Jordan School District #717
Regular Meeting Agenda

Monday, March 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. Consent Agenda
    1. Minutes 5
    2. Monthly Finance Reports 6
    3. Donations 47
    4. Policies
        1. 101: Legal Status of School District 48
        2. 103: Complaints – Students, Employees, Parents, Other Persons 52
        3. 203.5: School Board Meeting Agenda 54
        4. 207: Public Hearings 56
        5. 301: School District Administration 58
        6. 302: Superintendent 59
        7. 303: Superintendent Selection 61
        8. 304: Superintendent Contract, Duties and Evaluation 63
        9. 401: Equal Employment Opportunity 64
        10. 402: Disability Nondiscrimination Policy 66
        11. 403: Discipline, Suspension and Dismissal of School District Employees 68
        12. 404: Employment Background Checks 72
        13. 406: Public and Private Personnel Data 78
        14. 408: Subpoena of a School District Employee 89
        15. 419: Tobacco-Free Environment 91
        16. 520: Student Surveys 95
    5. Retirement - ES Grade 3 Teacher - Cherie Stemig

6. Resignation - Special Education Teacher - Maggie Holbeck
7. Resignation - C-Squad Volleyball Coach - Kelley Walerius

7. Action / Discussion Items
   1. Review and Act on Resolution Discontinuing Programming and Reducing Educational Programs and Positions
   2. Review and Act on Resolution Relating to the Termination and Non-Renewal of the Teaching Contract - Employee #1
   3. Review and Act on Resolution Relating to the Termination and Non-Renewal of the Teaching Contract - Employee #2
   4. Review and Act on Resolution Relating to the Termination and Non-Renewal of the Teaching Contract - Employee #3
   5. Review and Act on Resolution Relating to the Termination and Non-Renewal of the Teaching Contract - Employee #4
   6. AIPAC Resolution and Annual Compliance Review 108
   7. SpEd Fiscal Procedures Manual 112
   8. Achievement and Integration Plan 142
   9. Discussion - Review and Comment from the Commissioner of Education MDE 170
   10. RFP Update 242
   11. Review and Act - Notice of Testing of Optical Scan Voting System 244
   12. Review and Act - Notice of Location Where Ballots will be Counted 245
8. Board and Administrative Reports
   1. Superintendent's Report 246
   2. HS Principal's Report 249
   3. MS Principal's Report 250
   4. ES Principal's Report 252
   5. Director of Teaching and Learning's Report 254
   6. Activities Director's Report 257
   7. Community Education & Recreation Director's Report 258
   8. Communication Director's Report 260
   9. Nutritional Services Director's Report 262
   10. Special Services Director's Report 264
   11. Facilities Director's Report 266
   12. School Board Member Reports / Committee Reports 267
9. Adjourn Regular Meeting

Request to Address the School Board

According to School Board Policies 206 & 207, if a citizen wishes to speak to the School Board about an agenda item, the Superintendent's office must be notified.

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, February 27, 2023 at 5:30 PM
Workshop Meeting
CERC Multi-purpose Room

1. Presentation on SW Metro Programs Update
    - Darren Kermes from SW Metro presented program updates. He provided an overview of Member and Associate Member Districts. Additionally he provided an overview of the variety of programs and learning opportunities for students, school age through adulthood.
2. Presentation on Early Learning Services and Program Update
    - Jenna Wendorff presented annual Early Learning Services updates in relation to staffing, enrollment and programming.
3. Discussion on Facilities Committee Update
    - Superintendent Ranae Case Evenson provided an update regarding the Facilities Committee's process in reviewing and narrowing RFPs for architecture and design, pending a positive referendum, and will bring a recommendation to the full board in March.

_____ _____
School Board Clerk Date

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

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

March 7, 2023

Board of Education Meeting

Finance Report

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

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

The pie chart shows the expenses by object codes in the General Fund that were paid thru February, 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

Fund Summary

Fund	Description	Total
01	General Fund	$228,638.05
02	Food Service Fund	$6,663.12
04	Community Education	$8,050.66
06	Building Fund	$13,000.00
18	Custodial Fund	$1,114.72
27	Student Activity Accounts	$12,462.73
Report Total		**$269,929.28**

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
27127		AARP SMART DRIVER COURSE													
			0717	001	108368									Check	
				E	04	005	507	321	305	000		AARP 8 hour class 4 students 2.9.2023	$80.00		
	PO#: 56104	Voucher #:	123520	Invoice		Invoice No: 2/9/23						2/24/2023		Paid Amt:	$80.00
														Check Amount:	$80.00
														Vendor Total:	$80.00
4511		AIRGAS USA, LLC													
			0717	001	108266									Check	
				E	01	305	361	628	530	000		MIL907757 Welder Mutli Process Mulitmatic 22(	$4,199.00		
	PO#: 55566	Voucher #:	122979	Invoice		Invoice No: 9132401816						2/3/2023		Paid Amt:	$4,199.00
														Check Amount:	$4,199.00
														Vendor Total:	$4,199.00
2732		ALPHA WIRELESS													
			0717	001	108267									Check	
				E	01	300	715	342	315	000		HS Camera Fix 8/18/22	$1,360.50		
	PO#: 55880	Voucher #:	123161	Invoice		Invoice No: 18735						2/3/2023		Paid Amt:	$1,360.50
														Check Amount:	$1,360.50
			0717	001	108369									Check	
				E	01	005	810	000	401	000		Bus Channel for R. Gulbranson	$30.00		
	PO#: 56099	Voucher #:	123522	Invoice		Invoice No: 18736						2/24/2023		Paid Amt:	$30.00
														Check Amount:	$30.00
														Vendor Total:	$1,390.50
26895		AMAZON CAPITAL SERVICES													
			0717	001	108268									Check	
				E	01	300	212	000	430	000		B07QCWY59J Zuoyou 6 PCS Clay Pottery Scu	$56.60		
				E	01	300	212	000	430	000		B084ZJ42D7 Dial Antibacterial Bar Soap, Spring	$19.92		
				E	01	300	212	000	430	000		B0BJ1DXMTJ 4 Pcs Clay Cutters Wire Steel W	$10.99		
				E	01	300	212	000	430	000		Amazon Shipping Charge	$0.00		
	PO#: 55671	Voucher #:	123158	Invoice		Invoice No: 14TP-737K-DT9N						2/3/2023		Paid Amt:	$87.51
				E	01	300	211	000	430	217		B001HA7AXM Scotch Magic Tape, 24 Rolls, Gr	$40.99		
				E	01	300	211	000	430	217		B003S7AY8U GUND Philbin Classic Teddy Bea	$19.99		
				E	01	300	211	000	430	217		B007KALG8I GUND Slumbers Teddy Bear, Prei	$149.95		
				E	01	300	211	000	430	217		B007KALG8I GUND Slumbers Teddy Bear, Prei	$44.99		
				E	01	300	211	000	430	217		B00HW8EEOG Ever Ready First Aid Dual Heac	$173.75		
				E	01	300	211	000	430	217		B07NW9N6W5 Madisi Wood-Cased #2 HB Per	$41.98		
				E	01	300	211	000	430	217		B07RJRLN3G 3 Pairs Kaleidoscope Rave Glass	$38.73		
				E	01	300	211	000	430	217		B08WRK5Y5Q EXPO Low-Odor Dry Erase Mar	$70.18		
				E	01	300	211	000	430	217		B09638TTVY Motivational Stickers Animal Stick	$8.97		
				E	01	300	211	000	430	217		B099S5CF9W Premium Elastic Bandage Wrap	$47.94		

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
26895		AMAZON CAPITAL SERVICES													
			0717	001	108268									Check	
				E	01	300	211	000	430	217		B09P7FY2SN 3000 PCS Reward Stickers for Te	$21.98		
				E	01	300	211	000	430	217		B09PBQW5RQ Honoson 30 Pieces 20 Inch Infl	$32.99		
				E	01	300	211	000	430	217		B0B9BXC22L 300 Pieces 10 Styles Kids Cartoc	$33.98		
				E	01	300	211	000	430	217		B0BHSZW646 300 Pieces 10 Styles Kids Carto	$33.98		
				E	01	300	211	000	430	217		B0BLGSPP23 Lelix 60 Colors Felt Tip Pens, Me	$37.98		
				E	01	300	211	000	430	217		Amazon Shipping Charge	$0.00		
				E	01	300	211	000	430	217		Discount	($1.50)		
	PO#: 55689	Voucher #:		123159	Invoice			Invoice No:				11TX-YDXR-4DTK	2/3/2023	Paid Amt:	$796.88
														Check Amount:	$884.39
			0717	001	108311									Check	
				E	01	300	211	000	401	000		B000TXX4E2 Highland Pop-up Sticky Notes, 3 :	$20.70		
				E	01	300	212	000	430	000		B08P3D7LP2 FUMILE Acrylic Paint Pens,36 Cc	$59.97		
				E	01	300	212	000	430	000		Amazon Shipping Charge	$0.00		
				E	01	300	212	000	430	000		Discount	($3.00)		
	PO#: 55720	Voucher #:		123303	Invoice			Invoice No:				13KV-R3YR-G311	2/10/2023	Paid Amt:	$77.67
				E	01	300	211	000	401	217		B000067RC4 Belkin F8V234 Speaker and Heac	$23.52		
				E	01	300	211	000	401	217		B0B4N8F1QK Aureday 67" Phone Tripod, Detac	$118.74		
				E	01	300	211	000	401	217		Amazon Shipping Charge	$0.00		
	PO#: 55705	Voucher #:		123304	Invoice			Invoice No:				1V9G-P7VG-L3Q6	2/10/2023	Paid Amt:	$142.26
				E	01	100	050	000	401	000		B01BD6DRI6 DYMO Label Maker, LetraTag 10(	$34.96		
				E	01	100	050	000	401	000		Amazon Shipping Charge	$0.00		
	PO#: 55692	Voucher #:		123305	Invoice			Invoice No:				1RXG-YLQP-1V4G	2/10/2023	Paid Amt:	$34.96
				E	01	005	199	000	401	000		B003KU4DSM HP Professional Business Paer	$58.25		
				E	01	005	199	000	401	000		B077Z6NP5F KTRIO Acrylic Brochure Holder 8	$58.47		
				E	01	005	199	000	401	000		B07PYG18QY HP Professional Business Paper	$14.99		
				E	01	300	211	000	401	217		B08FDLQJYZ (2 Pack) 1/8" Thick Clear Acrylic	$50.88		
				E	01	005	199	000	401	000		Amazon Shipping Charge	$0.00		
	PO#: 55714	Voucher #:		123306	Invoice			Invoice No:				1GFQ-6NT3-4JTJ	2/10/2023	Paid Amt:	$182.59
				E	01	300	292	000	302	000		B0000BZF04 WILSON Sporting Goods Ball Buc	$79.80		
				E	01	300	292	000	302	000		Amazon Shipping Charge	$0.00		
	PO#: 55688	Voucher #:		123307	Invoice			Invoice No:				1KN7-DV6D-4YRH	2/10/2023	Paid Amt:	$79.80
														Check Amount:	$517.28
			0717	001	108333									Check	
				E	01	300	630	000	455	000		B01BCUM766 WALI TV Wall Mount Articulating	$13.49		
				E	01	300	630	000	455	000		B09NBW3HZ3 JOY worker Mini CPU Holder, A(	$17.69		
				E	01	100	630	000	455	000		B07545WRG4 ELP LP87 Replacement Projecto	$75.98		
				E	01	300	630	000	456	000		B07G2G4LG8 QUANTUM STORAGE SYSTEM	$16.31		
				E	01	128	630	000	455	000		B084RF63FK HUANUO Triple Monitor Stand - 1	$136.99		

Code	Rcd	Vendor	Co	Bank	Check No						Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES											
			0717	001	108333								Check
				E	01	128	630	000	456	000	B08GPKHHPV Kensington USB-C Hi-Fi Headp	$114.25	
	PO#: 55718	Voucher #:		123361	Invoice			Invoice No:	14NL-J7MM-1NLJ		2/17/2023		Paid Amt: $374.71
													Check Amount: $374.71
			0717	001	108370								Check
				E	01	100	620	000	470	800	0385376715 The Wonderful Things You Will Be	$8.55	
				E	01	100	620	000	470	800	0394815009 The Phantom Tollbooth	$17.79	
				E	01	100	620	000	470	800	0399234160 Stand Tall, Molly Lou Melon	$12.49	
				E	01	100	620	000	470	800	0399254064 Have Fun, Molly Lou Melon	$14.76	
				E	01	100	620	000	470	800	0399260021 Speak Up, Molly Lou Melon	$35.98	
				E	01	100	620	000	470	800	0593123840 Wild Symphony	$9.49	
				E	01	100	620	000	470	800	0645365076 Ollie: The Sea Grass is Not Always	$10.95	
				E	01	100	620	000	470	800	0756658292 DK Eyewitness Books: Viking: Disc	$16.99	
				E	01	100	620	000	470	800	0756690773 DK Eyewitness Books: Prehistoric	$16.99	
				E	01	100	620	000	470	800	133820677X Who Would Win?: Battle Royale	$8.99	
				E	01	100	620	000	470	800	1338214578 The Flames of Hope (Wings of Fire	$21.64	
				E	01	100	620	000	470	800	1338535560 Who Would Win?: Ultimate Showd	$8.99	
				E	01	100	620	000	470	800	1338672185 Who Would Win?: Coyote vs. Ding	$4.99	
				E	01	100	620	000	470	800	1338841556 Who Would Win?: Fiercest Feuds	$9.89	
				E	01	100	620	000	470	800	1402297351 Just One You!: A Celebration Story	$7.09	
				E	01	100	620	000	470	800	1426307047 National Geographic Little Kids Firs	$8.90	
				E	01	100	620	000	470	800	1426307764 National Geographic Readers: Dinc	$14.90	
				E	01	100	620	000	470	800	1426307934 National Geographic Little Kids Firs	$13.46	
				E	01	100	620	000	470	800	142631048X National Geographic Readers: We	$14.90	
				E	01	100	620	000	470	800	1426313764 Ultimate Bugopedia: The Most Con	$15.69	
				E	01	100	620	000	470	800	1426327196 National Geographic Little Kids Firs	$9.39	
				E	01	100	620	000	470	800	1426330715 The Ultimate Book of Sharks (Natic	$10.99	
				E	01	100	620	000	470	800	1426333188 National Geographic Little Kids Firs	$11.39	
				E	01	100	620	000	470	800	1426335431 National Geographic Kids Ultimate	$41.68	
				E	01	100	620	000	470	800	1426337108 National Geographic Readers: Anir	$12.52	
				E	01	100	620	000	470	800	1426338589 The Coolest Stuff on Earth: A Close	$14.59	
				E	01	100	620	000	470	800	1426339186 Ultimate Rockopedia: The Most Co	$14.79	
				E	01	100	620	000	470	800	1426339224 Cutest Animals on the Planet (Natic	$19.90	
				E	01	100	620	000	470	800	1426372612 5,000 Awesome Facts About Anima	$17.98	
				E	01	100	620	000	470	800	1426372795 National Geographic Kids Dinosaur	$22.49	
				E	01	100	620	000	470	800	1426373317 Weird But True World 2023: Increc	$15.29	
				E	01	100	620	000	470	800	1524875570 Big Nate: Release the Hounds! (Vc	$9.23	
				E	01	100	620	000	470	800	1641526378 The Big Book of Silly Jokes for Kids	$5.99	

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
26895		AMAZON CAPITAL SERVICES													
			0717	001	108370									Check	
				E	01	100	620	000	470	800		1728206278 Cookies for Elmo: A Little Book abc	$10.99		
				E	01	100	620	000	470	800		1728233267 Except Antarctica: A Hilarious Anim	$10.99		
				E	01	100	620	000	470	800		1801054754 How to Draw 101 Animals	$18.23		
				E	01	100	620	000	470	800		1913484203 Guinness World Records 2023	$14.97		
				E	01	100	620	000	470	800		194055604X Code 7: Cracking the Code for an I	$12.50		
				E	01	100	620	000	470	800		1950785041 Food Network Magazine The Big, F	$13.84		
				E	01	100	620	000	470	800		1984836625 Soaked!	$11.99		
				E	01	100	620	000	470	800		B01NAD9HD9 PicassoTiles PTB120 120pc Bris	$50.00		
				E	01	100	620	000	470	800		B076HL4ZVD RAINBOW TOYFROG Star Flex	$19.99		
				E	01	100	620	000	470	800		B0858VS7HN Ultimate Jokes and Riddles for Ki	$7.99		
				E	01	100	620	000	470	800		B097HK33W5 Building Blocks for Kids Ages 4-8	$17.98		
				E	01	100	620	000	470	800		B09M93GMDC Tractors and Farm Machinery: A	$11.81		
				E	01	100	620	000	470	800		B0B5KNNR6W The Fascinating Bug Book for K	$24.99		
				E	01	100	620	000	470	800		B0B8894Q4B Coding Book for Kids ages 5-6-7:	$11.99		
				E	01	100	620	000	470	800		B0BFV6D5FB How To Draw Everything: 600 Sir	$12.37		
				E	01	100	620	000	470	800		B0BM3XTTFJ Little Raccoon and Dragon - A Pr	$6.99		
				E	01	100	620	000	470	800		Amazon Shipping Charge	$0.00		
		PO#: 55740	Voucher #:	123521	Invoice		Invoice No: 1QTK-9NC1-11MH					2/24/2023		Paid Amt:	$737.28
														Check Amount:	$737.28
														Vendor Total:	$2,513.66
2450		AMERICAN HEART ASSOCIATION MIDWEST													
			0717	001	108371									Check	
				E	18	128	298	301	899	000		MS Jump Rope for Heart Donation FY23	$764.72		
		PO#: 56100	Voucher #:	123523	Invoice		Invoice No: Donation					2/24/2023		Paid Amt:	$764.72
														Check Amount:	$764.72
														Vendor Total:	$764.72
5112		ANDREWS, GUY													
			0717	001	108334									Check	
				E	01	300	296	000	305	306		GBB Official 2/14/23	$123.00		
		PO#:	Voucher #:	123362	Invoice		Invoice No: GBB Official					2/17/2023		Paid Amt:	$123.00
														Check Amount:	$123.00
														Vendor Total:	$123.00
5749		ARNOLD, MICHAEL													
			0717	001	108312									Check	
				E	01	300	296	000	305	306		GBB Official 2/9/23	$40.00		
		PO#:	Voucher #:	123308	Invoice		Invoice No: GBB Official					2/10/2023		Paid Amt:	$40.00
														Check Amount:	$40.00

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
5749		ARNOLD, MICHAEL														
			0717	001	108335										Check	
					E	01	300	294	000	305	306	Boys		$20.00		
					E	01	300	296	000	305	306	Girls		$20.00		
	PO#:		Voucher #:		123363	Invoice			Invoice No:	BB Timer			2/17/2023		Paid Amt:	$40.00
															Check Amount:	$40.00
			0717	001	108372										Check	
					E	01	300	294	000	305	306	BBB 2/14/23 Timer		$20.00		
					E	01	300	296	000	305	306	GBB 2/14/23 Timer		$20.00		
					E	01	300	294	000	305	306	BBB 2/17/23 Timer		$40.00		
	PO#:		Voucher #:		123524	Invoice			Invoice No:	BB Official			2/24/2023		Paid Amt:	$80.00
															Check Amount:	$80.00
															Vendor Total:	$160.00
28892		AVIBEN														
			0717	001	108269										Check	
					E	01	005	110	000	305	000	Jan 2023 403b Admin Fee		$270.07		
	PO#:		Voucher #:		123160	Invoice			Invoice No:	26263			2/3/2023		Paid Amt:	$270.07
															Check Amount:	$270.07
															Vendor Total:	$270.07
6078		BATTERIES R US LLC														
			0717	001	108270										Check	
					E	01	005	810	000	530	000	Man lift scissors batteries		$1,319.96		
					E	01	300	810	000	350	272	Fire & Securtiy panel batteries & installation		$724.86		
					E	01	128	810	000	350	272	Fire & Securtiy panel batteries & installation		$599.89		
					E	01	100	810	000	350	272	Fire & Securtiy panel batteries & installation		$454.90		
	PO#:	55818	Voucher #:		123162	Invoice			Invoice No:	52214-17			2/3/2023		Paid Amt:	$3,099.61
															Check Amount:	$3,099.61
			0717	001	108373										Check	
					E	01	100	810	000	350	272	LED exit & emergency light combo		$3,359.86		
					E	01	100	810	000	350	272	LED emergency light installed		$479.97		
					E	01	100	810	000	350	272	Exit light battery 1.2 volt		$559.84		
					E	01	100	810	000	350	272	Exit light battery 2.4 volt		$384.89		
					E	01	100	810	000	350	272	Exit/emergency lighting 12ah batteries		$69.99		
					E	01	100	810	000	350	272	Remove fixtures & wiring		$75.00		
	PO#:	56032	Voucher #:		123525	Invoice			Invoice No:	52558			2/24/2023		Paid Amt:	$4,929.55
															Check Amount:	$4,929.55
															Vendor Total:	$8,029.16

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
11747		BLUE CROSS & BLUE SHIELD														
			0717	001	108336										Check	
				B	01	215	024					March 2023 D. Swenson		$269.00		
	PO#:		Voucher #:	123364	Invoice			Invoice No: 230202125638					2/17/2023		Paid Amt:	$269.00
															Check Amount:	$269.00
															Vendor Total:	$269.00
6107		BOOKBINS														
			0717	001	108337										Check	
				E	01	100	620	000	401	000		Book Bin, Media Ctr PTO GRANT		$1,175.00		
	PO#:	55947	Voucher #:	123365	Invoice			Invoice No: 2/6/23					2/17/2023		Paid Amt:	$1,175.00
															Check Amount:	$1,175.00
															Vendor Total:	$1,175.00
5602		BOROWICZ, SAVANNAH														
			0717	001	108271										Check	
				E	04	005	505	321	305	515		1/21/23		$50.00		
				E	04	005	505	321	305	515		1/28/23		$75.00		
	PO#:	55919	Voucher #:	123164	Invoice			Invoice No: BB Official					2/3/2023		Paid Amt:	$125.00
															Check Amount:	$125.00
															Vendor Total:	$125.00
5520		BRITT, KEVIN														
			0717	001	108338										Check	
				E	01	300	296	000	305	306		GBB Official 2/10/23		$87.00		
	PO#:		Voucher #:	123366	Invoice			Invoice No: GBB Official					2/17/2023		Paid Amt:	$87.00
															Check Amount:	$87.00
															Vendor Total:	$87.00
3676		CHOICE ELECTRIC														
			0717	001	108339										Check	
				E	04	005	505	321	350	550		Cleaning machines charging station CERC back		$507.56		
	PO#:	56024	Voucher #:	123368	Invoice			Invoice No: 22582					2/17/2023		Paid Amt:	$507.56
															Check Amount:	$507.56
															Vendor Total:	$507.56
1262		CITY OF CHASKA														
			0717	001	108272										Check	
				E	01	300	211	000	369	245		Curling Center-Firld Trip 12-13-2022 Ph-Ed		$625.00		
	PO#:	55763	Voucher #:	123167	Invoice			Invoice No: R32510					2/3/2023		Paid Amt:	$625.00
															Check Amount:	$625.00
															Vendor Total:	$625.00

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
10254		CITY OF JORDAN														
			0717	001	108273										Check	
				E	01	100	810	000	330	204	ES			$3,991.43		
				E	01	128	810	000	330	204	MS			$4,331.50		
				E	01	300	810	000	330	204	HS			$4,957.17		
				E	01	005	810	000	330	204	Athletic Complex			$1,063.44		
				E	04	005	505	321	330	000	ES CE			$90.71		
				E	04	005	505	321	330	000	CE			$185.64		
				E	04	005	582	344	330	000	School Readiness			$272.14		
				E	02	100	770	701	330	000	ES Food Service			$181.43		
				E	02	128	770	701	330	000	MS Food Service			$247.51		
				E	02	300	770	701	330	000	HS Food Service			$316.42		
				E	04	005	505	321	330	550	CERC			$1,423.21		
	PO#:		Voucher #:	123165	Invoice			Invoice No: 1/10/23					2/3/2023		Paid Amt:	$17,060.60
															Check Amount:	$17,060.60
			0717	001	108340										Check	
				E	01	005	199	000	305	000	2022 Elections			$2,570.59		
				E	01	005	715	342	310	000	SRO Sept 2022			$7,036.01		
				E	01	005	715	342	310	000	SRO Oct 2022			$7,036.01		
				E	01	005	715	342	310	000	SRO Nov 2022			$7,036.01		
	PO#:	55907	Voucher #:	123367	Invoice			Invoice No: 00003106/00003105					2/17/2023		Paid Amt:	$23,678.62
															Check Amount:	$23,678.62
															Vendor Total:	$40,739.22
4087		COLLEGE ENTRANCE EXAMINATION BOARD														
			0717	001	108274										Check	
				E	01	300	211	000	461	000	PSAT/NMSQT Oct 2022			$414.00		
	PO#:	55870	Voucher #:	123168	Invoice			Invoice No: 382336873A					2/3/2023		Paid Amt:	$414.00
															Check Amount:	$414.00
															Vendor Total:	$414.00
2629		COMCAST														
			0717	001	108275										Check	
				E	04	005	505	321	320	550	CERC Service 1/18/23-2/17/23			$2.25		
	PO#:		Voucher #:	123166	Invoice			Invoice No: 1/8/23					2/3/2023		Paid Amt:	$2.25
															Check Amount:	$2.25
															Vendor Total:	$2.25

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
6102		CONLEY, BENSON													
			0717	001	108276									Check	
				E	01	300	296	000	305	306	GBB Official 1/26/23		$87.00		
	PO#:		Voucher #:	123163	Invoice			Invoice No: GBB Official				2/3/2023		Paid Amt:	$87.00
														Check Amount:	$87.00
														Vendor Total:	$87.00
5840		COOK, TESSA													
			0717	001	108277									Check	
				E	04	005	505	321	305	515	1/21/23		$50.00		
				E	04	005	505	321	305	515	1/28/23		$75.00		
	PO#:	55920	Voucher #:	123169	Invoice			Invoice No: BB Official				2/3/2023		Paid Amt:	$125.00
														Check Amount:	$125.00
														Vendor Total:	$125.00
5808		CROWN COLLEGE													
			0717	001	108341									Check	
				E	01	300	211	000	394	000	PSEO Spring 2023 J. Hache		$2,946.06		
	PO#:	56002	Voucher #:	123369	Invoice			Invoice No: 200189872				2/17/2023		Paid Amt:	$2,946.06
														Check Amount:	$2,946.06
														Vendor Total:	$2,946.06
5617		DECORY, TRAVIS													
			0717	001	108309									Check	
				E	01	005	211	320	305	000	MS Drum & Dance 2/3/23-1/2 Billed to BP		$400.00		
	PO#:		Voucher #:	123206	Invoice			Invoice No: 2/3/23				2/3/2023		Paid Amt:	$400.00
														Check Amount:	$400.00
			0717	001	108364									Check	
				E	01	005	211	320	305	000	HS Drum & Dance 2/17/23		$400.00		
	PO#:		Voucher #:	123398	Invoice			Invoice No: 2/17/23				2/17/2023		Paid Amt:	$400.00
														Check Amount:	$400.00
														Vendor Total:	$800.00
27705		DELANO HIGH SCHOOL													
			0717	001	108278									Check	
				E	01	300	296	000	369	306	Basketball jamboree-02/04/23 C girls basketball		$100.00		
	PO#:	55797	Voucher #:	123171	Invoice			Invoice No: 2/4/23				2/3/2023		Paid Amt:	$100.00
														Check Amount:	$100.00
														Vendor Total:	$100.00

Jordan Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
2798		DEPARTMENT OF HUMAN SERVICES														
			0717	001	108279										Check	
					E	01	005	400	372	305	000	SFY 2022 DHS IEP Admin Fee		$115.00		
	PO#: 55733		Voucher #:		123170	Invoice			Invoice No: 0000072840				2/3/2023		Paid Amt:	$115.00
															Check Amount:	$115.00
															Vendor Total:	$115.00
5461		FARIS, DUNCAN														
			0717	001	108342										Check	
					E	01	300	294	000	305	306	BBB Official 2/14/23		$87.00		
	PO#:		Voucher #:		123370	Invoice			Invoice No: BBB Official				2/17/2023		Paid Amt:	$87.00
															Check Amount:	$87.00
															Vendor Total:	$87.00
28817		FARMINGTON HIGH SCHOOL														
			0717	001	108332										Check	
					E	01	300	291	000	369	372	Speech Meet Fees		$196.00		
	PO#: 55805		Voucher #:		123360	Invoice			Invoice No: 2/18/23				2/17/2023		Paid Amt:	$196.00
															Check Amount:	$196.00
															Vendor Total:	$196.00
25785		FERTIMIX, INC.														
			0717	001	108280										Check	
					E	01	100	810	000	305	299	JES De-icer		$78.50		
					E	01	128	810	000	305	299	JMS De-icer		$78.50		
					E	01	300	810	000	305	299	JHS De-icer		$78.50		
					E	01	998	810	000	305	299	RV De-icer		$78.50		
					E	04	005	505	321	305	550	CERC De-icer		$78.50		
	PO#: 55826		Voucher #:		123173	Invoice			Invoice No: 21341				2/3/2023		Paid Amt:	$392.50
															Check Amount:	$392.50
															Vendor Total:	$392.50
6121		FIRST IMPRESSION GROUP														
			0717	001	108366										Check	
					E	01	005	199	000	329	000	Digital W/Variable Addresses(425)		$62.27		
					E	01	005	199	000	329	000	EDDM Mailing(4028)		$467.25		
	PO#:		Voucher #:		123400	Invoice			Invoice No: 140727P				2/21/2023		Paid Amt:	$529.52
															Check Amount:	$529.52
															Vendor Total:	$529.52
3528		FREEMOTION FITNESS														
			0717	001	108313										Check	
					E	04	005	505	321	401	550	CBL,BRL/Thrd,190.160"		$81.75		

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
3528		FREEMOTION FITNESS														
			0717	001	108313										Check	
					E	04	005	505	321	401	550	Freight		$42.70		
	PO#: 55762	Voucher #:		123309	Invoice		Invoice No: 509433						2/10/2023		Paid Amt:	$124.45
															Check Amount:	$124.45
															Vendor Total:	$124.45
28334		FRICKE, VICKI														
			0717	001	108314										Check	
					E	04	005	505	321	305	550	Personal Training Jan 2023		$122.50		
	PO#: 55956	Voucher #:		123310	Invoice		Invoice No: Jan 2023						2/10/2023		Paid Amt:	$122.50
															Check Amount:	$122.50
															Vendor Total:	$122.50
5839		FYNBOH, OLIVIA														
			0717	001	108281										Check	
					E	04	005	505	321	305	515	BB Official 1/28/23		$50.00		
	PO#: 55916	Voucher #:		123172	Invoice		Invoice No: BB Official						2/3/2023		Paid Amt:	$50.00
															Check Amount:	$50.00
															Vendor Total:	$50.00
5667		GANDER, STACIE														
			0717	001	108343										Check	
					E	02	100	770	701	401	000	NSBW T-Shirts for JES		$137.87		
	PO#: 56004	Voucher #:		123371	Invoice		Invoice No: Reimbursement						2/17/2023		Paid Amt:	$137.87
															Check Amount:	$137.87
															Vendor Total:	$137.87
27120		GOPHER STATE ONE-CALL														
			0717	001	108282										Check	
					E	01	005	810	000	305	000	2023 Annual Facility Operator Fee		$50.00		
	PO#:	Voucher #:		123174	Invoice		Invoice No: 3001078						2/3/2023		Paid Amt:	$50.00
															Check Amount:	$50.00
			0717	001	108315										Check	
					E	01	005	810	000	305	000	Nov 2022		$17.55		
					E	01	005	810	000	305	000	Dec 2022		$9.45		
					E	01	005	810	000	305	000	Jan 2023		$12.15		
	PO#:	Voucher #:		123311	Invoice		Invoice No: Nov 22-Jan 23						2/10/2023		Paid Amt:	$39.15
															Check Amount:	$39.15
															Vendor Total:	$89.15
25341		H&B SPECIALIZED PRODUCTS														
			0717	001	108374										Check	
					E	01	300	810	000	350	272	Labor		$444.00		

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
25341		H&B SPECIALIZED PRODUCTS														
			0717	001	108374										Check	
					E	01	300	810	000	350	272	Truck charge		$150.00		
					E	01	300	810	000	350	272	2000+ goal, collegiae breakaway		$480.00		
	PO#: 55847	Voucher #:		123526	Invoice		Invoice No: 32708						2/24/2023		Paid Amt:	$1,074.00
															Check Amount:	$1,074.00
															Vendor Total:	$1,074.00
5838		HAGEN, LYDIA														
			0717	001	108283										Check	
					E	04	005	505	321	305	515	BB Official 1/28/23		$50.00		
	PO#: 55917	Voucher #:		123177	Invoice		Invoice No: BB Official						2/3/2023		Paid Amt:	$50.00
															Check Amount:	$50.00
															Vendor Total:	$50.00
5678		HAGEN, TESSA														
			0717	001	108284										Check	
					E	04	005	505	321	305	515	Kwon Do WInter 12/7/22-1/18/23		$109.20		
	PO#: 55915	Voucher #:		123176	Invoice		Invoice No: Winter FY23						2/3/2023		Paid Amt:	$109.20
															Check Amount:	$109.20
															Vendor Total:	$109.20
6104		HALL, MEGAN														
			0717	001	108285										Check	
					E	01	005	960	340	898	000	R. Pitschneider Scholarship FY22		$500.00		
	PO#: 55912	Voucher #:		123178	Invoice		Invoice No: Scholarship FY22						2/3/2023		Paid Amt:	$500.00
															Check Amount:	$500.00
															Vendor Total:	$500.00
6065		HAMRE, JORUN														
			0717	001	108286										Check	
					E	01	300	296	000	305	306	12/1/22		$123.00		
					E	01	300	296	000	305	306	1/24/23		$123.00		
	PO#:	Voucher #:		123179	Invoice		Invoice No: GBB Official						2/3/2023		Paid Amt:	$246.00
															Check Amount:	$246.00
															Vendor Total:	$246.00
27447		HASTINGS CREAMERY, LLC														
			0717	001	108316										Check	
					E	02	300	770	701	495	000	JHS		$582.55		
					E	02	128	770	701	495	000	JMS		$849.00		
					E	02	100	770	701	495	000	JES		$2,751.71		
					E	02	300	770	701	495	000	SWMEC		$250.44		

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
27447		HASTINGS CREAMERY, LLC													
			0717	001	108316									Check	
				E	02	128	770	701	495	000	St Johns		$314.00		
	PO#:		Voucher #:	123312	Invoice			Invoice No:	Jan 2023			2/10/2023		Paid Amt:	$4,747.70
														Check Amount:	$4,747.70
														Vendor Total:	$4,747.70
6100		HENNEN, CORINNE													
			0717	001	108344									Check	
				E	01	005	010	000	366	000	Mileage Board/Admin Retreat 1/28/23		$20.83		
	PO#:	56009	Voucher #:	123372	Invoice			Invoice No:	Reimbursement			2/17/2023		Paid Amt:	$20.83
														Check Amount:	$20.83
														Vendor Total:	$20.83
5975		HENTGES HEATING & COOLING													
			0717	001	108287									Check	
				E	01	300	810	000	350	272	Service Call		$70.00		
				E	01	300	810	000	350	272	Parts		$7.00		
				E	01	300	810	000	350	272	Labor		$75.00		
	PO#:	55828	Voucher #:	123175	Invoice			Invoice No:	24024			2/3/2023		Paid Amt:	$152.00
														Check Amount:	$152.00
														Vendor Total:	$152.00
4829		HENTGES, JEREMY													
			0717	001	108375									Check	
				E	01	998	810	000	305	299	6-10" snow plow - 01/03		$400.00		
				E	01	998	810	000	305	299	6-10" snow plow - 01/05		$400.00		
				E	01	998	810	000	305	299	1-3" snow plow - 01/17		$150.00		
				E	01	998	810	000	305	299	3-6" snow plow - 01/19		$225.00		
				E	01	998	810	000	305	299	1-3" snow plow - 01/20		$150.00		
				E	01	998	810	000	305	299	1-3" snow plow - 01/27		$150.00		
	PO#:	56039	Voucher #:	123527	Invoice			Invoice No:	0000260			2/24/2023		Paid Amt:	$1,475.00
				E	01	300	810	000	305	299	6-10" snow plow - 01/03		$1,125.00		
				E	01	300	810	000	305	299	6-10" snow plow - 01/05		$1,125.00		
				E	01	300	810	000	305	299	1-3" snow plow - 01/17		$575.00		
				E	01	300	810	000	305	299	3-6" snow plow - 01/19		$775.00		
				E	01	300	810	000	305	299	1-3" snow plow - 01/20		$575.00		
				E	01	300	810	000	305	299	1-3" snow plow - 01/27		$575.00		
	PO#:	56038	Voucher #:	123528	Invoice			Invoice No:	0000259			2/24/2023		Paid Amt:	$4,750.00
				E	01	100	810	000	305	299	6-10" snow plow - 01/03		$650.00		
				E	01	100	810	000	305	299	6-10" snow plow - 01/05		$650.00		
				E	01	100	810	000	305	299	1-3" snow plow - 01/17		$350.00		

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
4829		HENTGES, JEREMY														
			0717	001	108375										Check	
					E	01	100	810	000	305	299	3-6" snow plow - 01/19		$475.00		
					E	01	100	810	000	305	299	1-3" snow plow - 01/20		$350.00		
					E	01	100	810	000	305	299	1-3" snow plow - 01/27		$350.00		
	PO#: 56037	Voucher #:		123529	Invoice			Invoice No: 0000258					2/24/2023		Paid Amt:	$2,825.00
					E	04	005	505	321	305	550	6-10" snow plow - 01/03		$275.00		
					E	04	005	505	321	305	550	6-10" snow plow - 01/05		$275.00		
					E	04	005	505	321	305	550	1-3" snow plow - 01/17		$130.00		
					E	04	005	505	321	305	550	3-6" snow plow - 01/19		$180.00		
					E	04	005	505	321	305	550	1-3" snow plow - 01/20		$130.00		
					E	04	005	505	321	305	550	1-3" snow plow - 01/27		$130.00		
	PO#: 56036	Voucher #:		123530	Invoice			Invoice No: 0000257					2/24/2023		Paid Amt:	$1,120.00
					E	01	128	810	000	305	299	6-10" snow plow - 01/03		$725.00		
					E	01	128	810	000	305	299	6-10" snow plow - 01/05		$725.00		
					E	01	128	810	000	305	299	1-3" snow plow - 01/17		$475.00		
					E	01	128	810	000	305	299	3-5" snow plow - 01/19		$575.00		
					E	01	128	810	000	305	299	1-3" snow plow - 01/20		$475.00		
					E	01	128	810	000	305	299	1-3" snow plow - 01/27		$475.00		
	PO#: 56035	Voucher #:		123531	Invoice			Invoice No: 0000256					2/24/2023		Paid Amt:	$3,450.00
					E	01	100	810	000	305	299	Salt Service - 01/03 JES		$140.00		
					E	01	128	810	000	305	299	Salt Service - 01/03 JMS		$140.00		
					E	01	300	810	000	305	299	Salt Service - 01/03 JHS		$140.00		
					E	01	998	810	000	305	299	Salt Service - 01/03 CERC		$140.00		
					E	04	005	505	321	305	550	Salt Service - 01/03 RV		$140.00		
					E	01	100	810	000	305	299	Salt Service - 01/05 JES		$140.00		
					E	01	128	810	000	305	299	Salt Service - 01/05 JMS		$140.00		
					E	01	300	810	000	305	299	Salt Service - 01/05 JHS		$140.00		
					E	01	998	810	000	305	299	Salt Service - 01/05 CERC		$140.00		
					E	04	005	505	321	305	550	Salt Service - 01/05 RV		$140.00		
					E	01	100	810	000	305	299	Salt Service - 01/17 JES		$140.00		
					E	01	128	810	000	305	299	Salt Service - 01/17 JMS		$140.00		
					E	01	300	810	000	305	299	Salt Service - 01/17 JHS		$140.00		
					E	01	998	810	000	305	299	Salt Service - 01/17 CERC		$140.00		
					E	04	005	505	321	305	550	Salt Service - 01/17 RV		$140.00		
					E	01	100	810	000	305	299	Salt Service - 01/19 JES		$140.00		
					E	01	128	810	000	305	299	Salt Service - 01/19 JMS		$140.00		
					E	01	300	810	000	305	299	Salt Service - 01/19 JHS		$140.00		
					E	01	998	810	000	305	299	Salt Service - 01/19 CERC		$140.00		

