



Jordan School District #717
Regular Meeting Agenda

Monday, February 13, 2023 at 6:30 PM
Regular Meeting
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Call to Order	
2. Pledge of Allegiance	
3. Roll Call	
4. Consideration of Agenda	
5. Public Comments	3
6. Jordan Pride Award	
7. Consent Agenda	
1. Minutes	5
2. Monthly Finance Reports	9
3. Donations	45
4. Policies	
1. 204: School Board Meeting Minutes	46
2. 205: Open Meetings and Closed Minutes	50
3. 305: Policy Implementation	60
4. 422: Policies Incorporated by Reference	61
5. 427: Workload Limits for Certain Special Education Teachers	62
6. 504: Student Dress and Appearance	64
7. 521: Student Disability Non Discrimination	67
8. 523: Policies Incorporated by Reference	71
9. 605: Alternative Educational Services	72
10. 606: Textbooks and Instructional Materials	74
11. 607: Organization of Grade Levels	77
12. 608: Instructional Services - Special Education	79
13. 609: Religion	81
14. 611: Home Schooling	83
15. 613: Graduation Requirements	87
16. 614: School District Testing Plan and Procedure	93

17. 615: Basic Standards Testing, Accommodations, Modifications and Exemptions for IEPs, Section 504 Accommodations and LEP Students	108
18. 623: Mandatory Summer School Instruction	113
5. Teacher Seniority List	114
6. New Hire - Community Education Director - Cullen Bahn	120
7. Resignation - MS Softball Coach - Alexandra Hillman	
8. Resignation - MS Softball Coach - Molly Huss	
8. Action / Discussion Items	
1. Review and Act on Resolution Establishing the Location for Absentee Voting	121
2. Review and Act on Resolution Relating to Appointing Election Judges	123
3. Review and Act 2024 JHS Band & Choir Trip	126
4. Review and Act Pre- Approval Overnight Field Trip Request	128
9. Board and Administrative Reports	
1. Superintendent's Report	131
2. HS Principal's Report	133
3. MS Principal's Report	134
4. ES Principal's Report	136
5. Director of Teaching and Learning's Report	138
6. Activities Director's Report	141
7. Community Education & Recreation Director's Report	143
8. Communication Director's Report	145
9. Nutritional Services Director's Report	147
10. Special Services Director's Report	149
11. Facilities Director's Report	153
12. School Board Member Reports / Committee Reports	154
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



School Board Meeting Minutes

Monday, January 9, 2023 at 6:30 PM
Regular / Organizational Meeting
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

■

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

- Present: Deb Pauly, Lauren Pedersen, Sara Lehnen, and Molly Monyok, Corrine Hennen, Jenny Kuskke
- Absent: Rob Langheim, Cailin Friary (Student Rep.)

4. Seating of New Board Members - Ceremonial Oath of Office

- Deb Pauly introduced and thanked Minnesota House of Representative Ben Bakeberg for attending the meeting. He then gave the Ceremonial Oath of Office to the new school board members Corinne Hennen & Jenny Kuskke and Deb Pauly's reelection. Newly elected board member Rob Langheim was absent but took his oath of office shortly after the election.

5. Consideration of Agenda

- No additions – Agenda approved 6/0

6. Jordan Pride Award

- Jeff Vizenor presented Ben Nylander with the Double Gold Coach Award for Positive coaching excellence.

7. Organizational Meeting

- 2023 Organization of the Board
- The board read the code of ethics aloud.
- 1. Elections Nominated and Elected by Acclamation
 - 1.1. Chairperson Deb Pauly

- 1.2. Vice Chair Sara Lehnen
- 1.3. Clerk Lauren Pedersen
- 1.4. Treasurer Rob Langheim

2. Establishments

- 2.1. Treasurer's Bond \$100,000
- 2.2. Depositories Frandsen Bank, Riverland Bank, MSDLAF, Hometown Bank, MN Trust
- 2.3. Newspaper Jordan Independent
- 2.4. Investment Authority Superintendent & Finance Director
- 2.5. Meeting Day & Time 2nd Monday at 6:30pm & 4th Monday at 5:30pm. Discussion to change 2nd Monday's meetings to 5:30. Will revisit changing at a later meeting.
- 2.6. Legal Counsel Ratwik, Rozak, and Maloney, P.A.
- 2.7. Legal Counsel Authorized Contacts Superintendent and Chairperson

- Motion to approve the Establishments made by Lauren Pedersen, Seconded Molly Monyok. Approved 6/0

3. Board Member Compensation

- 3.1. Member \$2,500
- 3.2. Chairperson \$ 500
- 3.3. Vice-Chairperson \$ 300
- 3.4. Clerk \$ 300
- 3.5. Treasurer \$ 300
- 3.6. Meetings \$125 for half day / \$225 for full day

- Motion to approve the compensation made by Molly Monyok, Second Sara Lehnen. Approved 6/0

8.1. 2023 Committee Assignments

- Budget/Finance: Whole Board
- Calendar: Jenny Kusske
- City/School: Deb Pauly, Lauren Pedersen, Sara Lehnen
- CE/Rec: Lauren Pedersen, Corinne Hennen
- Curriculum & Technology Integration: Deb Pauly, Jenny Kusske, Student Board Rep
- Facilities: Deb Pauly, Molly Monyok
- Meet & Confer/Cont. Ed./Staff Dev./Personnel: Deb Pauly, Sara Lehnen
- Negotiations: Deb Pauly, Lauren Pedersen, Alt Sara Lehnen
- Policy: Deb Pauly, Sara Lehnen, Corinne Hennen
- AIPAC: Rob Langheim, Alt. Deb Pauly
- Booster Club: Sara Lehnen, Rob Langheim, Alt. Lauren Pedersen
- Education Foundation: Rob Langheim, Molly Monyok
- Legislative: Deb Pauly
- MSHSL: Deb Pauly
- SCALE: Lauren Pedersen

- SEAC: Molly Monyok
- SW Metro: Deb Pauly, Alf. Rob Langheim
- Motion to approve made by Molly Monyok, Second Corinne Hennen. Approved 6/0
- 8.2.** The District delegates authority to make electronic funds Transfer to the District Finance Director
 - Motion to approve made by Molly Monyok, Second Sara Lehnen
- 8.3.** New Committee Pelsb: Community Member - Diane Hesse
 - Motion Jenny Kusske, second Sara Lehnen. Approved 6/0
- 8.4.** 2023 Board Calendar.
 - Motion to approve made by Lauren Pedersen, Second Jenny Kusske. Approved 6/0
- 8.5.** 2023 Confidentiality and Conflict of Interest Policy and Disclosure Form
 - This is an annual requirement for school board members.
- 9** Consent Agenda
- 9.1.** Minutes
 - 12/12/22 - Regular
- 9.2.** Monthly Finance Reports
 - Amy Hafemann provided reports for the board to review.
- 9.3.** Donations
 - Choate and Company (Jordan McDonalds), Offset negative lunch balances as of 12/1 \$8,998.25
- 9.4.** New Hire – DO Administrative Assistant/MARSS Coordinator – Carolyn Yagla
 New Hire – LTS – Science Teacher – Sierra Ahrens
 New Hire – LTS – English Teacher – Ansley Miller
- 9.5.** Resignation – Community Education Director Steven Jensen
 - Motion to approve Molly Monyok, Second Corinne Hennen. Approved 6/0
- 10.** Action / Discussion Items
- 10.1.** JPS 2023 Site Improvements (Abatement Projects) Contract Award Recommendation
 - Justin Kempf from Kraus Anderson explained the improvements and presented the options. Awarded to lowest bid and recommends S.M. Hentges a local company. Motion to Approve Jenny Kusske Second Sara Lehnen. Approved 6/0
- 11.** Adjourn Regular Meeting
 - Motion to adjourn the meeting at 7:18 pm made by Lauren Pedersen, Seconded Sara Lehnen. Approved 6/0

School Board Clerk

Date



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

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

February 6, 2023

Board of Education Meeting

Finance Report

February, 2023 financial reports show activity that has been completed for FY2022-2023 thru January, 2023. 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 January.

The Payroll Report shows the payroll liabilities that were paid during January, 2023.

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

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

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
24385	AFLAC	0717	001				
			B 01	215 060	American Family/Flex Cancer	Wire	
PO#:	Voucher #:		122950	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$52.95 Check Amount: \$52.95
<hr/>							
			B 01	215 060	American Family/Flex Cancer	Wire	
			B 01	215 060	D Hess--American Family/Flex Cancer		
PO#:	Voucher #:		123095	Invoice	Invoice No: S2023140	1/31/2023	Paid Amt: \$61.90 Check Amount: \$61.90
<hr/>							
28892	AVIBEN	0717	001				
			B 01	215 056	American Express	Wire	
PO#:	Voucher #:		122949	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$2,091.71 Check Amount: \$2,091.71
			B 01	215 055	Equitable Life		
PO#:	Voucher #:		122953	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$1,770.86 Check Amount: \$1,770.86
			B 01	215 050	ECONOMIC SERVICES		
PO#:	Voucher #:		122954	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$637.51 Check Amount: \$637.51
			B 01	215 053	Fidelity Investment		
PO#:	Voucher #:		122956	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$1,139.51 Check Amount: \$1,139.51
			B 01	215 068	ING/Aetna		
PO#:	Voucher #:		122957	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$152.04 Check Amount: \$152.04
			B 01	215 080	First Investors Corporation		
PO#:	Voucher #:		122957	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$316.68 Check Amount: \$316.68
			B 01	215 064	Franklin Templeton		
PO#:	Voucher #:		122958	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$2,571.55 Check Amount: \$2,571.55
			B 01	215 068	ING/Aetna		
PO#:	Voucher #:		122958	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$691.26 Check Amount: \$691.26
			B 01	215 069	Orchard Trust/Great West		
PO#:	Voucher #:		122959	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$100.00 Check Amount: \$100.00
			B 01	215 078	Horace Mann		
PO#:	Voucher #:		122960	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$4,045.87 Check Amount: \$4,045.87
			B 01	215 068	ING/Aetna		
PO#:	Voucher #:		122961	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$7,832.64 Check Amount: \$7,832.64
			B 01	215 077	Modern Woodmen		
PO#:	Voucher #:		122969	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$104.83 Check Amount: \$104.83
			B 01	215 061	New York Life		
PO#:	Voucher #:		122971	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$205.55 Check Amount: \$205.55
			B 01	215 057	Thrivent Financial		
PO#:	Voucher #:		122974	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$951.66 Check Amount: \$951.66
<hr/>							
Vendor Total:						\$114.85	

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
28892	AVIBEN	0717	001			
			B 01	215 067		
			122976	Invoice	1/15/2023	Wire
PO#:	Voucher #:		Invoice No: S2023130			Paid Amt: \$813.18
						Check Amount: \$23,424.85
<hr/>						
			001			Wire
PO#:	Voucher #:		B 01	215 056		Paid Amt: \$1,925.04
			123094	Invoice	1/31/2023	
			B 01	215 055		Paid Amt: \$1,770.86
PO#:	Voucher #:		123098	Invoice	1/31/2023	Paid Amt: \$1,770.86
			B 01	215 050		Paid Amt: \$637.51
PO#:	Voucher #:		123099	Invoice	1/31/2023	Paid Amt: \$637.51
			B 01	215 053		Paid Amt: \$1,139.51
PO#:	Voucher #:		123101	Invoice	1/31/2023	Paid Amt: \$1,139.51
			B 01	215 068		Paid Amt: \$152.04
PO#:	Voucher #:		123102	Invoice	1/31/2023	Paid Amt: \$316.68
			B 01	215 080		Paid Amt: \$2,571.55
PO#:	Voucher #:		123103	Invoice	1/31/2023	Paid Amt: \$775.11
			B 01	215 068		Paid Amt: \$100.00
PO#:	Voucher #:		123104	Invoice	1/31/2023	Paid Amt: \$4,045.87
			B 01	215 078		Paid Amt: \$7,832.64
PO#:	Voucher #:		123105	Invoice	1/31/2023	Paid Amt: \$104.83
			B 01	215 068		Paid Amt: \$205.55
PO#:	Voucher #:		123106	Invoice	1/31/2023	Paid Amt: \$951.66
			B 01	215 077		Paid Amt: \$813.18
PO#:	Voucher #:		123112	Invoice	1/31/2023	Paid Amt: \$813.18
			B 01	215 061		Check Amount: \$23,342.03
PO#:	Voucher #:		123114	Invoice	1/31/2023	Vendor Total: \$46,766.88
			B 01	215 057		
PO#:	Voucher #:		123118	Invoice	1/31/2023	
			B 01	215 067		
PO#:	Voucher #:		123120	Invoice	1/31/2023	
			B 01	215 067		
<hr/>						
11747	BLUE CROSS & BLUE SHIELD					
			001			
			B 01	215 020		Wire
PO#:	Voucher #:		122951	Invoice	1/31/2023	Paid Amt: \$83,402.10
			B 01	215 020		Paid Amt: \$83,587.10

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	B 01	215 024	Health Ins-retiree	Wire
				B 01	215 020	Health Ins-adjust to premium	\$6,989.48 (\$3,590.66)
PO#:		Voucher #:	123096	Invoice	Invoice No: S2023140	1/31/2023	Paid Amt: \$86,985.92 Check Amount: \$170,388.02
Vendor Total:							\$170,388.02
24229 EDUCATION MINNESOTA - JORDAN							
		0717	001	B 01	215 039	Jea	Check
PO#:		Voucher #:	122962	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$12,716.86 Check Amount: \$12,716.86
Vendor Total:							\$12,716.86
22350 FRANSDEN BANK AND TRUST							
		0717	001	B 01	215 003	Fed Tax	Wire
PO#:		Voucher #:	122955	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$47,551.12 Check Amount: \$47,551.12
PO#:		Voucher #:	122965	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$17,410.84 Check Amount: \$17,410.84
PO#:		Voucher #:	122972	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$74,446.32 Check Amount: \$74,446.32
Vendor Total:							\$139,408.28
		0717	001	B 01	215 002	State Tax	Wire
PO#:		Voucher #:	122968	Invoice	Invoice No: S2023130	1/15/2023	Paid Amt: \$24,386.95 Check Amount: \$24,386.95
		0717	001	B 01	215 003	Fed Tax	Wire
PO#:		Voucher #:	123100	Invoice	Invoice No: S2023140	1/31/2023	Paid Amt: \$41,076.61 Check Amount: \$41,076.61
PO#:		Voucher #:	123108	Invoice	Invoice No: S2023140	1/31/2023	Paid Amt: \$16,562.46 Check Amount: \$16,562.46
PO#:		Voucher #:	123115	Invoice	Invoice No: S2023140	1/31/2023	Paid Amt: \$70,817.52 Check Amount: \$70,817.52
PO#:		Voucher #:	123122	Credit	Invoice No: Z2023140	1/31/2023	Paid Amt: \$188.86 Check Amount: (\$188.86)
PO#:		Voucher #:	123123	Credit	Invoice No: Z2023140	1/31/2023	Paid Amt: \$68.50 Check Amount: (\$68.50)
PO#:		Voucher #:	123125	Credit	Invoice No: Z2023140	1/31/2023	Paid Amt: \$292.88 Check Amount: (\$292.88)
Vendor Total:							\$127,906.35

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	B 01	215 002	State Tax	Wire
		Voucher #:	123111	Invoice	Invoice No: S2023140	1/31/2023	\$22,225.38
							Paid Amt: \$22,225.38
							Check Amount: \$22,225.38
<hr/>							
4689 JORDAN EDUCATION FOUNDATION							
		0717	001	B 01	215 002	State Tax	Wire
		Voucher #:	123124	Credit	Invoice No: Z2023140	1/31/2023	\$120.27
							Paid Amt: (\$120.27)
							Check Amount: (\$120.27)
							Vendor Total: \$313,806.69
<hr/>							
26288 LOCAL 284							
		0717	001	B 01	215 071	Local 284 Dues	Check
		Voucher #:	122964	Invoice	Invoice No: S2023130	1/15/2023	\$901.25
							Paid Amt: \$901.25
							Check Amount: \$901.25
							Vendor Total: \$224.00
<hr/>							
24948 MN CHILD SUPPORT PYMT CENTER							
		0717	001	B 01	215 029	Child Support	Wire
		Voucher #:	122966	Invoice	Invoice No: S2023130	1/15/2023	\$778.90
							Paid Amt: \$778.90
							Check Amount: \$778.90
<hr/>							
		0717	001	B 01	215 029	Child Support	Wire
		Voucher #:	123109	Invoice	Invoice No: S2023140	1/31/2023	\$903.90
							Paid Amt: \$903.90
							Check Amount: \$903.90
							Vendor Total: \$1,682.80

