,969.82
11747		BLUE CROSS & BLUE SHIELD							
			0717	001			Wire		
				B 01 215 020	Health Ins			\$83,584.32	
PO#:	Voucher #:	122081	Invoice	Invoice No: S2023090	11/30/2022		Paid Amt:	\$83,584.32	
			B 01 215 020	Health Ins				\$210.93	
PO#:	Voucher #:	122319	Invoice	Invoice No: S202310S0	11/30/2022		Paid Amt:	\$210.93	
			B 01 215 020	Health Ins	14			\$83,637.10	
			B 01 215 024	Retiree Ins				\$8,787.24	

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
11747		BLUE CROSS & BLUE SHIELD							
			0717	001			Wire		
				B 01 215 020	Health Ins-adj to actual invoice			(\$7,054.43)	
PO#:		Voucher #:	122328	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$85,369.91
								Check Amount:	\$169,165.16
								Vendor Total:	\$169,165.16
24229		EDUCATION MINNESOTA - JORDAN							
			0717	001	107981		Check		
				B 01 215 039	Jea			\$12,824.36	
PO#:		Voucher #:	122092	Invoice	Invoice No: S2023090	11/15/2022		Paid Amt:	\$12,824.36
								Check Amount:	\$12,824.36
								Vendor Total:	\$12,824.36
22350		FRANSEN BANK AND TRUST							
			0717	001			Wire		
				B 01 215 003	Fed Tax			\$44,126.90	
PO#:		Voucher #:	122085	Invoice	Invoice No: S2023090	11/15/2022		Paid Amt:	\$44,126.90
				B 01 215 010	FICA			\$16,942.78	
PO#:		Voucher #:	122095	Invoice	Invoice No: S2023090	11/15/2022		Paid Amt:	\$16,942.78
				B 01 215 010	FICA			\$72,444.74	
PO#:		Voucher #:	122102	Invoice	Invoice No: S2023090	11/15/2022		Paid Amt:	\$72,444.74
								Check Amount:	\$133,514.42
			0717	001			Wire		
				B 01 215 002	State Tax			\$23,139.93	
PO#:		Voucher #:	122098	Invoice	Invoice No: S2023090	11/15/2022		Paid Amt:	\$23,139.93
								Check Amount:	\$23,139.93
			0717	001			Wire		
				B 01 215 003	Fed Tax			\$938.24	
PO#:		Voucher #:	122320	Invoice	Invoice No: S202310S0	11/30/2022		Paid Amt:	\$938.24
				B 01 215 010	FICA			\$609.78	
PO#:		Voucher #:	122321	Invoice	Invoice No: S202310S0	11/30/2022		Paid Amt:	\$609.78
				B 01 215 010	FICA			\$2,607.36	
PO#:		Voucher #:	122323	Invoice	Invoice No: S202310S0	11/30/2022		Paid Amt:	\$2,607.36
				B 01 215 003	Fed Tax			\$44,995.29	
PO#:		Voucher #:	122332	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$44,995.29
				B 01 215 010	FICA			\$17,370.48	
PO#:		Voucher #:	122340	Invoice	Invoice No: S2023100	11/30/2022		Paid Amt:	\$17,370.48
				B 01 215 010	FICA			\$74,273.50	
PO#:		Voucher #:	122347	Invoice	Invoice No: S2023100	15 11/30/2022		Paid Amt:	\$74,273.50
								Check Amount:	\$140,794.65

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
22350		FRANDSEN BANK AND TRUST							
			0717	001			Wire		
				B 01 215 002	State Tax			\$584.49	
PO#:		Voucher #:	122322	Invoice	Invoice No: S202310S0	11/30/2022	Paid Amt:	\$584.49	
							Check Amount:	\$584.49	
<hr/>									
			0717	001			Wire		
				B 01 215 002	State Tax			\$23,765.81	
PO#:		Voucher #:	122343	Invoice	Invoice No: S2023100	11/30/2022	Paid Amt:	\$23,765.81	
							Check Amount:	\$23,765.81	
							Vendor Total:	\$321,799.30	
<hr/>									
4689		JORDAN EDUCATION FOUNDATION							
			0717	001	107982		Check		
				B 01 215 073	Jordan Ed Foundation			\$112.00	
PO#:		Voucher #:	122093	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$112.00	
							Check Amount:	\$112.00	
<hr/>									
			0717	001	108066		Check		
				B 01 215 073	Jordan Ed Foundation			\$112.00	
PO#:		Voucher #:	122339	Invoice	Invoice No: S2023100	11/30/2022	Paid Amt:	\$112.00	
							Check Amount:	\$112.00	
							Vendor Total:	\$224.00	
<hr/>									
26288		LOCAL 284							
			0717	001	107983		Check		
				B 01 215 071	Local 284 Dues			\$855.77	
PO#:		Voucher #:	122094	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$855.77	
							Check Amount:	\$855.77	
							Vendor Total:	\$855.77	
<hr/>									
24948		MN CHILD SUPPORT PYMT CENTER							
			0717	001			Wire		
				B 01 215 029	Child Support			\$778.90	
PO#:		Voucher #:	122096	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$778.90	
							Check Amount:	\$778.90	
<hr/>									
			0717	001			Wire		
				B 01 215 029	Child Support			\$778.90	
PO#:		Voucher #:	122341	Invoice	Invoice No: S2023100	11/30/2022	Paid Amt:	\$778.90	
							Check Amount:	\$778.90	
							Vendor Total:	\$1,557.80	

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
27742		MN DEPT OF REVENUE							
			0717	001			Wire		
				B 01	215 074	Garnishment		\$348.28	
PO#:		Voucher #:	122097	Invoice	Invoice No: S2023090	11/15/2022	Paid Amt:	\$348.28	
							Check Amount:	\$348.28	
									Vendor Total: \$701.53
23795		NATIONAL INSURANCE SERVICES							
			0717	001	108067		Check		
				B 01	215 036	Accident		\$1.60	
PO#:		Voucher #:	122078	Invoice	Invoice No: S2023090	11/30/2022	Paid Amt:	\$1.60	
				B 01	215 027	Supplemental Life Ins		\$32.21	
				B 01	215 035	Life		\$1,066.85	
				B 01	215 065	Disability		\$1,736.49	
PO#:		Voucher #:	122100	Invoice	Invoice No: S2023090	11/30/2022	Paid Amt:	\$2,835.55	
				B 01	215 036	Accident		\$1.60	
PO#:		Voucher #:	122325	Invoice	Invoice No: S2023100	11/30/2022	Paid Amt:	\$1.60	
				B 01	215 027	Supplemental Life Ins		\$32.21	
				B 01	215 027	Supplemental Life Ins-adj to premium		(\$19.62)	
				B 01	215 035	Life		\$1,066.85	
				B 01	215 035	Life Ins-Adj to actual		\$73.90	
				B 01	215 026	Life Ins-retiree		\$84.00	
				B 01	215 065	Disability		\$1,736.49	
				B 01	215 065	Disability-adj to premium		\$321.11	
PO#:		Voucher #:	122345	Invoice	Invoice No: S2023100	11/30/2022	Paid Amt:	\$3,294.94	
							Check Amount:	\$6,133.69	
									Vendor Total: \$6,133.69
24384		NCPERS MINNESOTA							
			0717	001	108068		Check		
				B 01	215 032	PERA Life		\$32.00	
PO#:		Voucher #:	122349	Invoice	Invoice No: S2023100	11/30/2022	Paid Amt:	\$32.00	
							Check Amount:	\$32.00	
									Vendor Total: \$32.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
21993		PUBLIC EMPLOYEES RETIREMENT ASSN							
		0717	001				Wire		
				B 01 215 014	PERA	\$21,180.75			
PO#:	Voucher #:	122103	Invoice	Invoice No:	S2023090	11/15/2022	Paid Amt:	\$21,180.75	
							Check Amount:	\$21,180.75	
<hr/>									
		0717	001				Wire		
				B 01 215 014	PERA	\$2,516.16			
PO#:	Voucher #:	122324	Invoice	Invoice No:	S202310S0	11/30/2022	Paid Amt:	\$2,516.16	
				B 01 215 014	PERA	\$22,871.10			
PO#:	Voucher #:	122348	Invoice	Invoice No:	S2023100	11/30/2022	Paid Amt:	\$22,871.10	
							Check Amount:	\$25,387.26	
							Vendor Total:	\$46,568.01	
<hr/>									
21994		TEACHERS RETIREMENT ASSN							
		0717	001				Wire		
				B 01 215 018	TRA	\$73,121.63			
PO#:	Voucher #:	122105	Invoice	Invoice No:	S2023090	11/15/2022	Paid Amt:	\$73,121.63	
							Check Amount:	\$73,121.63	
<hr/>									
		0717	001				Wire		
				B 01 215 018	TRA	\$73,089.19			
PO#:	Voucher #:	122351	Invoice	Invoice No:	S2023100	11/30/2022	Paid Amt:	\$73,089.19	
							Check Amount:	\$73,089.19	
							Vendor Total:	\$146,210.82	
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5942		WEX							
		0717	001				Wire		
				B 01 215 092	Flex-Dep Care	\$675.40			
				B 01 215 093	Flex-Med Care	\$796.85			
				B 01 215 092	Flex-Dep Care	\$675.40			
				B 01 215 093	Flex-Med Care	\$796.85			
				B 01 215 092	Flex-Dep Care-adj to claims	(\$500.02)			
				B 01 215 093	Flex-Med Care-adj to claims	(\$480.80)			
PO#:	Voucher #:	122449	Invoice	Invoice No:	S2023100	11/30/2022	Paid Amt:	\$1,963.68	
							Check Amount:	\$1,963.68	
<hr/>									
		0717	001				Wire		
				B 01 215 028	Flex-employee contributions	\$3,944.59			
PO#:	Voucher #:	122447	Invoice	Invoice No:	S2023090	11/30/2022	Paid Amt:	\$3,944.59	
							Check Amount:	\$3,944.59	

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5942		WEX					
			0717	001			Wire
				B 01 215 028			
					Flex-employee contributions	\$3,794.59	
PO#:		Voucher #:	122448	Invoice	Invoice No: S2023100	11/30/2022	Paid Amt: \$3,794.59
							Check Amount: \$3,794.59
							Vendor Total: \$9,702.86
							Report Total: \$763,851.02

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
6044		AHO, TRACY					
			0717	001	107936		Check
				B 02	230 000	Michael	\$93.60
PO#:		Voucher #:	122040	Invoice	Invoice No: Refund	11/4/2022	Paid Amt: \$93.60
							Check Amount: \$93.60
							Vendor Total: \$93.60
3529		AJMJMC, LLC					
			0717	001	107985		Check
				E 04	005 505 321 305 515	Mini	\$1,350.00
				E 04	005 505 321 305 515	Classic	\$1,710.00
				E 04	005 505 321 305 515	Premier	\$630.00
PO#:	55339	Voucher #:	122110	Invoice	Invoice No: J2022.11.01	11/18/2022	Paid Amt: \$3,690.00
							Check Amount: \$3,690.00
							Vendor Total: \$3,690.00
26895		AMAZON CAPITAL SERVICES					
			0717	001	107958		Check
				E 01	100 412 740 433 000	B07TBD3S2P Kids Weighted Blanket with Rem	\$39.98
				E 01	100 412 740 433 000	Amazon Shipping Charge	\$0.00
PO#:	55140	Voucher #:	122050	Invoice	Invoice No: 1LY9-K1NY-97XL	11/14/2022	Paid Amt: \$39.98
							Check Amount: \$39.98
							Vendor Total: \$39.98
			0717	001	107986		Check
				E 01	128 810 000 350 272	B082J55GSS Taco 00 Series Cartridge Circulat	\$475.00
				E 01	128 810 000 350 272	Amazon Shipping Charge	\$0.00
PO#:	55006	Voucher #:	122111	Invoice	Invoice No: 17JC-4XPV-FPX7	11/18/2022	Paid Amt: \$475.00
							Check Amount: \$475.00
							Vendor Total: \$514.98
1508		APPLE INC					
			0717	001	107959		Check
				E 01	100 630 000 455 000	Lap Top-ES Non Instructional	\$1,099.00
PO#:	55268	Voucher #:	122051	Invoice	Invoice No: AK05778028	11/14/2022	Paid Amt: \$1,099.00
							Check Amount: \$1,099.00
							Vendor Total: \$1,099.00
11220		BENJAMIN BUS					
			0717	001	107934		Check
				E 01	005 760 720 360 000	Sept 2022	\$66,473.32
PO#:	55214	Voucher #:	122017	Invoice	Invoice No: Sept 2022	11/2/2022	Paid Amt: \$66,473.32
				E 01	005 760 720 440 000	Fuel Cost 20	\$2,097.20
				E 01	005 760 723 360 000	SPED In District	\$13,127.94
				E 01	005 760 723 360 000	SPED	\$23,396.03

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
11220		BENJAMIN BUS					
			0717	001	107934		Check
				E 01	005 760 728 360 000	Care & Treatment	\$655.13
				E 01	128 211 733 360 000	River Rendez.	\$1,207.36
				E 01	300 291 733 360 389	Band	\$209.07
				E 01	300 294 733 360 326	Boys Soccer	\$2,216.11
				E 01	300 296 733 360 312	Cheerleading	\$903.17
				E 01	300 292 733 360 314	Cross Country	\$2,247.47
				E 01	128 294 733 360 303	MS Football	\$1,609.80
				E 01	300 294 733 360 303	Football	\$3,653.45
				E 01	300 296 733 360 326	Girls Soccer	\$2,581.97
				E 01	300 211 733 360 000	HS Noble Conference	\$423.36
				E 01	128 296 733 360 309	MS Tennis	\$1,730.02
				E 01	300 296 733 360 309	Tennis	\$2,911.26
				E 01	128 296 733 360 342	MS Volleyball	\$2,043.62
				E 01	300 296 733 360 342	Volleyball	\$5,947.95
PO#: 55316	Voucher #:	122018	Invoice	Invoice No:	Sept 2022 Billing	11/2/2022	Paid Amt: \$66,960.91
							Check Amount: \$133,434.23
							Vendor Total: \$133,434.23
11747		BLUE CROSS & BLUE SHIELD					
			0717	001	107987		Check
				B 01	215 024	Dec 2022 D. Swenson	\$254.00
PO#:	Voucher #:	122112	Invoice	Invoice No:	221102220888	11/18/2022	Paid Amt: \$254.00
							Check Amount: \$254.00
							Vendor Total: \$254.00
6052		CAPRIGLIONE, CASSIDY					
			0717	001	107988		Check
				E 01	128 640 316 366 000	MS Staff Dev Mileage 11/10/22	\$54.06
PO#: 55410	Voucher #:	122114	Invoice	Invoice No:	Reimbursement	11/18/2022	Paid Amt: \$54.06
							Check Amount: \$54.06
							Vendor Total: \$54.06
1112		CEDERSTROM, TRACY					
			0717	001	107989		Check
				E 01	128 258 000 401 000	Dollar Tree 11/1/22	\$26.75
				E 01	128 258 000 401 000	Dollar General 11/1/22	\$17.25
PO#: 55375	Voucher #:	122115	Invoice	Invoice No:	Reimbursement	11/18/2022	Paid Amt: \$44.00
							Check Amount: \$44.00
							Vendor Total: \$44.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
6039		CHRISTENSON, NADINE							
			0717	001	107937		Check		
				B 02	230 000	Fletcher/Harper		\$40.00	
PO#:		Voucher #:	122032	Invoice	Invoice No: Refund	11/4/2022		Paid Amt:	\$40.00
								Check Amount:	\$40.00
								Vendor Total:	\$40.00
6038		CLEARSOFT WATER CONDITIONING							
			0717	001	107960		Check		
				E 01	100 810 000 401 000	Softner salt - JES		\$342.51	
				E 01	128 810 000 401 000	Softner salt - JMS		\$342.51	
				E 01	300 810 000 401 000	Softner salt - JHS		\$342.51	
				E 01	300 810 000 401 000	Brine valve parts		\$218.94	
				E 01	300 810 000 401 000	Service call		\$129.95	
PO#: 55382		Voucher #:	122052	Invoice	Invoice No: 10/18/22	11/14/2022		Paid Amt:	\$1,376.42
								Check Amount:	\$1,376.42
								Vendor Total:	\$1,376.42
2629		COMCAST							
			0717	001	107990		Check		
				E 04	005 505 321 320 550	CERC Service 11/4/22 to 12/3/22		\$2.25	
PO#:		Voucher #:	122113	Invoice	Invoice No: 10/25/22	11/18/2022		Paid Amt:	\$2.25
								Check Amount:	\$2.25
								Vendor Total:	\$2.25
5617		DECORY, TRAVIS							
			0717	001	107938		Check		
				E 01	005 211 320 305 000	10/28/22		\$400.00	
PO#:		Voucher #:	122020	Invoice	Invoice No: 10/28/22	11/4/2022		Paid Amt:	\$400.00
								Check Amount:	\$400.00
			0717	001	107984		Check		
				E 01	005 211 320 305 000	MS Drum & Dance 11/18/22		\$400.00	
PO#:		Voucher #:	122108	Invoice	Invoice No: 11/18/22	11/18/2022		Paid Amt:	\$400.00
								Check Amount:	\$400.00
			0717	001	107991		Check		
				E 01	005 211 320 305 000	MS Drum & Dance 11/4/22		\$400.00	
PO#:		Voucher #:	122166	Invoice	Invoice No: 11/4/22	11/18/2022		Paid Amt:	\$400.00
								Check Amount:	\$400.00
								Vendor Total:	\$1,200.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
6055		DELA PAZ, IWALANI							
			0717	001	107992		Check		
				E 01	005 420 419 368 640	Convention Registration Feb 7-10, 2023		\$109.00	
	PO#: 55453	Voucher #:	122116	Invoice	Invoice No:	Reimbursement	11/18/2022	Paid Amt:	\$109.00
								Check Amount:	\$109.00
								Vendor Total:	\$109.00
28840		DUGUAY, TAMMY							
			0717	001	107993		Check		
				E 02	128 770 701 401 000	Scrubs & Beyond 10/1/22		\$55.22	
	PO#: 55451	Voucher #:	122117	Invoice	Invoice No:	Reimbursement	11/18/2022	Paid Amt:	\$55.22
								Check Amount:	\$55.22
								Vendor Total:	\$55.22
6026		ENGEL, STEPHANIE							
			0717	001	107961		Check		
				E 01	300 296 000 305 342	VB Official 10/11/22		\$120.00	
	PO#:	Voucher #:	122053	Invoice	Invoice No:	VB Official	11/14/2022	Paid Amt:	\$120.00
								Check Amount:	\$120.00
								Vendor Total:	\$120.00
6042		EWALS, DEBRA							
			0717	001	107939		Check		
				B 02	230 000	Grace		\$28.75	
	PO#:	Voucher #:	122037	Invoice	Invoice No:	Refund	11/4/2022	Paid Amt:	\$28.75
								Check Amount:	\$28.75
								Vendor Total:	\$28.75
27090		FERGUSON'S MINNESOTA HARVEST							
			0717	001	107994		Check		
				E 04	005 582 344 394 000	Pre-K		\$704.00	
				E 04	005 570 321 369 000	Kids Co		\$336.00	
	PO#:	Voucher #:	122118	Invoice	Invoice No:	000051/000052	11/18/2022	Paid Amt:	\$1,040.00
								Check Amount:	\$1,040.00
								Vendor Total:	\$1,040.00
6043		FLYNN, JEN							
			0717	001	107940		Check		
				B 02	230 000	Noah/Riley		\$47.35	
	PO#:	Voucher #:	122038	Invoice	Invoice No:	Refund	11/4/2022	Paid Amt:	\$47.35
								Check Amount:	\$47.35
								Vendor Total:	\$47.35

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
4735		GERAGHTY, PAT							
			0717	001	107962		Check		
				E 01	005 420 740 394 000	Oct 2022 School Psych Services		\$1,085.00	
	PO#: 55359	Voucher #:		122054	Invoice	Invoice No: Oct 2022		11/14/2022	
								Paid Amt:	\$1,085.00
								Check Amount:	\$1,085.00
								Vendor Total:	\$1,085.00
4656		GOPHER STATE EVENTS							
			0717	001	107963		Check		
				E 01	300 292 000 369 314	Base fee		\$550.00	
				E 01	300 292 000 369 314	Participant fee		\$297.00	
				E 01	300 292 000 369 314	Team		\$220.00	
				E 01	300 292 000 369 314	Mileage		\$22.75	
	PO#: 55209	Voucher #:		122055	Invoice	Invoice No: 1252		11/14/2022	
								Paid Amt:	\$1,089.75
								Check Amount:	\$1,089.75
								Vendor Total:	\$1,089.75
28330		GREGORIA, LEAH							
			0717	001	107941		Check		
				B 02	230 000	Lucas		\$42.30	
	PO#:	Voucher #:		122034	Invoice	Invoice No: Refund		11/4/2022	
								Paid Amt:	\$42.30
								Check Amount:	\$42.30
								Vendor Total:	\$42.30
27447		HASTINGS CREAMERY, LLC							
			0717	001	107995		Check		
				E 02	300 770 701 495 000	JHS		\$845.02	
				E 02	128 770 701 495 000	JMS		\$962.84	
				E 02	100 770 701 495 000	JES		\$3,340.56	
				E 02	300 770 701 495 000	SWMEC		\$369.33	
				E 02	128 770 701 495 000	St Johns		\$541.62	
	PO#:	Voucher #:		122119	Invoice	Invoice No: Oct 2022 Milk		11/18/2022	
								Paid Amt:	\$6,059.37
								Check Amount:	\$6,059.37
								Vendor Total:	\$6,059.37
6050		HENNEN, MARIA							
			0717	001	107964		Check		
				E 01	128 211 000 430 238	Yeast/Extract-Exploratory Class Supplies		\$22.62	
	PO#: 55370	Voucher #:		122056	Invoice	Invoice No: Reimbursement		11/14/2022	
								Paid Amt:	\$22.62
								Check Amount:	\$22.62
								Vendor Total:	\$22.62

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4664		IXL LEARNING					
			0717	001	107965		Check
				E 01	128 211 000 406 000	IXL sitel license - JMS	\$1,100.00
	PO#: 55128	Voucher #:	122057	Invoice	Invoice No: S452871	11/14/2022	Paid Amt: \$1,100.00
							Check Amount: \$1,100.00
							Vendor Total: \$1,100.00
3513		JORDAN BOOSTER CLUB					
			0717	001	107966		Check
				E 18	300 298 301 899 000	Softball Fundraiser-Pekarna Meat Market	\$963.00
	PO#: 55323	Voucher #:	122058	Invoice	Invoice No: SB Fundraiser	11/14/2022	Paid Amt: \$963.00
							Check Amount: \$963.00
			0717	001	107996		Check
				E 01	005 810 000 305 000	Tennis	\$150.00
				E 01	005 810 000 305 000	Girls Soccer	\$150.00
				E 01	005 810 000 305 000	Boys Soccer	\$400.00
				E 01	005 810 000 305 000	Boys Basketball	\$200.00
				E 01	005 810 000 305 000	Cross Country	\$150.00
	PO#: 55449	Voucher #:	122120	Invoice	Invoice No: Fall 2022	11/18/2022	Paid Amt: \$1,050.00
				E 01	300 810 000 401 000	Softball Salt Fundraiser	\$167.00
	PO#: 55447	Voucher #:	122121	Invoice	Invoice No: 22-01	11/18/2022	Paid Amt: \$167.00
							Check Amount: \$1,217.00
							Vendor Total: \$2,180.00
4667		KESSLER, DEB					
			0717	001	107942		Check
				E 02	300 770 701 401 000	Shoes 7/26/22	\$134.98
	PO#: 55301	Voucher #:	122021	Invoice	Invoice No: Reimbursement	11/4/2022	Paid Amt: \$134.98
							Check Amount: \$134.98
							Vendor Total: \$134.98
4931		KIDSCREATE STUDIO					
			0717	001	107943		Check
				E 04	005 570 321 369 000	Deposit on Kids Co FT on 6/30/22-Missed	\$375.50
	PO#:	Voucher #:	122030	Invoice	Invoice No: 13558556	11/4/2022	Paid Amt: \$375.50
							Check Amount: \$375.50
							Vendor Total: \$375.50