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
4829		HENTGES, JEREMY													
			0717	001	108375									Check	
				E	04	005	505	321	305	550	Salt Service - 01/19 RV		$140.00		
				E	01	100	810	000	305	299	Salt Service - 01/20 JES		$140.00		
				E	01	128	810	000	305	299	Salt Service - 01/20 JMS		$140.00		
				E	01	300	810	000	305	299	Salt Service - 01/20 JHS		$140.00		
				E	01	998	810	000	305	299	Salt Service - 01/20 CERC		$140.00		
				E	04	005	505	321	305	550	Salt Service - 01/20 RV		$140.00		
				E	01	100	810	000	305	299	Salt Service - 01/25 JES		$140.00		
				E	01	128	810	000	305	299	Salt Service - 01/25 JMS		$140.00		
				E	01	300	810	000	305	299	Salt Service - 01/25 JHS		$140.00		
				E	01	998	810	000	305	299	Salt Service - 01/25 CERC		$140.00		
				E	04	005	505	321	305	550	Salt Service - 01/25 RV		$140.00		
				E	01	100	810	000	305	299	Salt Service - 01/27 JES		$140.00		
				E	01	128	810	000	305	299	Salt Service - 01/27 JMS		$140.00		
				E	01	300	810	000	305	299	Salt Service - 01/27 JHS		$140.00		
				E	01	998	810	000	305	299	Salt Service - 01/27 CERC		$140.00		
				E	04	005	505	321	305	550	Salt Service - 01/27 RV		$140.00		
	PO#: 56034		Voucher #:	123532	Invoice			Invoice No: 0000255				2/24/2023		Paid Amt:	$4,900.00
														Check Amount:	$18,520.00
														Vendor Total:	$18,520.00
29151		HILDI INC.													
			0717	001	108317									Check	
				E	01	005	110	000	305	000	Actuarial Valuations-GASB 75 &16-Thru 12/6/22		$8,600.00		
	PO#: 55960		Voucher #:	123313	Invoice			Invoice No: 14687				2/10/2023		Paid Amt:	$8,600.00
														Check Amount:	$8,600.00
														Vendor Total:	$8,600.00
27791		JACQUES DRAIN CLEANING													
			0717	001	108346									Check	
				E	01	128	810	000	350	272	MS Kitchen Drain/Grease Issues-Jan 26-Jan 28		$4,400.00		
	PO#: 56028		Voucher #:	123374	Invoice			Invoice No: 2/3/23				2/17/2023		Paid Amt:	$4,400.00
														Check Amount:	$4,400.00
			0717	001	108376									Check	
				E	01	100	810	000	350	272	Sink in nurses room and in classroom		$575.00		
	PO#: 56041		Voucher #:	123533	Invoice			Invoice No: 1/22/23				2/24/2023		Paid Amt:	$575.00
														Check Amount:	$575.00
														Vendor Total:	$4,975.00

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
5800		JONES, RHYS						
			0717	STUD	1945		Check	
			E 27 300 298 301 401 964			Writing tasks for speech meet	$100.00	
	PO#: 55976	Voucher #:	123356	Invoice	Invoice No: 00000002	2/16/2023	Paid Amt:	$100.00
							Check Amount:	$100.00
							Vendor Total:	$100.00
1920		JORDAN DOLLARS FOR SCHOLARS						
			0717	001	108377		Check	
			E 01 300 211 000 401 933			HS-FY23 Pepsi Fund Scholarship	$333.34	
			E 01 128 211 000 401 934			MS-FY23 Pepsi Fund Scholarship	$333.33	
			E 01 100 203 000 401 942			ES-FY23 Pepsi Fund Scholarship	$333.33	
	PO#: 56097	Voucher #:	123535	Invoice	Invoice No: FY23 Scholarship	2/24/2023	Paid Amt:	$1,000.00
							Check Amount:	$1,000.00
							Vendor Total:	$1,000.00
27825		JORDAN FAMILY OUTREACH						
			0717	001	108378		Check	
			E 18 128 298 301 899 000			MS Stud Co Candy Grams Donation	$350.00	
	PO#: 56092	Voucher #:	123534	Invoice	Invoice No: Donation	2/24/2023	Paid Amt:	$350.00
							Check Amount:	$350.00
							Vendor Total:	$350.00
4931		KIDSCREATE STUDIO						
			0717	001	108347		Check	
			E 04 005 505 321 305 503			2.3.2023 Parent Child Create Night 7 kids	$252.00	
	PO#: 55981	Voucher #:	123375	Invoice	Invoice No: 16731721	2/17/2023	Paid Amt:	$252.00
							Check Amount:	$252.00
							Vendor Total:	$252.00
5768		KILGREN, KRISTIN						
			0717	001	108288		Check	
			E 01 100 212 000 401 225			Ace 12/5/22	$11.98	
			E 01 100 212 000 401 225			Target 12/19/22	$17.99	
	PO#: 55913	Voucher #:	123180	Invoice	Invoice No: Reimbursement	2/3/2023	Paid Amt:	$29.97
							Check Amount:	$29.97
							Vendor Total:	$29.97
5887		KLUXDAL, JENNA						
			0717	001	108289		Check	
			E 04 005 505 321 305 515			BB Official 1/21/23	$25.00	
	PO#: 55922	Voucher #:	123182	Invoice	Invoice No: BB Official	2/3/2023	Paid Amt:	$25.00
							Check Amount:	$25.00
							Vendor Total:	$25.00

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
2254		KOHLHARDT, DEB						
			0717	001	108379		Check	
			E 04 005 508 321 305 000 Gentle Yoga 11/3/22-12/15/22				$224.00	
	PO#: 56096	Voucher #:	123536	Invoice	Invoice No: Fall Session 2	2/24/2023	Paid Amt:	$224.00
							Check Amount:	$224.00
							Vendor Total:	$224.00
3137		KOHOUT, HERB						
			0717	001	108318		Check	
			E 01 005 865 352 305 000 Physical health Card 2023				$114.00	
	PO#: 55967	Voucher #:	123314	Invoice	Invoice No: Reimbursement	2/10/2023	Paid Amt:	$114.00
							Check Amount:	$114.00
							Vendor Total:	$114.00
27469		KRAUTKREMER, KIMBERLY						
			0717	001	108348		Check	
			E 02 128 770 701 401 000 Cooks Clothing Allowance				$119.95	
	PO#: 56023	Voucher #:	123376	Invoice	Invoice No: Reimbursement	2/17/2023	Paid Amt:	$119.95
			E 02 128 770 701 401 000 NSBW T-Shirts For JMS				$62.80	
	PO#: 56005	Voucher #:	123377	Invoice	Invoice No: Reimbursement	2/17/2023	Paid Amt:	$62.80
							Check Amount:	$182.75
							Vendor Total:	$182.75
22573		KROELLS, LINDA						
			0717	001	108290		Check	
			E 04 005 505 321 305 515 Tae Kwon Do Winter 12/7/22-1/18/23				$254.80	
	PO#: 55914	Voucher #:	123181	Invoice	Invoice No: Winter FY23	2/3/2023	Paid Amt:	$254.80
							Check Amount:	$254.80
							Vendor Total:	$254.80
3560		LARSON ENGINEERING, INC.						
			0717	001	108291		Check	
			E 06 005 870 023 305 000 2023 Site Improvements 7/23/22-8/22/22				$3,600.00	
	PO#: 55903	Voucher #:	123184	Invoice	Invoice No: 0001042	2/3/2023	Paid Amt:	$3,600.00
			E 06 005 870 023 305 000 2023 Site Improments 11/23/22-12/22/22				$7,600.00	
	PO#: 55840	Voucher #:	123185	Invoice	Invoice No: 0001200	2/3/2023	Paid Amt:	$7,600.00
							Check Amount:	$11,200.00
			0717	001	108319		Check	
			E 06 005 870 023 305 000 Site Plan Application Fee 2023				$1,800.00	
	PO#: 55962	Voucher #:	123316	Invoice	Invoice No: 0001227	2/10/2023	Paid Amt:	$1,800.00
							Check Amount:	$1,800.00
							Vendor Total:	$13,000.00

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
27558		LEE'S REFRIGERATION													
			0717	001	108292									Check	
				E	02	300	770	701	350	000	12/29/22-HS Kitchen Walk in Freezer		$206.25		
				E	02	300	770	701	350	000	12/22/22-HS Kitchen Walk in Freezer		$441.83		
	PO#: 55878	Voucher #:	123183	Invoice		Invoice No: 1765/1717						2/3/2023		Paid Amt:	$648.08
														Check Amount:	$648.08
														Vendor Total:	$648.08
5383		LUCAS/AUDREY													
			0717	001	108320									Check	
				E	04	005	508	321	305	000	MOX Fitness Session 7 11/5/22-1/2/23		$709.80		
	PO#: 55965	Voucher #:	123315	Invoice		Invoice No: Session 7						2/10/2023		Paid Amt:	$709.80
														Check Amount:	$709.80
														Vendor Total:	$709.80
25176		MANKATO EAST HIGH SCHOOL													
			0717	001	108365									Check	
				E	01	300	298	000	369	373	Teams-02/24 - Knowledge Bowl		$100.00		
	PO#: 56029	Voucher #:	123399	Invoice		Invoice No: 2/24/23						2/21/2023		Paid Amt:	$100.00
														Check Amount:	$100.00
														Vendor Total:	$100.00
5176		MANKATO EAST SPEECH													
			0717	001	108367									Check	
				E	01	300	291	000	369	372	Speech Meet Fees		$217.00		
	PO#: 55806	Voucher #:	123519	Invoice		Invoice No: 2/25/23						2/24/2023		Paid Amt:	$217.00
														Check Amount:	$217.00
														Vendor Total:	$217.00
25312		MAPLE RIVER HIGH SCHOOL													
			0717	001	108321									Check	
				E	01	300	298	000	369	373	Team entry fee		$100.00		
	PO#: 55930	Voucher #:	123317	Invoice		Invoice No: 2/14/23						2/10/2023		Paid Amt:	$100.00
														Check Amount:	$100.00
														Vendor Total:	$100.00
6015		MATTSON, ROBERT													
			0717	001	108387									Check	
				E	04	005	505	321	305	503	2/25/23 Royal Daddy Dance DJ service		$180.00		
	PO#: 55988	Voucher #:	123373	Invoice		Invoice No: 102						2/27/2023		Paid Amt:	$180.00
														Check Amount:	$180.00
														Vendor Total:	$180.00

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
25921		MCDONALD, JENNIFER														
			0717	001	108349										Check	
				E	01	100	412	740	366	000	Mileage Reimbursement 7/1/22-1/31/23			$174.75		
	PO#: 56016	Voucher #:	123382	Invoice		Invoice No: Reimbursement							2/17/2023		Paid Amt:	$174.75
															Check Amount:	$174.75
															Vendor Total:	$174.75
10827		MESPA														
			0717	001	108293										Check	
				E	01	100	050	000	366	000	Melissa '23 MESPA 2/1-2/3			$375.00		
	PO#: 55815	Voucher #:	123188	Invoice		Invoice No: 14734							2/3/2023		Paid Amt:	$375.00
															Check Amount:	$375.00
															Vendor Total:	$375.00
6117		MILLER, KYLE														
			0717	001	108350										Check	
				E	01	300	296	000	305	306	GBB Official 2/14/23			$123.00		
	PO#:	Voucher #:	123381	Invoice		Invoice No: GBB Official							2/17/2023		Paid Amt:	$123.00
															Check Amount:	$123.00
															Vendor Total:	$123.00
6076		MINNEAPOLIS COMMUNITY EDUCATION														
			0717	001	108351										Check	
				E	04	005	505	321	305	503	Native Amer. Talk			$13.00		
	PO#: 55987	Voucher #:	123379	Invoice		Invoice No: 10/10/22							2/17/2023		Paid Amt:	$13.00
															Check Amount:	$13.00
															Vendor Total:	$13.00
27475		MN NEW COUNTRY SCHOOL														
			0717	001	108265										Check	
				E	01	300	298	000	369	373	3 Teams			$75.00		
	PO#:	Voucher #:	123154	Invoice		Invoice No: 2/3/23							2/2/2023		Paid Amt:	$75.00
															Check Amount:	$75.00
															Vendor Total:	$75.00
6089		MN SERVICE COOPERATIVES														
			0717	001	108294										Check	
				E	01	300	298	000	369	373	KB Pocket Box			$295.00		
				E	01	300	298	000	369	373	Pressure strips - set of 3			$185.00		
				E	01	300	298	000	369	373	Shipping			$10.00		
	PO#: 55810	Voucher #:	123187	Invoice		Invoice No: KB Equipment							2/3/2023		Paid Amt:	$490.00
															Check Amount:	$490.00
															Vendor Total:	$490.00

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
16835		MN SOUTH CENTRAL SERVICE COOP.														
			0717	001	108295										Check	
					E	01	005	865	352	305	000	Jan 2023 EHS		$847.94		
	PO#: 55908	Voucher #:		123191	Invoice		Invoice No: 21576						2/3/2023		Paid Amt:	$847.94
															Check Amount:	$847.94
															Vendor Total:	$847.94
3967		MN VALLEY ELECTRIC COOPERATIVE														
			0717	001	108296										Check	
					E	01	005	810	000	330	201	Ballfield Lights		$10.74		
	PO#:	Voucher #:		123186	Invoice		Invoice No: 1/9/23						2/3/2023		Paid Amt:	$10.74
															Check Amount:	$10.74
			0717	001	108380										Check	
					E	01	005	810	000	330	201	Ballfield Lights		$12.74		
	PO#:	Voucher #:		123573	Invoice		Invoice No: 2/7/23						2/24/2023		Paid Amt:	$12.74
															Check Amount:	$12.74
															Vendor Total:	$23.48
26451	26	MUSIC MART														
			0717	001	108297										Check	
					E	01	128	258	000	430	000	Invoice 1478563 - Metal Slide		$15.90		
	PO#: 55737	Voucher #:		123189	Invoice		Invoice No: 1478563						2/3/2023		Paid Amt:	$15.90
					E	01	128	258	000	350	000	Invoice 1495756 - Alto Sax - Repair		$98.20		
	PO#: 55737	Voucher #:		123190	Invoice		Invoice No: 1495756						2/3/2023		Paid Amt:	$98.20
															Check Amount:	$114.10
			0717	001	108322										Check	
					R	01	128	000	000	619	923	Reeds, oil, ligature, flute books, mallets, drunstic		$211.93		
	PO#: 55893	Voucher #:		123318	Invoice		Invoice No: 1503036						2/10/2023		Paid Amt:	$211.93
															Check Amount:	$211.93
			0717	001	108381										Check	
					E	01	300	258	000	401	000	Slapstick, Grover Slapstick		$87.77		
	PO#: 56082	Voucher #:		123537	Invoice		Invoice No: 1478489						2/24/2023		Paid Amt:	$87.77
					E	01	300	258	000	401	000	EE2000 Bassoon 1		$11.69		
	PO#: 56082	Voucher #:		123538	Invoice		Invoice No: 1484312						2/24/2023		Paid Amt:	$11.69
					E	01	300	258	000	401	000	Hercules Bass Clair/Bassoon Stand (2)		$166.00		
	PO#: 56082	Voucher #:		123539	Invoice		Invoice No: 1493785						2/24/2023		Paid Amt:	$166.00
					E	01	300	258	000	401	000	Multi Instrument reen storage case		$78.00		
	PO#: 56082	Voucher #:		123540	Invoice		Invoice No: 1488678						2/24/2023		Paid Amt:	$78.00
					E	01	300	258	000	401	000	Flute Thumbport (5)		$86.25		
	PO#: 56082	Voucher #:		123541	Invoice		Invoice No: 1500028						2/24/2023		Paid Amt:	$86.25
					E	01	300	258	000	401	000	Cowboy Christmas		$64.00		
	PO#: 56080	Voucher #:		123542	Invoice		Invoice No: 1473782						2/24/2023		Paid Amt:	$64.00

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26451		MUSIC MART					
			0717	001	108381		Check

E 01 300 258 000 401 000 Deck the halls with chips and salsa $46.80

PO#: 56080 **Voucher #:** **123543** Invoice **Invoice No:** 1476064 **2/24/2023** **Paid Amt:** **$46.80**
E 01 300 258 000 401 000 Kentucky 1800 $72.00

PO#: 56080 **Voucher #:** **123544** Invoice **Invoice No:** 1481744 **2/24/2023** **Paid Amt:** **$72.00**
E 01 300 258 000 401 000 SCORE Concertino BASSo $31.99

PO#: 56080 **Voucher #:** **123545** Invoice **Invoice No:** 1487135 **2/24/2023** **Paid Amt:** **$31.99**
E 01 300 258 000 401 000 SCORE Ketnurcky 1800 $25.50

PO#: 56080 **Voucher #:** **123546** Invoice **Invoice No:** 1492074 **2/24/2023** **Paid Amt:** **$25.50**
E 01 300 258 000 401 000 SCORE Havana Nights, Havana Nights $145.50

PO#: 56080 **Voucher #:** **123547** Invoice **Invoice No:** 1496244 **2/24/2023** **Paid Amt:** **$145.50**
R 01 300 000 000 619 923 Clarinet Ligature Yamaha 4c mouthpiece $45.29

PO#: 56086 **Voucher #:** **123548** Invoice **Invoice No:** 1485581 **2/24/2023** **Paid Amt:** **$45.29**
R 01 300 000 000 619 923 Jones Oboe Reed MH (4) $57.96

PO#: 56086 **Voucher #:** **123549** Invoice **Invoice No:** 1483177 **2/24/2023** **Paid Amt:** **$57.96**
R 01 300 000 000 619 923 Jones Oboe MH (2) $28.98

PO#: 56086 **Voucher #:** **123550** Invoice **Invoice No:** 1484951 **2/24/2023** **Paid Amt:** **$28.98**
R 01 300 000 000 619 923 Vandoren Clarinet reeds, Legere Bari Sax (1) $61.54

PO#: 56086 **Voucher #:** **123551** Invoice **Invoice No:** 1485582 **2/24/2023** **Paid Amt:** **$61.54**
R 01 300 000 000 619 923 Mitchell Lurie Clarienet Reeds $18.45

PO#: 56086 **Voucher #:** **123552** Invoice **Invoice No:** 1487173 **2/24/2023** **Paid Amt:** **$18.45**
R 01 300 000 000 619 923 Vandoren Bari Sax Reeds, Jones Bassoon MH ($293.73

PO#: 56086 **Voucher #:** **123553** Invoice **Invoice No:** 1499497 **2/24/2023** **Paid Amt:** **$293.73**
R 01 300 000 000 619 923 Jones Bassoon Reed MH (2) $31.18

PO#: 56086 **Voucher #:** **123554** Invoice **Invoice No:** 1499909 **2/24/2023** **Paid Amt:** **$31.18**
R 01 300 000 000 619 923 Clairnet Reeds + B . Clar Reeds $83.88

PO#: 56086 **Voucher #:** **123555** Invoice **Invoice No:** 1503035 **2/24/2023** **Paid Amt:** **$83.88**
R 01 300 000 000 619 923 Legere (2), Rovner B. Clar $93.26

PO#: 56086 **Voucher #:** **123556** Invoice **Invoice No:** 1506156 **2/24/2023** **Paid Amt:** **$93.26**
R 01 300 000 000 619 923 Rovner Ligature (3) $68.47

PO#: 56086 **Voucher #:** **123557** Invoice **Invoice No:** 1508779 **2/24/2023** **Paid Amt:** **$68.47**
E 01 300 258 000 530 000 Yamaha YOB-441 IIAT Oboe $3,295.00

PO#: 56079 **Voucher #:** **123558** Invoice **Invoice No:** 1485125 **2/24/2023** **Paid Amt:** **$3,295.00**
E 01 300 258 000 350 000 Alto Sax Repair 052511 A $17.45

PO#: 56081 **Voucher #:** **123559** Invoice **Invoice No:** 1479153 **2/24/2023** **Paid Amt:** **$17.45**
E 01 300 258 000 350 000 Bass Clarinet Rapir 004043 $77.50

PO#: 56081 **Voucher #:** **123560** Invoice **Invoice No:** 1486599 **2/24/2023** **Paid Amt:** **$77.50**
E 01 300 258 000 350 000 Bass Clarinet Floor Peg Peg Nut $21.50

PO#: 56081 **Voucher #:** **123561** Invoice **Invoice No:** 1500366 **2/24/2023** **Paid Amt:** **$21.50**
E 01 300 258 000 350 000 Superball Rub Mallet Set of 3 $20.00

PO#: 56081 **Voucher #:** **123562** Invoice **Invoice No:** 1499591 **2/24/2023** **Paid Amt:** **$20.00**

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
26451		MUSIC MART							
			0717	001	108381		Check		
				E 01 300 258 000 350 000		Superball Rub Mattet set of 3	$20.00		
PO#: 56081		Voucher #:		123563 Invoice	Invoice No: 1500297	2/24/2023		Paid Amt:	$20.00
				E 01 300 258 000 350 000		Fox Bassoon Repair 36429	$42.50		
PO#: 56081		Voucher #:		123564 Invoice	Invoice No: 1497598	2/24/2023		Paid Amt:	$42.50
				E 01 300 258 000 350 000		Piccolo Reapir 132677	$18.50		
PO#: 56081		Voucher #:		123565 Invoice	Invoice No: 1500722	2/24/2023		Paid Amt:	$18.50
				E 01 300 258 000 350 000		Obeo Rapair 2053	$80.05		
PO#: 56081		Voucher #:		123566 Invoice	Invoice No: 1500731	2/24/2023		Paid Amt:	$80.05
				E 01 300 258 000 350 000		Timbale Sticks	$19.18		
PO#: 56081		Voucher #:		123567 Invoice	Invoice No: 1506155	2/24/2023		Paid Amt:	$19.18
				E 01 300 258 000 350 000		Bass Rombone Repair WB8864	$47.50		
PO#: 56081		Voucher #:		123568 Invoice	Invoice No: 1504270	2/24/2023		Paid Amt:	$47.50
				E 01 300 258 000 350 000		Bari Sax Repair	$52.50		
PO#: 56081		Voucher #:		123569 Invoice	Invoice No: 1503619	2/24/2023		Paid Amt:	$52.50
				E 01 300 258 000 350 000		Piccolo Repair 94915	$126.00		
PO#: 56081		Voucher #:		123570 Invoice	Invoice No: 1503620	2/24/2023		Paid Amt:	$126.00
				E 01 300 258 000 350 000		Clarinet Repair 842341	$72.00		
PO#: 56081		Voucher #:		123571 Invoice	Invoice No: 1504274	2/24/2023		Paid Amt:	$72.00
				E 01 300 258 000 350 000		Clarinet Repair (OVERHAUL) C42896	$290.96		
PO#: 56081		Voucher #:		123572 Invoice	Invoice No: 1484043	2/24/2023		Paid Amt:	$290.96
								Check Amount:	$5,798.88
								Vendor Total:	$6,124.91
6072		MYERS, JOEL							
			0717	001	108352		Check		
				E 01 128 294 000 305 306		BBB Official 1/31/23	$80.00		
PO#:		Voucher #:		123378 Invoice	Invoice No: BBB Official	2/17/2023		Paid Amt:	$80.00
				E 01 128 294 000 305 306		1/31/23	$80.00		
				E 01 128 294 000 305 306		2/14/23	$87.00		
PO#:		Voucher #:		123380 Invoice	Invoice No: BBB Official	2/17/2023		Paid Amt:	$167.00
								Check Amount:	$247.00
								Vendor Total:	$247.00
6110		NELSON, BLAKE							
			0717	001	108353		Check		
				E 01 300 294 000 305 306		Boys	$123.00		
				E 01 300 296 000 305 306		Girls	$123.00		
PO#:		Voucher #:		123383 Invoice	Invoice No: BB Official	2/17/2023		Paid Amt:	$246.00
								Check Amount:	$246.00
								Vendor Total:	$246.00

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
28584		NEW DOMINION SCHOOL														
			0717	001	108298										Check	
					E	01	998	211	000	390	000	Reg		$1,271.20		
					E	01	998	408	740	394	000	SPED		$3,615.04		
	PO#: 55837	Voucher #:		123192	Invoice		Invoice No: 11205						2/3/2023		Paid Amt:	$4,886.24
															Check Amount:	$4,886.24
															Vendor Total:	$4,886.24
3256		NEW PRAGUE AREA SCHOOLS														
			0717	001	108310										Check	
					E	01	300	291	000	369	372	Junior High Meet Fees		$45.00		
	PO#: 55804	Voucher #:		123301	Invoice		Invoice No: 2/9/23						2/9/2023		Paid Amt:	$45.00
															Check Amount:	$45.00
															Vendor Total:	$45.00
4760		NEW PRAGUE COM ED														
			0717	001	108323										Check	
					E	04	005	507	321	305	000	9/29/22 Ballroom Dance		$11.00		
	PO#: 55957	Voucher #:		123319	Invoice		Invoice No: 9/29/22						2/10/2023		Paid Amt:	$11.00
															Check Amount:	$11.00
															Vendor Total:	$11.00
26428		NORTHFIELD LINES, INC.														
			0717	STUD	1946										Check	
					E	27	128	298	301	401	807	Final bus payment for 6th Gr Wolf Ridge trip		$12,004.33		
	PO#: 55894	Voucher #:		123357	Invoice		Invoice No: FY23 Balance Due						2/16/2023		Paid Amt:	$12,004.33
															Check Amount:	$12,004.33
															Vendor Total:	$12,004.33
6113		NOVAK, OLENA														
			0717	001	108354										Check	
					E	01	128	211	000	369	244	6th Grade Ski Trip Refund		$5.00		
	PO#: 56006	Voucher #:		123384	Invoice		Invoice No: Refund						2/17/2023		Paid Amt:	$5.00
															Check Amount:	$5.00
															Vendor Total:	$5.00
5340		OFFICE OF MNIT SERVICES														
			0717	001	108324										Check	
					E	01	005	211	000	358	000	General Education Phone Interpretation Decemt		$7.35		
					E	01	005	420	740	394	000	Special Education Phone Interpretation Decemb		$164.85		
	PO#: 55755	Voucher #:		123320	Invoice		Invoice No: W22120661						2/10/2023		Paid Amt:	$172.20
															Check Amount:	$172.20
															Vendor Total:	$172.20

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
10987		OWENS COMPANIES, INC.													
			0717	001	108299									Check	
				E	01	100	810	000	350	272	JES Fall Inspection		$486.67		
				E	01	128	810	000	350	272	JMS Fall Inspection		$486.67		
				E	01	300	810	000	350	272	JHS Fall Inspection		$486.66		
				E	01	128	810	000	350	272	JMS new pump seal, gasekt, & ignitors		$3,037.03		
				E	01	300	810	000	350	272	JHS Auditorim radiators		$629.60		
				E	01	300	810	000	350	272	JES fan motor and cross over fan		$1,761.82		
	PO#: 55823	Voucher #:		123193	Invoice			Invoice No: 32900-2/32929				2/3/2023		Paid Amt:	$6,888.45
														Check Amount:	$6,888.45
														Vendor Total:	$6,888.45
6059		PIONEER MIDWEST													
			0717	001	108382									Check	
				E	01	300	292	000	430	317	Rex N-kinetic liquid cold 50ml		$114.36		
				E	01	300	292	000	430	317	Rex skin lceaner 170ml		$19.16		
				E	01	300	292	000	430	317	Swix VP30 pro light blue kick wax 45g		$36.72		
				E	01	300	292	000	430	317	Swix VP40 pro blue kick wax 45g		$36.72		
				E	01	300	292	000	430	317	Rex Skin care conditioner 85ml		$13.56		
				E	01	300	292	000	430	317	Swix base cleaner 500ml		$19.96		
				E	01	300	292	000	430	317	Swix fiberlene cleaning towel 40m		$12.76		
	PO#: 55928	Voucher #:		123574	Invoice			Invoice No: 1627				2/24/2023		Paid Amt:	$253.24
														Check Amount:	$253.24
														Vendor Total:	$253.24
6111		POLLINGTON, JASON													
			0717	001	108355									Check	
				B	02	230	000				Lunch Account Refund P. Pollington		$113.70		
	PO#: 55999	Voucher #:		123385	Invoice			Invoice No: Refund				2/17/2023		Paid Amt:	$113.70
														Check Amount:	$113.70
														Vendor Total:	$113.70
11072		RADERMACHER FOODS INC.													
			0717	001	108356									Check	
				E	04	005	582	344	401	000	Preschool		$30.82		
				E	04	005	580	325	401	000	ECFE		$14.74		
	PO#:	Voucher #:		123386	Invoice			Invoice No: Account#23233				2/17/2023		Paid Amt:	$45.56
				E	04	005	582	344	401	000	Preschool		$74.25		
	PO#:	Voucher #:		123387	Invoice			Invoice No: Account#23233				2/17/2023		Paid Amt:	$74.25
				E	01	128	211	303	401	277	MS Targeted Services		$10.99		
				E	01	100	203	303	401	277	ASP		$134.06		
				E	01	128	250	000	490	000	JMS FACS Food		$87.33		

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
11072		RADERMACHER FOODS INC.													
			0717	001	108356									Check	
				E	01	128	250	000	430	000	JMS FACS Instructional		$4.52		
				E	01	128	258	000	401	000	MS Band		$130.83		
				E	01	300	403	740	433	000	SPED HS		$42.76		
				E	01	128	211	000	401	215	WEB/JMS		$14.36		
	PO#:		Voucher #:	123388	Invoice			Invoice No:			Account#26200	2/17/2023		Paid Amt:	$424.85
				E	01	005	211	318	401	000	A&I		$145.41		
				E	01	100	203	303	401	277	ASP		$124.16		
				E	01	300	292	000	302	000	Boosters		$46.44		
				E	01	300	212	000	430	000	HS Art		$14.75		
				E	01	300	331	830	433	000	HS FACS		$106.42		
				E	01	300	211	000	401	217	HS		$37.31		
				E	01	300	260	000	430	000	HS Science		$32.62		
				E	01	128	250	000	490	000	JMS FACS Food		$58.51		
				E	01	128	211	000	401	275	MS Stud Co		$180.60		
				E	01	128	211	000	401	000	MS Supplies		$21.98		
				E	01	300	211	000	430	211	Capstone		$8.58		
				E	02	005	770	707	401	000	Food Service Catering		$7.04		
				E	04	005	505	321	401	550	CERC		$8.18		
	PO#:		Voucher #:	123389	Invoice			Invoice No:			Account#26200	2/17/2023		Paid Amt:	$792.00
														Check Amount:	$1,336.66
			0717	STUD	1947									Check	
				E	27	300	298	301	401	963	SA-Spanish		$86.90		
				E	27	300	298	301	401	963	SA-Spanish		$28.38		
	PO#:		Voucher #:	123358	Invoice			Invoice No:			Account#26200	2/16/2023		Paid Amt:	$115.28
														Check Amount:	$115.28
														Vendor Total:	$1,451.94
4630		RAKERS, KIIRSTEN													
			0717	001	108357									Check	
				E	01	005	420	740	366	000	Jan 2023 Mileage-1/2 Billed to BP		$113.45		
	PO#: 56007		Voucher #:	123392	Invoice			Invoice No:			Reimbursement	2/17/2023		Paid Amt:	$113.45
														Check Amount:	$113.45
														Vendor Total:	$113.45
20698		RATWIK, ROSZAK & MALONEY, PA													
			0717	001	108300									Check	
				E	01	005	160	000	305	000	Misc		$96.00		

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
20698		RATWIK, ROSZAK & MALONEY, PA														
			0717	001	108300										Check	
					E	01	005	160	000	305	000	Kitchen Staff		$4,371.00		
	PO#: 55905		Voucher #:	123195	Invoice		Invoice No: 72933						2/3/2023		Paid Amt:	$4,467.00
															Check Amount:	$4,467.00
															Vendor Total:	$4,467.00
2460		REGION 2AA														
			0717	001	108383										Check	
					E	01	300	292	000	305	311	Adult Tickets		$1,264.00		
					E	01	300	292	000	305	311	Student Tickets		$560.00		
	PO#: 56060		Voucher #:	123575	Invoice		Invoice No: 2/16/23						2/24/2023		Paid Amt:	$1,824.00
															Check Amount:	$1,824.00
															Vendor Total:	$1,824.00
24638		REGION V COMPUTER SERVICES														
			0717	001	108325										Check	
					E	01	005	110	302	316	000	Oper Cap Fee-FY2023 3rd Quarter Membership		$1,391.25		
					E	01	005	110	000	316	000	User Fee-FY2023 3rd Quarter Membership Fee		$5,428.00		
	PO#: 55838		Voucher #:	123321	Invoice		Invoice No: 15524						2/10/2023		Paid Amt:	$6,819.25
															Check Amount:	$6,819.25
															Vendor Total:	$6,819.25
6095		RETROFIT ENVIRONMENTAL														
			0717	001	108301										Check	
					E	01	005	865	349	305	000	LTFM-light bulb recycling		$2,107.43		
	PO#: 55866		Voucher #:	123194	Invoice		Invoice No: 0118882-IN						2/3/2023		Paid Amt:	$2,107.43
															Check Amount:	$2,107.43
															Vendor Total:	$2,107.43
6118		ROGERS, ROCHESTER														
			0717	001	108358										Check	
					E	01	300	294	000	305	306	BBB Official 2/10/23		$123.00		
	PO#:		Voucher #:	123390	Invoice		Invoice No: BBB Official						2/17/2023		Paid Amt:	$123.00
															Check Amount:	$123.00
															Vendor Total:	$123.00
6114		RYDBERG, RACHEL														
			0717	001	108359										Check	
					E	01	300	640	316	366	000	Mileage Social Worker Conf. 11/14-15, 2022		$58.75		
	PO#: 56011		Voucher #:	123391	Invoice		Invoice No: Reimbursement						2/17/2023		Paid Amt:	$58.75
															Check Amount:	$58.75
															Vendor Total:	$58.75

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
3399		SANDERS, JASON													
			0717	001	108326									Check	
				E	01	300	296	000	305	306	GBB Official 2/9/23		$123.00		
	PO#:		Voucher #:	123322	Invoice			Invoice No: GBB Official				2/10/2023		Paid Amt:	$123.00
														Check Amount:	$123.00
														Vendor Total:	$123.00
25338		SCOTT COUNTY TREASURER													
			0717	001	108360									Check	
				E	01	005	730	155	379	012	4th Quarter 2022 Non-Billable Therapist TIme		$4,794.40		
	PO#:	56012	Voucher #:	123393	Invoice			Invoice No: 22394-16				2/17/2023		Paid Amt:	$4,794.40
														Check Amount:	$4,794.40
														Vendor Total:	$4,794.40
5648		SELECT PRODUCTS COMPANY													
			0717	001	108302									Check	
				R	04	005	505	321	619	940	CE		$520.00		
				E	01	005	110	000	305	000	Booster Club-Cross Country		$520.00		
				R	04	005	505	321	619	940	CE		($520.00)		
				E	01	300	292	000	302	000	Booster Club-Cross Country		$520.00		
	PO#:	55785	Voucher #:	123198	Invoice			Invoice No: 50730				2/3/2023		Paid Amt:	$1,040.00
														Check Amount:	$1,040.00
			0717	001	108327									Check	
				E	02	100	770	701	401	000	Black Polo Shirts		$39.10		
				E	02	100	770	701	401	000	Emb Charge		$9.00		
				E	02	100	770	701	401	000	Emb Charge		$10.00		
				E	02	100	770	701	401	000	Shipping		$22.52		
	PO#:	55786	Voucher #:	123323	Invoice			Invoice No: 50737				2/10/2023		Paid Amt:	$80.62
														Check Amount:	$80.62
														Vendor Total:	$1,120.62
2900		SOUERS, RANDY													
			0717	001	108328									Check	
				E	01	300	296	000	305	306	GBB Official 2/9/23		$123.00		
	PO#:		Voucher #:	123324	Invoice			Invoice No: GBB Official				2/10/2023		Paid Amt:	$123.00
														Check Amount:	$123.00
														Vendor Total:	$123.00

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type	
3749		SOUTH SAINT PAUL SCHOOLS													
			0717	001	108261									Check	
				E	01	300	291	000	369	372	Junior High Fees		$107.00		
	PO#: 55802	Voucher #:	123146	Invoice		Invoice No: 2/2/23						2/1/2023		Paid Amt:	$107.00
														Check Amount:	$107.00
														Vendor Total:	$107.00
10214		SOUTHWEST METRO INTERMEDIATE DISTRICT													
			0717	001	108384									Check	
				E	01	998	416	740	394	000	L. Lambrecht 11/15/22-11/29/22		$1,985.95		
				E	01	998	416	740	394	000	L. Lambrecht 10/14/22-11/9/22		$3,013.17		
				E	01	998	416	740	394	000	L. Lambrecht Aug-Oct 13		$3,800.70		
	PO#: 55911	Voucher #:	123577	Invoice		Invoice No: 4064						2/24/2023		Paid Amt:	$8,799.82
				E	01	998	405	740	396	000	DHH		$5,199.57		
				E	01	998	405	740	397	000	DHH		$1,741.65		
				E	01	998	405	740	820	000	DHH		$347.06		
				E	01	998	406	740	396	000	BVI		$1,980.15		
				E	01	998	406	740	397	000	BVI		$451.45		
				E	01	998	406	740	820	000	BVI		$121.58		
				E	01	998	420	740	396	000	SPED Aggregate		$5,569.55		
				E	01	998	420	740	397	000	SPED Aggregate		$1,550.97		
				E	01	998	420	740	820	000	SPED Aggregate		$310.65		
	PO#: 55839A	Voucher #:	123578	Invoice		Invoice No: 4118						2/24/2023		Paid Amt:	$17,272.63
				E	01	998	405	740	396	000	DHH		$5,199.57		
				E	01	998	405	740	397	000	DHH		$1,741.65		
				E	01	998	405	740	820	000	DHH		$347.06		
				E	01	998	406	740	396	000	BVI		$1,980.15		
				E	01	998	406	740	397	000	BVI		$451.45		
				E	01	998	406	740	820	000	BVI		$121.58		
				E	01	998	420	740	396	000	SPED Aggregate		$5,569.55		
				E	01	998	420	740	397	000	SPED Aggregate		$1,550.97		
				E	01	998	420	740	820	000	SPED aggregate		$310.65		
	PO#:	Voucher #:	123579	Invoice		Invoice No: 4081						2/24/2023		Paid Amt:	$17,272.63
				E	01	305	365	830	390	000	Auto		$8,879.10		
				E	01	305	365	830	390	000	Crim Just		$2,367.76		
				E	01	305	365	830	390	000	Cosmo		$5,919.40		
				E	01	305	321	830	390	000	Med Careers		$2,959.70		
				E	01	305	361	830	390	000	Photo		$591.94		
				E	01	305	361	830	390	000	Construction		$3,551.64		

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
10214		SOUTHWEST METRO INTERMEDIATE DISTRICT														
			0717	001	108384										Check	
					E	01	305	361	830	390	000	Ag		$1,775.82		
	PO#: 55968	Voucher #:	123580	Invoice	Invoice No: 4092								2/24/2023		Paid Amt:	$26,045.36
															Check Amount:	$69,390.44
															Vendor Total:	$69,390.44
5229		SPIES/MICHELLE														
			0717	STUD	1948										Check	
					E	27	300	298	301	401	964	Walmart for speech boards and supplies		$243.12		
	PO#: 55941	Voucher #:	123359	Invoice	Invoice No: Reimbursemnet								2/16/2023		Paid Amt:	$243.12
															Check Amount:	$243.12
															Vendor Total:	$243.12
6004		STALOCH, MORGAN														
			0717	001	108303										Check	
					E	04	005	505	321	305	515	BB Official 1/21/23		$50.00		
	PO#: 55918	Voucher #:	123196	Invoice	Invoice No: BB Official								2/3/2023		Paid Amt:	$50.00
															Check Amount:	$50.00
															Vendor Total:	$50.00
25711		STAR GROUP, LLC/NAPA AUTO PARTS														
			0717	001	108304										Check	
					E	01	005	810	000	350	200	16 PB DS Penetrant		$6.39		
					E	01	005	810	000	350	200	Oil dry		$23.98		
					E	01	005	810	000	350	200	Blister pack capsules (tool cat light)		$14.29		
	PO#: 55817	Voucher #:	123197	Invoice	Invoice No: 852332/852519/852533								2/3/2023		Paid Amt:	$44.66
															Check Amount:	$44.66
															Vendor Total:	$44.66
26284		STEINHOFF, KAREN														
			0717	001	108385										Check	
					E	01	300	298	000	366	373	Knowledge Bowl Mileage 2/14/23		$60.26		
	PO#: 56101	Voucher #:	123576	Invoice	Invoice No: Reimbursement								2/24/2023		Paid Amt:	$60.26
															Check Amount:	$60.26
															Vendor Total:	$60.26
4700		TEACHERS ON CALL														
			0717	001	108305										Check	
					E	01	100	411	740	307	999	ES Para SPED		$266.90		
					E	01	100	203	000	394	999	ES		$297.65		
					E	01	300	211	000	394	999	JHS		$198.43		
					E	01	128	211	000	394	999	JMS		$396.86		
	PO#: 55841	Voucher #:	123199	Invoice	Invoice No: 142329								2/3/2023		Paid Amt:	$1,159.84