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			
PO#:	Voucher #:	122967	Invoice	1/15/2023	Wire
			Invoice No: S2023130		Paid Amt: \$334.72
					Check Amount: \$334.72
<hr/>					
	0717	001			Wire
PO#:	Voucher #:	123110	Invoice	1/31/2023	Paid Amt: \$335.91
			Invoice No: S2023140		Check Amount: \$335.91
					Vendor Total: \$670.63
<hr/>					
23795 NATIONAL INSURANCE SERVICES					
	0717	001	108263		
PO#:	Voucher #:	122948	Invoice	1/31/2023	Check
			Invoice No: S2023130		Paid Amt: \$1.60
			Supplemental Life Ins		
			Life		\$32.21
			Disability		\$1,065.65
					\$1,736.49
PO#:	Voucher #:	122970	Invoice	1/31/2023	Paid Amt: \$2,834.35
			Invoice No: S2023130		
			Accident		\$1.60
PO#:	Voucher #:	123093	Invoice	1/31/2023	Paid Amt: \$1.60
			Invoice No: S2023140		
			Supplemental Life Ins		\$32.21
			Supplemental-adj to premium		(\$19.62)
			Life		\$1,066.45
			Life Ins-adj to premium		\$75.50
			Life Ins-retiree		\$84.00
			Disability		\$1,740.88
			Disability-adj to premium		\$316.72
PO#:	Voucher #:	123113	Invoice	1/31/2023	Paid Amt: \$3,296.14
			Invoice No: S2023140		Check Amount: \$3,296.14
					Vendor Total: \$6,133.69
<hr/>					
24384 NCPERS MINNESOTA					
	0717	001	108264		
PO#:	Voucher #:	123117	Invoice	1/31/2023	Check
			Invoice No: S2023140		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			
		B 01	215 014		Wire
			PERA		
PO#:	Voucher #:	122973	Invoice	Invoice No: S2023130	Paid Amt: \$19,260.11
					Check Amount: \$19,260.11
	0717	001			Wire
		B 01	215 014		
			PERA		
PO#:	Voucher #:	123116	Invoice	Invoice No: S2023140	Paid Amt: \$20,694.17
					Check Amount: \$20,694.17
					Vendor Total: \$39,954.28
21994 TEACHERS RETIREMENT ASSN					
	0717	001			
		B 01	215 018		Wire
			TRA		
PO#:	Voucher #:	122975	Invoice	Invoice No: S2023130	Paid Amt: \$72,189.09
					Check Amount: \$72,189.09
	0717	001			Wire
		B 01	215 018		
			TRA		
PO#:	Voucher #:	123119	Invoice	Invoice No: S2023140	Paid Amt: \$72,210.59
					Check Amount: \$72,210.59
		B 01	215 018		
			TRA		
PO#:	Voucher #:	123126	Credit	Invoice No: Z2023140	Paid Amt: (\$379.08)
					Check Amount: \$71,831.51
					Vendor Total: \$144,020.60
5942 WEX					
	0717	001			
		B 01	215 092		Wire
			Flex-Dep Care		
		B 01	215 092		
			Flex-Dep Care		
		B 01	215 093		
			Flex-Med Care		
		B 01	215 093		
			Flex-Med Care		
		B 01	215 092		
			Flex-Dep Care-Adj to Claims		
		B 01	215 093		
			Flex-Med Care-Adj to Claims		
PO#:	Voucher #:	123149	Invoice	Invoice No: S2023140A	Paid Amt: (\$890.10)
					Check Amount: (\$890.10)
	0717	001			Wire
		B 01	215 028		
			Flex-employee contribution		
PO#:	Voucher #:	123147	Invoice	Invoice No: S2023130	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			
			123148	Invoice	Invoice No: S2023140	1/31/2023	
					Flex-employee contribution		
						\$3,752.92	
							Paid Amt: \$3,752.92
							Check Amount: \$3,752.92
							Vendor Total: \$6,807.41
							Report Total: \$744,219.96

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
5670 A+ DRIVING SCHOOL						
	0717	001	108178		Check	
	E 04	005	505	321	305	507
	Fall 2022 invoice behind the wheel 10 students					\$2,550.00
PO#: 55697	Voucher #:	122980	Invoice	Invoice No:	Fall 2022	1/20/2023
					Paid Amt:	\$2,550.00
					Check Amount:	\$2,550.00
					Vendor Total:	\$2,550.00
2009 AIRGAS NORTH CENTRAL						
	0717	001	108179		Check	
	E 01	305	361	628	530	000
	MIL907757 Welder Mutli Process Multitmatic 22l					\$4,199.00
PO#: 55566	Voucher #:	122979	Invoice	Invoice No:	9132401816	1/20/2023
					Paid Amt:	\$4,199.00
					Check Amount:	\$4,199.00
					Vendor Total:	\$4,199.00
26895 AMAZON CAPITAL SERVICES						
	0717	001	108137		Check	
	E 01	300	630	000	455	000
	B07SK6R31G EBXYA 100Ft XLR Microphone C					\$109.48
	E 01	300	630	000	455	000
	B07J68KCY6 Yoico 2Pcs 50 Feet Professional					\$49.99
	E 01	100	630	000	456	000
	B07YZ3Z2CL SEYMAC stock iPad 9th/8th/7th C					\$70.35
PO#: 55506	Voucher #:	122896	Invoice	Invoice No:	1TTK-KMNV-NR46	1/3/2023
	E 01	300	211	000	401	217
	B08FDLQJYZ (2 Pack) 1/8" Thick Clear Acrylic					\$148.05
	E 01	300	211	000	401	217
	Amazon Shipping Charge					\$0.00
PO#: 55541	Voucher #:	122897	Invoice	Invoice No:	1FCR-6M3X-9RXL	1/3/2023
	E 01	005	110	000	401	000
	B07VYK2RZJ Amazon Basics 8 Tab Dividers for					\$30.99
	E 01	005	110	000	401	000
	Amazon Shipping Charge					\$0.00
PO#: 55546	Voucher #:	122898	Invoice	Invoice No:	16C4-RYN-3RVJ	1/3/2023
	E 01	128	211	000	401	275
	B0B5MQN9KK SISOSOCK Socks Women 5 P;					\$17.98
	E 01	128	211	000	401	275
	B0B7MPWJYW SISOSOCK Socks Women 5 F					\$15.98
	E 01	128	211	000	401	275
	Amazon Shipping Charge					\$0.00
	E 01	128	211	000	401	275
	Discount					(\$14.48)
PO#: 55548	Voucher #:	122899	Invoice	Invoice No:	1TPV-F3QP-3R3C	1/3/2023
					Paid Amt:	\$19.48
					Check Amount:	\$428.34
					Vendor Total:	\$428.34
	0717	001	108180		Check	
	E 01	300	211	000	430	217
	B06Y96HDJM American White Cross Adhesive					\$32.49
	E 01	300	211	000	430	217
	B07RR7QCHY 600 Pcs Adorable Round Face F					\$15.96
	E 01	300	211	000	430	217
	B09CTDXSX5 3 Rolls Motivational Stickers for F					\$17.98
	E 01	300	211	000	430	217
	Amazon Shipping Charge					\$0.00
PO#: 55673	Voucher #:	122978	Invoice	Invoice No:	1JC9-PVJY-L3C4	1/20/2023
					Paid Amt:	\$66.43
					Check Amount:	\$66.43
					Vendor Total:	\$494.77

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5749 ARNOLD, MICHAEL					
	0717	001	108181		
	E 01	300 296 000 305 306		12/13/22	Check
	E 01	300 294 000 305 306		1/5/23	\$40.00
PO#:	Voucher #:	122981 Invoice	Invoice No: BB Official	1/20/2023	Paid Amt: \$80.00
					Check Amount: \$80.00
<hr/>					
	0717	001	108232		
	E 01	300 296 000 305 306		GBB Timer 1/24/23	Check
	E 01	300 294 000 305 306		BBB Timer 1/26/23	\$40.00
PO#:	Voucher #:	123067 Invoice	Invoice No: BB Official	1/27/2023	Paid Amt: \$80.00
					Check Amount: \$80.00
					Vendor Total: \$160.00
<hr/>					
28892 AVIBEN					
	0717	001	108138		
	E 01	005 110 000 305 000		403b Admin Fee Dec 2022	Check
PO#:	Voucher #:	122904 Invoice	Invoice No: 25913	1/3/2023	Paid Amt: \$249.60
					Check Amount: \$249.60
					Vendor Total: \$249.60
<hr/>					
5600 BARTH, MACKENNA					
	0717	001	108182		
	E 04	005 505 321 305 515		Youth BB Ref 12/10/22	Check
PO#:	Voucher #:	122983 Invoice	Invoice No: Youth BB Ref	1/20/2023	Paid Amt: \$25.00
					Check Amount: \$25.00
					Vendor Total: \$25.00
<hr/>					
11220 BENJAMIN BUS					
	0717	001	108174		
	E 01	005 760 720 360 000		Nov 2022	Check
	E 01	005 760 720 360 000		Dec 2022	\$66,473.32
PO#:	Voucher #:	122946 Invoice	Invoice No: BenBus-Jan23	1/13/2023	Paid Amt: \$132,946.64
					Check Amount: \$132,946.64
					Vendor Total: \$25.00
<hr/>					
	0717	001	108233		
	E 01	128 298 733 360 373		MS Knowledge Bowl	Check
	E 01	005 760 723 360 000		SPED	\$1,045.33
	E 01	005 760 728 360 000		Homeless	\$23,989.42
	E 01	005 760 720 440 000		Fuel Cost	\$1,296.54
	E 01	100 201 733 360 228		Kindergarten Stages Theater	\$1,452.97
	E 01	005 760 723 360 000		In District SPED	\$642.88
	E 01	300 292 733 360 000		Adapted Hockey	\$8,751.96
	E 01	300 291 733 360 389		HS Band	\$444.27
					\$721.28

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	108184		
	B 01	215 024			
PO#:	Voucher #:	122982 Invoice	Invoice No: 230103290364	1/20/2023	Paid Amt: \$269.00 Check Amount: \$269.00
					Vendor Total: \$269.00
4207 BOOTH LAW GROUP					
	0717	001	108139		
	E 01	128 640 316 401 000			
			504 Manual C. Capriglione		
PO#:	Voucher #:	122900 Invoice	Invoice No: 001	1/3/2023	Paid Amt: \$60.00 Check Amount: \$60.00
					Vendor Total: \$60.00
3156 BREAKDOWN SPORTS USA					
	0717	001	108185		
	E 01	300 296 000 369 306			
			Hoops Fest-01/07/23 GBB C squad		
PO#:	Voucher #:	123034 Invoice	Invoice No: 19845	1/20/2023	Paid Amt: \$45.00 Check Amount: \$45.00
					Vendor Total: \$45.00
5520 BRITT, KEVIN					
	0717	001	108234		
	E 01	300 296 000 305 306			
			GBB Official 1/26/23		
PO#:	Voucher #:	123047 Invoice	Invoice No: BB Official	1/27/2023	Paid Amt: \$87.00 Check Amount: \$87.00
					Vendor Total: \$87.00
6085 CANTONE, MICHAEL					
	0717	001	108186		
	E 01	300 294 000 305 306			
			BBB Official 1/12/23		
PO#:	Voucher #:	122990 Invoice	Invoice No: BB Official	1/20/2023	Paid Amt: \$87.00 Check Amount: \$87.00
					Vendor Total: \$87.00
1112 CEDERSTROM, TRACY					
	0717	001	108187		
	E 01	128 258 000 401 000			
			Walmart 12/18/22		
PO#:	Voucher #:	122988 Invoice	Invoice No: Reimbursement	1/20/2023	Paid Amt: \$39.50 Check Amount: \$39.50
					Vendor Total: \$39.50
5803 CF ADVERTISING					
	0717	STUD	1943		
	E 27	300 298 301 401 957			
			Coffee Fundraiser		
					Vendor Total: \$540.50

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5803 CF ADVERTISING					
	0717	STUD	1943		
	E 27	300	298 301 401 957	Popcorn Fundraiser	Check
	E 27	300	298 301 401 957	Shipping	
PO#: 55891	Voucher #: 123127	Invoice No: 027		1/31/2023	
					Paid Amt: \$1,136.25
					Check Amount: \$1,136.25
					Vendor Total: \$1,136.25
28277 CHALUPSKY, JASON					
	0717	001	108188		
	E 01	300	294 000 305 306	12/10/22	Check
	E 01	300	296 000 305 306	1/9/23	
	E 01	300	296 000 305 306	1/12/23	
PO#:	Voucher #: 122989	Invoice No: BB Official		1/20/2023	
					Paid Amt: \$233.00
					Check Amount: \$233.00
3676 CHOICE ELECTRIC					
	0717	001	108140		
	E 02	100	770 701 350 000	Salad chart - Labor - 12/06	Check
	E 02	100	770 701 350 000	Truck charge - 12/06	
	E 02	100	770 701 350 000	Trouble shoot EM ballast - Labor - 12/01	
	E 02	100	770 701 350 000	Truck charge - 12/01	
	E 02	100	770 701 350 000	Fittings - 12/01	
PO#: 55556	Voucher #: 122902	Invoice No: 22511/22501		1/3/2023	
					Paid Amt: \$420.66
					Check Amount: \$420.66
10254 CITY OF JORDAN					
	0717	001	108141		
	E 01	100	810 000 330 204	ES	Check
	E 01	128	810 000 330 204	MS	
					Paid Amt: \$429.91
					Check Amount: \$429.91
					Vendor Total: \$850.57

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10254							
CITY OF JORDAN							
		0717		001	108141		
		E 01		300	810 000 330 204		Check
		E 01		005	810 000 330 204	HS	\$2,568.22
		E 04		005	505 321 330 000	Athletic Complex	\$500.15
		E 04		005	505 321 330 000	ES CE	\$52.51
		E 04		005	505 321 330 000	CE	\$95.41
		E 04		005	582 344 330 000	School Readiness	\$157.52
		E 02		100	770 701 330 000	ES Food Service	\$105.01
		E 02		128	770 701 330 000	MS Food Service	\$127.21
		E 02		300	770 701 330 000	HS Food Service	\$163.93
		E 04		005	505 321 330 550	CERC	\$731.44
PO#:		Voucher #:		122901	Invoice	Invoice No: 12/8/22	Paid Amt: \$9,037.82
							Check Amount: \$9,037.82
							Vendor Total: \$9,037.82
5609							
COLLINS, BRIAN							
		0717		001	108236		
		E 01		300	211 000 305 000	second half of payment for Frosty DJ	Check
PO#:	55665	Voucher #:		123058	Invoice	Invoice No: Frosty Pay#2	Paid Amt: \$150.00
							Check Amount: \$150.00
							Vendor Total: \$150.00
2629							
COMCAST							
		0717		001	108142		
		E 04		005	505 321 320 550	CERC Service 12/18/22-1/17/23	Check
PO#:		Voucher #:		122903	Invoice	Invoice No: 12/8/22	Paid Amt: \$2.25
							Check Amount: \$2.25
							Vendor Total: \$2.25
5840							
COOK, TESSA							
		0717		001	108191		
		E 04		005	505 321 305 515	12/10/22	Check
		E 04		005	505 321 305 515	12/17/22	\$100.00
PO#:	55777	Voucher #:		122987	Invoice	Invoice No: Youth BB Ref	Paid Amt: \$150.00
							Check Amount: \$150.00
							Vendor Total: \$150.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
6101 D. FONG'S							
	0717	001		108237			Check
		E 01 005 010 000 401 000			Lunch	\$362.25	
		E 01 005 010 000 401 000			Utensils	\$6.90	
		E 01 005 010 000 401 000			Service Charge	\$36.92	
		E 01 005 010 000 401 000			Delivery	\$15.00	
		E 01 005 010 000 401 000			Taxes	\$31.05	
PO#:	Voucher #:	123055	Invoice	No: 2606			Paid Amt: \$452.12
							Check Amount: \$452.12
							Vendor Total: \$452.12
5617 DECORY, TRAVIS							
	0717	001		108173			Check
		E 01 005 211 320 305 000			AIPEC-Drum & Dance w/ extra staff	\$400.00	
PO#:	Voucher #:	122945	Invoice	No: DECTR-Jan23			Paid Amt: \$400.00
							Check Amount: \$400.00
5067 DEMMERS, AUDREE							
	0717	001		108193			Check
		E 01 300 211 000 369 245			Mt Kato Refund B. Demmers	\$25.00	
PO#:	Voucher #:	122991	Invoice	No: Refund			Paid Amt: \$25.00
							Check Amount: \$25.00
							Vendor Total: \$800.00
5670 DEMMERS, AUDREE							
	0717	001		108192			Check
		E 01 005 211 320 305 000			MS Drum & Dance-Bill 1/2 to BP 1/20/23	\$400.00	
PO#:	Voucher #:	123038	Invoice	No: 1/20/23			Paid Amt: \$400.00
							Check Amount: \$400.00
5630 EDMENTUM							
	0717	001		108143			Check
		E 01 300 211 000 394 000			EdOptions Academy Oct 2022	\$295.00	
PO#:	Voucher #:	122905	Invoice	No: INV201067			Paid Amt: \$295.00
		E 01 300 211 000 394 000			EdOptions Academy Nov 2022	\$200.00	
PO#:	Voucher #:	122906	Invoice	No: INV202725			Paid Amt: \$200.00
							Check Amount: \$495.00
							Vendor Total: \$495.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
6093	EDWARDS, DAN						
	0717	001	108239		Check		
		E 01	300 294 000 305 310	Wrestling Official 1/19/23		\$145.00	
	Voucher #:	123050	Invoice	Invoice No: Wrestling Official			
				1/27/2023			
						Paid Amt: \$145.00	Check Amount: \$145.00
						Vendor Total: \$145.00	
3962	EIDE BAILLY, LLP						
	0717	001	108194		Check		
		E 01	005 110 000 317 000	Final Billing FY22 Audit		\$8,400.00	
		E 01	005 110 000 317 000	Travel Costs		\$720.00	
		E 01	005 110 000 317 000	GASB 87		\$1,600.00	
	Voucher #:	122992	Invoice	Invoice No: EI01432417			
				1/20/2023			
						Paid Amt: \$10,720.00	Check Amount: \$10,720.00
						Vendor Total: \$10,720.00	
25785	FERTIMIX, INC.						
	0717	001	108195		Check		
		E 01	100 810 000 305 299	50 lb melt-mor professional deicer - 11/30		\$98.13	
		E 04	005 505 321 350 550	50 lb melt-mor professional deicer - 11/30		\$98.11	
		E 01	128 810 000 305 299	50 lb melt-mor professional deicer - 11/30		\$98.13	
		E 01	300 810 000 305 299	50 lb melt-mor professional deicer - 11/30		\$98.13	
		E 01	300 810 000 305 299	50 lb melt-mor professional deicer - 12/13		\$96.88	
		E 01	128 810 000 305 299	50 lb melt-mor professional deicer - 12/13		\$96.88	
		E 04	005 505 321 350 550	50 lb melt-mor professional deicer - 12/13		\$96.86	
		E 01	100 810 000 305 299	50 lb melt-mor professional deicer - 12/13		\$96.88	
	Voucher #:	122993	Invoice	Invoice No: 21317/21386			
				1/20/2023			
						Paid Amt: \$780.00	Check Amount: \$780.00
						Vendor Total: \$780.00	
3528	FREEMOTION FITNESS						
	0717	001	108144		Check		
		E 04	005 505 321 350 550	F802.1 406373 Thigh Pad Blk		\$66.94	
		E 04	005 505 321 350 550	F804 300202 V-Pulley		\$5.56	
		E 04	005 505 321 350 550	F804 302223 Cable Trap		\$25.20	
		E 04	005 505 321 350 550	F806 327689 Backrest Blk		\$87.30	
		E 04	005 505 321 350 550	F801.1 313536 Leg Pad		\$136.90	
		E 04	005 505 321 350 550	F801.1 327638 Seat		\$117.37	
		E 04	005 505 321 350 550	F801.1 327651 Seat Cover		\$18.27	
		E 04	005 505 321 350 550	F205 413479 Pad,CSTM 25.98X12.28" Blk		\$93.30	
		E 04	005 505 321 350 550	F201-01 413419 Bench		\$164.20	
		E 04	005 505 321 350 550	F213-01 413645 Large Pad		\$67.20	