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
5768		KILGREN, KRISTIN							
			0717	001	107944		Check		
				E 04	005 505 321 401 503	10/3/22	Michaels	\$57.93	
	PO#: 55273	Voucher #:	122024	Invoice	Invoice No: Reimbursement	11/4/2022		Paid Amt:	\$57.93
								Check Amount:	\$57.93
								Vendor Total:	\$57.93
22573		KROELLS, LINDA							
			0717	001	107945		Check		
				E 04	005 505 321 305 550	9/14/22-10/19/22		\$396.00	
	PO#: 55275	Voucher #:	122022	Invoice	Invoice No: 2022 Fall Session 1	11/4/2022		Paid Amt:	\$396.00
								Check Amount:	\$396.00
								Vendor Total:	\$396.00
5678		KROELLS, TESSA							
			0717	001	107946		Check		
				E 04	005 505 321 305 550	9/14/22-10/19/22		\$158.40	
	PO#: 55274	Voucher #:	122023	Invoice	Invoice No: Fall 2022 Session 1	11/4/2022		Paid Amt:	\$158.40
								Check Amount:	\$158.40
								Vendor Total:	\$158.40
2361		LCWM SCHOOL							
			0717	001	107935		Check		
				E 01	128 298 000 369 373		Team fee	\$50.00	
	PO#: 55276	Voucher #:	122019	Invoice	Invoice No: 11/3/22	11/2/2022		Paid Amt:	\$50.00
								Check Amount:	\$50.00
								Vendor Total:	\$50.00
27558		LEE'S REFRIGERATION							
			0717	001	107967		Check		
				E 02	300 770 701 350 000		Coolant	\$429.00	
				E 02	300 770 701 350 000		Tech service tim	\$250.00	
				E 02	300 770 701 350 000		Trip charge	\$50.00	
	PO#: 55284	Voucher #:	122059	Invoice	Invoice No: 1562	11/14/2022		Paid Amt:	\$729.00
								Check Amount:	\$729.00
								Vendor Total:	\$729.00
6047		LENZ, CINDY							
			0717	001	107957		Check		
				E 01	005 110 000 305 000		I.C.-MARSS Training	\$105.00	
	PO#: 55358	Voucher #:	122049	Invoice	Invoice No: IC-MARSS Training	11/10/2022		Paid Amt:	\$105.00
								Check Amount:	\$105.00
								Vendor Total:	\$105.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
25631		MASSP					
			0717	001	107947		Check
				E 01	128 050 000 366 000	MASSP Seminar-Workshop on Nov. 3, 2022	\$160.00
PO#: 54773	Voucher #:	122031	Invoice	Invoice No:	11/3/22	11/4/2022	
							Paid Amt: \$160.00
							Check Amount: \$160.00
							Vendor Total: \$160.00
6041		MAZANEC, LORI					
			0717	001	107948		Check
				B 02	230 000	Nicole	\$78.25
PO#:	Voucher #:	122035	Invoice	Invoice No:	Refund	11/4/2022	
							Paid Amt: \$78.25
							Check Amount: \$78.25
							Vendor Total: \$78.25
10812		MCEA-MN COM ED ASSN					
			0717	001	107949		Check
				E 04	005 505 321 366 000	Steven Jensen	\$399.00
				E 04	005 505 321 366 000	Andi Nold	\$399.00
PO#: 55295	Voucher #:	122025	Invoice	Invoice No:	Jensen/Nold	11/4/2022	
							Paid Amt: \$798.00
							Check Amount: \$798.00
							Vendor Total: \$798.00
25033		MEDICINE LAKE TOURS					
			0717	001	107997		Check
				E 04	005 507 321 305 000	Admission-St Paul Lights Tour 12/13/22	\$400.00
PO#: 55454	Voucher #:	122122	Invoice	Invoice No:	11/16/22	11/18/2022	
							Paid Amt: \$400.00
							Check Amount: \$400.00
							Vendor Total: \$400.00
5867		METRO FIBERNET LLC					
			0717	001	107998		Check
				E 04	005 582 344 320 000	School Readiness	\$25.56
				E 04	005 570 321 320 000	Kids Co	\$7.30
				E 02	005 770 701 320 000	ES Food Service	\$3.65
				E 01	100 203 000 320 000	ES	\$328.68
				E 04	005 505 321 320 550	CERC	\$17.18
				E 02	005 770 701 320 000	MS Food Service	\$4.29
				E 01	128 211 000 320 000	MS	\$407.72
				E 02	005 770 701 320 000	HS Food Service	\$9.05
				E 01	300 211 000 320 000	HS	\$443.60
PO#:	Voucher #:	122123	Invoice	Invoice No:	Nov 2022	27 11/18/2022	
							Paid Amt: \$1,247.03
							Check Amount: \$1,247.03
							Vendor Total: \$1,247.03

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
4016		MN HORSE AND HUNT CLUB							
			0717	001	107950		Check		
				E 04	005 505 321 369 514	Trap 10/16/22		\$168.00	
	PO#: 55291	Voucher #:	122026	Invoice	Invoice No: 10/16/22	11/4/2022	Paid Amt:	\$168.00	
							Check Amount:	\$168.00	
							Vendor Total:	\$168.00	
5120		MN SECRETARY OF STATE-NOTARY							
			0717	001	107968		Check		
				E 01	100 050 000 820 000	Heather Notary App Fee		\$120.00	
	PO#: 55350	Voucher #:	122060	Invoice	Invoice No: H. Fry	11/14/2022	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
							Vendor Total:	\$120.00	
16835		MN SOUTH CENTRAL SERVICE COOP.							
			0717	001	107999		Check		
				E 01	300 298 000 369 373	Team Fee-Knowledge Bowl Invitationals		\$980.00	
	PO#: 55439	Voucher #:	122124	Invoice	Invoice No: HS Knowledge Bowl	11/18/2022	Paid Amt:	\$980.00	
							Check Amount:	\$980.00	
							Vendor Total:	\$980.00	
5066		MONTGOMERY SPORTSMEN'S CLUB							
			0717	001	107969		Check		
				E 04	005 505 321 401 514	Youth Trap Rounds 9/6/22 - 10/24/22		\$2,256.00	
	PO#: 55292	Voucher #:	122061	Invoice	Invoice No: 10/24/22	11/14/2022	Paid Amt:	\$2,256.00	
							Check Amount:	\$2,256.00	
							Vendor Total:	\$2,256.00	
26451		MUSIC MART							
			0717	001	108000		Check		
				E 01	128 258 000 350 000	Instrument repair		\$44.75	
	PO#: 55336	Voucher #:	122147	Invoice	Invoice No: 1456421	11/18/2022	Paid Amt:	\$44.75	
				R 01	128 000 000 619 923	Tenor sax supplies - RESALE		\$56.99	
	PO#: 55336	Voucher #:	122148	Invoice	Invoice No: 1471003	11/18/2022	Paid Amt:	\$56.99	
				E 01	300 258 000 530 218	Set of 4 Concert Toms		\$1,275.00	
	PO#: 55094	Voucher #:	122149	Invoice	Invoice No: 1467241	11/18/2022	Paid Amt:	\$1,275.00	
							Check Amount:	\$1,376.74	
			0717	001	108015		Check		
				E 01	300 258 000 430 000	Sheet Music Pick up the pieces		\$41.60	
	PO#: 55344	Voucher #:	122125	Invoice	Invoice No: 1454510	11/18/2022	Paid Amt:	\$41.60	
				E 01	300 258 000 430 000	Sheet Music Tight Quarters, WOOD Metal Skin		\$52.25	
	PO#: 55344	Voucher #:	122126	Invoice	Invoice No: 1453208	11/18/2022	Paid Amt:	\$52.25	
				E 01	300 258 000 430 000	Sheet Music - Stillwater		\$100.00	
	PO#: 55344	Voucher #:	122127	Invoice	Invoice No: 1454418	11/18/2022	Paid Amt:	\$100.00	

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26451		MUSIC MART					
			0717	001	108015		Check
				E 01	300 258 000 430 000	Sheet Music - Industry Baby	\$48.00
PO#: 55344	Voucher #:	122128	Invoice	Invoice No:	1460458	11/18/2022	Paid Amt: \$48.00
			E 01	300 258 000 430 000	Sheet Music - Venom rhythmania	\$85.60	
PO#: 55344	Voucher #:	122129	Invoice	Invoice No:	1459269	11/18/2022	Paid Amt: \$85.60
			E 01	300 258 000 430 000	Sheet Music - Danger Zone	\$44.00	
PO#: 55344	Voucher #:	122130	Invoice	Invoice No:	1460639	11/18/2022	Paid Amt: \$44.00
			E 01	300 258 000 430 000	Sheet Music -- Cute	\$61.60	
PO#: 55344	Voucher #:	122131	Invoice	Invoice No:	1462013	11/18/2022	Paid Amt: \$61.60
			E 01	300 258 000 430 000	Sheet Music - The Cave You Fear	\$108.00	
PO#: 55344	Voucher #:	122132	Invoice	Invoice No:	1453218	11/18/2022	Paid Amt: \$108.00
			E 01	300 258 000 430 000	Sheet Music - At Twilight	\$36.00	
PO#: 55344	Voucher #:	122133	Invoice	Invoice No:	1467755	11/18/2022	Paid Amt: \$36.00
			E 01	300 258 000 350 000	Vibraslap	\$51.99	
PO#: 55342	Voucher #:	122134	Invoice	Invoice No:	1459497	11/18/2022	Paid Amt: \$51.99
			E 01	300 258 000 350 000	Bari Sax - 018258	\$52.50	
PO#: 55342	Voucher #:	122135	Invoice	Invoice No:	1456418	11/18/2022	Paid Amt: \$52.50
			E 01	300 258 000 350 000	Tenor Sax 792447	\$67.00	
PO#: 55342	Voucher #:	122136	Invoice	Invoice No:	1459719	11/18/2022	Paid Amt: \$67.00
			E 01	300 258 000 350 000	Flexatone	\$31.99	
PO#: 55342	Voucher #:	122137	Invoice	Invoice No:	1463277	11/18/2022	Paid Amt: \$31.99
			E 01	300 258 000 350 000	Trombone 694837	\$111.45	
PO#: 55342	Voucher #:	122138	Invoice	Invoice No:	1466360	11/18/2022	Paid Amt: \$111.45
			E 01	300 258 000 350 000	Tenor Sax 068019	\$50.50	
PO#: 55342	Voucher #:	122139	Invoice	Invoice No:	1463114	11/18/2022	Paid Amt: \$50.50
			R 01	300 000 000 619 923	Vandoren Mouthpiece Cushion	\$10.99	
PO#: 55343	Voucher #:	122140	Invoice	Invoice No:	1452041	11/18/2022	Paid Amt: \$10.99
			R 01	300 000 000 619 923	Jones Bassoon Reed, Rovner A. Sax B Clar liga	\$188.20	
PO#: 55343	Voucher #:	122141	Invoice	Invoice No:	1462661	11/18/2022	Paid Amt: \$188.20
			R 01	300 000 000 619 923	Yamaha Trombone Slide Lubricant	\$25.18	
PO#: 55343	Voucher #:	122142	Invoice	Invoice No:	1462091	11/18/2022	Paid Amt: \$25.18
			R 01	300 000 000 619 923	Jones Bassoon Reed, K& M Clarinet Stand	\$33.49	
PO#: 55343	Voucher #:	122143	Invoice	Invoice No:	1465060	11/18/2022	Paid Amt: \$33.49
			R 01	300 000 000 619 923	Rico Reedgard	\$10.92	
PO#: 55343	Voucher #:	122144	Invoice	Invoice No:	1465135	11/18/2022	Paid Amt: \$10.92
			R 01	300 000 000 619 923	Jones Bassoon Reeds	\$43.47	
PO#: 55343	Voucher #:	122145	Invoice	Invoice No:	1470608	11/18/2022	Paid Amt: \$43.47

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26451		MUSIC MART					
			0717	001	108015		Check
				R 01	300 000 000 619 923	LaVoz Reeds, Mitchell Lure Reeds	\$53.83
	PO#: 55343	Voucher #:	122146	Invoice	Invoice No: 1473449	11/18/2022	Paid Amt: \$53.83
							Check Amount: \$1,308.56
							Vendor Total: \$2,685.30
28584		NEW DOMINION SCHOOL					
			0717	001	108001		Check
				E 01	998 211 000 390 000	General Education Services October 2022	\$1,668.45
				E 01	998 408 740 394 000	Special Education Services October 2022	\$4,744.74
	PO#: 55395	Voucher #:	122152	Invoice	Invoice No: 10/31/22	11/18/2022	Paid Amt: \$6,413.19
							Check Amount: \$6,413.19
							Vendor Total: \$6,413.19
1846		NICOLLET HIGH SCHOOL					
			0717	001	108002		Check
				E 01	128 298 000 369 373	KB Meet	\$50.00
	PO#: 55428	Voucher #:	122150	Invoice	Invoice No: 11/21/22	11/18/2022	Paid Amt: \$50.00
							Check Amount: \$50.00
							Vendor Total: \$50.00
27111		NORMANDEALE COMMUNITY COLLEGE					
			0717	001	108003		Check
				E 01	300 211 000 394 000	Fall 2022 PSEO	\$110,178.72
	PO#: 55264	Voucher #:	122151	Invoice	Invoice No: 00783987	11/18/2022	Paid Amt: \$110,178.72
							Check Amount: \$110,178.72
							Vendor Total: \$110,178.72
5626		NOVAK, HEATHER					
			0717	001	108004		Check
				E 04	005 507 321 305 000	2 Swedish Staples 11/2/22	\$67.47
	PO#: 55408	Voucher #:	122153	Invoice	Invoice No: 11/2/22	11/18/2022	Paid Amt: \$67.47
				E 04	005 505 321 305 503	Creepy Cupcakes 10/27/22	\$407.58
	PO#: 55407	Voucher #:	122154	Invoice	Invoice No: 10/27/22	11/18/2022	Paid Amt: \$407.58
							Check Amount: \$475.05
							Vendor Total: \$475.05
5340		OFFICE OF MNIT SERVICES					
			0717	001	108005		Check
				E 01	005 211 000 358 000	General Education Interpretation September 202	\$124.95
				E 01	005 420 740 394 000	Special Education Interpreter September 2022	\$25.20

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
5340		OFFICE OF MNIT SERVICES							
			0717	001	108005		Check		
				E 01	005 211 000 358 000	Previous Balance		\$7.35	
	PO#: 55252	Voucher #:	122155	Invoice	Invoice No: W22090679	11/18/2022		Paid Amt:	\$157.50
								Check Amount:	\$157.50
								Vendor Total:	\$157.50
10987		OWENS COMPANIES, INC.							
			0717	001	108006		Check		
				E 01	100 810 000 350 272	Installed new actuator. Replaced igniter. Ran an		\$692.00	
				E 01	100 810 000 350 272	Materials		\$545.04	
				E 01	100 810 000 350 272	Fuel surcharge		\$16.00	
				E 01	100 810 000 350 272	Trip charge		\$60.00	
	PO#: 55437	Voucher #:	122156	Invoice	Invoice No: 31876	11/18/2022		Paid Amt:	\$1,313.04
				E 01	128 810 000 350 272	Drained chiller, flush system, replaced coils		\$427.20	
				E 01	128 810 000 350 272	Materials		\$313.90	
				E 01	128 810 000 350 272	Fuel surcharge		\$16.00	
				E 01	128 810 000 350 272	Trip charge		\$60.00	
	PO#: 55436	Voucher #:	122157	Invoice	Invoice No: 31875	11/18/2022		Paid Amt:	\$817.10
								Check Amount:	\$2,130.14
								Vendor Total:	\$2,130.14
4878		PAYK12							
			0717	001	108007		Check		
				E 01	300 292 000 401 300	Plastic Sports Passes		\$775.00	
				E 01	300 292 000 401 300	Shipping		\$25.00	
	PO#: 54502	Voucher #:	122158	Invoice	Invoice No: 4673	11/18/2022		Paid Amt:	\$800.00
								Check Amount:	\$800.00
								Vendor Total:	\$800.00
2527		QUERN, FRANCIÉ							
			0717	001	107951		Check		
				B 02	230 000	Sydney		\$21.75	
	PO#:	Voucher #:	122036	Invoice	Invoice No: Refund	11/4/2022		Paid Amt:	\$21.75
								Check Amount:	\$21.75
								Vendor Total:	\$21.75
11072		RADERMACHER FOODS INC.							
			0717	001	107970		Check		
				E 04	005 507 321 401 000	Adult Enrichment		\$16.96	
	PO#:	Voucher #:	122062	Invoice	Invoice No: Acct#26211	31 11/14/2022		Paid Amt:	\$16.96
				E 04	005 580 325 401 000	ECFE		\$43.71	
	PO#:	Voucher #:	122063	Invoice	Invoice No: Acct#23233	11/14/2022		Paid Amt:	\$43.71

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
11072		RADERMACHER FOODS INC.							
		0717	001	107970			Check		
				E 04 005 580 325 401 000	ECFE		\$4.45		
				E 04 005 582 344 401 000	Early Explorers		\$26.16		
PO#:	Voucher #:	122064	Invoice	Invoice No: Acct#23233		11/14/2022		Paid Amt:	\$30.61
				E 01 128 211 161 401 012	MS Targeted Services		\$134.60		
				E 01 300 292 000 302 000	Booster Club		\$17.21		
				E 02 128 770 701 490 000	MS Food Service		\$5.98		
				E 01 300 331 830 433 000	HS FACS		\$142.33		
				E 01 300 260 000 430 000	HS Science		\$4.14		
				E 01 128 250 000 490 000	JMS FACS Food		\$888.75		
				E 01 128 250 000 430 000	JMS FACS Supplies		\$53.79		
				E 01 128 211 000 401 275	MS Stud Co		\$30.96		
				E 01 300 403 740 433 000	SPED HS		\$20.09		
PO#:	Voucher #:	122065	Invoice	Invoice No: Acct#26200		11/14/2022		Paid Amt:	\$1,297.85
				E 01 300 292 000 302 000	Booster Club		\$107.70		
				E 01 300 291 000 401 337	Cheer		\$54.77		
				E 02 128 770 701 490 000	MS Food Service		\$11.98		
				E 01 300 212 000 430 000	HS Art		\$4.19		
				E 01 300 331 830 433 000	HS FACS		\$159.68		
				E 01 300 260 000 430 000	HS Science		\$60.90		
				E 01 128 250 000 490 000	JMS FACS Food		\$152.74		
				E 01 128 250 000 430 000	JMS FACS Supplies		\$29.12		
				E 01 128 050 000 401 000	JMS New Students		\$87.18		
				E 01 128 720 000 401 000	JMS Nurse Supplies		\$16.36		
				E 01 128 211 000 401 275	MS Stud Co		\$78.35		
				E 01 300 403 740 433 000	SPED HS		\$24.98		
PO#:	Voucher #:	122066	Invoice	Invoice No: Acct#26200		11/14/2022		Paid Amt:	\$787.95
								Check Amount:	\$2,177.08
		0717	STUD	1938			Check		
				E 27 300 298 301 401 971	SA Stud Co		\$26.82		
PO#:	Voucher #:	122077	Invoice	Invoice No: Acct#26200		11/14/2022		Paid Amt:	\$26.82
								Check Amount:	\$26.82
								Vendor Total:	\$2,203.90

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4630		RAKERS, KIIRSTEN					
			0717	001	107971		Check
				E 01	005 420 740 366 000	Oct 2022 Mileage-1/2 Billed to BP	\$104.06
PO#: 55368	Voucher #:	122067	Invoice	Invoice No:	Reimbursement	11/14/2022	
							Paid Amt: \$104.06
							Check Amount: \$104.06
							Vendor Total: \$104.06
2460		REGION 2AA					
			0717	001	107972		Check
				E 01	300 292 000 305 311	Adult tickets	\$2,712.00
				E 01	300 292 000 305 311	Student tickets	\$1,835.00
PO#: 55287	Voucher #:	122068	Invoice	Invoice No:	10/25/22	11/14/2022	
							Paid Amt: \$4,547.00
							Check Amount: \$4,547.00
							Vendor Total: \$4,547.00
24638		REGION V COMPUTER SERVICES					
			0717	001	107973		Check
				E 01	005 110 302 316 000	Oper Cap Fee	\$1,391.25
				E 01	005 110 000 316 000	User Fee	\$5,428.00
PO#: 55229	Voucher #:	122069	Invoice	Invoice No:	15332	11/14/2022	
							Paid Amt: \$6,819.25
							Check Amount: \$6,819.25
							Vendor Total: \$6,819.25
5725		SACHS, FRANK					
			0717	001	107952		Check
				E 04	005 507 321 305 000	Our National Parks	\$100.00
PO#: 55310	Voucher #:	122027	Invoice	Invoice No:	000135	11/4/2022	
							Paid Amt: \$100.00
							Check Amount: \$100.00
							Vendor Total: \$100.00
26125		SCHOLASTIC BOOK FAIRS-15					
			0717	001	108008		Check
				R 01	100 203 000 619 800	ES Fall 2022 Book Fair	\$782.68
PO#: 55446	Voucher #:	122159	Invoice	Invoice No:	5183880	11/18/2022	
							Paid Amt: \$782.68
							Check Amount: \$782.68
							Vendor Total: \$782.68
27328		SCOTT COUNTY					
			0717	001	107974		Check
				E 01	005 850 302 896 000	#229300490-Farm Property Taxes Second Half ;	\$4,760.00
PO#: 55187	Voucher #:	122070	Invoice	Invoice No:	#229300490	11/14/2022	
							Paid Amt: \$4,760.00
							Check Amount: \$4,760.00
							Vendor Total: \$4,760.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5069		SHELL LAKE HS MUSIC DEPT					
			0717	STUD	1939		Check
				E 27 300 298 301 401 957	Registration for Shell Laek A Cappella Festival R	\$300.00	
PO#: 55391	Voucher #:	122109	Invoice	Invoice No: 12/10/22	11/18/2022		Paid Amt: \$300.00
							Check Amount: \$300.00
							Vendor Total: \$300.00
6040		SMITH, JENNY					
			0717	001	107953		Check
				B 02 230 000	Dominic/Jase	\$73.35	
PO#:	Voucher #:	122033	Invoice	Invoice No: Refund	11/4/2022		Paid Amt: \$73.35
							Check Amount: \$73.35
							Vendor Total: \$73.35
27758		SOLLER, LINDA					
			0717	001	107975		Check
				E 02 005 770 701 820 000	SNA Membership/Leval 4 Certificate	\$72.00	
				E 02 300 770 701 401 000	Burnsville Unique 9/4/22	\$10.48	
				E 02 300 770 701 401 000	JCPenney 8/24/22	\$33.99	
				E 02 300 770 701 401 000	Fleet Farm 8/24/22	\$103.98	
PO#: 55373	Voucher #:	122071	Invoice	Invoice No: Reimbursement	11/14/2022		Paid Amt: \$220.45
							Check Amount: \$220.45
							Vendor Total: \$220.45
6045		STEFFEN, MADYSON					
			0717	001	107976		Check
				E 04 005 505 321 305 515	Youth VB Camp 7/25/22-7/28/22	\$20.00	
PO#: 55357	Voucher #:	122072	Invoice	Invoice No: Youth VB Camp	11/14/2022		Paid Amt: \$20.00
							Check Amount: \$20.00
							Vendor Total: \$20.00
6053		STREHL, JOE					
			0717	001	108009		Check
				E 01 300 291 000 335 375	Technical design services	\$1,750.00	
PO#: 55430	Voucher #:	122160	Invoice	Invoice No: 11/11/22	11/18/2022		Paid Amt: \$1,750.00
							Check Amount: \$1,750.00
							Vendor Total: \$1,750.00
6046		STRUCK, JULIANNE					
			0717	001	107977		Check
				E 01 100 411 740 433 000	Apple Watch Damage Reimbursement	\$165.35	
PO#: 55369	Voucher #:	122073	Invoice	Invoice No: Reimbursement	34 11/14/2022		Paid Amt: \$165.35
							Check Amount: \$165.35
							Vendor Total: \$165.35