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type		
4700		TEACHERS ON CALL															
			0717	001	108305										Check		
				E	01	100	203	000	394	999	JES			$694.51			
				E	01	100	400	000	307	999	JES Non Licensed SPED			$198.43			
				E	01	300	211	000	394	999	JHS			$198.44			
				E	01	128	211	000	394	999	JMS			$1,389.02			
				E	01	128	400	000	307	999	JMS Non Licensed SPED			$198.43			
PO#: 55868		Voucher #:		123200	Invoice			Invoice No: 142499					2/3/2023		Paid Amt:	$2,678.83	
				E	01	100	203	000	394	999	JES			$1,488.23			
				E	01	300	211	000	394	999	JHS			$496.08			
				E	01	300	400	000	307	999	JHS SPED Non Licensed			$396.86			
				E	01	128	211	000	394	999	JMS			$992.15			
				E	01	128	211	000	394	999	JMS SPED Para			$153.98			
PO#: 55869		Voucher #:		123201	Invoice			Invoice No: 141690					2/3/2023		Paid Amt:	$3,527.30	
				E	01	100	203	000	394	999	JES			$992.16			
				E	01	100	411	740	307	999	JES SPED			$198.43			
				E	01	300	211	000	394	999	JHS			$396.86			
				E	01	300	400	000	307	999	JHS SPED Non Licensed			$198.43			
				E	01	128	211	000	394	999	JMS			$992.15			
				E	01	128	400	000	307	999	JMS SPED Non Licensed			$595.29			
PO#: 55902		Voucher #:		123202	Invoice			Invoice No: 142826					2/3/2023		Paid Amt:	$3,373.32	
															Check Amount:		$10,739.29
			0717	001	108361										Check		
				E	01	100	203	000	394	999	ES			$595.30			
				E	01	300	400	000	307	999	HS SPED Non Licensed			$595.29			
				E	01	300	640	316	305	999	HS Staff Dev			$595.29			
				E	01	300	211	000	394	999	HS			$595.29			
				E	01	128	211	000	394	999	MS			$793.72			
				E	01	128	411	740	307	999	MS SPED			$143.71			
				E	01	128	640	316	305	999	MS Staff Dev			$198.43			
PO#: 56001		Voucher #:		123394	Invoice			Invoice No: 143081					2/17/2023		Paid Amt:	$3,517.03	
				E	04	005	582	344	394	999	Preschool			$396.86			
				E	04	005	580	325	394	999	ECFE			$82.12			
				E	01	100	203	000	394	999	ES			$1,389.02			
				E	01	300	211	000	394	999	HS			$396.86			
				E	01	300	400	000	307	999	HS SPED Non Licensed			$396.86			
				E	01	300	640	316	305	999	HS Staff Dev			$99.22			
				E	01	128	211	000	394	999	MS			$297.65			
				E	01	128	400	000	307	999	MS SPED Non Licensed			$396.86			

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
4700		TEACHERS ON CALL														
			0717	001	108361										Check	
				E	01	100	203	000	394	999	ES Bonus			$793.72		
	PO#: 56000	Voucher #:	123395	Invoice		Invoice No: 143550							2/17/2023		Paid Amt:	$4,249.17
															Check Amount:	$7,766.20
															Vendor Total:	$18,505.49
3456		TRI CITY UNITED HIGH SCHOOL														
			0717	001	108306										Check	
				E	01	300	291	000	369	372	Speech Meet Fees			$126.00		
	PO#: 55803	Voucher #:	123203	Invoice		Invoice No: 2/4/23							2/3/2023		Paid Amt:	$126.00
															Check Amount:	$126.00
															Vendor Total:	$126.00
5514		UNITED SOUTH CENTRAL PUBLIC SCHOOLS														
			0717	001	108307										Check	
				E	01	005	020	000	820	000	2023 MASA Region 2 Dues			$35.00		
	PO#: 55904	Voucher #:	123204	Invoice		Invoice No: 1405							2/3/2023		Paid Amt:	$35.00
															Check Amount:	$35.00
															Vendor Total:	$35.00
27930		WAGNER PRESS & GRAPHICS														
			0717	001	108362										Check	
				E	01	128	211	000	401	381	Pride Tickets			$177.00		
				E	01	128	211	000	401	934	Regular & window Envelope order for office			$368.00		
				E	01	128	211	000	401	934	Set Up&Computer TIme			$15.00		
	PO#: 55739	Voucher #:	123396	Invoice		Invoice No: 36163							2/17/2023		Paid Amt:	$560.00
															Check Amount:	$560.00
															Vendor Total:	$560.00
6112		WAY, JASON														
			0717	001	108363										Check	
				E	04	005	570	321	401	000	1/28/23-Reimbursement for Glasses-Kids Co			$252.93		
	PO#: 56003	Voucher #:	123397	Invoice		Invoice No: Reimbursement							2/17/2023		Paid Amt:	$252.93
															Check Amount:	$252.93
															Vendor Total:	$252.93
4624		WAYNE DAUWALTER PLUMBING														
			0717	001	108386										Check	
				E	01	128	810	000	350	272	Installed new veolcity throttling valve			$240.00		
				E	01	128	810	000	350	272	Nibco throttling vavle			$95.98		
				E	01	128	810	000	350	272	Male adapter			$9.00		
				E	01	128	810	000	350	272	Female adapter			$14.00		
				E	01	128	810	000	350	272	Brass busing			$9.00		

Code	Rcd	Vendor	Co	Bank	Check No								Pmt/Void Date		Pmt Type	
4624		WAYNE DAUWALTER PLUMBING														
			0717	001	108386										Check	
				E	01	128	810	000	350	272	Brass nipple			$7.00		
				E	01	128	810	000	350	272	Propress coupling			$4.00		
				E	01	128	810	000	350	272	Propress ball valve			$47.00		
	PO#: 56033	Voucher #:	123581	Invoice		Invoice No: 7552							2/24/2023		Paid Amt:	$425.98
															Check Amount:	$425.98
															Vendor Total:	$425.98
5837		YOUNG, SARAH														
			0717	001	108308										Check	
				E	04	005	505	321	305	515	1/21/23			$25.00		
	PO#: 55921	Voucher #:	123205	Invoice		Invoice No: BB Official							2/3/2023		Paid Amt:	$25.00
															Check Amount:	$25.00
															Vendor Total:	$25.00
															Report Total:	$269,929.28

Jordan Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date		Pmt Type		
24385		AFLAC								
			0717	001				Wire		
				B 01 215 060		American Family/Flex Cancer	$52.95			
PO#:		Voucher #:		123328 Invoice		Invoice No: S2023150	2/28/2023	Paid Amt:	$52.95	
				B 01 215 060		American Family/Flex Cancer	$52.95			
PO#:		Voucher #:		123584 Invoice		Invoice No: S2023160	2/28/2023	Paid Amt:	$52.95	
								Check Amount:		$105.90
								Vendor Total:		$105.90
28892		AVIBEN								
			0717	001				Wire		
				B 01 215 056		American Express	$1,925.04			
PO#:		Voucher #:		123327 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$1,925.04	
				B 01 215 055		Equitable Life	$1,770.86			
PO#:		Voucher #:		123331 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$1,770.86	
				B 01 215 050		ECONOMIC SERVICES	$637.51			
PO#:		Voucher #:		123332 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$637.51	
				B 01 215 053		Fidelity Investment	$1,139.51			
PO#:		Voucher #:		123334 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$1,139.51	
				B 01 215 068		ING/Aetna	$152.04			
				B 01 215 080		First Investors Corporation	$316.68			
PO#:		Voucher #:		123335 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$468.72	
				B 01 215 064		Franklin Templeton	$2,571.55			
				B 01 215 068		ING/Aetna	$929.03			
PO#:		Voucher #:		123336 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$3,500.58	
				B 01 215 069		Orchard Trust/Great West	$100.00			
PO#:		Voucher #:		123337 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$100.00	
				B 01 215 078		Horace Mann	$3,940.04			
PO#:		Voucher #:		123338 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$3,940.04	
				B 01 215 068		ING/Aetna	$8,021.81			
PO#:		Voucher #:		123339 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$8,021.81	
				B 01 215 077		Modern Woodmen	$104.83			
PO#:		Voucher #:		123347 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$104.83	
				B 01 215 061		New York Life	$205.55			
PO#:		Voucher #:		123349 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$205.55	
				B 01 215 057		Thrivent Financial	$951.66			
PO#:		Voucher #:		123352 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$951.66	
				B 01 215 067		Valic	$813.18			
PO#:		Voucher #:		123354 Invoice		Invoice No: S2023150	2/15/2023	Paid Amt:	$813.18	
								Check Amount:		$23,579.29

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
28892		AVIBEN									
			0717	001					Wire		
				B 01 215 056		American Express		$1,925.04			
PO#:		Voucher #:		123583	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$1,925.04	
				B 01 215 055		Equitable Life		$1,770.86			
PO#:		Voucher #:		123587	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$1,770.86	
				B 01 215 050		ECONOMIC SERVICES		$637.51			
PO#:		Voucher #:		123588	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$637.51	
				B 01 215 053		Fidelity Investment		$1,139.51			
PO#:		Voucher #:		123590	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$1,139.51	
				B 01 215 068		ING/Aetna		$152.04			
				B 01 215 080		First Investors Corporation		$316.68			
PO#:		Voucher #:		123591	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$468.72	
				B 01 215 064		Franklin Templeton		$2,571.55			
				B 01 215 068		ING/Aetna		$765.75			
PO#:		Voucher #:		123592	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$3,337.30	
				B 01 215 069		Orchard Trust/Great West		$100.00			
PO#:		Voucher #:		123593	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$100.00	
				B 01 215 078		Horace Mann		$3,939.96			
PO#:		Voucher #:		123594	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$3,939.96	
				B 01 215 068		ING/Aetna		$7,978.21			
PO#:		Voucher #:		123595	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$7,978.21	
				B 01 215 077		Modern Woodmen		$104.83			
PO#:		Voucher #:		123601	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$104.83	
				B 01 215 061		New York Life		$205.55			
PO#:		Voucher #:		123603	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$205.55	
				B 01 215 057		Thrivent Financial		$951.66			
PO#:		Voucher #:		123607	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$951.66	
				B 01 215 067		Valic		$813.18			
PO#:		Voucher #:		123609	Invoice	Invoice No: S2023160	2/28/2023		Paid Amt:	$813.18	
									Check Amount:		$23,372.33
									Vendor Total:		$46,951.62
11747		BLUE CROSS & BLUE SHIELD									
			0717	001					Wire		
				B 01 215 020		Health Ins		$83,967.29			
PO#:		Voucher #:		123329	Invoice	Invoice No: S2023150	2/28/2023		Paid Amt:	$83,967.29	
				B 01 215 020		Health Ins		$83,967.29			
				B 01 215 020		Health Ins (adjust to premium)		($6,943.20)			

Code	Rcd	Vendor	Co	Bank	Check No			Pmt/Void Date		Pmt Type		
11747		BLUE CROSS & BLUE SHIELD										
			0717	001						Wire		
				B 01 215 021			Retiree Health Ins		$6,288.66			
PO#:		Voucher #:		123585 Invoice		Invoice No: S2023160		2/28/2023		Paid Amt:	$83,312.75	
										Check Amount:		$167,280.04
										Vendor Total:		$167,280.04
24229		EDUCATION MINNESOTA - JORDAN										
			0717	001	108329					Check		
				B 01 215 039			Jea		$12,716.86			
PO#:		Voucher #:		123340 Invoice		Invoice No: S2023150		2/15/2023		Paid Amt:	$12,716.86	
										Check Amount:		$12,716.86
										Vendor Total:		$12,716.86
22350		FRANDSEN BANK AND TRUST										
			0717	001						Wire		
				B 01 215 003			Fed Tax		$43,579.65			
PO#:		Voucher #:		123333 Invoice		Invoice No: S2023150		2/15/2023		Paid Amt:	$43,579.65	
				B 01 215 010			FICA		$17,601.56			
PO#:		Voucher #:		123343 Invoice		Invoice No: S2023150		2/15/2023		Paid Amt:	$17,601.56	
				B 01 215 010			FICA		$75,262.74			
PO#:		Voucher #:		123350 Invoice		Invoice No: S2023150		2/15/2023		Paid Amt:	$75,262.74	
										Check Amount:		$136,443.95
			0717	001						Wire		
				B 01 215 002			State Tax		$23,656.54			
PO#:		Voucher #:		123346 Invoice		Invoice No: S2023150		2/15/2023		Paid Amt:	$23,656.54	
										Check Amount:		$23,656.54
			0717	001						Wire		
				B 01 215 003			Fed Tax		$43,150.69			
PO#:		Voucher #:		123589 Invoice		Invoice No: S2023160		2/28/2023		Paid Amt:	$43,150.69	
				B 01 215 010			FICA		$17,284.98			
PO#:		Voucher #:		123597 Invoice		Invoice No: S2023160		2/28/2023		Paid Amt:	$17,284.98	
				B 01 215 010			FICA		$73,907.92			
PO#:		Voucher #:		123604 Invoice		Invoice No: S2023160		2/28/2023		Paid Amt:	$73,907.92	
				B 01 215 003			Fed Tax		$465.50			
PO#:		Voucher #:		123611 Credit		Invoice No: Z2023150		2/28/2023		Paid Amt:	($465.50)	
				B 01 215 010			FICA		$112.30			
PO#:		Voucher #:		123612 Credit		Invoice No: Z2023150		2/28/2023		Paid Amt:	($112.30)	
				B 01 215 010			FICA		$480.14			
PO#:		Voucher #:		123614 Credit		Invoice No: Z2023150		2/28/2023		Paid Amt:	($480.14)	
										Check Amount:		$133,285.65

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
22350		FRANDSEN BANK AND TRUST									
			0717	001					Wire		
				B 01 215 002		State Tax		$23,336.35			
	PO#:	Voucher #:		123600 Invoice		Invoice No: S2023160	2/28/2023		Paid Amt:	$23,336.35	
									Check Amount:		$23,336.35
			0717	001					Wire		
				B 01 215 002		State Tax		$213.42			
	PO#:	Voucher #:		123613 Credit		Invoice No: Z2023150	2/28/2023		Paid Amt:	($213.42)	
									Check Amount:		($213.42)
									Vendor Total:		$316,509.07
4689		JORDAN EDUCATION FOUNDATION									
			0717	001	108330				Check		
				B 01 215 073		Jordan Ed Foundation		$112.00			
	PO#:	Voucher #:		123341 Invoice		Invoice No: S2023150	2/15/2023		Paid Amt:	$112.00	
									Check Amount:		$112.00
			0717	001	108391				Check		
				B 01 215 073		Jordan Ed Foundation		$112.00			
	PO#:	Voucher #:		123596 Invoice		Invoice No: S2023160	2/28/2023		Paid Amt:	$112.00	
									Check Amount:		$112.00
									Vendor Total:		$224.00
26288		LOCAL 284									
			0717	001	108331				Check		
				B 01 215 071		Local 284 Dues		$1,032.35			
	PO#:	Voucher #:		123342 Invoice		Invoice No: S2023150	2/15/2023		Paid Amt:	$1,032.35	
									Check Amount:		$1,032.35
									Vendor Total:		$1,032.35
24948		MN CHILD SUPPORT PYMT CENTER									
			0717	001					Wire		
				B 01 215 029		Child Support		$903.90			
	PO#:	Voucher #:		123344 Invoice		Invoice No: S2023150	2/15/2023		Paid Amt:	$903.90	
									Check Amount:		$903.90
			0717	001					Wire		
				B 01 215 029		Child Support		$903.90			
	PO#:	Voucher #:		123598 Invoice		Invoice No: S2023160	2/28/2023		Paid Amt:	$903.90	
									Check Amount:		$903.90
									Vendor Total:		$1,807.80

Code	Rcd	Vendor	Co	Bank	Check No			Pmt/Void Date		Pmt Type	
27742		MN DEPT OF REVENUE									
			0717	001						Wire	
				B 01 215 074			Garnishment		$382.03		
PO#:		Voucher #:		123345	Invoice	Invoice No:	S2023150	2/15/2023		Paid Amt:	$382.03
										Check Amount:	$382.03
			0717	001						Wire	
				B 01 215 074			Garnishment		$72.00		
PO#:		Voucher #:		123599	Invoice	Invoice No:	S2023160	2/28/2023		Paid Amt:	$72.00
										Check Amount:	$72.00
										Vendor Total:	$454.03
23795		NATIONAL INSURANCE SERVICES									
			0717	001	108392					Check	
				B 01 215 036			Accident		$1.60		
PO#:		Voucher #:		123326	Invoice	Invoice No:	S2023150	2/28/2023		Paid Amt:	$1.60
				B 01 215 027			Supplemental Life Ins		$32.21		
				B 01 215 035			Life		$1,060.85		
				B 01 215 065			Disability		$1,735.71		
PO#:		Voucher #:		123348	Invoice	Invoice No:	S2023150	2/28/2023		Paid Amt:	$2,828.77
				B 01 215 036			Accident		$1.60		
PO#:		Voucher #:		123582	Invoice	Invoice No:	S2023160	2/28/2023		Paid Amt:	$1.60
				B 01 215 027			Supplemental Life Ins		$32.21		
				B 01 215 027			Supplemental Life Ins-adj to premium		($22.82)		
				B 01 215 035			Life		$1,060.85		
				B 01 215 035			Life Ins-adj to premium		$41.50		
				B 01 215 026			Retiree Life Ins Prem		$84.00		
				B 01 215 065			Disability		$1,728.75		
				B 01 215 065			Disability Ins-adj to premiumt		$1,365.97		
PO#:		Voucher #:		123602	Invoice	Invoice No:	S2023160	2/28/2023		Paid Amt:	$4,290.46
										Check Amount:	$7,122.43
										Vendor Total:	$7,122.43
24384		NCPERS MINNESOTA									
			0717	001	108393					Check	
				B 01 215 032			PERA Life		$32.00		
PO#:		Voucher #:		123606	Invoice	Invoice No:	S2023160	2/28/2023		Paid Amt:	$32.00
										Check Amount:	$32.00
										Vendor Total:	$32.00
21993		PUBLIC EMPLOYEES RETIREMENT ASSN									
			0717	001						Wire	
				B 01 215 014			PERA		$25,717.69		

Code	Rcd	Vendor	Co	Bank	Check No			Pmt/Void Date		Pmt Type	
21993		PUBLIC EMPLOYEES RETIREMENT ASSN									
			0717	001						Wire	
				B	01	215	014	Credit	($83.64)		
PO#:		Voucher #:		123351	Invoice		Invoice No: S2023150		2/15/2023	Paid Amt:	$25,634.05
										Check Amount:	$25,634.05
			0717	001						Wire	
				B	01	215	014	PERA	$24,703.89		
PO#:		Voucher #:		123605	Invoice		Invoice No: S2023160		2/28/2023	Paid Amt:	$24,703.89
										Check Amount:	$24,703.89
										Vendor Total:	$50,337.94
21994		TEACHERS RETIREMENT ASSN									
			0717	001						Wire	
				B	01	215	018	TRA	$72,559.96		
PO#:		Voucher #:		123353	Invoice		Invoice No: S2023150		2/15/2023	Paid Amt:	$72,559.96
										Check Amount:	$72,559.96
			0717	001						Wire	
				B	01	215	018	TRA	$72,535.25		
PO#:		Voucher #:		123608	Invoice		Invoice No: S2023160		2/28/2023	Paid Amt:	$72,535.25
				B	01	215	018	TRA	$621.48		
PO#:		Voucher #:		123615	Credit		Invoice No: Z2023150		2/28/2023	Paid Amt:	($621.48)
										Check Amount:	$71,913.77
										Vendor Total:	$144,473.73
5942		WEX									
			0717	001						Wire	
				B	01	215	093	Flex Med Care	$796.85		
				B	01	215	093	Flex Med Care	$796.85		
				B	01	215	093	Flex Med Care-adj to claims	($369.33)		
				B	01	215	092	Flex Dep Care	$1,741.32		
				B	01	215	092	Flex Dep Care	$1,741.32		
				B	01	215	092	Flex Dep Care-adj to claims	($3,130.64)		
PO#:		Voucher #:		123623	Invoice		Invoice No: S2023150		2/28/2023	Paid Amt:	$1,576.37
										Check Amount:	$1,576.37
			0717	001						Wire	
				B	01	215	028	Flex Employee Contribution	$3,912.92		
PO#:		Voucher #:		123624	Invoice		Invoice No: S2023160		2/28/2023	Paid Amt:	$3,912.92
										Check Amount:	$3,912.92

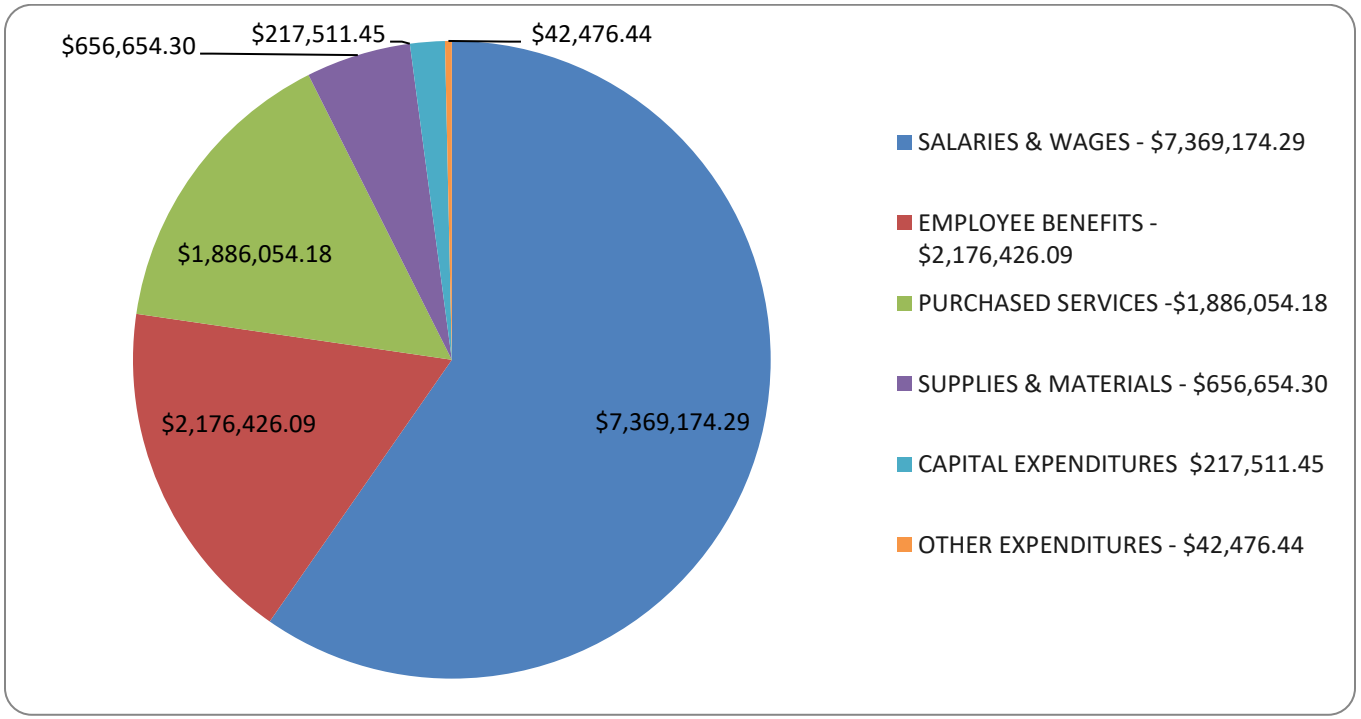
Jordan Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date		Pmt Type	
5942		WEX							
			0717	001				Wire	
				B 01 215 028		Flex Employee Contribution	$3,812.92		
PO#:		Voucher #:		123625 Invoice	Invoice No: S2023150	2/28/2023		Paid Amt:	$3,812.92
								Check Amount:	$3,812.92
								Vendor Total:	$9,302.21
								Report Total:	$758,349.98

FUND 01 - EXP GUIDELINE BY OBJECT

MARCH, 2023



TOTAL EXPENDITURES – FUND 01 - THROUGH February, 2023 - $12,348,296.75

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)
Anonymous	Angel Fund Food Service Donation	$500
By the Yard, Inc	Angel Fund Food Service Donation	$1,000
Ray's Remodeling, Inc	Choir and Band Donation	$200

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 PUBLIC SCHOOLS
POLICY

Adopted: Sept. 12, 2007

Revised: March 13th, 2023

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.

B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.

C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

A. The school district is a separate legal entity.

B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.

C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. <u>Funds</u>

1. The school district, through its school board, has authority to raise funds

for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes chapter 475, or other applicable law.

3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.

2. The school district shall manage its property in a manner consistent with the educational functions of the district.

3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.

4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.

2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.

3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.

2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School District, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; Municipalities)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)

MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with

the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References: 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 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: Sept. 12, 2007

Revised: March 13th, 2023

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.

B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.

D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available

in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

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

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: Sept. 12, 2007

Revised: March 13th, 2023

207 PUBLIC HEARINGS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy are established.

III. PROCEDURES

A. Public Hearings

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

B. Notice of Public Hearings

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

C. Public Participation

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

case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.

3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines.

4. Privilege to Speak: A school board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity to be heard.

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

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

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.

B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.

C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.

D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.

E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

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

Cross References: None

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

302 SUPERINTENDENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. GENERAL RESPONSIBILITIES

A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.

B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.

C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

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

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

MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

303 SUPERINTENDENT SELECTION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. QUALIFICATIONS

A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.

B. The school board may contract for assistance in the search for a superintendent.

C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

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

Cross References: None

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12th, 2007

Revised: March 13th, 2023

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.

B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

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

Cross References: None

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the Payroll and Benefits Specialist.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)

42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Chad Williams, Special Services Director. This individual is the school district's appointed ADA/Section 504 coordinator.

500 Sunset Drive; Suite 1
Jordan, MN 55352
952-492-6200
cwilliams@isd717.org

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;

2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and

3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of

discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;

2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;

3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;

4. personal and/or immoral misconduct;

5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;

6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;

7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;

8. failure to follow the canons of professional and personal ethics;

9. falsification of credentials and experience;

10. unauthorized destruction of school district property;

11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;

12. neglect of duty;

13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay; and
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

A. When any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.

2. Provide directives to the employee to correct the conduct or performance.

3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.

4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.

5. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References: Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School

Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

123B.03 Informed Consent
Independent School District 717
500 Sunset Drive, Suite #1
Jordan, MN 55352
Contact Person
Phone

☐ **We are requesting a federal check pursuant to Minnesota Statutes 299C.62 on this individual as well.**
(Contributor, please check this box if requesting a federal check and attach fingerprint card, the Child Protection Background Check Consent form, and appropriate fee. Please note that the federal check will take one to two weeks to complete.)

The following named individual has made application with this agency for employment:

Last Name of Applicant (please print):
_____
First Name (please print):
_____
Middle (full) (please print):
_____
Maiden, Alias or Former (please print):

_____

Date of Birth (Month/Day/Year):_____ **Sex** (M or F): _____

I authorize the Minnesota Bureau of Criminal Apprehension to disclose criminal history record information to Independent School District 717 pursuant to Minnesota Statutes 123B.03, subdivision 1 for the purpose of employment as a _____ with this School District.

Signature of Applicant or Potential Service Provider: _____
Date: _____
This release is valid for one year from the date of my signature

Subscribed and sworn to before me
this _____ day of _____, 20___.

_____
Notary Public

1. Records obtained under the Minnesota State Statute 123B.03, subdivision 1, may be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

2. Your fingerprints may be used to check the criminal history records of the FBI.

3. You may challenge the accuracy and completeness of any information contained in the report provided (procedures are set forth in Minnesota Statutes §13.04 and Title 28 CFR Section 16.34).

4. You have the right to request and obtain from the school hiring authority a copy of the background check report. A school hiring authority may charge the individual for the actual cost of providing a copy of the report.

The School District should forward this executed form, along with a check or money order in the amount of $15.00 payable to the "MN BCA" and a self-addressed, stamped envelope, to:

Minnesota Bureau of Criminal Apprehension
CHA Unit
1430 Maryland Avenue E.
St. Paul, MN 55106

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.

B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.

C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.

D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;

2. the other school hiring authority conducted a criminal background check within the previous 12 months;

3. the individual executes a written consent form giving the school district

access to the results of the check; and

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.

I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.

J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.

K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

V. BACKGROUND CHECKS RELATING TO VOLUNTEERS

Annual background checks for all District volunteers will follow these guidelines:

1. In District / Academic Day Volunteer
    a. District paid
    b. Examples include, but are not limited to:
        i. Small group leader, classroom preparation, Media Center aide

2. Off-site / Overnight Volunteer
    a. Volunteer paid (unless the District has previously funded one in the same school year)
    b. Examples include, but are not limited to:
        i. Trips to the zoo, Spanish/Music/Senior trips, Lock ins, Wolf Ridge

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: Sept. 12, 2007

Revised: March 13th, 2023

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. "Public" means that the data is available to anyone who requests it.

B. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.

C. "Confidential" means the data are not public and are not accessible to the subject.

D. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an

employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.

F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

G. "Protected health information" means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years..

H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:

1. name;

2. employee identification number, which may not be the employee's Social Security number;

3. actual gross salary;

4. salary range;

5. terms and conditions of employment relationship;

6. contract fees;

7. actual gross pension;

8. the value and nature of employer-paid fringe benefits;

9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

10. job title;

11. bargaining unit;

12. job description;

13. education and training background;

14. previous work experience;

15. date of first and last employment;

16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

17. the final disposition of any disciplinary action, as defined in Minnesota. Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;

20. work telephone number;

21. badge number;

22. work-related continuing education;

23. honors and awards received; and

24. payroll time sheets or other comparable data that are used only to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by

the school district is public:

1. veteran status;

2. relevant test scores;

3. rank on eligible list;

4. job history;

5. education and training; and

6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:

   a. name;

   b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

   c. education and training;

   d. employment history;

   e. volunteer work;

   f. awards and honors;

   g. prior government service;

   h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi member agency pursuant to Minnesota Statutes, section 15.0597; and

   i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

a. residential address;
b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;

c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.Data relating to a complaint or charge against a public official is public only if:

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data with regard to data on individuals are private.

E. An individual's checking account number is private when submitted to a government entity.

F. Personnel data may be disseminated to labor organizations to the extent the responsible authority determines if the dissemination is necessary for the labor organization to conduct elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS.

G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;

2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes. section 253B.07, subdivision 1; or

3. a court, law enforcement agency, or prosecuting authority.

I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.

J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes. Ch. 268.

N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school

district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees, are private and will not be disclosed except as permitted or required by law.

R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statues, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring

authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes Chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Superintendent as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.41 (Licensing Data – Public Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Applicants for Employment)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)

Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07(Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

Cross References: 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 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Consent to Release Data – Request from an Individual

An individual asks the school district to release private data to an outside entity or person. Because the district does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

_____(name of school district contact person and contact information)____before you sign it.

I, _____, give my permission for _____
(name of individual) (name of school district)

to release data about me to _____ as described in this consent form.
(name of other entity/person)

1. The specific data I want _____ to release include:
(name of school district)

_____.
(explanation of data requested)

2. I understand that I have asked _____ to release the data.
(name of school district)

3. I understand that although the data are classified as private at _____,
(name of school district)

classification/treatment of the data at _____depends on laws or policies
(name of other entity/person)

that apply to_____.
(name of other entity/person)

This authorization to release expires _____.
(date/time of expiration)

Individual data subject's signature _____ Date_____

Parent/guardian's signature [*if needed*] _____ Date_____

JORDAN DISTRICT SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.

D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

JORDAN PUBLIC SCHOOLS
POLICY

Adopted: March 8, 2010

Revised: March 13th, 2023

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at

school-sponsored events.

III. Definitions

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery device includes any component part of a product. Electronic delivery devices include but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United Sates Food and Drug Administration.

B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to,~~:~~ cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated tobacco

product.

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

C. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8

B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

IV. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

A. This policy shall appear in the student handbook.

B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

PUBLIC NOTICE

Independent School District No. 717 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:

   a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

   b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

      (1) political affiliations or beliefs of the student or the student's parent;

      (2) mental and psychological problems of the student or the student's family;

      (3) sex behavior or attitudes;

      (4) illegal, antisocial, self-incriminating, or demeaning behavior;

      (5) critical appraisals of other individuals with whom respondents have close family relationships;

      (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

      (7) religious practices, affiliations, or beliefs of the student or the student's parent; or

      (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

d. This notice does not preempt applicable state law that may require parental notification.

e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

(1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

(2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

(3) Any nonemergency, invasive physical examination or screening as

described above.

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

INDEPENDENT SCHOOL DISTRICT NO. 717
JORDAN, MINNESOTA

Dated:_____

_____
Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Jordan Public Schools** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:
Grades: [see sample activity notices attached]
Activity:
Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **the Superintendent at 500 Sunset Drive, Jordan, MN**. **The Superintendent** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent's name] give my consent for [child's name] to take [survey] on [date].

_____
Parent's signature

Please return this form no later than [insert date] to [name of school official and mailing address].

EXAMPLES OF ACTIVITIES

Date: On or about October 15, 2010
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent and children, and use of alcohol and drugs at home.

Consent **[for U.S. Department of Education funded, protected information surveys only]**: A parent must sign and return the attached consent form no later than **[insert return date]** so that your child may participate in this survey.

Opt-out **[for any non-U.S. Department of Education funded protected information survey]**: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Date: November 22-24, 2010
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Below is an example dealing with the collection, use, and distribution of personal information for student-based commercial services.

[Limited to personal information designated as "directory information"]

Date: 2010-2011 School Year
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: **[School]** collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

[Note: This information – names, addresses, and telephone listings – may be designated

and disclosed as "directory information" under the school district's student records policy. Instead of using this Model Notice format, schools *may* meet PPRA notice requirements for specific marketing activities that involve only designated "directory information" by allowing parents to opt out of "directory information" at the start of each school year, which would include all marketing activities.]

JORDAN PUBLIC SCHOOLS
POLICY

Adopted: September 12, 2007

Revised: March 13th, 2023

520 STUDENT SURVEYS

I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.

B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.

C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.

E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;

2. mental and psychological problems of the student or the student's family;

3. sex behavior or attitudes;

4. illegal, antisocial, self-incriminating, or demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

7. religious practices, affiliations, or beliefs of the student or the student's parent; or

8. income (other than that required by law to determine eligibility for

participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States

Code section 1400, *et seq.*).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

(a) college or other post-secondary education recruitment or military;

(b) book clubs, magazines, and programs providing access to low cost literary products;

(c) curriculum and instructional materials used by elementary and secondary schools;

(d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

(e) the sale by students of products or services to raise funds for school-related or education-related activities; and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be

scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.

B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References:
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Jordan Public Schools

The American Indian Parent Advisory Committee Vote

X ***The AIPAC Issued a Vote of Concurrence***

Date of Concurrent Vote: 3-9-23

Date the AIPAC presented to the school board: 3-13-23

_____ ***The AIPAC Issued a Vote of Nonconcurrence***

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

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

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

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

Required signatures

**Digital signatures are accepted*

Deborah M Pauly — 3-10-2023

School Board Chairperson — *Date*

Ranae Case Evenson — 3-10-23

Superintendent or Charter/Tribal School Director — *Date*

Ellen M Hendrix — 3-9-23

AIPAC Chairperson — *Date*

The American Indian Parent Advisory Committee Resolution

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

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

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

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

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

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

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

Allen M Houdek Allen M Houdek

AIPAC Chairperson Printed Name and Signature

3-9-23

Date

DEPARTMENT OF EDUCATION
OFFICE OF AMERICAN INDIAN EDUCATION

Annual Compliance Overview

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

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

The Vote and Resolution

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

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

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document.
- ✓ The AIPAC resolution document.
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage).
- ✓ The American Indian Education Aid Program Plan Review.

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

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

The District or School Does Not Have an AIPAC:

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

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

Submission Deadline:

Email all required items **by March 1** to: MDE.AnnualCompliance@state.mn.us

Fiscal Procedures Manual

Updated: February 2023

Preface

It is the intention of the Jordan Public School District and its member districts to comply with all federal, state, and local fiscal laws. It is also the intention of the Jordan Public School District and its member districts to ensure special education expenditures are necessary, reasonable, and allowable. The procedures and practices used to accomplish these tasks are outlined in this manual. It is the goal of the management of the Public School District and its member districts to ensure these practices and procedures are followed.

Financial Management System and Internal Controls

The Superintendent, Director of Finance, and Director of Special Services of the Jordan Public School District are responsible for preparing a budget. Quarterly and year-end financial reports are provided to the Director by the Business Manager. Individual budgets by federal award are also submitted to MDE for approval via the MN Special Education Electronic Data Reporting System (EDRS). Additionally, Internal Controls are outlined by each district and available for inspection.

Cash Management

Requests of federal funds made by the Public School District to the Minnesota Department of Education using the SERVS financial system will be made after the District has expended the funds. Requests for payments will be made on a monthly basis by the Business Manager and approved by the Director.

Conflict of Interest

(UGGC CFR 200.318)
No Jordan Public Schools employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties, indicated here in, has a financial or other interest in or tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub contracts. Violation of the above standard for a conflict of interest will result in a letter of deficiency and reprimand for the employee, officer, or agent of the Jordan Public School District and will be reported to the Minnesota Department of Education (CFR 200.112).

Financial Record Retention

(UGGC CFR §200.333-337)
All records are maintained following the MN Records Retention Schedule.
Financial records will be maintained for a minimum of 3 years from the date of submission of the final expenditure report, or for ongoing grants, the date of submission of the quarterly or annual financial report. If any litigation/claim/audit starts before the three-year period, retain records until completed or resolved.

Procurement

When requesting materials or services, the guidelines below will be followed.

- The purchase is necessary for the provision of services
- There is no conflict of interest in selecting the vendor
    - If a Jordan School District employee authorized to approve purchases is related to the vendor submitting for payment, then that employee must notify their direct supervisor so that another designated representative will be provided to approve purchase.
- There is no soliciting or acceptance of gratuities, favors, or anything of monetary value from contractors or subcontractors
- All procurement transactions provide full and open competition to the maximum extent practicable including small, minority, woman businesses. Visit the following link for approved businesses: http://www/mmd.admin.state.mn.us/process/search/

Purchasing Procedures

Purchases made using Federal funds require completion of additional verification that the purchase is eligible and meets EDGAR 34 CFR § 80.36 requirements. A signature from the Director of Special Services or Finance Director is required in order to utilize Federal funds. When requesting items for purchase the following criteria will be used:

- **Is it necessary/allowable/eligible…Questions to ask are:**
    - *In the absence of special education needs, would this cost exist? Is this cost also generated by students without disabilities?*
    - *Does the student with a disability require materials specifically adapted for the disability in order for the student to benefit from the educational program?*
    - *Are the materials specifically instructional in nature?*
    - *If the cost is child specific, is the service documented in the student's IEP?*
    - *Is this cost reasonable and necessary?*
    - *Are students with disabilities the primary and priority users of the materials?*
- Prior to changing a student's IEP to include a possible purchase, the purchase must be approved by the Director of Special Services or the Finance Director who will consider if the purchase is allowable and eligible. If approved, the form is submitted for order and changes in the IEP can be made, then sent to the District Office.

- Items to be noted on PO/requisition form would include reason for use in special education and the page(s) in the student's IEP will be attached. If the purchase is for several students, please attach IEP pages for up to 3 students.
- Some items, such as testing materials or iPad programs, are used with several students as part of the special education program. If this is the case, check "Program specific" on the requisition form.

Small pre-approved purchases may be made by staff using established guidelines at approved local locations or by purchasing items and requesting reimbursement. Small pre-approved purchases may be made by staff using established guidelines at approved local locations or by purchasing items and requesting reimbursement.