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
3528							
FREEMOTION FITNESS							
		0717	001		108144		
		E 04	005	505	321 350 550	F206-01 413475 Pad	Check
		E 04	005	505	321 350 550	Shipping	\$100.80
							\$87.78
		PO#: 55403	Voucher #:	122934	Invoice	Invoice No: 505870/506745/508660	1/3/2023
							Paid Amt: \$970.82
							Check Amount: \$970.82
							Vendor Total: \$970.82
4666							
FREMIMING, JAMIE							
		0717	001		108196		
		E 04	005	505	321 401 000	Door Stoppers	Check
		PO#: 55779	Voucher #:	122994	Invoice	Invoice No: Reimbursement	1/20/2023
							Paid Amt: \$26.99
							Check Amount: \$26.99
							Vendor Total: \$26.99
4692							
GARRETT, SCOTT							
		0717	001		108240		
		E 01	300	294	000 305 306	BBB Official 1/26/23	Check
		PO#: 55683	Voucher #:	123054	Invoice	Invoice No: BB Official	1/27/2023
							Paid Amt: \$123.00
							Check Amount: \$123.00
							Vendor Total: \$123.00
4735							
GERAGHTY, PAT							
		0717	001		108197		
		E 01	300	420	740 394 000	December 2022 Psych Services	Check
		PO#: 55711	Voucher #:	122995	Invoice	Invoice No: 12/26/22	1/20/2023
							Paid Amt: \$140.00
							Check Amount: \$140.00
							Vendor Total: \$140.00
4078							
GREGORY, DAVID & REBECCA							
		0717	001		108145		
		E 04	799	590	351 433 000	Postage	Check
		E 04	799	590	351 433 000	U of MN-Stanford Test	\$9.90
		PO#: 55683	Voucher #:	122907	Invoice	Invoice No: Reimbursement	1/3/2023
							Paid Amt: \$56.90
							Check Amount: \$56.90
							Vendor Total: \$56.90
4864							
GRIFFITHS, DAN							
		0717	001		108241		
		E 01	300	294	000 305 306	BBB Official 1/5/23	Check
		PO#: 55711	Voucher #:	123044	Invoice	Invoice No: BB Official	1/27/2023
							Paid Amt: \$123.00
							Check Amount: \$123.00
							Vendor Total: \$123.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
26897					
GULBRANSON, ROSE					
	0717	001	108198		
	E 01	128 211 000 455 000	Amazon 1/13/23		
PO#: 55782	Voucher #:	122996	Invoice	1/20/2023	
			Invoice No: Reimbursement		
					\$16.19
					Paid Amt: \$16.19
					Check Amount: \$16.19
					Vendor Total: \$16.19
27889					
GUMMERT, JENNY					
	0717	001	108199		
	B 02	230 000	Lunch		
	R 01	128 211 000 621 269	T&F T-Shirt		
	R 01	128 294 000 099 326	Soccer Socks		
PO#: 55751	Voucher #:	122997	Invoice	1/20/2023	
			Invoice No: Refund		
					\$24.35
					\$12.00
					\$10.00
					Paid Amt: \$46.35
					Check Amount: \$46.35
					Vendor Total: \$46.35
25341					
H&B SPECIALIZED PRODUCTS					
	0717	001	108146		
	E 04	005 505 321 401 550	CERC Basketball Backboard Edge Pad 3ea 12/.		
	E 04	005 505 321 401 550	Key switch cover plate		
PO#: 55632	Voucher #:	122937	Invoice	1/3/2023	
			Invoice No: 32674/32624		
					\$660.00
					\$115.00
					Paid Amt: \$775.00
					Check Amount: \$775.00
					Vendor Total: \$775.00
6086					
HABERMANN, HENRY					
	0717	001	108200		
	E 01	300 296 000 305 306	GBB Official 1/12/23		
PO#: 55773	Voucher #:	123007	Invoice	1/20/2023	
			Invoice No: GBB Official		
					\$123.00
					Paid Amt: \$123.00
					Check Amount: \$123.00
					Vendor Total: \$123.00
5638					
HAGEN, LYDIA					
	0717	001	108201		
	E 04	005 505 321 305 515	Youth BB Ref 12/10/22		
PO#: 55773	Voucher #:	123004	Invoice	1/20/2023	
			Invoice No: Youth Ref		
					\$50.00
					Paid Amt: \$50.00
					Check Amount: \$50.00
					Vendor Total: \$50.00
17791					
HAMANN, RON					
	0717	001	108242		
	E 01	300 294 000 305 306	BBB Official 1/5/23		
PO#: 55773	Voucher #:	123045	Invoice	1/27/2023	
			Invoice No: BB Official		
					\$123.00
					Paid Amt: \$123.00
					Check Amount: \$123.00
					Vendor Total: \$123.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
4829					
HENTGES, JEREMY					
	0717	001	108147		
	E 01	998 810 000	305 299	8" snowfall - RVEC 11/29	Check
	E 04	005 505 321	305 550	8" snowfall - CERC 11/29	\$400.00
	E 01	128 810 000	305 299	8" snowfall - JMS 11/29	\$275.00
	E 01	300 810 000	305 299	8" snowfall - JHS 11/29	\$725.00
	E 01	100 810 000	305 299	8" snowfall - JES 11/29	\$1,125.00
	E 01	998 810 000	305 299	Salt service - RVEC 11/14	\$650.00
	E 04	005 505 321	305 550	Salt service - CERC 11/14	\$140.00
	E 01	300 810 000	305 299	Salt service - JHS 11/14	\$140.00
	E 01	128 810 000	305 299	Salt service - JMS 11/14	\$140.00
	E 01	100 810 000	305 299	Salt service - JES 11/14	\$140.00
	E 01	998 810 000	305 299	Salt service - RVEC 11/29	\$280.00
	E 04	005 505 321	350 550	Salt service - CERC 11/29	\$280.00
	E 01	300 810 000	305 299	Salt service - JHS 11/29	\$280.00
	E 01	128 810 000	305 299	Salt service - JMS 11/29	\$280.00
	E 01	100 810 000	305 299	Salt service - JES 11/29	\$280.00
PO#: 55659	Voucher #: 122908	Invoice	Invoice No: Nov 2022	1/3/2023	Paid Amt: \$5,275.00
					Check Amount: \$5,275.00
4823					
HIGH POINT NETWORKS					
	0717	001	108204		
	E 01	005 630 000	455 000	HP Probook 450	Check
	E 01	005 630 000	455 000	HP DDR4 Module	\$4,864.10
	E 01	005 630 000	305 000	Wireless Support	\$434.80
PO#: 55726	Voucher #: 122998	Invoice	Invoice No: 207684	1/20/2023	Paid Amt: \$5,298.90
PO#:	Voucher #: 122909	Invoice	Invoice No: Dec 2022	1/3/2023	Paid Amt: \$15,625.00
					Check Amount: \$15,625.00
					Vendor Total: \$20,900.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
4523 HIGH POINT NETWORKS						
	0717	001	108204		Check	
	E 01 005 630 000 305 000			Adjustment		(\$819.36)
PO#: 55725	Voucher #:	122999	Invoice	Invoice No: 204523	1/20/2023	Paid Amt: \$263.64
	E 01 005 630 000 315 000			High Point Networks Professional Services Prep		\$9,000.00
PO#: 54268	Voucher #:	123000	Invoice	Invoice No: 206730	1/20/2023	Paid Amt: \$9,000.00
	E 01 300 630 000 456 000			Hpi - Rpb Certified HP AC Adapter - 19.5 V DC/		\$1,055.50
	E 01 300 630 000 456 000			HPI HP 3 PRONG PWR CORD		\$713.50
	E 01 128 630 000 456 000			Hpi - Rpb Certified HP AC Adapter - 19.5 V DC/		\$1,055.50
	E 01 128 630 000 456 000			HPI HP 3 PRONG PWR CORD		\$713.50
PO#: 54638	Voucher #:	123001	Invoice	Invoice No: 209648	1/20/2023	Paid Amt: \$3,538.00
	E 01 005 630 302 466 000			SMART BUY Z2 G5 TWR 17-10700 SYST 512C		\$67,865.20
PO#: 54269	Voucher #:	123002	Invoice	Invoice No: 206812	1/20/2023	Paid Amt: \$67,865.20
	E 01 005 630 302 466 000					Check Amount: \$85,965.74
						Vendor Total: \$85,965.74
4908 HOLZWARTH, JULIE						
	0717	001	108246		Check	
	E 01 100 412 740 366 000			ECSE Mileage Nov-Dec 2022		\$44.13
PO#: 55884	Voucher #:	123059	Invoice	Invoice No: Reimbursement	1/27/2023	Paid Amt: \$44.13
	E 01 100 412 740 366 000					Check Amount: \$44.13
						Vendor Total: \$44.13
26698 HOUSE OF PRINT						
	0717	001	108205		Check	
	E 01 005 110 000 305 000			District		\$2,798.10
	E 04 005 505 321 305 000			CE		\$2,798.10
PO#: 55765	Voucher #:	123005	Invoice	Invoice No: 069041	1/20/2023	Paid Amt: \$5,596.20
	E 01 005 505 321 305 000					Check Amount: \$5,596.20
						Vendor Total: \$5,596.20
3391 HOWARD LAKE WAVERLY HIGH SCHOOL						
	0717	001	108149		Check	
	E 01 300 294 000 369 306			C-squad-01/07/23 - Boys basketball tournament		\$125.00
PO#: 55432	Voucher #:	122910	Invoice	Invoice No: 1/7/23	1/3/2023	Paid Amt: \$125.00
	E 01 300 294 000 369 306					Check Amount: \$125.00
						Vendor Total: \$125.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
1680 INTERACT TRAVEL					
	0717	STUD	1944		
	E 27	300	298 301 401 963	Payment for Spain/France Trip	Check
				1/31/2023	\$56,250.00
PO#:	55896	Voucher #:	123128	Invoice No: Peters2023	Paid Amt: \$56,250.00
					Check Amount: \$56,250.00
				Vendor Total:	\$56,250.00
26302 JANS, ANNE					
	0717	001	108247		
	E 01	300	331 830 433 000	Hyvee 1/5/23	Check
	E 01	300	331 830 433 000	Walmart	\$58.08
	E 01	300	331 830 433 000	Walmart 1/23/23	\$255.86
					\$230.05
PO#:	55882	Voucher #:	123060	Invoice No: Reimbursement	Paid Amt: \$543.99
				1/27/2023	Check Amount: \$543.99
				Vendor Total:	\$543.99
24970 JORDAN ACE HARDWARE					
	0717	001	108150		
	E 01	100	810 000 350 274	ES In House Repairs	Check
	E 01	300	810 000 350 274	HS In House Repairs	\$1.24
	E 01	128	810 000 350 274	MS In House Repairs	\$103.32
	E 01	300	260 000 430 000	HS Science	\$92.71
	E 04	005	582 344 401 000	Preschool Supplies	\$4.99
	E 01	300	361 830 430 000	CTE Supplies	\$15.58
					\$250.54
PO#:		Voucher #:	122911	Invoice No: Nov 2022	Paid Amt: \$468.38
				1/13/2023	
	E 01	100	810 000 350 274	ES In House Repairs	\$15.43
	E 01	128	810 000 350 274	MS In House Repairs	\$51.80
	E 01	100	810 000 350 199	ES Upkeep Grounds	\$26.85
	E 01	005	810 000 401 000	Maintenance Supplies	\$130.02
	E 01	128	810 000 401 000	MS Maintenance Supplies	\$35.91
	E 01	300	331 830 433 000	JHS FACS	\$14.56
	E 04	005	505 321 401 550	CERC	\$44.97
	E 01	300	361 830 430 000	CTE Supplies	\$31.24
PO#:		Voucher #:	122912	Invoice No: Oct 2022	Paid Amt: \$350.78
				1/13/2023	Check Amount: \$819.16
				Vendor Total:	\$819.16

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5796		KELIM, ANTHONY		001	108248		
		0717		001	108248		
		E 01	300	296	000 305 306	BB Official 1/24/23	Check
						\$123.00	
	PO#:	Voucher #:		123051	Invoice	Invoice No: BB Official	Paid Amt: \$123.00
						1/27/2023	Check Amount: \$123.00
							Vendor Total: \$123.00
6007		KINKEADE, CAROLINE		001	108206		
		0717		001	108206		
		E 04	005	505	321 305 515	Youth BB Ref 12/10/22	Check
						\$50.00	
	PO#:	Voucher #:		123008	Invoice	Invoice No: Youth Ref	Paid Amt: \$50.00
						1/20/2023	Check Amount: \$50.00
							Vendor Total: \$50.00
5982		KNUTSON, TREVOR		001	108249		
		0717		001	108249		
		E 01	300	294	000 305 303	FB Official 9/1/22	Check
						\$115.00	
	PO#:	Voucher #:		123039	Invoice	Invoice No: FB Official	Paid Amt: \$115.00
						1/27/2023	Check Amount: \$115.00
							Vendor Total: \$115.00
2757		LANO EQUIPMENT, INC		001	108151		
		0717		001	108151		
		E 01	005	810	000 350 200	3/4 hose	Check
						\$84.75	
		E 01	005	810	000 350 200	G25170-1212	\$20.71
		E 01	005	810	000 350 200	JIC FS 90%	\$55.83
	PO#:	Voucher #:		122936	Invoice	Invoice No: 01-960117	Paid Amt: \$161.29
						1/3/2023	Check Amount: \$161.29
							Vendor Total: \$161.29
3560		LARSON ENGINEERING, INC.		001	108152		
		0717		001	108152		
		E 06	005	870	023 305 000	Abatement Bond 10/23/22-11/22/22	Check
						\$10,400.00	
	PO#:	Voucher #:		122913	Invoice	Invoice No: 0001164	Paid Amt: \$10,400.00
						1/3/2023	Check Amount: \$10,400.00
							Vendor Total: \$10,400.00
6092		MAHONEY, JEFFREY		001	108250		
		0717		001	108250		
		E 01	300	294	000 305 310	Wrestling Official 1/19/23	Check
						\$240.00	
	PO#:	Voucher #:		123049	Invoice	Invoice No: Wrestling Official	Paid Amt: \$240.00
						1/27/2023	Check Amount: \$240.00
							Vendor Total: \$240.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
6067 MANTHEY, KERRI							
		0717	001	001	108153		
		E 01	300	211	000 369 245	Refund for Curling center	Check \$25.00
PO#: 55577		Voucher #:		122916	Invoice	Invoice No: Refund	Paid Amt: \$25.00 Check Amount: \$25.00
							Vendor Total: \$25.00
6077 MCKNIGHT, KATHRYN							
		0717	001	001	108207		
		E 01	300	259	000 430 000	Muscore PDF	Check \$50.00
		E 01	300	259	000 430 000	All for Us Arrangement	Check \$150.00
PO#: 55783		Voucher #:		123010	Invoice	Invoice No: REimbursement	Paid Amt: \$200.00 Check Amount: \$200.00
		0717	001	001	108251		
		E 01	300	259	000 401 218	1/24/23 Shams Ahmed	Check \$250.00
		E 01	300	259	000 401 218	1/23/23 Jamey Boezi	Check \$100.00
PO#: 55881		Voucher #:		123061	Invoice	Invoice No: Reimbursement	Paid Amt: \$350.00 Check Amount: \$350.00
							Vendor Total: \$550.00
6081 MEINDERS, TODD							
		0717	001	001	108208		
		B 02	230	000		Lunch Account Refund S. Meinders	Check \$27.75
PO#: 55756		Voucher #:		123011	Invoice	Invoice No: Refund	Paid Amt: \$27.75 Check Amount: \$27.75
							Vendor Total: \$27.75
5867 METRONET							
		0717	001	001	108209		
		E 04	005	582	344 320 000	School Readiness	Check \$26.35
		E 04	005	570	321 320 000	Kids Co	Check \$7.53
		E 02	005	770	701 320 000	ES Food Service	Check \$3.76
		E 01	100	203	000 320 000	JES	Check \$338.81
		E 04	005	505	321 320 550	CERC	Check \$17.57
		E 02	005	770	701 320 000	MS Food Service	Check \$4.39
		E 01	128	211	000 320 000	JMS	Check \$417.25
		E 02	005	770	701 320 000	HS Food Service	Check \$9.33
		E 01	300	211	000 320 000	JHS	Check \$457.00
PO#: 55756		Voucher #:		123009	Invoice	Invoice No: Jan 2023	Paid Amt: \$1,281.99 Check Amount: \$1,281.99
							Vendor Total: \$1,281.99