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5987		SUNBELT STAFFING					
			0717	001	107978		Check
				E 01	998 401 740 394 000	School Tele-SLP 10/22/**2022	\$3,395.00
	PO#: 55286	Voucher #:	122074	Invoice	Invoice No: 20507655	11/14/2022	Paid Amt: \$3,395.00
							Check Amount: \$3,395.00
							Vendor Total: \$3,395.00
4922		T MOBILE					
			0717	001	107979		Check
				E 01	005 630 000 320 000	Hot Spot Service 9/21/22-10/20/22	\$624.75
	PO#: 55302	Voucher #:	122075	Invoice	Invoice No: Acct#963842030	11/14/2022	Paid Amt: \$624.75
							Check Amount: \$624.75
							Vendor Total: \$624.75
4700		TEACHERS ON CALL					
			0717	001	107980		Check
				E 04	005 582 344 394 999	ELS Para	\$82.12
				E 01	100 203 000 394 999	ES	\$1,289.80
				E 01	300 211 000 394 999	HS	\$892.94
				E 01	300 400 000 307 999	HS Unlicensed SPED	\$99.22
				E 01	128 211 000 394 999	MS	\$198.44
	PO#: 55299	Voucher #:	122076	Invoice	Invoice No: 139658	11/14/2022	Paid Amt: \$2,562.52
							Check Amount: \$2,562.52
			0717	001	108010		Check
				E 01	100 203 000 394 999	ES	\$892.94
				E 01	100 400 000 307 999	ES SPED Non Licensed	\$99.22
				E 01	300 211 000 394 999	HS	\$992.15
				E 01	300 640 316 305 999	HS Staff Dev	\$99.22
				E 01	300 400 000 307 999	HS SPED Non Licensed	\$396.86
				E 01	128 211 000 394 999	MS	\$1,091.38
	PO#: 55406	Voucher #:	122161	Invoice	Invoice No: 139906	11/18/2022	Paid Amt: \$3,571.77
							Check Amount: \$3,571.77
							Vendor Total: \$6,134.29
26155		UNIVERSITY OF MINNESOTA					
			0717	001	108011		Check
				E 01	300 211 000 394 000	Fall 2022 CIS Tuition	\$10,005.00
	PO#: 55296	Voucher #:	122162	Invoice	Invoice No: 0000282365	11/18/2022	Paid Amt: \$10,005.00
							Check Amount: \$10,005.00
							Vendor Total: \$10,005.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1619		VIZENOR, JEFF						
			0717	001	107954		Check	
				E 01	005 211 320 401 000	Tap Room 10/26/22	\$486.82	
	PO#: 55322	Voucher #:	122029	Invoice	Invoice No: Reimbursement	11/4/2022	Paid Amt: \$486.82	
							Check Amount:	\$486.82
							Vendor Total:	\$486.82
5752		VOICES FOR ALL, LLC						
			0717	001	107955		Check	
				E 04	005 507 321 305 000	Tasha Huebl	\$29.40	
				E 04	005 507 321 305 000	Lori Huebl	\$29.40	
				E 04	005 507 321 305 000	Brittany Huebl	\$29.40	
				E 04	005 507 321 305 000	Sarah Logan	\$29.40	
	PO#: 55305	Voucher #:	122028	Invoice	Invoice No: 38017	11/4/2022	Paid Amt: \$117.60	
							Check Amount:	\$117.60
							Vendor Total:	\$117.60
4624		WAYNE DAUWALTER PLUMBING						
			0717	001	108012		Check	
				E 01	300 810 000 350 272	10/03/22: leak on recirculation pipe	\$160.00	
				E 01	300 810 000 350 272	Propress appollo ball valve	\$48.00	
				E 01	300 810 000 350 272	Copper pipe	\$5.50	
				E 01	300 810 000 350 272	Propress repair coupling	\$6.50	
	PO#: 55438	Voucher #:	122163	Invoice	Invoice No: 8061	11/18/2022	Paid Amt: \$220.00	
							Check Amount:	\$220.00
							Vendor Total:	\$220.00
3103		WESSEL, CHRISTY						
			0717	001	107956		Check	
				B 02	230 000	Apollo	\$26.21	
	PO#:	Voucher #:	122039	Invoice	Invoice No: Refund	11/4/2022	Paid Amt: \$26.21	
							Check Amount:	\$26.21
							Vendor Total:	\$26.21
26252		WHITESIDE, ROBIN						
			0717	001	108013		Check	
				E 01	300 640 316 366 000	Staff Dev Mileage 11/7/22-11/8/22	\$116.00	
	PO#: 55409	Voucher #:	122164	Invoice	Invoice No: Reimbursement	11/18/2022	Paid Amt: \$116.00	
							Check Amount:	\$116.00
							Vendor Total:	\$116.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1309		WILMES, LYNN						
			0717	001	108014		Check	
				E 01 300 296 000 305 342	VB Official 10/11/22	\$120.00		
	PO#:	Voucher #:		122165 Invoice	Invoice No: VB Official	11/18/2022		
							Paid Amt:	\$120.00
							Check Amount:	\$120.00
							Vendor Total:	\$120.00
							Report Total:	\$328,999.35

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:

Donor	Designated Purpose	Amount / Item(s)
Jordan Booster Club	Jordan Schools - Expenses	\$20,000
Judy & Gratian Welter	JES Music	\$25.00
Marlene & Curtis Willson	JES Music	\$25.00

The vote on adoption of the Resolution was as follows:
Aye: _____

Nay: _____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

School Board Clerk Date

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: Sept. 12, 2007

Revised: December 12th, 2022

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added

remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either

a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and

subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's

privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures: Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: Sept. 12, 2007

Revised: December 12th, 2022

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes section 466.07, subdivision 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising

out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and to the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, subdivision 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel,

reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.
2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members

or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: December 12th, 2022

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Examples include, but are not limited to avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts;
Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees,
Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against
School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal
of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect
or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment
of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board
Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: December 12th, 2022

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify

that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.

- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: December 12th, 2022

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection

of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;

4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: August 14th, 2017

Revised: December 12th, 2022

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise obstructing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When an account balance reaches zero, a student shall not be allowed to charge a la carte items until the negative account balance is paid. A student may continue to charge meals when the account balance is negative. Money may be added to meal accounts by cash, check, or credit card using the Campus Portal.
- B. If the school district receives school lunch aid under Minnesota Statutes Section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. When a student has a negative account balance, the student will not be allowed to charge a snack item, extra entrée, or a la carte.
- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student’s tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written/verbal permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of a low balance once the balance reaches a negative balance. Families will be notified by an automated calling system and email..
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, Including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$50.00, not paid prior to the end of the month will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
1. all households at or before the start of each school year;
 2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meal policy. The school district will ensure that any third-party provider with whom the school district endorsed into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111, (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

JORDAN DISTRICT SCHOOLS POLICY

Adopted: March 11th, 2019

Revised: December 12th, 2022

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private

or confidential data.

- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the used and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of a stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the

individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties contest, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).

- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

- 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

B. Summary Data

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs

necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

- b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual cost of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parents or guardian or by the child upon the child reaching the age of majority.

IX. ANNUAL REVIEW AND POSTING

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Superintendent
500 Sunset Drive; Suite 1; Jordan, MN 55352

952-492-6200; revenson@isd717.org

Data Practices Compliance Official:

Finance Director

500 Sunset Drive; Suite 1; Jordan, MN 55352

952-492-6200; ahafemann@isd717.org

Data Practices Designee(s):

Communications Director

500 Sunset Drive; Suite 1; Jordan, MN 55352

952-492-6200; epickle@isd717.org

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.01 (Government Data)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.025 (Government Entity Obligation)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.04 (Rights of Subjects to Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)

Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: December 12th, 2022

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances

for the prior year, and the projected fund balances for the current year in the form prescribed by the Minnesota Commissioner of Education within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Minnesota Commissioner of Education as required relating to initial allocations of revenue, reallocations of

revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: December 12th, 2022

702 ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)

Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: December 12th, 2022

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: December 12th, 2022

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Superintendent and/or Finance Director of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited

to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in

third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: December 12th, 2022

706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property over \$5,000.00 only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes. Gifts, grants, or devise of real or personal property of \$4,999.99 or less may be accepted under the consent agenda.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References: None

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: December 12th, 2022

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the

Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: December 12th, 2022

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's

conduct in school district buildings or on school grounds.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)



CONTRACT

between

Independent School District No. 717
Jordan, Minnesota

and

Jordan Interim Middle School Principal

December 13, 2022 through June 30, 2023

TABLE OF CONTENTS

		<u>Page</u>
ARTICLE I	PURPOSE	1
ARTICLE II	DEFINITIONS	1
Section 1.	Terms and Conditions of Employment	1
Section 2.	Principal	1
Section 3.	District or School District	1
Section 4.	Other Terms	1
ARTICLE III	SCHOOL DISTRICT RIGHTS	1
Section 1.	Inherent Managerial Rights	1
Section 2.	School Board Responsibilities	1
Section 3.	Effect of Rules, Regulations, Directives, and Orders	2
Section 4.	Reservation of Managerial Rights	2
ARTICLE IV	PRINCIPAL RIGHTS	2
Section 1.	Right to Views	2
Section 2.	Right to Join	2
Section 3.	Fair Share Fee	2
Section 4.	Personnel Files	3
ARTICLE V	COMPENSATION	3
Section 1.	Salary Schedule	3
Section 4.	Life Insurance	4
Section 5.	Long-Term Disability Insurance	4
Section 9.	Vandalism	5
ARTICLE VI	403(b) MATCHING CONTRIBUTION PLAN	5
Section 1.	Eligibility	5
Section 2.	Amount of School District Contribution	5
Section 3.	Vendors	6
Section 4.	Notice of Participation	6
Section 5.	Payment	6
Section 6.	Unpaid Status	6
Section 7.	Lifetime Limitation	6
ARTICLE VII	GROUP INSURANCE	7
Section 1.	Selection of Carrier	7
Section 2.	Health and Hospitalization Insurance – Single Coverage	7
Section 3.	Health and Hospitalization Insurance – Family Coverage	7
Section 4.	Claims Against the School District	7
Section 5.	Duration of Insurance Contributions	7
Section 6.	Eligibility	7
ARTICLE VIII	LEAVES OF ABSENCE	7
Section 1.	Sick Leave	7
Section 2.	Personal Leave	8
Section 3.	Workers' Compensation	8
Section 4.	Bereavement Leave	8
Section 5.	Child Care Leave	9
Section 6.	General Leave of Absence	9
Section 7.	Family and Medical Leave (FMLA)	10
Section 8.	Jury Service	10
Section 9.	Military Leave	10
Section 10.	Medical Leave	10
Section 11.	Insurance Application	10

TABLE OF CONTENTS, CONTINUED

	<u>Page</u>
Section 12. Credit	10
Section 13. Eligibility	10
ARTICLE IX DUTY YEAR	10
Section 1. Principal Duty Days	10
Section 2. Duty Year	11
Section 3. Scheduling of Duty Days	11
Section 4. Non-Duty Days	11
Section 5. School Closings	11
Section 6. Duty Days	11
ARTICLE X HOLIDAYS & VACATION	11
Section 1. Holidays	11
Section 2. Vacation	11
ARTICLE XI GRIEVANCE PROCEDURE	12
Section 1. Definitions	12
Section 2. Representation	12
Section 3. Interpretations	12
Section 4. Time Limitation and Waiver	13
Section 5. Resolution of Grievance	13
Section 6. Denial of Grievance	13
Section 7. Arbitration Procedures	13
Section 8. Election of Remedies and Waiver	15
ARTICLE XII PROGRESSIVE DISCIPLINE	15
Section 1. Discipline	15
Section 2. Grounds for Disciplinary Action	15
Section 3. Opportunity to Meet	15
Section 4. Subject to Arbitration	15
Section 5. Removal from Duty – Investigation	16
ARTICLE XIII DURATION	19
Section 1. Terms and Reopening Negotiations	19
Section 2. Effect	19
Section 3. Finality	19
Section 4. Severability	19
SIGNATURES	20

**ARTICLE I
PURPOSE**

This Agreement is entered into between *Independent School District No. 717, Jordan, Minnesota*, hereinafter referred to as the District or School District, and the *Jordan Interim MS Principal* hereinafter referred to as the Principals, pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as PELRA, to provide the terms and conditions of employment for principals for the duration of this Agreement.

**ARTICLE II
DEFINITIONS**

Section 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired principals or severance pay, and the School District's personnel policies affecting the working conditions of the principals. The term does not mean educational policies of the School District. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. Principal: The word, "principal," shall include all persons in the appropriate unit employed by the School Board in a position for which the persons must be licensed by the State of Minnesota as a principal or assistant principal and who devote more than fifty percent (50%) of their time to administrative and supervisory duties, excluding the following: Superintendent, assistant superintendent, confidential employees, supervisory employees, and such other employees excluded by law. Reference to "principal" in this Agreement shall mean principals and assistant principals except in those cases in which a clear distinction between the two positions exists.

Section 3. District or School District: For purposes of administering this Agreement, the word/term, "District/School District," shall mean the School Board or its designated representative(s).

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by PELRA.

**ARTICLE III
SCHOOL DISTRICT RIGHTS**

Section 1. Inherent Managerial Rights: The Principals recognize 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 School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

Section 2. School Board Responsibilities: The Principals recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the

School District within its legal limitations and with its primary obligation being to provide educational opportunities for the students of the School District.

Section 3. Effect of Rules, Regulations, Directives, and Orders: The Principals recognize that all principals covered by this Agreement shall perform the services prescribed by the School Board and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The Principals also recognize the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved, and all managerial rights and managerial functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE IV PRINCIPAL RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any principal or his/her representative to the expression or communication of a view, grievance, complaint, or opinion regarding 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 Principals.

Section 2. Right to Join: Pursuant to PELRA, principals shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right, by secret ballot, to designate a Principal for the purpose of negotiating grievance procedures and the terms and conditions of employment for such principals.

Section 3. Fair Share Fee: In accordance with PELRA, any principal included in the appropriate unit who is not a member of the Principals may be required by the Principals to contribute a fair share fee for services rendered as a Principal. The fair share fee for any principal shall be in an amount equal to the regular membership dues of the Principals, less the cost of benefits financed through the dues and available only to members of the Principals, but in no event shall the fee exceed eighty-five percent (85%) of the regular membership dues.

The Principals shall provide written notice of the amount of the fair share fee assessment and the name of each principal to be assessed to the School District and the written notice of the amount to each principal to be assessed the fair share fee.

A challenge by a principal or by a person aggrieved by the assessment shall be filed, in writing, with the Commissioner of the Bureau of Mediation Services (Commissioner), the School District, and the Principals within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the

reasons therefor, but the burden of proof relating to the amount of the fair share fee shall be on the Principals. The School District shall deduct the fee from the earnings of the principal and transmit the fee to the Principals within thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the School District pending a decision by the Commissioner or a court. Any fair share challenge shall not be subject to the grievance procedure.

The Principals hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the Principals as provided in this Agreement.

Section 4. Personnel Files: Pursuant to M.S. 122A.40, Subd. 19., all evaluations and files relating to individual principals shall be available during regular School District business hours to the particular principal upon his/her written request. The principal shall have the right to reproduce any of the contents of the files at the principal's expense and to submit for inclusion in the file written information in response to any material contained in it. However, the School District may destroy such files as provided by law.

**ARTICLE V
COMPENSATION**

Section 1. Salary Schedule:

December 13, 2022 – June 30, 2023	
Step	Middle School
Step 1	\$73,351.30

Section 2. Life Insurance: The Board of Education shall provide group term life insurance protection in the amount of \$100,000.00 for each full-time administrator. The policy will also provide for double-indemnity payments in the event of an administrator's accidental death and settlement on the policy will be made with the administrator's designated beneficiary, if any, otherwise to the administrator's estate. Administrators may purchase additional term life insurance to be paid by the administrator through payroll deduction.

Section 3. Long-Term Disability Insurance: The Board of Education shall provide long-term disability insurance for each full-time principal employed by the Board who qualifies for and is enrolled in the School District group disability insurance program. The program will provide sixty-six and two-thirds percent (66-2/3%) of the principal's basic compensation.

Section 4. Vandalism: The Board of Education shall reimburse to the Administrator their insurance deductible up to a maximum of three hundred dollars (\$300.00) per incident

Section 7. Lifetime Limitation: The maximum lifetime School District contribution to any principal pursuant to this article shall be in the amount of \$60,000.00 and, upon reaching this maximum, the principal shall no longer be eligible for School District contributions

ARTICLE VI 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. Health and Hospitalization Insurance – Single Coverage: The School District shall contribute the premium for individual coverage for each full-time principal employed by the School District who qualifies for and is enrolled in single coverage in the School District's group health and hospitalization insurance plan.

Section 3. Health and Hospitalization Insurance – Family Coverage: The School District shall contribute the premium for family coverage for each full-time principal employed by the School District who qualifies for and is enrolled in family coverage in the School District's group health and hospitalization insurance plan.

Section 4. Claims Against the School District: The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 5. Duration of Insurance Contributions: A principal is eligible for School District contributions as provided in this article as long as the principal is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Section 6. Eligibility: Full benefits provided in this article are designed for principals who are employed as principals an average of at least thirty-seven and one-half (37.5) hours* per week. Principals who are employed as principals an average of at least thirty (30) hours* per week shall be eligible for partial benefits proportional to the extent of their employment. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

ARTICLE VIII LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Earning: A full-time principal employed as a principal shall earn twelve (12) days of sick leave each year of employment by the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the principal's work year.

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum of one hundred twenty five (125) days of sick leave per principal.

Subd. 3. Use: Sick leave with pay shall be allowed whenever a principal's absence is found to have been due to the principal's illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Pursuant to M.S. 181.9413*, a principal who performs services for at least twelve (12) consecutive months preceding the request for paid sick leave and for an average number of hours per week equal to one-half (½) of a full-time equivalent position in the principal's job classification as defined by the School District's personnel policies or practices or pursuant to the provisions of this Agreement during those twelve (12) months may use sick leave for absences due to an illness of or injury to the principal's child for such reasonable periods as the principal's attendance to the child may be necessary on the same terms the principal is able to use sick leave benefits for his/her own illness or injury.

Subd. 4. Medical Certificate: The School District may require a principal to furnish a medical certificate from a qualified physician as evidence of any illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of a principal for sick leave is reserved to the School District. In the event that a medical certificate will be required, the principal will be so advised.

Subd. 5. Deduction: Sick leave allowed shall be deducted from the accumulated sick leave days earned by the principal.

Subd. 6. Approval: Sick leave pay may be approved only upon the principal's submission of a signed request upon the authorized sick leave pay request form available in the central District office.

Subd. 7. Unused Sick Leave: The administrator will receive credit for unused sick leave at a rate of \$175.00/day to a maximum of 1,000 hours; payable at the time the administrator leaves the district or retires from the district.

Section 2. Personal Leave: Two (2) days per year, accumulative to four (4) days may be used for business or personal reasons which are of a nature that cannot be resolved after school hours or on a weekend.

Section 3. Workers' Compensation: Pursuant to M.S. Chapter 176, a principal injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 4. Bereavement Leave: Subject to the discretion of the Superintendent, up to five (5) days of leave may be allowed, the days to be deducted from sick leave, for death in a full-time principal's immediate family. "Immediate family" is defined as the principal's spouse, child, parent, brother, sister, or other relative who was living in the same household as the principal.

Section 5. Child Care Leave:

Subd. 1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) principal-parent of a natural or adopted infant child, provided such principal-parent is caring for the child on a full-time basis.

Subd. 2. Request: A principal making application for child care leave shall inform the Superintendent, in writing, of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. Medical Statement: A principal will provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

Subd. 4. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (1) grant any leave for more than twelve (12) months in duration;
- (2) permit the principal to return to employment prior to the date designated in the request for child care leave.

Subd. 5. Reinstatement: A principal returning from child care leave shall be reinstated in a position for which he/she is licensed unless previously discharged or placed on unrequested leave of absence.

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

Subd. 7. Salary and Fringe Benefits: Leave under this section shall be without pay or fringe benefits.

Section 6. General Leave of Absence:

Subd. 1. Application: Principals with a minimum of three (3) years of experience as a principal in the School District may apply, in writing, for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the School District.

Subd. 2. Purpose: Such leave may be granted by the School District for

overseas teaching, participation in the Peace Corps, Vista, and/or National Teacher Corps, extended illness of the principal, extended illness in the principal's immediate family as defined in Section 3. above, civic activities, alternative occupational experiences, principal organization activity, service in public office, or other reasons deemed appropriate by the School District.

Subd. 3. Notification: A principal on such leave shall notify the Superintendent, in writing, no later than April 1st of the final leave year of the principal's intention to return at the conclusion of the leave or to request an extension of the leave. The granting of an extension shall be at the sole discretion of the School Board. The School Board may also, in its sole discretion, waive the April 1st notice date if the School Board determines special circumstances are involved. A principal who fails to notify the Superintendent as required may be subject to discipline.

Section 7. Family and Medical Leave (FMLA): FMLA leave shall be granted pursuant to applicable law.

Section 8. Jury Service: A principal who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 9. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 10. Medical Leave: Pursuant to M.S. 122A.40, Subd. 12., principals shall have a right to a leave of absence for health reasons.

Section 11. Insurance Application: A principal on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The principal shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance, except as otherwise provided in law. In the event the principal is on paid leave from the School District under Section 1 above or supplemented by sick leave pursuant to Section 2 above, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the principal must pay the entire premium for any insurance retained.

Section 12. Credit: A principal who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time the leave began. No credit shall accrue for the period of time that a principal was on unpaid leave.