Ineligible purchases (Unless proved otherwise)

- Newspapers
- Furniture
- Services also provided to general education
- General office supplies
- Lunch/refreshments for meetings
- Products purchased for both general and special education
- Rent and utilities

District's process for reimbursable expenses:

- The Jordan special education staff contacts director of special services to proceed with a purchase that will be approved for reimbursement.
- After purchase, staff fills out the district's expense reimbursement request form, signs and dates the form and submits the form to director of special services.
- Director of special services approves the expense reimbursement form and submits it to the district business department for further approval and reimbursement.

District's process for staff purchasing supplies/curriculum:

- District staff contacts Director of Special Services and completes a request purchase order form and submits it to the Special Services Administrative Assistant.
- The Director of Special Services receives the requested purchase order form for final approval signature, date, and code.
- Special Services Administrative Assistant inputs purchasing request into District Finance System and routes the order to Director of Special Services, Finance Director, for approval.
- Once approved, Special Services Administrative Assistant prints off purchase order form and submits the purchase order to vendor to process order.

- If purchases are made on-line, district credit card is used.

District's process for purchasing servicing outside services (i.e. itinerant services):

- District's Director of Special Services receives invoice from the serving entity.
- District's Director of Special Services reviews the invoice to ensure the billable services matches the service agreement and/or contract.
- District's Director of Special Services approves the invoice and submits it into the Finance Director/Superintendent for further coding verification.
- Final submission will be sent to Accounts Payable clerk for payment.

Procedures

Purchasing Procedures for expenditures

Jordan Public Schools Staff will use a purchase requisition form when making an individual purchase. This form will be attached to each purchase order. The Jordan Public Schools follows the requirements of the Minnesota State Statutes for the following:

1. Purchases up to $3,000: The purchase requisition will be completed by the individual requesting funds and will include all necessary purchasing information and the reason why the purchase is needed. This will be completed through an open market.
2. Purchases of $3,000 – $25,000: It is good business practice to find the lowest price when purchasing capital items. These purchases are an open market with 2 quotations.
3. Purchases of $25,000 or above will require 2 or more quotations. It is good business practice to find the lowest price when purchasing capital items. The quote will be awarded to the lowest responsible, qualified vendor taking into consideration the quality of the product and the ability to perform given the needs of the district.
4. The form is submitted to the Superintendent/Director of Special Services or designated program official who will consider whether the purchase or supply being requested is an allowable and eligible purchase.
5. Upon approval the form is submitted for ordering.

Purchases exceeding $175,000

All purchases exceeding $175,000 shall be with sealed bids, public notice and Governing Board approval. Notice is to include an explanation of services being sought, criteria for selection, and the application and selection process. Minnesota State Statutes regarding Competition, Contract Administration, Quotes, Sealed Bids, and Sole Source requirements are followed.

Purchases needing prior approval from the Minnesota Department of Education include Out of state travel, Purchases greater than $5,000, Remodeling projects, and Leasing of vehicles.

Ordering Procedure

Upon receipt of signed requisition from Director of Special Services or designated program representative, the Accounts Receivable/Accounts Payable Specialist will generate a purchase order with amount, vendor and approved reason.

Purchase order is electronically routed for approval to the Director of Special Education and Business Manager. Upon approval, order is made by either the Special Services Administrative Specialist or Accounts Receivable/Accounts Payable Specialist.

After the purchase order is printed, the Accounts Receivable/Accounts Payable Specialist determines the most efficient way to process the order either by PCARD or processing a paper check. (see Appendix for PCARD process)

Receipt of Materials

1. When orders are received, they will be checked in by someone other than the requisitioning employee. This is done by verifying that the purchase order matches what was actually ordered and received. If there is a packing slip included with the order, it will be attached.
2. Purchase orders should be signed and dated by the individual verifying the receipt of merchandise and given to the person processing the purchase order. This administrative assistant then attaches the PO with the invoice and submits to the business office for payment.
3. If the purchase meets the equipment category it will be tagged and inventoried (see inventory section) and then directed to the person it was requested from.
4. If the purchase is a supply it will be directed to the person it was requested from.

Equipment and Inventory Management

IDEA 34 80.20(b)(3)
IDEA 34 CFR 80.32 (d) 1
UGG 2 CFR §200.313(d)(1)

The District will keep an inventory listing of equipment items purchased with special education funds. “Equipment” means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds $1,500. Items that do not meet the $1,500 threshold but are “sensitive” in nature (such as portable technology devices) will be included on the inventory. Inventory tags will be used to track items that do not meet the threshold or that the district needs to determine the location, such as office furniture and other equipment.

All items not meeting the definition of equipment shall be considered supplies. Supplies shall not be inventoried; however, each employee shall be responsible to effectively control and account for all supplies trusted to their care. Each employee shall properly safeguard supplies and ensure they are used solely for authorized purposes.

Procedure for Purchasing Equipment with Federal Funds

Staff will complete a purchase requisition with specified reason for need. This will be submitted to the Director of Special Services or designated program representative. Once an equipment purchase has been approved an order will be placed using either a purchase order or a PCARD. Once the equipment arrives in the school district an inventory number is assigned to the equipment and tagged with a Jordan Public Schools Inventory tag if it meets the criteria listed previously. An inventory record is kept by year with all information required as listed in next section.

Inventory Records

UGG 2 CFR §200.313(d)(1)
Property records must be maintained that include the inventory tag number, a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and the cost of the property, percentage of federal participation in the cost of the property, the location (including staff name, building and room), use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. The Jordan Public Schools Inventory form will be used to aide in this process. (See Appendix for Fixed Asset Information Sheet)

Inventory Reconciliation

UGG 2 CFR §200.313(d)(2)
A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

Records Retention

UGG 2 CFR §200.333(c)
Records for real property and equipment acquired with federal funds shall be retained for three years after final disposition.

Procedures for Disposition of Equipment in Excess of $5,000

1. The LEA shall establish a Uniform Finance Accounting and Reporting Standards (UFARS) unique Course Code for the purpose of tracking the receipt(s) and expenditures of the sale of a piece of equipment that was federally funded.
2. The LEA will notify the Division of School Finance in writing of the equipment sale. The notice shall include a description of the equipment, the date of sale, the proceeds of the sale, and the unique Course Code established by the LEA that will designate the use of these funds.
3. The LEA shall receipt the funds from the sale of the equipment with the appropriate UFARS Source Code and established Course Code.
4. The LEA may use a general journal entry to transfer $500 or ten percent of the proceeds, whichever is less, for the LEA's selling and handling expenses.
5. The remaining funds from the sale of the equipment shall be used only for the purpose of the delivery of special education and related services and shall be accounted for using the UFARS Program Code 400, Course code established with the appropriate expenditure UFARS Object Code. For example, special education instruction supplies would be coded: 01-XXX-400-000-433-YYY where YYY=unique UFARS Course Code.
6. The LEA has to expend the funds from the sale of the equipment in the current fiscal year.
7. The LEA needs to be aware that these expenditures shall not be included in the calculation of the Maintenance of Effort requirement of the Individuals with Disabilities Education Act (IDEA).
8. The LEA must submit an "Activity Report" to the Division of School Finance at the end of the fiscal year to document expenditures.

Procedures for Disposition of Equipment less than $5,000

UGG 2 CFR §200.313(e)(1)
If current pre-unit fair market value is less than $5,000, the equipment may be retained, sold or otherwise disposed of with no further obligation.

A record of the date, reason, and method of disposal or sale must be maintained with the equipment inventory.

Time and Effort Reporting

Time and effort reporting will be completed for all employees of the District. Upon completion, the Certifications and PARS reports will be kept in the special services office for quarterly comparison.

The Jordan Public School District and its member districts will also submit to the state an application and will participate in a substitute system of Time and Effort. This

includes signature and a copy of staff schedule for those staff in 2 codes but doing the same duties within the 2 codes.

All Jordan Public Schools special education staff will complete a weekly or monthly schedule and submit at the beginning of the year of which copies will be kept in the Special Services Office.

Periodic Certification/PARS Report

At the beginning of each fiscal year the Special Education Administrative Specialist will prepare an estimated budget based on the previous year of expenditure report that includes the staff allocation amounts and disability coding. This information will be entered into the SEDRA.

No later than the start of the school year, the Special Education Administrative Specialist will review employee assignment/work schedules and payroll records to determine which special education employees are working in single or multiple activities or cost objectives. This information will be used to establish reasonable budget estimates. An SEDRA staff breakdown of identified employees and the appropriate designation will be provided to each district's bookkeeper. Anytime a staff person is hired mid-year, the Special Education Administrative Assistant will be notified to determine if working in a single or multiple activities or cost objective.

New employees identified as working under multiple activities or cost objectives will be trained by the Special Education Administrative Specialist or designated sub-grantee to accurately complete Personnel Activity Reports (PARS) or the substitute system of Time and Effort Report (SSR).

All full time special education staff working under a single cost objective will be required to sign a Certification Report each December and June and attach a copy of their schedule. After review for accuracy and approved by the Director, the reports will be kept on file in the Special Services office.

Employees who work in multiple cost objectives but have a clearly set schedule will complete the Time and Effort report. This includes providing the schedule and signing the appropriate form.

Employees who work multiple activities or cost objectives without a set schedule will complete a monthly PARS report. These staff will keep a daily log of all activities performed under each cost objective. Each identified employee will sign and complete the report. These reports will be turned in to the Director who will review the report, sign and send to the Special Education Administrative Assistant. The Special Education Administrative Assistant will then review that the PARS reports are accurate based on their current teacher schedule or work assignment when compared to the corresponding activity log.

Should the Director determine that deviations from the original schedule have happened; the supervisor will first confirm with the employee that a change in activities has occurred. Once confirmed adjustments will be made to the percentage attested to on the monthly PARS report, and the Special Education Administrative Assistant will be notified to adjust the budget if necessary.

Quarterly the Special Education Administrative Specialist will review the PARS reports to compare the actual costs to the budget distribution for all employees and make necessary adjustments on EDRS and UFARS for all federal employees if the actual costs are greater than 10%. If the difference between budgeted and actual costs is less than 10%, the adjustments will be made annually.

Adjustments/Journal Entries

Adjustments will be processed through payroll when possible; otherwise a journal entry will be completed.

Procedures for Determining Teacher Workload and Staffing Needs

Jordan Public School District will typically use two separate models when analyzing a special education teacher's caseload/workload. Please also note that individual IEP needs, student needs, building or district needs may play a factor in veering from this analysis. If this is the case, the administrative staff will make the final decision and document the alterations to this analysis. Therefore the final decisions on licensed staff and paraprofessionals will be based on data collected and the professional judgment of district administration.

Caseload Model for School-Age Educational Services:

This model will be used when determining the caseload of a special education teacher, when they serve students who receive special education support 50% or more of their educational day (Federal settings 3 and 4) per Minn. R. 3525.2340, subp.r(A)(1).

A. The maximum number of school-age pupils that may be assigned to a teacher:
   1. For pupils who receive direct special instruction from a teacher 50 percent or more of the instructional day, but less than a full school day:
      a. Deaf-blind, autism, developmental cognitive disabilities: severe-profound range, or severely multiple impaired, three pupils;
      b. Deaf-blind, autism, developmental cognitive disability: severe-profound range, or severely multiple impaired with one program support assistant, six pupils;
      c. Developmental cognitive disability: mild-moderate range or specific learning disabled, 12 pupils;
      d. Developmental cognitive disability: mild-moderate range or specific learning disabled with one program support assistant, 15 pupils;
      e. All other disabilities with one program support assistant, ten pupils; and (f) all other disabilities with two program support assistants, 12 pupils.

2. For students who receive direct special education for a full day:
    a. Deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired with one program support assistant, four students;
    b. Deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired with two program support assistants; six students; and
    c. All other disabilities with one program support assistant, eight students.

Workload Model for School-Age Educational Services:

This model will be used when analyzing the workload of a special education teacher when they serve students who receive special education support 49% or less of their educational day (Federal settings 1 and 2).
Areas to determine the workload will consist of:

- Direct and indirect minutes on the students IEP's
- Evaluations and re-evaluations that need to be completed in the school year
- Preparation time as established by agreement/contract
- Other due process requirements

Direct and Indirect Minutes on Student IEP's Direct Service as defined by Minnesota Rule 3525.0200, subp.3b are, special education services provided by a teacher or a related service professional when the services are related to instruction, including cooperative teaching.

Indirect Service as defined by Minnesota Rule (3525.0200,subp.8c) are on-going progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the student to monitor and observe. Indirect services may be provided by a teacher or related service professional to another general education teacher, special education teacher, related service professional, paraprofessional, support staff, parents, and public and non-public agencies to the extent that the services are written in a student's IEP. To calculate this area, add up the direct and indirect minutes provided by the special education teacher as described on each student's IEP and turn into hours per year.

Evaluations and Re-Evaluation

A special education evaluations and re-evaluation typically averages approximately eight hours per student. The eight hours consist of evaluations planning/meeting, testing, observations, gathering of student records, managing the outside agencies testing, report writing, and evaluation results meeting.

To calculate this area, multiply the total number of evaluations and re-evaluations by eight hours. For example: 5 evaluations and re-evaluations X 8 hours = 40 hours

Preparation Time

Preparation time (prep) is the allotted time agreed upon during hiring. This time may consist of, but not limited to, curriculum modification, grading, data collection, preparing materials for teachers or paraprofessionals, developing methods of instruction, and researching assistive technology, adaptations, and interventions.

To calculate this area, multiply the amount of prep time by the contract days. For example: one hour of prep for 180 contracted days = 180 hours.

Other Due Process Requirements

This time may consist of, but not limited to, meetings for IEP's and periodic reviews, development and writing of the IEP, and overall "paperwork" requirements. This time typically averages to about two hours per student.

To calculate this area, multiply the number of students on the teacher's caseload by two hours. For example: 12 students X 2 hours = 24 hours.
This combined information will be used to help calculate a workload for teachers especially when numbers are not showing caseload justification.

First, determine the total hours in a school year by looking at the teacher contracted days (180 days) and multiply that by the contracted hours per day (7.5 hours).

For example: 180 hours x 7.5 hours per day = 1350 hours contracted per year.

Then, add up "Areas to Determine Workload" as described above. For example:

Direct/Indirect Total	Evaluations/Re-evaluation Total	Preparation Time	Other Due Process Totals	Workload Total
1089 hours	40 hours	180 hours	24 hours	1333 hours

Finally, divide the workload total by the total contracted hours per year. A percentage at or above 96% would be considered an appropriate workload.

Note: if the IEP team determines that a student is in need of a one-to-one paraprofessional, the direct and indirect minutes that the paraprofessional provides would not be included in this formula. If the student receives related services (OT, speech, PT, etc.), the direct and indirect minutes that the paraprofessional provides would not be included in this formula.

Districts may have a combination of Federal settings from level I to IV. In such a case, the administration team may use a combination of both models to determine the appropriate case/workload for a special education teacher. Such exceptions will be documented.

Early Childhood Special Education

A teacher's caseload will be adjusted downward based on a student's severity of disability or delay, travel time necessary to serve students in more than one program alternative, and if the students on the teacher's caseloads are receiving services in more than one program alternative or the pupils are involved with other agencies. The suggested maximum number of students that can be assigned to a teacher in any early childhood program alternative is:

1. Birth through two years: 12 students per teacher;
2. Three through six years: 16 students per teacher; and
3. Birth through six years: 14 students per teacher.

District early childhood special education (ECSE) classes must have at least one paraprofessional employed while students are in attendance.

An ECSE Weighting Process will be used to determine caseload/workload for home visits.

- B-3 Home visits
- Weekly visits equals 1.0 students on a caseload
- Two visits per month equals .5 students on a caseload
- One visit per month equals .25 students on a caseload
- One visit per quarter equals .10 students on a caseload

Caseload/Workload Analysis

Procedures

Workload analysis is designed to provide information about the relationship between caseload numbers and actual workload for special education teachers and service providers. The workload analysis number should not be interpreted in isolation and should be considered along with other district data which may include daily schedules, student disability categories, behavioral needs, health needs, or other unique needs of students, supervision of paraprofessionals, etc…The workload analysis is intended to provide a snapshot of an individual staff member's workload and is not designed to capture everything a teacher or service provider does. This guide provides instructions for completing the workload analysis along with definitions of the components that make up workload.

This procedure will be used to determine the number of licensed and non licensed staff assigned to provide special education services. This will be completed when enrollment changes, either increase or decrease, when caseloads or workloads necessitate the consideration of adding or reducing staff, and annually in the spring to plan for staffing in the fall. Jordan Public Schools will provide its member districts with a report to review this teacher data by March 1 or each year. A copy will also be provided to the Jordan Public Schools administrative assistant.

1. The Jordan Public Schools special services department will send IEP managers the report to review.

    a. IEP managers will ensure that information in SpEd Forms regarding students receiving special education services is accurate and reflected in current IEP's.
    b. IEP managers will be provided with instruction in how to ensure accuracy of caseloads and workloads through above tutorial, the SpEd Forms User Guide and video tutorials.
2. The Jordan Public Schools special services department will run reports for all districts and disseminate.
3. The Principal and Superintendent, with consultation from the Director of Special Services and/or Due Process Specialists, will use the information to determine current and future staffing needs using the workload analysis procedures.
4. Coordinators can also access the combined report and the Teacher Workload analysis reports in the searchable reports for additional information on caseloads and workloads throughout the school year when needed.

One to One Paraprofessionals

The following guidelines will be used by special education teams when considering recommendations to hire special education paraprofessionals.

1. Paraprofessionals are hired on the basis of need. Unless the information and data is significantly conclusive (addressed in IEP), the team should design a trial placement without an assistant. Observations should be made and data collected during this time to document need for an assistant.
2. Document attempts to resolve the problem first before considering an assistant; use consultants, schedule changes, curriculum and equipment modifications.
3. Complete assessments to identify student's strengths and needs. Include all appropriate disciplines. Do not rely on recommendations of outside agencies alone.
4. Include all the team members in a review of the assessments and the decision-making process.
5. The team should specify the exact role, duties, and activities of the assistant and include them in the "adaptations in general and special education" section of the IEP.
6. A student without an IEP cannot be assigned a paraprofessional paid through special education funds. Nor can paraprofessional time spent in general education activities be reimbursed through special education funds (e.g., lunchroom duty, study halls, recess, etc.). Salaries must be prorated to allow for other duties.
7. Specify the assistant's supervisor and the teacher who will direct the work. Also specify the nature and frequency of contact between the assistant and teacher. Establish an evaluation policy and procedure.
8. Consider at each staffing:
    a. Does the paraprofessional need to be with student during all parts of day for all activities and in all environments? Designate environments and activities for student's independent functioning and assign paraprofessional other classroom/school duties, breaks, lunches, etc.

b. Will/Is the student becoming dependent on paraprofessional? Does this conflict with goal of becoming independent? Plan for ways to decrease dependence.
c. What is the target date for the student to function independently without the support of a paraprofessional?

Prior to the long-term addition of a paraprofessional the paraprofessional Work Plan Request documentation will be completed.

Determining Workload of Related Service Providers

Workload discussion will occur annually with related service providers including: school psychologists, school social workers, physical therapists, occupational therapists, DHH, VI, ASD, PI consultants and speech pathologists.

Factors when considering appropriate caseloads will include: service minutes on IEPs (generated from SpEd forms report), number of assessments involved in, number of districts and buildings served, overall population of students with IEPs in the districts served and travel miles/time.

FED will use comparisons to caseload averages from Region 5 & 7 schools and state averages (where available) to assist in the determination. The “projected FTEs” form will also be used in the process.

Third Party Billing

Jordan Public Schools shall seek reimbursement from third parties for the cost of services provided by district or Jordan Public Schools staff whenever the services provided are otherwise covered by the child’s health coverage. This will be done in accordance with Minn. Stat. Sec. 125A.21, Subd.2.

The procedures established by Jordan Public Schools are based on the Minnesota Department of Health Technical Assistance Guide.

Training on third party billing procedures is provided to new and existing district staff annually by representatives of Jordan Public Schools. Updates and procedural changes are reviewed at that time. Individual training to district staff (PCA’s) is provided by Jordan Public Schools Staff. Documentation of individual training is maintained in supervisor logs.

The district facilitates the completion of the PCA certification. Documentation of the completion of the PCA certification test is kept on file at Jordan Public Schools. The school district will not seek reimbursement for PCA services unless the individual staff person providing the billable service has completed the PCA certification process.

The billing process is completed by Jordan Public Schools. Supervisors of the services and billing for individual students is provided by licensed clinical supervisors which include occupational therapists, physical therapists, speech clinicians, licensed school nurses and licensed psychologists. Ongoing communication with physicians with regard to necessary billable services is completed by Jordan Public Schools staff.

Documentation related to services provided to individual students is gathered by district staff. The forms available through SpEd Forms, MDH and Jordan Public Schools are used to gather the required information on the services provided to individual students. The required documentation is submitted electronically to MDH by Jordan Public Schools staff. Copies of submission are retained at Jordan Public Schools for seven years.

The following forms are found in the SpEd Forms system:

- Annual Physician Release
- Combined Consent to Share Data and Seek Payment for IEP Health Related Services A
- Third Party Billing Checklist
- Part B Notice of Procedural Safeguards
- Part C Notice of Procedural Safeguards
- Activity Log
- Trip Log

The following forms can be found in the Technical Assistance Guide provided by MDH:

- Communication from School or School District to Primary Care Provider Regarding Personal Care Assistance Services
- Revenue generated as a result of third party billing is electronically distributed to the district of student residence.

Proportionate Share for Parentally Placed Students Enrolled in Private Schools

The Jordan Public School District will control and administer federal special education funds used to provide equitable participation services to parentally-place private school children with disabilities.

A timely and meaningful consultation will occur with representatives of private schools located in the member districts that will include discussion of the child find process, the calculation of proportionate amount, and how the services will be provided.

The member district will maintain control over the property and program decisions and the Jordan Public School District will maintain control over the funds. The Education District will ensure that proportionate share funds are used to meet the special education and related services needs of eligible students with disabilities and are not

used for the general needs of the private school. The Education District will track the required expenditures by fiscal year. Any unused funds at the end of the fiscal year will be spent during the following one-year carryover period.

Procedures

By August

The Jordan Public School District will send to Non-Public Schools:

- Memo: Administrators of Nonpublic Schools in the City of Jordan.
- Letter: Parents of Children who Attend Private Schools or are Educated at Home
- Brochure: Referral Procedures
- Memo: Affirmation of Timely and Meaningful Consultation

Public Schools will:

- Publish article locally on website and/or school calendar and/or newspaper.
- Provide written notification to parents who indicate they intend to home-school.

Jordan Public School District will:

- Retain the "Affirmation of Timely and Meaningful Consultation" signed by the private school representative.
- Make a follow-up call to Private Schools who do not return the "Affirmation of Timely and Meaningful Consultation."
- Provide consultation as requested by the private school.

When a district receives a request for evaluation of a student who attends a Private School or is home-schooled, the District will:

- Follow the Child Find Procedures established by the Jordan Public Schools member district schools.

When a student who attends a Nonpublic school qualifies for special education services, the teacher assigned to case management will:

- Develop an Individual Service Plan (ISP) for the child.
- Arrange for transportation to/from the public school, as needed.
- Complete the district MARSS form and notify the Special Education Director.
- Update the district MARSS form anytime the services change for the student.
- The (Special Education Director) will notify the Special Education Administrative Assistant of the students who receive shared-time services.
- A report will be run twice a year by the Student Data Specialist to verify the non-public school students receiving special education services.

Upon receipt of the district MARSS form the Special Education Administrative Specialist will:

- Develop a Personnel Activity Report (PAR), if necessary, for the teacher who provides services to the student.

- Provide training to the teacher on how to complete the form and indicate how often the form needs to be submitted to the Special Education Administrative Assistant.
- Track expenditures by Fiscal Year to demonstrate how the LEA spent the proportionate share of Federal Flow Through funds on providing special education and related services to parentally-placed private school children with disabilities.
- Special Education Administrative Assistant will contact member district Business Managers to relay coding of expenditures for any non-public special education students.
- The member district will maintain documentation of supplies and equipment purchased for the shared-time student.

Transporting Students with Disabilities

Procedures

Regulatory Citations:

A. IDEA 34 CFR §300.34 (a) and (c)(16)
B. IDEA 34 CFR §300.202(a) – Use of Amounts
C. EDGAR 34 CFR §80.20 (a)(6) – Standard for Financial Management Systems

A. Transportation for a child receiving special education is a "related service" when because of the disability, the student requires special transportation in order to benefit from his/her specialized instruction. When an Individualized Education Program (IEP) team determines that transportation is a related service for a student, it should be written in the IEP.

While the vast majority of students with disabilities receive the same transportation services as nondisabled children, it is the responsibility of the IEP team to determine whether the student's disability prevents the student from using the same transportation provided to nondisabled students. In developing recommendations for special transportation, IEP teams should consider the following relating to a student and his/her disability.

1. Mobility issues – Is the student non-ambulatory, wheelchair bound?
2. Communication issues – Is the student hard of hearing; visually impaired; nonverbal; has limited understanding of questions and directions; non-English speaking?
3. Physical issues – Does the student need assistive devices to maintain a sitting position; need assistance walking and going up and down stairs?
4. Health issues – Does the student have seizures; fatigue that causes him/her to fall asleep on the bus; require oxygen equipment?
5. Behavior issues – Does the student have very significant behavioral issues; physically abusive to other students; attempts to get off the bus; is self-abusive?

6. The child will be receiving Early Childhood Special Education services in a center-based program.
7. The student is being transported to a separate site/facility for special education services.
8. Special transportation is not considered for any child who is capable of riding the regular school bus.

B. Communication Process

1. Building Principal – Approves special transportation.
2. Case Manager –

a. The case manager will make the appropriate accommodations to the IEP and contact the transportation department to discuss and request accommodations. For students who are new to the school district the case manager needs to work with transportation staff to see if the student actually lives in the district boundaries.

b. The case manager will communicate with the building MARSS person regarding transportation.

3. Transportation director – Ensures that special transportation begins.

4. The bus driver and the instructional assistant assigned to the bus, if there is one, will be contacted to be made aware of any special accommodations and precautions they should take related to the student prior to the student starting on special transportation. The same requirement also applies to substitute bus drivers and instructional assistants.

5. The building MARSS Coordinator will make the necessary changes in the student management system to ensure proper reimbursement.

C. At the student's annual IEP meeting, special transportation and its appropriateness will be discussed by the IEP team. If there is any change in transportation, the district communication process listed under B above will go into effect.

D. It is the parent's responsibility to have their child meet the school bus at the street, curb or driveway, unless that responsibility has been modified and agreed to through the IEP or Section 504 process.

Coordinated Early Intervening Services (CEIS)

Procedures

MAY

The FED will contact districts and ask if they will be choosing to use up to 15% of their Part B Federal Flow through Funds to implement Coordinated Early Intervening Services (CEIS). Districts that choose to do so will indicate how much of their Flow Through funds will be used. The FED will include that information in the annual application and submit it to MDE by June 1.

June – August

The "Request for Coordinated Early Intervening Services (CEIS)" form will be completed by the LEA and returned to FED. FED will submit the CEIS form to MDE for Approval.

The LEA will develop a budget for the use of CEIS funds and submit to FED. FED will enter the LEA's budget into SEDRA for CEIS. (See Attached Budget Form) The FED Special Education Administrative Assistant will assist districts in this process.

September – June

If CEIS funds are used for a staff person, that person will complete a semi-annual certification (one cost objective) or monthly Personnel Activity Report (2 or more cost objectives).

The LEA will identify all students receiving CEIS services and enter them as a Special Education Evaluation Status 8 on MARSS.

June

The LEA will complete the "Coordinated Early Intervening Services (CEIS) Student Tracking Form." This form identifies the students who received CEIS services during the school year that later were found eligible for special education services. This data will be maintained in the LEA for audit and monitoring purposes and will be provided upon request.

****Currently the Jordan Public School District #0717 does not use CEIS funds.****

APPENDIX

Daily Personnel Activity Report (PARS Form)
Semi-Annual Certification form
Requisition for Paraprofessional Position Request form
Memo to Parents of students in private/parochial schools RE: Child Find Affirmation of Timely & Meaningful Consultations
Memo to Administration RE: Consultation with Private Schools

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

PERSONNEL ACTIVITY REPORT (PAR)

Time and effort reporting is required when any part of an employee's salary is charged to a single Federal program or multiple cost objectives. If the salary is from multiple cost objectives the form is required to be completed monthly. This form is **DUE BY THE 5TH OF THE MONTH** for the previous month's activities. Please send completed form to Chad Williams, Director of Special Services to be kept for audit purposes. Budget Code:_____

Name and Position/Title:

_____

Activities Related to Special Education must meet the following criteria:

1. Child Find or Pre-Referral: following child find procedures or necessary short-term indirect or consultative services that are provided in conjunction with general education to a student suspected of having a disability (examples: classroom observations with no formal written summary, consulting with general education teachers, contacting and consulting with parents, participating on S-Team).
2. Evaluation: all activities related to evaluating students for specialized education services (examples: developing evaluation plans (prior written notices), completing evaluations, writing reports, attending evaluation meetings).
3. IEP: all activities related to IEP's (examples: completing IEP's, writing prior written notices for IEP's, collecting data related to IEP, and writing progress reports).
4. Service: all services provided to students related to their IEP (examples: direct or indirect services provided in conjunction with the instructional program outlined in the IEP, related services, working with the parents or other agencies regarding the student's disabilities, training others on implementation of the IEP, directing the work of paraprofessionals).
5. Other functions: relating to students with disabilities. List specific functions in the description.

TIME DISTRIBUTION	Percent of Time or Number of Hours	Description of the Activity
Special Education		
General Education		

I certify to the best of my knowledge the above named employee has performed the above duties as described.

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____

717 JORDAN PUBLIC SCHOOLS Inspire a caring community to ignite learning, innovation, and success for all.

(Insert Date)
JORDAN PUBLIC SCHOOLS
SEMI-ANNUAL CERTIFICATE

This completed form certifies that the following individual has worked 100% of compensated time from (six month time period) within a single cost objective.

Cost Objective: Providing related services to students with IEPs at (Name of School).

Employee Name **Position**

I have first-hand knowledge of the daily work activities performed by the above employee.

_____ **Date**_____

_____ **Date**_____
Director of Special Services

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

Memo

To: Administrators of nonpublic schools in the Jordan School District

From: Ranae Case Evenson, Jordan Public Schools Superintendent
Chad Williams, Jordan Public Schools Special Services Director

Re: Identification of Students with Disabilities

The reauthorized Individuals with Disabilities Education Improvement Act (IDEA) requires that public school districts consult with and provide certain information to the representatives of private schools and to the representatives of parents of parentally-placed private school students. Toward that end, the Jordan Public Schools is providing you with this memorandum. Please post this memorandum in a prominent location in your schools so that parents may have access to this information as well. I have also enclosed a letter to parents of privately placed students. Please make copies and give these to the parents of your students along with a copy of the enclosed brochure. The brochure provides our child find process at a glance. It is also meant to be shared with parents.

If you would like to schedule a meeting with me and, if you choose, parent representatives to discuss the topics contained in this memorandum, please contact me at 952-492-4230. *If you are a private school representative and you do not desire to meet to engage in further consultation regarding the topics in this memorandum, please sign the attached form and return it to me at Jordan Public Schools 500 Sunset Drive, Jordan, MN 55352, at your earliest convenience.*

1. What is the child find process?

The school district is required to conduct activities to locate, identify, and evaluate all children with disabilities who are located within the geographic boundaries of the district. These activities are referred to as the "child find" process. The child find requirement applies to all children with disabilities who are attending private elementary and secondary schools, including religious schools. The child find process for private school children with disabilities must be comparable to the process used for children with disabilities in public schools. IDEA requires that all children with disabilities be reevaluated at least once every three years. Therefore, the school district must initiate a reevaluation of a private school child with a disability at least once every three years. If the district cannot complete the reevaluation because the child's parents refuse to cooperate, the district is not required to take further action.

The requirement to reevaluate also includes private school children with disabilities who are not receiving special education and related services from the district. Such children need to be reevaluated to determine whether they continue to have a disability for the private school child count and funding purposes.

2. How can parentally-placed private school children suspected of having a disability participate equitably in the child find process?

The parent, guardian, or teacher of a child who is attending a private school located within the school district may ask the district to evaluate the child to determine whether he or she has a disability and is in need of special education services under IDEA. Any child suspected of having a disability may be referred to the school district for an evaluation. If the school district evaluates a child and determines that the child is eligible for special education services, the district will provide the child with a free appropriate public education if the parents choose to enroll the child in the district's public schools. If parents choose to continue enrollment in the private school, the child may not receive direct special education services or the services may be limited.

3. How does the Jordan Public Schools inform parents, teachers, and private school officials of the child find process?

In addition to disseminating this memorandum, once a year the district's Director of Special Services and/or a representative of the Director will meet with private school representatives to discuss the child find process.

4. What process will the school district use to consult with private school officials and parents of parentally placed children with disabilities and how will the process operate throughout the school year to ensure that parentally-placed private school children with disabilities who are identified through the child find process can meaningfully participate in special education?

The district will consult with private school officials and parents of parentally-placed children with disabilities on an annual basis by disseminating this memorandum and by asking the private school representative if he/she would like to meet with a public school representative. If a child is evaluated and found to be a child with a disability who is in need of special education services, the district will consider the child's individual needs and develop an Individual Services Plan (ISP). Additionally, throughout the school year, private school officials and parents of parentally-placed children with disabilities are invited to contact a district representative by telephone or email if they have any related questions.

Chad Williams, Director of Special Services, 952-492-4230 or cwilliams@isd717.org

5. Where, how, and by whom will special education and related services be provided to parentally-placed private school children with disabilities?

School districts are required to offer a free appropriate public education to children with disabilities who are enrolled in its public schools. Parents have the right to choose to send their child to a private school. However, no parentally placed private school child with a disability has an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school. Consequently, if parents choose to send their child to a private school, the child may receive no direct special education services from the school district or the services may be limited.

In consultation with representatives of private schools and parents of children with disabilities, decisions about how and where special education services will be provided are made on a case-by-case basis with consideration being given to the individual needs and circumstances of the child with a disability. The school district may choose to provide the services at a private school site, including a religious school, but the district is not required to do so. One of the many factors that the district may consider is whether providing services at the private school site will minimize the need for transportation and the disruption to the educational program of all children receiving services.

When special education and related services are provided to parentally placed private school children with disabilities, they will be provided by qualified personnel. Such personnel will typically be employed and assigned by the school district. In some circumstances, however, the district may contract with qualified personnel who are not employees of the district.

6. How will the proportionate share of federal funds to be used for parentally placed private school children with disabilities be determined and calculated?

School districts receive federal Part B funds to enhance programs for students with disabilities. Districts are required to spend a proportionate share of these funds on parentally placed private school students with disabilities. The proportionate share will be determined by multiplying the number of parental placed private school students with the average amount of federal funds allocated by the federal government for all the district's students with disabilities.

Example

District's Part B allocation ÷ Child Count	$10,000 ÷ 25 = $400
Number of private school students with disabilities	3 x $400 = $1200

The private school's proportionate share would be $1200. Therefore the public school would have $1200 to spend on special education services to the three enrolled students with disabilities.

7. What types of services may be provided?

The special education services that the district provides to private school children with disabilities may include all types of direct and indirect services, including transportation services. Indirect services may include, but are not limited to, assisting with the professional development of private school teachers who work with children with disabilities and providing consultation to assist private school personnel in meeting the needs of children with disabilities.

Special education services, including student specific materials and equipment, must be secular, neutral, and non-ideological. The school district must control the funds used to provide special education services and have title to all materials, equipment, and property purchased with the funds. The district must administer the funds and property and ensure they are used for the purpose of providing services to parentally placed private school children with disabilities.

8. If the school district disagrees with the views of a private school official on the provision of services or the types of services that will be provided, what information will be provided to the private school official?

In the event of a disagreement between a private school official and the district, the district will provide a written explanation of the reasons why it chose not to provide services directly or through a contract.

Enclosures: Parent Letter
Affirmation of Timely and Meaningful Consultation

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

Memo

To: Parents of children who attend private schools or are educated at home

From: Chad Williams, Special Services Director for Jordan Public Schools

Re: Identification of Student with Disabilities

I am writing to explain your rights under the Individual's With Disabilities Education Improvement Act (IDEA 2004) which now requires public school districts to identify children in non-public schools who have disabilities within its district's boundaries.

Should you perceive that your child has a disability and is not making satisfactory academic, social, behavioral and/or communicative progress and has a substantial limitation in the areas of learning and communicating, you may seek a screening and evaluation through the Jordan Public Schools. The evaluation will be designed to determine whether or not your child has a disability as defined by special education eligibility criteria in Minnesota Rules (MR) 3525. For children with disabilities who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services. The process is as follows:

1. You will be invited to attend the planning team meeting at the public school. Representatives from the non-public school will be invited to attend also. The team will review the information presented by your child's teacher, evaluator, and/or other staff. You will also have an opportunity to share information as you deem appropriate.

2. You will receive a written notice of the proposed evaluation for your approval. This notice requires written permission by the parent prior to the public school conducting the evaluation.

3. Once written parental permission is received, then the public school special education staff will conduct your child's evaluation. Your will have an opportunity to provide further information about your child's needs as a part of the evaluation.

4. The planning team will complete an Evaluation Report (ER) and they will make a decision regarding your child's eligibility for special education.

Children eligible for special education services under MR 3525 will have an Individual Service Plan (ISP) developed by a planning team of public school special education staff, non-public school staff and you.

Please let your building principal or me know if you have questions about the identification process and/or special education services.

AFFIRMATION OF TIMELY AND MEANINGFUL CONSULTATION

I am a representative of a private school that is located within the geographic boundaries of the Jordan Public Schools. By signing below, I affirm that I have had timely and meaningful consultation with the Jordan Public Schools regarding the following topics:

- the child find process and how parentally-placed private school children suspected of having a disability can participate equitably, including how parents, teachers, and private school officials will be informed of the process;

- the determination of the proportionate amount of federal funds available to serve parentally place private school children with disabilities, including the determination of how the amount was calculated.

- the consultation process among the school district, private school officials, and representatives of parents of parentally-placed private school children with disabilities, including how the process will operate throughout the school year to ensure parentally- placed private school children with disabilities identified through child find can meaningfully participate in special education and related services;

- how, where, and by whom special education services will be provided for parentally placed private school children with disabilities, including a discussion of types of services, including direct services and alternate service delivery mechanisms; and

- how, if the school district disagrees with the views of the private school officials on the provision of services or the types of services, whether provided directly or through contract, the school district will provide private school officials a written explanation of the reasons why the school district chose not to provide services directly or through a contract.

Name of Private School: _____

Representative's Name: _____

Representative's Signature: _____

Date: _____

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

CHAD WILLIAMS
Director of Special Services
cwilliams@isd717.org

Executive Summary: Jordan Fiscal Procedures Manual

Chad Williams. Director of Special Services
Amy Hafemann, Finance Director

The Jordan Special Services Department and Business Office reviewed and updated the Jordan Fiscal Procedures Manual to ensure the Jordan School District is aligned with updates provided by the Minnesota Department of Education. This manual is used to ensure the district is in compliance with all federal, state, and local fiscal laws and procedures.

With the review of the manual, there were minor changes made. Some of the changes include the ordering and purchase procedures with administrator approval (changed to just having the Director of Special Services and/or Business Manager approve), changing the amounts exceeding $175,000 (originally $100,000)and needing sealed bids, etc.

With these changes, the district is following the current practices and meeting the procedures and in compliance with all federal, state and local fiscal laws.

717 JORDAN PUBLIC SCHOOLS

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

DR. ERIN HJELMELAND
Director of Teaching and Learning
ehjelmeland@isd717.org

Achievement and Integration 2023-2026 Executive Summary

Achievement and Integration Overview

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

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

A&I 2023-2026 Plan Goals

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

- **GOAL #1: Cross District Caring and Committed Conversations.** Students in grades 6-12 who participate in Caring and Committed Conversations will self-report an increase in comfort level from baseline data to 80% comfort reported in each of the following areas: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school by the end of the 2026 school year.

Jordan Public Schools: Specific Goals

- **GOAL #2: Student Achievement Groups.** Students in grades K-12 will have access to student leadership groups.

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

- **GOAL #3: Tier One Instruction.** Focus on MTSS Tier One instruction based on best practices pedagogy that supports academic achievement for all students.
- **GOAL #4: REACH.** Increased elective guided study halls, REACH, in grades 5-12 focused on academic achievement and social emotional learning.