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5463		MEYER, RYAN	0717	001	108252		Check
				E 01 300 296 000 305 306		1/27/2023	\$87.00
				Invoice No: BB Official			
				PO#: 55578			
							Paid Amt: \$87.00
							Check Amount: \$87.00
							Vendor Total: \$87.00
6068		MN ASSN OF HONOR SOCIETIES	0717	001	108155		Check
				E 01 300 291 000 820 384		1/3/2023	\$60.00
				Invoice No: 2022-2023			
				PO#: 55578			
							Paid Amt: \$60.00
							Check Amount: \$60.00
							Vendor Total: \$60.00
4997		MN COMMUNITY ED ASSN	0717	001	108210		Check
				E 04 005 505 321 305 000		1/20/2023	\$45.00
				Invoice No: 00006939			
				PO#: 55704			
							Paid Amt: \$45.00
							Check Amount: \$45.00
							Vendor Total: \$45.00
10854		MN SCHOOL BOARDS ASSN	0717	001	108254		Check
				E 01 005 010 000 366 000		1/27/2023	\$40.00
				Invoice No: INV-03520-H9C2F6			
				PO#: 55696			
							Paid Amt: \$40.00
							Check Amount: \$40.00
							Vendor Total: \$40.00
16835		MN SOUTH CENTRAL SERVICE COOP.	0717	001	108156		Check
				E 01 005 865 352 305 000		1/3/2023	\$673.25
				Invoice No: 21519			
				PO#: 55681			
							Paid Amt: \$673.25
							Check Amount: \$673.25
							Vendor Total: \$673.25
3967		MN VALLEY ELECTRIC COOPERATIVE	0717	001	108157		Check
				E 01 005 810 000 330 201		1/3/2023	\$10.74
				Invoice No: 1217122			
				PO#: 55681			
							Paid Amt: \$10.74
							Check Amount: \$10.74
							Vendor Total: \$10.74

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
25315 NASSP								
		0717		001	108211		Check	
		E 01	300	291	000	820 384	\$385.00	
		NHS affiliation renewal fee						
		PO#: 55576	Voucher #:	122918	Invoice	Invoice No: 2022-2023	1/20/2023	
		Paid Amt: \$385.00					Check Amount:	\$385.00
		Vendor Total:						\$385.00
28584 NEW DOMINION SCHOOL								
		0717		001	108212		Check	
		E 01	998	211	000	390 000	\$1,509.55	
		E 01	998	408	740	394 000	\$4,292.86	
		PO#: 55749	Voucher #:	123013	Invoice	Invoice No: 11116	1/20/2023	
		Paid Amt: \$5,802.41					Check Amount:	\$5,802.41
		Vendor Total:						\$5,802.41
27076 NEW PRAGUE HIGH SCHOOL								
		0717		001	108158		Check	
		E 01	300	211	000	401 217	\$1,300.00	
		Trey McLaughlin workshop						
		PO#: 55624	Voucher #:	122919	Invoice	Invoice No: 0002	1/3/2023	
		Paid Amt: \$1,300.00					Check Amount:	\$1,300.00
		Vendor Total:						\$1,300.00
10960 NORCOSTCO INC								
		0717		001	108213		Check	
		E 01	300	291	000	401 371	\$16.95	
		Plastic detective pistol, ring caps						
		PO#: 55796	Voucher #:	123035	Invoice	Invoice No: 199422	1/20/2023	
		Paid Amt: \$16.95					Check Amount:	\$16.95
		Vendor Total:						\$16.95
5775 NOYES, DOUGLAS								
		0717		001	108214		Check	
		E 01	300	294	000	305 306	\$20.00	
		BBB Shot Clock 1/12/23						
		PO#: 55626	Voucher #:	123014	Invoice	Invoice No: BB Official	1/20/2023	
		Paid Amt: \$20.00					Check Amount:	\$20.00
		Vendor Total:						\$20.00
5340 OFFICE OF MNIT SERVICES								
		0717		001	108159		Check	
		E 01	005	211	000	358 000	\$124.95	
		General Education Interpretation Phone Calls						
		E 01	005	420	740	394 000	\$61.95	
		Special Education Interpretation Phone Calls						
		PO#: 55626	Voucher #:	122920	Invoice	Invoice No: W22110668	1/3/2023	
		Paid Amt: \$186.90					Check Amount:	\$186.90
		Vendor Total:						\$186.90

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
10987	OWENS COMPANIES, INC.				
	0717 001		108215		
	E 01 100 810 000 350 272			Labor - Frozen mini split in computer room	Check
	E 01 100 810 000 350 272			Credit	\$173.00
	E 01 100 810 000 350 272			Fuel surcharge	(\$34.60)
	E 01 100 810 000 350 272			Trip charge	\$16.00
	E 01 300 810 000 350 272			Checked out boiler - Labor	\$60.00
	E 01 300 810 000 350 272			Materials	\$173.00
	E 01 300 810 000 350 272			Fuel surcharge	\$1,842.80
	E 01 300 810 000 350 272			Trip charge	\$16.00
					\$60.00
PO#: 55656	Voucher #: 123015	Invoice No: 32419/32418		1/20/2023	
					Paid Amt: \$2,306.20
					Check Amount: \$2,306.20
					Vendor Total: \$2,306.20
3766	PETERSON, SCOTT				
	0717 001		108216		
	E 01 300 294 000 305 306			BBB Official 1/12/23	Check
PO#: 55656	Voucher #: 123016	Invoice No: BBB Official		1/20/2023	
					Paid Amt: \$87.00
					Check Amount: \$87.00
					Vendor Total: \$87.00
11072	RADERMACHER FOODS INC.				
	0717 001		108160		
	E 01 005 211 318 401 000			Reach/A&I	Check
	E 01 005 010 000 401 000			Board Mtg	\$317.78
	E 01 300 292 000 302 000			Boosters	\$22.95
	E 01 300 331 830 433 000			HS FACS	\$93.42
	E 01 300 260 000 430 000			HS Science	\$248.98
	E 01 128 250 000 490 000			JMS FACS Food	\$10.07
	E 01 128 250 000 430 000			JMS FACS Instructional	\$628.02
	E 01 300 403 740 433 000			SPED HS	\$69.31
	E 01 128 402 740 433 000			SPED MS	\$99.21
	E 01 300 361 830 433 000			Robotics/Shop	\$16.58
	E 01 128 230 000 430 000			Exploratory Spanish	\$9.52
					\$49.49
PO#: 55656	Voucher #: 122922	Invoice No: Acct#26200		1/3/2023	
	E 04 005 580 325 401 000			ECFE	Paid Amt: \$1,565.33
	E 04 005 582 344 401 000			Early Explorers	\$13.98
PO#: 55656	Voucher #: 122923	Invoice No: Acct#23233		1/3/2023	
					Paid Amt: \$44.60

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt Type	Pmt/Void Date	Amount
11072 RADERMACHER FOODS INC.						
	0717	001	108160	Check		
	E 04	005 570 321 401 000	Kids Co			\$10.88
PO#:	Voucher #:	122924	Invoice	Invoice No:	1/3/2023	Acct#26211
						Paid Amt: \$10.88
						Check Amount: \$1,620.81
						Vendor Total: \$1,620.81
4630 RAKERS, KIIRSTEN						
	0717	001	108161	Check		
	E 01	005 420 740 366 000	Dec 2022 Mileage-1/2 Billed to BP			\$75.63
PO#:	Voucher #:	122921	Invoice	Invoice No:	1/3/2023	Dec 2022
						Paid Amt: \$75.63
						Check Amount: \$75.63
						Vendor Total: \$75.63
20698 RATWIK, ROSZAK & MALONEY, PA						
	0717	001	108217	Check		
	E 01	005 160 000 305 000	Misc			\$634.48
	E 01	005 400 000 306 000	SPED			\$79.50
	E 01	005 160 000 305 000	Legislator Leave			\$996.50
	E 01	005 160 000 305 000	Sup Contract Review			\$1,735.50
	E 01	005 160 000 305 000	Emp Test/Data Request			\$480.00
PO#:	Voucher #:	123017	Invoice	Invoice No:	1/20/2023	72768
						Paid Amt: \$3,925.98
						Check Amount: \$3,925.98
						Vendor Total: \$3,925.98
6097 REED, MEAGAN						
	0717	001	108255	Check		
	B 02	230 000	Lunch Account Refund J. Reed			\$20.10
PO#:	Voucher #:	123062	Invoice	Invoice No:	1/27/2023	Refund
						Paid Amt: \$20.10
						Check Amount: \$20.10
						Vendor Total: \$20.10
3233 SCHLEIS, JOE						
	0717	001	108256	Check		
	E 01	300 294 000 305 326	Boys Soccer Official 10/8/22			\$108.00
PO#:	Voucher #:	123041	Invoice	Invoice No:	1/27/2023	Soccer Official
						Paid Amt: \$108.00
						Check Amount: \$108.00
						Vendor Total: \$108.00
1454 SCHOAF, SCOTT						
	0717	001	108218	Check		
	E 01	300 296 000 305 306	1/9/23			\$123.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
4410	SHIBLEY, JEREMY	0717 001	108257		Check
		E 01 300 294 000 305 306		BBB Official 12/1/22	\$87.00
PO#:	Voucher #:	123043 Invoice	Invoice No: BB Official	1/27/2023	Paid Amt: \$87.00 Check Amount: \$87.00
					Vendor Total: \$87.00
6060	SHOEMAKER, DAVID	0717 001	108258		Check
		E 01 300 294 000 305 306		BBB Official 12/1/22	\$87.00
PO#:	Voucher #:	123042 Invoice	Invoice No: BB Official	1/27/2023	Paid Amt: \$87.00 Check Amount: \$87.00
					Vendor Total: \$87.00
4952	SHURSON, ANNIE	0717 001	108220		Check
		E 04 005 505 321 305 515		Grade 5 & 6 Team Pictures	\$240.00
PO#:	Voucher #:	123018 Invoice	Invoice No: 5th&6th Team Picture	1/20/2023	Paid Amt: \$240.00 Check Amount: \$240.00
					Vendor Total: \$240.00
2900	SOUERS, RANDY	0717 001	108221		Check
		E 01 300 296 000 305 306		GBB Official 1/9/23	\$123.00
PO#:	Voucher #:	123024 Invoice	Invoice No: BB Official	1/20/2023	Paid Amt: \$123.00 Check Amount: \$123.00
					Vendor Total: \$123.00
10214	SOUTHWEST METRO INTERMEDIATE DISTRICT				
	0717 001	108165			Check
		E 01 305 365 830 390 000		Auto	\$9,662.55
		E 01 305 365 830 390 000		Crim Just	\$2,576.68
		E 01 305 365 830 390 000		Cosmo	\$6,441.70
		E 01 305 321 830 390 000		Med Careers	\$3,220.85
		E 01 305 361 830 390 000		Photo	\$644.17
		E 01 305 361 830 390 000		Construction	\$3,865.02
		E 01 305 361 830 390 000		Ag	\$1,932.51
PO#:	Voucher #:	122926 Invoice	Invoice No: 4033	1/3/2023	Paid Amt: \$28,343.48
		E 01 998 211 160 303 012		FY23 1st Qtr On-Line Learning/Elevate	\$24,248.16
PO#:	Voucher #:	122927 Invoice	Invoice No: 4019	1/3/2023	Paid Amt: \$24,248.16
		E 01 998 211 000 390 000		SW/Metro	\$6,544.80

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10214							
SOUTHWEST METRO INTERMEDIATE DISTRICT							
		0717	001		108165		
		E 01	998	211	000 390 000	Catalyst	Check
							\$3,442.08
	PO#:	55679	Voucher #:	122928	Invoice	Invoice No: 4051	
						1/3/2023	
							Paid Amt: \$9,986.88
							Check Amount: \$62,578.52
							Vendor Total: \$62,578.52
4787							
SPERR, MICHAEL							
		0717	001		108259		
		E 01	300	296	000 305 306	GBB Official 1/24/23	Check
							\$123.00
	PO#:		Voucher #:	123052	Invoice	Invoice No: BB Official	
						1/27/2023	
							Paid Amt: \$123.00
							Check Amount: \$123.00
							Vendor Total: \$123.00
5780							
ST CLAIR HIGH SCHOOL							
		0717	001		108172		
		E 01	300	298	000 369 373	4 Teams-01/10 KB Meet	Check
							\$100.00
	PO#:	55693	Voucher #:	122944	Invoice	Invoice No: SICS-Jan23	
						1/6/2023	
							Paid Amt: \$100.00
							Check Amount: \$100.00
							Vendor Total: \$100.00
6004							
STALOCH, MORGAN							
		0717	001		108222		
		E 04	005	505	321 305 515	Youth BB Ref 12/17/22	Check
							\$125.00
	PO#:	55775	Voucher #:	123020	Invoice	Invoice No: Youth Ref	
						1/20/2023	
							Paid Amt: \$125.00
							Check Amount: \$125.00
							Vendor Total: \$125.00
25711							
STAR GROUP, LLC/NAPA AUTO PARTS							
		0717	001		108166		
		E 01	005	810	000 350 200	10w30 oil	Check
							\$38.98
	PO#:	55638	Voucher #:	122931	Invoice	Invoice No: 849642	
						1/3/2023	
							Paid Amt: \$38.98
							Check Amount: \$38.98
							Vendor Total: \$38.98
26284							
STEINHOFF, KAREN							
		0717	001		108223		
		E 01	300	298	000 366 373	Knowledge Bowl Mileage 1/10/23	Check
							\$56.20
	PO#:	55780	Voucher #:	123021	Invoice	Invoice No: Reimbursement	
						1/20/2023	
							Paid Amt: \$56.20
							Check Amount: \$56.20
							Vendor Total: \$56.20

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
6077 STEINKRAUS PLUMBING INC							
		0717	001		108224		
		E 01	100	810	000 350 272	Repair leaks on water closets, replace spuds, va	Check
							\$601.00
		PO#: 55661	Voucher #:	123019	Invoice No: 133841N	1/20/2023	
							Paid Amt: \$601.00
							Check Amount: \$601.00
							Vendor Total: \$601.00
4700 TEACHERS ON CALL							
		0717	001		108225		
		E 04	005	582	344 394 999	Preschool	Check
							\$99.22
		E 01	100	407	740 307 999	ES SPED Para	\$251.50
		E 01	100	410	740 307 999	ES SPED Para	\$138.58
		E 01	300	211	000 394 999	HS	\$1,190.58
		E 01	300	400	000 307 999	HS Non Licensed SPED	\$198.43
		E 01	128	407	740 307 999	MS Para SPED	\$287.42
		PO#: 55748	Voucher #:	123026	Invoice No: 141931	1/20/2023	
				E 01	300 211 000 394 999	HS	\$396.86
		PO#: 55747	Voucher #:	123027	Invoice No: 142131	1/20/2023	
							Paid Amt: \$2,165.73
							Check Amount: \$396.86
							Vendor Total: \$2,562.59
4945 TECH ACADEMY/COMPUTER EXPLORERS							
		0717	001		108226		
		E 04	005	505	321 305 515	12/26-12/29/22 Virtual Mindcraft Video Web Des	Check
							\$360.00
		PO#: 55698	Voucher #:	123025	Invoice No: 4743	1/20/2023	
							Paid Amt: \$360.00
							Check Amount: \$360.00
							Vendor Total: \$360.00
5074 THE HUB OF JORDAN, LLC							
		0717	001		108167		
		E 01	128	211	318 369 000	12/16/22 Room Rental C&C Conversation	Check
							\$200.00
		PO#: 55602	Voucher #:	122933	Invoice No: 1216/22	1/3/2023	
							Paid Amt: \$200.00
							Check Amount: \$200.00
							Vendor Total: \$200.00
3456 TRI CITY UNITED HIGH SCHOOL							
		0717	001		108227		
		E 01	300	298	000 369 373	Knowledge Bowl 1/23/23	Check
							\$75.00
		PO#: 55602	Voucher #:	123028	Invoice No: Knowledge Bowl	1/20/2023	
							Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt Type	Pmt/Void Date
6096					
TURNBULL, BLAINE					
	0717	001	108260	Check	
	E 01	300 294 000 305 306			\$123.00
	BBB Official 1/26/23				
PO#:	Voucher #:	123053	Invoice	Invoice No: BB Official	1/27/2023
					Paid Amt: \$123.00
					Check Amount: \$123.00
					Vendor Total: \$123.00
5999					
TWIN CITY HARDWARE COMPANY					
	0717	001	108168	Check	
	E 01	005 810 000 401 000			\$99.43
	E 01	005 810 000 401 000			\$10.10
	E 01	005 810 000 401 000			\$17.20
	Mort Cyl 1 1/8				
	Yale/Arrow/SGT/SGT Cam				
	Change Cam on mortise cylinder				
PO#:	Voucher #:	122935	Invoice	Invoice No: PS12161273	1/3/2023
					Paid Amt: \$126.73
					Check Amount: \$126.73
					Vendor Total: \$126.73
4478					
VINKEMEIER, JEFFERY					
	0717	001	108228	Check	
	E 01	300 296 000 305 306			\$123.00
	GBB Official 1/9/23				
PO#:	Voucher #:	123029	Invoice	Invoice No: BB Official	1/20/2023
					Paid Amt: \$123.00
					Check Amount: \$123.00
					Vendor Total: \$123.00
27930					
WAGNER PRESS & GRAPHICS					
	0717	001	108229	Check	
	E 01	100 050 000 401 000			\$110.00
	Stop and Thinks				
PO#:	Voucher #:	123030	Invoice	Invoice No: 36004	1/20/2023
	E 01	128 211 000 305 000			\$111.04
	MS				
	E 01	300 211 000 305 000			\$111.04
	HS				
PO#:	Voucher #:	123031	Invoice	Invoice No: 36061	1/20/2023
					Paid Amt: \$222.08
					Check Amount: \$332.08
					Vendor Total: \$332.08
6082					
WOLF, KEITH					
	0717	001	108230	Check	
	R 04	000 000 321 621 550			\$119.00
	CERC Membership Refund				
PO#:	Voucher #:	123032	Invoice	Invoice No: Refund	1/20/2023
					Paid Amt: \$119.00
					Check Amount: \$119.00
					Vendor Total: \$119.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5837		YOUNG, SARAH	0717	001	108231		
				E 04	005 505 321 305 515	Youth BB Ref 12/17/22	Check
				123033	Invoice	Invoice No: Youth Ref	
	PO#: 55771	Voucher #:				1/20/2023	
							Paid Amt: \$50.00
							Check Amount: \$50.00
							Vendor Total: \$50.00
							Report Total: \$537,788.42