Section 13. Eligibility: Full leave benefits provided in this article shall apply only to principals who are employed as principals an average of at least thirty-seven and one-half (37.5) hours* per week. Principals who are employed as principals an average of at least twenty (20) hours* per week shall be eligible for partial benefits proportional to the extent of their employment.

**ARTICLE IX
DUTY YEAR**

Section 1. Principal Duty Days: The School Board shall establish the calendar and principals' duty days for each school year, and the principals 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.

Section 2. Duty Year: The duty year for principals shall be twelve (12) months.

Section 3. Scheduling of Duty Days: The duty day schedule for principals shall be subject to the approval of the Superintendent.

Section 4. School Closings: In the event a duty day(s) is lost for any reason, the principal shall perform duties on such other day(s) in lieu thereof as the School Board shall determine.

**ARTICLE X
HOLIDAYS & VACATION**

Section 1. Holidays:

Subd. 1. Each Principal shall be entitled to twelve (12) paid holidays, including two floating holidays, designated by the School Board each Contract year.

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 two floating holidays approved by the superintendent.

Section 2. Vacation:

Each Principal shall earn twenty (20) working days of annual paid vacation each Contract year. Annual vacation shall accrue monthly as it is earned on a proportionate basis to the principal's work year. Unused vacation must be taken within six (6) months after the end of the Contract year in which it is earned. Each Principal shall ensure that a current and accurate record is kept by the District's business office of his/her vacation usage.

**ARTICLE XI
GRIEVANCE PROCEDURE**

Section 1. Definitions:

Subd. 1. Grievance: The word, "grievance," shall mean an allegation, in writing, by a principal that the principal has been injured as a result of a dispute or disagreement between the principal and the School District as

to the interpretation or application of specific terms and conditions contained in this Agreement.

Subd. 2. Grievant: The word, "grievant," shall mean an individual principal who files a grievance as defined in Subd. 1 above.

Subd. 3. Days: Any reference to the word, "days," regarding time periods in this procedure shall refer to working days. The term, "working day," is defined as all week days not designated as holidays by state law.

Section 2. Representation: The grievant, other administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on the party's behalf.

Section 3. Interpretations:

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

Subd. 2. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, 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. 3. Filing and Postmark: The filing or service of any notice or document required by this Agreement shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted to the School District's designee in writing, signed by the grievant, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty (20) days* after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of that grievance. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to resolve an alleged grievance informally between the principal and the School District's designee.

Section 5. Resolution of Grievance: The School District and the principal shall attempt to resolve all grievances which may arise during the course of employment as follows:

Subd. 1. Level I: If the grievance is not resolved through informal discussion, the School District's designee shall give a written decision on the grievance to the parties involved within ten (10) 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 School Board, 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 School Board, the School Board shall set a time to hear the grievance within twenty (20) days* after receipt of the appeal. Within twenty (20) days* after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. Denial of Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the grievant may appeal it to the next level.

Section 7. Arbitration Procedures: In the event that the grievant and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined in this article.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved grievant, 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 may, 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 Commissioner to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days* after the request for arbitration. The request shall ask that the panel be submitted within ten (10) days* after the receipt of said request. Within ten (10) days* after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided in this article 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(s) 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 in PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

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 of the hearing shall be made at the request of either party. The parties shall share equally the 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. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before him/her pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; 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 School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 8. Election of Remedies and Waiver: A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this Agreement, the principal shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to

pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XII PROGRESSIVE DISCIPLINE

Section 1. Discipline: Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. However, the School District reserves the right to impose discipline at any level as determined by the School District based upon the circumstances surrounding the action. A conference between the principal and his/her supervisor(s) shall be held prior to the imposition of a written reprimand, suspension, or discharge.

Section 2. Grounds for Disciplinary Action: The imposition of an oral reprimand shall not be subject to the grievance procedure. A principal may challenge the contents of any written materials in his/her personnel file pursuant to the provisions of M.S. 122A.40, Subd. 19. A principal shall be suspended without pay only for just cause, and such action shall be subject to the grievance procedure. A principal who is the subject of a discharge shall be governed by M.S. 122A.40, and such action shall not be subject to the provisions of this article.

Section 3. Opportunity to Meet: Suspension with or without pay shall be imposed only by the Superintendent or his/her designee. If a suspension without pay is to be considered pursuant to Section 2. above, the principal shall be afforded an opportunity to meet with the Superintendent or his/her designee, and the principal may elect to have a representative in attendance at any such meeting.

Section 4. Subject to Arbitration: Suspension without pay shall take effect only after written notification from the Superintendent or his/her designee to the principal stating the grounds for suspension without pay. The principal shall have the right to invoke the grievance procedure set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent or his/her designee within five (5) working days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay and length thereof were appropriate considering the circumstances surrounding the action.

Section 5. Removal from Duty – Investigation: Nothing in this article shall apply to a principal who is removed from duty pending investigation of allegations, which period shall be covered by a paid suspension, unless such suspension is invoked under the provisions of M.S. 122A.40, Subd. 13., and which shall not be subject to the grievance procedure.

ARTICLE XIII DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June

30, 2023, and thereafter as provided by PELRA.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and Principals. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules, and regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights, functions, and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. Finality: Any matters relating to the current Agreement term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement. The exception being to discuss the terms and conditions of the health insurance section as impacted by the Affordable Care Act.

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

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

For The Jordan School District Principals

For the School District

Interim Middle School Principal

Deb Pauly, Board Chair

Lauren Pedersen, Board Clerk

Dated this ____ day of _____, 20__.

Dated this ____ day of _____, 20__.



EMPLOYEE DATA SHEET

Employee:	Danny McDonnell	Date Offer Accepted:	12/2/2022
Job Title:	Paraprofessional, Special Education	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Chad Williams	Location:	Middle School

PERSONNEL ACTION

New Hire	X	Replacement For	Alissa Knoblach	Change		Additional Assignment	
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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>
Minnesota State University	Mankato MN	Theatre /Theatre and Design	11/2019	8/15-12/22

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 Pubic Schools	Paraprofessional	Supporting students on IEPs to meet accommodations in the classroom	2020-2021
Teachers on Call	Teacher Sub/Para Sub	Provide academics and support to students per classroom teacher sub plans	5/2016 - current

<u>Beginning Contract Date:</u>	12/6/2022	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Provided student support in the mainstream classroom through the direction of supervising teacher. Ensured classroom accommodations are being carried through.



**2022-2023 PARAPROFESSIONAL
NOTICE OF ASSIGNMENT**

DATE: 12/5/2022

NAME: DANNY MCDONNELL

EMPLOYEE ID: 2879

LOCATION: ELEMENTARY SCHOOL

FROM: DISTRICT OFFICE

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

Position	Hours/Day	Contract Days
<i>Para, Special Education</i>	<i>6.75</i>	<i>180 (Including 5 Paid Holidays)</i>

Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
3	3	\$18.92	\$0.00	\$0.00	\$18.92

Employee Signature



EMPLOYEE DATA SHEET

Employee:	Lisa Turek	Date Offer Accepted:	12/6/2022
Job Title:	Paraprofessional, Special Education	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Chad Williams	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Heather Fry	Change		Additional Assignment	
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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>
Technical College	NA	AAS	Medical Asst.	9/1993-5/1995

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>
SW Metro Intermediate District	Paraprofessional	Supporting students with significant medical and behavioral needs	4/13-9/22
New Prague Area Schools	Paraprofessional	Supporting students in the classroom and special education room to ensure accommodations were being supported.	9/06-4/13
Shakopee Public Schools	Paraprofessional	Supporting students in the classroom and special education room to ensure accommodations were being supported.	9/00-5/02

<u>Beginning Contract Date:</u>	12/13/2022	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Lisa has 18+ years working in the school setting as a paraprofessional supporting students in setting IV programs to mainstream settings.



**2022-2023 PARAPROFESSIONAL
NOTICE OF ASSIGNMENT**

DATE: 12/6/2022

NAME: LISA TUREK

EMPLOYEE ID: 2906

LOCATION: ELEMENTARY SCHOOL

FROM: DISTRICT OFFICE

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

Position	Hours/Day	Contract Days
<i>Para, Special Education</i>	6.75	180 <i>(Including 5 Paid Holidays)</i>

Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
2	12	\$20.47	\$0.00	\$0.00	\$20.47

Employee Signature



EMPLOYEE DATA SHEET

Employee:	Jamie Fremming	Date Offer Accepted:	11/22/2022
Job Title:	Building Administrative Assistant	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Steven Jensen	Location:	Community Ed

PERSONNEL ACTION

New Hire		Replacement For	Annie Mattson	Change	X	Additional Assignment	
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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>
Apple Valley HS				

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>
ISD717	MARSS Coordinator	Working with the School Board, student and staff data in Infinite Campus, Free and Reduced Lunch Program	1/2022-present

<u>Beginning Contract Date:</u>	11/29/2022	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Former Admin assistant for Community Education.



EMPLOYEE DATA SHEET

Employee:	Staci Wenger	Date Offer Accepted:	12/5/2022
Job Title:	Cook's Helper	Indicate: Full-time/Part-time/ Seasonal/Temporary	Part-time
Hiring Supervisor:	Kelly Raser	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Amy Sharkey	Change		Additional Assignment	
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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>
Accra Home Care	PCA	Provides support for activities of daily living. Maintain a clean and safe environment. Goal setting and documentation.	12/2019- currently employed

<u>Beginning Contract Date:</u>	12/12/2022	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Staci has years of experience in customer service and also working with children



2022-2023 FOOD SERVICE
NOTICE OF ASSIGNMENT

DATE: 12/7/2022

NAME: STACI WENGER

EMPLOYEE ID: 3866

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>Cooks Helper</i>	4.5	180 <i>(Including 5 Paid Holidays)</i>

Grade	Step	Hourly Rate	Differential	Total Hourly Rate
2	1	\$17.42	\$0.00	\$17.42

Employee Signature



EMPLOYEE DATA SHEET

Employee:	Brandon Arnold	Date Offer Accepted:	12/2/2022
Job Title:	Coach, Varsity Baseball	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Joe Perkl	Location:	District Wide

PERSONNEL ACTION

New Hire		Replacement For	Brent Goracke	Change		Additional Assignment	X
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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>

<u>Beginning Contract Date:</u>	3/20/2023	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Brandon has experience working as a coach and also as a player.



INDEPENDENT SCHOOL DISTRICT NO. 717

Executive Summary - June 30, 2022

118



CPAs & BUSINESS ADVISORS



AUDIT RESULTS

AUDIT OPINION

- The District received a “clean” audit opinion
 - Unmodified opinion – financial statements are prepared using accounting principles generally accepted in the U.S. (GAAP)
 - Financial statements do not contain material misstatements and are fairly presented
- Opinion is merely the auditor’s professional opinion, based on audit work, on whether the financial statements were prepared in accordance with GAAP, free from material misstatement, and fairly presented



AUDIT OF FEDERAL FUNDS

- All entities with federal award expenditures of \$750,000+ in a year are required to obtain an annual audit
- Single audit – considers compliance with rules and regulation of applicable federal awards
- The District received an unmodified opinion on compliance for the major federal awards programs report



During 2022, the District expended approximately \$3,300,000 in Federal awards.



AUDIT FINDINGS

FINDINGS

Financial Statements:

1. Preparation of Financial Statements, including Schedule of Expenditures of Federal Awards

Minnesota Legal Compliance:

1. None

Federal Awards:

1. None



GASB 87 IMPLEMENTATION

- Required for reporting periods beginning after June 15, 2021
- For lessees:
 - Adds new statement of net position items
 - Intangible right-to-use lease asset (\$67,827)
 - Lease liability (\$69,857)



There was no change to beginning net position or fund balance as a result of implementing this accounting standard.

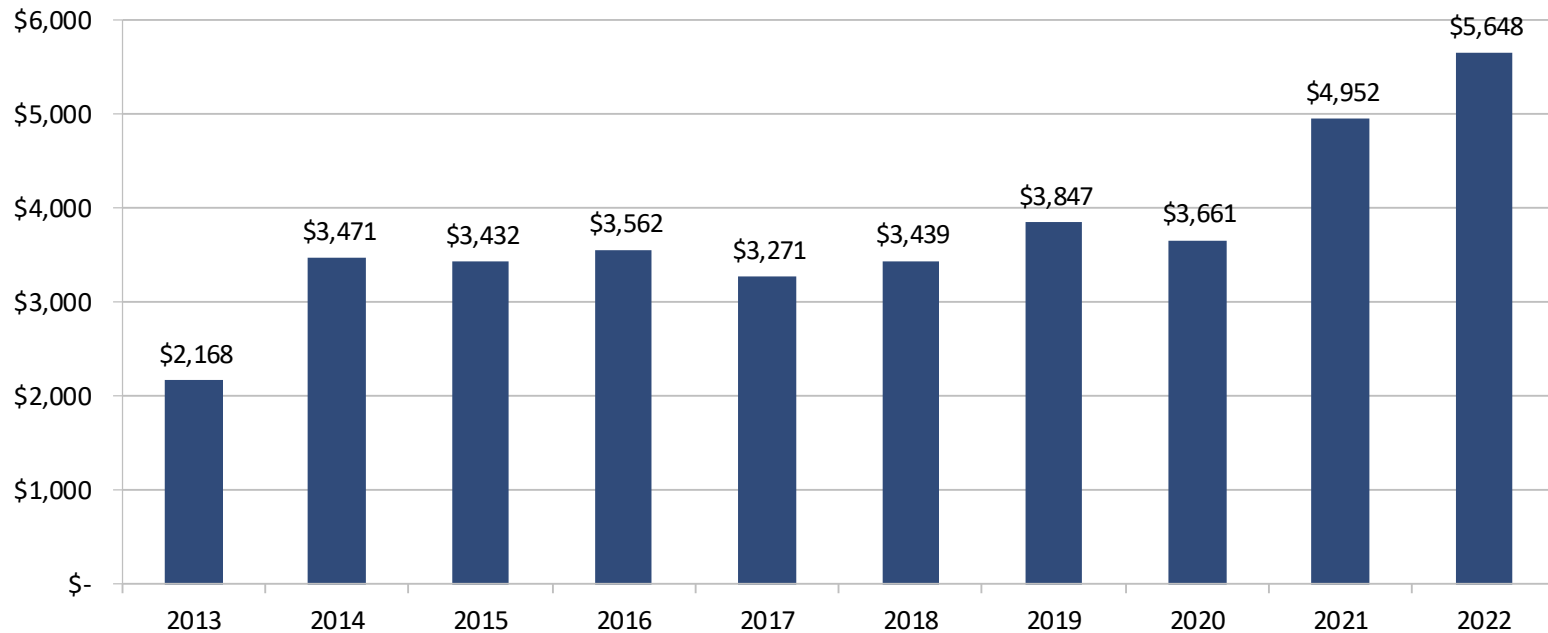


CASH AND INVESTMENTS

CASH/INVESTMENTS

Most significantly affected by the state aid payments structure.

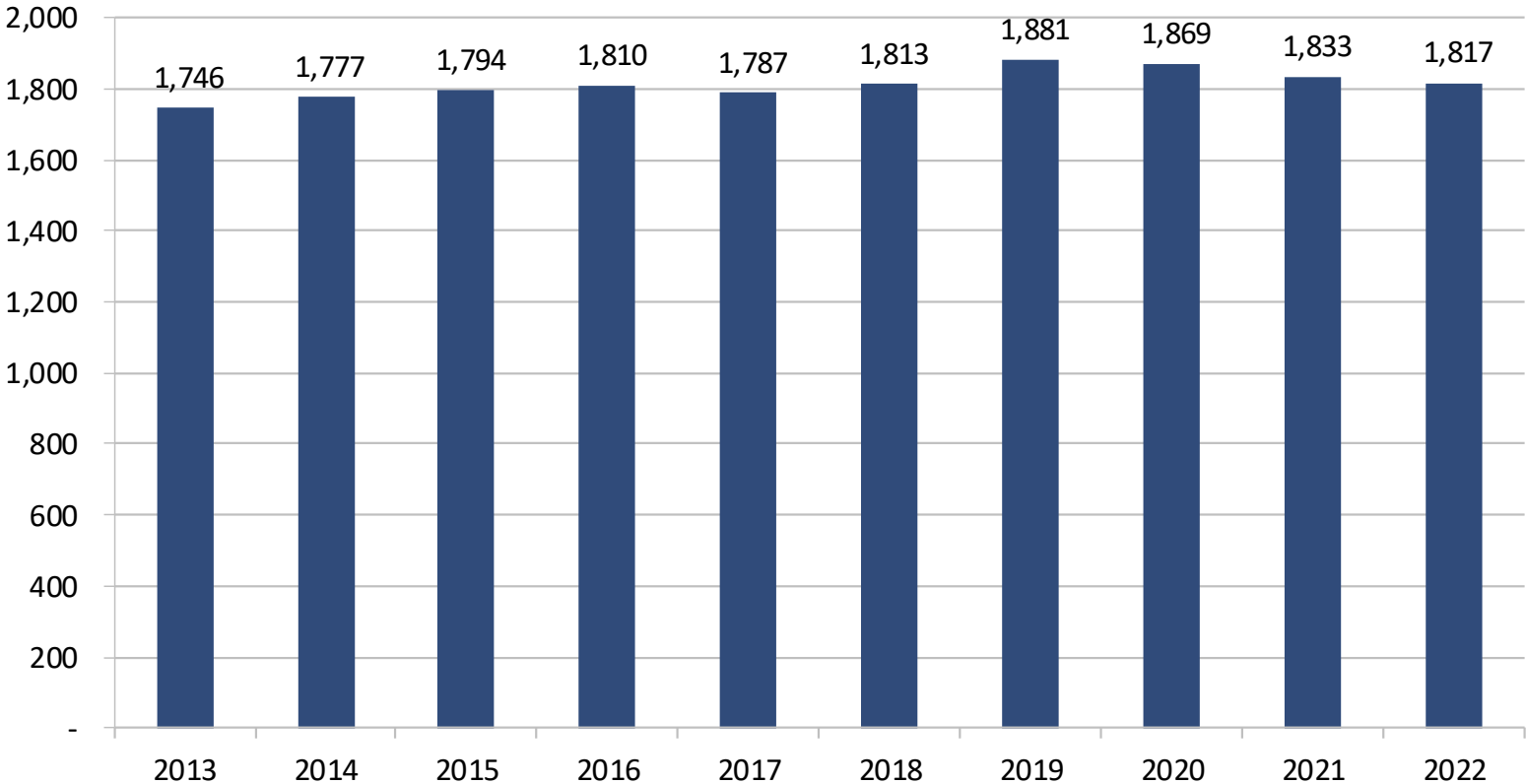
Balances (in thousands) of the District for the past ten years:





GENERAL FUND

ADM SERVED



BUDGET TO ACTUAL

	Original Budget	Final Budget	Actual	Variance With Final Budget
Revenues				
Local levies	\$ 2,445,441	\$ 2,511,867	\$ 2,521,423	\$ 9,556
Federal sources	835,611	1,838,258	1,840,788	2,530
State sources	17,207,887	17,724,075	17,734,325	10,250
Other	528,281	735,016	879,015	143,999
	<u>21,017,220</u>	<u>22,809,216</u>	<u>22,975,551</u>	<u>166,335</u>
				0.7%
				Positive
Expenditures				
Regular instruction	9,924,753	10,308,762	10,256,249	52,513
Administration and district support services	1,869,494	1,939,768	1,906,586	33,182
Special education instruction	3,798,405	4,707,760	4,687,625	20,135
Instructional and pupil support services	2,465,168	2,676,956	2,791,991	(115,035)
Sites and buildings	1,940,261	2,532,013	2,332,814	199,199
Other	517,458	583,185	614,926	(31,741)
	<u>20,515,539</u>	<u>22,748,444</u>	<u>22,590,191</u>	<u>158,253</u>
				0.7%
				Positive
Revenues Over (Under) Expenditures	501,681	60,772	385,360	324,588
Other Financing Sources				
Lease proceeds	-	-	84,784	84,784
Insurance proceeds	-	32,400	32,400	-
Gain on sale of assets	2,000	200	152	(48)
	<u>2,000</u>	<u>32,600</u>	<u>117,336</u>	<u>84,736</u>
Net Change in Fund Balance	<u>\$ 503,681</u>	<u>\$ 93,372</u>	502,696	<u>\$ 409,324</u>
Fund Balance, Beginning of Year			3,686,535	
Fund Balance, End of Year			<u>\$ 4,189,231</u>	

A POSITIVE FUND BALANCE:

- 1** Contributes to a favorable bond rating
- 2** Produces investment income and provides a source of working capital to meet cash flow needs
- 3** Offers a cushion for unexpected expenditures or revenue shortfalls



CHANGES IN FUND BALANCES

Fund Balance: cumulative difference between fund assets and fund liabilities

	Fund Balance (Deficit) Beginning of Year	Net Change in Fund Balance	Fund Balance End of Year
Nonspendable	\$ 93,796	\$ 113,141	\$ 206,937
Restricted for student activities	91,335	(19,934)	71,401
Restricted for scholarships	140,654	(939)	139,715
Restricted for staff development	59,749	7,042	66,791
Restricted for operating capital	55,241	(18,972)	36,269
Restricted for area learning center	34,086	32,901	66,987
Restricted for gifted and talented	26,495	26,151	52,646
Restricted for achievement & integration	523	(523)	-
Restricted for safe schools	3,194	7,246	10,440
Restricted for basic skills extended time	22,663	-	22,663
Restricted for long-term facilities maintenance	363,304	224,668	587,972
Restricted for medical assistance	75,879	30,781	106,660
Unassigned	2,719,616	101,134	2,820,750
	<u>131 \$ 3,686,535</u>	<u>\$ 502,696</u>	<u>\$ 4,189,231</u>