Specific Plan Interventions to Support Goals

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

Achievement and Integration Budget

The budget available for these goals and interventions for the 2023-2026 school year is $185,488.62 per year.

DEPARTMENT OF EDUCATION

Achievement and Integration Plan

July 1, 2023 to June 30, 2026

Submissions due by March 15th, 2023

District ISD# and Name: Jordan Public Schools
District Integration Status: Adjoining District (IA)
Superintendent: Ranae Case Evenson
Phone: 952-492-6200
Email: revenson@isd717.org

Plan submitted by: Erin Hjelmeland
Title: Director of Teaching and Learning
Phone: 952-492-4486
Email: ehjelmeland@isd717.org

Racially Identifiable Schools within District

If you have been notified by the Minnesota Department of Education (MDE) that your district has a racially identifiable school, please list each of those schools below. Add additional lines as needed.

1. Type name of RIS here.
2. Type name of RIS here.
3. Type name of RIS here.
4. Type name of RIS here.
5. Type name of RIS here.
6. Type name of RIS here.

Plans for racially identifiable schools should include the same information and follow the same format as districtwide plans. Provide that information in the Racially Identifiable School section of this document.

Partnering Districts Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed. Provide the name of your integration collaborative if you have one: Type name of integration collaborative here, if applicable

1. Shakopee Public Schools, RI – Racially Isolated
2. Prior Lake Public Schools, A – Adjoining
3. Jordan Public Schools, A – Adjoining

School Board Approval

X We certify that we have approved this Achievement and Integration plan and will implement it as part of our district's World's Best Workforce plan (Minn. Stat. § 124D.861, subd. 4).

X We certify that we sought and received input on integration goals and strategies from councils as described on page 2. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by Minnesota Rules 3535.0160, subpart 2, and Minnesota Rules 3535.0170, subparts 2-5.

Superintendent: Ranae Case Evenson
Signature: Date Signed: Enter date here.

School Board Chair: Deb Pauly
Signature: Date Signed: Enter date here

Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a multidistrict collaboration council to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with racially identifiable schools are required to convene a community collaboration council to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2).

American Indian Parent Advisory Committee Districts with an American Indian parent advisory committee must include representation from this committee on the councils described above (Minn. R. 3535.0160, subp. 2, and 3535.0170, subp. 3).

For stakeholder input to be meaningful it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide in the Achievement and Integration Plan Guide, and see the Tribal Consultation Guidance.

AIPAC Member Signature (if applicable): _____Date Signed: Enter date here___

Below, list your council members and identify American Indian parent committee members. Briefly describe council members' recommendations for your district-wide plan and for your racially identifiable school plans, as applicable. You may also include meeting dates and describe the process you used to ensure meaningful input from council members.

Multidistrict Collaboration Council: Enter names of Multidistrict Collaboration Council Members here.
Community Collaboration Council for Racially Identifiable School(s): Enter names of Community Collaboration Council Members for RIS here.

Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval **no later than March 15, 2023** (Minn. Stat. § 124D.861, subd. 4). Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to MDE.integration@state.mn.us.

Detailed directions and support for completing this plan can be found in the Achievement and Integration Plan Guide.

Achievement and Integration Goals

This plan must contain three types of goals, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.
2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

Goal #1: Cross District Caring and Committed Conversations. Students in grades 6-12 who participate in Caring and Committed Conversations will self-report an increase in comfort level from baseline data

to 80% comfort reported in each of the following areas: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school.
Aligns with WBWF area: All racial and economic achievement gaps between students are closed.
Goal type: Integration

Goal #2: Diversity Leadership Groups. Students in grades K-12 will have access to student, diversity leadership groups.
Aligns with WBWF area: All racial and economic achievement gaps between students are closed.
Goal type: Achievement Disparity

Goal #3: Tier One Instruction. Jordan Public Schools will focus on MTSS Tier One instruction based on best practices pedagogy, including Culturally Responsive Pedagogy, that supports academic achievement for all students.
Aligns with WBWF area: All racial and economic achievement gaps between students are closed.
Goal type: Achievement Disparity

Goal #4: REACH. Jordan Public Schools will increase elective guided study halls, REACH, in grades 5-12 focused on academic achievement and social emotional learning.
Aligns with WBWF area: All racial and economic achievement gaps between students are closed.
Goal type: Achievement Disparity

Strategies and Key Indicators

Goal #1: Cross District Caring and Committed Conversations. Students in grades 6-12 who participate in Caring and Committed Conversations will self-report an increase in comfort level from baseline data to 80% comfort reported in each of the following areas: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school.
Aligns with WBWF area: All racial and economic achievement gaps between students are closed.
Goal Type: Integration
Strategy Name and Goal #1: Cross District Caring and Committed Conversations.
Type of Strategy: Innovative and integrated preK-12 learning environments.

- Innovative and integrated pre-K-12 learning environments. * If you choose this, complete the Integrated Learning Environments section below.
- Family engagement initiatives to increase student achievement.
- Professional development opportunities focused on academic achievement of all students.
- Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.
- Recruitment and retention of racially and ethnically diverse teachers and administrators.
- Equitable access to effective and more diverse teachers.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

☐ Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.
☐ Provides school enrollment choices.
☒ Increases cultural fluency, competency, and interaction.
☐ Increases graduation rates.
☐ Increases access to effective and diverse teachers.

Narrative description of this strategy.

The purpose of Caring and Committed Conversations is to increase real and authentic student voice around aspects happening inside and outside our schools and communities and to help students build relationships with each other through smaller group discussions. These conversations are facilitated by teachers and other adults from our districts, but they are led by students.

Topics of Caring and Committed conversations are student generated based on current needs and priorities. Before the conversation ends, each table summarizes the discussion from their table and creates three truths that they took away from the conversation. These statements can create change, whether in curriculum, understanding, or mindset.

Jordan Public Schools will host at least one cross-district Caring and Committed Conversation, and each district will also carry on the work in their own contexts throughout the years

Location of services: Jordan Public Schools, Shakopee Public Schools, and Prior Lake Public Schools

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percentage points each year. 2020 enrollment is 32 percent.	*42%*	*52%*	*62%*
Students feel comfortable exhibiting self-confidence, self-awareness, self-management, social awareness, relationship skills, and responsible-decision making skills through actions, words, and interactions with others.	40%	60%	80%
Students feel comfortable acting to bring to the forefront the "voices" of all students to make their experiences visible and voices heard.	40%	60%	80%
Students feel comfortable promoting and supporting change including identifying and acting on opportunities for positive improvement; encouraging exploration of various approaches; demonstrating commitment to change through actions and words; and, mobilizing others to support positive change.	40%	60%	80%
Students feel comfortable taking on the role of a leader by influencing, motivating, and guiding others in positive ways.	40%	60%	80%
Students feel that adults and peers in school care about their individual learning as well as caring about them personally.	40%	60%	80%

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Goal #2: Leadership Groups. Students in grades K-12 will have access to student, diversity leadership groups.

Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal Type: Achievement Disparity

Strategy Name and Goal #2: Student Achievement Groups.

Type of Strategy: Innovative and integrated preK-12 learning environments.

- Innovative and integrated pre-K-12 learning environments. * If you choose this, complete the Integrated Learning Environments section below.
- Family engagement initiatives to increase student achievement.
- Professional development opportunities focused on academic achievement of all students.
- Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.
- Recruitment and retention of racially and ethnically diverse teachers and administrators.
- Equitable access to effective and more diverse teachers.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- ☐ Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.
- ☐ Provides school enrollment choices.
- ☒ Increases cultural fluency, competency, and interaction.
- ☒ Increases graduation rates.
- ☐ Increases access to effective and diverse teachers.

Narrative description of this strategy.

The purpose of the leadership groups is to give students the opportunity to be seen, heard, and represented within the Jordan Public School District. The district will house three leadership groups in the district; one active group at each building level.

Elementary students participating in the Diversity Leadership Crew Jrs. (DLC Jrs.) form committees. The committees include: planning Harambee (a school assembly created to celebrate differences and Jordan PRIDE), tutor younger students, facilitate the use of "Circles", and create skits to teach helpful/hurtful school behaviors. The Diversity Leadership Crew is Jordan's Middle School leadership team. This group will be responsible for organizing an international dinner with student appreciation evening. The DLC also organizes the lunches for the Equity Leadership Crew (ELC) Caring and Committed Conversations. The ELC involves high school students organizing a conversation process, Caring and Committed Conversation. This conversation model elevates students' voices and experiences to promote building positive relationships and healthy communication skills. The participation in the ELC also promotes students to use their voice to create positive changes focusing on equity along with honoring differences, valuing diversity, and celebrating commonalities. All leadership groups meet with the equity specialist and culturally responsive pedagogy specialist at least once a week.

Location of services: Jordan Public Schools

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percentage points each year. 2020 enrollment is 32 percent.	*42%*	*52%*	*62%*
Student leadership groups will meet during specific times in designated locations.	100%	100%	100%
The student leadership groups will create family and community activities aimed at celebrating students at least two times per year.	100%	100%	1000%
The district will retain a 1FTE Equity Outreach Specialist to support and lead these student leadership groups.	100%	100%	100%
The district will retain a Culturally Responsive Pedagogy Specialist to support and lead these leadership groups.	100%	100%	100%
The students will take part in immersion experiences including leadership opportunities, field trips, and cultural events.	100%	100%	100%

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Goal #3: Tier One Instruction. Jordan Public Schools will focus on MTSS Tier One instruction based on best practices pedagogy, including Culturally Responsive Pedagogy, that supports academic achievement for all students.

Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal Type: Achievement Disparity

Strategy Name and Goal #3: Tier One Instruction.

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

- Innovative and integrated pre-K-12 learning environments. * If you choose this, complete the Integrated Learning Environments section below.
- Family engagement initiatives to increase student achievement.
- Professional development opportunities focused on academic achievement of all students.
- Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.
- Recruitment and retention of racially and ethnically diverse teachers and administrators.
- Equitable access to effective and more diverse teachers.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

☐ Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.

☐ Provides school enrollment choices.

☐ Increases cultural fluency, competency, and interaction.

☐ Increases graduation rates.

☐ Increases access to effective and diverse teachers.

Narrative description of this strategy.

Through various school personnel including the CRP Specialist, Director of Teaching and Learning, the counselors, social workers, and school psychologists, teachers and staff will receive ongoing professional development opportunities focused on integrating strong MTSS Tier One instruction across the district to better serve all students. Outside experts may be utilized based on specific expertise and needs. At Tier 1, considered the key component of tiered instruction, all students should receive instruction within evidence-based, scientifically researched programs.

Within that strong MTSS Tier I academic focus, staff development time will also be dedicated to continual work on CRT implementation and differentiation to meet the needs of all learners in the classroom. Through curriculum and development work, all staff will be better equipped to meet the diverse needs of all students supporting these learners to achieve.

Location of services: Jordan Public Schools

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percentage points each year. 2020 enrollment is 32 percent.	*42%*	*52%*	*62%*
During administration walk-throughs and evaluations, administrators will see evidence of best practices, including Culturally Responsive Pedagogy, in classrooms.	60%	70%	80%
Select teachers opting into an action research control group will rate focused professional development opportunities at or above proficient on post training evaluations.	60%	70%	80%

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Goal #4: REACH. Jordan Public Schools will increase elective guided study halls, REACH, in grades 5-12 focused on academic achievement and social emotional learning.

Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal Type: Achievement Disparity

Strategy Name and Goal #4: REACH Guided Study Hall.

Type of Strategy: Innovative and integrated preK-12 learning environments.

- Innovative and integrated pre-K-12 learning environments. * If you choose this, complete the Integrated Learning Environments section below.
- Family engagement initiatives to increase student achievement.
- Professional development opportunities focused on academic achievement of all students.
- Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.
- Recruitment and retention of racially and ethnically diverse teachers and administrators.
- Equitable access to effective and more diverse teachers.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

☐ Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.

☐ Provides school enrollment choices.

☒ Increases cultural fluency, competency, and interaction.

☒ Increases graduation rates.

☐ Increases access to effective and diverse teachers.

Narrative description of this strategy.

The REACH program will offer both academic and SEL support for students. The Reach Program will focus on student achievement coinciding with social and emotional learning to better support students on their paths through graduation with a unique and timely curriculum.

A major focus of REACH in grades 5-12 is both SEL and Academic support to set students up for future success. The primary focus at the high school is graduation, so students work on individual needs, academic, social, and behavioral in order to be eligible for high school graduation.

This guided study hall will be primarily taught by highly trained instructors, but also supported by the Equity Specialist, CRP Specialist to better provide for all students in the program.

Location of services: Jordan Public Schools

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percentage points each year. 2020 enrollment is 32 percent.	*42%*	*52%*	*62%*
Jordan High School will remain above 90% in the four-year graduation rate cohort model.	90%	90%	90%
REACH students in grades 5-8 will show individual growth as measured on the MCA tests in Reading and Math.	60%	70%	80%
REACH students in grades 5-12 will complete a student perception survey reflecting building relationships, self-awareness, social-awareness, and responsible decision-making showing proficiency in these areas.	50%	60%	70%

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan will create efficiencies and eliminate duplicative programs and services (Minn. Stat. § 124D.861, subd. 2 (c)). The district's Equity Leadership Crew, Diversity Leadership Crew, and Diversity Leadership Crew Juniors work as a collaborative allowing Jordan Public Schools to expend efforts to assist students in equity-focused leadership opportunities. The number of students targeted for participation will be expanded to formally include students from all three districts. In the past, each district provided leadership opportunities for a small number of students. By aligning efforts between districts, more students will have access to training by experts and discussions with peers form neighboring communities during Caring and Committed Conversations and programming.

Achievement and Integration FY 2024 Budget Workbook

Use these instructions to create your district's annual Achievement and Integration (A&I) A&I budget. Please refer to the *Achievement Integration Budget Guide* on the A&I webpage for more information on A&I revenue and for the list of budget review criteria.

Do not delete pages from this workbook. That will disable the formulas on the *Expenditure Summary* page which calculates the percentage of expenditures (direct student service, prof development, admin) and also sums total expenditures by FIN code. You need to track of both as you create your budget.

▪ Program and fiscal staff should work together to create this budget, drawing on your respective knowledge of the strategies in your district's A&I plan, costs that aren't detailed in the plan but are necessary to implement those strategies, and school finance practices.

▪ **Proposed expenditures can be approved only for strategies included in a district's current MDE-approved A&I plan.**

▪ Expenditures to fund strategies included in a racially identifiable school (RIS) plan must be listed in the RIS tabs of this excel workbook.

▪ **Use the separate tabs for direct student services, PD, and Admin costs as explained in the A&I Budget Guide. The requirement for districts to use a certain percentage of revenue for each expenditure type is in A&I legislation and explained in the tabs of this budget workbook.**

▪ **Add lines to a worksheet by inserting rows *before* a revenue total line**. The revenue total lines are linked to a formula in the Expenditure Summary page. If you insert rows after them, your Expenditure Summary totals will be inaccurate.

▪ Add a **budget narrative** for each line item to document how proposed expenditures will fund activities in your district's MDE-approved A&I plan. **Do not copy your plan description into the budget.** Instead, describe what each expenditure will purchase. Then identify by name and number the activity in your plan that an expenditure will help fund. This info will provide expenditure detail not included in your A&I plan.

▪ List proposed FIN 313 (initial revenue) and FIN 318 (incentive revenue) expenditures on the separate tabs marked in the budget workbook. These are two different types of A&I aid and must be tracked separately.

▪ Find your district's aid entitlement estimate for A&I revenue in the Minnesota Funding Reports (MFR) section of MDE's Data Analytics webpage. Steps for finding that report are listed on the MDE A&I webpage.

▪ **Admin costs include salary and benefits for support staff and administrators that do not provide direct instruction to students in A&I activities. Admin costs also include things such as postage, rent, dues, memberships, printing charges.**

▪ Payments to other districts or to vendors should be listed as line items in the corresponding Direct Student Services, PD, or Admin tabs. **Use OBJ code 390 for payments to other districts.**

▪ **The budget narratives for proposed salary expenditures should include the following: percentage FTE and the name and number of the strategy in your district's A&I plan that the FTE is supposed to help implement.**

▪ Fringe benefits for positions that are part of the same plan strategy may be bundled by OBJ code. For example, if three staff are providing instruction for an A&I summer program, benefits for their hours working on that program may be listed in the same line item.

▪ Resubmit this workbook listing proposed and *actual* FY 2024 expenditures by December 1, 2024.

▪ Expenditure changes that increase total FIN code amounts and changes to the types of expenditures approved in the initial budget must be sent to MDE for review and approval by April 1, 2024.

▪ **Budgets are due to MDE by March 15, 2023. Board approval is optional. This means your board does not need to approve this budget before you submit it on March 15.**

How to Submit Your Budget

1) Submit your district's proposed FY24 budget by March 15, 2023 to mde.integration@state.mn.us.

2) Submit your district's budget as an excel file. No PDF's please.

3) Please save your budget using the file name *FY24 [District Name] A&I budget*.

Questions about submitting your budget? Contact one of MDE's A&I staff or email mde.integration@state.mn.us.

DEPARTMENT OF EDUCATION

Achievement and Integration Revenue
FY 2024 Budget Worksheet

Use this workbook to list proposed expenditures of FY 2024 Achievement Integration (A&I) revenue. All expenditures must support strategies in your district's MDE-approved A&I plan. Each worksheet has a column where you will explain how each line item is intended to fund a strategy. **Please use the instructions in the prior tab of this workbook.** For details on budget requirements, see the A&I Budget Guide on the A&I webpage.

District Name: Jordan Public Schools
District ISD Number: 717
Superintendent: Ranae Case Evenson
Partnering Districts:

Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.

Program Staff:		**Fiscal Staff:**	
Phone:		**Phone:**	
E-mail:		**Email:**	

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

Find the amount of Achievement and Integration (A&I) revenue your district may be eligible to receive in FY 2024 and enter it below. See lines 12 and 13 in your district's Integration Revenue Reports listed online in the Minnesota Funding Reports. These are estimates based on enrollment projections and A&I funding formulas. These estimates will be adjusted to reflect actual FY24 enrollment. Directions for finding Integration Revenue reports online are posted to the A&I website.

Total Initial Revenue (FIN 313)	$	165,580.62
Total Incentive Revenue (FIN 318)	$	19,928.00
TOTAL A&I REVENUE	$	185,508.62

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2024 Achievement & Integration budget as approved by the school board.

Board Approval Date _____

School Board Chair _____ **Date** _____

Superintendent _____ **Date** _____

This certification statement is not required in legislation or by the Minnesota Department of Education.

FOR MDE USE ONLY

Approved Initial Revenue: _____ **Approved Incentive Revenue:** _____

MDE Approval: _____ **Date:** _____

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget
Expenditure Summary

District Number: 717 District Name: Jordan Public Schools

Proposed Budget				Actual Expenditures	
		Proposed Budget Ratios			Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	$184,488.62	99.46%	**DSS** At least 80% of total expenditures	$0.00	#DIV/0!
Professional Development may equal no more than 20% of total revenue	$1,000.00	0.54%	**Professional Development** No more than 20% of total expenditures	$0.00	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	$0.00	0.00%	**Admin/Indirect** No more than 10% of total expenditures	$0.00	#DIV/0!
Total Proposed Revenue:	$185,488.62		**Total Revenue Expended:**	$0.00	
Total Amount Proposed FIN 313	$165,580.62		**Improvement Planning Expenditures**	0%	#DIV/0!
Total Amount Proposed FIN 318	$19,908.00		Districts must use up to 20% of integration revenue to implement an improvement plan (Minn. Stat. 124D.862 subd. 8 (c) 2).		

Amending Line Items To amend line items in this budget after it's been approved by MDE, strike the approved dollar amt and related budget narrative. Insert a row below the line you want to change (make sure the new row is above the total revenue line). Add a new dollar amt and narrative to the row you just added. Then highlight both lines with the color highlight function. Explain the change in the comments box at the bottom of the tab.

UFARS Corrections You do not need to submit an amended budget to MDE in order correct UFARS codes. Instead, make UFARS corrections when you submit your Actual Expenditure report. Add a note to explain the correction. See the A&I Gudget Guide for more details on when to amend your MDE-approved budget.

Comments:

Improvement Funding Directions

Only districts that did not meet the goals in their last plan after three years should complete this tab. If you didn't meet your goals, you must use up to 20% of your annual integration revenue to fund improvement strategies.

Step 1) Complete the DSS, PD and Admin tabs for FIN 313 and 318. Step 2) Copy and paste line items that will fund improvement strategies into one of the sections below.

- Copy line items totaling up to 20% of your total proposed revenue.That percentage will be calculated for you on the Expenditures Summary tab.
- The line items you copy may be either FIN 313 or FIN 318 depending upon how you're funding your improvement strategies.

What is an improvement strategy? Strategies that were 1) not in your prior plan, or 2) strategies that you've adjusted and kept in your current A&I plan, and 3) strategies developed using an equity-centered improvement process like the one described in the A&I Improvement Planning Guide. The strategies should be different from the ones in your prior plan because they are either new to your A&I work or have been changed in some way that increases the liklihood of meeting the goals in your district's current plan.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amount	Budget Narrative - Which strategy in you're A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit this workbook with actual FY24 expenditures by 12/1/24.	Describe what will be purchased, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement a strategy. Do not copy the strategy description from your plan.	Goal #	Strategy # and Name
Direct Student Services									
Professional Development									
Administrative Costs									
	Total Improvement Funding:				$0.00	$0.00			

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Direct Student Service Costs

District Number: 717 District Name: Jordan Public Schools

80% Direct Services to Students

List proposed **FIN 313** expenditures for Direct Student Services below. **At least 80% of a district's proposed expenditures must be used for strategies in a district's MDE-approved A&I plan that provide direct services to students.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit this budget with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
CRT Specialist - .5FTE	128	211	313	143	$46,776.69		work to support students and staff with the		
CRT Specialist - Benefits	128	211	313	200	$10,954.18				
			313						
Equity Specialist - .5 FTE	100	203	313	175	$17,233.60		Equity Outreach Specialist will work to support students, make family connections, and support staff with the ultimate goal of reducing disparities and closing racial achievement gaps.		
Equity Specialist- Benefits	100	203	313	200	$4,108.38				
Equity Specialist - .5 FTE	128	211	313	175	$17,233.60				
Equity Specialist- Benefits	128	211	313	200	$4,108.38				
			313						
REACH Instructions-HS-.5 FTE	300	211	313	140	$47,692.82		REACH instructor -- REACH guided study halls focus on supporting student's academic and social emotional needs.		
REACH Instructions-benefits	300	211	313	200	$11,108.32				
			313						
instructional supplies	100	203	313	433	$1,000.00		Support programing dedicated to decreasing achievement gaps and supporting social and emotional learning for all students		
field trips	128	211	313	369	$3,364.65		Supporting student integration and authentic experiences to bring culture and diversity to student life.		
Transportation	128	211	313	360	$1,000.00		Costs associated with Field Trips and Authentic Experiences		
FIN 313 TOTAL					**$164,580.62**	**$0.00**			

*Insert lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Direct Student Service Costs to Reduce Enrollment Disparities

District Number: 717 District Name: Jordan Public Schools

80% Direct Services to Students

List proposed **FIN 318** expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies included in the district's MDE-approved A&I plan which provide direct services to students. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
Equity Specialist - salary	128	211	318	175	$17,000.00		Reduce disparities and close racial achievement		
Incentive supplies	128	211	318	401	$2,908.00		Program supplies tied to reducing disparities and closing racial achievement gaps. These supplies support programming and specific achievement and integration goals.		
			318						
			318						
			318						
			318						
			318						
FIN 318 TOTAL					**$19,908.00**	**$0.00**			

*Insert lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Professional Development Costs

District Number: 717 District Name: Jordan Public Schools

20% Professional Development

List all proposed **FIN 313** expenditures for professional development below. **No more than 20% of this budget's total revenue may be proposed or used for these costs**. All training funded through this budget must directly support strategies in a district's MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
Staff Dev needs	005	211	313	366	$1,000.00		Instructors and staff will be provided the opportunity to be trained on CRP, equity, and best practices in instruction to support all students.		
			313						
			313						
			313						
			313						
			313						
			313						
FIN 313 TOTAL					**$1,000.00**	**$0.00**			

*Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Professional Development Costs to Reduce Enrollment Disparities

District Number: 717 District Name: Jordan Public Schools

20% Professional Development

List proposed **FIN 318** expenditures for professional development below. No more than 20% of this budget's total revenue may be proposed or used for these costs. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for more details.

UFARS Title	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
			318						
			318						
			318						
			318						
			318						
FIN 318 TOTAL					**$0.00**	**$0.00**			

*Add lines **above** the FIN 318 TOTAL lline to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Administrative/Indirect Costs

District Number: 717 District Name: Jordan Public Schools

10% Admin/Indirect Costs

List proposed Administrative/Indirect **FIN 313** expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
			313						
			313						
			313						
			313						
			313						
			313						
FIN 313 Total					**$0.00**	**$0.00**			

*Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Administrative/Indirect Costs to Reduce Enrollment Disparities

District Number: 717 **District Name:** Jordan Public Schools

10% Admin/Indirect Costs

List proposed **FIN 318** Administrative/Indirect expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs. Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal#	Strategy # and Name
			318						
			318						
			318						
			318						
			318						
			318						
FIN 318 Total					**$0.00**	**$0.00**			

*Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Racially Identifiable Schools: Direct Student Services Costs

District Number: 717 District Name: Jordan Public Schools

80% Direct Services to Students

List proposed **FIN 313** expenditures for Direct Student Services for your district's Racially Identifiable School(s) below. **At least 80% of a district's proposed expenditures must be used for strategies in a district's MDE-approved A&I plan that provide direct services to students.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
			313			$0.00			
			313						
			313						
			313						
			313						
			313						
			313						
			313						
			313						
FIN 313 TOTAL					**$0.00**	**$0.00**			

*Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Racially Identifiable Schools: Direct Student Service Costs to Reduce Enrollment Disparities

District Number: 717 District Name: Jordan Public Schools

80% Direct Services to Students

List proposed FIN 318 expenditures for Direct Student Services for your Racially Identifiable School(s) below. **At least 80% of a district's proposed expenditures must be used for strategies that provide direct services to students. Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities** in classes, schools, some programs, or between districts.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
			318			$0.00			
			318						
			318						
			318						
			318						
FIN 318 TOTAL					**$0.00**	**$0.00**			

*Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Racially Identifiable Schools: Professional Development Costs

District Number: 717 District Name: Jordan Public Schools

20% Professional Development

On this worksheet list proposed FIN 313 expenditures for professional development for your district's Racially Identifiable School(s). **No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved A&I plan.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
			313			$0.00			
			313						
			313						
			313						
			313						
			313						
			313						
			313						
FIN 313 TOTAL					**$0.00**	**$0.00**			

*Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Racially Identifiable Schools: Professional Development Costs to Reduce Enrollment Disparities

District Number: 717 District Name: Jordan Public Schools

20% Professional Development

List proposed **FIN 318** expenditures for professional development for your district's Racially Identifiable School(s) below. No more than 20% of a district's total proposed expenditures may be used for PD costs that are part of a district's MDE-approved A&I plan. **Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
			318			$0.00			
			318						
			318						
			318						
			318						
FIN 318 TOTAL					**$0.00**	**$0.00**			

*Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Racially Identifiable Schools: Adminstative/Indirect Costs

District Number: 717 District Name: Jordan Public Schools

10% Admin/Indirect Costs

List proposed Administrative/Indirect **FIN 313** expenditures for your district's Racially Identifiable School(s) below. **No more than 10% of of your total revenue may be budgeted or used for administrative or indirect costs.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
			313						
			313						
			313						
			313						
			313						
FIN 313 Total					**$0.00**	**$0.00**			

*Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

DEPARTMENT OF EDUCATION

FY 2024 Achievement and Integration Budget

Racially Identifiable Schools: Adminstative/Indirect Costs

District Number: 717 District Name: Jordan Public Schools

10% Admin/Indirect Costs

List proposed **FIN 318** Administrative/Indirect expenditures for your district's Racially Identifiable School(s) below. No more than 10% of of your total revenue may be budgeted or used for administrative or indirect costs. **Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY24 expenditures by 12/1/24.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. *Do not copy the strategy description from your plan.*	Goal #	Strategy # and Name
			318						
			318						
			318						
			318						
			318						
			318						
			318						
FIN 318 Total					**$0.00**	**$0.00**			

*Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

PROPOSAL FOR
REVIEW & COMMENT

January 3, 2023

SUBMITTED BY:

Jordan Public Schools, ISD #717
500 Sunset Drive, Suite #1
Jordan, Minnesota 55352

Contact: Ranae Case Evenson
Superintendent of Schools
952-492-4226
revenson@isd717.org

PREPARED BY:

Kraus-Anderson
501 South 8th Street
Minneapolis, MN 55404

Contact: John Huenink
Ph: 612-332-7281

717 JORDAN PUBLIC SCHOOLS

RANAE CASE EVENSON
Superintendent of Schools
revenson@isd717.org

January 3, 2023

Willie L. Jett, II
Commissioner of Education
Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113

Subject: Proposal for Review and Comment
Jordan Public Schools, ISD #717

Dear Commissioner Jett,

In accordance with Minnesota Statute 123B.71, Jordan Public Schools, ISD #717, hereby submits this proposal for District facility and site improvements for your review and comment.

The School Board of ISD #717, by a majority vote at its meeting on November 14, 2022, directed the administration to prepare and submit this project proposal for review and comment to the Department of Education. On December 12, 2022, the school board approved the question resolution.

The proposed project will allow the District to implement additions, renovation, and site improvements at our elementary building, as well as safety and security upgrades at the Jordan High School. This construction is planned to allow the District to respond to the educational adequacy needs, improvement of special education spaces, and site safety needs, along with addressing the elementary buildings' deferred maintenance. This is a well-planned long-term solution both fiscally and operationally. The planned projects will allow ISD #717 to invest wisely in our current capital assets and meet the long-term space needs of students and staff.

Funding for the projects will be provided by general obligation bonds, for which the District will seek voter approval in a referendum on April 11th, 2023. The project will be presented as a single-question ballot in the amount of $34,990,000, including bond issuance and other associated financing costs.

Specific details regarding the District, the facility and site needs, the project scope and cost, and the finance plan are included in the enclosed proposal for your review and comment.

For additional information or any questions, please feel free to contact me at your earliest convenience. On behalf of ISD #717, thank you in advance for your consideration of this proposal. I look forward to your response.

Sincerely,
Ranae Case Evenson
Ranae Case Evenson
Superintendent

Cc: Board of Education

Jordan Public Schools ISD 717

TABLE OF CONTENTS **Page**

1.	Introduction, District Team & Project Scope	2
2.	Geographic Area & Student Population	5
3.	Existing Facilities	7
4.	Anticipated Needs for Facilities	7
5.	Project Description/Scope Summary/Schedule	9
6.	Financing/Tax Impact	13
7.	Documentation Obligating District Compliance	15
	Signature Exhibit for Part 6	16

APPENDICES

A. District Boundary Map

B. District Enrollment Data

C. Financial Analysis & Tax Impact Data

D. Election Resolution & Ballot Question

E. Supplemental Information
   i. Community Survey Data
   ii. Community Presentation & Board Report (PPT)

Jordan Public Schools ISD 717

INTRODUCTION

In accordance with Minnesota Statute 123B.71, the Board of Education of ISD #717 submits the following educational facilities proposal for review and comment. This proposed building project will address the enhancement of teaching and learning spaces, improvement of special education spaces, site and building safety, plan for future growth, and address significant deferred maintenance needs at Jordan Elementary School as well as enhance safety and security at the Jordan High School.

The original footprint of Jordan Elementary School was built in 1974 and is the oldest building in the district. The building received a multipurpose room addition in 1993 and classroom addition in 2002. Numerous deferred maintenance issues need to be addressed in the near future, including roof, doors and windows, security, mechanical and electrical system needs, as well as parking lots. In addition to the deferred maintenance issues, significant educational improvements are needed to the 1974 building.

Last spring, Jordan Public Schools collaborated with the community and staff to develop a new strategic plan. Overwhelmingly, across 500 responses, a common theme emerged with a focus on Jordan Pride in our facilities, particularly:

- Investing in our elementary school
- Enhancing safety and security
- Appropriate space for shared educational activity spaces
- Monitoring anticipated growth swiftly moving through our community

At their meeting on Monday, July 11, 2022, the Jordan Public School District school board formally adopted a five-year strategic plan. One of the six focus areas is Pride in Facilities – indoor and outdoor. These specific goals and objectives include:

1. Goal: Establish and maintain high-quality facilities to serve students, families, and the community
    A. Objective: Address the facility needs at the current elementary and support students.
    B. Objective: Continue to review and update operational needs of district facilities and grounds to enhance available offerings to students.
    C. Objective: Continue to maximize long-term facilities management dollars as it relates to the 10-year plan to maintain and address long-term needs to support all students.
2. Goal: Enhance safety and security across the district
    A. Objective: Continue to maximize all available resources and grants e for security updates with added measures to increase safety across the district.
    B. Objective: Enhance secure entrance points at all district buildings.

The District conducted a community-based referendum survey in fall of 2022 and received more than 900 responses. (See Supplemental Information **Appendix E** for comprehensive survey results.)

1. The results include very clear direction regarding facilities priorities:
    A. Jordan Elementary School:
        a. Renovate 1974 wing and expand the building rather than build a new building.
        b. Inclusive of additional classrooms, new cafeteria/multipurpose room, regulation- size gymnasium, enhanced secure entrance, expand early learning spaces, windows, doors, restrooms, and more.
    B. Jordan High School:
        a. Enhance secure entrance.
2. There is more than 50% support for a bond amount smaller than $36 million.
    A. Consider refining a plan to update the elementary school and high school secure entrance at a lower cost.

The School Board of ISD #717 has taken the findings of the community-based survey, as well as consideration of input from administrative leaders and consultants, under deliberation to formulate and propose implementation of projects to meet the District's long-term facility needs. As a result, at its meeting on November 14, 2022, the Board of ISD #717 voted to authorize District Administration to submit to the Minnesota Department of Education a facilities proposal for review and comment, in accordance with the scope, cost, and purpose, as detailed further in this document. The information presented in this proposal documents the need and feasibility for this project, as well as the scope, cost, timing, and funding analysis for its implementation.

SUMMARY OF PROPOSED PROJECT: (See Supplemental Information **Appendix E**)

1. **Jordan Elementary School**
    - Update secure entrance
    - Remodel 1974 classrooms
    - Six-classroom addition
    - New gym addition with restrooms for school and community use
    - Appropriately sized cafeteria and kitchen
    - Expanded Early Learning areas
    - Dedicated Kids' Company space for before/after school childcare
    - Multi-purpose space
    - Improve special education areas
    - Relocate playground
    - Traffic flow improvements
    - New windows and doors

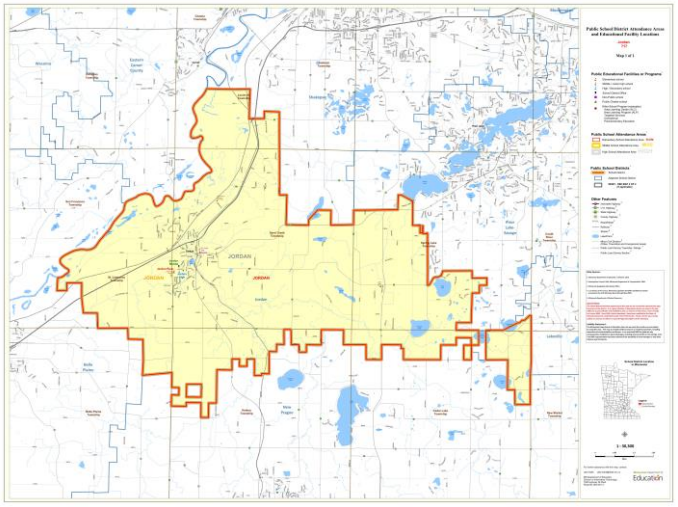
- Add loading dock
- Resolve outdoor drainage issues
- Reconfigure pick-up and drop-off areas
- Replace windows and doors
- Upgrade mechanial systems

2. Jordan High School

- Renovate Jordan High School secure entrance to enhance building security and better control visitor access.

DISTRICT CONTACTS:	Jordan Public Schools ISD #717 500 Sunset Drive, Suite #1 Jordan, MN 55352	
	Ranae Case Evenson Superintendent	952-492-4226
SCHOOL BOARD:	Deb Pauly, Chairperson	952-492-6200
	Lauren Pedersen	952-492-6200
	Sara Lehnen	952-492-6200
	Molly Monyok	952-492-6200
	Rob Langheim	952-492-6200
	Corinne Hennen	952-492-6200
	Jenny Kusske	952-492-6200
METHOD OF FINANCING:	General Obligation Bonds	See Appendix C
MILESTONE DATES:	Bond Referendum	April 11, 2023
	Design Phase (phased)	See Page 12
	Bid & Award Phase (phased)	See Page 12
	Construction Phase	See Page 12
PROJECT TEAM:		
Construction Manager:	Kraus-Anderson Construction Co. Contact: John Huenink VP/Dir. of K12	612-332-7281
Architect/Engineer:	TBD	
Financial Consultant:	PMA Financial Network Steven Pumper Vice President, Minnesota Office	612-509-2565

1. GEOGRAPHIC AREA AND STUDENT POPULATION



1.1 The geographic area and population to be served:

- Kindergarten through grade 12 student enrollments for the past five years
- Student enrollment projects for the next five years

Jordan Independent School District 717 is located in Scott County and serves the City of Jordan as well as portions of seven townships. The district is located in the southwest portion of Minneapolis/St. Paul Metropolitan Area, seven miles south of Shakopee.

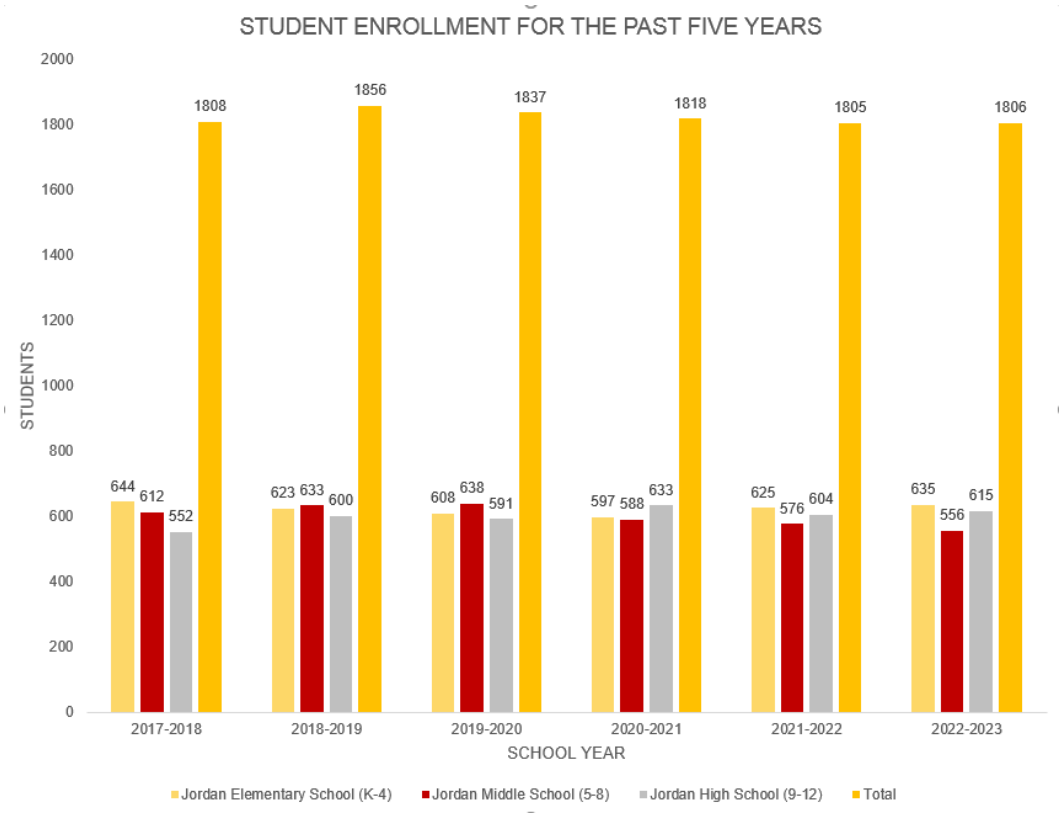
Jordan, located on Hwy. 169, offers a small town atmosphere, yet easy access to the metro area. Jordan's school district currently houses all of the district's schools on a single campus. The district has excellent facilities that were built in 1964 and the newest in 2015.