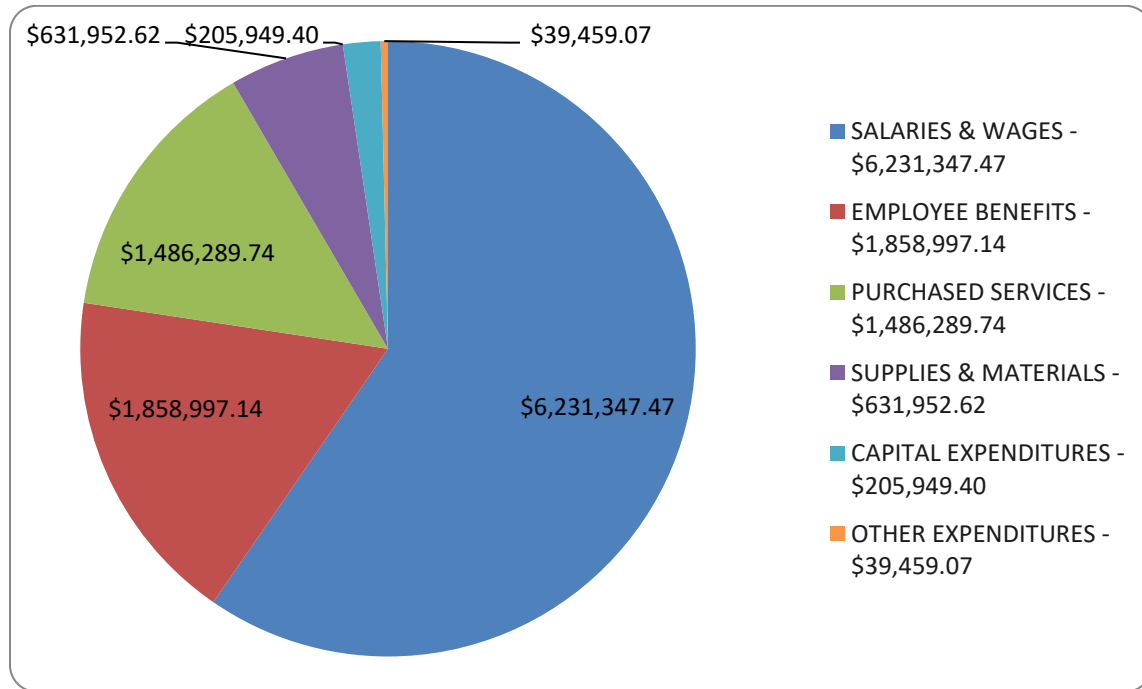
Jordan Public Schools
Detail Payment Register By Vendor
Fund Summary

Fund Description	Total
01 General Fund	\$451,277.24
02 Food Service Fund	\$5,853.78
04 Community Education	\$12,871.15
06 Building Fund	\$10,400.00
27 Student Activity Accounts	\$57,386.25
Report Total	\$537,788.42



FUND 01 - EXP GUIDELINE BY OBJECT

FEBRUARY, 2023



TOTAL EXPENDITURES – FUND 01 - THROUGH JANUARY, 2023 - \$10,453,995.44

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)
Misc Donation	Elementary Music	\$50
Jim and Teri violett	High School Band	\$150
Andrew and Paula Babcock	High School Band	\$100
Karen Friary	High School Band	\$75
Linda Strand	High School Band	\$100
Jean and Thomas Radunes	Jordan Trap Team	\$300
Matthew and Erin Lind - Trustee	WolfRidge Scholarship Fund	\$272
	Angel Fund Account	\$57

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: February 13th, 2023

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

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

B. Recordings of Closed Meetings

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

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
 4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

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

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)

Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d
428 (1956)

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: October 8, 2012

Revised: February 13th, 2023

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require

immediate consideration.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an

individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school

board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.

- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05, to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (2) active investigative data collected or created by a law enforcement agency;
 - (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
 - (4) an individual's personal medical records.
- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
 - c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
 - d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the

school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. Ch. 13D (Open Meeting Law)
 - Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
 - Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)
 - Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)
 - Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)
 - Minn. Rules Part 5510.2810 (Petition for Mediation)
 - Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)
 - Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)
 - The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)
 - Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)
 - Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)
 - Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)
 - Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)
 - Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
 - Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
 - Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
 - Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
 - Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
 - Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)

Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
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 Law Bulletin “C” (Minnesota’s Open Meeting Law)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12th, 2007

Revised: February 13th, 2023

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

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

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2023

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

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

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: 2015

Revised: February 13th, 2023

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher or a related service professional which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education

programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: Sept. 12, 2007

Revised: February 13th, 2023

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, are strapless or backless, exposure to underwear, and other clothing that is not in keeping with community standards.
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

5. Any apparel or footwear that would damage school property.
- D. Headgear, including hats or head coverings, are not allowed in the building except with the approval of the building principal (e.g., student undergoing chemotherapy,; medical situations, student religious practice or belief).
 - E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
 - F. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)

Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

INDEPENDENT SCHOOL DISTRICT NO. 717
STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 717 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2023

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact the Director of Special Services, Jordan School District, 500 Sunset Drive, Jordan, MN 55352, 952-492-6200. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability

Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: 42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2023

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

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

Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

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

Legal References: None

Cross References: None

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12th, 2007

Revised: February 13th, 2023

605 ALTERNATIVE EDUCATIONAL SERVICES

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)

Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2023

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
1. support the goals and objectives of the education programs;
 2. consider the needs, age, and maturity of students;
 3. foster respect and appreciation for cultural diversity and varied opinion;
 4. fit within the constraints of the school district budget;
 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section 124D.61;

6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act))
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2023

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in Minnesota Statutes section 120A.05, as follows:

Elementary: Grades prekindergarten through 4

Middle: Grades 5 through 8

Secondary: Grades 9-12

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

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

III. DEFINITIONS

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

B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences

that prepares students to enter kindergarten the following school year.

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

Cross References: None

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: February 13th, 2023

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified disabled children are provided special education and related services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Child with a Disability Defined)
Minn. Stat. § 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (Rulemaking)
Minn. Stat. § 125A.03 (Special Instruction for Children with a Disability)
Minn. Stat. § 125A.08, (Individualized Education Programs)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.29 (Responsibilities of County Boards and School Boards)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2022

609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.

3. The activity must not foster excessive governmental relationships with religion.
 4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance. The school district must provide annual notice to parents of this policy.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References: U. S. Const., amend. I

Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251 (2000)
Lemon v. Kurtzman, 403 U.S.602 (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: September 12, 2007

Revised: February 13th, 2023

611 HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that

the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: September 12, 2007

Revised: February 13th, 2023

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- E. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Teaching and Learning shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the
 - 1. monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and
 - 2. determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minnesota Statutes 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced

instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.

- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Four credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics and one half credit of social studies electives sufficient to satisfy all of the academic standards in social studies;
- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. One and one-half credit 9th grade physical education, 10th grade physical education, one-half credit health education

- H. One-half credit Freshman Academy
- I. A minimum of seven elective credits.
- J. Credit equivalencies
 - 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
 - 3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
 - 4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
 - 5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 - 1. School District Standards, Health (K-12);
 - 2. School District Standards, Career and Technical Education (K-12); and

3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- * Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2023

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - e. Establish a culture of academic integrity.
 - f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
 - g. Ensure student information is current and accurate.

- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security.
 - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.

- (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.
 - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.

- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.

- b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
- a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.

- g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.

- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
 - e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.
 - f. Report security breaches to the district assessment coordinator as soon as possible.
3. Responsibilities after testing.
- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
 - b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - d. Return secure test materials as outlined in applicable manuals and resources.
 - e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
 - f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.
- 6. Review, use, and be familiar with all service provider technical documentation.

7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.

- (7) Record extra test materials.
- b. During test.
- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g. staff providing assistance, paraprofessionals, etc.).
 - (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - (11) Report any possible security breaches as soon as possible.
- c. After test.
- (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.

- (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.

- (1) Keep materials secure.
- (2) Return all materials.
- (3) Return objects and manipulatives to classroom.
- (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any person with access to test materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. **TEST SECURITY**

- A. Test Security Procedures will be adopted by school district administration.
- B. Students will be informed of the following:
 1. The importance of test security;
 2. Expectation that students will keep test content secure;

3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g. smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. **REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World’s Best Workforce)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.082 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 Minn. Rules Parts 3501-1400-3501.1410 (Academic Standards for Physical Education)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
 MSBA/MASA Model Policy 616 (School District System Accountability)

Minnesota PearsonAccess Next Resources and Forms:
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2023

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
 - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
 - (1) The IEP team must consider the student’s ability to access the MCA, with or without accommodations;
 - (2) The IEP must review the student’s instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student’s goals and determine how access to the general curriculum will be provided;

615-1

- (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;
 - (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
 - (5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.
- b. MTAS participation decisions must not be made on the following factors:
- (1) Student's disability category;
 - (2) Placement;
 - (3) Participation in a separate, specialized curriculum;
 - (4) An expectation that the student will receive a low score on the MCA;
 - (5) Language, social, cultural, or economic differences;
 - (6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.
2. Eligibility Requirements

- a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.
 - b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.
 - c. For students in grades that the MTAS is not administered:
 - (1) the student must have cognitive functioning significantly below age level;
 - (2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and
 - (3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.
 - d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
 - e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
3. Alternate ACCESS participation decisions must not be made on the following factors:
- a. Student's disability category;
 - b. Participation in a separate, specialized curriculum;
 - c. Current level of English language proficiency;
 - d. The expectation that the student will receive a low score on the ACCESS for ELs;
 - e. Language, social, cultural, or economic differences;
 - f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

See the current “Procedures Manual for the Minnesota Assessments” which is produced by the Minnesota Department of Education and available through minnesota.pearsonaccessnext.com.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments” and 2020-21 Guidelines for Administration of Accommodations and Linguistic Supports http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/Guidelines%20for%20Accomm_2020-21.pdf

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

- Legal References:**
- Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
 - Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 - Minn. Stat. § 125A.08 (Individualized Education Programs)
 - Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 - Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 - Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
 - Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 - Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 - Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS),

<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>

Alternate ACCESS for ELLs Participation Guidelines,

<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 616 (School District System Accountability)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: February 13th, 2023

623 MANDATORY SUMMER SCHOOL INSTRUCTION

I. PURPOSE

The purpose of this policy is to establish program parameters and student attendance guidelines and requirements for the school district relating to the provision of mandatory summer school educational services.

II. GENERAL STATEMENT OF POLICY

Summer school educational services and instruction shall be directed toward the fulfillment of the goals and objectives of the educational program and graduation standards of the school district. The School Board will determine summer school programs on a year-to-year basis.

III. PROCEDURES

The administration shall recommend appropriate summer school programs each year based upon student need, and available state and federal funding.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)
Minn. Rules Chapter 3501

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)

JORDAN PUBLIC SCHOOLS, ISD 717
TEACHER FULL TIME SENIORITY LIST
2022-2023

The Minnesota Department of Education website was referenced when creathing this list and only active licensures will be listed.

SENIORITY DATE	LAST NAME	FIRST NAME	LANE	FILE #	LICENSURE AREA	STUDENT LEVEL
8/27/1986	Stemig	Cherie	MA+40	291213	Elementary Education	K-6
8/27/1986	Stemig	Cherie	MA+40	291213	Pre-Kindergarten	Pre-K
7/15/1991	Ruehling	Lisa	MA+40	328483	Coaching	7-12
7/15/1991	Ruehling	Lisa	MA+40	328483	Mathematics	7-12
7/6/1993	Miller	Sarah	MA+40	346332	Life Sciences	Middle S
7/6/1993	Miller	Sarah	MA+40	346332	Social Studies -ALL-	Middle S
7/6/1993	Miller	Sarah	MA+40	346332	Elementary Education	1-6
7/22/1993	Koch	Randy	MA+40	331709	Coaching	7-12
7/22/1993	Koch	Randy	MA+40	331709	Mathematics	7-12
6/15/1994	Martin	Bryan	MA+40	353638	Physical Education	K-12
6/15/1994	Martin	Bryan	MA+40	353638	Coaching	7-12
7/26/1994	Johnson	Kyle	MA+40	331554	Coaching	7-12
7/26/1994	Johnson	Kyle	MA+40	331554	Elementary Education	1-6
8/28/1995	Buthe	Barbara	MA+40	358074	Speech-Language Pathologist	Pre K-12
6/12/1997	McClellan	Lanae	MA+40	357633	Elementary Education	K-6
6/12/1997	Olstad	Stephanie	MA+40	357888	Elementary Education	K-6
6/9/1998	Ripley	Darren	BA+20	307916	Physical Education	K-12
6/9/1998	Ripley	Darren	BA+20	307916	Coaching	7-12
6/9/1998	Ripley	Darren	BA+20	307916	Social Studies -ALL-	7-12
6/11/1998	Weber	Leah	MA+40	379813	Learning Disabilities	K-12
6/11/1998	Weber	Leah	MA+40	379813	Mild to Moderate Mentally HDCP	K-12
6/22/1998	Gutzmer	Kevin	MA+30	374119	Mathematics	7-12
4/7/1999	Nefstead	Molly	MA+20	379909	School Social Worker	Pre K-12
8/25/1999	McDonald	Jennifer	MA+40	380943	Speech-Language Pathologist	K-12
8/28/2000	Dietel	Greg	BA+30	332126	Coaching	7-12
8/28/2000	Dietel	Greg	BA+30	332126	Elementary Education	1-6
8/28/2000	Randolph	Tammy	MA+40	368566	Communication Arts/Literature	5-8
8/28/2000	Randolph	Tammy	MA+40	368566	Elementary Education	1-6
8/8/2001	Nowicki-Whiteside	Robin	MA+30	395647	School Counselor	K-12
8/27/2001	Jans	Anne	MA+10	393758	Home Economics	7-12
8/27/2001	Jans	Anne	MA+10	393758	Family and Consumer Sciences	5-12
8/27/2001	Johnson	Rose	MA+10	344019	Elementary Education	1-6
8/27/2001	Johnson	Rose	MA+10	344019	Learning Disabilities	K-12
8/27/2001	Johnson	Rose	MA+10	344019	Mild to Moderate Mentally HDCP	K-12
8/23/2002	Aukes	Shannon	MA+10	366402	Elementary Education	K-6
8/23/2002	Borowicz	Bruce	MA+40	366181	Coaching	7-12
8/23/2002	Borowicz	Bruce	MA+40	366181	Mathematics	7-12
8/23/2002	Fritzke	Sarah	MA+40	397164	Elementary Education	K-6
8/23/2002	Gulbranson	Rose	MA+40	404223	Social Studies -ALL-	5-8
8/23/2002	Gulbranson	Rose	MA+40	404223	Elementary Education	K-6
8/23/2002	Sinke	Drew	MA	403515	Elementary Education	K-6
8/23/2002	Sinke	Drew	MA	403515	Pre-Primary	Pre K
8/22/2003	Devine	Jessica	BA+10	413317	Spanish	K-12
8/22/2003	Devine	Jessica	BA+10	413317	Emotional Behavior Disorders	K-12
8/22/2003	Devine	Jessica	BA+10	413317	Learning Disabilities	K-12
8/22/2003	Devine	Jessica	BA+10	413317	Developmental Disabilities	K-12
8/22/2003	Geisel	Jason	MA+10	411002	Physical Education	K-12
8/22/2003	King	Anthony	MA+10	399004	Elementary Education	1-6