FUND BALANCE CATEGORIES

Nonspendable

Represents amounts that cannot be spent

Not in spendable form

Inventory, prepaid expenses

Restricted

Legally restricted by outside parties

Cannot be appropriated for other spending

Committed

Intended for a specific activity

Imposed by formal action of the school board but is not legally restricted

Assigned

Intended for a specific activity by school board or designated individuals

Not legally restricted

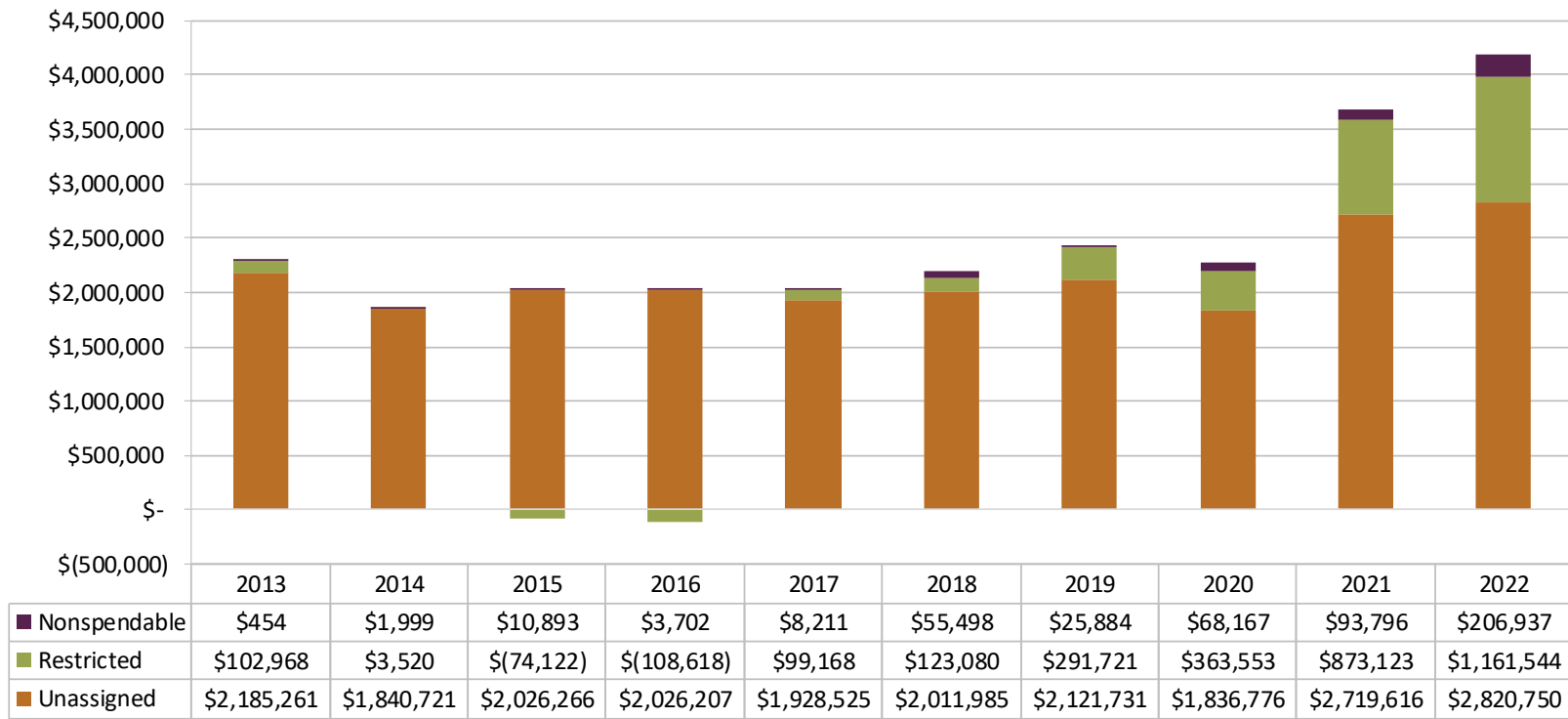
Unassigned

Reserves

“Rainy day” fund

TOTAL FUND BALANCES

Total fund balances of the General Fund for the past 10 years:



RECOMMENDATIONS REGARDING FUND BALANCES

State of Minnesota Office of the State Auditor (OSA): at year-end, local governments maintain an unrestricted fund balance in their general fund

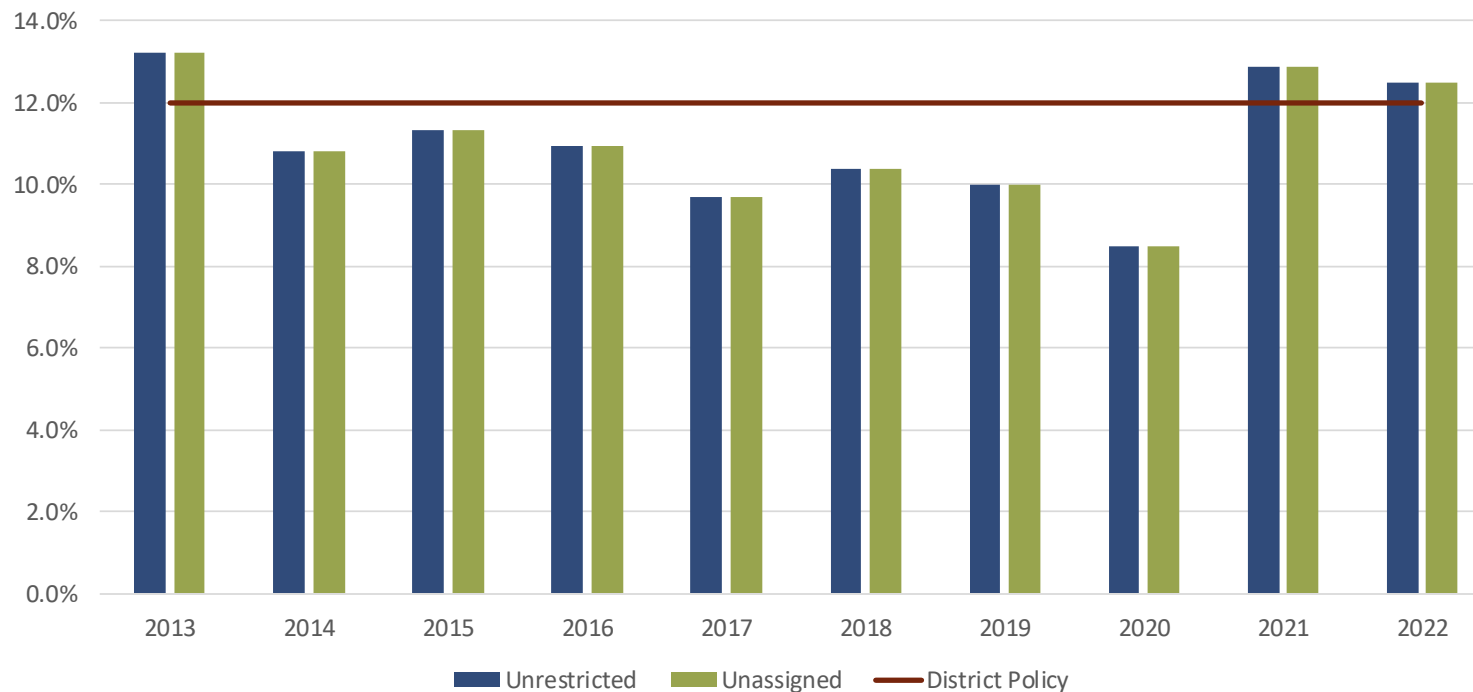
- Special Revenue Funds: approximately 35-50% of fund operating funds
- No less than 5 months of operating expenditures

Because MN school districts experience a more reliable flow of cash to fund operations, a recommended unrestricted fund balance for school districts may be less than the amounts recommended for other local governments.

The District's Policy: strive to maintain a minimum unassigned fund balance or 12% of the annual budget). For the current year that target amount is \$2.7M.

UNASSIGNED/UNRESTRICTED FUND BALANCE

The District's unassigned fund balance as a percentage of expenditures in the General Fund for the last 10 years



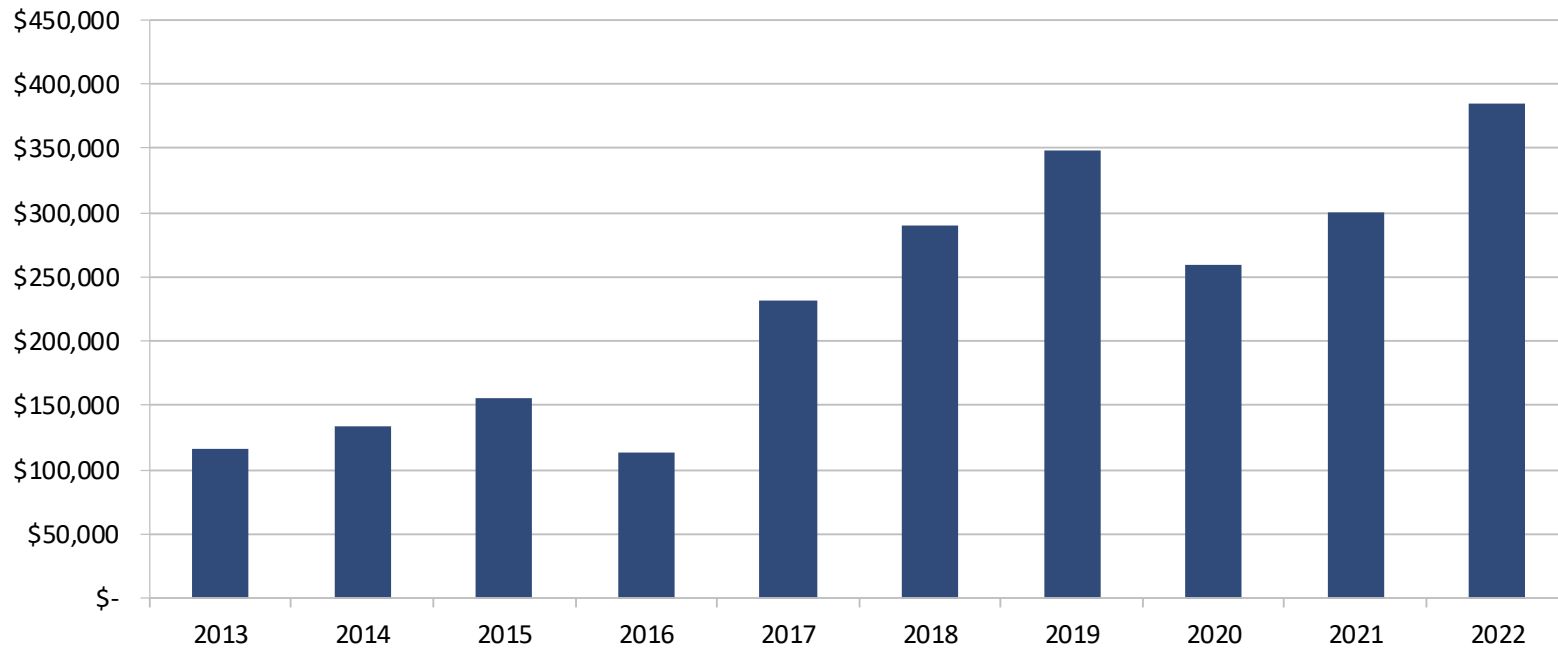
The maroon line indicates the District's fund balance policy of maintaining a minimum unassigned fund balance of 12%¹³⁵ of expenditures



OTHER FUNDS

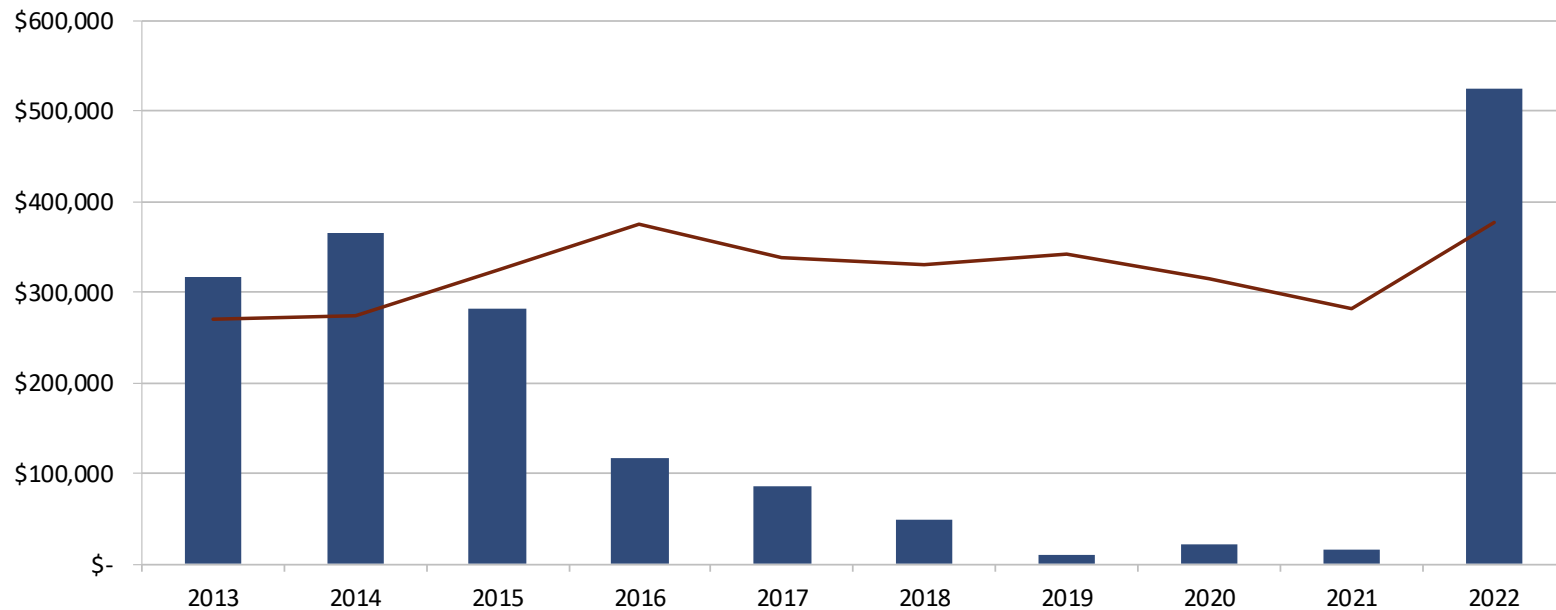
YEAR-END FUND BALANCE – COMMUNITY SERVICE FUND

Positive fund balance indicates that revenues of the community service programs are sufficient to cover the expenditures of the programs.



YEAR END FUND BALANCE – FOOD SERVICE FUND

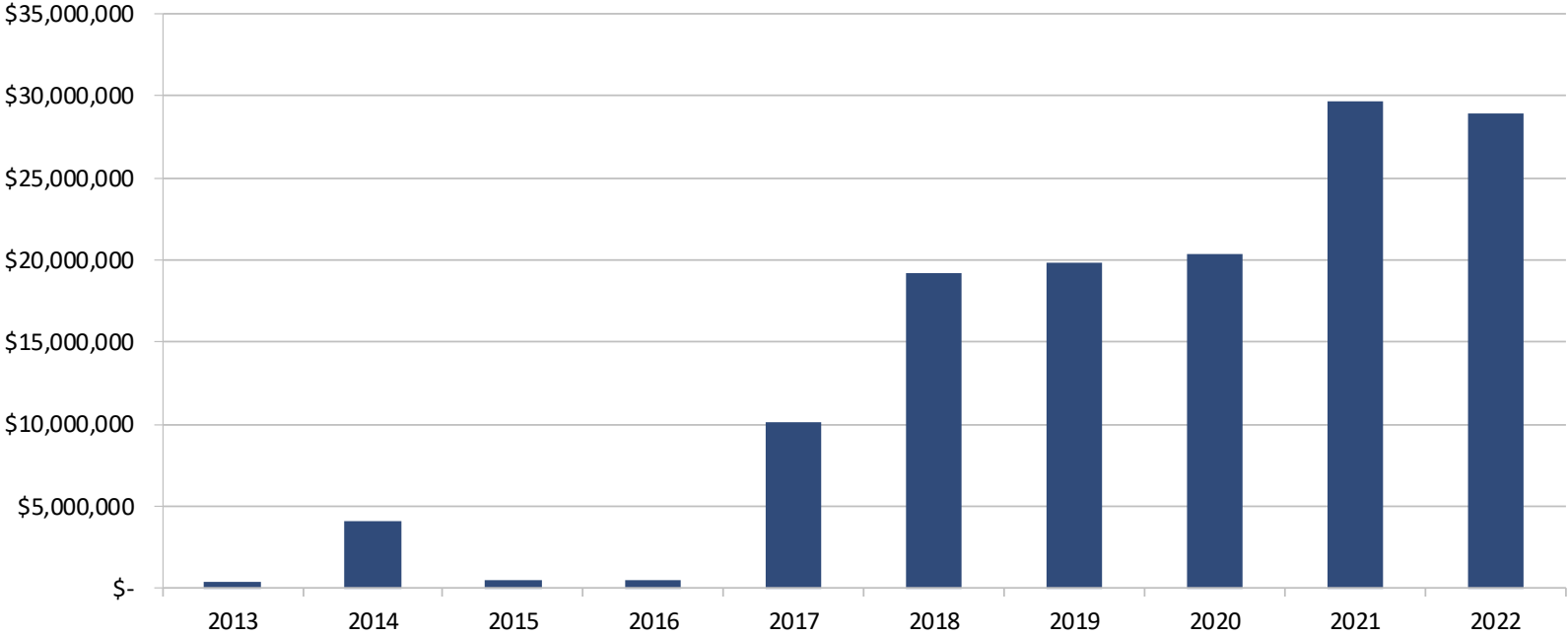
Positive fund balance indicates that revenues of the food service program are sufficient to cover the expenditures of the program.



The maroon line indicates the maximum allowable fund balance of three months expenditures.

YEAR END FUND BALANCE – DEBT SERVICE FUND

Positive fund balance indicates that revenues from property tax levies, state sources, and federal sources have been sufficient to meet the required debt service payments.



EXPENDITURES PER ADM





QUESTIONS?

This presentation is presented with the understanding that the information contained does not constitute legal, accounting or other professional advice. It is not intended to be responsive to any individual situation or concerns, as the contents of this presentation are intended for general information purposes only. Viewers are urged not to act upon the information contained ¹⁴¹ in this presentation without first consulting competent legal, accounting or other professional advice regarding implications of a particular factual situation. Questions and additional information can be submitted to your Eide Bailly representative, or to the presenter of this session.



THANK YOU

¹⁴²
eidebailly.com



December 5, 2022

To the Members of the School Board
Independent School District No. 717
Belle Plaine, Minnesota

We have audited the financial statements of the Independent School District No. 717 (the District) as of and for the year ended June 30, 2022, and have issued our report thereon dated December 5, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards* and our Compliance Audit under the Uniform Guidance

As communicated in our engagement letter dated May 11, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and to express an opinion on whether the District complied with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the District's major federal program. Our audit of the financial statements and major program compliance does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility, as prescribed by professional standards as it relates to the audit of major federal program compliance, is to express an opinion on the compliance for each of major federal programs based on our audit of the types of compliance requirements referred to above. An audit of major program compliance includes consideration of internal control over compliance with the types of compliance requirements referred to above as a basis for designing audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, as a part of our major program compliance audit, we considered internal control over compliance for these purposes and not to provide any assurance on the effectiveness of the District's internal control over compliance.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated December 5, 2022. We have also provided our comments regarding compliance with the types of compliance requirements referred to above and internal controls over compliance during our audit in our Independent Auditor's Report on Compliance with Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance dated December 5, 2022.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

As stated in our auditor's report, professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as "significant risks". We have identified the following as significant risks.

Management Override of Controls - Professional standards require auditors to address the possibility of management overriding controls. Accordingly, we identified as a significant risk that management of the District may have the ability to override controls that the District has implemented. Management may override the District's controls in order to modify the financial records with the intent of manipulating the financial statements to overstate the District's financial performance or with the intent of concealing fraudulent transactions.

Revenue Recognition - We identified revenue recognition as a significant risk due to the number of transactions incurred at or near year-end and a risk of recording those in the incorrect fiscal year.

Improper Capitalization – We identified improper capitalization of fixed assets as a significant risk. The volume of projects, reliance on vendors for timely information, and involvement of multiple District departments could result in capital asset additions being misstated.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. As described in Note 1, the District adopted GASB Statement No. 87, Leases. The implementation of this standard establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Accordingly, the accounting change has been retrospectively applied to prior years presented. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the estimated state aid receivables, estimated other post-employment benefits and net pension liability, and estimated incurred, but not reported liabilities relating to health and dental insurance.

Management's estimate of the state aid receivables is based on estimated state revenues as provided by the State of Minnesota and projected student pupil units at year end. We evaluated the key factors and assumptions used to develop the state aid receivables balance and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of the other post-employment benefits and net pension liability are based on an actuary's calculation in accordance with the employment contracts. We evaluated the key factors and assumptions used to develop the other post-employment benefits and net pension liability and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of the self-insurance claims incurred but not reported are based on the insurance provider's calculation in accordance with the self-insurance claims incurred. We evaluated the claim payments and timing of those payments related to the self-insurance claims incurred but not reported and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District's financial statements relate to net pension liability.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. There were no uncorrected or corrected misstatements identified as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We did not identify any circumstances that affect the form and content of the auditor's report.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated December 5, 2022.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

This report is intended solely for the information and use of the school board and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Eide Bailly LLP

Mankato, Minnesota

2022 Payable 2023 Truth In Taxation Public Meeting

6:30 PM

Monday, December 12, 2022

Community Ed and Rec Center Multipurpose Room

500 Sunset Drive, Suite 3

Jordan, MN 55352



Truth in Taxation Law

Minnesota's Truth in Taxation Law requires that cities, counties and school districts follow certain steps before adopting a tax levy for the following year.

One important part of that law requires a mailed notice to each property owner in the county, which describes the tax levies proposed by the city, county and school district and what percent increase such a levy would mean in dollars.

Truth in Taxation Meeting

A second part of the law pertains to a “Truth in Taxation” public meeting for each taxing jurisdiction.

You are here tonight as part of the school district’s public meeting process.

Earlier this evening, community members had the opportunity to speak during the public comment portion of the board meeting.

Requirements

1. Discuss proposed property tax levy for taxes payable 2023.
2. Provide and discuss information on the current budget (2022-2023).
3. Public must be given a reasonable amount of time to comment on the proposed property tax levy and budget and to ask questions.

- Minnesota Statute 275.065

Points to Remember

1. Revenue formulas are set by the State Legislature except for voter approved referendums.
2. Local Levy and State Aid mix are set by the State Legislature.
3. An increase in local taxes does not necessarily mean an increase in revenues for the school district.

School District Budget

Current School Year
2022-2023

Requirements from MDE

Our school district is required to use a “Fund Accounting” system, meaning we account for our revenues and expenditures using five separate funds:

- **General Fund***
 - **Food Service Fund**
 - **Community Service Fund***
 - **Building Construction Fund**
 - **Debt Service Fund***
-
- ***These Funds have a Tax Levy Component**

Fund Accounting Overview

2022-2023

GENERAL FUND (Fund 01)

- Revenue is based on student enrollment
- The local referendum levy is part of the General Fund
- Provides for:
 - Classroom instruction, instructional supplies, equipment and other educational activities
 - Special Education and State/Federally Mandated Programs
 - Extra-Curricular Activities
 - Pupil Transportation
 - Facilities Operations and Maintenance
 - Capital Expenditures and Improvements
 - Long Term Facilities Maintenance

FOOD SERVICE (Fund 02)

- School Breakfast and Lunch Program

Fund Accounting Overview

2022-2023 (continued)

COMMUNITY SERVICE (Fund 04)

- Levy is based on adult population in the District
- Early childhood levy is based on the number of children under 5 years of age
- Provides for:
 - Enrichment programs for any age level that are not part of the K-12 education program
 - Early Childhood Family Education
 - School Readiness
 - Adult Basic Education

Fund Accounting Overview

2022-2023 (continued)

DEBT SERVICE (Fund 07)

- Based on annual debt retirement schedules for the district's outstanding bonded indebtedness.
- Annual levy is for the payment of principal and interest on bonds as due.
- Current debt is a result of the voter approved Bond Issues 2014 Middle School remodel and the addition of the CERC.
- The district has since chosen to Refund/Refinance a portion of this debt, saving taxpayers millions of dollars in interest over the life of the bond repayment.