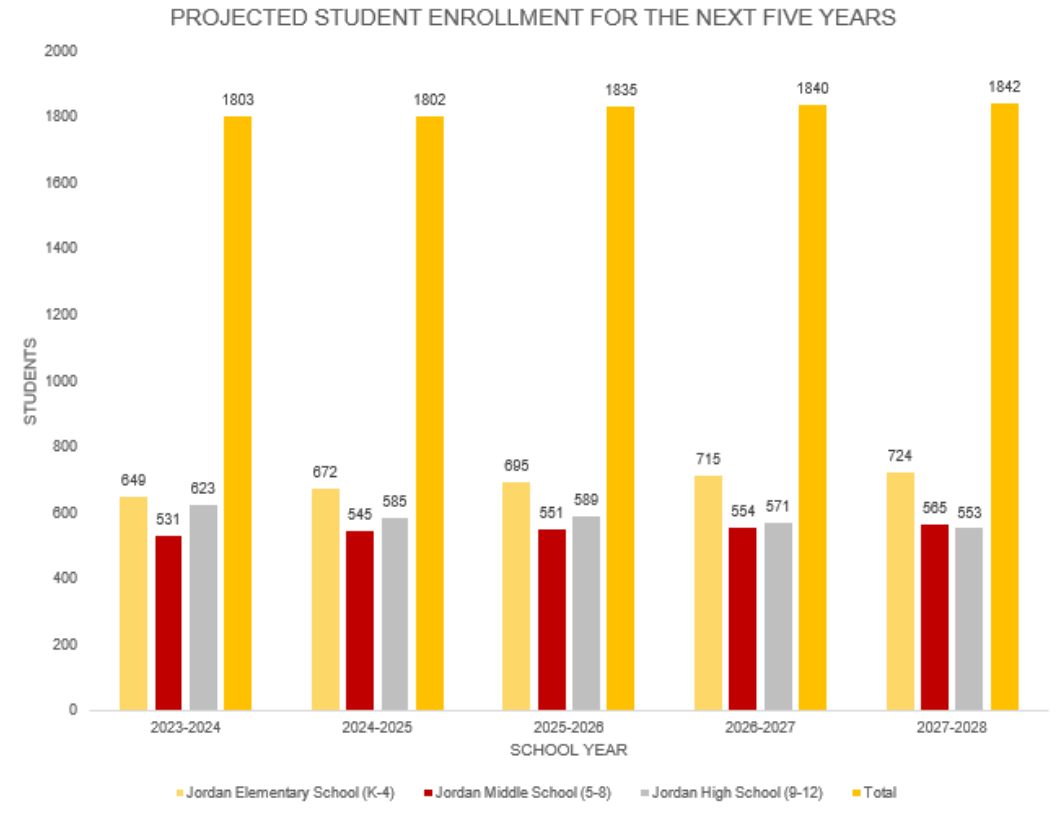
The district prides itself on class sizes in its elementary program. Early Childhood Family Education, Early Childhood Special Education, Preschool, before and after school daycare, and its Headstart program, are located in the elementary.

The district currently serves 1,806 students. It encompasses nearly 73.55 miles and provides transportation for the student population.

*District enrollment history and latest enrollment trend projections are provided in **Appendix B** of this document. The chart below indicates current enrollments, projected enrollment in the next five years, and proposed building capacity for future growth.*

Jordan Public Schools ISD 717





2. EXISTING FACILITIES

A list of existing school facilities by year constructed, their uses, and an assessment of the extent to which alternate facilities are available within the school district boundaries and in adjacent school districts are provided, below.

The list of existing school facilities is presented in the following chart along with the year of construction and enrollment. Each facility has been assessed for physical strengths and needs. All district buildings are on a shared campus that is approximately 128 acres in total. The Jordan proposal will focus on the Elementary and High School campuses further described in section 3.

Building Age and Square Footage Report from MDE

bld_name	bld_address	bld_city	bld_zip	Addition	Built	Sq Ft	Age
Jordan Elem School	815 Sunset Drive	Jordan	55352	1	1974	59,544	48.00
Jordan Elem School	815 Sunset Drive	Jordan	55352	2	1993	2,000	29.00
Jordan Elem School	815 Sunset Drive	Jordan	55352	3	2002	35,900	20.00
Jordan MS	500 Sunset Drive	Jordan	55352	1	1964	60,000	58.00
Jordan MS	500 Sunset Drive	Jordan	55352	2	1969	59,000	53.00
Jordan MS	500 Sunset Drive	Jordan	55352	3	2015	56,772	7.00
Jordan High School	600 Sunset Drive	Jordan	55352	1	2003	131,200	19.00
Bus Garage	500 Sunset Drive	Jordan	55352	1	2000	2,500	22.00
Garage	500 Sunset Drive	Jordan	55352	1	1970	750	52.00
Garage	815 Sunset Drive	Jordan	55352	1	2003	750	19.00

3. ANTICIPATED NEEDS FOR FACILITIES

A list of the specific deficiencies of the facility that demonstrate the need for a new or renovated facility to be provided, and a list of the specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.

3.1 SPECIFIC DEFICIENCIES:

The supplemental information will provide more specific information for your review. Following is a summary of these deficiencies:

1. Jordan Elementary School was constructed in 1974 and received a multipurpose room addition in 1993 and classroom addition in 2002. Presently, it serves grades K-4 as well as early childhood programs and is in need of modifications to meet the education vision that the district has for a growing and evolving community.
    A. Numerous deferred maintenance issues need to be addressed in the near future including roof, doors, and windows, mechanical and electrical systems needs, as well as parking lots.
    B. In addition to the deferred maintenance issues, significant improvements are needed to the 1974 building:

a. The current classroom configuration does not lend itself well for teachers and student learning. In some cases, students have to travel through one classroom to access another classroom.
b. The current gymnasium stage, which doubles as the cafeteria space, is too small for existing students, and simply adding lunch shifts will not solve this problem due to scheduling constraints.
c. Serving spaces in the kitchen are too small or not adequate to prepare and serve lunches.
d. The current special education classrooms lack appropriate space and accommodations for the students the program serves.
e. Lack of collaboration/flex learning spaces for our early learners.
f. The current entries are secure, however lack functionality and would be even more effective if they were redesigned to enhance control of visitor access.
g. Parking areas, including pick-up and drop-off, need to be reconfigured to accommodate better traffic flow.

2. Jordan High School was constructed in 2003 and is in need of a visitor entrance redesign to better control visitor access.

3.2 SPECIFIC BENEFITS:

The upgraded facility will provide the following:

1. Added educational spaces will help keep classroom sizes down and improve student-teacher ratios.
2. Upgraded mechanical and electrical systems will allow the building to meet all code requirements.
3. An appropriately sized gymnasium addition with restrooms will allow students to have a cafeteria and multi-purpose space large enough for current and future students and resolve lunch scheduling issues. This gym will be a storm shelter as well.
4. Early Learning areas will be expanded to accommodate the district's youngest learners.
5. Dedicated space for before/after school childcare.
6. Improved special education area to ensure all students can achieve their highest level of potential despite any physical or mental limitations.
7. Flexible / multi-use space for enhanced learning opportunities.
8. Window and door replacements.
9. The proposed projects will result in better and safer access to buildings and sites.

Building Maintenance Needs:

ISD #717 has always been diligent in the care of its school buildings and sites. However, as these capital assets age, critical building and site components wear out and need repair

or replacement. To respond to specific facility maintenance needs, the District intends that a portion of this proposed project address some of these District-wide items.

4. CONSTRUCTION PROJECT DESCRIPTION

A narrative of the project including:

- **The specification of site and outdoor space acreage and square footage allocations for new and converted classrooms, labs, and support spaces.**
- **A floor plan of the project**
- **Estimated expenditures for the major portions of the project**
- **Estimated changes in facility operating costs**
- **Dates the project will begin and be completed**

4.1 Square Footage Allocations

The proposed project scope includes the following components in the elementary school:

- 5,500 SF Six-Classroom Addition
- 8,000 SF Gymnasium Addition (will be the storm shelter to meet current codes)
- 5,500 SF Cafeteria
- 4,000 SF Restrooms and Circulation
- 2,000 SF Kitchen and Receiving
- Misc. Deferred Maintenance (i.e., windows, ADA upgrades, Life Safety)
- Sitework

The proposed project scope includes the following components in the high school:

- 1,000 SF security remodel

4.2 Site Specifications:

Site Improvements

- **Relocate Playground**
- **Traffic Flow Improvements**

JES Planning- THESE ARE NOT ACTUAL RENDERINGS

JORDAN

High School Improvement

- **Security Entrance Remodel**

JHS Planning-THESE ARE NOT ACTUAL RENDERINGS

JORDAN

4.3 Project Cost Details

	Elementary	High School	13-Dec
	Gym/Caft/Kitchen/ 6 CR	Securtity	Remarks
New Square Footage	26,000		
Light Remodel	40,000		
Medium Remodel	10,000		
Heavy Remodel	8,000		
Restrooms	2,100	1,000	
Construction Costs Budget			
New Square Footage	11,180,000	0	
Light Remodel	2,400,000		
Medium Remodel	1,500,000		
Heavy Remodel	1,800,000		
Restrooms	1,050,000	250,000	
Site Work and Play	1,910,000		
Misc Deferred Maint. Not in Remodel Costs	3,900,000		at Elem School
Storm Shelter	500,000		
GC's	1,696,800	15,000	
Off-Site City Development	0		In City Assesment
Building Tie-In	125,000		
Contingency	$1,042,472	$10,600	
	$27,104,272	**$275,600**	
Soft/Owner Cost / Budget	24.0%	35.0%	
A/E Fees (Structural, Civil, Landscape, M&E)			
A&E Reimbursable (pool, acoustic, theater, wetlands)			
CM Fee (replaces general contractor)			
Building Permit / plan review			
Sewer and Water Charges			
Furniture and Equipment incl. Design			
Technology and Infrastructure incl. Design			
CM Site Services (On-Site Supervision and Mgmt.)			
Special Testing for City and Code Review			
Plan Productions / Distribution - Bidding			
Loan Expenses or Bonding Costs & Capt. Interest	Separate	Separate	Work with PMA
Project Commissioning/Validation			
City Development / Road Improvements			Turn lanes - Signals
Misc. Owner Expenses			legal, salaries, etc.
Insurances			
Total Owner Budget	**6,505,025**	**96,460**	
Total Project Costs	**$33,609,297**	**$372,060**	$33,981,357

4.4 Operating Costs

The proposed projects will result in additional square footage at the elementary school for the District to operate and maintain.

The natural gas and electricity to heat, cool, ventilate, power, and light the additional square footage is estimated at $1.00 per SF annually.

The District will monitor cleaning and other responsibilities in comparison with square footage added. It anticipates the additions will possibly require one additional part-time

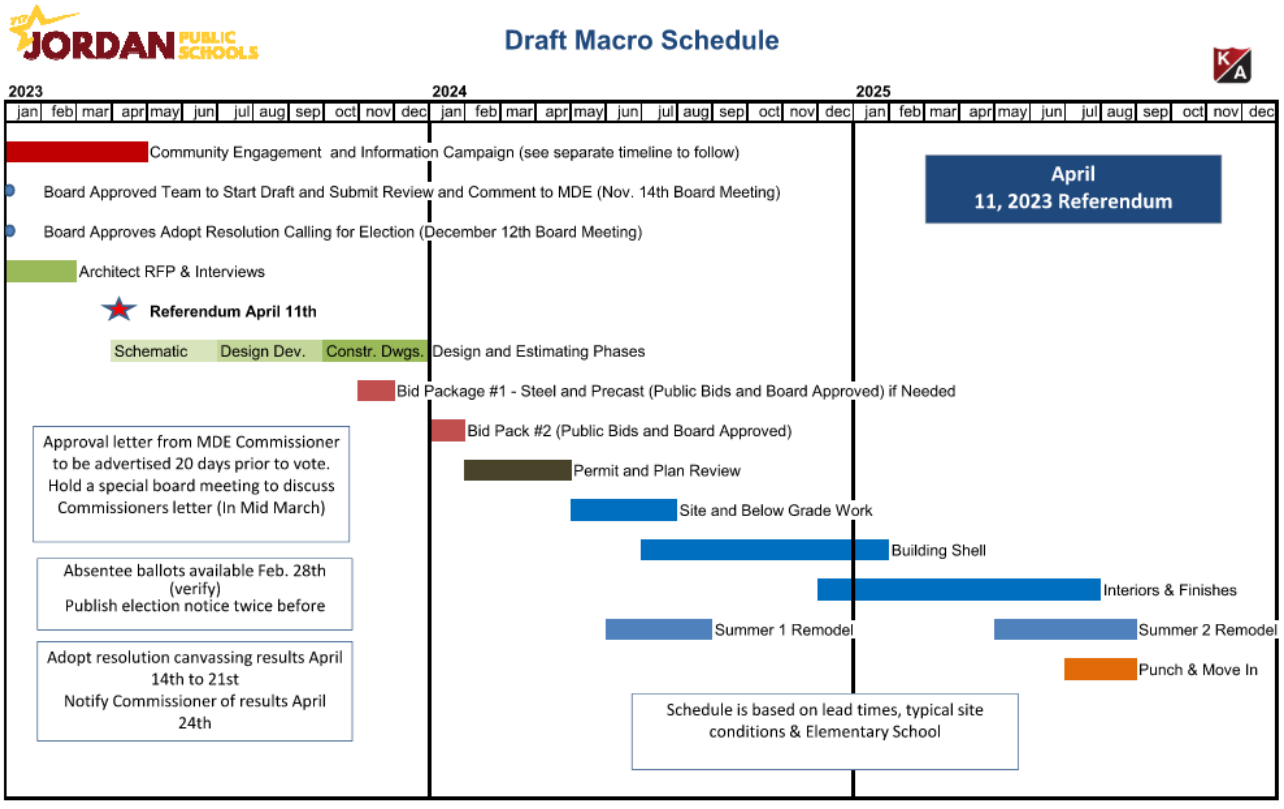
custodial staff member, and other maintenance supplies and expenses. See the chart below:

		Added Teaching/Support Staff	Added Janitorial & Exterior Maintenance
Number of New Teachers / Support Staff		0	.5
Average Staffing Cost Per Year		0	$35,000
(salary and benefits - assumed inflation)			

Energy Usage & Operations			
New Square Footage		26,000	
Average Energy Costs		$1	
Annual Energy Cost Increase		**$26,000**	

Maintenance Supplies			
New Square Footage		26,000	
Average Maintenance Supply Costs		$0.50	
Average Maintenance Supply Increase		**$13,000**	

4.5 Anticipated Schedule Dates



5. FINANCING / TAX IMPACT

A specification of the source of project financing, including:

- **Applicable statutory citations**
- **The scheduled date for a bond issue or school board action**
- **A schedule of payments, including debt service equalization aid; and**
- **The effect of a bond issue on local property taxes by property class and valuation**

Jordan Public Schools ISD #717 proposes to obtain financing from the sale of General Obligation bonds. The School District would seek voter approval of a **single ballot question** on Tuesday, April 11, 2023, pursuant to Minnesota Statutes Chapter 475, which, if approved, would result in a bond issue totaling **$34,990,000**. The difference between the amount requested to be authorized by the voters (plus estimated interest earnings in the construction fund) and estimated capitalized interest, underwriter's discount, and cost of issuing this debt (legal and fiscal costs) equals $33,980,000, the amount the District expects to need for construction projects.

PMA Financial Network has prepared the following schedules, which have been included in the following pages of this document:

1. Estimated sources and uses of funds for the proposed bond issue
2. Estimated debt payment structure for the anticipated bond issue and estimated annual debt service property tax levies after accounting for the 105% levy requirement (the District does not qualify for debt service equalization aid)
3. An analysis of the estimated tax impact on various values of residential, commercial, and apartments/residential non-homestead properties for the proposed bond issue

A specification of the source of project financing (continued)

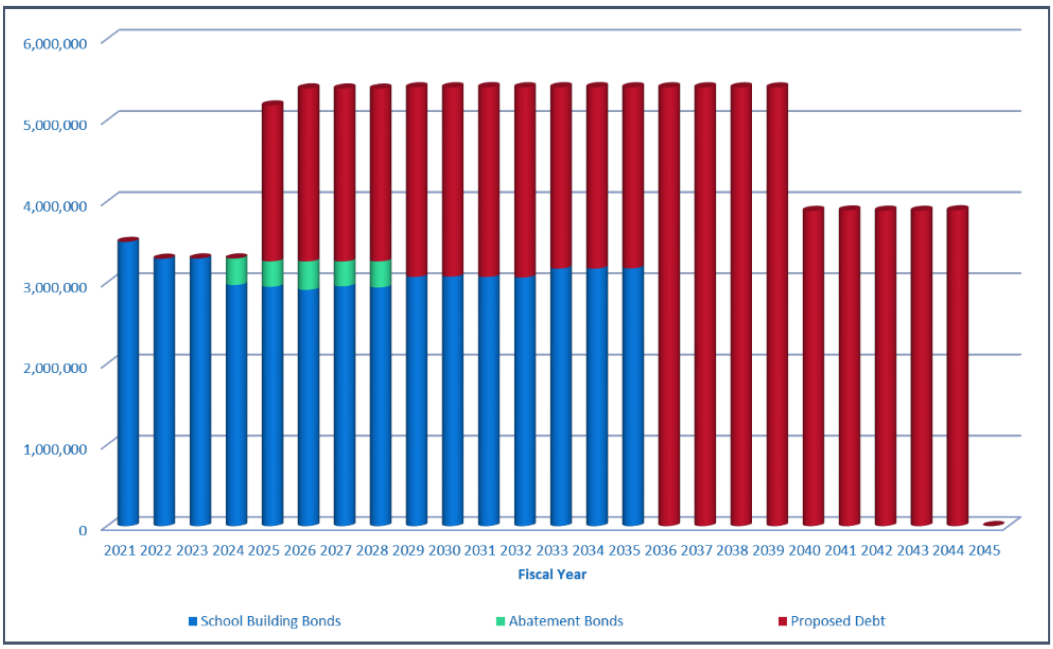
1. Estimated sources and uses of funds for the proposed bond issue

- Construction Projects Identified = $33,980,000
- Proposed Bond Amount = $34,990,000

Sources Of Funds	
Par Amount of Bonds	$34,990,000.00
Reoffering Premium	575,520.55
Total Sources	**$35,565,520.55**
Uses Of Funds	
Deposit to Project Construction Fund	33,980,000.00
Deposit to Capitalized Interest (CIF) Fund	1,219,681.67
Total Underwriter's Discount (0.600%)	209,940.00
Financial Advisor	71,706.90
Other Costs of Issuance	84,191.98
Total Uses	**$35,565,520.55**

A specification of the source of project financing (continued)

2. Estimated debt payment structure for the anticipated bond issue and estimated annual debt service property tax levies after accounting for the 105% levy requirement (the District does not qualify for debt service equalization aid)



	New Bond Schedule					
Date	Principal	Interest	Total P+I	Capitalized Interest	Current Bond Payments	Combined Bond Payments
02/01/2024	-	1,219,681.67	1,219,681.67	(1,219,681.67)	3,138,636.00	3,138,636.00
02/01/2025	-	1,829,522.50	1,829,522.50	-	3,104,762.00	4,934,284.50
02/01/2026	200,000.00	1,829,522.50	2,029,522.50	-	3,104,142.00	5,133,664.50
02/01/2027	210,000.00	1,818,522.50	2,028,522.50	-	3,104,186.00	5,132,708.50
02/01/2028	220,000.00	1,806,972.50	2,026,972.50	-	3,104,172.00	5,131,144.50
02/01/2029	430,000.00	1,794,872.50	2,224,872.50	-	2,922,180.00	5,147,052.50
02/01/2030	450,000.00	1,771,222.50	2,221,222.50	-	2,925,780.00	5,147,002.50
02/01/2031	480,000.00	1,746,472.50	2,226,472.50	-	2,922,130.00	5,148,602.50
02/01/2032	510,000.00	1,720,072.50	2,230,072.50	-	2,916,425.00	5,146,497.50
02/01/2033	435,000.00	1,692,022.50	2,127,022.50	-	3,020,750.00	5,147,772.50
02/01/2034	460,000.00	1,668,097.50	2,128,097.50	-	3,020,625.00	5,148,722.50
02/01/2035	480,000.00	1,642,797.50	2,122,797.50	-	3,023,750.00	5,146,547.50
02/01/2036	3,530,000.00	1,616,397.50	5,146,397.50	-	-	5,146,397.50
02/01/2037	3,715,000.00	1,431,072.50	5,146,072.50	-	-	5,146,072.50
02/01/2038	3,900,000.00	1,245,322.50	5,145,322.50	-	-	5,145,322.50
02/01/2039	4,095,000.00	1,050,322.50	5,145,322.50	-	-	5,145,322.50
02/01/2040	2,855,000.00	842,706.00	3,697,706.00	-	-	3,697,706.00
02/01/2041	3,010,000.00	692,818.50	3,702,818.50	-	-	3,702,818.50
02/01/2042	3,165,000.00	534,793.50	3,699,793.50	-	-	3,699,793.50
02/01/2043	3,330,000.00	368,631.00	3,698,631.00	-	-	3,698,631.00
02/01/2044	3,515,000.00	189,810.00	3,704,810.00	-	-	3,704,810.00
Total	**$34,990,000.00**	**$28,511,653.17**	**$63,501,653.17**	**(1,219,681.67)**	**$36,307,538.00**	**$98,589,509.50**

A specification of the source of project financing (continued)

3. An analysis of the estimated tax impact on various values of residential, commercial, and apartments/residential non-homestead properties for the proposed bond issue.

Tax Impact

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

*Tax impact chart illustrates only the tax changes related directly to the proposed bond and do not include levies for other purposes.
**Commercial Industrial taxes will have small variations from one taxing City/township to the next due to differences in the Twin Cities Metropolitan Area Fiscal Disparities Program

6. DOCUMENTATION OBLIGATING DISTRICT COMPLIANCE

Provide evidence of understanding and intent for compliance with Minnesota statutes, state code requirements, and design standards for the anticipated project work.

ISD #717 understands its obligation under Minnesota statutes governing municipal and public sector work, including the requirement to comply with applicable codes. It will ensure that its project architect, engineers, and contractors understand this obligation as well.

i) **Governing municipal contracts** – ISD #717 and its architect recognize and will be bound by all applicable provisions set forth in Minnesota Statute 471.345 governing public and municipal contracts issued for this project.

ii) **Sustainable design** – ISD #717 will consider and include elements of sustainable design for this project, including, but not limited to, *Conserving Energy & Natural Resources* through systems design and material selections; *Minimization*

and Management of Construction Waste; and *Optimizing Maintenance & Operating Costs* through careful selection of operating systems, infrastructure components, and exterior and interior finish materials.

iii) **Facility Commissioning related to HVAC and ASHRAE standards** – the architects and engineers for the projects will design ventilation systems that meet or exceed current building codes, as well as ASHRAE standards for indoor air quality and air infiltration. Furthermore, the District ensures that its systems will be commissioned as required under M.S. 123B.72 governing School Facility Commissioning. The architects certify that the systems designed will meet or exceed current code standards, including the ASHRAE air filtration standard 52.1.

iv) **American National Standards Institute Acoustical Performance Criteria** – the architects for the projects will consider the American National Standards Institute's S12.60 Classroom Acoustics Standards in the design of the project for addressing background noise levels and reverberation times. Meeting these acoustical standards will include consideration of enclosures, partition walls, doors, window systems, as well as the design and installation of mechanical and electrical systems, so that recommended ambient noise levels are not exceeded throughout the various frequency ranges. Interior acoustical treatments will also be used in a manner that addresses low sound reverberation levels, but increases speech clarity.

v) **State Fire Code** – ISD #717 and its architect recognize and are bound by all applicable code provisions set forth in the International Fire Code as adopted by the International Code Council, including those provisions found in Minnesota Rules Chapter 7511.

vi) **Chapter 326B building codes** – ISD #717 and its architect recognize and will comply with all applicable provisions set forth in Minnesota Statute 326B Construction Codes and Licensing governing the design and construction of this project.

vii) **Consultation with appropriate governing agencies related to project impact on utilities, roads, etc.** – ISD #717 and design teams will be in consultation with government units about the impact in regards to utilities, roads, sewer and water, sidewalks, improved trails, school bus and automobile traffic access, and safe access for pedestrians and cyclists. The other facilities that are part of the project scope all sit on existing sites. Furthermore, any necessary planning and approvals will be coordinated with the local municipalities, counties, and the appropriate state agencies.

The School District, ISD #717, will maintain record documentation showing compliance with the above items upon and subsequent to project completion.

Superintendent Signature: Renae Case Evenson Date 1-3-23

Board Chair Signature: Deborah M. Pauly Date 1-3-2023

Construction Manager Signature: [signature] Date 1-3-2023

APPENDIX A:

School District Boundary Map

717 JORDAN PUBLIC SCHOOLS

Public School District Attendance Areas and Educational Facility Locations

Jordan
717

Map 1 of 1

Public Educational Facilities or Programs [1]

- Elementary school
- Middle / Junior high school
- High / Secondary school
- School District Office
- Non-Public school
- Public Charter school
- Other School Program (examples)
  - Area Learning Center (ALC)
  - Area Learning Program (ALP)
  - Targeted Services
  - Correctional
  - Post-Secondary Education

Public School Attendance Areas [1]

- Elementary School Attendance Area — ELEM
- Middle School Attendance Area — MIDD
- High School Attendance Area — HIGH

Public School Districts [1]

- School District
- Adjacent School District
- INSET - SEE MAP 2 OF 2 (if applicable)

Other Features

- Interstate Highway [2]
- U.S. Highway [2]
- State Highway [2]
- County Highway [2]
- Road/Street [2]
- Railroad [3]
- Stream [5]
- Lake/Pond [5]
- Minor Civil Division [4] (Cities, Townships and Unorganized areas)
- Public Land Survey Township / Range [3]
- Public Land Survey Section [3]

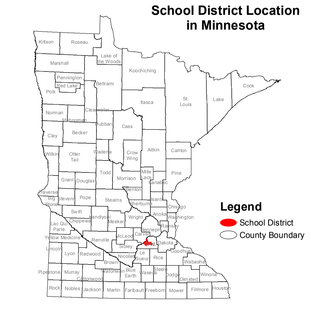
Data Sources:

1. Minnesota Department of Education, IT Division, 2010
2. Metropolitan Council, 2010, Minnesota Department of Transportation, 2004
3. Minnesota Geographic Information Office
4. U.S. Bureau of the Census, Minnesota Legislative GIS Office (modified to include annexations files with Municipal Board through May 2003)
5. Minnesota Department of Natural Resources

Special Note:
The school district boundary appearing on this map do not necessarily represent the legal boundary of the district. It is a generalization of boundaries drawn on maps in the late 1980's by county official's and modified by the U.S. Bureau of the Census, most recently for Census 2000. Since 2005, district boundary's have been modified by the Dept. of Education based on completed County Parcel information. Please contact your county auditor or assessor to obtain an accurate legal description of the boundary.

Liability Statement:
The Minnesota Department of Education does not warranty the results you may obtain by using this map. This map is provided without express or implied warranties, including warranties of merchantability and fitness. In no event will MDE be liable for any consequential, incidental or special damages, including any lost profits or lost savings, even if an MDE representative has been advised of the possibility of such damages or any other claim by any third party.

School District Location in Minnesota



1 : 30,300

0 0.65 1.3 1.95
Miles

For further assistance with this map, contact:

Jake Stark jake.stark@state.mn.us

MN Department of Education
Division of Information Technology
1500 Highway 36 West
Roseville, MN 55113

Minnesota Department of Education

APPENDIX B:

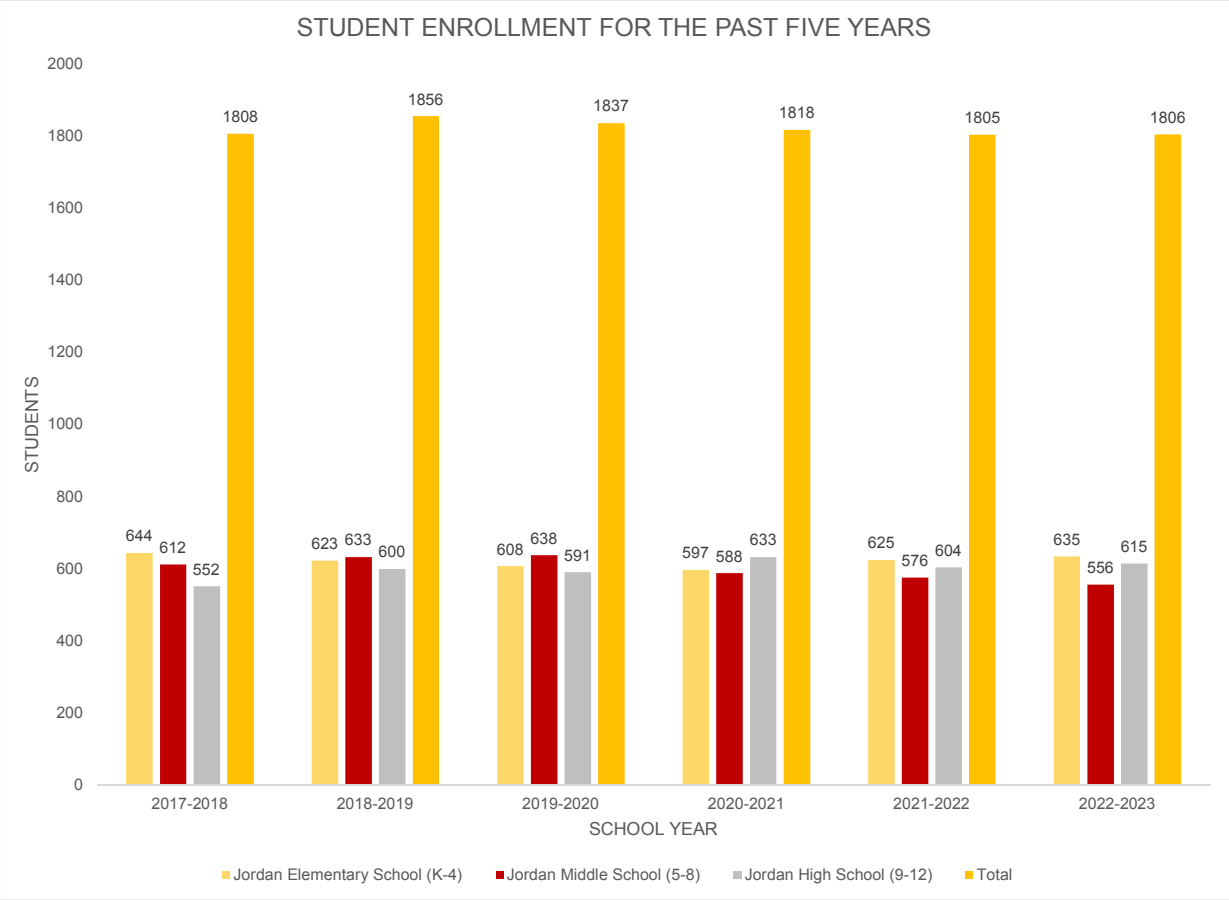
School District Enrollment Data

717 JORDAN PUBLIC SCHOOLS

Jordan School District 717
Actual Enrollment History

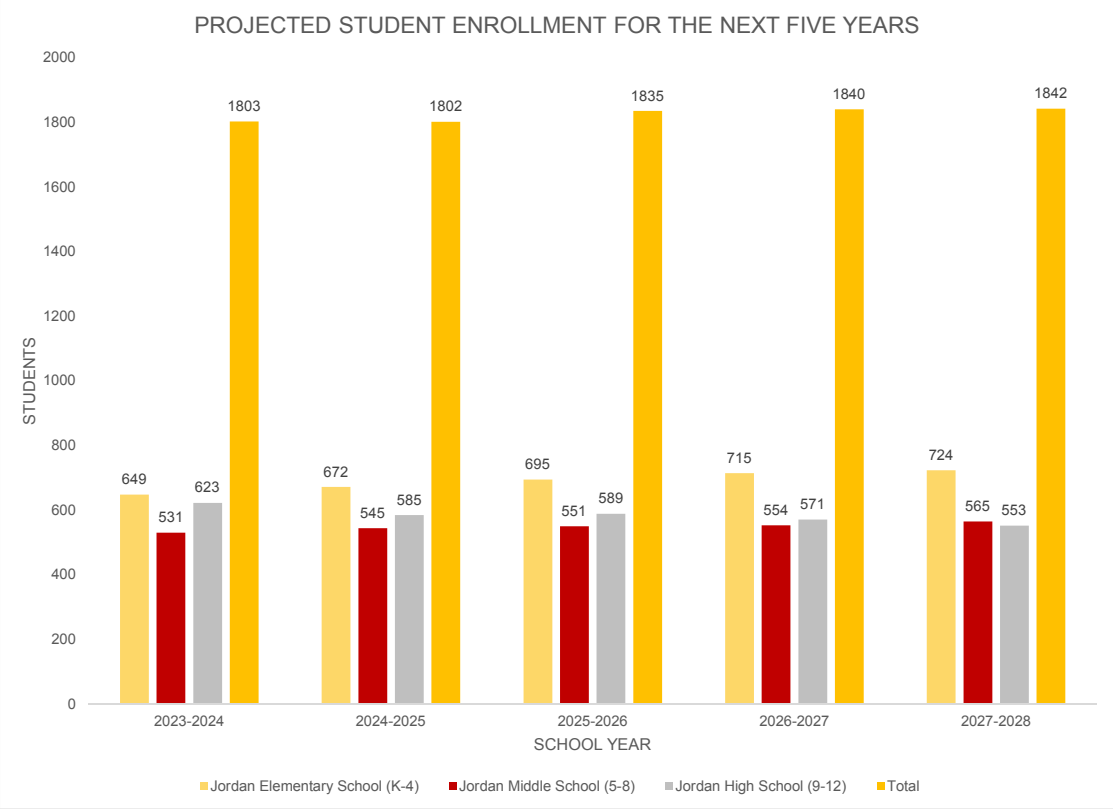
Student Enrollment for the Past Five Years

	Jordan Elementary School (K-	Jordan Middle School (5-8	Jordan High School (9-12	Total
2017-2018	644	612	552	1808
2018-2019	623	633	600	1856
2019-2020	608	638	591	1837
2020-2021	597	588	633	1818
2021-2022	625	576	604	1805
2022-2023	**635**	**556**	**615**	1806



Jordan School District 717
Projected Enrollment for the Next Five Years

	Student Enrollment for the Past Five Years			
	Jordan Elementary School (K-	Jordan Middle School (5-8	Jordan High School (9-12	Total
2023-2024	649	531	623	1803
2024-2025	672	545	585	1802
2025-2026	695	551	589	1835
2026-2027	715	554	571	1840
2027-2028	724	565	553	1842



APPENDIX C:

Financial Analysis & Tax Impact Data

717 JORDAN PUBLIC SCHOOLS

December 15, 2022

Pre Election Information Packet

ISD 717, Jordan Public Schools

$34,990,000

General Obligation School Building Bonds

Michael Hart
Director, Public Finance
mhart@pmanetwork.com
612-509-2569

Steve Pumper
Vice President
spumper@pmanetwork.com
612-509-2565

Joel Hanson
Quantitative Analyst
jhanson@pmanetwork.com
612-509-2566

PMA Securities, LLC
5298 Kyler Avenue NE
Albertville, MN 55301
612-509-2560
pmanetwork.com
Member FINRA and SIPC
Registered with SEC and MSRB

Financial Strategies for Stronger Communities.

Table of Contents

Financing Description....2
Preliminary Bond Structure....3
Sources and Uses of Funds....4
Preliminary Debt Service Schedule....5
Preliminary Tax Impact Chart....6
Property Tax Calculator....7
Property Tax Refund Program....7

Financing Description

ISD 717 Jordan Public Schools proposes to obtain financing from the sale of General Obligation School Building Bonds. The School District will seek voter approval on April 11, 2023 pursuant to Minnesota Chapter 475 which would result in a bond issue totaling $34,990,000.

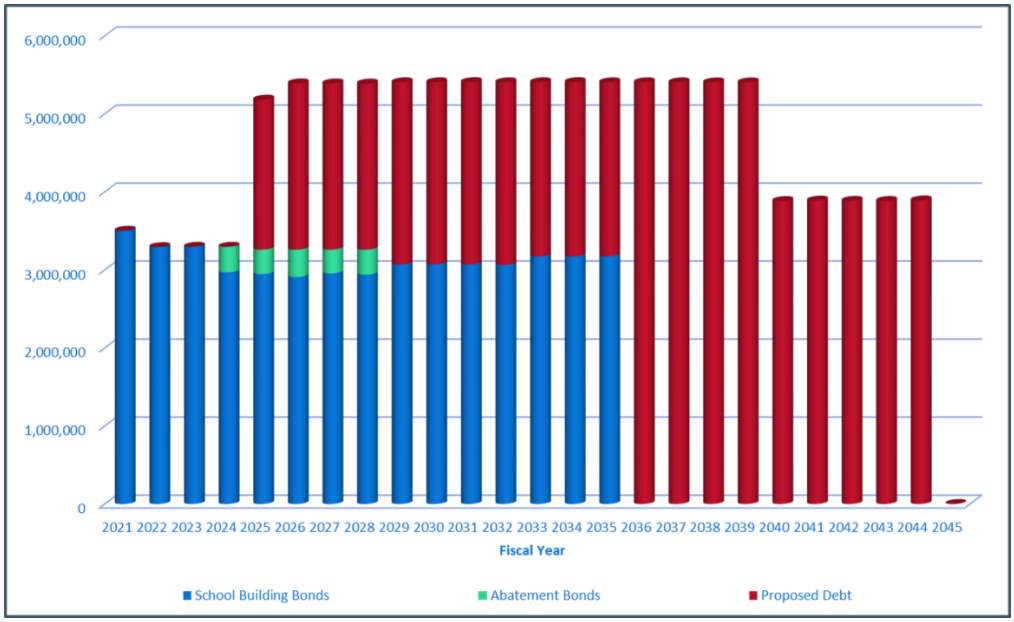
The costs of issuing the bonds are estimated to be $156,000 plus an underwriter's discount of 0.6% of the bonds ($210,000). We are also estimating a total need for capitalized interest of $1,219,682. The finance plan assumes that the underwriter's discount and a portion of the capitalized interest will be taken from bond premium as a part of the underwriter's bid. The estimated deposit to the construction fund is $33,980,000. This is shown in more detail in the sources and uses below.

The following assumptions have been made in the preparation of the preliminary numbers included in this packet:

- Tax exempt interest rates as of 11/22/2022 plus 0.75%
- 20 year bond term
- Bond will be issued in June 2023 with a final payment 2/1/2044
- Taxes will be first levied for taxes payable in 2024 with the initial interest payment on 2/1/2024. The initial interest payment will be made with capitalized interest.
- Tax impact calculations are based upon total net tax capacity for taxes payable in calendar year 2023 plus a 2% assumed tax base growth.
- We are assuming that the bonds will not qualify for any debt service equalization through the state.
- The combined bond payments in year two of the bond structure will increase approximately $200,000. This is expected to be offset by an increase in the fiscal disparities distribution as this program operates on a one year delay.

Preliminary Bond Structure

The bonds are structured so that the new bond payments increase as the District's current bond issues payoff in the coming years. This results in level overall debt service payments for the next 15 years. In year 16, we are projecting a significant decrease in the total debt service allowing the District an opportunity to phase in future facility needs. The charts below illustrate the proposed structure and how it relates to the District's current outstanding debt.