JORDAN PUBLIC SCHOOLS, ISD 717
TEACHER FULL TIME SENIORITY LIST
2022-2023

SENIORITY DATE	LAST NAME	FIRST NAME	LANE	FILE #	LICENSURE AREA	STUDENT LEVEL
8/23/2004	McMahon	Amanda	MA+40	408022	Communication Arts/Literature	5-8
8/23/2004	McMahon	Amanda	MA+40	408022	Elementary Education	K-6
8/23/2004	Meyer	Lauren	BA+10	356549	Elementary Education	1-6
8/23/2004	Milawski	Renae	MA+30	419507	Communication Arts/Literature	5-8
8/23/2004	Milawski	Renae	MA+30	419507	Reading	K-12
8/23/2004	Milawski	Renae	MA+30	419507	Elementary Education	1-6
8/23/2004	Peters	Amy	MA+40	371968	English as a Second Language	K-12
8/23/2004	Peters	Amy	MA+40	371968	Spanish	7-12
8/23/2004	Rydberg	Anthony	MA+40	418604	Communication Arts/Literature	5-12
8/24/2005	Schultz	Gwen	MA	396808	Elementary Education	K-6
8/24/2005	Schultz	Gwen	MA	396808	Learning Disabilities	K-12
8/25/2006	Casterton	Nick	MA+10	410680	Mathematics	5-12
8/25/2006	Holzwarth	Julie	MA+30	409861	Emotional Behavior Disorders	K-12
8/25/2006	Holzwarth	Julie	MA+30	409861	Learning Disabilities	K-12
8/25/2006	Houdek	Sarah	MA+30	377869	Elementary Education	1-6
8/25/2006	Leary	Lisa	MA+20	388546	English/Language Arts	7-12
8/25/2006	Leary	Lisa	MA+20	388546	Spanish	7-12
8/25/2006	Paulsen	Travis	MA+10	430543	Business	5-12
8/25/2006	Peters	Ansley	MA+10	422295	Social Studies -ALL-	5-12
8/25/2006	Schuettpelz	Meredith	MA+20	426556	Science 5-8	5-8
8/25/2006	Schuettpelz	Meredith	MA+20	426556	Elementary Education	K-6
8/24/2007	Gorath	Aaron	BA+20	437611	Social Studies -ALL-	5-12
8/24/2007	Gorath	Aaron	BA+20	437611	Social Studies -ALL-	5-12
8/24/2007	Nylander	Benjamin	MA+40	422385	Life Sciences	9-12
8/24/2007	Nylander	Benjamin	MA+40	422385	Science 5-8	5-8
8/22/2008	Barnd	Jessica	MA+20	414308	Visual Arts	K-12
8/22/2008	Johnson	Holly	MA+40	401009	Elementary Education	K-6
8/22/2008	Johnson	Holly	MA+40	401009	Pre-Primary	Pre K
8/28/2009	Cederstrom	Tracy	MA	395159	Vocal and Classroom Music	K-12
8/28/2009	Cederstrom	Tracy	MA	395159	Instr (Band/Orch) and Classroom Music	K-12
8/28/2009	Sievers	Sara	MA+20	450013	Learning Disabilities	K-12
8/27/2010	Pettinelli	Kimberly	MA+10	434874	Mathematics	5-8
8/27/2010	Pettinelli	Kimberly	MA+10	434874	Elementary Education	K-6
8/27/2010	Pettinelli	Kimberly	MA+10	434874	Reading	K-12
8/26/2011	Carlson	Nicole	BA+40	456336	Mathematics	5-8
8/26/2011	Carlson	Nicole	BA+40	456336	Elementary Education	K-6
8/26/2011	Davis	Heather	MA+20	435427	Mathematics	5-8
8/26/2011	Davis	Heather	MA+20	435427	Elementary Education	K-6
8/26/2011	Jensen	Ariane	MA	435404	Elementary Education	K-6
8/26/2011	Jensen	Ariane	MA	435404	Pre-Primary	Age 3-K
8/26/2011	Jensen	Ariane	MA	435404	Early Childhood Special Education	B-Grade 3
8/26/2011	Kucera	Nathan	BA+20	462092	Social Studies -ALL-	5-8
8/26/2011	Kucera	Nathan	BA+20	462092	Elementary Education	K-6
8/26/2011	Olson	Christopher	MA+40	417713	Life Sciences	9-12
8/26/2011	Olson	Christopher	MA+40	417713	Science 5-8	5-8
8/24/2012	Armstrong	Michelle	MA+40	464650	Elementary Education	K-6
8/24/2012	Armstrong	Michelle	MA+40	464650	Communication Arts/Literature	5-8
8/24/2012	Burnside	Logan	MA+10	462309	Instr(Band/Orch) and Classroom Music	K-12
8/24/2012	Carlson	Nicole	BA+40	456336	Mathematics	5-8

JORDAN PUBLIC SCHOOLS, ISD 717
TEACHER FULL TIME SENIORITY LIST
2022-2023

SENIORITY DATE	LAST NAME	FIRST NAME	LANE	FILE #	LICENSURE AREA	STUDENT LEVEL
8/24/2012	Carlson	Nicole	BA+40	456336	Elementary Education	K-6
8/24/2012	Geib	Janet	BA+40	316199	Teacher/Coord Work Exp Hanicapped	High School
8/24/2012	Geib	Janet	BA+40	316199	Elementary Education	1-6
8/24/2012	Geib	Janet	BA+40	316199	Emotional Behavior Disorders	K-12
8/24/2012	Geib	Janet	BA+40	316199	Learning Disabilities	K-12
8/24/2012	Geib	Janet	BA+40	316199	Mild to Moderate Mentally HDCP	K-12
8/24/2012	Graf	Heidi	MA+40	427264	Learning Disabilities	K-12
8/24/2012	Pongratz	Kelly	MA+40	397824	Elementary Education	1-6
8/24/2012	Urbanek	Matthew	MA	367913	Coaching	7-12
8/24/2012	Urbanek	Matthew	MA	367913	Social Studies -ALL-	7-12
8/23/2013	Coddington	Michael	MA+40	433517	Physical Education	K-12
8/23/2013	Coddington	Michael	MA+40	433517	Developmental/Adapted Physical Ed.	Pre K-12
8/23/2013	Dyrhaug	Kristin	MA	448352	Emotional Behavior Disorders	K-12
8/23/2013	Kilgren	Kristin	MA+10	417661	Elementary Education	K-6
8/23/2013	Kilgren	Kristin	MA+10	417661	Visual Arts	K-12
8/23/2013	Rasmussen	Ryan	MA	469146	Social Studies -ALL-	7-12
8/23/2013	Spies	Michelle	MA+30	368560	English/Language Arts	7-12
8/15/2014	Bahn	Jennifer	MA+10	417579	Elementary Education	K-6
8/15/2014	Bahn	Jennifer	MA+10	417579	Social Studies -ALL-	5-8
8/15/2014	Dietz	Nicole	MA+10	476445	Elementary Education	K-6
8/15/2014	Foyer	Mindy	MA+10	479688	Instr(Band/Orch) and Classroom Music	K-12
8/15/2014	Foyer	Mindy	MA+10	479688	Instr(Band/Orch) and Classroom Music	K-12
8/15/2014	Mangone	Michael	BA+10	480607	Communication Arts/Literature	5-12
8/15/2014	Mangone	Michael	BA+10	480607	Social Studies -ALL-	5-12
8/15/2014	Mangone	Michael	BA+10	480607	Business	5-12
8/15/2014	McClellan	Stephen	MA+40	364222	Industrial Arts	5-12
8/15/2014	Reinholt	Meghan	MA+10	471081	Elementary Education	K-6
8/15/2014	Sand	Ozzie	MA+20	463278	Physical Education	K-12
8/15/2014	Sand	Ozzie	MA+20	463278	Learning Disabilities	K-12
8/15/2014	Sand	Ozzie	MA+20	463278	Health Education	5-12
8/15/2014	Weiers	Laura	MA+40	372613	Life Sciences	7-12
8/15/2014	Weiers	Laura	MA+40	372613	Science 5-9	5-9
8/15/2014	Weiers	Laura	MA+40	372613	Chemistry	9-12
8/15/2015	Warden	Haley	BA+10	481965	Elementary Education	K-6
8/15/2015	Warden	Haley	BA+10	481965	Learning Disabilities	K-12
8/15/2015	Warden	Haley	BA+10	481965	Early Childhood Education	B-Grade 3
8/27/2015	Elliott	Nicole	MA+10	482456	Science 5-8	5-8
8/27/2015	Heller	Brian	MA+10	408618	Health Education	5-12
8/27/2015	Heller	Brian	MA+10	408618	Physical Education	K-12
8/27/2015	Heller	Brian	MA+10	408618	Developmental/Adapted Physical Ed.	Pre K-12
8/27/2015	Holbeck	Maggie	MA	489544	English as a Second Language	K-12
8/27/2015	Meyer	Chelsey	MA+10	484641	School Counselor	K-12
8/27/2015	Wyckoff	Lisa	MA+40	419118	Emotional Behavior Disorders	K-12
8/27/2015	Wyckoff	Lisa	MA+40	419118	Learning Disabilities	K-12
8/26/2016	Beckman	Steven	BA	466892	Social Studies -ALL-	5-12
8/26/2016	Flicek	Brittany	MA+20	471392	Autism Spectrum Disorders	B-12
8/26/2016	Flicek	Brittany	MA+20	471392	Development Disabilities	K-12
8/26/2016	Hamer	Tatiana	MA+40	417597	School Counselor	K-12
8/26/2016	Hamer	Tatiana	MA+40	417597	English as a Second Language	K-12

JORDAN PUBLIC SCHOOLS, ISD 717
TEACHER FULL TIME SENIORITY LIST
2022-2023

SENIORITY DATE	LAST NAME	FIRST NAME	LANE	FILE #	LICENSURE AREA	STUDENT LEVEL
8/26/2016	Hyatt	Ashley	MA	488515	Science 5-8	5-8
8/26/2016	Hyatt	Ashley	MA	488515	Life Sciences	9-12
8/26/2016	Hyer	Kelly	MA+10	418138	Science 5-8	5-8
8/26/2016	Hyer	Kelly	MA+10	418138	Elementary Education	K-6
8/26/2016	McKnight	Kathryn	MA+10	492888	Vocal and Classroom Music	K-12
3/7/2017	Arnold	Brandon	BA+20	498673	Elementary Education	K-6
8/25/2017	Aamlid	Leah	MA+30	486001	Elementary Education	K-6
8/25/2017	Aamlid	Leah	MA+30	486001	Early Childhood Education	B-Grade 3
8/25/2017	Kusske	Anthony	MA+30	454172	Physical Education	K-12
8/25/2017	Kusske	Anthony	MA+30	454172	Health Education	5-12
8/25/2017	Peters	Shane	MA+10	390404	Mathematics	7-12
8/25/2017	Peters	Shane	MA+10	390404	Mathematics	Middle S
8/25/2017	Peters	Shane	MA+10	390404	Social Studies -ALL-	Middle S
8/25/2017	Pivec	Megan	MA	488494	Communication Arts/Literature	5-12
8/25/2017	Theis	Laura	MA+40	69787	Elementary Education	K-6
8/25/2017	Theis	Laura	MA+40	69787	Pre-Primary	Age 3-PreK
8/25/2017	Walerius	Kelley	BA+10	493237	Physical Education	K-12
8/25/2017	Walerius	Kelley	BA+10	493237	Health Education	5-12
8/23/2018	Houle	Rachel	MA+40	486339	Elementary Education	K-6
8/23/2018	Houle	Rachel	MA+40	486339	Emotional Behavior Disorders	K-12
8/23/2018	Houle	Rachel	MA+40	486339	Learning Disabilities	K-12
8/23/2018	Houle	Rachel	MA+40	486339	Autism Spectrum Disorders	B-12
8/23/2018	Munson	Kelsey	BA	505634	Visual Arts	K-12
8/23/2018	Schipper	Margaret	BA+40	418832	Elementary Education	K-6
8/23/2018	Schipper	Margaret	BA+40	418832	Science 5-8	5-8
8/23/2018	Schipper	Margaret	BA+40	418832	Life Sciences	9-12
8/23/2018	Willaert	Leo	BA+10	478501	Technology	5-12
8/23/2019	Altermatt	Kacie	BA+10	1000513	Family and Consumer Sciences	5-12
8/23/2019	Beckman	Elizabeth	MA	465631	Communication Arts/Literature	5-12
8/23/2019	Goehring Anderson	Gina	MA	463048	Elementary Education	K-6
8/23/2019	Goehring Anderson	Gina	MA	463048	Communication Arts/Literature	5-8
8/23/2019	Hess-Norskog	Stacey	MA		Occupational Therapist	
8/23/2019	Johnson	Lindsay	MA+10	461130	Elementary Education	K-6
8/23/2019	Larson	Adam	MA+40	408257	Physical Education	K-12
8/23/2019	Larson	Adam	MA+40	408257	Elementary Education	1-6
8/23/2019	Larson	Adam	MA+40	408257	Developmental/Adapted Physical Ed.	K-12
8/23/2019	Rydberg	Rachel	MA+40	474561	School Social Worker	PreK-12
8/23/2019	Steele	Nathan	BA+20	1000305	Elementary Education	K-6
8/23/2019	Thietje	Tobias	BA+30	447158	Vocal and Classroom Music	K-12
8/20/2020	Fisher	Katie	BA	517008	Elementary Education	K-6
8/20/2020	Pauly	Rebecca	BA+30	510866	Academic and Behavioral Strategist	K-12
10/26/2020	Jenc	Sheila	BA	1006958	Licensed School Nurse	K-12
8/19/2021	Hillman	Alexandrea	BA+10	1004315	Elementary Education	K-6
8/19/2021	Hillman	Alexandrea	BA+10	1004315	Science 5-8	5-8
8/19/2021	Huss	Molly	BA	1007790	Elementary Education	K-6
8/19/2021	Roiger	Michael	BA	506620	Elementary Education	K-6
8/19/2021	Sayers	Kevin	MA+40	371227	Health	K-12

JORDAN PUBLIC SCHOOLS, ISD 717
TEACHER FULL TIME SENIORITY LIST
2022-2023

SENIORITY DATE	LAST NAME	FIRST NAME	LANE	FILE #	LICENSURE AREA	STUDENT LEVEL
8/19/2021	Sayers	Kevin	MA+40	372927	Keyboarding for Computer Applications	K-8
8/19/2021	Sayers	Kevin	MA+40	372927	Principal K-12	District
8/19/2021	Stier	Lauren	BA	1000515	Academic and Behavioral Strategist	K-12
8/18/2022	Adamek	Emma	BA	1018813	Elementary Education	K-6
8/18/2022	Altermatt	Joshua	BA	1003058	Elementary Education	K-6
8/18/2022	Altermatt	Joshua	BA	1003058	Mathematics	5-8
8/18/2022	Briese	Heather	BA+40	460627	Elementary Education	K-6
8/18/2022	Briese	Heather	BA+40	460627	Academic and Behavioral Strategist	K-12
8/18/2022	Capriglione	Cassidy	MA	1021207	School Social Worker	Pre K-12
8/18/2022	Christ	Jeffrey	MA	327892	Health	K-12
8/18/2022	Christ	Jeffrey	MA	327892	Physical Education	K-12
8/18/2022	Christ	Jeffrey	MA	327892	Coaching	7-12
8/18/2022	Chromy	Madeline	BA	1018630	Academic and Behavioral Strategist	K-12
8/18/2022	Dela Paz	Iwalani	MA+40	1011231	School Psychologist	Pre K-12
8/18/2022	Grosskopf	Bayly	MA+40	1011222	School Psychologist	Pre K-12
8/18/2022	Hennen	Maria	BA+30	376311	English as a Second Language	K-12
8/18/2022	Hennen	Maria	BA+30	376311	Spanish	7-12
8/18/2022	Johnson	Kyle	MA+10	436777	Physical Education	K-12
8/18/2022	Johnson	Kyle	MA+10	436777	Developmental/Adapted Physical Ed.	Pre K-12
8/18/2022	Malecha	Madalyn	BA	1009975	Elementary Education	K-6
8/18/2022	Ruehling	Chania	BA	1014239	Early Childhood Special Education	B-Age 6
8/18/2022	Ruehling	Chania	BA	1014239	Early Childhood Education	B-Grade 3
8/18/2022	Schepers	Kevin	BA	1018193	Mathematics	5-12
8/18/2022	Slayton	Julie	BA	478122	Elementary Education	K-6
8/18/2022	Treml	Sydney	BA	1014592	Business	5-12
8/18/2022	Williams	Rebecca	BA+40	488847	Learning Disabilities	K-12
8/18/2022	Williams	Rebecca	BA+40	488847	Communication Arts/Literature	5-12
8/18/2022	Williams	Rebecca	BA+40	488847	Emotional Behavior Disorders	K-12
8/25/2022	Attig	Sarah	MA	390829	Science 5-8	5-8
8/25/2022	Attig	Sarah	MA	390829	Elementary Education	K-6

JORDAN PUBLIC SCHOOLS, ISD 717
TEACHER PART TIME SENIORITY LIST
2022-2023

The Minnesota Department of Education website was referenced when creathing this list and only active licensures will be listed.