2022-2023 Budget Overview

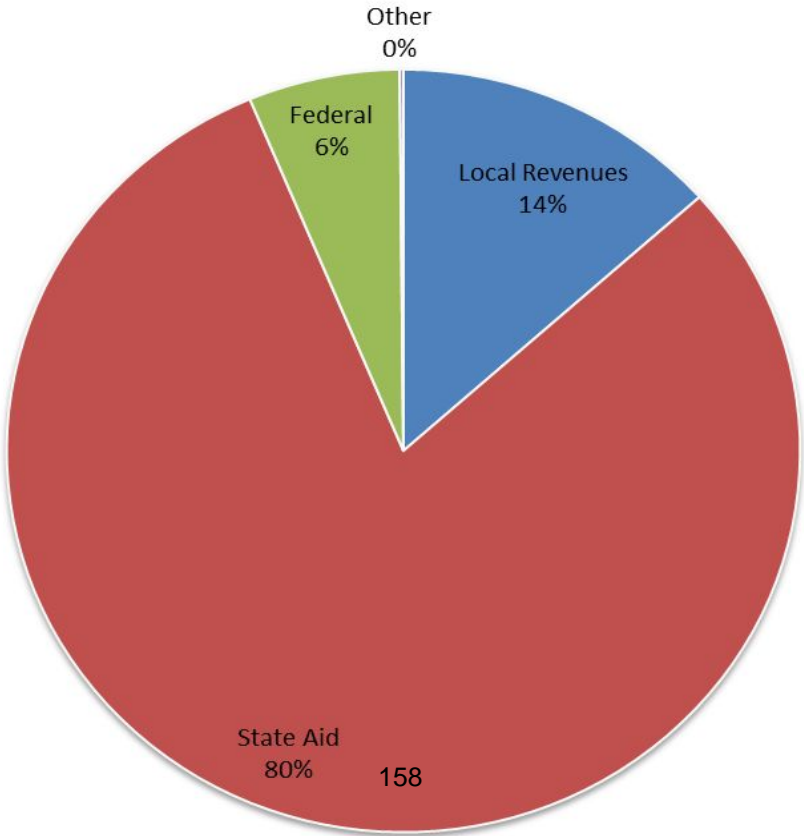
2022-2023 Original BUDGET OVERVIEW REVENUES

	21-22 Actual	22-23 Adopted Budget	Percent Change
General Fund	22,775,498.94	22,183,796	-2.60%
Food Service	1,641,959.10	988,100	-39.82%
Community Education	1,643,571.90	1,389,274	-15.47%
Debt Service	3,309,978.04	3,137,831	-5.20%
Totals	29,371,007.98	27,699,001	-5.69%

****The 2021-2022 are actual audited #s. The 22-23 Adopted Budget #s are only a projection, and a revised budget will be done in the upcoming months. The Adopted Revenue Budget is less because the majority of the ESSER and ARP Federal Funds were used in Fiscal Year 2021-2022.**

General Fund Revenue Budget

Where Does Our School Revenues Come From?



2022-2023 Budget Overview

2022-2023 ORIGINAL BUDGET OVERVIEW EXPENDITURES

	21-22 Actual	22-23 Adopted Budget	Percent Change
General Fund	22,252,218.40	21,782,949	-2.11%
Food Service	1, 132,290.48	978,201	-13.61%
Community Education	1,558,387.42	1,459,449	-6.35%
Debt Service	4,046,841.47	3,143,950	-22.31%
	28,989,737.77	27,364,549	-5.61%

****The 2021-2022 are actual audited #s. The 2022-2023 Adopted Budget #s is only a projection, and a revised budget will be done in the upcoming months. The 2022-2023 Adopted Budget shows a decrease because in 2021-2022 there were ESSER and ARP funds expended, and the majority of those funds have ended.**

2021-2022 Budget Overview

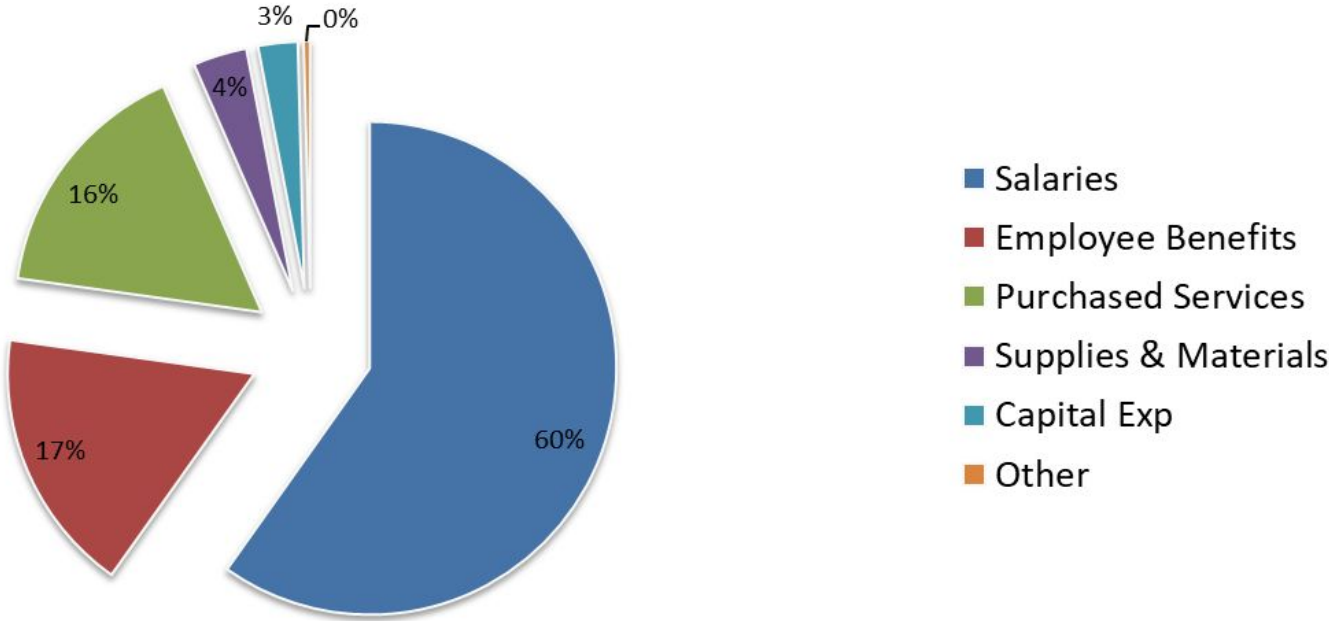
HOW ARE GENERAL FUND DOLLARS SPENT?

Expenses incurred in the operation of the district are paid from the General Fund. The following schedule relates how the dollars allocated to the General Fund will be spent:

District & School Administration	5.19%
District Support Serv	3.92%
Regular Instruction	45.45%
Vocational Instruction	1.81%
Spec Ed Instruction	21.48%
Instructional Support Serv	3.76%
Pupil Support Serv	6.92%
Sites-Buildings, Equip	10.90%
Fiscal & Other Exp	0.57%
	<hr/>
	100%

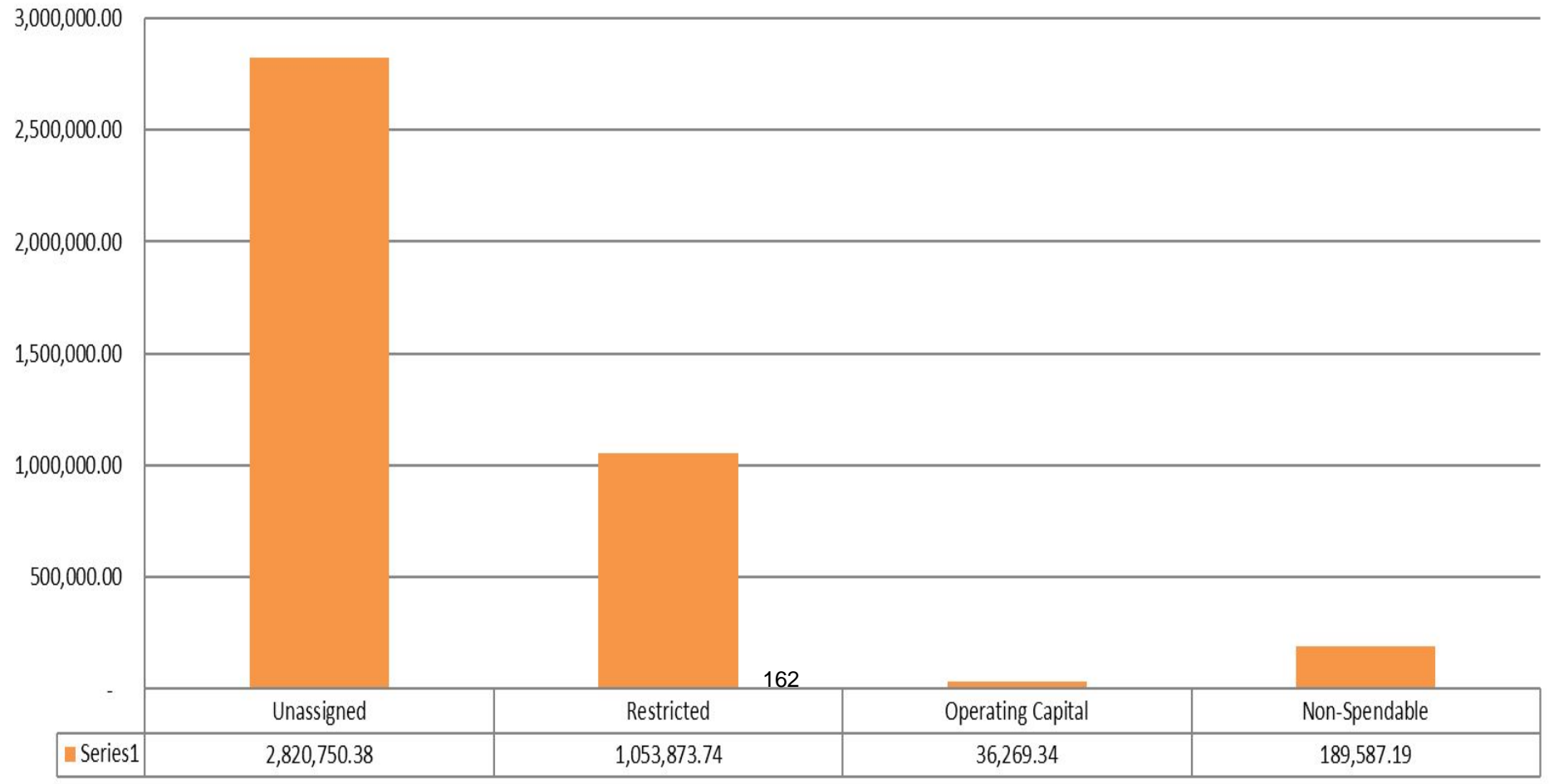
General Fund Expenditure Budget

What Do Our Expenditures Pay For?



General Fund Balance

GENERAL FUND BALANCE - JUNE 30, 2022



School District Levy

- *2022 Payable 2023*
- *Certified in 2022*
- *Collected in 2023*
- *Recognized as revenue –
FY2023-2024*

Authority for School Levies

A School District Tax Levy must be either:

Set by State Formula

-or-

Voter Approved

Factors Impacting Tax Change

Issues Driven by Legislative Decisions:

- Change in sales ratio (impacting ANTC)
- Change in tax capacity rate structure
- Laws mandating code compliance (Long Term Facilities Maintenance plan)

Issues Determined by District Voters:

- Voter approved building bond issue
- Voter approved excess levy referendum

Local Factors:

- Inflationary pressure on real estate market
- Abatements
- Property improvements not previously taxed
- Change in individual assessed market value
- Possible change in property classification (e.g. *homestead to rental*)

Current Levy

Local Operating Referendum: \$ 724.00/PPU

****This is the amount that every school district receives if no voter approved operating levy is in place**

Certified 2021 vs Proposed Payable 2022

Comparison of Certified Payable 2023 Levy with Proposed Payable 2023 Levy

GROSS LEVIES BY FUND	ACTUAL 21 PAY 22	PROPOSED 22 PAY 23	DOLLAR DIFFERENCE	PERCENT DIFFERENCE
General Fund	2,636,105.62	2,623,800.51	-12,305.11	-.47%
Community Services	136,009.08	137,229.45	1,220.37	.90%
Debt Redemption	3,110,831.05	3,098,434.53	-12,396.52	-.40%
Total	5,882,945.75	5,859,464.49	23,481.26	-.40%

General Fund Levy \$'s

General Fund				
	Actual Levy	Proposed Levy		Percent
Levy Category	Payable 2022	Payable 2023	Changes	Change
Local Optional Revenue	1,274,223.08	1,257,109.69	-17,113.39	-1.34%
Transition	31,531.94	30,811.26	-720.68	-2.29%
Board Approved Referendum	-	-		
Equity	341,561.93	333,370.52	-8,191.41	-2.40%
Operating Capital	159,517.21	163,536.25	4,019.04	2.52%
Achievement & Integration	52,241.18	56,368.69	4,127.51	7.90%
Reemployment Ins	0.00	0.00	0.00	0%
LTFM	476,267.10	458,153.81	-18,113.29	-3.80%
Safe Schools	84,855.91	82,641.42	-2,214.49	-2.61%
Career & Tech Levy	127,680.73	127,680.73	0.00	0%
OPEB	34,924.40	110,153.40	75,229.00	215.41%
Building Lease	23,387.95	16,125.31	-7,262.64	-31.05%
Adj for P/Y Taxes	29,914.19 ¹⁶⁸	-12,150.57	-42,064.76	-140.62%
Total General Fund	2,636,105.62	2,623,800.51	-12,305.11	-0.47%

Community Education & Debt Service Levy \$'s

Community Education

Levy Category	Actual Levy Payable 2022	Proposed Levy Payable 2023	Changes	Percent Change
Basic Community Education	84,145.35	84,145.35	0	0%
Early Childhood Family Ed	40,821.97	41,757.37	935.40	2.29%
Home Visiting	870.58	914.76	44.18	5.07%
School Age Care	10,000.00	10,000.00	0.00	0.00%
Adj from Prior Years	171.18	411.97	240.79	140.66%
Total Community Education Fund	136,009.08	137,229.45	1,220.37	.90%

Debt Service

Levy Category	Actual Levy Payable 2022	Proposed Levy Payable 2023	Changes	Percent Change
Voter Approved Debt Service	3,295,898.00	3,295,569.60	-328.40	0.01%
Debt Service Aid-Inelig	0.00 ¹⁶⁹	0.00	0	0%
Debt Excess Adj	-185,066.94	-197,135.07	-12,068.13	6.52%
Total Debt Service Fund	3,110,831.06	3,098,434.53	-12,396.53	-0.40%

Levy Statistics

Total Levy decreases by $-.40\%$

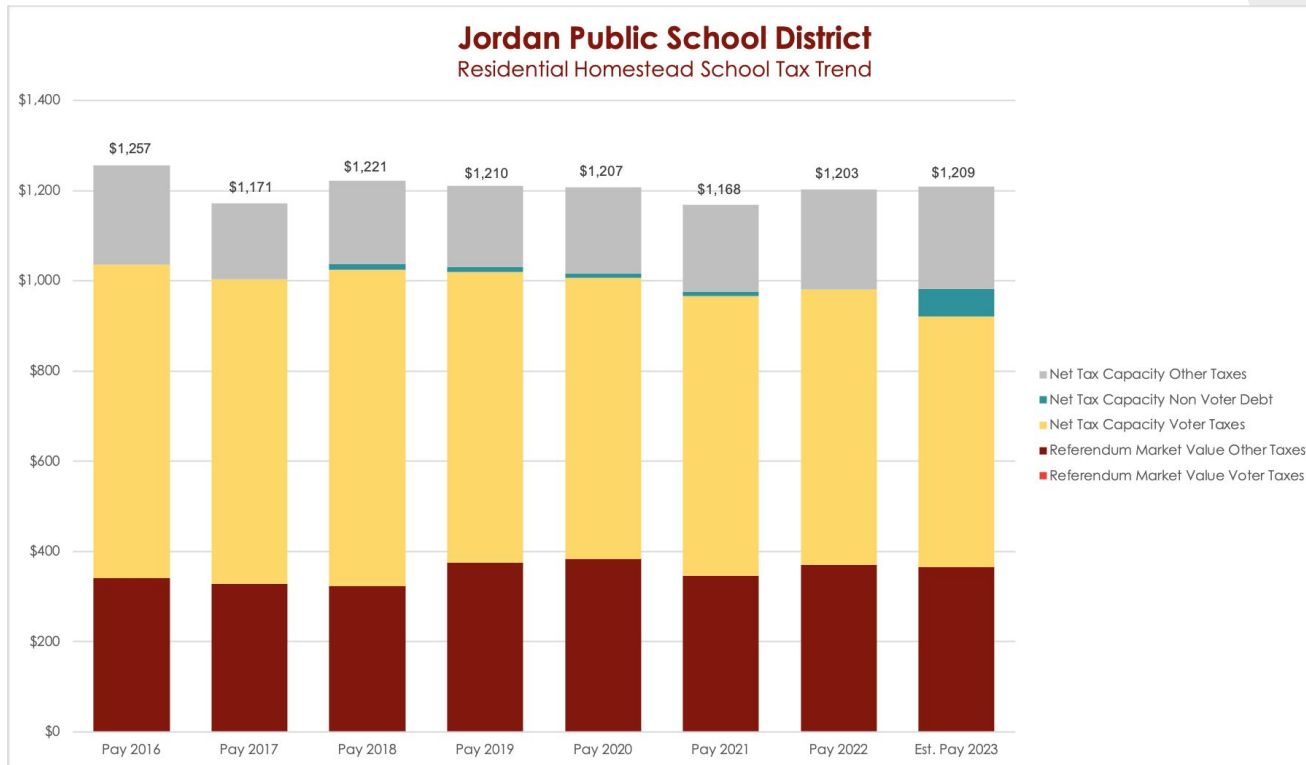
- The majority of the homes in the Jordan School District had an increase in their property value
- Because of the increase in property values:
 - Referendum Market Value increased by an estimated 24.49%
 - Net Tax Capacity increased by an estimated 26.35%

Levy Statistics

Impact of 2022 Payable 2023 School District Levy on taxpayers
(assuming the Taxable Market Value remained the same)

	PAY 2022 VALUE	PAY 2023 VALUE	PAY 22 SCH DIST TAX	PAY 23 SCH DIST TAX	\$ CHANGE	% CHANGE
Residential Homestead						
	\$200,000	\$250,000	\$714	\$726	\$12	1.67%
	\$250,000	\$312,500	\$918	\$928	\$10	1.06%
	\$300,000	\$375,000	\$1,121	\$1,129	\$7	.66%
	\$320,000	\$400,000	\$1,203	\$1,209	\$7	.55%
	\$400,000	\$500,000	\$1,528	\$1,515	-\$13	-.87%
	\$500,000	\$625,000 ¹⁷¹	\$1,914	\$1,960	\$46	2.38%
	\$600,000	\$750,000	\$2,364	\$2,405	\$41	1.71%

School Tax Trends



	Pay 2016	Pay 2017	Pay 2018	Pay 2019	Pay 2020	Pay 2021	Pay 2022	Est. Pay 2023
Home Value*	\$252,901	\$263,017	\$273,537	\$284,479	\$295,858	\$307,692	\$320,000	\$400,000
Referendum Market Value Voter Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Referendum Market Value Other Taxes	\$341	\$328	\$323	\$375	\$384	\$347	\$370	\$366
Net Tax Capacity Voter Taxes	\$694	\$675	1702	\$645	\$623	\$619	\$610	\$555
Net Tax Capacity Non Voter Debt	\$0	\$0	\$12	\$11	\$10	\$10	\$0	\$61
Net Tax Capacity Other Taxes	\$221	\$168	\$185	\$180	\$191	\$192	\$223	\$227
Total School Taxes	\$1,257	\$1,171	\$1,221	\$1,210	\$1,207	\$1,168	\$1,203	\$1,209

Levy Certification

Whereas, Pursuant to Minnesota Statutes the School Board of the Jordan School District, Jordan, Minnesota, is authorized to make the following proposed tax levies for general purposes:

Maintenance (General Fund)	\$2,623,800.51
Community Service	137,229.45
Debt Service	3,098,434.53
<i>(Includes Referendum)</i>	
Total Proposed School Tax Levy	\$5,859,464.49

Now Therefore, Be it resolved by the School Board of Jordan School District, Jordan, Minnesota, that the levy to be levied in 2022 to be collected in 2023 is set at \$5,859,464.49 The clerk of the Jordan School Board is authorized to certify the proposed levy to the County Auditor of Scott County, Minnesota.



Executive Summary: Levy Certification

Amy Hafemann, Finance Director

The Final 2022 Payable 2023 Levy needs to be Board Certified by December 29, 2022. This is a process that is completed annually.

The 2022 Payable 2023 Levy has a percentage decrease overall of -.40%.

It is my recommendation that the Board of Education certify the total levy dollar amount of \$5,859,464.49.

**EXTRACT OF MINUTES OF
MEETING OF SCHOOL BOARD OF
JORDAN PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 717**

JORDAN, MINNESOTA

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 717, Jordan, Minnesota, was held on the 12th day of December, 2022, at 6:30 p.m.

The following Board members were present: _____

and the following were absent: _____

Member _____ introduced the following resolution and moved its adoption:

Whereas, Pursuant to Minnesota Statutes the School Board of the Jordan School District, Jordan, Minnesota, is authorized to make the following proposed tax levies for general purposes:

Maintenance (General Fund)	\$2,623,800.51
Community Service	\$137,229.45
Debt Service	\$3,098,434.53

- Includes Referendum

Total Proposed School Tax Levy \$5,859,464.49

Now Therefore, Be it resolved by the School Board of Jordan School District, Jordan, Minnesota, that the levy to be levied in 2023 to be collected in 2024 is set at \$5,859,464.49. The clerk of the Jordan School Board is authorized to certify the proposed levy to the County Auditor of Scott County, Minnesota.

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

and the following voted against: _____

whereupon said resolution was declared duly passed and adopted.

WITNESS MY HAND officially as such Clerk this 12th day of December, 2022.

By: _____

School Board Clerk

I. COMPUTATION OF 2022 PAYABLE 2023 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP			N/A			
GEN-RMV OTHER-EXEMP	1,627,160.68	5,869.21-	N/A			1,621,291.47
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	1,014,659.61	12,885.05-	734.48			1,002,509.04
TOTAL GENERAL	2,641,820.29	18,754.26-	734.48			2,623,800.51
COM SERV-EXEMP	136,817.48	371.41	40.56			137,229.45
DEBT-VOTER-NONEXEMP	2,968,863.00	178,572.51-	1,088.32			2,791,378.81
DEBT-OTHER-NONEXEMP	326,706.60	19,650.88-				307,055.72
TOTAL DEBT SERV	3,295,569.60	198,223.39-	1,088.32			3,098,434.53
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP						
TOTAL OPEB/PENSION						
TOTAL	6,074,207.37	216,606.24-	1,863.36			5,859,464.49

II. COMPARISON OF 2021 PAYABLE 2022 LEVY LIMITATION WITH 2022 PAYABLE 2023 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2021 PAY 2022 LIMITATION	2022 PAY 2023 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	2,636,105.62	2,623,800.51	12,305.11-	.47-
COMMUNITY SERVICE	136,009.08	137,229.45	1,220.37	.90
GENERAL DEBT SERVICE	3,110,831.05	3,098,434.53	12,396.52-	.40-
OPEB DEBT SERVICE				
TOTAL	5,882,945.75	5,859,464.49	23,481.26-	.40-

III. COMPARISON OF 2021 PAYABLE 2022 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2022 PAYABLE 2023 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2021 PAY 2022 CERTIFIED LEVY + ADJUSTMENTS	2022 PAY 2023 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	2,636,105.62			
COMMUNITY SERVICE	136,009.08			
GENERAL DEBT SERVICE	3,110,831.05			
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	5,882,945.75			

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 717 (Jordan), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on December 12, 2022 at 6:30 p.m. in the CERC Multi-Purpose Room.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on December 12, 2022.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON

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

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to issue general obligation school building bonds of the School District in an aggregate amount not to exceed \$34,990,000 (the Bonds) for acquisition and betterment of school sites and facilities including, but not limited to, safety and security upgrades at Jordan High School and an addition to, renovation and remodeling of, and safety and security upgrades at Jordan Elementary School, pursuant to Minnesota Statutes, Chapter 475.