	New Bond Schedule					
Date	Principal	Interest	Total P+I	Capitalized Interest	Current Bond Payments	Combined Bond Payments
02/01/2024	-	1,219,681.67	1,219,681.67	(1,219,681.67)	3,138,636.00	3,138,636.00
02/01/2025	-	1,829,522.50	1,829,522.50	-	3,104,762.00	4,934,284.50
02/01/2026	200,000.00	1,829,522.50	2,029,522.50	-	3,104,142.00	5,133,664.50
02/01/2027	210,000.00	1,818,522.50	2,028,522.50	-	3,104,186.00	5,132,708.50
02/01/2028	220,000.00	1,806,972.50	2,026,972.50	-	3,104,172.00	5,131,144.50
02/01/2029	430,000.00	1,794,872.50	2,224,872.50	-	2,922,180.00	5,147,052.50
02/01/2030	450,000.00	1,771,222.50	2,221,222.50	-	2,925,780.00	5,147,002.50
02/01/2031	480,000.00	1,746,472.50	2,226,472.50	-	2,922,130.00	5,148,602.50
02/01/2032	510,000.00	1,720,072.50	2,230,072.50	-	2,916,425.00	5,146,497.50
02/01/2033	435,000.00	1,692,022.50	2,127,022.50	-	3,020,750.00	5,147,772.50
02/01/2034	460,000.00	1,668,097.50	2,128,097.50	-	3,020,625.00	5,148,722.50
02/01/2035	480,000.00	1,642,797.50	2,122,797.50	-	3,023,750.00	5,146,547.50
02/01/2036	3,530,000.00	1,616,397.50	5,146,397.50	-	-	5,146,397.50
02/01/2037	3,715,000.00	1,431,072.50	5,146,072.50	-	-	5,146,072.50
02/01/2038	3,900,000.00	1,245,322.50	5,145,322.50	-	-	5,145,322.50
02/01/2039	4,095,000.00	1,050,322.50	5,145,322.50	-	-	5,145,322.50
02/01/2040	2,855,000.00	842,706.00	3,697,706.00	-	-	3,697,706.00
02/01/2041	3,010,000.00	692,818.50	3,702,818.50	-	-	3,702,818.50
02/01/2042	3,165,000.00	534,793.50	3,699,793.50	-	-	3,699,793.50
02/01/2043	3,330,000.00	368,631.00	3,698,631.00	-	-	3,698,631.00
02/01/2044	3,515,000.00	189,810.00	3,704,810.00	-	-	3,704,810.00
Total	**$34,990,000.00**	**$28,511,653.17**	**$63,501,653.17**	**(1,219,681.67)**	**$36,307,538.00**	**$98,589,509.50**

Sources and Uses of Funds

Below is a preliminary set of estimated sources and uses of funds for the bond issue:

Sources Of Funds	
Par Amount of Bonds	$34,990,000.00
Reoffering Premium	575,520.55
Total Sources	**$35,565,520.55**

Uses Of Funds	
Deposit to Project Construction Fund	33,980,000.00
Deposit to Capitalized Interest (CIF) Fund	1,219,681.67
Total Underwriter's Discount (0.600%)	209,940.00
Financial Advisor	71,706.90
Other Costs of Issuance	84,191.98
Total Uses	**$35,565,520.55**

The costs of issuance include fees for financial advisor, bond counsel, rating agency, paying agent and other miscellaneous costs related to the issuance of the bonds.

Preliminary Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/01/2023	-	-	-	-	-
02/01/2024	-	-	1,219,681.67	1,219,681.67	1,219,681.67
08/01/2024	-	-	914,761.25	914,761.25	-
02/01/2025	-	-	914,761.25	914,761.25	1,829,522.50
08/01/2025	-	-	914,761.25	914,761.25	-
02/01/2026	200,000.00	5.500%	914,761.25	1,114,761.25	2,029,522.50
08/01/2026	-	-	909,261.25	909,261.25	-
02/01/2027	210,000.00	5.500%	909,261.25	1,119,261.25	2,028,522.50
08/01/2027	-	-	903,486.25	903,486.25	-
02/01/2028	220,000.00	5.500%	903,486.25	1,123,486.25	2,026,972.50
08/01/2028	-	-	897,436.25	897,436.25	-
02/01/2029	430,000.00	5.500%	897,436.25	1,327,436.25	2,224,872.50
08/01/2029	-	-	885,611.25	885,611.25	-
02/01/2030	450,000.00	5.500%	885,611.25	1,335,611.25	2,221,222.50
08/01/2030	-	-	873,236.25	873,236.25	-
02/01/2031	480,000.00	5.500%	873,236.25	1,353,236.25	2,226,472.50
08/01/2031	-	-	860,036.25	860,036.25	-
02/01/2032	510,000.00	5.500%	860,036.25	1,370,036.25	2,230,072.50
08/01/2032	-	-	846,011.25	846,011.25	-
02/01/2033	435,000.00	5.500%	846,011.25	1,281,011.25	2,127,022.50
08/01/2033	-	-	834,048.75	834,048.75	-
02/01/2034	460,000.00	5.500%	834,048.75	1,294,048.75	2,128,097.50
08/01/2034	-	-	821,398.75	821,398.75	-
02/01/2035	480,000.00	5.500%	821,398.75	1,301,398.75	2,122,797.50
08/01/2035	-	-	808,198.75	808,198.75	-
02/01/2036	3,530,000.00	5.250%	808,198.75	4,338,198.75	5,146,397.50
08/01/2036	-	-	715,536.25	715,536.25	-
02/01/2037	3,715,000.00	5.000%	715,536.25	4,430,536.25	5,146,072.50
08/01/2037	-	-	622,661.25	622,661.25	-
02/01/2038	3,900,000.00	5.000%	622,661.25	4,522,661.25	5,145,322.50
08/01/2038	-	-	525,161.25	525,161.25	-
02/01/2039	4,095,000.00	5.070%	525,161.25	4,620,161.25	5,145,322.50
08/01/2039	-	-	421,353.00	421,353.00	-
02/01/2040	2,855,000.00	5.250%	421,353.00	3,276,353.00	3,697,706.00
08/01/2040	-	-	346,409.25	346,409.25	-
02/01/2041	3,010,000.00	5.250%	346,409.25	3,356,409.25	3,702,818.50
08/01/2041	-	-	267,396.75	267,396.75	-
02/01/2042	3,165,000.00	5.250%	267,396.75	3,432,396.75	3,699,793.50
08/01/2042	-	-	184,315.50	184,315.50	-
02/01/2043	3,330,000.00	5.370%	184,315.50	3,514,315.50	3,698,631.00
08/01/2043	-	-	94,905.00	94,905.00	-
02/01/2044	3,515,000.00	5.400%	94,905.00	3,609,905.00	3,704,810.00
Total	**$34,990,000.00**	**-**	**$28,511,653.17**	**$63,501,653.17**	**-**

Preliminary Tax Impact Chart

Key Assumptions	
Bond Amount	$34,990,000
Term of Bond	20
Estimated True Interest Cost (Rates as of 11/22/22 +.75%)	5.12%
Assumed Net Tax Capacity Growth from Pay 23 to Pay 24 taxes	2%

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

*Tax impact chart illustrates only the tax changes related directly to the impact on the debt service levy from the proposed bond and do not include levies for other purposes.
**Commercial Industrial taxes will have small variations from one taxing City/township to the next due to differences in the Twin Cities Metropolitan Area Fiscal Disparities Program

Property Tax Calculator

PMA will provide the District an online property tax calculator for the community to better assess the potential tax impact specific to their property. The calculator will allow district residents to input a parcel id number and the website will calculate an estimated tax impact based on the specific valuation and assessment classification of the property.

Property Tax Refund Program

The state of Minnesota provides a property tax refund program for homeowners with a household income of less than $119,790 and renters with household income less than $64,920 that meet certain requirements. For homeowners to qualify, the property must be classified as homestead property and it is only applicable to the house, garage and one acre of land for agricultural properties. The total amount of the refund is calculated on a sliding scale that compares household income to total property taxes paid with a maximum refund of $2,930. Homeowners must complete and file form M1PR with the state of Minnesota to receive this property tax refund.

For some homeowners, the property tax increase from the proposed bond issue will be partially offset by an increase in this property tax refund. As taxes increase from the bond, many eligible participants in this program will see the property tax refund increase also.

Below is a chart that illustrates the estimated tax impact and change in property tax refund for a $250,000 home at four different household income levels. The calculations will vary depending on the tax rates of other taxing jurisdictions (i.e. City, County, township). The following table is an illustrative example calculated specifically for homeowners within the City of Jordan.

Property Tax Refund Impact on $250,000 Home in the City of Jordan					
Household Income	Estimated Bond Tax Impact		Increase in Refund		Net Annual Tax Impact
70,000	264	−	150	=	114
80,000	264	−	163	=	101
90,000	264	−	154	=	110
100,000	264	−	168	=	96

To determine the property tax refunds specific to an individual situation and determine eligibility please visit the following website: https://www.revenue.state.mn.us/filing-property-tax-refund

APPENDIX D:
Election Resolution & Ballot Question

717 JORDAN PUBLIC SCHOOLS

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

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

Governing Body: School Board

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

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

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

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

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

_____

School District Clerk

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

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

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

It is hereby found, determined and declared as follows:

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

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

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

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

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

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

NOTICE OF SPECIAL ELECTION

INDEPENDENT SCHOOL DISTRICT NO. 717
(JORDAN), MINNESOTA

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

School District Question
Approval of School Building Bonds High School Security, Elementary Renovation

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

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

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

Combined Polling Place:	**Precincts Served:**
Community Education and Recreation Center 500 Sunset Drive Jordan, Minnesota 55352	All District precincts

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

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

Dated: December 12, 2022.

BY ORDER OF THE SCHOOL BOARD

/s/_____, Clerk

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

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

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

Instructions to Voters

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

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

School District Question
Approval of School Building Bonds High School Security, Elementary Renovation

YES
NO

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

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

(Reverse side of ballot)

OFFICIAL BALLOT

April 11, 2023

_____
Judge

_____
Judge

(The ballot is to be initialed by two judges)

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

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

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

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

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

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

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

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

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

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

SUPPLEMENTAL INFORMATION

I. Community Survey Data

II. Community Presentation and Board Powerpoint

717 JORDAN PUBLIC SCHOOLS

Jordan Public School District

Fall 2022 Community Survey Report

October 14, 2022

SCHOOL PERCEPTIONS
Measuring what matters

Our mission is to help educational leaders <u>gather</u>, <u>organize</u>, and <u>use</u> data to make strategic decisions.

- Founded in **2002** to provide independent research
- Conducted over **10,000** staff, parent, and student, and community surveys for school improvement
- Helped more than **900** districts navigate the strategic planning and referendum planning process

Contents

Our Process

Households within the District were mailed a paper survey. Respondents could:

1) Fill out the paper survey and return directly to School Perceptions

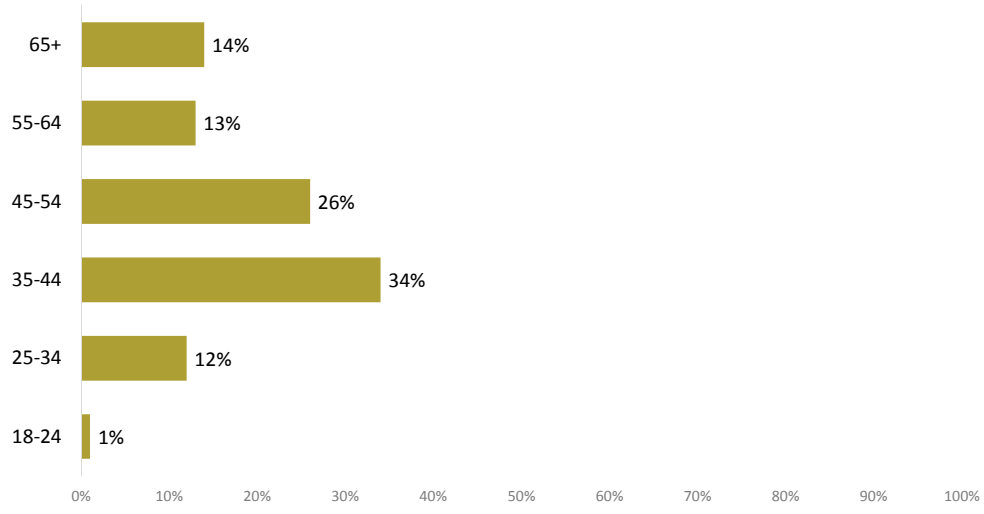
or

2) Take the survey online with a one-time-use code

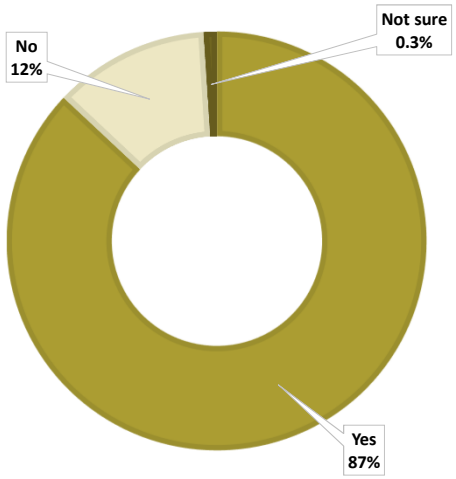
Survey Information

- **September-October 2022** survey window
- **916** total respondents
- **20%** response rate
- **+/- 3.30%** margin of error

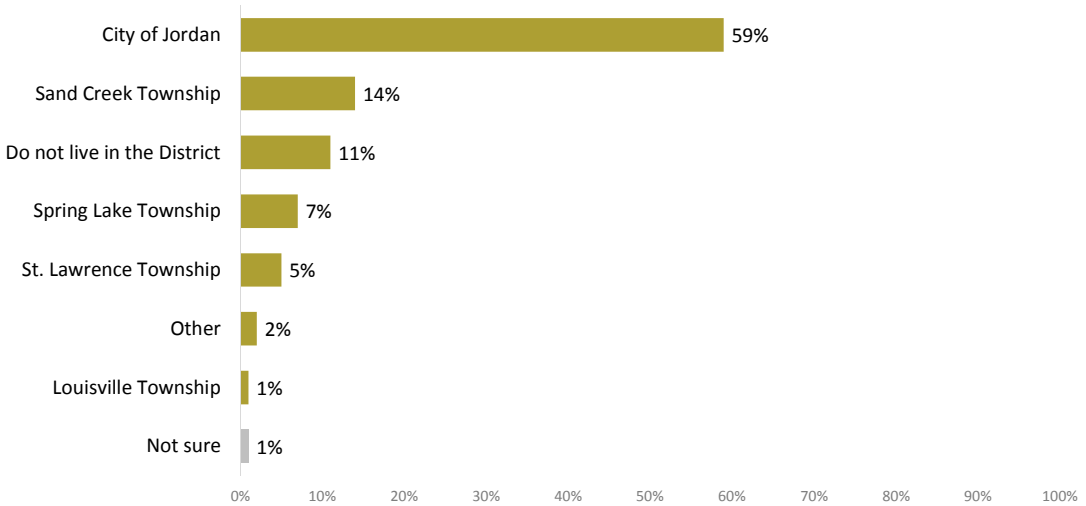
What is your age?



Is your primary residence in the Jordan Public Schools?

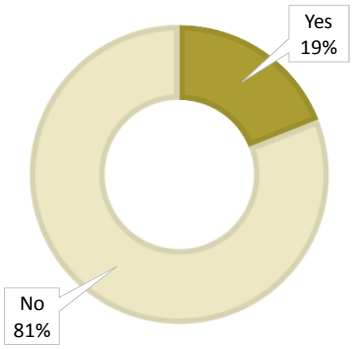


In which municipality do you live?

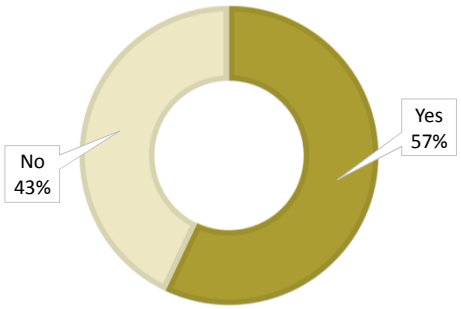


Respondent Information

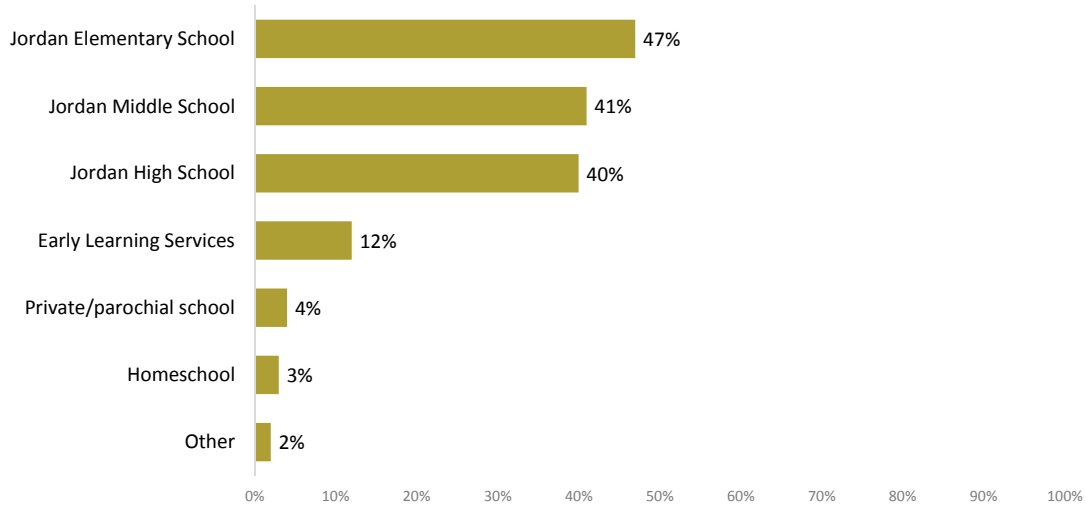
Are you an employee of the Jordan Public Schools?



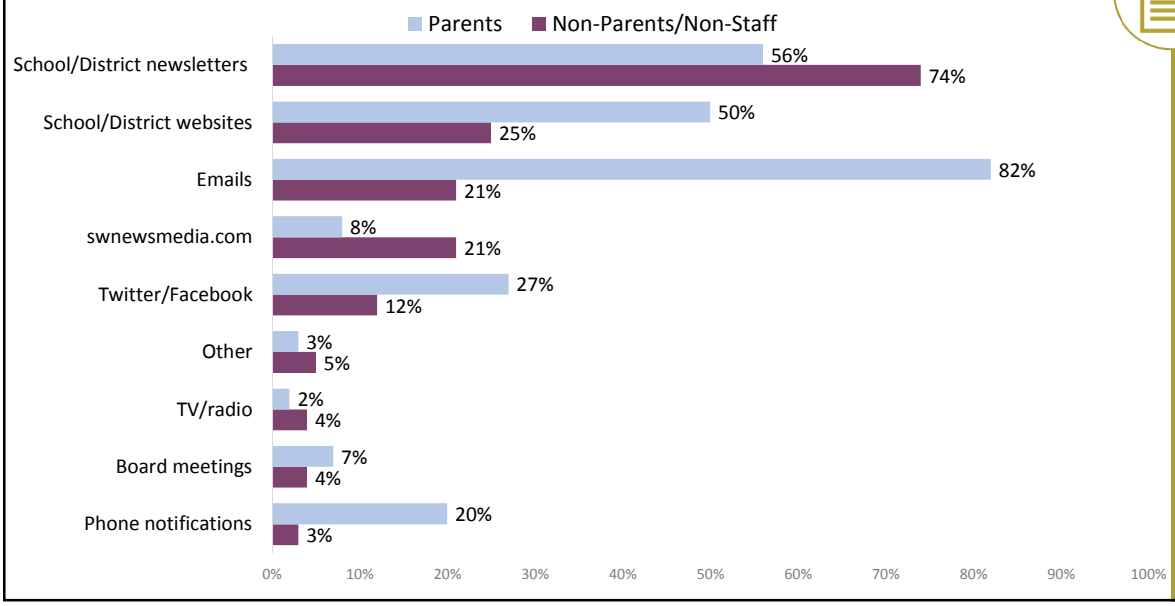
Do you have children attending a school in the District?



If you have school-aged children, what school(s) do they attend? *(Mark all that apply.)*



How do you like to receive school/District information? (*Mark all that apply.*)



Facility Challenges

The main footprint of Jordan Elementary School was built in 1974 and is the oldest building in the District. An addition was added in the early 2000s. Additionally, we are acutely aware of the need for additional space to accommodate increased enrollment that accompanies community growth

Facility Challenges

A significant investment will be needed in the near future to keep the elementary school at the existing location and accommodate the anticipated future growth and need for:

- Updated secure entrance and office area
- Appropriately sized 1974 classrooms
- Additional classrooms for projected enrollment increases
- Expanded Early Learning areas
- Improved special education areas
- Dedicated Kids' Company space for before/after school childcare
- Appropriately sized kitchen and cafeteria
- New windows and doors
- Additional restrooms
- Updated playground
- Resolved outdoor drainage issues
- A loading dock
- Appropriately sized gym for school and community use
- Reconfigured pick-up and drop-off areas

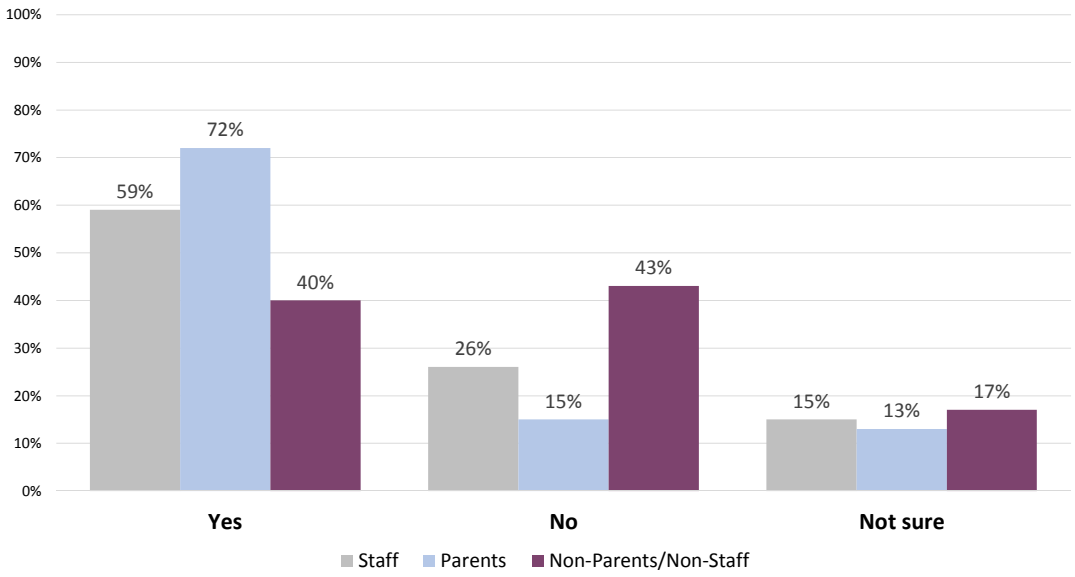
Facility Challenges

Additional Facility Needs

- Renovate Jordan High School secured entrance to enhance building security and better control visitor access.
- Improve Career and Technical Education (CTE) areas at Jordan High School to better support students pursuing CTE course pathways and enhance space for the Summit Academy.
- Expand Jordan High School Weight Room/Training Area to address the space needs for additional physical education courses and increase opportunities for activities and medical care to utilize the space.
- Develop additional school and community fields, with program growth and steadily increasing use.

The cost to address these projects is too expensive to be covered in our annual operating budget. Therefore, the District would need to pursue a bond referendum. This would allow the District to issue debt (i.e., take out a loan).

Would you support the District pursuing a bond referendum to address our facility needs at this time? (*Residents*)



If the community supports pursuing a bond referendum, two options have been developed for updating Jordan Elementary School in its current location on Sunset Drive.

Option 1: Renovate the 1974 wing and expand the building

This option would renovate the 1974 wing, keep the early 2000s section, and:

- ✓ Update secure entrance and office area
- ✓ Add and renovate classrooms and support spaces for all other grades
- ✓ Expand Early Learning classrooms
- ✓ Update spaces used for special education
- ✓ Replace the kitchen and cafeteria to provide more seating and reduce wait times
- ✓ Create a dedicated Kids' Company space for before/after school childcare
- ✓ Replace heating, ventilation, plumbing, and electrical systems
- ✓ Replace roof sections, windows, doors, lights, and floors, as needed
- ✓ Add additional restrooms
- ✓ Create a new playground area with more accessible equipment
- ✓ Address Americans with Disabilities Act (ADA) compliance issues
- ✓ Resolve outdoor drainage issues
- ✓ Add a loading dock
- ✓ Add an additional appropriately sized gym for school and community use
- ✓ Create proper separation of pedestrians and vehicle/bus traffic and add additional parking

Estimated cost: $36 million

Option 1: Renovate the 1974 wing and expand the building

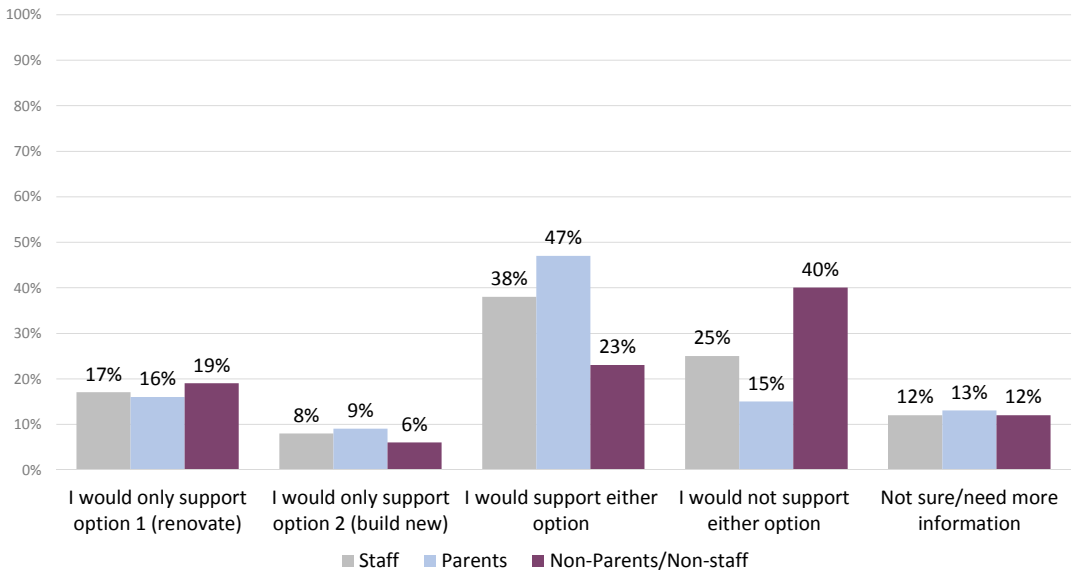
Option 2: Remove the 1974 wing and construct a new building space

This option would demolish the 1974 wing, maintain the early 2000s section, and build a 33,000 square foot space attached to the existing 2000s section of Jordan Elementary School in its current location on Sunset Drive. It would provide all items in option 1 AND allow the ability to start with a new footprint to better enhance the learning experience that allows for growth.

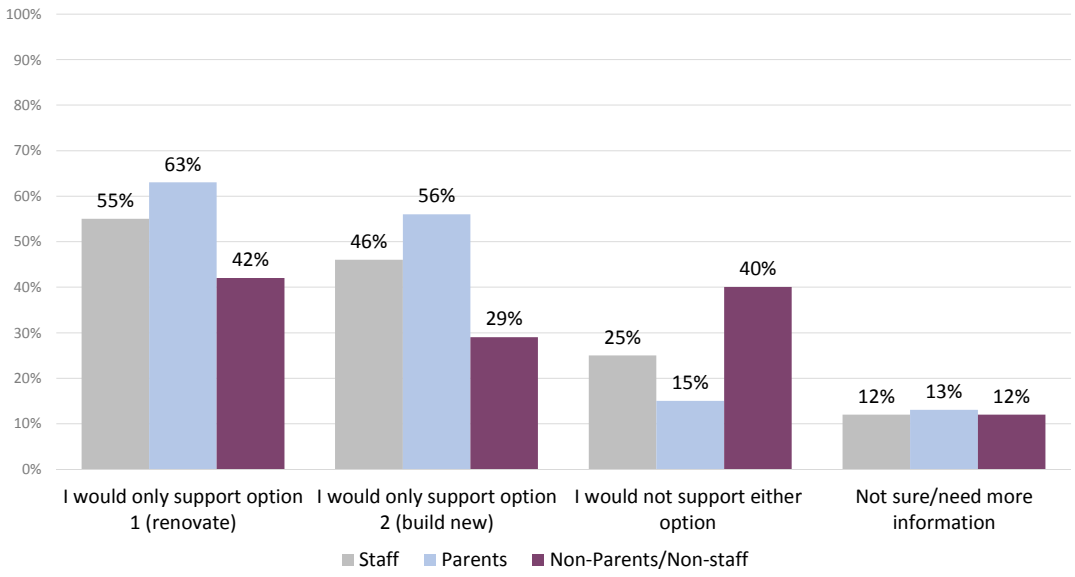
Estimated cost: $45 million

Option 2: Remove the 1974 wing and construct a new building space

Which option would you support?



Which option would you support?



Potential Additional Projects

Knowing there are additional facility needs beyond the Jordan Elementary School project, the District could expand a bond to pay for the projects below.

Improve High School Security *(Estimated cost: $2 million)*
This project would relocate the high school offices to improve building security with a front entrance that better controls visitor access.

Update Career/Technical Education *(Estimated cost: $4.2 million)*
This project would update the Career and Technical Education ("the shop") areas at the High School and enhance space for the Summit Academy. These improved areas would better support courses such as: design & manufacturing, computer-aided design, business & marketing, buildings & trades, healthcare & medicine, and small engine repair.

Expand High School Weight Room/Training Area *(Estimated cost: $4.2 million)*
This project would increase the size of the weight room to allow more physical education courses and student extracurricular opportunities, as well as construct a new athletic training room to provide better medical care to student-athletes.

Construct District and Community Athletic Fields *(Estimated cost: $3 million)*
The school district currently owns land (southeast of the school district) for the projected future growth. This project would construct additional district and community athletic fields to support program growth and steadily increasing use.

S&P

The averages on the following slide are calculated based on the following weight:

High = 3

Medium = 2

Low = 1

Respondents that marked *Not sure* were not included in the calculation.

Therefore, if everyone one chose *High*, the Priority Score = 3.0. If everyone chose *Low*, the Priority Score = 1.0.

Additional Project Priorities (*All Residents*)

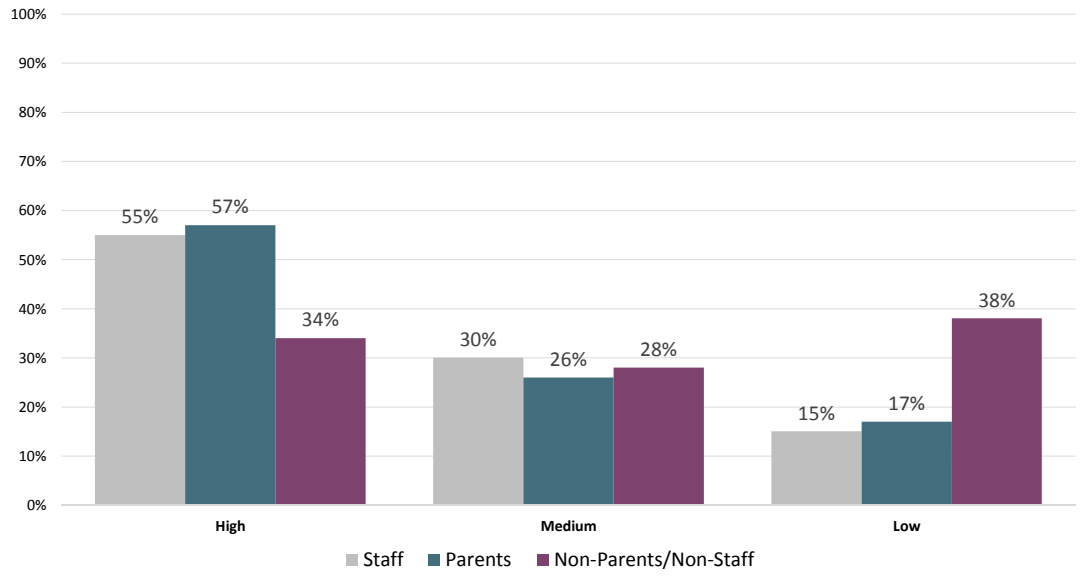
HS Security	49% / 27% / 24%	*Priority Score* = 2.25
Career & Tech Ed	40% / 38% / 22%	*Priority Score* = 2.18
Athletic Fields	17% / 30% / 53%	*Priority Score* = 1.64
HS Weight Room/Training Area	13% / 29% / 58%	*Priority Score* = 1.55

High Medium Low

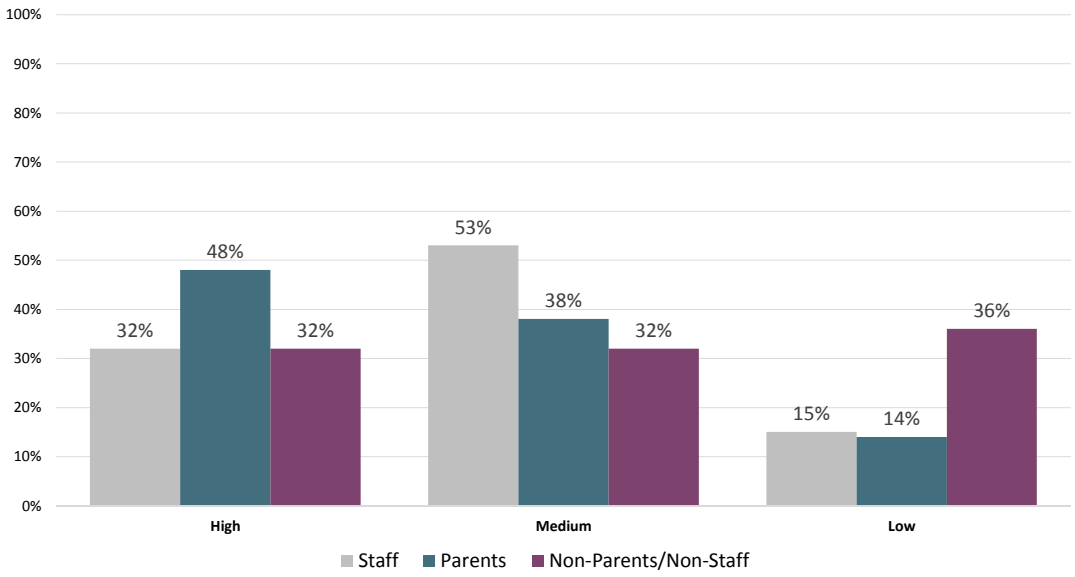
Potential Additional Projects

What priority would you place on each of the following project:

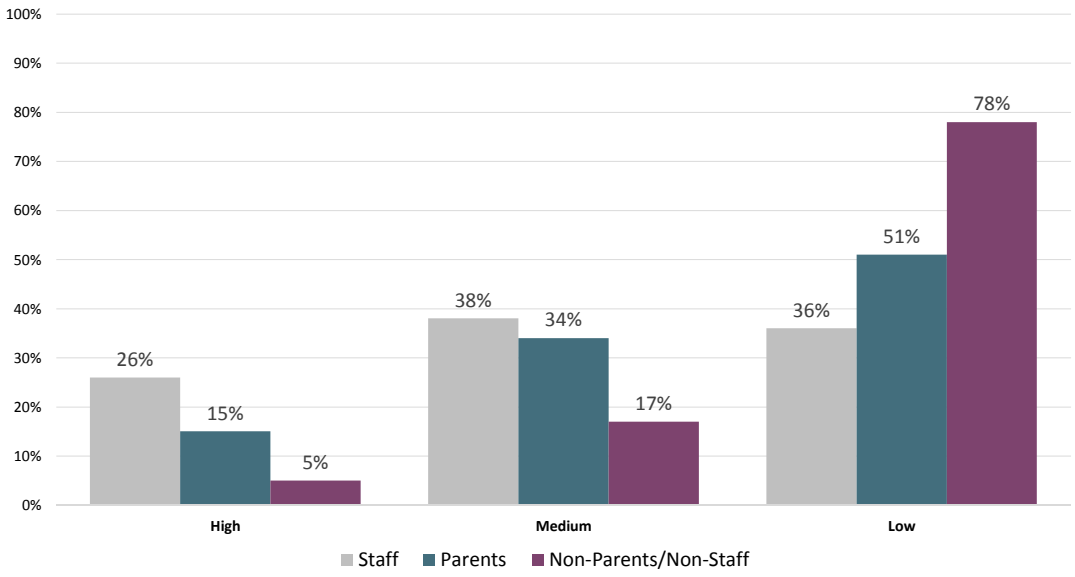
Improve High School Security ($2 million)



Potential Additional Projects
What priority would you place on each of the following project:
Update Career/Technical Education ($4.2 million)

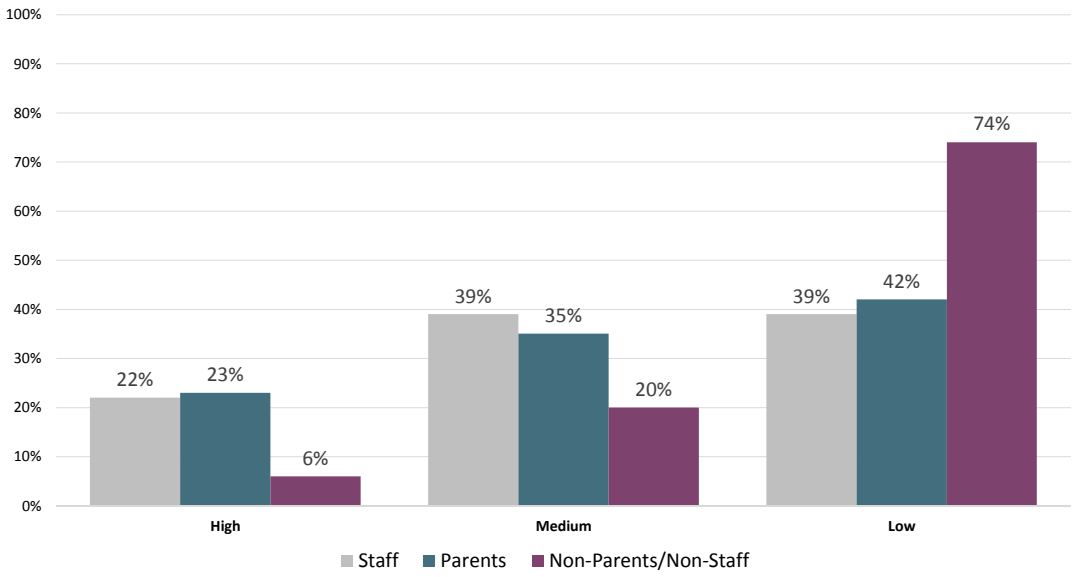


Potential Additional Projects
What priority would you place on each of the following project:
Expand High School Weight Room/Training Area



Potential Additional Projects

What priority would you place on each of the following project:
Construct District and Community Athletic Fields



Financial Information

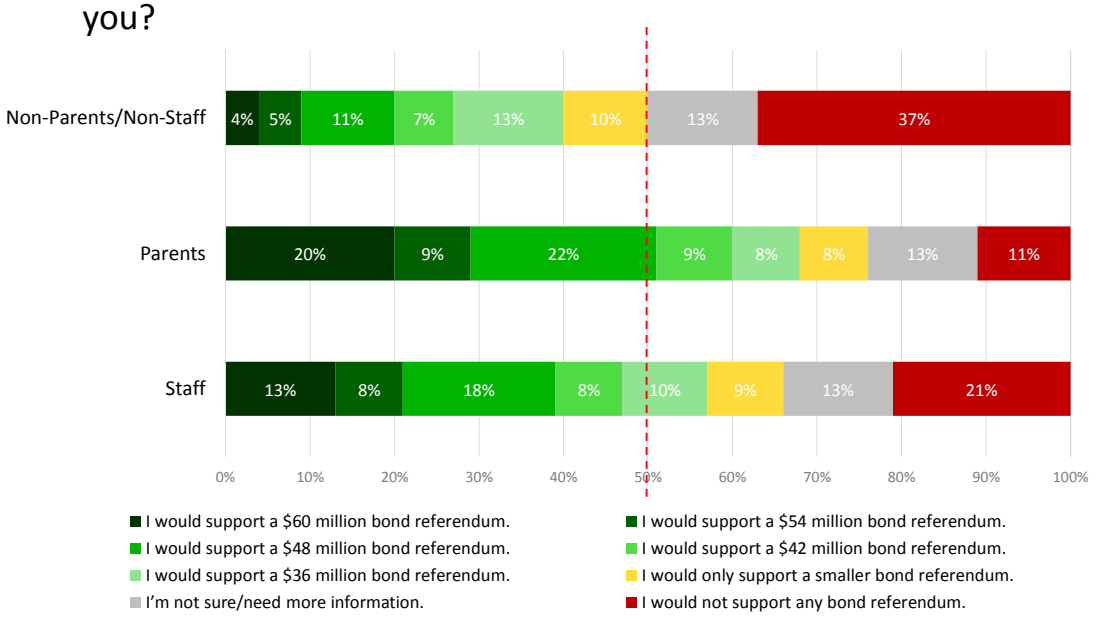
Voters in our district would need to approve a bond referendum to fund the projects explained in this survey. A bond referendum allows a district to issue debt (i.e., take out a loan) to pay for major facility projects. Much like a home mortgage, these projects would be financed over 20 years. The numbers below are based on the most current tax impact to date. Please note that as the community population increases, these tax impacts could decrease.