SENIORITY DATE	LAST NAME	FIRST NAME	LANE	FILE #	LICENSURE AREA	STUDENT LEVEL
7/6/1993	Miller	Sarah	MA+40	346332	Social Studies -ALL-	Middle S
7/6/1993	Miller	Sarah	MA+40	346332	Elementary Education	1-6
4/7/1999	Nefstead	Molly	MA+20	379909	School Social Worker	Pre K-12
8/27/2001	Jans	Anne	MA+10	393758	Home Economics	7-12
8/27/2001	Jans	Anne	MA+10	393758	Family and Consumer Sciences	5-12
8/23/2004	Meyer	Lauren	BA+10	356549	Elementary Education	1-6
8/23/2004	Milawski	Rena	MA+30	419507	Communication Arts/Literature	5-8
8/23/2004	Milawski	Rena	MA+30	419507	Reading	K-12
8/23/2004	Milawski	Rena	MA+30	419507	Elementary Education	1-6
8/24/2007	Gorath	Aaron	BA+20	437611	Social Studies -ALL-	5-12
8/28/2009	Cederstrom	Tracy	MA	395159	Vocal and Classroom Music	K-12
8/28/2009	Cederstrom	Tracy	MA	395159	Instr (Band/Orch) and Classroom Music	K-12
8/26/2011	Carlson	Nicole	BA+40	456336	Mathematics	5-8
8/26/2011	Carlson	Nicole	BA+40	456336	Elementary Education	K-6
8/23/2013	Kilgren	Kristin	MA	417661	Elementary Education	K-6
8/23/2013	Kilgren	Kristin	MA	417661	Visual Arts	K-12
8/15/2014	Foyer	Mindy	MA+10	479688	Instr(Band/Orch) and Classroom Music	K-12
8/27/2015	Rakers	Kiirsten	MA+40			
8/26/2019	Aldrich	Bryan	BA+30	300648	Physical Sciences (Physics & Chem)	7-12



EMPLOYEE DATA SHEET

Employee:	Cullen Bahn	Date Offer Accepted:	1/10/2023
Job Title:	Community Education Director	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Ranae Case Evenson	Location:	Community Education

PERSONNEL ACTION

New Hire	X	Replacement For	Steven Jensen	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	Secondary Education	Bachelors	09/2000 - 12/2005
Saint Mary's University	St. Paul, MN	Teaching and Learning	Master of Education	08/2007 - 05/2009
Minnesota State University	Mankato, MN	Educational Leadership	Specialist	07/2010 - 12/2011

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>
Social Studies (5-12)	PELSB	2/16/2022	6/30/2027
Administration (Principal K-12)	PELSB	2/16/2022	6/30/2027
Driver and Traffic Safety	PELSB	2/16/2022	6/30/2027

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>
SitelogIQ	Senior Business Consultant	Work with Superintendents, Facilities Directors and School Boards to improve their facilities.	1/2022-present
Chanhassen High School	Asst. Principal/Athletics Director	Provided instructional leadership, coordinated hiring of staff, provided supervision and staff development opportunities for staff.	7/2016-1/2022

<u>Beginning Contract Date:</u>	2/1/2023	<u>Ending Contract Date:</u>	
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CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

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

Governing Body: School Board

A regular meeting held on February 13th, 2023 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 ESTABLISHING THE LOCATION FOR
ABSENTEE VOTING FOR SCHOOL DISTRICT ELECTION NOT HELD ON
THE DAY OF A STATEWIDE ELECTION**

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 this 13th day of February, 2023.

School District Clerk

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

RESOLUTION RELATING TO ESTABLISHING THE LOCATION FOR
ABSENTEE VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON
THE DAY OF A STATEWIDE ELECTION

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 that the Board hereby established the School District offices, 500 Sunset Drive, Jordan, Minnesota, 55352 as the location for absentee voting with respect to School District elections not held on the day of statewide election.

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.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

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

Governing Body: School Board

A regular meeting held on Monday February 13th, 2023 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 APPOINTING ELECTION JUDGES AND
ABSENTEE BALLOT BOARD MEMBERS FOR THE APRIL 11, 2023
SCHOOL DISTRICT SPECIAL ELECTION**

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 this 13th day of February, 2023.

School District Clerk

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

RESOLUTION RELATING TO APPOINTING ELECTION JUDGES AND
ABSENTEE BALLOT BOARD MEMBERS FOR THE APRIL 11, 2023
SCHOOL DISTRICT SPECIAL ELECTION

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 following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District special election on April 11, 2023 to act as such at the polling place listed below:

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

Head Election Judge Carolyn Yagla
Wanda Breimhorst
Kathy Lopic
Colleen Eishens
Josephine Smith
Dennis Smith
Julie Hennes
Jerry Langswerdt
John Breunig
Connie Kochlin
Keith Morgan
Shvawn Morgan

2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the Board for canvass in the manner provided for other school district elections.

3. The following individuals, each of whom is qualified to serve as election judge, are hereby appointed as absentee ballot board members for the School District's special election on April 11, 2023 to act as such at the absentee voting location listed below:

ISD No. 717 District Offices
500 Sunset Drive, Suite
Jordan, Minnesota 55352

Head Election Judge Carolyn Yagla
Claire Lightfoot
Katherine Pekarna-Damlo
Amy Hafemann
Erin Hjelmeland
Chad Williams
Kelly Raser
Nicky Knapp
Dan Lehman

4. The following individuals, each of who is qualified to serve as an election judge, are hereby designated to deliver absentee ballots to hospital patients and residents of health care facilities in accordance with Minnesota Statutes, Section 203B.11, Subdivision 1 for the School Districts special election on April 11, 2023:

Carolyn Yagla

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.

Field Trip Request Form

This is a Day Field Trip Overnight Field Trip Extended Field Trip
Must be submitted 30 days in advance Must be submitted 60 days in advance Must be submitted 90 days in advance

Procedures:

Check the main office to confirm date of trip.
Complete this form, include schedule and/or copy of brochure, and wait for approval.
Arrange appropriate transportation.
Arrange parent chaperones (if necessary) and notify them of trip information.
E-mail appropriate support staff, SPED teachers, specialists, kitchen staff, and attendance secretary three days in advance.

Name of School Group: JHS Band & Choir Destination: Chicago, IL
Primary Contact Person: Logan Burnside Phone Number: 952-492-4228 Office
Number of Adults: TBD, 10:1 Adult:Student Number of Students: Approx 100
Date of Trip: January 12 - 15 Amount Charged to Students: \$800-\$900
Depart from School: January 12 Estimated Time of Return: TBA
Transportation: TBD, Number of Buses: TBD, 3-4
Trip Supervisor: Logan Burnside & Kathryn McKnight Cell Phone Number: 952-913-5154 (Logan)

Learning Objectives/Educational Purpose:

- To reinforce day-to-day classroom learning objectives through preparation and presentation of a concert to be performed out of state and provide "real-life" performance opportunities and learning for students.

Outcomes expected students will gain from this field trip:

This trip will be a unique educational experience not capable of being recreated in a classroom. Students will:

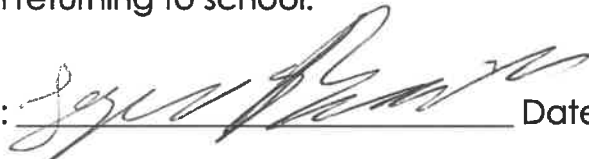
- Experience performing in a performance space for an audience outside of the Twin Cities.

- Gain a greater appreciation for music making, develop a deeper level of ensembleship and teamwork, and see how music making fits into "real life".
- Have the opportunity to work with professional musicians
- Visit numerous cultural and historical landmarks in Chicago, IL

Educational alternatives with similar outcomes for students who do not attend:

- This is an optional trip. Students are not required to participate.

Review/Evaluation upon returning to school:

Trip Supervisor Signature:  Date: 2/8/23

Approved

Denied

Principal Signature: 

Comments:



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
- Contact [Katie Damlo](#) in the district office to verify all chaperones/volunteers have been approved following their 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
- Contact [Katie Damlo](#) in the district office to verify all chaperones/volunteers have been approved following their background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff

Name of Group: Harmonix	Date of trip: 3-24-23 to 3-26-23
Destination: Milwaukee, WI	Amount charged to students: \$200
Trip Supervisor: Katie McKnight	Cell phone #: 920-246-2087
Number of Adults: 2	Number of Students: 11
Depart from School: 11:00AM	Estimated time of return: 2:00PM
Transportation Type: Vans OR Parent Travel	Lodging: TBD Hampton Inn & Suites Downtown Milwaukee
Transportation Cost Total: If parents are driving, we would reimburse for gas (~\$20 a student)/hotel parking (\$14/night = ~\$10 a student)	Field Trip Cost Total: \$2,500

- Learning Objectives / Educational Purposes:

Harmonix will be experiencing the semifinal round of the International Championship of A Cappella Competition. They will learn from watching the other ensembles and from receiving scores and written feedback from 5 judges

- Outcomes students will gain from this trip:

Performance experience

- Educational alternatives with similar outcomes for students who do not attend:

N/A

- Review / Evaluation upon returning to school:

Reflection on their performance and how to move forward to make the ensemble better


 Trip Supervisor Signature

Date

2/6/23


 Administrator Signature

Date

2/6/23

Approved Denied

ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.

N/A

- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.

Parents are driving to Milwaukee

- Describe steps taken to inform and assist disadvantaged students participating in the trip:

We have extra funds in our music activity account for those with financial struggles

- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)

Katie will not miss any instructional class time. Students will need to cover meals during travel, as well as lunches and dinners while in Milwaukee. Lodging costs for 2 nights in hotel. Transportation cost (gas and parking)

- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)

N/A

- If fund raising activities are part of financing, briefly describe fund raising plans and attach a copy of the fund raising request.

Minnitex Fruit - standard music department fundraisers

CFA Fundraising - Coffee Fundraiser - standard music department fundraisers

- Describe how funds will be collected.

Check/Cash deposited in Music Activity Account

- Adults accompanying students on the trip:

Name:

TBD (Melissa St. Michaels)

Status: Teacher, parent/guardian, etc.

Former parent



Administrator Signature

2/6/23

Date

Superintendent Signature

Date

School Board Signature

Date

February 13, 2023 Board Report

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

Sharing Our Story

- It is "I love to Read" Month! Throughout the month of February I have the opportunity to read in several classrooms in ELS and JES. Thank you to our staff and students for welcoming me into their classrooms. It is so rewarding to spend time with our students while we enjoy a great book!
- There are several fun events planned for students throughout the month, including "Mystery Readers" and a full day at JES dedicated to reading! We will share some highlights on social media throughout the month.

School Board Recognition Month Update

- Each February, MSBA had sponsored Minnesota School Board Recognition Week to recognize school board members for their commitment to Minnesota's public school students. In 2023, MSBA designated the month of February for Minnesota School Board Recognition.
- On behalf of the students, staff and school community, we thank you for your consistent commitment and all you do to support Jordan Public Schools!

Bond Referendum Update:

- It is our intention to ensure our community is informed and has access to information regarding the April 11th Bond Referendum.
- The upcoming referendum will be one question based on clear direction from our community on facility priorities. The ask is for voters to approve \$34,990,000 for all renovations and additions including:
 - Enhancing the secure entrance at Jordan High School
 - Enhancing the secure entrance at Jordan Elementary School
 - The renovation of the 1970s section of Jordan Elementary School
 - Additions at Jordan Elementary School to include additional classrooms, new cafeteria/multipurpose space, a full gymnasium, expanded early learning spaces, windows, doors, restrooms, and more.
- We want community members to be aware of a new section of our website detailing information about the bond referendum. Our website includes detailed information regarding the facility challenges at Jordan Elementary School and Jordan High School, preliminary site diagrams

(please note these are not actual renderings as an architect has not been hired), full voting information including dates, times, and locations, and more.

- Community members can visit our website at jordan.k12.mn.us/ref23.
- Much of this information will also be available in all of our school building offices, as well as at Jordan City Hall.
- Should community members have any questions, we would encourage them to reach out to our team via email at referendum2023@isd717.org.

Important Dates and Upcoming Events

- Feb 20 - No School
- Feb 23 - JES Kindergarten Round Up 4:00-4:45pm or 5:00-5:45pm
- Feb 27 - Board Workshop Meeting - 5:30pm
- Feb 27 - JHS Choir Concerts 6:00pm and 7:30pm, JHS Auditorium
- March 3 - Jazz Band Concert 7:00pm, JHS Auditorium
- March 7 - JHS Bands Concert 7:00pm, JHS Auditorium
- March 8 - JMS Bands Concert 7:00pm, JMS Gym
- March 9 - JHS Conferences
- March 16 - JMS Conferences
- March 16 - JES Grades 3 and 4 Music Performances 5:00pm & 6:30pm, JHS Auditorium
- March 17 - JMS Choir Concerts 7:00pm, JHS Gym
- March 23 - JES PM Conferences
- March 24 - No School / JES AM Conferences
- March 27 - 31 No School: Spring Break

Enrollment Update

- As of February 1, 2022: 1820 students - EC through grade 12.
- [22-23 EC-12 monthly enrollment data](#)



Jordan High School Board Report for February 15, 2023

Improve Student Achievement, Learning and Career and College Readiness

- Teachers have begun working more specifically on test preparation for the MCA Science, MCA Math, MCA Reading and the ACT tests.
- Teachers have started preparing students for registering for classes next year. Information will be shared with students the week of February 6th and registration is the week of February 13th.
- Parents will be invited to attend a virtual registration information evening on February 8. They will be encouraged to use the results of their students' Pre-ACT, and ASVAB tests as well as activities students have completed through the Ramp Up to Readiness program.
- We have started a new homework help program for students. It is being held on Tuesday and Thursday night from 3:00 -4:00pm. Students were invited to participate via mail and email.

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

- We will have a speaker, Joe Beckman (who presented to all staff in the fall) presenting to our students in February.
- The PBIS Team continues to meet and discuss ways to improve building culture.
- Our monthly "Think Tank" was on the topic of meeting the needs of all learners. Our staff has had great discussions on building relationships with students.

Improve Community Connection, Satisfaction, and Engagement

- The Jordan Dollars for Scholars Chapter is planning the annual phone-a-thon. The tentative date is March 18-19, 2023.
- Frosty Fun Days was held this past week. There were great activities and dress up days. The dance was well attended. We had over 360 students attend the dance. This was the highest attendance in my seven years as principal. The dance floor was packed!
- JHS girls basketball players will be reading to JES students during I love to read month in February.
- Messages have been shared with families with information about events happening in February at JHS. Including a registration presentation and speakers.

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

- Through our staff development and faculty council we continue to look at ways to reach our students through data driven decisions.

**Jordan Middle School Board Report
February 13th, 2023**

Improve Student Achievement, Learning and Career and College Readiness

- The MTSS team meets to review student data and adjust accordingly.
 - Winter benchmarking was completed.
 - Schedules adjusted prior to the start of semester 2.
 - Staff review progress monitoring data for reading/math and adjust student support as needed.
 - 5th grade focused in on Tier 1 for reading fluency and then students were rechecked.

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

- Grade level teams continue to review academic and behavioral data to support students.
- Building goals are finalized and implemented.
 - 80% of students will meet their individual growth goal in reading and math, as measured on FASTBridge from fall to spring.
 - PBIS/Grade level teams will review monthly discipline data and plan instruction to address behaviors.
 - Grade level teams will communicate monthly with families in a proactive manner.

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

- PBIS committee continues to review data and share schoolwide data with staff.
- January building-wide theme was celebrate and honor .
 - Grade level advisory focus was teaching what this looks like at JMS.
 - February is focused on decision making and 2023-2024 registration.
- WIN Room paraprofessional continues to support the Behavioral Interventionist with education of school expectations and academic support on an individual basis.
- Monthly PBIS family newsletter sent addressing areas that data has depicted as needs to help facilitate home conversations.

Improve community connections, satisfaction, and engagement

- Our JMS band and choir students had winter performances in December.
- Hosted the Student of the Month celebration on January 6th.
- Invitation conferences will be held on February 16th and 17th and Open House conferences will be held on March 16th.
- All JMS students will have the opportunity to hear from Joe Beckman on the importance of human connection, Friday, February 22nd.

- Registration for the 2023-2024 school year will complete by March 3rd for current grades 5,6,and 7.
- Students will watch a video overview of the registration process during advisory the week of February 20th.
 - Students will register in Science class the week of February 27th.
- The 6th grade team continues to plan for Wolf Ridge trip which will occur March 1-3rd.

Jordan Elementary School Principal Update February 13, 2023

We have had a busy start to the month of February at JES. Students and staff are excited to celebrate "I Love to Read" month where special guest readers such as the Miss Jordan Royalty, JPS mascots and cheer team members, Superintendent Evenson and myself are visiting classrooms to share the joy of reading. There are many other special days to celebrate in February; Valentine's Day, 100th Day of School, President's Day, and our PTO Read-a-Thon celebration at the end of the month. We will also celebrate reaching another school goal of filling up our J-Town PRIDE baskets with passes students have earned since December.

We welcomed just over 40 parents/guardians to our *Welcome to Jordan Elementary School!* informational night on January 24th. Kindergarteners and their families will be joining us for our *Welcome to Kindergarten!* round-up event on February 23rd, where students will spend time participating in a school-wide scavenger hunt getting to know the areas of our school, and meeting Kindergarten teachers and other staff members.

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

PRIDE in Student Achievement; PRIDE in Student and Staff Support

- Teachers continue to meet on a regular basis in professional learning communities and at MTSS meetings to review data and discuss the next steps in supporting students' academic and behavioral 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.
- We completed winter Reading and Math benchmark assessments in January. Teachers have been meeting in PLC teams with interventionists to analyze data that will impact instructional decisions/programming, 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.
- Chad, Jenna and I are wrapping up non-tenured teacher evaluations for the year, and will end the year observing tenured staff. We have really enjoyed seeing teachers in action and providing feedback to help them grow as professionals.