2. The projects described in paragraph 1 have been submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the projects and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than twenty (20) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The question on the issuance of the Bonds shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, April 11, 2023, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, is hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least seventy-four (74) days before the date

of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) sent by nonforwardable mail to every affected household in the School District with at least one registered voter at least fourteen (14) days before the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

NOTICE OF SPECIAL ELECTION

**INDEPENDENT SCHOOL DISTRICT NO. 717
(JORDAN), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 717 (Jordan), Minnesota, on April 11, 2023, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

School District Question

Approval of School Building Bonds High School Security, Elementary Renovation

Shall the board of Independent School District No. 717 (Jordan), Minnesota be authorized to issue general obligation school building bonds in an aggregate amount not to exceed \$34,990,000 for acquisition and betterment of school sites and facilities, including but not limited to, safety and security upgrades at Jordan High School and an addition to, renovation and remodeling of, and safety and security upgrades at Jordan Elementary School?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE
VOTING FOR A PROPERTY TAX INCREASE**

The polling place and precincts served by the polling place for the special election will be as follows:

Combined Polling Place:

Precincts Served:

Community Education and Recreation
Center
500 Sunset Drive
Jordan, Minnesota 55352

All District precincts

All qualified electors residing in the School District may cast their ballots at the polling place designated above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling place on election day.

Dated: December 12, 2022.

BY ORDER OF THE SCHOOL BOARD


/s/ _____, Clerk

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

7. The Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

**Special Election Ballot
School District Ballot
Independent School District No. 717
(Jordan), Minnesota
April 11, 2023**

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

School District Question

Approval of School Building Bonds High School Security, Elementary Renovation

- YES** Shall the board of Independent School District No. 717 (Jordan), Minnesota
- NO** be authorized to issue general obligation school building bonds in an aggregate amount not to exceed \$34,990,000 for acquisition and betterment of school sites and facilities, including but not limited to, safety and security upgrades at Jordan High School and an addition to, renovation and remodeling of, and safety and security upgrades at Jordan Elementary School?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

(Reverse side of ballot)

OFFICIAL BALLOT

April 11, 2023

Judge

Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. The Clerk shall prepare and have ready for use absentee ballots at least forty-six (46) days before the special election in accordance with Minnesota Statutes, Section 204B.35, Subdivision 4.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

14. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, April 14, 2023, and the tenth day, April 21, 2023, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

16. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

Facilities Process, Timeline, Recommendation

December 12, 2022

JORDAN

Monthly Work to Date

187

JORDAN

October Community Survey

- Excellent community engagement- over 900 responses
- Very clear direction regarding facilities priorities
 - Elementary:
 - Renovate 1974 wing and expand the building
 - Inclusive of additional classrooms, new cafeteria/multipurpose, full gymnasium, enhanced secure entrance, expand early learning spaces, windows, doors, restrooms and more)
 - High School:
 - Enhancing secure entrance at HS

Community Survey cont.

- The 50% support threshold is crossed for a bond amount smaller than \$36M.
- Support for a plan often increases when project scope and tax impacts are reduced.
- Consider refining a plan to update the elementary school and HS enhanced secure entrance at a lower cost.

November Regular Meeting

- Board Direction for administration and consultants to:
 - Develop and submit a Review and Comment document to MDE, as required.
 - Prepare an election resolution for board consideration in December.

November Work Session

- Finalize a budgetary goal.
 - Below 36 million
 - Work with PMA on tax impact at thresholds below 36 million
 - Consider proposed ballot language
- Ensure scope of the projects are aligned with budget and educationally adequate
 - Collaboration with building staff
 - Work with Kraus-Anderson on project scope and requirements

Where do we go
from here?

December Regular Meeting

- Board Action
 - RESOLUTION RELATING TO DETERMINING THE NECESSITY OF ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON
 - April 11th, 2023
 - \$34,990,000

The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to issue general obligation school building bonds of the School District in an aggregate amount not to exceed \$34,990,000 (the Bonds) for acquisition and betterment of school sites and facilities including, but not limited to, safety and security upgrades at Jordan High School and an addition to, renovation and remodeling of, and safety and security upgrades at Jordan Elementary School, pursuant to Minnesota Statutes, Chapter 475.

Planning Goals

- Alignment with survey feedback
- Improve educational adequacy
- Renovate 1974 wing (JES)
- Plan for future growth (JES)
- Classroom addition (JES)
- Gymnasium addition (JES)
- Cafeteria/Multipurpose addition (JES)
- Early Learning Programs updates (JES)
- Facilities needs/ windows, doors, restrooms etc. (JES)
- Secure entrances (at JES AND JHS)

Building Improvements

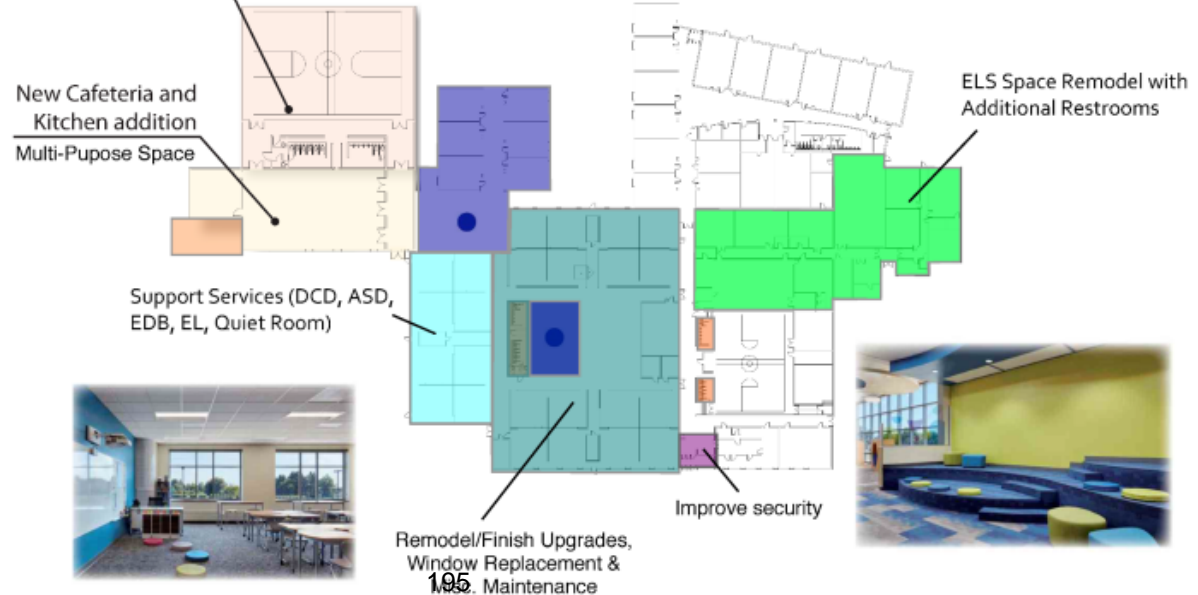
- Remodel
- 6 Classroom Addition
- New Gym Addition with Restrooms
- New Cafeteria and Kitchen Addition and Multi-Purpose Space



New Gym addition with restrooms



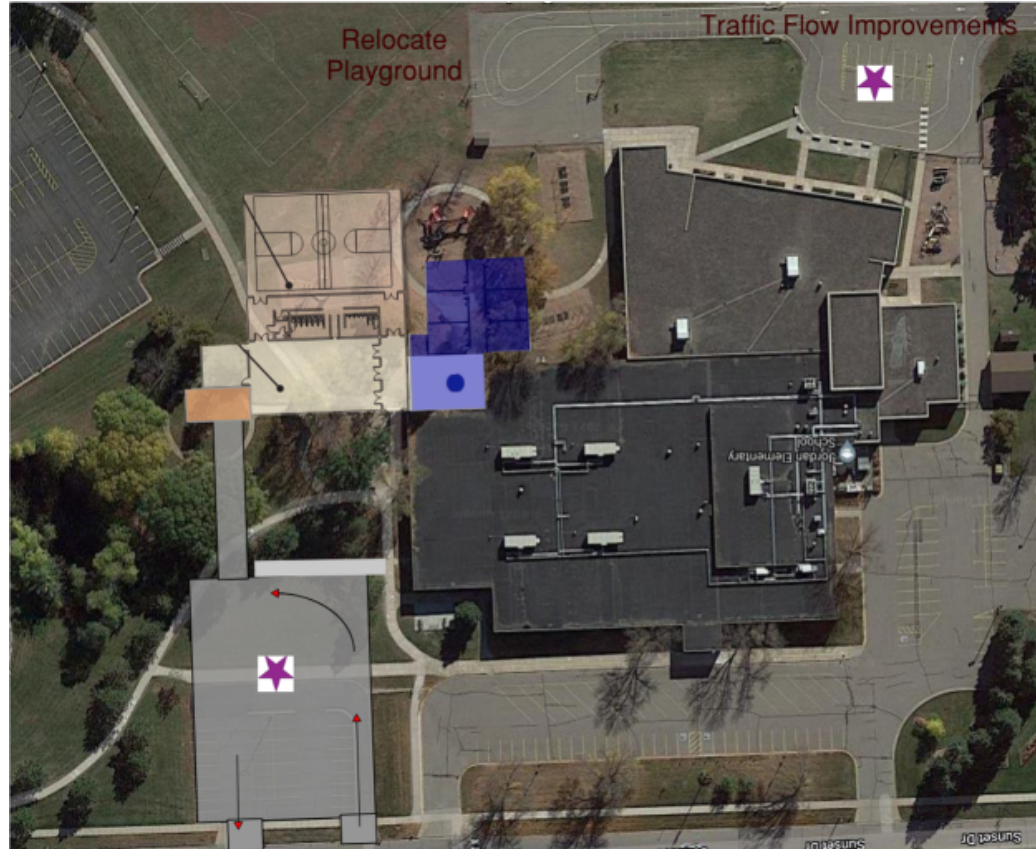
● Flexible learning space & Locker areas



JES Planning- THESE ARE NOT ACTUAL RENDERINGS

Site Improvements

- Relocate Playground
- Traffic Flow Improvements



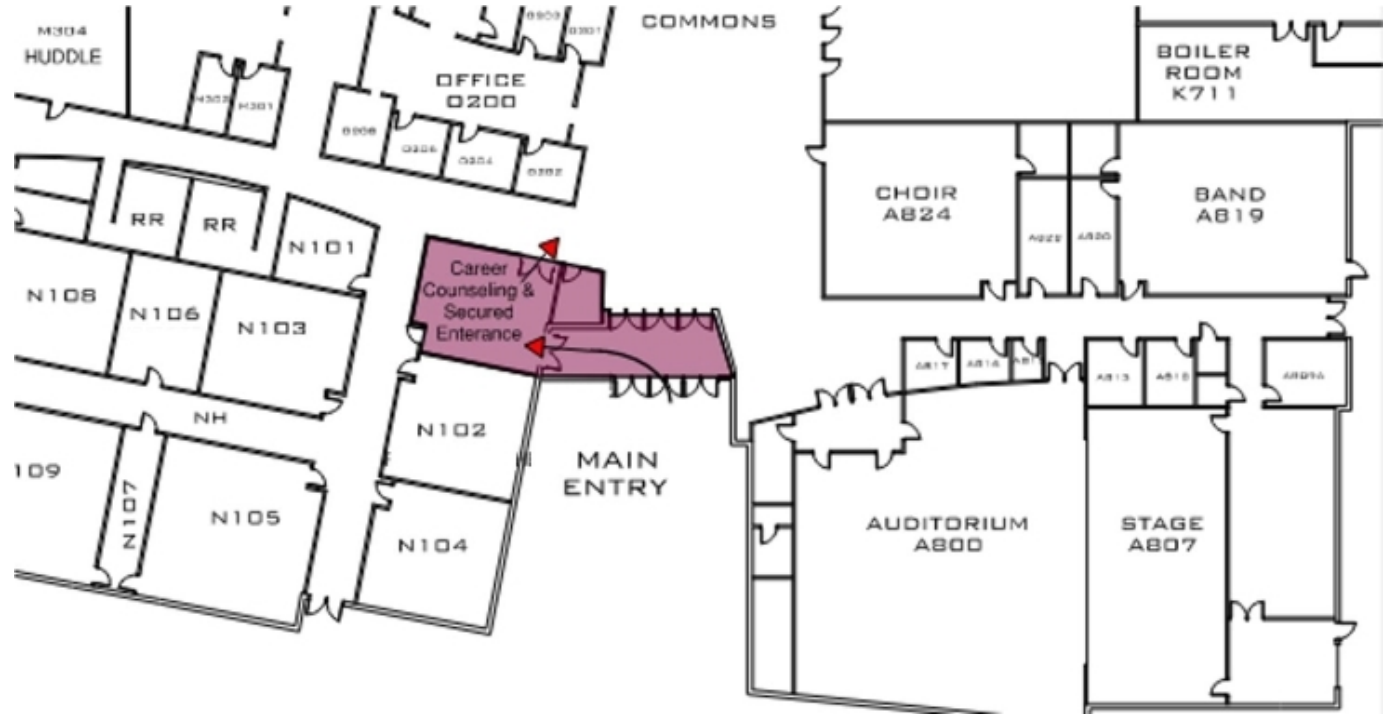
196

JES Planning- THESE ARE NOT ACTUAL RENDERINGS

JORDAN

High School Improvement

- Security Entrance Remodel





Tax Impact

Types of Property	Estimated Market Value	Estimated Annual Tax Impact	Estimated Monthly Tax Impact
Residential Homestead	\$200,000	\$203	\$17
	250,000	\$264	\$22
	300,000	\$325	\$27
	400,000	\$448	\$37
	500,000	\$562	\$47
	600,000	\$702	\$58
	700,000	\$842	\$70
Commercial / Industrial**	\$100,000	\$108	\$9
	250,000	\$306	\$25
	500,000	\$665	\$55
	\$1,000,000	\$1,384	\$115
Agricultural Homestead	\$6,000	\$1.06	\$0.09
	7,000	\$1.24	\$0.10
	8,000	\$1.42	\$0.12
	\$10,000	\$1.77	\$0.15
Agricultural Non-Homestead	\$6,000	\$2.13	\$0.18
	7,000	\$2.48	\$0.21
	8,000	\$2.84	\$0.24
	\$10,000	\$3.55	\$0.30

*Tax impact chart illustrates only the tax changes related directly to the proposed bond and do not include levies for other purposes.

**Commercial Industrial taxes will have small variations from one taxing City/township to the next due to differences in the Twin Cities Metropolitan Area Fiscal Disparities Program

Timelines and Requirements

Next Steps	Apr 11, 2022	Remarks
Study Phase	Mar-May2022	Complete
Board Workshops	Sept	Complete
Survey the Community	Sept-Oct	Complete
Review Survey	Oct	Complete
Define the Plan & Resolution for Polling Places	November 14th	Give Permission for KA to Draft MDE Review and Comment
Review Financials and Draft of Ballot Language	November 28th	Board Work session
Approval of Election Resolution	December 12th	
Submit Review and Comment	January (1st week)	KA to submit on behalf of District
Publish MDE letter	March (3 rd week)	20 Days Prior to Vote
Referendum Campaign	January thru March	
Referendum Vote	April 11, 2023	
Design (pending scope)	May to December 2023	
Construction	199 Additions May 2023 to July 2024 Remodel – June thru Sept 2024/25	Phased Project in an Occupied Building

Next Steps

- Resolution as an action item on December 12, 2022 agenda
- Communications with our staff and community
 - Tax Impact
 - Scope of Projects
 - Alignment with Survey Feedback
 - Where and When to Vote
- RFP for architect firms with Facilities Committee interviews
- On-going updates to our staff and community



Adopted by Jordan School Board on: 12/12/22
District Calendar 2023-2024

July 2023

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

0

July

- 4 4th of July
- 25 Flex Workshop

January 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

20

January

- 1 No School: Winter Break (New Year's Day)
- 15 No School: MLK Day / Professional Development
- 19 End of 2nd Quarter and 1st Semester
- 22 No School: Professional Development

August 2023

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

0

August

- 2 Flex Workshop
- 22 New Staff Workshop
- 23 Flex Workshop
- 24-31 No School: Professional Development
- 30 Middle and High School Open House / Resource Night
- 30-31 Gr. 1-4 Back to School Conf. and Curriculum Sharing

February 2024

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

20

February

- 19 No School: President's Day
- 20 Middle School Conf. (Digital Learning Day Gr. 5-8)

September 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19

September

- 4 No School - Labor Day
- 5-6 Kick Start to Kindergarten
- 5 Grade 5 WEB / Grade 9 Freshman Focus / 6-8 & 10-12 Digital Learning Day
- 6 First Day in building grades 6-8 & 10-12
- 7 First Day Gr. 1-4
- 7 Kindergarten Conferences
- 11 First Day Kindergarten / Preschool

March 2024

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15

March

- 14 Middle & High School Conferences PM
- 21 End of 3rd Qtr / ES Conf. PM
- 22 No School: Professional Development / ES Conf. AM
- 25-29 No School: Spring Break

October 2023

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20

October

- 19-20 No School: Education Minnesota Conference
- 23 MS Conferences (Digital Learning Day Gr. 5-8)
- 26 HS Conferences PM

April 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

22

April

November 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

19

November

- 2 End of 1st Quarter / ES Conferences PM
- 3 No School: Professional Development / ES Conf. AM
- 16 Middle & High School Conferences PM
- 23-24 No School: Thanksgiving Break

May 2024

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

18

May

- 24 Last Student Day / Early Out / Commencement
- 27 No School: Memorial Day
- 28 No School: Professional Development

December 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16

December

- 25-29 No School: Winter Break

June 2024

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

0

June

Student Contact Day Summary

Quarter Summary	
1st Quarter	41
2nd Quarter	46
3rd Quarter	42
4th Quarter	40
Total Student Days	169

*Instructional minutes = 174 traditional days

Teacher Workshop Days	12
Async Flex Days	3
Conferences	2
Total Teacher Days	186

*Async Flex Days accounted for within teacher duty day

 No School
 No School (Professional Development Day)
 New Staff Workshop / Flex Workshop
 K-4 No School (K-4 Pre-School Conferences)
 Kick Start to Kindergarten
 Parent-Teacher Conferences
 End of Quarter

- District Office: 952-492-6200
- Jordan ES: 952-492-2336
- Jordan MS: 952-492-2332
- Jordan HS: 952-492-4400

Make-Up Day due to 7 or more Emergency Closing Days Designated as: 2/19/24

Note that the 1st day of school closed by weather will not be made up, and the 2nd through 6th day will be Digital Learning Days per Minnesota State Statute



FIELD TRIP REQUEST FORM

Day Field Trip
(Submit 30 days in advance)

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

Day Trip Procedures:
<input type="checkbox"/> Check with the main office to confirm the date of the trip
<input type="checkbox"/> Complete this form, include an itinerary, and submit to principal for approval
<input type="checkbox"/> Arrange appropriate transportation
<input type="checkbox"/> Arrange parent/guardian chaperones, if necessary, and notify them of trip information
<input type="checkbox"/> Have chaperones complete a volunteer background check
<input type="checkbox"/> Email appropriate support staff, SPED teachers, specialists, kitchen staff

Overnight/Extended Procedures:
<input type="checkbox"/> Check with the main office to confirm the date of the trip
<input type="checkbox"/> Complete this form, include an itinerary, submit to Principal for approval, and wait for board approval
<input type="checkbox"/> Arrange appropriate transportation/lodging (do not book until board approval is given)
<input type="checkbox"/> Arrange parent/guardian chaperones, if necessary, and notify them of trip information
<input type="checkbox"/> Have chaperones complete a background check
<input type="checkbox"/> Email appropriate support staff, SPED teachers, specialists, kitchen staff

Name of Group: <i>Scott West Wrestling</i>	Date of trip: <i>2/9/23 - 2/4/23</i>
Destination: <i>Champlin Park</i>	Amount charged to students: <i>—</i>
Trip Supervisor: <i>Chad Williams</i>	Cell phone #: <i>612-219-3600</i>
Number of Adults: <i>4</i>	Number of Students: <i>TBD</i>
Depart from School: <i>TBD</i>	Estimated time of return: <i>7:00 PM</i>
Transportation Type: <i>Van</i>	Lodging: <i>TBD</i>
Transportation Cost Total: <i>TBD</i>	Field Trip Cost Total: <i>TBD</i>

- Learning Objectives / Educational Purposes: *Student/Athletes who qualify from the section Tournament*
- Outcomes students will gain from this trip: *To experience the 9th grade State Tournament & hopefully place in top 8*
- Educational alternatives with similar outcomes for students who do not attend: *NA*

● Review/Evaluation upon returning to school:

 Trip Supervisor Signature

11/28/22

 Date

Approved Denied

 Administrator Signature

 Date



FIELD TRIP REQUEST FORM

Day Field Trip
(Submit 30 days in advance)

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

Day Trip Procedures:

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

Overnight/Extended Procedures:

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

Name of Group: <i>Scott West Wrestling</i>	Date of trip: <i>2/24/23 - 2/25/23</i>
Destination: <i>TBD</i>	Amount charged to students: <i>—</i>
Trip Supervisor: <i>Chad Williams</i>	Cell phone #: <i>612-219-3600</i>
Number of Adults: <i>8</i>	Number of Students: <i>Up to 30</i>
Depart from School: <i>TBD</i>	Estimated time of return: <i>TBD</i>
Transportation Type: <i>Van or Bus</i>	Lodging: <i>TBD</i>
Transportation Cost Total: <i>TBD</i>	Field Trip Cost Total: <i>TBD</i>

- Learning Objectives / Educational Purposes: ~~TBD~~ *Individual Section team may need to stay overnight depending on location & timing of the Ind. Section Tournament*
- Outcomes students will gain from this trip:
To take as many as we can to the State Tournament
- Educational alternatives with similar outcomes for students who do not attend: *NA*

• Review / Evaluation upon returning to school:

Trip Supervisor Signature

11-28-22

Date

Approved Denied

Administrator Signature

Date



FIELD TRIP REQUEST FORM

Day Field Trip
(Submit 30 days in advance)

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

Day Trip Procedures:

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


Overnight/Extended Procedures:

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

Name of Group: <i>Scott West Wrestling</i>	Date of trip: <i>3/1/23 - 3/5/23</i>
Destination: <i>XCEL - ST. PAUL, MN</i>	Amount charged to students: <i>—</i>
Trip Supervisor: <i>Chad Williams</i>	Cell phone #: <i>612-219-3600</i>
Number of Adults: <i>TBD</i>	Number of Students: <i>TBD</i>
Depart from School: <i>TBD</i>	Estimated time of return: <i>Midnight 3/5/23</i>
Transportation Type: <i>Van</i>	Lodging: <i>TBD</i>
Transportation Cost Total: <i>TBD</i>	Field Trip Cost Total: <i>TBD</i>

- Learning Objectives / Educational Purposes: *Student/Athletes get to experience the State Wrestling Tournament as a Team or Individual*
- Outcomes students will gain from this trip:
To place in the top 6 as a team & individual
- Educational alternatives with similar outcomes for students who do not attend: *NA*

● Review / Evaluation upon returning to school:



Trip Supervisor Signature

11/28/22

Date

Approved Denied

Administrator Signature

Date

December 12, 2022 Board Report

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

Sharing Our Story

- Our students and staff are getting into the spirit of giving this season! Below are a few examples!
- Preschool families donated items for students to put together their 4th annual senior housing resident gift bags (with helpful items such as lotion, socks, decks of cards, etc.)
- At Jordan Elementary School, our staff came together to donate funds to Jordan Family Outreach. The donations were matched by an outside donor and will be used for holiday gift cards for community families in need this season.
- Also at JES, our grade four students and teachers are hosting a Pajama Drive to benefit the Minnesota Children's Hospital and Jordan Family Outreach. PJs should be new and in any size from Preemie to Adult. The collection started today and goes through December 22nd!
- At Jordan Middle School, it's The Giving Games this week! Each grade level is collecting items through Friday to donate to the Jordan Food Shelf and the JMS Backpack Program. Grade 5 is collecting juice, Grade 6 is collecting crackers, Grade 7 is collecting baking supplies (flour, sugar, shortening, etc.), Grade 8 is collecting paper products (plates, bowls, napkins, etc.) and the JMS Staff is collecting cards, games, coloring supplies, puzzles, and socks.
- The Jordan High School and Jordan Middle School Spanish classes (Grades 7-12) spend a few weeks annually (this was their 15th year!) raising money for Jordan Family Outreach. Students collect money from friends, family and businesses. This year they raised over \$3,000!
- We love seeing our students and staff working together to spread generosity and help build a strong community during this time of year!