Cost Review	
Elementary Facility Options	**Estimated Cost**
Elementary Option 1 (Renovate the 1974 wing and expand the building)	$36 million
Elementary Option 2 (Remove the 1974 wing and construct a new building space)	$45 million
Potential Additional Projects	
Improve High School Security	$2 million
Update High School Career/Technical Education	$4.2 million
Expand High School Weight Room/Training Area	$4.2 million
Construct District and Community Athletic Fields	$3 million

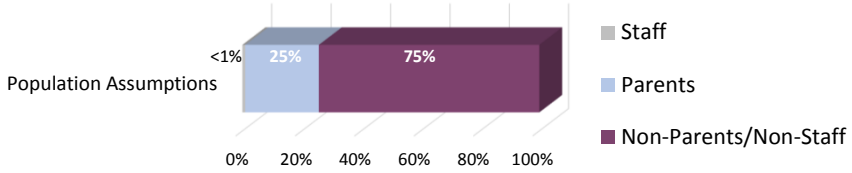
Financial Information

PROJECTED ANNUAL PROPERTY TAX INCREASE OVER THE CURRENT LEVEL						
Type of Property	Estimated Market Value	Range of Bond Referendum Tax Impacts				
		$36 million	$42 million	$48 million	$54 million	$60 million
Residential Homestead	$200,000	$218	$250	$291	$332	$372
	$300,000	$349	$401	$466	$532	$596
	$400,000	$480	$552	$642	$732	$820
	$500,000	$602	$692	$805	$918	$1028
	$600,000	$752	$865	$1006	$1148	$1284
	$700,000	$902	$1038	$1207	$1377	$1541
Commercial/ Industrial	$100,000	$180	$208	$241	$275	$308
	$250,000	$511	$588	$684	$780	$873
	$500,000	$1113	$1280	$1488	$1698	$1901
Ag Homestead (average value per acre)	$7,000	$1.26	$1.45	$1.69	$1.93	$2.16
	$10,000	$1.80	$2.08	$2.41	$2.75	$3.08
Ag Non-Homestead (average value per acre)	$7,000	$2.53	$2.91	$3.38	$3.86	$4.32
	$10,000	$3.61	$4.15	$4.83	$5.51	$6.17
Assumes borrowing a 20-year bond, sold in June 2023 at the interest rate as of August 22, 2022, plus 1%.						

How much of a tax increase would you support through a bond referendum, assuming the projects included were acceptable to you?



Funding Support: How much of a tax increase would you support through a referendum, assuming the above projects included were acceptable to you?



Weighted support at $36M:

0.25 (68%) + 0.75 (40%) = **47.0%**

Weighted support at bond smaller than $36M:

0.25 (76%) + 0.75 (50%) = **56.5%**

Additional Project Priorities (*Residents*)

Project (Priority)	Cost	Cumulative Cost
ES Renovation	$36M	$36M
HS Security (2.25)	$2M	$38M
Career & Tech Ed (2.18)	$4.2M	$42.2M
Athletic Fields (1.64)	$3M	$45.2M
HS Weight Room/Training Area (1.55)	$4.2M	$49.4

What did we learn?

- Respondents support renovating the elementary school more than building new.
- If a referendum were held today for elementary renovations, the outcome would be too close to call ($36M).
- The 50% support threshold is crossed for a bond amount smaller than $36M.

Next steps

- Support for a plan often increases when project scope and tax impacts are reduced.
- Consider refining a plan to update the elementary school at a lower cost.
- Consider allowing the voters to decide on the security and CTE updates as an additional question(s) on the ballot.

Monthly Work to Date

JORDAN

Facilities Process, Timeline, Recommendation

December 12, 2022

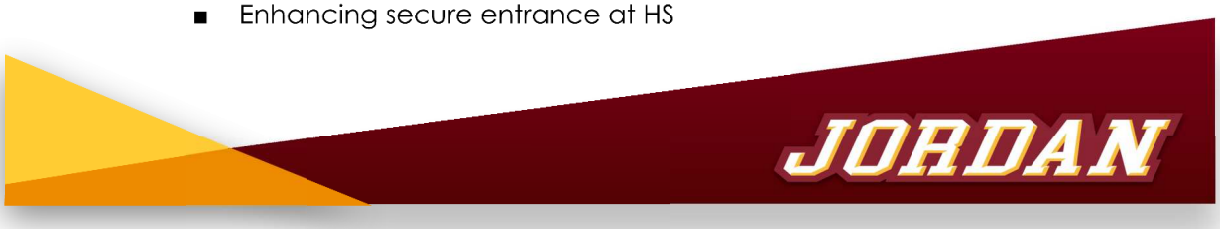
JORDAN

Community Survey cont.

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

October Community Survey

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



November Work Session

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

November Regular Meeting

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

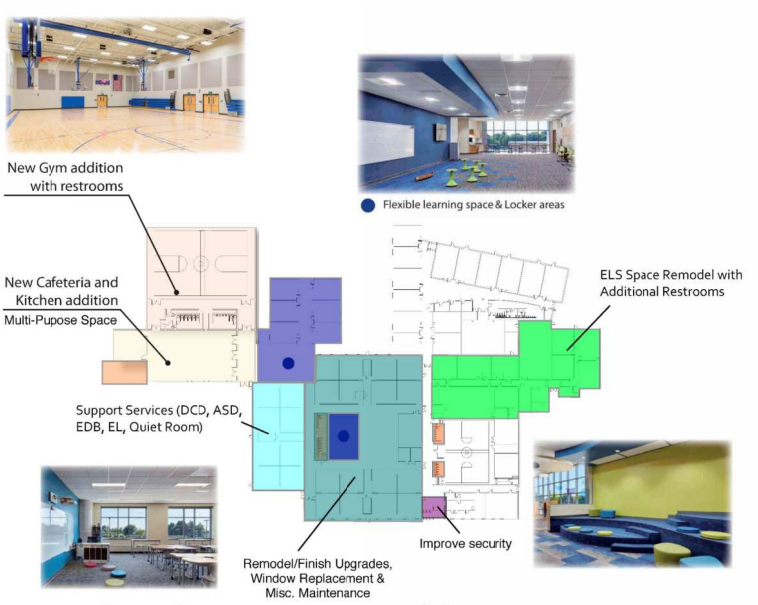
December Regular Meeting

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

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

Building Improvements

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



JES Planning- THESE ARE NOT ACTUAL RENDERINGS

JORDAN

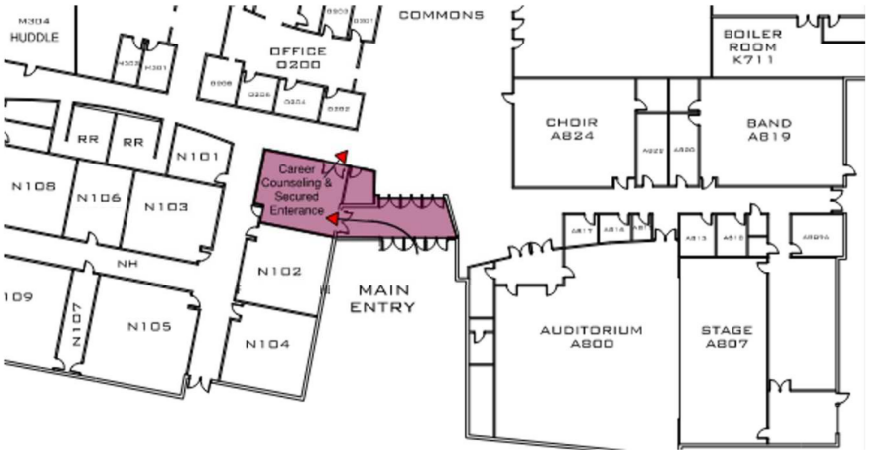
Planning Goals

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

JORDAN

High School Improvement

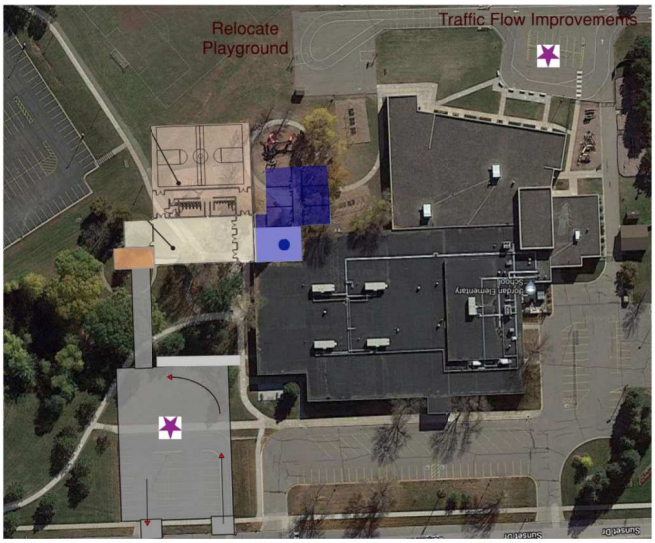
- **Security Entrance Remodel**



JHS Planning-THESE ARE NOT ACTUAL RENDERINGS

Site Improvements

- **Relocate Playground**
- **Traffic Flow Improvements**



JES Planning- THESE ARE NOT ACTUAL RENDERINGS

Timelines and Requirements

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

Tax Impact

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

*Tax impact chart illustrates only the tax changes related directly to the proposed bond and do not include levies for other purposes.
**Commercial Industrial taxes will have small variations from one taxing City/township to the next due to differences in the Twin Cities Metropolitan Area Fiscal Disparities Program

JORDAN

Next Steps

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

Jordan Public Schools
ISD #717
500 Sunset Drive, Suite #1
Jordan, Minnesota 55352

The Commissioner of the Department of Education
Review and Comment on the School Construction
Proposal of Jordan Public School District, ISD #0717-01

A review and comment must be provided on a school district construction project proposal before the district conducts a referendum, solicits bids, or issues bonds for the project. A project proposal has been submitted for review and comment according to requirements set forth in Minnesota Statutes, section 123B.71, subdivisions 9 and 10, and Minnesota Statutes, section 123B.72. The district provides the following information:

1. The geographic area and population to be served:
    a. preschool through grade 12 student enrollment for the past five years, and
    b. student enrollment projections for the next five years.

2. A list of existing school facilities:
    a. by year constructed,
    b. their uses, and
    c. an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.

3. A list of specific deficiencies of the facility:
    a. demonstrating the need for a new or renovated facility to be provided,
    b. the process used to determine the deficiencies,
    c. a list of those deficiencies that will and will not be addressed by the proposed projects,
    d. a list of specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.

4. A description of the project, including:
    a. specifications of site and outdoor space acreage,
    b. square footage allocations for classrooms, laboratories and support spaces,
    c. estimated expenditures for major portions of the project,
    d. estimated changes in facility operating costs, and
    e. dates the project will begin and be completed.

5. A specification of the source of project financing, including:
    a. applicable statutory citations,
    b. the scheduled date for a bond issue or school board action,
    c. a schedule of payments, including debt service equalization aid, and
    d. the effect of a bond issue on local property taxes by property class and valuation.

6. Documentation obligating the school district and contractors to comply with the following items:
    a. Minnesota Statutes, section 471.345 governing municipal contracts,
    b. sustainable design,
    c. school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including ASHRAE air filtration Standard 52.1,
    d. American National Standards Institute (ANSI) acoustical performance criteria, design requirements and guidelines for schools on maximum background noise levels and reverberation times,
    e. state fire code,
    f. chapter 326B governing building codes, and
    g. consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

Description of Proposed School Construction Project

Jordan Public School District, Independent School District #0717-01, is proposing a single question bond referendum on April 11, 2023 that would authorize $34.99 million in bonding authority to finance improvements to the elementary and high school facilities. The vast majority of the proposed projects would occur at the elementary school. Proposed building additions there include: a gymnasium, cafeteria, 6 classrooms and a new kitchen/loading dock area. Other projects proposed at the elementary include: renovations, site improvements, deferred maintenance and secure entrances. At the high school, renovations to accommodate a secure entrance are being proposed.

Proposed projects would be scheduled for completion in calendar years 2024 and 2025. Cost estimates by location/project component are as follows:

Elementary School			**High School**	
Building Additions			Secure Entrance - Renovation	$ 265,000
Gymnasium	$ 2,640,000		Fees, Permits & Testing	$ 96,460
Cafeteria / Restrooms	$ 3,315,000		Contingencies	$ 10,600
6 Classrooms	$ 2,925,000			**$ 372,060**
Kitchen / Loading Dock	$ 1,000,000			
Addition Tie-In	$ 125,000		**Districtwide**	
	$10,005,000		Bond Issuance	$ 365,838
Renovations			Capitalized Interest	$ 1,218,326
SPED Area	$ 1,800,000			**$ 1,584,164**
Classrooms	$ 3,150,000			
Early Childhood	$ 1,890,000		**Total Project Costs**	**$ 35,565,521**
Secure Entrance	$ 160,000			
Restrooms	$ 1,050,000			
	$ 8,050,000			
Other Projects				
Site Improvements	$ 1,910,000			
Deferred Maintenance	$ 3,900,000			
Storm Shelter	$ 500,000			
Phasing Costs	$ 1,696,800			
Contingencies	$ 1,042,472			
Fees, Permits & Testin	$ 6,505,025			
	$15,554,297			
Total - Elementary	**$33,609,297**			

The district has supplied cost estimates to operate and staff the proposed facility and it appears existing revenues will be sufficient to fund associated operational cost increases. The proposed projects appear to be in the long-term interest of the school district.

If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minnesota Statutes, section 123B.53, subdivision 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives is determined annually and is dependent upon property wealth, student population, and other statutory requirements.

Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

Additional Information is Available

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.

Willie L. Jett II
Commissioner

February 15, 2023

Executive Summary: Architectural and Engineering Design Firm - RFPs

Amy Hafemann, Finance Director

Following the December 12, 2022 board meeting and resolution for a special election on April 11, 2023 for a bond referendum, the district sent out RFP requests on December 14th for architectural and engineering design firms. The RFP was for potential construction projects, pending a positive outcome of the April 11, 2023 special election, bond referendum.

There were 10 architect firms that responded to the RFP request. The firms toured facilities in early January and submitted proposals by January 10, 2023.

The 10 firms responding were:

- ATSR
- MLA-Bray
- Wendel
- LHB
- KFI
- ISG
- WOLD
- ARC-Cunnigham
- DLR
- LSE

On January 26, 2023 the facilities committee narrowed the number of firms for consideration down to 4 firms, listed below, based on their proposals.

- DLR
- ATSR
- ISG
- LHB

On February 16, 2023 the facilities committee, along with John Huenink and Dustin Kempf conducted interviews with the 4 firms. All provided excellent information and have a history of providing exceptional services. After discussion and reflection, the facilities committee was unanimous in ISG being the firm they would recommend to the full board for consideration.

Based on this process and information, it is the recommendation of the facilities committee to move forward with ISG as the district's architectural and engineering design firm, pending a positive outcome of the April 11, 2023 election.

ISG has three offices within an hour of Jordan. They have a depth of experience with Pre-K- 12 education, and have successfully completed many projects similar to the potential projects considered for Jordan Public Schools that include renovations and additions. The committee was extremely impressed with their process for staff and community engagement within architectural and engineering design within the construction process. Additionally, exemplary references were provided by the many districts we communicated with. ISG's fee's were very competitive with all 10 firms that submitted and will be an estimated 6.25% of hard construction costs. ISG also has experience working with our contracted construction managers at KA.

It is my recommendation that ISG be approved as the district architectural and engineering design firm, pending a positive outcome of the April 11, 2023 election.

NOTICE OF TESTING OF OPTICAL SCAN VOTING SYSTEM
INDEPENDENT SCHOOL DISTRICT NO. 717
(JORDAN), MINNESOTA

NOTICE IS HEREBY GIVEN that Independent School District No. 717 (Jordan), Minnesota shall perform a public accuracy test of the optical scan voting system to be used in the District's April 11, 2023 special election.

The test shall be conducted at 500 Sunset Drive, Suite #1, Jordan, MN 55352 on March 30, 2023 at 9:00 a.m.

The test is open to the public.

Please contact Ranae Case Evenson, Superintendent, at 952-492-6200 with any questions.

Dated: March 13, 2023.

BY ORDER OF THE SCHOOL BOARD

/s/_____, Clerk

NOTICE OF LOCATIONS WHERE BALLOTS WILL BE COUNTED
INDEPENDENT SCHOOL DISTRICT NO. 717
(JORDAN), MINNESOTA

NOTICE IS HEREBY GIVEN that the election judges shall count the ballots cast at the special election that has been called and will be held in and for Independent School District No. 717 (Jordan), Minnesota, on Tuesday, April 11, 2023 between the hours of 7:00 a.m. and 8:00 p.m. at the following locations:

Combined Polling Place:
Community Education and Recreation Center
500 Sunset Drive
Jordan, Minnesota

Precincts Served:
All District precincts

Absentee Ballots:
ISD No. 717 District offices
500 Sunset Drive Jordan, Minnesota

Dated: March 13, 2023.

BY ORDER OF THE SCHOOL BOARD

/s/_____, Clerk

717 JORDAN PUBLIC SCHOOLS

RANAE CASE EVENSON
Superintendent of Schools
revenson@isd717.org

March 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

- Jordan Public Schools was excited to host international speaker and author Joe Beckman for student presentations last Monday.
    - Students from Jordan Elementary School, Jordan Middle School and Jordan High School attended age-appropriate presentations aimed at reclaiming human connections.
    - The JES and JMS presentation topic centered around Difference Makers with topics including legacy, choices, and courage. Students were asked to think about how they will be remembered. In the dynamic and high energy talk, Beckman shared a message that challenged students to think critically about how they are treating themselves, their classmates, and ultimately how they will make the biggest difference in their world.
    - The JHS presentation centered around topics including self-worth, resilience, and human connection. Beckman shared Three Phrases that he believes ALL humans need to hear: Love You, Push Through, Just Look Up. Through music, stories, and student participation, these timeless messages of self-worth, resilience, and human connection will be remembered for years to come.
    - This fall Beckman presented to our staff on the importance of fostering human connection, these presentations brought that message to JPS students.
- Thank you to Dr. Erin Hjelmeland and team for their work in planning these important presentations for our students and staff.

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

District Office: 500 Sunset Drive, Suite #1, Jordan, Minnesota 55352
952-492-6200 main | 952-492-4445 fax | www.jordan.k12.mn.us

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

    - 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.
- New videos highlighting tours of the basic needs outlined in the facility challenges are being posted to social media and our website weekly. Please check back regularly for more information!
- Should community members have any questions, we would encourage them to reach out to our team via email at *referendum2023@isd717.org*, *stop by the district office or give us a call at (952)492-6200.*

Celebrate Jordan Update:

- Our annual Celebrate Jordan event will be held on Sunday, April 2nd, 2023 from 1-4pm in the CERC.
- Celebrate Jordan is a community open house that showcases businesses and organizations that provide opportunities for our Jordan residents. There will be booths from area businesses, service organizations, vendors and athletics and activities among others.
- Jordan Public Schools will also have a table and space available for any community questions regarding our district programs, student opportunities, or the upcoming bond referendum. We are excited to see everyone at this fun event!

Important Dates and Upcoming Events

- 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
- April 2 - Celebrate Jordan, 1:00pm - 4:00pm at the CERC

- April 4 - JMS New Families Night, 6:00pm
- April 7 - No School
- April 10 - Regular Board Meeting, 6:30pm
- April 11 - Special Election at the CERC, 7:00am - 8:00pm
- April 12 - JHS National Signing Day, 3:00pm
- April 13 - JES Kindergarten Music Performances
- April 24 - Board Workshop Meeting, 5:30pm
- April 26 - Chris Herren Presentation, 7:00pm, JHS Auditorium
- April 28 & 30 - JMS Spring Play
- April 29 - JHS Grand March and Prom

Enrollment Update

- As of March 1, 2022: 1809 students - EC through grade 12.
- 22-23 EC-12 monthly enrollment data

717 JORDAN HIGH SCHOOL

Jordan High School Board Report for March 13, 2023

Improve Student Achievement, Learning and Career and College Readiness

- Teachers have begun working more specifically on test preparation for the MCA Science, Math, Reading, and the ACT tests.
- We have finalized the registration process and begun the process of assigning FTE to staff. We will look to start the master schedule work in April.
- Parents were invited to attend a registration information evening in February. We had around 30 families come to the virtual presentation. They were encouraged to use the results of their students' EXPLORE, Pre-ACT, and ASVAB tests as well as activities students have completed through the Ramp Up to Readiness program to guide their course choices.
- We have started a new homework help program for students. It is being held on Tuesday and Thursday night from 3:00 -4:00pm. We are looking to grow weekly attendance.

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

- The PBIS Team continues to meet and discuss ways to improve building culture for both staff and students. We will have a speaker, Joe Beckman (who presented to all staff in the fall) presenting to our students in February.
- We had a great guest speaker, Joe Beckman. He visited with our students on March 6th. This was rescheduled from February during the snowstorm.
- We will be holding our next PBIS Intervention and Extension day on March 17.

Improve Community Connection, Satisfaction, and Engagement

- The Jordan Dollars for Scholars Chapter will host the annual telethon on March 18-19 . We hope to raise the most money ever for scholarships for the seniors. This is one of the best fundraisers for our students!
- Parent-teacher conferences will be held on March 9 at JHS.
- The A Capella group Harmonix will be competing at SW Christian on March 11th in the quarterfinals. If they finish in the top 2 at this event they will advance on to the semifinals at Milwaukee's Pabst Theater.

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

- We hosted our latest staff meeting and looked for ways to connect students with the curriculum.
- We continue to have great "Think Tank" sessions with staff looking at building culture, grading, interventions, and other ways to support students.

717 JORDAN PUBLIC SCHOOLS

Jordan Middle School
500 Sunset Drive, Suite #2
Jordan, Minnesota 55352
952-492-2332 main | 952-492-4450 fax

ROSE GULBRANSON
Interim Principal
rgulbranson@isd717.org

Jordan Middle School Board Report
March 13th, 2023

Improve Student Achievement, Learning and Career and College Readiness

- The MTSS team meets to review student data and adjust accordingly.
    - Staff review progress monitoring data for reading/math and adjust student support as needed.
    - Recommendations for registration needs to support learning are being completed.

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.
- Human connections were made when staff and students teamed up for a grade level minute to win it challenge at the Student of the Month celebration.
- February building-wide theme was decision making.
- Monthly PBIS family newsletter sent focusing on building positive student engagement and reinforcing expectations at school sponsored events.
- Open House Conferences will be held on March 16th.

Improve community connections, satisfaction, and engagement

- Hosted the Student of the Month celebration on February 10th.
- Invitation conferences were held on February 16th and 17th. Over 60 families were able to meet with teams to review plans for the remainder of the year. On Campus Academic Support was offered and approximately 30 students attended.
- All JMS students had the amazing opportunity to hear from Joe Beckman on the importance of human connection, on Monday, March 6, 2023.
- Registration for the 2022-2023 school year is completed.
- The 6th grade Language Students wrapped up their technical writing projects and presentations.

- The 6th graders attended Wolf Ridge, outdoor learning center, March 1st-3rd.
- 8th graders had the experience of down hill skiing through their physical education class.
- Students in 7th grade completed an unit on rolleblading in physical education.
- The JMS choir will hold a performance on March 7th.
- The JMS media center will hold a Scholastic Book Fair to further the love of reading materials from March 11th-17th.
- Student Council kids held Candy Gram sales the week of February 10-17th and from this they were able to donate $350 to Jordan Family Outreach (JFO)
- JMS FACS students from Semester 1 and 2 wrapped up their sewing unti and were able to donate 100 pillowcases, 30 fleece tie blankets, and 10 baby blankets to A Case For Smilees and Mighty Miles Superhero Network (@mightymilessuperheronetwork). Special thanks to the JMS PTO for donating funds for the fabric.

Student Council with check for JFO.

6th Gr. technical writing presentations

7th graders rollerblading & reinforcing the value of helpfulness to one another!

717 JORDAN PUBLIC SCHOOLS

Jordan Elementary School
815 Sunset Drive
Jordan, Minnesota 55352
952-492-2336 main | 952-492-4446 fax

MELISSA BARNETT
Principal, Jordan Elementary School
mbarnett@isd717.org

Jordan Elementary School
Principal Update March 13, 2023

We had a very busy month of February at JES, with March also having its fair share of upcoming events. Students and staff were excited to celebrate "I Love to Read" month in February where special guest readers came to share the joy of reading. The month ended with the PTO Read Across the School and all-school celebration, where students participated and recognized their reading and fundraising efforts for the annual PTO Read-a-Thon.

We have almost eighty Kindergarten students registered for the 2023-2024 school year. On March 2nd we hosted the rescheduled Kindergarten Round Up and welcomed the class of 2036 to JES. We will continue with our Countdown to Kindergarten messaging from now into the summer months to inform our new and returning families what to expect for the fall.

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 implement culturally responsive teaching practices to ensure we are meeting the diverse academic and social-emotional learning needs of our students. Plans for lessons related to Women in History month are well underway in classrooms.
  - Teachers meet in PLCs to analyze data and evaluate effective teaching practices. Our MTSS behavior and academic processes continue to challenge teachers to reflect on Tier I instruction and how to best support the needs of all students.
  - Chad Williams, Jenna Wendorff and I are wrapping up teacher evaluations for the year, and have really enjoyed seeing teachers in action and providing feedback to help them grow as professionals.

- **PRIDE in a Caring and Committed Culture**
  - Staff have been welcoming various college and university students to volunteer and experience teaching and learning with our teachers. It's

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

been great to even host former JPS students who have now decided to enter in the education field!

- **PRIDE in Facilities-Indoor/Outdoor Spaces**
    - We had some plumbing issues in our building this past week and are working with Dan Lehman, JPS Facilities Director, on addressing the issue and planning for shifts for instructional spaces if needed.
    - With all of the snow this winter, it's been challenging to maintain all of the sidewalks and parking lot areas. Thanks to Dan Lehman, Herb Kohout and the rest of the grounds crew for their efforts in creating a safe outdoor space for students, families and staff.

- **Pride in Communications, Marketing and Outreach**
    - Our JES students and staff just completed the PTO Read-a-Thon and raised approximately $30,000 for future field trips, classroom resources and other enrichment opportunities for students. Thanks to the PTO for all of their hard work and efforts with this event, as well as the teaching staff for promoting reading in and out of school.
    - We will be inviting families in for Spring Conferences on Thursday, March 23rd, and Friday, March 24th. We're excited to meet with families to review students' academic and social-emotional goals and the progress they have made thus far this school year.
    - JES is the recipient of another ECMC Foundation grant in the amount of $10,000. We will meet in the future as a building leadership team to determine what resources we'd like to purchase to continue to support the innovative and inspiring teaching and learning happening in our school and district.

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

DR. ERIN HJELMELAND
Director of Teaching and Learning
ehjelmeland@isd717.org

Executive Summary

Director of Teaching and Learning

March 2023

Improve Student Achievement, Learning, and Career and College Readiness

- **Professional Development –** The end of quarter 3 professional development on March 24, 2023, will focus on building specific PLCs. The elementary school has conferences during this time; the middle and high school will focus on building-specific needs and PLC time for vertical alignment.
    - **Summer and Fall Planning –** Planning for summer FLEX WORKSHOP dates, additional training sessions, and back-to-school workshop is in full swing in order to allow time for teachers to plan accordingly as needed.
    - STILL AVAILABLE **– Google Classroom Professional Development Learning Modules –** This **email** from the fall explains the modules and Google Classroom opportunities that will be available to teachers through the end of the year. Asynchronous modules in the PELSB required areas include:
        - Accommodations, Modifications, and Adaptations of the Curriculum
        - EL Best Practices
        - Culturally Responsive Pedagogy
        - Suicide Prevention
        - Mental Illness Awareness
        - PBIS
        - Reading Preparation

- **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 –** Draft Complete.

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

- **Federal Accountability Tests (MCA, MTAS, and ACCESS) -** Spring signals the beginning of standardized testing season in public schools around the State of Minnesota and the nation. Minnesota public schools are bound by state and federal

guidelines to administer the MCA and/or MTAS standardized tests and the ACCESS test for English Language Learners.

- **Federal Testing Overview -** The Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) are reading, mathematics, and science standards-based assessments used to meet federal and state legislative requirements. These assessments measure achievement of the Minnesota Academic Standards. Most students take the MCA, but students who receive special education services and meet the MTAS eligibility requirements may instead take the MTAS. MCAs/MTAS are administered for reading to students in grade 3-8 and grade 10; MCAs/MTAS for mathematics in grades 3-8 and grade 11; and MCAs/MTAS for science in grades 5, 8, and grade 10. Additional information regarding Jordan's MCA testing can be found here - **Overview, Timeline, and Training: MCA and MTAS Testing**.
    - MCA and MTAS results provide information about how well students have mastered concepts and skills from the academic standards. Educators and schools can use the results to plan instruction and evaluate their curriculum. Moreover, school- and district-level test results are used in federal and state accountability measurements.
        - The **Testing Calendar** is updated on the website.
        - SW Metro's SEE Students – Jordan is responsible for testing our students currently attending virtually through SEE. These tests must be taken on-site and administered by approved proctors.
        - **Testing Refusals –** Parents/guardians have a right to not have their student participate in state-required standardized assessments. However, it is important to note that test refusals are considered a "not proficient" score impacting the district's overall passing percentage.
- WIDA -- The ACCESS testing window opened on January 9, 2023; currently the EL teachers are working to administer those tests to individual students. Additional information regarding Jordan's ACCESS testing can be found here – **Overview and Training: ACCESS Test for EL Students**.

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

- **Collaborative Culture --**
    - **District Staff Development --** The quarter three district staff development meeting took place on Wednesday, March 1, 2023, at 3:15pm.
        - Meeting **Agenda**
    - **Equity Education Team --**
        - I meet with the CRP Specialist and Equity Outreach Specialist bi-monthly to discuss objectives and outcomes.
            - 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 attend Elevate. Currently, there are approximately 22 Jordan students attending Elevate.

- **Joe Beckman and Til 360**
    - **Rescheduled to Monday, March 6, 2023**, Joe Beckman from Til 360 will once again be working with Jordan Public Schools, this time to support students. As co-founder of TILL360 Consulting, Joe Beckman's mission has been to RECLAIM HUMAN CONNECTIONS in school communities. This fall he presented to our staff on the importance of fostering that human connection, next week that message will be shared with students.
    - **Building Overviews**
        - At the high school through music, stories, and student participation, Joe will share the timeless messages of self-worth, resilience, and the human connection. Middle and elementary students will focus on the age appropriate message that challenges students to think critically about how they are treating themselves, their classmates, and ultimately how they make the biggest difference in their world.
        - This work with students continues the overarching goals started this fall:
            - Reinforce the staff focused professional development started this fall to bring that Human Connection message to students.
            - Support student SEL needs aligning to CASEL and Jordan's established support work.
            - Reinforce monthly CASEL messages from Til 360 that have been shared with staff and students.

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, March 6 at 5pm – Referendum Updates

JORDAN PUBLIC SCHOOLS

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

JOE PERKL
Activities Director
jperkl@isd717.org

Activities Director Report 3/13/23

- **Speech Update -** Jordan tied for 1st in the Wright County Conference meet! This is the 2nd consecutive conference championship for Jordan in the Wright County Conference! We had THREE conference champions:
    - Tyler Sherette - Extemporaneous Speaking
    - Alissa Permaul - Great Speeches
    - Elizabeth Osborne - Prose

- **Nordic Ski Update** - Scott West Nordic has a very successful third season of building skill and competing in the Twin Cities Nordic Conference. Both boys and girls finished most conference meets somewhere in the middle. We have competing enough now to compile date and now have a Scott West Nordic Ski Record Board

- **Wrestling Update -** Scott West sent 5 total wrestlers to state. The 3 Jordan wrestlers placed! Leo Siekmann at 170AA finished 6th, Landon Church at 145AA finished 4th, and at 138AA, Matt Randolph placed 2nd. This is the 3rd year in a row Matt has finished 2nd. Most importantly, Scott West wrestling was awarded the MN Coaches Association GOLD academic award for having a team GPA above 3.560. Read more about our state wrestlers here

- **Basketball Update-** The Jaguars had their season come to a heartbreaking end last Saturday in a 1 point loss to Marshall in the section semifinals. This was such a fun team to watch. Jenna Kluxdal was named All State Honorable Mention. Coach Kyle Johnson was named section 2AAA coach of the year.
  The Hubmen are scheduled to play Worthington on 3/7. Hopefully their season is still alive at the time you all read this!

- **Athena Award** - The Jordan Athena Award Committee reviewed our top 3 candidates, and voted _____ as our 2023 Athena Award Winner. We are very proud of her! The Athena award was created in 1972 and this is Jordan's 4th year involved in this prestigious award program. Madi Kes was our first, and Abby Vizenor and Abby Vogel were our other Athena Award winners..

District Office: 500 Sunset Drive, Suite #1, Jordan, Minnesota 55352
952-492-6200 main | 952-492-4445 fax | www.jordan.k12.mn.us

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

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

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

Director's Message:

- Celebrate Jordan planning is underway! Please encourage businesses and organizations to join us on April 2nd from 1-4 pm for our 36th Annual Celebrate Jordan. We've had a great start as we seek to reenergize this fantastic event as we bring our community together.
- Summer offerings will be live on March 13th at 8 am. We are super excited as this is one of our largest summer brochures in recent years.
- I would like to highlight our Preschool Playtime that is offered Mondays, Thursdays and Fridays for our preschool aged families. If you ever find yourself at the CERC on these days from 9-11 am, please stop by to experience the energy and interact with parents/guardians. A huge shoutout to Scott County Family Resource Center for covering the cost of admission on Thursdays!
- The Community Education & Recreation Advisory Council will be meeting on March 7th at 6 pm in the District Office Conference Room.
- Senior Coffee Talk will take place on March 16th at 10 am at the CERC.
- I continue to meet so many wonderful community members as they use the CERC. Again, 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.

CERC:

- On March 1st, Dan and I installed the rubber flooring that Steven had been working on for the past few months. Kudos to Steven, as we have

heard great feedback from our members! The floor will certainly help reduce noise and vibrations when weights are dropped and save on the longevity of our equipment - plus I think it looks really good!!

- Dan and I are in the process of securing a vendor to paint the north section of the fitness center. After 7 years of use, it's time to freshen-up that area.
- Amy and I started preliminary conversations on a replacement plan for the cardio machines in the fitness center. More information to come!

Preschool, ECFE and Kids Co:

- Kids Company and Jtown crew summer registration will open on March 20th along with Early Ed-Ventures wrap around childcare for the fall.

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

ELISE PICKLE
Communications Director
epickle@isd717.org

Communications and Marketing Monthly Summary

Projects Completed / Highlights:

- Created Spring/Summer 2023 Community Ed/Rec brochure - this should arrive in homes no later than March 13!
- Revised Campus Map to better align with facilities needs.
- Created National School Breakfast Week posters and flyers.
- Finalized CERC community photo contest signage and worked with the Facilities team to install outside of CERC Multi-purpose rooms (upstairs).
- Assisted with Early Learning Services update presentation.
- Consulted with Kraus Anderson to create videos for 2023 Bond Referendum.

Events Attended for Photography Needs:

- National School Breakfast Week items photo shoot
- JMS Student of the Month Assembly
- JHS Basketball games
- Speech Team Photos
- SRO Appreciation Day
- JHS Choir Concert
- Scott West Panthers State Wrestling Send-off
- JHS Jazz Band Concert

Projects / Events In-Progress:

- 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.

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.

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

KELLY RASER
Nutritional Services Director
kraser@isd717.org

Nutritional Services Director's Report

3/13/23

February Highlights

- We have once again received the SHIP Grant from Scott County. This year, we will be using the funds to bring indoor gardens to our elementary and also middle school. Both schools will receive a 36 plant, 6' indoor garden system. The students will have the opportunity to learn about the entire process and also try the different items that are grown. We hope to have the gardens up and running by mid April!
- I had the opportunity to work with a group of 8th grade students who expressed interest in choosing a couple of menu items for April's lunch menu. It was a GREAT meeting and we are excited to feature some of their choices.
- I attended my first Worksite Wellness meeting of the year. Scott County has made the decision to combine the wellness stipend with the SHIP grant. It should be a very smooth process moving forward!

Upcoming projects

- We are very excited to begin really working with our two recent grants which both focus on gardens, fruits, veggies and other local minimally processed foods.
- We have already started planning the menus for next school year. I am looking into meeting with different groups of students at each school to also get their input.
- We are in the beginning stages of planning for summer. We are hoping to bring Nutritional Services down to Ames Field and offer some fuel during summer activities!

717 JORDAN PUBLIC SCHOOLS

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

KELLY RASER
Nutritional Services Director
kraser@isd717.org

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

717 JORDAN PUBLIC SCHOOLS

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

CHAD WILLIAMS
Director of Special Services
cwilliams@isd717.org

Board Meeting 3.13.23

Jordan School District #0717
Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness:

- Extended School Year (ESY) planning is happening as we speak! Dates scheduled for ESY will be **Monday through Thursday, June 12th through June 29th.** Times will be from **8:30 AM to 11:00 AM.** Primary location will be the Jordan Middle School.
- Targeted Services K-8 program will have two sessions this summer. There will be an Academic and Social Emotional Learning (SEL) session. The first session will be our academic session that will be **Monday through Thursday, June 12th through June 29th.** Times will be from **8:30 AM to 11:00 AM.** The second session will be our SEL session and that will be **Monday through Thursday, July 10th through June 27th.** Times will be from **10:00 AM to 3:00 PM.** Location will be held at the Jordan Middle School.
- As we are preparing for the end of the school year, we will be working on programming and services for our students for the 2023-2024 school year.

Improve Community Connection, Satisfaction, and Engagement

- The American Indian Parent Advisory Council met on Tuesday, March 9, 2023. The council reviewed district data to ensure the Jordan School District is meeting compliance based on our district AIPAC plan.
- The Special Education Parent Advisory Council will be having our next meeting on Wednesday, March 15th. Our meeting will be held at our Transition SOAR Program in Belle Plaine, MN and will be from 4:30 PM – 6:00 PM. We will learn about the great things our transition program is doing, and we will meet some local business partners, etc.

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

- I have been holding my monthly special education department meetings, EL meetings, nurse meetings, and mental health meetings. We will be starting to discuss the preparation of next school year, programming/services, curricular resources, and current workloads.

- February 27th through March 2nd was MASE week at the State Capital. There we had area Directors of Special Education meet with local law makers on how we can have:
  1.) Equitable and Sustainable Fundy Systems,
  2.) Qualified Special Education Workforce,
  3.) Mental Health Supports for Students
  (see link) https://sites.google.com/view/maseweekatthecapitol

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.

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

DAN LEHMAN
Facilities Director
dlehman@isd717.org

FACILITIES UPDATE

Director's message to the Board

Hello all, Spring is in the air, which means spring cleaning is near. We are having quite a few companies out over spring break to get some work completed throughout the district where it would be hard to do when students are in the buildings. The snow storms have been a challenge this year, as snow melts we will be on trash lookout throughout the district, trying to stay ahead of it to keep our grounds looking good.

March focus

- Health and Safety committee meeting on the 7th
- Indoor Air Quality annual checks will be completed at all three buildings
- Stephen Damlo and I have started meeting with Brightly Asset Essentials on upgrading our work order system for both custodial and IT. This will launch to all staff in August 2023
- Getting quotes for adding a sink in the CNA Lab at the High School
- Getting spring sports equipment out of storage for the season
- Walkthroughs with Principals, Athletic Director, and Community Ed Directors to get their summer to do lists will happen or be scheduled
- Looking into Type III vehicle usage, one of our vans will not be DOT certified after this year (12 years of age) We will be looking into cost comparison of bus rentals VS cost of a new van

Spring Break Projects

- JHS basketball hoop maintenance, thermostat alarms added to cooler and freezers, replacing expired fire rated theater curtains in the auditorium, I am hoping to get Twin Cities Hardware out to get our door list fixed during break as well.
- JMS destratification fans being installed in the gym
- JES focus on the gym lights, ballasts and burnt out lamps
- Custodial staff at all three buildings will be working on detailed cleaning that they normally can't get to while students and staff are here

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.