PRIDE in a Caring and Committed Culture

- Our Special Events committee is hard at work planning for various student and staff events for the month of February, and to encourage staff to take time to celebrate one another and have fun learning and working with each other.
- We will be having our February Early Release PD day with teachers and Paras where we will be focusing on self-care and how to best meet the needs of the "whole child."

PRIDE in Facilities-Indoor/Outdoor Spaces

- We are excited to have information going home and being displayed in our school and district buildings regarding the upcoming referendum and what it means for JES.
- We continue to address facility issues as they come up, ensuring the health and safety of our students and staff while maintaining a strong learning and teaching environment.

Pride in Communications, Marketing and Outreach

- Our Jordan Commercial Club once again collected hats and mittens to donate to our students who are in need of winter gear. We are so fortunate for this donation that came in very handy for our Phy. Ed. snowshoeing unit last week!
- Our DLC (Diversity Leadership Crew) made over 20 blankets that will be donated to local agencies who service families in need.
- 4th graders recently participated in a service project where they donated over 40 pairs of PJs to MN Children's Hospital and Jordan Family Outreach.
- The district will be sending Countdown to Kindergarten 2023-2024 letters to families in mid-February regarding K RoundUp, as well as referendum facts and voting information.
- Our JES PTO is working hard on our annual Read-a-Thon fundraiser. The students are excited to see if they can meet their reading goals so we can purchase a book vending machine!
- We're very excited for the 3rd and 4th grade Music concerts that will take place on March 16th. Ms. Foyer and the students have been preparing and working hard during class. The show is going to be amazing!

Executive Summary
Director of Teaching and Learning
February 2023

Improve Student Achievement, Learning and Career and College Readiness

- **Google Classroom Professional Development Opportunity**
 - Learning modules are created and uploaded for each CEU licensing area.
 - Modules: Reading Preparation, Cultural Competency, Mental Illness Awareness, Positive Behavior Intervention, Suicide PRevention Strategies, English Learners Best Practices, and General Professional Development.
 - Semester 1 Learning Module CEUs were sent with over 40 CEUs sent to district teachers. Our staff is taking advantage of this life long learning opportunity!

- **Achievement and Integration --**
 - The next three-year Achievement and Integration Plan is due March 2023. The new plan is currently in draft form as I finalize specifics.
 - **Current Status** – Met with Shakopee Public Schools and Prior Lake Public Schools Equity Directors to create our shared Integration Goal.
 - Reminder – Jordan qualifies for A&I due to sharing (adjoining) a district boundary with a racially isolated district (Shakopee), because of this, we are required to share an integration goal.

- **Professional Development**
 - **Friday, February 10, 2023** – The early release time will continue our district's work with Til 360 focusing on relationship building and the whole child perspective.
 - [**Professional Development Overview Email**](#)

- **Work Based Learning Programming**
 - I am currently in the process of earning my CTE Work Based Learning License Endorsement to help create the program in Jordan.
 - **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.

- **Summit Academy: Introduction to Education**

- This first semester course was once again a success! Twenty five students took the course and earned approximately 4 Introduction to Education credits (based on GPA and student academic history) and 4 Writing Composition credits (based on GPA, student academic history, and ACT) for a **total of approximately 200 college credits earned in one semester.**
- [Course Syllabus](#)

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

- **State Testing**

- WIDA -- ELL Access Tests have arrived and ACCESS testing has started for English Language Learner students in all three buildings.
- MCA --
 - PreTest Editing for special education accommodations is complete. The deadline was January 14; however, this can also be continually updated as students enter the district or IEPs change.
 - MCA Proctors are currently completing state required training and preparing for testing.
 - SW Metro's SEE Students – Jordan is responsible for testing our students currently attending virtually through SEE. I am setting up a testing schedule to bring these students on-site to test.
 - The [Testing Calendar](#) is updated on the website.

- **Curriculum Materials and Software**

- Continuously work to improve, expand, and assess current resources. Current Focuses --
 - Piloting science materials to align with the new science standards.

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

- **Collaborative Culture**

- **District Staff Development Team** -- I hold quarterly District Staff Development meetings to garner staff input on the overarching staff development framework.
 - Quarter 3 meeting will be on February, Wednesday 15, 2023 at 3:15.
- **Equity Education Team** --
 - I meet with the CRP Specialist and Equity Outreach Specialist bi-monthly to discuss objectives and outcomes.
 - Leadership meeting - The second meeting of the month also includes the principles and special services director to discuss objectives, planning, and outcomes.

- **SW Online, Elevate**

- Continually working with SW Metro to track enrollment and support Jordan attending Elevate. Currently, there are approximately 17 Jordan students attending Elevate.
- Now that the first semester at Jordan has ended, I am working to support families who want to make an enrollment change between attending on-site at Jordan or online through Elevate.
 - Also, SW Metro's calendar does not align with Jordan's semester grading periods, so I am working with counselors to finalize student grades.

Improve Community Connection, Satisfaction and Engagement

- **Curriculum and Technology Integration Advisory Council**

- Information Available on the Website - <https://www.jordan.k12.mn.us/domain/60>
- Upcoming Meeting Schedule (also posted on the website and district calendar) and Discussion Topics:
 - Monday, February 6 at 5pm -- Building Course Registration and Programming

Activities Director Update 2/13/23

- **Nordic Ski Update** - Competed in the section meet Tuesday 2/7. All returning members of the team set PRs this season. This season saw zero cancellations due to not having snow, but we actually were "snowed out" or frozen out for a few dates we had to cancel school. Having a full winter of snow made for a positive experience, especially our novice skiers getting on snow for the first time.
- **OAP Update** - Jordan finished 2nd in our sub-section and advanced to the Section 2AA finals on Feb 4th. Although we did not qualify for state, this was the first time since Jordan joined class AA in 2020 to advance to the section finals.
- **Basketball Update** -
 - Boys basketball participation numbers are at a record high of 99 registered boys basketball from 7-12 grade.
 - Girls basketball participation numbers continue to slip statewide. Jordan only has 39 participating in basketball 7-12th grade. However, the varsity team is currently ranked 7th in the state with a 16-2 record. They are 5-1 in the section, only yet to play Marshall, who is also 5-1 in the section. These teams play Valentine's evening at 5:30pm at JHS!
- **Wrestling Update** - Scott West should secure the #3 seed in 2AA and host section opening round on Feb 16th at JHS. This team is good enough to win the section, but if they don't look out for 5+ individuals in the ind. Tournament the following weekend vying for a spot at state.
- **MSHSL Updates**
 - **Tennis Classification** - Unfortunately, the MSHSL board did not approve adding the 3rd class to tennis. This would have been a really good thing for Jordan to settle into class AA. Instead we will continue to compete against the Minnetonkas and Edinas of the world in a 2 class system..
 - **Soccer** - There will not longer be overtime in regular season soccer games. Games tied at the end of regulation will be considered a draw. The MSHSL also approved a mercy rule of running time if the lead is 5+ goals in the 2nd half.
 - **Football State Seeding** - The proposal to seed 1-8 failed for 9-man through 5A. That means we will continue to compete in sections versus seeding like

6A. This tells me the MSHSL values geography more than having the best teams playing at US Bank Stadium.

- **National Signing Day** - We celebrated the winter signing period with 2 student athletes committing to play collegiate athletics.
- Jenna Kluxdal - Northwestern College - Basketball
- Kendra Krueger - U of Tampa - CC/Track



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CULLEN BAHN
Community Education and Recreation Director
cbahn@isd717.org

Director's Message:

- I would like to start with a huge **THANK YOU** to everyone for the warm welcome! Over the past week I have transitioned into the director's role and I am very grateful for everyone's help and I'm excited for our future as we support the Jordan Community!
- Currently I have met with most directors to gain an understanding of the systems and processes used to support our students, staff and community members. Special thanks to the directors for their time!
- Over the next few weeks I am scheduled to attend staff meetings at each school, including ELS. The purpose is to introduce myself to the staff and establish positive relationships throughout our school community. Thank you Jenna, Melissa, Rose and Jeff for allowing me to join! Following these meetings I will be engaging and interacting with the student populations at lunches, in the pickup lines and at events so students/parents can get to know me and I can be a familiar face at the CERC, around campus and in our community.
- The Community Education & Recreation Advisory Council will be meeting on February 21st, 2023 in the District Office Conference Room.
- Senior Coffee Talk will take place on February 16th at 10 am at the CERC.
- If you find yourself at the CERC, please do not be a stranger - I hope you take time to stop by my office to connect. My door is always open and I would welcome the opportunity to learn more about you and how we can continue to support our community. Plus, the coffee is pretty good!

OUR MISSION

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

CERC:

- I have been amazed at the number of people using the track throughout the day! What an amazing opportunity it's been to meet so many new stakeholders and connect with them as they utilize the walking track.

Preschool and ECFE:

- Preschool registration opened on 2/1 and we have 68 registered as of 2/3.
- We have 3 openings remaining for the current school year. Also, Mystery Readers are underway so please reach out if you'd like to read in a PreK classroom.
- Our new ECFE session is underway with three classes going and continuing to add more families, which is great news!

Kids Co:

- The team is working on finalizing summer field trips and calendar.



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ELISE PICKLE
Communications Director
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Communications and Marketing Monthly Summary

Projects Completed / Highlights:

- Launched website update.
- Created informational materials including logo, Fact Sheet, postcard and website for the upcoming April 11, 2023 bond referendum.
- Presented on website refresh to the School Board.
- Wrote and distributed a press release for Ben Nylander's PCA Double-Goal Coach Award.
- Created and distributed Kindergarten and Early Learning postcards.

Events Attended for Photography Needs:

- JMS Student of the Month assembly
- Pride Award at January board meeting
- JES Classrooms & building
- Mental Health Awareness night
- JHS Basketball games
- One Act Play Festival
- Winter National Signing Day

Projects / Events In-Progress:

- Creating Spring/Summer 2023 Community Ed/Rec brochure.
- 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.

OUR MISSION

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- Revising Campus Map.
- 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

2/13/22

December/January Highlights

- Site Reviews for St Johns and RVEC were conducted for lunch. This is an annual requirement from MDE
- We received the "First Bite" grant from the USDA. This is a \$10,000 Farm to School grant. We will be using the money to promote and purchase local, minimally processed foods!
- MDE was on-site conducting our Administrative Review, which happens once every five years. It was extremely helpful! I look forward to receiving the official report in the coming weeks.
- On 12/8 we had the opportunity to cater treats, GLITTER PUNCH and coffee for the Preschool Winter Program! Glitter punch will definitely be on our catering menu in the future! So fun!
- On 1/26 we had the opportunity to work with JEF and provide taco meat for the Mental Health Awareness event at JHS

Upcoming projects

- National School Breakfast Week is March 6-10 this year. The menu is created and behind the scenes work on advertising has begun as well. You will all receive an invite in the coming weeks to join us and help serve!
- The elementary school began "Try it Tuesday" this year. The idea is to introduce new and different fruits and veggies to the students. With our First Bite grant, we will be developing a menu to bring the idea to each of our three schools next year!
- Worksite Wellness meetings (organized by Scott Co) begin mid February. I will be working with them to receive our annual stipend for staff wellness.



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KELLY RASER
Nutritional Services Director
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OUR MISSION

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

Board Meeting 2.13.23

Jordan School District #0717 Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness

- In the next month I will be providing tours for our senior students who need to continue their educational programming through our SOAR Transition Program. Tours will be set up with parents/guardians.
- The Special Service Department has posted for Extended School Year Services (ESY) for the summer of 2023. ESY will be three weeks in June starting June 12th through June 29th, Monday through Thursday from 8:30 – 11:00 AM.
- Sarah and I have met to plan and prepare for summer programming for struggling learning and Targeted Services. We are planning on having postings for positions and tentative dates set this month. I will continue to work on the budget for summer programming to ensure appropriate staffing to meet the needs of our students.

Improve Community Connection, Satisfaction, and Engagement

- The American Indian Parent Advisory Council met on Thursday, February 2, 2023. The council discussed the approved aid application, reviewed budget/expense report, recap of a field trip to the Sioux Chef, reviewed the coordinator report (meeting with students, after school tutoring, etc.), and discussed a possible powwow with Travis Decory in the near future.

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

- I have been holding my monthly special education department meetings, EL meetings, nurse meetings, and mental health meetings. We will be starting to discuss the preparation for next school year, programming/services, curricular resources, and current workloads.
- On February 27th I will be attending MASE Day at the Capital. My fellow Director's of Special Education will meet with local law makers on how we can 1) Provide Equitable and Sustainable Funding Systems 2) Increase Qualified Special Education Workforce, and 3) Provide Mental Health Supports for Students (see link)

- https://drive.google.com/file/d/1X4a2_a-cUSb7-8MTHyaDIUPOcLAx5Ip/view

Be Fiscally Responsible and Maintain Quality Facilities

- Amy Hafemann and I will be meeting to review our special education budget to ensure we are on track with our budgeted federal and state dollars.
- I have been working with Amy Hafemann on our upcoming ADSIS budget for the upcoming school years. Amy and I will be meeting with principals and Superintendent Case-Evenson on our plan for ADSIS within each school building.



2023 LEGISLATIVE PLATFORM

EQUITABLE & SUSTAINABLE FUNDING SYSTEMS



1. Support fully funding the special education cross subsidy.
2. Endorse the special education subcommittee recommendations completed as part of the funding work group, including simplifying the special education funding formula.
3. Provide education districts, special education cooperatives, and intermediate districts access to the same funding opportunities, such as the authority to lease levy.
4. Support legislative action to align MN statute with federal proportionate share requirements to public school districts' FAPE obligations for nonpublic school students.

QUALIFIED SPECIAL EDUCATION WORKFORCE

1. Provide funding to increase salaries, offer financial incentives, and provide tuition reimbursement to recruit and retain licensed special educators and qualified paraprofessionals.
2. Allow reciprocity for special educators licensed in other states.
3. Increase alternative licensure pathways for special educators and grow your own special educator programs.
4. Promote increased clarity, timeliness, and flexibility within the PELSB licensing process.



MENTAL HEALTH SUPPORTS FOR STUDENTS



1. Increase funding and statewide capacity to provide intensive mental health services for children and youth experiencing chronic and acute mental health crises through interagency collaboration.
2. Allow school districts to receive Medical Assistance reimbursement for school-based mental services in alignment with other billable related services without undue administrative burden.
3. Increase funding for qualified mental health providers in schools.

MASE Mission

Building strong leaders who work ¹⁵¹on behalf of students with disabilities

www.mnase.org



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DAN LEHMAN
Facilities Director
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FACILITIES UPDATE

Directors message to the Board

Hello all, February is Minnesota School Board Recognition month. I would like to thank each one of you for your dedication and leadership for our students, community and staff. The tough decisions you make everyday, make our district stronger are greatly appreciated (from both parent and employee view).

This winter sure has been a challenge this year with some of the highest snow amounts in the last 30 years. We have been able to keep caught up with snow removal during these challenging storms. Our grounds crew in partnership with SM Hentges has done amazing work to keep our lots and sidewalks as clear as we can. Several equipment breakdowns have added to this challenge.

We have hosted several tours for our potential architects interested in submitting their RFP. We had ten different firms out for these tours. Facilities committee met and narrowed them down to four. We are interviewing them on February 16th.

We had opened bids for the CERC parking lot expansion project, and had 10 competitive bids, our lowest bidder withdrew their bid. Our second lowest bidder, SM Hentges, is going to take the project on, as approved by the board in January.

IEA has been out updating our Lock Out Tag Out Procedures, they also submitted proposals to complete our Lead-in-water Testing (required once every five years) and our Bleacher Certificate of Compliance Inspection (required at least every five years).

Decembers Focus

- JHS Game hoop rims were replaced, and inspected. Pulleys and some slides will be replaced.
- Adding controls to JHS coolers and freezers to send out alerts if they are not within temp zones
- Met with Garland Company, they will access our roof sections, and help us prioritize a replacement plan
- Starting to look into summer planning with Kids' Co, Gym floor resurfacing schedule
- Conducting mock fire code inspections will be performed, and findings will be shared with building principals

2023 Board Committee & Liaison Assignments

Standing Committee Assignments

Committee Name	School Board Member
Budget/Finance	Deb Pauly, Lauren Pedersen, Sara Lehnen, Molly Monyok, Rob Langheim, Jenny Kusske, Corinne Hennen
Calendar	Jenny Kusske
City/School	Deb Pauly, Lauren Pedersen, Sara Lehnen
Community Education/Recreation	Lauren Pedersen, Corinne Hennen
Curriculum & Technology Integration Committee	Deb Pauly, Jenny Kusske (Student Board representative)
Facilities	Deb Pauly, Molly Monyok
Meet and Confer/Continuing Education/Staff Development/Personnel	Deb Pauly, Sara Lehnen
Negotiations	Deb Pauly, Lauren Pedersen (Alternate - Sara Lehnen)
Policy	Deb Pauly, Sara Lehnen, Corinne Hennen

Liaison/Points of Contact and Ad-Hoc Assignments

Committee Name	School Board Member
American Indian Parent Advisory Council (AIPAC)	Rob Langheim, Deb Pauly
Booster Club	Sara Lehnen, Rob Langheim (alternate - Lauren Pedersen)
Education Foundation	Molly Monyok, Rob Langheim
Legislative	Deb Pauly
MSHSL	Deb Pauly
SCALE	Lauren Pedersen
Special Education Advisory Council (SEAC)	Molly Monyok
SW Metro Intermediate District	Deb Pauly (alternate - Rob Langheim)

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.