School Board Update

- I recently attended the first MN School Violence Prevention Symposium in St. Cloud, MN. It was heavily attended by Superintendents, School Board Members, Law Enforcement and safety advocates from across the state. It was an excellent conference with information that was affirming to our processes, and provided additional information and resources to support our on-going safety planning. If this becomes an annual event, I strongly encourage you to consider attendance.

- December is a busy time at Jordan Public Schools. We have many opportunities to see our students shine. This coming week we host several more holiday concerts and athletic events! I want to thank our staff, volunteers and community members for your support of our students. Your support is instrumental in making these events function smoothly!!

Important Dates and Upcoming Events

- Dec 13 - JMS Choir Concerts 5:30pm
- Dec 19 - JHS Band Concert 7:00pm
- Dec 20 - JMS Band Concert 5:30pm
- Dec 23 - Jan 2 - Winter Break
- Jan 9 - Regular Board Meeting 6:30pm
- Jan 21 - One Act Play Festival 7:00pm
- Jan 22 - One Act Play Festival 2:00pm
- Jan 23 - Board Workshop Meeting 5:30pm
- Jan 24 - Kindergarten Info Night 6:00pm
- Jan 25 - Preschool Open House 5:00pm
- Jan 28 - Board and Leadership Retreat at Dean Lakes 8:00am - 3:00pm

Enrollment Update

- As of December 1, 2022: 1823 students - EC through grade 12.
- [22-23 EC-12 monthly enrollment data](#)



High School Board Notes
December 12, 2022

Improve Student Achievement, Learning and Career and College Readiness

- After winter break we will begin preparing juniors for the ACT test which they will have an opportunity to take in April.
- Students will continue to get information about career and college readiness through SNAP class.
- We are working on the schedule for the end of the semester. We have extended block classes over a two day period to allow more time for projects, presentations, and exams. There will also be time for intervention and extension built into these two days.

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

- We have done multiple things within the building to honor our students that are showing their Jordan "PRIDE", including lunchtime prizes. Each month we have given out more Pride passes than the previous month.
- We will be hosting the 2nd annual volleyball championships with students competing with their SNAP classmates. This has brought great excitement to the gym and building. The finals will be held on December 22nd in front of the student body during SNAP.

Improve Community Connection, Satisfaction, and Engagement

- Our support staff continues to work with NAMI, Duck Cup, and Scott County to offer resources to students and families to support them. We are excited to have a really good speaker come to talk to our community and student body in late April, right before Prom.
- Mr. Martin held open skate and open hockey events at JMS in conjunction with the inline skating unit. These were held before and after school. Students and staff were invited.

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

- Teachers will be meeting on December 9th to discuss building relationships and working with students that pose a challenge.
- Teachers have completed the course registration descriptions and final touches are being put on the registration guide for the 2023-2024 school year. This guide

will be shared with the Curriculum and Technology committee in January. We will look to approve the course registration book in February of 2023.

- Our student support staff is excited to implement some new strategies for MTSS in conjunction with our school psychologist.

**Jordan Middle School Board Report
December 12th, 2022**

Improve Student Achievement, Learning and Career and College Readiness

- JMS will continue to focus on effective Tier 1 instructional strategies.
 - PBIS committee continues planning and implementation of best practice approaches to address student needs.
- The MTSS team meets to review student data and adjust accordingly at our bi weekly meetings.
- Staff continue to implement IXL to support students at all levels.

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

- As a building we continue to focus on practices that will support building level goals.
 - 80% of students will meet their individual growth goal in reading, as measured on FASTBridge from fall to spring.
 - 80% of students will meet their individual growth goal in 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 routinely.

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

- December building-wide theme is celebrate and honor.
 - Grade level advisory focus will be on teaching what “celebrate and honor” looks like at JMS.
- Continue training sessions for all staff about Tier 1 behavior strategies.
 - These strategies are discussed in an ongoing manner during team meetings.
- Student support team meets weekly to address student and staff needs.

Improve community connections, satisfaction, and engagement

- Rose Gulbranson has been selected as Interim Principal for Jordan Middle School.
- Ashley Hyatt, current Grade 8 Science Teacher will transition into the Behavior Interventionist role for the remainder of the school year. A long-term sub position will be posted for Grade 8 Science this week.
- Lots of activities happening soon including winter concerts!
 - December 13th-Choir Concert at Jordan High School
 - December 20th-Band Concert at Jordan High School
 - December 22nd-SOM
- The 6th grade team is planning for Wolf Ridge.
 - Wolf Ridge costs continue to go up. [Linked](#) is a breakdown of historical costs.
- Hosted the first Student of the Month celebration this year on Thursday, November 22nd.

Jordan Elementary School Principal Update December 12, 2022

Staff and students have enjoyed all of the special events and activities that the holiday season brings this time of year. Our staff continues to show and grow our **JORDAN PRIDE** 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 November and the work coming up in December to address the JPS Strategic Plan and JES Building Goals:

PRIDE in Student Achievement; PRIDE in Student and Staff Support

- 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.
- We have been having deep, rich conversations about the effectiveness of our MTSS process and how to best support teachers, students and families in the areas of behavior and academics. Our SST (Student/Staff Support Team) and MTSS teams will be meeting in December to review, revise and clarify our processes in order to present to the rest of the staff in January.
- We are gearing up for winter benchmark assessments in January. Our Math and Reading FastBridge assessments will provide data to support instructional decisions and allow us to see where students are performing midway through the school year.
- It's been great to recognize students at our all-school Harambees for the academic and behavioral successes they are having in school.
- Our JHS Summit Academy Healthcare students will be visiting Kindergarten classrooms for the annual Teddy Bear Clinic to share with students what they can expect when visiting the clinic if they are ill or need shots. This is always a great teaching and learning opportunity for our HS and K students!
- Our JHS Intro to Education students started observing and working in several elementary classrooms this past week. We are excited for them to be a part of our school and to learn more about the profession from our amazing teachers.

PRIDE in a Caring and Committed Culture

- Our Special Events committee is hard at work bringing holiday cheer into the building for staff to participate in during and after school.

- Our staff recently participated in a “TattleTale” game facilitated by 3rd grade teacher, Greg Dietel, in order to recognize the amazing things they are doing for one another in school.
- The 1st and 2nd grade music concert was held at the JHS Auditorium on December 6, 2022. We were very excited to see students ring in the holiday season with laughter and song. Thanks to music teacher, Mindy Foyer, and our 1st and 2nd grade teachers and staff for helping to create a wonderful holiday program!

PRIDE in Facilities-Indoor/Outdoor Spaces

- We had our quarterly meeting as a district Health and Safety Committee this past week. One of the topics of discussion was adding larger walk-off mats to the front entrances of our buildings to ensure students, staff and visitors don't slip and fall on the tile floor.

Pride in Communications, Marketing and Outreach

- Our Jordan Mayor, Mike Franklin, came to Mrs. Aamlid's 4th grade classroom to answer questions and comments about serving in city government. Mr. Franklin wrote a response to all of the students' questions they mailed him, and then did a follow-up visit to answer any additional questions they had.
- We were approached once again by a Jordan community member to help with a service learning project making blankets for at-risk families. Our DLC (Diversity Leadership Crew) will meet in the upcoming weeks to assemble the blankets that will be donated to local agencies who service families in need.
- 4th grade recently participated in a special service project, Feed My Starving Children. As a whole 4th grade, they packed over 34,000 meals. This will feed 93 children a meal every day for an entire year!
- The district will be sending Countdown to Kindergarten 2023-2024 postcards to families in late December, early January, regarding the January Family Informational Night and K Round Up happening in February.
- It was so much fun participating in the Jordan Dazzle parade this past weekend. The event was well-attended by students, families and staff members.

Executive Summary
Director of Teaching and Learning
December 2022

Improve Student Achievement, Learning, and Career and College Readiness

- **Summit Academy: Introduction to Education Field Experience --**
 - This course offers Jordan students real-world experiences aimed at better preparing learners for the challenges of the professional world. Under the direction of licensed teachers and in partnership with current professionals, the students gain invaluable experiences in today's world outside of the traditional school structure. This course provides an overview of the education profession and U.S. educational system. The student teaching experience, or what we call the "Field Experience" is designed to give the student a full time internship under the supervision of a cooperating teacher. The broad goal of student teaching is that the **students have the best possible introduction to the teaching field.**
 - The Introduction to Education students started their field experience on Tuesday, November 29, and they are fully immersed in their assigned elementary and middle school classrooms until December 22! **Watching them work with Jordan's amazing staff and students while learning about the profession is truly amazing!**
- **Achievement and Integration --**
 - The next three-year Achievement and Integration Plan is due March 2023. Currently, MDE is holding informational meetings and training sessions to help support schools writing new plans.
 - **Current Status –** Working to track data from the 2020-2023 A&I plan to report to MDE while also using this data as a baseline in creating the next three-year plan.
- **Work Based Learning Programming -** Currently exploring options, taking tours, and discussing work based learning options for our students.
 - **Research Stage –** Attending a Work Based Learning session held by South Central Service Co-op on December 8, 2022, to learn about other work based learning

- programs.
- **Background** - Work Based Learning is an educational approach that focuses on real work, authentic experiences to provide students with the knowledge and skills that help connect school experience to real-life work activities and future career options.

- **Professional Development --**

- **Friday, December 9, 2022** – Early Release Professional Development [AGENDA](#)
- Semester two professional development planning is focused on supporting teacher needs while following best practices in instruction.
- Focus: SEL practices, relationship building, and building specific needs.

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

- **LETRS** - LETRS is an evidence based professional learning course focused on the Science of Reading. LETRS began in Mississippi in 2014 with amazing success; since that time, numerous states, including Minnesota, have adopted and implemented this training.
 - **Professional Growth** – I am currently taking a LETRS for Administrators course to make sure I am staying on top of current research in literacy and literacy instructions.
 - **Background** – The course focuses on two frameworks. The first covers how to teach and assess students' knowledge of sounds (phonemic awareness); how sounds represent letters to create words (phonics); how to teach word parts (morphology); and spelling alongside fluency instruction is also a focus. The second part of the framework explains how to develop spoken language abilities including vocabulary knowledge, creating a language rich classroom, comprehension instruction, and building connections between reading and writing.
 - **Future Plans** – Continue working with MDE to provide LETRS training for our teachers (especially K-2 teachers).
- **ACCESS and MCA PreTest Editing --**
 - The process for pretest editing has started in order to request test accommodations and take care of the “back end” work required by MDE before the testing season begins.
 - The Access Testing window opens on January 30, 2023
 - The MCA Testing window opens on March 6, 2023.

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

- **SW Online, Elevate --**

- Continually working with SW Metro to track enrollment and support Jordan attending Elevate. Currently, there are approximately 16 Jordan students attending Elevate. SW Metro worked hard to iron out any bumps from last year's first steps into full immersion online learning, and Elevate has been generally smooth sailing giving our students and families a solid online option.
- Now that the first semester at Jordan is coming to a close, I am working to support families who want to make an enrollment change between attending on-site at Jordan or online through Elevate.

- **Collaborative Culture --**

- District Staff Development -- The quarter two district staff development meeting took place on Wednesday, December 7 at 3:15.
 - The meeting agenda will focus on building budgets, professional development planning, CEU tracking software, and committee procedures and planning.

Improve Community Connection, Satisfaction, and Engagement.

Curriculum and Technology Integration Advisory Council --

- Information Available on the Website - [HERE](#)
- All meetings will take place in the Middle School Quotation Lab (enter through the CERC) from 5:00-6:00 pm --
 - Monday, October 17, 2022
 - Topic = World's Best Workforce
 - Monday, November 21, 2022
 - Topic = Academic Calendar and AIPAC Overview
 - Monday, December 19, 2022
 - Blended Learning
 - Monday, February 2, 2023
 - Monday, March 6, 2023
 - Monday, April 17, 2023



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JOE PERKL
Activities Director
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Activities Director Update 12/12/22

- Academic Support for Winter Activities started December 12th. Students with a failing or incomplete grade will be called in on Mondays to track weekly progress for eligibility. We are reminding these students that we hold our student-athletes to a high standard and they won't play if they aren't successful in the classroom.
- 2022 fall coaching renewals have been submitted as a consent item.
- Nordic ski received reflective practice vests as a donation from Wayne Nagel through Belle Plaine. He also has donated the heat gun and the space heater to go with the wax tent set up! His generosity has SW prepared for conference and sections this year and will allow us to focus our fundraising efforts on higher end race skis, training equipment and higher quality wax! These new vests are great for dry land running as it gets darker earlier, and they will keep our athletes safe when running in the community.
- For the first time ever, we used shot clocks for a basketball game at JHS. For this first game, we did not see much of an impact to the game itself as both teams wanted to come out running, but it did play into the strategy at the end of the half and game.
- Brandon Arnold has been offered the varsity baseball coaching position. This is very exciting as Brandon is all in on building up the Hubmen baseball program. Being a middle school teacher, it should really help boost our numbers. He has a strong background as a baseball coach and player.
- Robotics will look different this winter. Instead of competing in FIRST Robotics, we are in VEX Robotics. We hope this will allow our students a few additional, low impact competitions, instead of building up for just one event.

OUR MISSION

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

COMMUNITY EDUCATION and Recreation 12/12/2022 BOARD REPORT

Director's Message: This past month has been very busy. Our brochure is finished and sitting at the printer with a planned delivery the week of December 12. The online version will be up on the website and classes will be open for registration on Monday December 12 at 8:00 am.

We welcome Jamie Fremming as our Community Education Admin Assistant. We are excited for her to transition back to Community Education. Jamie is an outstanding employee, and I know many members will be happy to see her face behind the desk again.

CERC: Great news is the CERC is busy. You can tell the weather is cold because we have lots of people in. We have new rates starting on January 1, 2023. Members can renew the membership before the 1st of the year to lock in the current rates. We have recently replaced many pads on the equipment that were worn. We are still waiting on a part for the leg press, which has been out of order for a few weeks now. This part is on backorder. We are also looking at some mats in the fitness room that would be located on the north end under the free weights. These mats provide more cushion on the floor that would minimize the noise and shaking when the weights are dropped to the floor. There are times when members are lifting heavy weights, that it can shake the building and even the District Office, when they are dropped to the ground.

Preschool and ECFE:

- Preschool has started collecting donations for their 4th annual senior housing resident gift bags. The program gathers donations from our families to help give some cheer to our community seniors. The program focuses on kindness and giving during this holiday season by having the student prepare the bags.
- The holiday program will be held on Thursday, December 8, at 6:00 in the High School Auditorium. Students will perform a few songs with light refreshments to follow for their families.



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STEVEN JENSEN
Director of Community Education and Recreation
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- New families to ECFE have joined in our second session. It has been great to see the classes run. We recently had our family fun night event in the CERC for families ages birth to 5 to attend for free. Staff saw about 70 people join us for this fun event.

Kids Co:

- We are already working on the summer schedule for Kids Co which is hard to believe. We will post for a staff member to lead our JTown Crew position which offers care for our students entering grades 4-6.



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ELISE PICKLE
Communications Director
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Communications and Marketing Monthly Summary

Projects Completed / Highlights:

- Created Winter 2023 Community Ed/Rec brochure
- Created designs for updated Athletics/Activities department lettering certificates.
- Presented on website refresh to the School Board.
- Wrote and distributed press release announcing School Board Chair Deb Pauly being recognized for the MSBA 2023 All-State School Board.
- Assisted in the creation of a SW Nordic Ski Facebook page:
<https://www.facebook.com/swpnordicski>

Events Attended for Photography Needs:

- Fall signing day
- JES Turkey Hunt
- JES Grade 1 Balloon Parade
- JMS Student of the Month assembly
- JHS Classroom Photos

Projects / Events In-Progress:

- Planning for upcoming website refresh.
- Planning for Kindergarten and Preschool registration for the 2023-2024 school year.
- Planning for 2024-2025 academic calendar.
- Refreshing district advertising material collateral.
- Creating an intro to JMS advertising video.
- Creating an ECFE promotional video.
- Planning for athletic complex signage needs.
- Revising Campus Map.

OUR MISSION

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

- Assist Special Services with updates for the SEAC brochure and adding resources to the website.

Ongoing (Daily/Weekly Activities):

- Meeting with district leadership to determine upcoming communication needs.
- Craft district messaging.
- Creating communications plans for activities and potential crisis communications scenarios, as needs arise.
- Draft talking points for Superintendent KCHK radio interviews on a monthly basis.
- Manage content for District [Facebook](#), [Twitter](#), [Instagram](#), and [YouTube](#).
- Continual maintenance of District [website](#) and Smartphone App.
- Maintain updated postings for lighted marquee sign.
- Updating school board policies, following policy committee work, on an as needed basis.
- Planning new school store inventory and designs on an as needed basis.

Nutritional Services Director's Report

12/12/22

November Highlights

- November was the month for catering! We were given the opportunity to provide dinner for the soccer, football and volleyball end of season banquets! We were also asked to provide cookies and juice for the Veteran's Day program at JES. It was an awesome month to showcase the different options we can offer for catering
- On November 18th, we were able to fit in 4 hours of manager training. We discussed, reimbursable meals, Farm to School, Health-e Pro production records and how to calculate Meals Per Labor Hour (MPLH)
- We have added an option on the Nutritional Services webpage for Angel Fund donations- we are hoping this will be an easy option for families or businesses who are interested in helping other families with negative lunch balances
- All month I have been preparing for our upcoming Administrative Review with MDE- a few of the items specifically are: ensuring we have documentation showing we are compliant with all of our items on the snack carts at JMS and JHS, gathered documentation to show we are compliant with our menu items we currently serve, and reviewed what a reimbursable meal and continued staff training
- I submitted our annual SHIP grant along with a Farm to School Grant from USDA. Both grants have a heavy focus on providing our students fresh fruits and vegetables

Upcoming projects

- Dec 8th Nutritional Services will be providing cookies and punch for the Preschool Holiday Program
- MDE will be onsite on December 14-15th for our Administrative Review. They will be spending their time at JHS and also St Johns.



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KELLY RASER
Nutritional Services Director
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CHAD WILLIAMS
Director of Special Services
cwilliams@isd717.org

Board Meeting 12.12.22

Jordan School District #0717 Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness:

- Our American Indian Parent Advisory Council met on Thursday, December 1, 2022. The council reviewed previous meeting notes, reviewed expense reports and Sarah Miller gave an update on activities and services provided for our identified American Indian students.
- We are excited to have April Schiltz, our new SLP for the Jordan Middle and High School start on November 28th. She has been working hard setting up her space, creating schedules and meeting with students.

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

- I attended the MASE Board Meeting on Tuesday, November 29, 2022. We discussed current updates from our various MASE Committees, legislation platforms, and how we can continue to push to support our students with special needs.
- I continue to be a part of committees for the Minnesota Administrators for Special Education or MASE, the one group I am proud to be a part of is our legislative committee. This year the MASE board and the legislative committee are focusing on the following key areas in sped:
 - Educational Efficiency
 - Qualified Special Education Workforce
 - Mental Health Supports for All
 - Equitable & Sustainable Funding System
- 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.

OUR MISSION

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Improve Community Connection, Satisfaction, and Engagement

- On Friday, December 2nd I attended the Ratwick Law Conference virtually. The conference provided great information on special education administrative roles/responsibilities and recent court decisions that support my job as a director of special education.
- I have been attending regular MDE Director Forums. We have been provided updates of “what is happening” with MDE, fiscal updates, monitoring and compliance updates, and ECSE updates.

Be Fiscally Responsible and Maintain Quality Facilities

- Amy and I continue to meet and review our state and federal special education budget for the 22-23 school year. We are ensuring we are working within our budget and will continue to monitor our budget as we get half way through the school year!



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DAN LEHMAN
Facilities Director
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FACILITIES UPDATE

Directors message to the Board:

Hello all, winter is here, we have had a few measurable snowfalls in which we have been challenged with, our crew has been very diligent and mindful of clearing sidewalks and salting. I enjoyed decorating and driving the activities bus in the Jordan Dazzle parade!

- New brushes have been installed on our sweeper attachment
- Reviewed the process of Type III drivers, worked with Elise on creating JPS paperwork for this process for driving applicants
- Held our second health and safety meeting, topics were: Snow Removal update, Science chemical removal, sharps containers, compressed gas inspection and action items, emergency backup system batteries to be replaced at all three schools, Lock out tag out training coming for building leads.
- Evening staff busy with sport events, concerts and other group rental setups.
- Getting quotes for a longer entry carpet for the Middle School. The floor becomes very slippery during snowy and rainy days.

2022 Board Committee & Liaison Assignments

Standing Committee Assignments

Committee Name	School Board Member
Budget/Finance	Deb Pauly, Ryan Dahnert, Lauren Pedersen, Connie Hennen, Sara Lehnen, Molly Monyok, Rob Langheim
Calendar	Lauren Pedersen
City/School	Deb Pauly, Ryan Dahnert, Lauren Pedersen
Communications	Rob Langheim, Lauren Pedersen
Community Education/Recreation/Joint Powers	Lauren Pedersen, Sara Lehnen
Curriculum & Technology Integration Committee	Deb Pauly, Connie Hennen, Rob Langheim (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, Sara Lehnen

Liaison/Points of Contact and Ad-Hoc Assignments

Committee Name	School Board Member
American Indian Parent Advisory Council (AIPAC)	Rob Langheim (alternate - Deb Pauly)
Booster Club	Sara Lehnen, Rob Langheim (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
Special Education Advisory Council (SEAC)	Connie Hennen

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.